NLN AFFILIATED CONSTITUENT LEAGUE
Reference & Resources

Nomination Forms
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Suggested Content

1. Copy of “Guidelines for the Committee on Nominations”
2. Constituent league bylaws
3. Goals of the National League for Nursing and the constituent league
4. Annual book of reports and/or president’s report to the membership
5. Membership directory
6. List of names and addresses of present officers, board members, and Nominations Committee members, indicating terms of office
7. List of names and addresses of committee chairs and members; council, forum and local unit chairs
8. List of elected positions to be filled and their terms of office
9. Descriptions of elected positions to be filled, including qualifications if available.
10. Schedule of regular meetings and special events of the league
11. Schedule of newsletter publication
12. Samples of forms, letters, communications with membership, and ballots used by past committees
13. Constituent League Procedures Manual, if available
WORK SCHEDULE

Phase I: Activities to be completed within the month following installation of new Committee on Nominations

Target Date

__________ Chairman selected, in accordance with the bylaws

__________ Organizational meeting and orientation of committee members

__________ Review duties of Committee Nominations

__________ Choose person to record committee proceedings

__________ Distribute Committee on Nominations Packet

__________ Determine committee ways of work

__________ Review bylaws to determine vacancies to be filled

__________ Schedule meetings and develop communication plan

__________ Set preliminary target dates on Work Schedule

Phase II: Activities to be completed within 8 months prior to next annual meeting

Target Date

__________ Analyze the background and experience among current eligible officers and board members and determine additional skills needed to ensure a balanced leadership team.

__________ Review schedule of regular meetings and special events of the league and assign coverage of these to specific committee members.

__________ Contact the president to get her views on the current status of the league, its strengths and its future needs.

__________ Review forms, such as the Online Prospect Survey, Consent to Serve, Biographical Information, and revise as needed.

__________ Non-board members attend meeting of the board of directors at the invitation of the president.

__________ Inform membership of vacancies to be filled and the qualifications required. Request suggestions. Review procedure to be followed in
Committee on Nominations

Printing and mailing the ballot, and update as present circumstances indicate.

Review procedure to be followed for preparing and distributing the ballot, and update as present circumstances indicate.

Phase III: Activities to be completed within 5 months prior to next annual meetings

Consider names submitted to committee and begin to look at potential nominees.

Consider present officer group and reach consensus the officers needed and the kind of persons to supplement and complement a strong officer team.

Consider needs of the board, particularly those persons who might be appointed chairs of standing committees.

Arrive at decision of primary and secondary prospective nominees will be made.

Determine by whom and when contacts with prospective nominees will be made.

Prepare report for the board of directors.

Chair sends confirming letter to each nominee, enclosing the “Consent to Serve” and “Biographical Information” forms.

Deadline date for return of forms.

Deadline date when ballots must be sent.

Deadline date for return of ballots.

Phase IV: Activities to be completed within the month prior to the annual meeting

Approve chair’s report of committee’s work prior to its presentation at the annual meeting.

Appoint a teller’s committee, if appropriate.

Count ballots, if appropriate.

Chair to send appropriate letter to each candidate.
COMMITTEE ON NOMINATIONS

__________ Review committee’s record and prepare for turning over to new committee.

Phase V: Annual Meeting

__________ Annual meeting of constituent league. Chair gives report on the work of the committee. Election results are announced.
ARTICLE FOR NEWSLETTER

CALL FOR NOMINATIONS
OFFICERS
BOARD OF DIRECTORS
COMMITTEE ON NOMINATIONS

Members are encouraged to suggest candidates for the 20__ elections of officers, positions on the Board of Directors and the Committee on Nominations.

It is important that a wide range of candidates be suggested to insure that the ballot will represent the diverse backgrounds and fields of expertise of the membership. It is also important that all sections of the state are represented.

Proposed candidates should have knowledge of the League, and should support quality nursing education and service. They should represent a variety of interests, such as: nursing, other health professions, education, diversity, and the business and public affairs communities.

The Nominations Process

The Committee on Nominations will meet in __________, 20__ to prepare a slate of candidates for the following elected positions:

- President-Elect
- Treasurer
- Three Directors for the Board
- Three members of the Committee on Nominations

Individual members should submit their suggestions directly to the Committee on Nominations by __________, 20__. Please use the Survey Link below.

/Insert SURVEY LINK here/
CONFIRMATION TO HAVE NAME PLACED IN NOMINATIONS LETTER
(On constituent league stationary)

Dear ____________________:

Thank you for agreeing to have your name placed in nomination for the position of ______________________ in the ____________________ League for Nursing for the term 20__ to 20__.

In order to prepare the Ballot for mailing to the membership, please complete the enclosed “Consent to Serve” and “Biographical Information” form and return these to us by ____________________, 20__. The Committee on Nominations will be using the information provided on the “Biographical Information” form to introduce the nominees to our membership. Please use the form we are enclosing rather than sending us your curriculum vitae.

The ballot will be mailed to all eligible voting members of the ____________________ League for Nursing by ____________________, 20__, in ____________________, at the ____________________ hotel.

If you have any questions or wish additional information, please let me know immediately. We look forward to receiving your completed forms soon.

We appreciate your willingness to stand for election for __________ of the ____________________ League for Nursing and are delighted to place your name in nomination.

Sincerely,

(Chairman, Committee on Nominations)

Enclosures:
“Consent to Serve” form
“Biographical Information” form

(Optional: If it is customary for your league to feature pictures of nominees in the newsletter or other printed media, request a photo)
CONSENT TO SERVE FORM

______________________________ LEAGUE FOR NURSING
(Address)
(email)

CONSENT STATEMENT

I am willing to serve if elected to the position of ____________________ for the term ____________________ by the membership of the ____________________ League of Nursing.

I understand that I must be an Individual Member of the NLN in order to have my name placed in nomination for the positions of Officer or member of the Board of Directors, in accordance with the ____________________ League for Nursing Bylaws.

Signature of Nominee ______________________________

Date __________________

Please print or type

NAME ______________________________

ADDRESS ___________________________

____________________________________
BIOGRAPHICAL INFORMATION FORM

__________________________________________
LEAGUE FOR NURSING
(Address)
(email)

BIOPGRAPHICAL INFORMATION

Please print or type

____________________
Name of Nominee

__________________________________________________________________
Title, Employing Institution, and Address

__________________________________________________________________
__________________________________________________________________
Home Address

Telephone: Office _______/_____________ Home _______/_____________

EDUCATION (Institution, Major, Credential Received, Year)

MAJOR POSITIONS HELD DURING PAST 15 YEARS, MOST RECENT FIRST

Date
Title of Position
Organization
Location

LEAGUE ACTIVITIES DURING PAST 10 YEARS, MOST RECENT FIRST

Date
Activity
Constituent League
## Committee on Nominations

### Major Activities in Other Organizations During Past 5 Years

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<th>Date</th>
<th>Activity</th>
<th>Constituent League</th>
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### Awards, Honors, Publications
COMMITTEE ON NOMINATIONS

BALLOT INSTRUCTIONS

______________________________ LEAGUE FOR NURSING
(Address)
(email)

BALLOT

20__

INSTRUCTIONS

1. Please mark your ballot as directed. Ballots are marked for more than the number of candidates specified will be invalid.
2. (Optional) Write-in votes (or will not) be counted.
3. Place your ballot in the enclosed envelope marked "Ballot".
4. Place the “Ballot” envelope in an envelope addressed to the Chairman of the Tellers – Ms. ____________________, c/o ____________________ League for Nursing. You must write your name and address as listed on the membership records of the League in the upper left hand corner of the envelope addressed to the Chairman of the Tellers.
5. The envelope addressed to the Chairman of the Tellers must be postmarked no later than ____________________, 20__. 
**COMMITTEE ON NOMINATIONS**

**BALLOT**

For the term: 20__ to 20__

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CONGRATULATIONS LETTER

(On constituent league stationery)

Dear ______________________________:

The ballots for the ____________________ League for Nursing election have just been counted and on behalf of the ____________________ League for Nursing, I am pleased to inform you of your election as ____________________ for the term ______________. With your knowledge and ability, you will contribute much in this important leadership position in our League.

As you know, the new officers will be installed at the close of the ___ LN Annual Meeting on ____________________, 20__, in ____________________ at the ____________________ hotel. We hope you will be in attendance for the Annual Meeting and can participate in the installation ceremony. Please do let me know if you are unable to attend.

Again, congratulations on your election as ____________________.

Sincerely,

(Chairman of the Committee of Nominations, of President, or League Secretary)

Optional Enclosure: Copy of Annual Meeting Program
Dear: ______________________________:

The ballots for the ____________________ League for Nursing election have just been counted and we certainly appreciated your willingness to have your name placed on the ballot for the position of ____________________. I thought you would be interested in knowing the election results, even though the announcement to the __LN membership will not be made until the close of the Annual meeting on ________________, 20__ in ________________ at the ________________ hotel. The incoming ________________ for the term __________ will be ________________.

Again, thank you for your support and interest in the __________ League for Nursing. We hope you will continue to take an active part in the activities of __LN and will attend the Annual Meeting.

Sincerely,

(Chairman of the Committee of Nominations, or President, or League Secretary)

Optional Enclosure: Copy of Annual Meeting Program