| | CREATION DATE<br>October 25, 2017 | DATE REVISED<br>July 26, 2024 |
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| SSH<br>Society for Simulation in Healthcare<br>**CERTIFICATION** | POLICY AREA / CATEGORY | DATE APPROVED /EFFECTIVE DATE<br>October 30, 2017 |
| POLICY TITLE<br>NOMINATIONS AND ELECTIONS | VERSION | DATE REVIEWED<br>July 26, 2024 |

**SUMMARY & PURPOSE:**
New members for the Certification Council and the Subcommittees must be carefully considered and due process applied fairly and appropriately at all times. This policy shall provide the key concepts and steps to ensure that all elections shall be completed to meet these principles.

**DEFINITIONS:**
None needed

**POLICY:**
General Items:
- Elections shall be held at least once a year in a manner to support the attendance of new members at the IMSH Certification Council meeting.
- The timing of the election shall occur at a time agreed by the Director of Certification and Certification Council leadership.
- Calls for Certification Council and Subcommittee positions shall be made at the same time.
- The method of the call for nominations shall be selected as appropriate to include:
    - Eligibility criteria
    - Method of submission (e.g., email vs web-based form)
    - Items to submit (e.g., statement of interest, CV)
    - Due dates
- Individuals can self-nominate or nominate others.
- Preference shall be given to those who have demonstrated activity in certification activities (e.g., involvement in subcommittees).
- Term limits are determined by SSH Bylaws

General Member Elections (also applies to subcommittee members):
- An open call for nominations shall be made for any general member position that is open during the normal cycle of elections.

Public Member Elections:
- Nominations for the Public Member shall be submitted to the Director of Certification.

Certification Chair-Elect Elections:
- Nominations for Certification Council Chair-Elect shall be submitted to the Director of Certification.

Certification Council Voting Process:
- The full Certification Council shall vote on all positions that need filled.
- The Certification Council Chair-Elect position shall always be a private vote.

Vacancies:
- The Certification Council leadership shall provide the names of individuals to fill vacant seats to the Director of Certification.
- This shall also apply to any open subcommittee positions when insufficient numbers of individuals apply and//or individuals are not qualified for open positions.

**SCOPE/APPLICABILITY:**
This shall apply to all election processes for Certification Council and subcommittee positions.

**PROCEDURES TO ENSURE COMPLIANCE:**
- SSH staff shall create the slate based on submitted names. SSH staff shall ensure that all individuals nominated for any position are eligible, interested, and can meet the responsibilities of the position.
- In the case of excessive numbers of submissions for open positions, SSH staff shall consult with Certification Council leadership to tier the submissions and create a slate from the most qualified

individuals. The process shall be shared with the Certification Council when the slate is presented.
- The full Certification Council shall vote on the slate using the following guidelines:
    - o Certification Council members shall have a single vote for each open position.
    - o Multiple iterations of voting shall be used until a majority vote is achieved for the positions that must be filled.
    - o An assent process can be used to review each candidate when there are multiple nominations.
- Certification Council positions and open Subcommittee positions shall be filled using the same voting process described previously.
    - o Individuals shall be appointed by Certification Council vote to the most appropriate Subcommittee and to ensure fair and balanced representation.

**SUPPORTING/REFERENCE DOCUMENTATION:**
- None

**RELATED POLICIES & PROCEDURES AND ASSOCIATED FORMS:**
- Standing Rule 4: Composition
- SSH Bylaws

**ASSOCIATED NCCA STANDARD(S):**
- 2, 2C

**POSTED PUBLICLY:  YES**