

## MEMORANDUM

To: Executives of RNAO Chapters  
Executives of RNAO Regions without Chapters  
Executives of RNAO Interest Groups

From: Carol Timmings, RNAO President  
Doris Grinspun, RNAO CEO

Re: RNAO Chapters, Regions without Chapters, and Interest Group Executive Guidelines

Date: February 16, 2018

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Dear Assembly Leaders,

As discussed at the joint Interest Group Chairs and Chapter Presidents meeting on Friday September 15th and the RNAO assembly meeting on Saturday September 16th, to allow for full transparency and equity and to align the practices of the chapter, regions without chapters and interest groups with the RNAO board of directors (BOD), executive guidelines have been developed and approved by the BOD to be transitioned into practice by all chapters, regions without chapters and interest groups.

Chapters, Regions without Chapters, and Interest Groups had the opportunity to participate in a consultation webinar, as well as provide feedback. Discussions and feedback lead to the following:

- The position of President-elect has been added to the executive structure to mirror the structure of the RNAO board of directors.
- The student ENO must be an undergraduate nursing student.
- Election guidelines have been developed and are attached to this memorandum.
- Term limits are effective immediately. Executives who have held a position for more than two terms (four years) are not eligible for re-election for the same position.

The guidelines are to be transitioned into practice as of Friday February 23, 2018.

Also discussed at the September meetings, the RNAO Board passed a motion at their September 23, 2016 meeting for a new RNAO interest group structure to replace the structure that has been in place since 1998. The new structure approved has two (2) categories of interest groups as opposed to four (4) categories before. The two categories are Provincial Interest Group and Associated Interest Group.

To allow further transparency and equity to Associated Interest Groups under this new structure the following change has been made to the Associated Interest Group Executive structure:

Chair- Must be RNAO member  
Communications ENO- Must be RNAO member  
Membership ENO – Must be RNAO member  
Policy and Political Action ENO – Must be RNAO member  
Social Media ENO – Must be RNAO member  
Student ENO – Must be NSO member  
Finance ENO - RNAO member OR non-RNAO member

The RNAO board of directors appreciates the cooperation and feedback from the assembly as we continue to promote transparent, inclusive and equitable opportunities for Assembly leaders.

With warmest personal regards,



Carol Timmings, R.N. B.N.Sc., M.Ed. (Admin)  
President



Doris Grinspun, RN, BScN, MSN, PhD, LLD(hon),  
Dr(hc), O.ONT.  
Chief Executive Officer

## ***Chapter, Regions without Chapters and Interest Group Election Guidelines***

- Elections are to be held between June 1 and August 1.
- A minimum of thirty days notice shall be given to the members of the chapter, region without chapters, or interest group before the deadline for nominations.
- In odd numbered years, members shall elect the president/chair, communications ENO, finance ENO, and membership ENO.
- In even numbered years, members shall elect the social media ENO, policy and political action ENO, student liaison ENO and workplace liaison ENO.
- Chapter, regions without chapters and interest group elections will be based on one member, one vote of their membership.
- RNAO staff will assist with communications and online voting tools.
- Nominations must be voted on by the membership. A quorum for the transaction of business at meetings of the members shall be lesser of three hundred (300) members or one per cent (1%) of all of the member of the chapter/region without chapters/interest group entitled to vote, and present in person, by proxy, by electronic means, or by telephonic means, if available.
- In the event a vacancy occurs as a result of a resignation from the executive, the chapter, region without chapters, and interest group, may appoint a member to fill the remaining portion of the term.

### **Example Timeline for elections**

#### **June 1, 2018- date online election opens (chosen by executive)**

1. April 1, 2018- The call for nominations is circulated to the chapter, region without chapters, or interest group membership (via <http://chapters-igs.rnao.ca>) allowing 30 days for member to submit their nomination form.
2. April 30, 2018- President/Chair informs home office of the nominations received. Home Office staff has four business days to develop online election page.
3. May 7, 2018- Online election page is circulated to the chapter, region without chapters, or interest group informing members of the nominations received and online voting period. Also notifies the membership if candidates are acclaimed.
4. May 7-31, 2018- Campaign period.
5. June 1-14, 2018- Voting period. Email must be sent notifying members that the online vote is active. A minimum of one reminder email is recommended.
6. June 15, 2018- Home office will send results to the President/Chair.