

MONTANA HEALTH INFORMATION MANAGEMENT ASSOCIATION

POSITION: Nominating & Election Committee

TERM OF OFFICE: Two years, extendible

PURPOSE:

Prepare a slate of candidates for the Montana Health Information Management Association (MHIMA) open positions.

COMPOSITION:

This committee shall consist of three elected members. The President-Elect shall appoint the Chairperson. The Past-President shall serve as advisor to the committee. The Communities of Practice (CoP) Facilitator shall serve as Electronic Voting Administrator with responsibility for electronic election setup and oversight. The President or President-Elect may serve as Electronic Voting Administrator in absence of the Secretary/Treasurer.

DEFINITIONS:

- Eligible Voter: All Active members in good standing with AHIMA as of December 31 of the year ending prior to the current election year.
- Electronic Voting: On-line voting process conducted via the AHIMA Communities of Practice.

POLICY:

1. In odd-numbered years, the Nominating Committee shall propose a slate of at least two candidates for the following MHIMA positions:
 - a. President-Elect
 - b. Secretary-Treasurer
 - c. Board Member(s) – each board member serves for four years. In alternating elections, two board members will be elected, followed by one board member.
 - d. Nominating Committee Member – top three vote-getters will serve
 - e. MHIMA Nominee to the AHIMA Nominating Committee – By board order, this nominee shall be the current President. Only the President's name should appear on the slate of candidates.
2. The slate of candidates shall be prepared by January 15, in odd-numbered years. The electronic election shall run from February 15 to March 15.
3. The CoP Facilitator shall set up and monitor the election as described in the AHIMA "CSA Electronic Voting Procedures" guide. Access the most current version of this document prior to each election under the State Leaders/House of Delegates Community of Practice.
4. The CoP Facilitator shall grant candidates access to the biography information entry section of the electronic voting software, notify candidates of access granted, and monitor input of biography information.
5. Candidates will be responsible for entering their biography information and photo in the electronic voting software. Biography information entry should be completed by February 8.
6. An email blast announcing the opening of the election and weekly voting reminders shall be sent to membership via email blast.
7. At the conclusion of the election, the CoP Facilitator shall aggregate the results via the electronic voting software.

8. The Nominating Committee shall meet no later than March 25 to review the results as provided by the Secretary/Treasurer.
 - a. The officers and at-large Directors shall be elected by the plurality of the votes cast by the active members in good standing.
 - b. In the case of a tie, the names of the candidates tied will be put into a hat and the Nominating Committee Chair drawn to be the successful candidate.
 - c. A report of the election results, signed by the Nominating Committee shall be sent to the President and the President-Elect no later than April 1.
 - d. The President shall then notify the nominees of the election (or delegate this function to the Nominating Committee) within seven (7) days following the receipt of results.
 - e. The results of the election shall be announced in the next issue of the MHIMA newsletter or at the spring MHIMA meeting if no newsletter is being printed.
 - f. Officers and directors assume office July 1.

PROCEDURE:

1. When developing the slate of candidates for available offices, contact personally those members you would like to include on the ballot and ascertain whether or not they are willing to serve. This can be accomplished through an email, a personal phone call, at the fall meeting, or at any meeting prior to the election.
2. Ideally, two names should be proposed for each officer/director and five names should be proposed for the Nominating Committee.
3. A current membership list may be obtained from the Secretary-Treasurer
4. By March 25, the Nominating Committee shall meet review and finalize the election results.
 - a. The results of the election should be immediately communicated to the President and the Secretary-Treasurer. The President will either notify the candidates, or request that the Nominating Committee perform the notification of all candidates.
 - b. The results of the election should be sent to the MHIMA President and President-Elect for publication in the next newsletter.
5. An official record of election results, as well as all sample ballots and forms used by the Nominating Committee, shall be passed to the newly elected Nominating Committee immediately following the election. This job description and procedure should be reviewed and revised as necessary and changes communicated to the President who will include the changes in the MHIMA Policy/Procedure Manual.
6. Purge files of unnecessary material and transfer to successor. Review and revise this Committee Chair description at the end of term and submit changes to the MHIMA President for inclusion in the MHIMA policy/procedure manual.
7. Market for Distinguished Member Award candidates.
8. All Board agendas will be consent agendas. All information to be approved is to be reviewed in advance, and all questions clarified with the board/committee if necessary.
9. It is recommended that committee chairs participate in conference calls.

Reviewed 9/05

Revised 12/2009