

**New York State Council Emergency Nurses Association    3/25/26**  
**NYSCENA Election Policy**

**1. Purpose**

The purpose of this policy is to describe the procedure for the election of officers to the New York State Council Emergency Nurses Association (NYSCENA) Board of Directors.

**2. Policy**

- a. The Leadership Development and Elections committee (LDEC) is a standing committee and is responsible for the nomination, application, and election of the New York State Council Board of Directors and mentoring of future leaders
- b. All NYS ENA voting members are eligible to vote. Ballots will be sent via email to all current members of NYS ENA
- c. Members who are designated as non-voting members, affiliate or student members will not receive a ballot
- d. Members who have chosen to “OPT OUT” of email from ENA, will not receive a ballot

**3 Process**

- a. The LDEC committee will:
  - i. Establish and notify the voting membership of the time line for nominations and elections each year
  - ii. Select and utilize an independent vendor for the elections.  
This policy does not dictate whether ballots must be paper or electronic; the needs of the membership should guide that choice.
  - iii. Review established application criteria for each office to ensure in meets the current bylaws and policies
  - iv. Schedule a ‘call for candidates’ through the NYSENA’s website as well as NYSCENA quarterly meetings
  - v. Review all candidate applications to verify their eligibility to serve on the NYSCENA Board
  - vi. Evaluate each application to ensure criteria is met as well as checking for completeness and accuracy
  - vii. Notify each applicant of acceptance or non- acceptance of their application
  - viii. Meet with the vendor and provide all of the information necessary to conduct the elections
  - ix. Forward the election results to the NYSCENA President who will then notify the candidates and the Voting Membership
- b. The Candidates will:
  - i. Self-nominate themselves for the office they are considering
  - ii. Complete the application form and submit the form within the allowed timeframe

- iii. Sign and submit the attestation form that confirms the candidate has:
  - 1. Read the NYSENA Bylaws and Policies and Procedures
  - 2. Committed to fulfilling the duties of the position which they are applying
  - 3. Completed the Financial Disclosure form
- c. Elected Positions and terms of Service of the BOD
  - i. President Elect 1 year term; 3 year commitment
  - ii. Treasure Elect- 1 year term; 2 year commitment
  - iii. Secretary- 2 year term
  - iv. Director at Large- 2 year term
- d. Eligibility Criteria
  - i. NYS RN License
  - ii. Member of NYSENA for past 2 years
  - iii. Attendance at least 2 of the NYSCENA Council meetings in last 12 months
  - iv. Attendance at 1 ENA General Assembly (GA) in the past 3 years and/or Setting the Pace (NYSENA conference)
  - v. Submit a 300 pixel professional headshot 5 x 7, picture taken within 3 years, professional business attire (no uniforms, scrubs, t-shirts, state council specific attire, no AI generated photos)