

STATE AFFILIATE

National Professional Healthcare Association

Board of Directors Election Process

End-to-End Guidebook & Standard Operating Procedure

Prepared by Affiliate Operations & Communications Coordinator
Version 3.0 | Updated 2026

WHAT'S INSIDE · 7 SECTIONS · 24 PAGES

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01 Document Overview and Purpose

Guiding principles · roles and responsibilities · staggered-term philosophy and structure · master election timeline

02 Pre-Election: Nominations and Candidate Materials

Confirming open positions · nominating committee formation · call for nominations · candidate bio registry · digital ballot template

03 Ballot Administration

Voter roster verification · platform selection · voting window and reminders · quorum and validity requirements

04 Results and Candidate Notification

Chronological notification sequence · six correspondence templates covering every candidate and member communication

05 Onboarding and National Reporting

Post-election onboarding checklist · document management and archiving conventions · national registry reporting

06 Leadership Transition

First board meeting agenda · knowledge transfer checklist · continuous recruitment philosophy

07 Process Improvement and Guidebook Maintenance

Post-election debrief · guidebook review schedule · quick reference card

FULL DOCUMENT AVAILABLE ON REQUEST

Want to see the rest?

The preceding pages show the cover and table of contents of the Board of Directors Election Guidebook, a complete, 24-page operational document. The full version includes role definitions, a master election timeline, six correspondence templates, ballot administration procedures, onboarding checklists, and a leadership transition protocol.

To protect the work product, the interior pages are not published online. The complete document is available on request: connect with me on LinkedIn at [linkedin.com/in/rhondajustice](https://www.linkedin.com/in/rhondajustice).