



NOMINATIONS PROCEDURE/TIME TABLE

The following timetable has been established to facilitate the nominating procedure. This timetable summarizes the preceding information and puts the nominating activities into perspective.

Procedure	Projected Date
1. Nominations Committee Chairperson notifies the DNA office to post the Call for Nominations on the website at www.denurses.org requesting suggestions for nominees for the upcoming elections. Along with the call, this manual and a supply of nominating materials are posted.	After Fall Conference
2. Call for Nominations published in the <i>Reporter</i> . Content to Publisher December 1st .	Feb/Mar/Apr issue
3. DNA staff compiles a list of nominees received and prepares materials for the DNA Nominations Committee.	April
4. A letter/email will be sent out requesting the selected candidates return consent-to-run form, a photograph and a statement of views. (Nominations packet)	
5. All candidates completed nominations packet due at the DNA office.	April 15
6. The slate and biographical information of candidates is published in the <i>Reporter</i> . Content to Publisher June 1st .	Aug/Sep/Oct issue
7. Announcement, via listserv, that balloting begins.	April
8. On-line and on request paper balloting begins.	May
9. Contact write-in candidates 8-weeks prior to Fall Conference.	
10. Finalize ballot.	5-weeks prior to Fall Conference
11. Ballot mailed/posted online.	4-weeks prior to Fall Conference
12. Voting ends.	5-days prior to Fall conference
13. The chairperson of the DNA Nominations Committee presents the committee's report to the DNA members at the annual Fall Conference.	Fall Conference
14. The chair of the Nominations Committee announces voting results.	Fall Conference