



**VIRGINIA HEALTH INFORMATION MANAGEMENT  
ASSOCIATION  
POLICY & PROCEDURES**

<b>POLICY:</b>	Nominating Committee		
<b>EFFECTIVE DATE:</b>	July 1, 1997	<b>REVISION DATE:</b>	May 2011

**Purpose:** To prepare a slate of Officers to run for a VHIMA Office.

**Policy:** The VHIMA is committed to nominating and electing qualified health information management professionals to serve as organization leaders in adhering to the VHIMA mission and achieving its goals and objectives.

**Materials Needed:**

- Credentials Files
- VHIMA Bylaws
- List of Officers and Committee Chairpersons

**Guidelines:**

1. The VHIMA Nominating Committee is comprised of 5 members.
2. The Nominating Committee Chairman is appointed by the President-Elect and the remaining four committee members are elected during the annual Business Meeting.
3. Credentials Files:
  - A. An e-mail blast, along with mention in the VHIMA Newsletter (to include the Willingness to Serve forms) should be sent out to all members no later than October 15<sup>th</sup>. Request that all forms be returned to the Nominating Committee by November 15<sup>th</sup>.
  - B. Place completed and updated information into the Credentials Files upon receipt.
4. Conduct a meeting of the Nominating Committee prior to December 1<sup>st</sup> to prepare the ballot. (This meeting may be conducted via conference call if a meeting is not possible due to logistics.) In preparing the ballot make sure that all Board Members are consulted as to whether they want their name to be placed on the ballot.
5. Ballot:
  - A. Prepare the ballot, giving careful consideration to previous VHIMA Board experience, participation in local association activities, committee service, up to date credentials, active membership in good standing and involvement of new members for certain positions, such as Secretary.



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**B. Delegate Guidelines**

1. Delegates must have a minimum of 3 years recent experience as a manager in a related health information profession (this would include educators).
2. Delegates must have previous Board experience at either local or state level as an elected officer.
3. Delegates must demonstrate effective written and oral communication skills.
4. Delegates must be committed to attend all VHIMA Board meetings and local associations, upon request.

**C. Use the *Willingness to Serve* forms, Credentials Files and recommendations from the VHIMA Board members to develop a list of possible candidates for the following positions:**

- President-Elect.....2 candidates
- Vice President.....2 candidates
- Secretary.....2 candidates
- Treasurer..... 2 candidates (every other year only)\*
- Delegate.....2 candidates
- Director.....2 candidates
- AHIMA Nominating Committee.....2 candidates (every other year only)\*

\*Odd numbered years only (2009, 2011, 2013, etc.)

If two candidates cannot be obtained for each office, contact the VHIMA President and Board to determine whether it's appropriate to issue the ballots with less candidates, as specified.

The President-Elect automatically serves as one delegate unless s/he has served the two previous consecutive terms. Two names shall be run for every one delegate allotted to the State with one additional name to allow for an alternate to the President-Elect. Each delegate shall serve two years and cannot success themselves.

If the elected delegate cannot serve out his/her term, the Elected Director would serve as the alternate.



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- D. After the slate of Officers is determined, notify the possible candidates and inform them what the duties the office will entail. Follow up by e-mailing a copy of the guidelines for that particular office.
- E. Obtain an oral commitment from the possible candidate to be followed by a written consent. The consent should include the candidate’s assurance of his/her willingness and ability to carry out the duties of the office and to attend all Board meetings.
- F. The ballot should be finalized no later than 75 days prior to the Annual Convention.

6. Election:

- A. VHIMA utilizes the electronic voting available through AHIMA. The President shall contact Volunteer Services at AHIMA to obtain access to the voting website for the Chairman of the Nominating Committee and an additional designee to assist with creating the ballot and for any potential candidate or voter issues. Detailed instructions for this process can be obtained on the AHIMA website.
- B. The ballot will list the names and credentials of each candidate.
- C. Candidate information will be provided including employment history, previous local, state and national experience. The individual candidates are responsible for completing their own information in the electronic ballot, including uploading of a photograph, if desired.
- D. An e-mail and postcard mailing will be sent to all members with instructions for completing the ballot electronically.
- E. The electronic voting feature for AHIMA has reporting mechanisms which can allow for up to date tallying of votes during the election process.
- F. Provide the names of members who wish to volunteer as committee members to the President Elect.
- G. After the election is closed, the Nominating Committee Chairman, or the designee, will inform the President of the results.
- H. The President will be responsible for contacting all members on the ballot with the results.
- I. Winners of the election will be announced at the Annual Convention.