



Supplemental Election Manual 2025



Introduction

This Supplemental Election Manual 2025 amends certain provisions of the ANA Election Manual to provide for virtual Candidate Forum and online national elections. All other Election Manual sections not expressly included in this Supplemental Election Manual will remain unchanged and continue to apply.

If you have questions about ANA's nominations or elections processes or the interpretation of policies relating to nominations and elections, please send an e-mail to nec@ana.org.



Table of Contents

Section I: Nominations Process	3
Nominations from the Floor.....	3
Section II: Candidates and Campaign Managers	4
Candidates.....	4
Campaign Managers	4
Section III: Campaigning.....	6
Campaign Guidelines.....	6
Section IV: Election-Related Events at the Membership Assembly	8
Candidate Forum.....	8
Section V: Elections Process	9
Voting	9



Section I: Nominations Process

Nominations from the Floor

Nominations from the floor will be permitted only when:

- the NEC did not identify two nominees for each elective position with the established qualifications and desired competencies as candidates on the election slate;
 - the NEC receives a complete nomination package by 11:59 pm ET, Wednesday, April 30, 2025 and;
 - the nominee has been deemed qualified by the NEC.
-
- The NEC will review the nominations and communicate its determinations to candidate(s).



Section II: Candidates and Campaign Managers

Candidates

Candidates are responsible for reviewing the *ANA Election Manual* and this *Supplemental Election Manual* to become familiar with relevant policies, procedures, and guidelines governing ANA's nominations and elections processes.

Candidates have the option of designating a campaign manager OR may act as their own campaign manager. If a campaign manager is identified, the candidate is fully responsible and accountable for the conduct of the campaign manager and any other members of the campaign team.

The candidate is also responsible for:

1. Submitting the campaign manager's name and contact information to ANA;
2. Informing ANA when there is a change in campaign manager;
3. Informing the campaign manager about all campaign and election-related activities;
4. Ensuring that the campaign manager's actions and those of other campaign team members, if applicable, adhere to the nominations and elections policies, procedures, and guidelines as set forth in the *ANA Election Manual*;
5. Approving all campaign platforms, strategies, and materials;
6. Ensuring the campaign manager adheres to and manages the approved campaign; and
7. Communicating with the campaign manager throughout the nominations and elections processes.
8. Providing written notice to the NEC if the candidate will be absent from the Membership Assembly and whether the campaign manager or designee will be speaking on behalf of the candidate at the Candidate Forum and/or picking up the result letter at the Membership Assembly.

Campaign Managers

The campaign manager, with the candidate, promotes the candidate's qualifications, accomplishments, and positions on key issues to ANA Membership Assembly Representatives. To ensure a professional and ethical campaign, campaign managers should review and comply with the policies, procedures, and guidelines outlined in the *ANA Election Manual* and this *Supplemental Election Manual*.

The campaign manager is also responsible for:

1. Ensuring other campaign team members, if applicable, are familiar with policies, procedures and guidelines related to ANA's nominations and elections processes;



2. Obtaining the candidate's approval prior to requesting email distribution of campaign communication by ANA;
3. Notifying the candidate immediately if unable to serve and forwarding the *ANA Election Manual* and *Supplemental Election Manual* to the newly designated campaign manager, if applicable;
4. Respecting ANA Membership Assembly Representatives, candidates, other campaigners, and ANA staff at all times;
5. Being accountable for the performance of all campaign team members; and
6. Doing the following when onsite at the ANA Membership Assembly:
 - a. Registering at the ANA Membership Assembly registration area;
 - b. Wearing the official identification badge while campaigning at the designated campaign area during the designated campaigning dates and times; and
 - c. Keeping hallways leading to areas being used for official association business free of campaign activities and materials to allow ANA Membership Assembly Representatives easy access to and from meeting rooms.



Section III: Campaigning

Campaign Guidelines

1. Candidates may:
 - a. network with professional colleagues via face-to-face meetings, one-on-one telephone calls, mailings (electronic or hard copy), or use of alternative electronic means and methods;
 - b. accept invitations from individual ANA Membership Assembly Representatives, C/SNAs, or the IMD to present their campaign platform, complete questionnaires, and/or be interviewed;
 - c. request that ANA distribute campaign communication via email to ANA Membership Assembly Representatives; (NOTE: There is a fee for this service)
 - d. submit a video up to one-minute in length to ANA for posting to the online ANA Membership Assembly meeting workspace; (NOTE: There is a fee for this service)
 - e. use personal social media accounts (e.g., Facebook, Twitter, LinkedIn), blogs, online discussion boards, etc.;
 - f. host webinars and conduct presentations, and
 - g. employ the use of an electronic presentation and/or slideshow without sound in the designated campaign area (NOTE: The candidate is responsible for supplying all necessary hardware, including a computer, to operate the presentation).

2. Candidates may not:
 - a. use the ANA corporate logo on campaign materials that are not provided by ANA;
 - b. use their access to ANA's communication vehicles (e.g., email lists, Communities on nursingworld.org; ANA's social outlet accounts (e.g., Facebook page, Twitter, LinkedIn) to promote their candidacy;
 - c. solicit or accept financial support from individual ANA-C/SNA members, C/SNAs or the IMD, employers, or corporations;
 - d. seek or accept an employer or corporate sponsorship that would distribute campaign items or mailings;
 - e. seek or accept financial contribution from any ANA committee, board, council, task force, work group, professional issues panel;
 - f. seek or accept an honorarium or reimbursement of expenses to speak to a group specifically regarding their candidacy;
 - g. present misleading campaign materials (e.g., a flyer that implies C/SNA endorsement when this is not the case);
 - h. use helium filled balloons due to fire hazard or latex balloons for health reasons;
 - i. Distribute campaign materials in the meeting room of ANA Membership Assembly.



- j. campaign onsite at the ANA Membership Assembly in or near the meeting rooms where official ANA business is being conducted
- 3. ANA Membership Assembly attendees may wear promotional material and carry promotional tote bags in or near meeting rooms where official ANA business is being conducted.
- 4. ANA staff may not wear promotional materials of any candidate or in any manner promote the candidacy of any individual.



Section IV: Election-Related Events at the Membership Assembly

The ANA Membership Assembly schedule will contain the dates, times, and locations of all campaign and election-related activities.

Candidate Forum

1. Candidate Forum will take place virtually prior to the Membership Assembly. During the Candidate Forum, each candidate will have the opportunity to introduce themselves and answer question(s) asked by the NEC. Each position will have its own Candidate Forum. For example, all candidates for the Vice President position will be scheduled and recorded the same session.
2. Only the Nominations and Elections Committee members, candidates, , and ANA staff will be permitted to attend. The Candidate Forum will be recorded and then uploaded to the Membership Assembly website for voting representatives and attendees to view during and prior to the Membership Assembly. Recording sessions will be determined and scheduled for each Candidate Forum of elected positions. The recording of the Candidate Forum will not be edited for content.
3. NEC members, who are neither candidates nor ANA Membership Assembly Representatives, will serve as moderator and timekeeper at the Candidates Forum.
4. Only candidates for elective positions are provided the opportunity to speak at the Candidate Forum.
 - a. Candidates will speak in alphabetical order by last name.
 - ~~b.~~ Each candidate for the Nominations and Election Committee may speak at the Candidate Forum for up to 1 minute. Thereafter, each candidate will have up to 1 minute to answer questions asked by the NEC moderators.
 - c. Each candidate for the ANA Board of Directors positions may speak up to 2 minutes. Thereafter, there will be a question and answer session for that candidate during which an NEC moderator will read questions. All candidates for the ANA Board of Directors will be given 2 minutes to respond.



Section V: Elections Process

Voting

The Head Teller and the Election Administrator assist in conducting the election, certify that the election was conducted in accordance with ANA's election procedures, and certify the election results.

- Voting will be conducted using online electronic means or automated voting machines.
- Voting hours will be communicated to ANA Membership Assembly Representatives prior to as well as onsite at the ANA Membership Assembly.
- All verified voters will receive instructions with a link to the website to vote and an election voting code. The election code will be printed on the voting card that the voters will receive when picking up their Membership Assembly badge at registration.

Online voting will remain open for the specified hours during the Membership Assembly. Telephonic and in-person support will be available during specific hours, if assistance is needed.

Each Representative may cast one weighted vote for each of the open positions available, pursuant to the Apportionment Policy (Appendix G).

In case of emergency or other unforeseen circumstances, in which a Representative must leave the Membership Assembly prior to casting their vote, they can designate another Representative of the same state to act as their proxy. Alternatively, the Representative can choose to have their vote distributed equally between all the Representatives from the same state. This information needs to be communicated to the Office of General Counsel staff and the Election Administrator before the scheduled voting start time.