Election Requirements Checklist

☐ **Chapter board reviews chapter bylaws and election policy/procedures.**

☐ **Election governance body/lead established (potential candidates may not serve).**
   - o Option 1: Nomination/Election Committee formed.
   - o Option 2: Election lead determined.

☐ **Election planning:**
   - o Review bylaws for open positions and term limits.
   - o Create a timeline for meeting the July 1 reporting deadline.
   - o Develop a recruitment and outreach plan.
   - o Ensure a fair and non-biased vetting process.
   - o Determine board member responsibilities (ex. Communication chair to send appropriate emails).
   - o Update position descriptions.
   - o Utilize a tool/process that supports an accurate, fair, and unbiased voting process.

☐ **Communicate open positions including term, position description, qualification (1-year+ HIMSS and chapter member), and nomination deadlines.**

☐ **Open call for nominations to all chapter members:**
   - o Request specific information such as name, email, bio/LinkedIn profile, and why they desire the position.
   - o Vet all nominations per established policy (ensure they meet 1-year membership qualification and are current members).
   - o Additional recruitment, if needed - every effort should be made to attempt for a minimum of two candidates for each position.

☐ **Create election ballot:**
   - o Collect member ID as a unique identifier.
   - o All open positions must be listed on the ballot regardless of the number of nominees.
   - o Members must have the opportunity to vote for or against a candidate (election by acclamation is not allowed).
   - o Ensure the ballot is fair and clearly displays all candidate information.

☐ **Open chapter elections:**
   - o All current chapter members should have the opportunity to vote in the chapter's election, this includes student members.
   - o The election must be open for a minimum of 10 days.

☐ **Close chapter elections:**
   - o Validate votes – 1 vote per member and no non-member votes.
   - o Confirm winners and politely inform non-winners (share other opportunities).

☐ **Announce winners to chapter membership.**

☐ **Submit the Board List section of the Accountability Report to HIMSS prior to July 1.**