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POLICY & PROCEDURE

CANDIDATE CRITERIA AND REQUIREMENTS FOR NATIONAL OFFICES

POLICY

The Leadership Committee will submit a slate of candidates for each National office position which will be open after the next National Symposium. In order for candidates to be considered for nomination, the following technical requirements must be met as of the due date of the application:

- A. For National Board of Directors (BOD) Candidates – National President-Elect, National Secretary, National Treasurer, and Directors:
 - 1. Current full membership in ANNA for the previous four (4) consecutive years.
 - 2. Current RN certification in nephrology.
 - a. Nephrology certification must be from an entity nationally accredited through the American Board of Specialty Nursing Certification and/or the National Commission of Certifying Agencies. Examples include: Certified Nephrology Nurse (CNN), Certified Dialysis Nurse (CDN), Certified Clinical Transplant Coordinator (CCTC) and Certified Nephrology Nurse – Nurse Practitioner (CNN-NP). Emeritus status for nephrology certifications is also acceptable.
 - b. Acceptable certifications may change as needed to reflect current nephrology nursing practice.
 - 3. A minimum of three (3) years experience in nephrology-related health care services within the past six (6) years.
 - 4. A minimum of a baccalaureate or advanced degree in nursing.
 - 5. A minimum of two (2) years experience within the last six (6) years of active, effective leadership in ANNA at the National level as National Officer, National Committee Chairperson, Specialty Practice Network (SPN) Leader, SPN Advisor, ANNA Chapter Support Team (ACST) Chairperson, ACST Leader, or Journal Board.
 - a. Candidates for Director may have served as a Committee Member in good standing (as defined according to the respective committee’s Role Description) for two (2) years within the last six (6) years.
 - 6. Candidates for National President-Elect must have served previously as a member of the BOD.

- B. For National BOD Candidates – Without a Baccalaureate or Advanced Degree in Nursing:
1. Candidates for the National BOD **without** a baccalaureate or advanced degree in nursing will be considered for an exemption if they meet the following requirements:
 - a. For the office of National President-Elect:
 - (1) Baccalaureate or higher degree in any field.
 - (2) Ten (10) years consecutive membership in ANNA.
 - b. For the offices of National Secretary, National Treasurer, and Director:
 - (1) Baccalaureate or higher degree in any field.
 - (2) Five (5) years consecutive years membership in ANNA.
- C. For All National Elected Positions – National President-Elect, National Treasurer, National Secretary, and Directors:
1. Expected to be an active member of their local chapter.
 2. Other ANNA experience and leadership experience in other associations related to nursing, nephrology, transplant, or related therapies is also recommended but not required.
 3. Completion of the Candidate Packet by the required deadline.
 4. Ability and willingness to commit the necessary time to both preparation and travel for all role expectations including projects, conference calls, and meetings related to ANNA activities.
 5. Free of commitment to any other positions within ANNA or with any other organization that presents a conflict at the time the ANNA office would be assumed.
 6. Members who serve on the Leadership Committee during the year leading up to the deadline for submission of candidate packets are not eligible to run for a National BOD position.
 7. Compliance with ANNA Policy & Procedure 2.04, *Conflict of Interest Policy*.

PROCEDURE

Application Procedure:

1. Potential candidates are required to comply with Policy & Procedure 5.05, *Campaign Regulations for National Offices*.
2. Candidate packets are available on the ANNA website. All documents must be submitted electronically using the online application portal.
3. The National Office staff will inform the Leadership Committee Chairperson within three (3) working days when potential candidates have started a new online application.

4. The potential candidate must complete the online application as required in the Candidate Packet to the National Office by the deadline established by the Leadership Committee, per Policy & Procedure 5.04, *Communication Regarding Slate of Candidates*.
5. The National Office will review the application materials and contact the potential candidate if something appears incomplete. The Leadership Committee is responsible for validating that each candidate has submitted a complete application.

Selection Procedure:

1. The Leadership Committee is responsible for establishing the slate of candidates to be placed on the ballot.
2. The Leadership Committee is responsible for validating that each candidate has demonstrated acceptable performance in previous volunteer leadership roles.
 - a. The Committee may solicit input from ANNA volunteers and National Office staff who have served and/or worked with the potential candidate. Information will be solicited about the potential candidate's performance with previous roles and responsibilities, ability to work with others, ability to lead, and demonstration of other qualities that may add to or detract from the individual's ability to serve. The Committee will review written or other evidence as needed.
 - b. Input may be sought from, but not limited to: past committee members; committee chairpersons; others for whom the candidate served as a Board Liaison; Board Liaisons to whom the candidate reported while serving in an ANNA leadership position; and National Office staff.
3. If there is an identified problem with the candidate's effectiveness or ability to fulfill past role responsibilities in ANNA, the Leadership Committee Chairperson will consult with the ANNA National President and ANNA National President-Elect to determine the course of action, which may include removal of the potential candidate from consideration on the ballot.
4. Not all candidates who submit an application to run for an office will be nominated. If a candidate is not selected to run, the Leadership Committee Chairperson, in consultation with the ANNA Executive Director and ANNA National President, will notify the candidate of why their application was not accepted and suggest areas for development. (**Note** – This same procedure statement appears in Policy & Procedure 5.03, *Compliance with Candidate Criteria for National Offices*. If updates are made, it will need to be edited in both spots.)