

Kansas ENA Procedure Manual

CHARTER

A. A formal charter certificate shall be issued each January by the National Association allowing the Kansas State Council to function as an affiliate of the national association at the state level.

B. Failure of the Kansas State Council to adhere to the Bylaws and Procedures established by the National Association shall be cause for suspension or revocation of the charter. Such suspension or revocation shall be in accord with procedures established by the National Association

A. Electoral Process

1. Members wishing to seek an office shall submit written desire to hold such office to the Nominations Committee before a specified deadline, along with their qualifications for the office.
2. Each member of the State Council shall be entitled to vote in elections. Members shall have paid annual dues.
3. At least four (4) weeks prior to the date of the annual meeting of the State Council, the Chairperson of the Nominating Committee shall mail a ballot with two (2) return envelopes enclosed to each member of the Council as follows:
 - a. One (1) small sized envelope having 'ballot' printed thereon, and
 - b. One (1) larger sized envelope, self-addressed and bearing the printed name of the voter in the upper left-hand corner.
4. A second ballot shall not be given or sent to any member for any reason.
5. Members may vote for persons other than those whose names appear on the ballot by writing in the names of qualified candidates who have consented to serve if elected.
6. At least two (2) weeks before the annual meeting, the marked ballot shall be returned to the Chairperson of the Nominating Committee. Each ballot, upon receipt, shall remain sealed in the small envelope labeled ballot which shall remain closed in the outer envelope bearing the printed name of the voter in the upper left-hand corner. The Chairperson of the Nominating Committee

shall place in safe keeping the unopened envelopes and deliver them to the appointed tellers upon request.

7. The President shall appoint tellers who shall check the names of the voters on the outer envelope and deposit the inner sealed envelope in a ballot box. The tellers shall supervise the counting of the ballots and only those ballots received in the envelopes postmarked 14 days before the date of the annual meeting shall be counted. The only exception to this rule being the ballot cast by the Chairperson of the Nominating committee which does not require a postmark.
8. The tellers shall report the results of the election at the annual meeting.
9. A plurality of votes cast by those entitled to vote and voting shall constitute an election. The candidate who receives the highest number of votes for each office shall be declared the winner. In case of a tie, the choice shall be determined by lot.
10. All nominating and election records shall be certified and approved by the Council members present at the annual meeting and then destroyed.

COMMITTEES

- A. The Kansas State Council shall have the following standing committees:
 1. Education
 2. Government Affairs
 3. Nursing Practice
 4. Membership
 5. Bylaws
 6. Nominating
 7. General Assembly
 8. Trauma and Pediatrics
- B. Members shall be appointed to committees by the association president and approved by the state council.

DELEGATES TO THE GENERAL ASSEMBLY

- A. The number and qualifications of delegates to the General Assembly shall be determined by the bylaws and procedures of the national organization.

- B. Kansas State Council delegates shall be determined by the point system established by the Kansas State Council.
- C. The General Assembly/Nominating Committee shall determine which individuals meet the qualifications.
 - 1. The candidates will be ranked by number of points earned.
 - 2. The individuals with the highest numbers of points will be presented to the State Council for approval as delegates.
 - 3. The two individuals with the next highest points will be presented for approval as alternative delegates.
- D. The secretary will inform each individual applicant of the result of the delegate selection process.
- E. The president will arrange a meeting of the delegates prior to the National General Assembly.
- F. The president submits the names of the delegates and alternates to the National organization as required.

BYLAWS CHANGES

- A. Changes to the organization bylaws can be proposed by any association member.
- B. Members wishing to propose bylaws changes should direct requests in writing to the chair of the Bylaws committee or to any Officer or member of the Board of Directors. All are available by email through the Kansas ENA website.
- C. Any proposed bylaw change will be made available to the general membership for review a minimum of 14 days prior to the next meeting.
- D. The only time the State Council can consider bylaw changes without the 14 review by the membership is at the August annual meeting.
- E. Bylaws changes require a majority vote by the members present at the meeting when the change is considered.