

TNSA ELECTION PACKET

CONTENTS:

- A. ELECTION RULES
- B. DUTIES OF THE OFFICERS AND BOARD POSITIONS
(REFER TO PAGE 5-7, SECTION V OF THE BYLAWS)
- C. CAMPAIGN RULES AND REGULATIONS
- D. IDEAS FOR RUNNING A SUCCESSFUL CAMPAIGN
- E. DIGEST OF INFORMATION FOR CANDIDATES
- F. BIOGRAPHICAL DATA FORM
- G. CONSENT TO SERVE FORM
- H. NOMINATION FORM
- I. SCHOOL APPROVAL FORM

APPLICANTS FOR CANDIDACY MUST COMPLETE AND SEND IN FORMS F THROUGH I TO BE ELIGIBLE TO RUN FOR OFFICE. IF THESE FORMS ARE NOT RECEIVED BY JANUARY 31, 2017, THE CANDIDATE CANNOT BEGIN CAMPAIGNING UNTIL THE NOMINATIONS CHAIR HAS APPROVED THESE FORMS AND THE CANDIDATE HAS BEEN NOMINATED FROM THE FLOOR OF THE HOUSE OF DELEGATES.

SEND APPLICATIONS TO:

TNSA NOMINATIONS COMMITTEE

**ATTENTION: VCY P['O GTVGP U.'NOMINATIONS COMMITTEE CHAIR
R0Q0Dqz '98599"**

""F cmeu 'Vgzcu'97598

**IF YOU HAVE QUESTIONS CONCERNING THE APPLICATION OR THE
APPLICATION PROCESS, CONTACT PAT POLLOCK AT:**

972/435-2216

OR

tnsa@flash.net

CANDIDATES FOR TNSA OFFICE AND BOARD OF DIRECTOR POSITION

ELECTION RULES

1. Candidates for the office of president and vice president must be nursing students throughout the full term of their office (Bylaws: Art V, Sect. II A).
2. Candidates for the office of president, vice president, secretary-treasurer, and editor shall be open only to those candidates who are:
 - a. enrolled in nursing programs leading to an associate, diploma, or baccalaureate in nursing for the **full** term of office.
3. Candidates for the other board positions must be student nurses for at least one-half (1/2) of the TNSA term of office (Bylaws: Art V, Sect. II B).
4. Only two nominees from any one school of nursing (or chapter) shall be on the ballot.
5. No name shall be placed in nomination without consent from the nominee and verification of qualifications by the Nominations Committee (Bylaws; Art VI, Sect. C3).
6. All nominees must have a workable knowledge of the Bylaws, *Roberts' Rules of Order Newly Revised*, and Policy and Standing Rules (Standing Rules, 1985, Rule III).
7. Candidates nominated from the floor must have all forms completed and cleared by the Nominations Committee.
8. Any individual, who consents and completes the required forms, may be placed on the ballot by the nominations committee, nominated by his/her school, nominated by another school, or self-nominated.
9. Nominations from the floor of the House of Delegates will begin and end at times announced by the President at the first meeting of the House.
10. Write-in candidates must have all forms completed and cleared by the Nominations Committee prior to voting, or his/her name on a ballot will be considered an illegal vote.
11. Election rules are approved by the TNSA Board of Directors and interpreted and enforced by the Nominations Committee
12. Balloting will take place at the time and place announced by the president in the first session of the House of Delegates.

13. Only those delegates appropriately credentialed by the Credentialing Committee will be admitted to the Polls.
14. There will be no campaigning in or within 20 feet of the polling area.
15. Questions or problems concerning the printed ballot, polls and the voting process should be directed to the Elections committee, appointed by the president on the first meeting of the House of Delegates.
16. There are no restrictions on the dual role of candidate-delegate.
17. The Nominations Committee has no control over the right for person/persons to hold a caucus during convention.



**ARTICLE V
OFFICERS**

Section I. Officers

- A. The elected officers of TNSA shall be the executive board (President, Vice-President, Secretary-Treasurer, Editor), and four (4) Regional Directors.
- B. Four (4) regional directors shall be elected from and attending school in, each of the four election regions as defined by the Board of Directors
- C. All officers shall submit two (2) articles per year to the CENTRAL LINE.
- D. Officers shall be elected by ballot at the annual convention. A majority vote shall elect.

Section II. Qualifications

- A. Candidacy for the offices of President, Vice President, Secretary-Treasurer, and Editor shall be open only to those candidates who are nursing students currently

enrolled in a Diploma/ADN/BSN program throughout the academic calendar year for the full term of office held.

- B. Candidates for all other offices shall be nursing students (enrolled Pre-nursing/Diploma/ADN/BSN) at least one-half (1/2) of that term.

Section III. Term of Office

The term of office shall be one (1) year from the adjournment of the annual meeting at which officers are elected to adjournment of the annual meeting at which their successors are elected. No elected officer shall serve more than two (2) terms. No officer may hold the position of President or Vice-President at the local level concurrently while serving as a State Officer. An elected President or Vice-President will have sixty (60) days to resign their local chapter position.

Section IV. Vacancy of Office and Unfinished Elections

A vacancy in the office of the President shall be filled by the Vice-President. In the event of a vacancy in any other office, the vacancy shall be filled, if deemed essential, by a vote of the Board of Directors. The election shall be by ballot vote and a majority vote shall elect. Nominations shall come from the floor. The candidate must have agreed in writing to accept the position prior to election.

Section V. Duties of the Officers

A. The President shall:

1. Preside at all meetings of the association except committee meetings.
2. Serve as ex-officio member to all committee except the Nominations Committee.
3. Appoint chairpersons of all committees, unless otherwise stated in these bylaws, with the approval of the Board of Directors. The chairperson will appoint the committee members.
4. Be the official representative of TNSA.
5. Sign checks with the Secretary-Treasurer and Board of Directors approved third party.
6. Serve as co-chairman of TNA/TNSA Common Interest and Goals Committee.
7. Serve as the President of the Foundation of TNSA, Inc.
8. The President shall orient the President-Elect during the months after the state convention and before the second board meeting.
9. The President-Elect will be inducted in as President at the beginning of the second board of directors meeting that occurs in June.
10. The President and the President-Elect will attend the NSNA convention, where the President shall orient the President-Elect.
11. The President shall be the official representative of Texas at the NSNA House of Delegates. If unable to attend, the President-Elect will then become the official delegate of Texas at the NSNA House of Delegates.
12. In the event the President is unable to serve office after the TNSA convention, the President-Elect will immediately be inducted into office and assume the position.

B. The Vice-President shall:

1. Preside in the absence of the President.

2. Succeed to the office of President for the unexpired term in the event of a vacancy in that office. In the event the unexpired term is less than six (6) months, it shall not count as one of their terms.
 3. Keep the official register of TNSA members and supply a copy to each local chapter by October first (1st) and no later than 30 days prior to the annual convention of each year with a current list of the chapter's TNSA members.
 4. Organize, in conjunction with the Board of Directors, an annual Council of Schools Workshop in accordance with the purposes and functions as stated in the standing rules.
 5. Serve as the Vice-President of the Foundation of TNSA, Inc.
 6. Be responsible, along with the Administrative Director for coordinating the State Convention.
 7. Be an ex-officio member of all convention committees.
- C. The Secretary-Treasurer shall:
1. Record the proceedings of all TNSA meetings.
 2. Distribute the minutes from those meeting within thirty (30) days from the meeting to Board members, consultants and NSNA.
 3. Serve as Secretary-Treasurer of the Foundation of TNSA, Inc.
 4. Act as custodian of all TNSA funds, and sign checks as authorized by the Board of Directors.
 5. See that an annual budget is prepared and submitted at the May Board of Directors meeting.
 6. Submit all records and accounts of the organization to the CPA to be audited at the end of the accounting period.
 7. Serve as chairperson of the Finance Committee.
 8. Serve as ex-officio member to the Convention Committee.
 9. Be responsible for generating funds by means of fund-raising projects.
- D. The Editor shall:
1. Be the Publications/Subscriber Membership Committee chairperson.
 2. Be responsible for coordinating and editing the CENTRAL LINE via the TNSA web page at www.tnsa.org and when necessary print and distribute with approval from the Board of Directors.
 3. Be responsible for developing advertising policies subject to Board of Directors' approval.
 4. Be responsible for sending copies of the CENTRAL LINE to TNSA, ANA, NLN, BNE, Texas Nurse Recruiters, Texas Hospital Association, and advertisers specific to each one of the CENTRAL LINE publications.
 5. Submit an estimated expense budget for the CENTRAL LINE to the Treasurer at least fifteen (15) days prior to the first Board meeting after the post-convention meeting, to be included in the general annual budget to be submitted for Board approval.
 6. Be responsible for obtaining news items regarding activities from the local chapters.
 7. Solicit and contract with advertisers and send copies to the Treasurer for billing.
 8. Locate a photographer for all TNSA activities.
 9. Be responsible for sending TNSA (state) information to the NSNA Imprint in a timely manner.

E. All regional directors shall:

1. Be responsible for providing on-going communication between the TNSA Board of Directors and the chapters within their regions.
2. Assist chapters with areas of concern on the local level either through direct intervention or referral.
3. Provide timely reminders concerning all aspects pertaining to TNSA and NSNA. This should include, but not be limited by, reminders concerning constituency status to NSNA, news of chapter activities to the CENTRAL LINE and IMPRINT, bylaws status, and information regarding upcoming events.
4. Organize a seminar for their specific region once a year.
5. Assist with membership drives as needed.
6. Maintain and update general chapter information form, contact log, and record of meeting.
7. Serve as chair of one committee.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

CANDIDATES FOR TNSA OFFICE AND BOARD OF DIRECTOR POSITION

CAMPAIGN RULES AND REGULATIONS

CAMPAIGN ETHICS AND PROFESSIONALISM; IT IS EXPECTED THAT ALL CANDIDATES WILL CONDUCT THEIR CAMPAIGNS IN AN HONEST AND ETHICAL MANNER, WITH PARTICULAR CONSIDERATION FOR THE RIGHTS AND PRIVILEGES OF FELLOW CANDIDATES.

The Nominations Committee interprets and enforces the campaign rules and regulations.

PRE-CONVENTION PERIOD:

1. All campaigning will take place at the annual TNSA convention. That is, there will be no pre-convention campaigning, mailings, or political advertisements.
2. The cut-off date for pre-slating is **January 31, 2016**. Candidates that have met the pre-slating date and are officially recognized by the Nominations Committee may begin campaigning immediately after receiving their registration packet at convention.
3. It would not be considered campaigning, if the potential candidate was to garner support from his/her fellow classmates in his/her school of nursing--preparing a campaign for the state convention. Contacting other schools of nursing, however, would be considered campaigning.

CAMPAIGNING AT CONVENTION:

4. No campaigning, verbal or distribution of materials, may take place in official meetings of the convention or immediately in front of doors leading to official meetings of the convention (so as to block access to or exit from a meeting room).
5. No campaigning may take place on the floor of the House of Delegates; however, campaign materials (such as buttons and ribbons) acquired before entering the House may be worn by delegates while participating in the business of the Association.
6. A Campaign Room in the Convention Hotel will be identified at the first meeting of the Convention. Space and time in the campaign room will be assigned to the candidate by the Nominations Committee after nomination from the floor of the House of Delegates.
- 7.

7. The Campaign Room will be for the display of additional campaign materials. Only one poster (maximum size-36" X 48") may be used in this room. The poster must be free standing without the use of a floor easel. A table for campaigning during "Meet the Candidates" will be assigned to each candidate prior to the event.
8. TNSA and/or the convention hotel are not responsible for the materials left in the campaign room.
9. The TNSA BOD may not wear campaign materials nor campaign for any candidate other than themselves.

CAMPAIGN MATERIALS:

10. Campaign material such as tags, buttons, ribbons, cards may be worn and distributed at convention after nomination from the floor of the House of Delegates or as soon as the registration packet is received by a pre-slated candidate.
11. No campaign materials may be attached to any walls, doors, or building fixtures of the convention hotel.
12. It is against Hotel policy for food/drink items to be brought into the Hotel for the purpose of campaigning (with the exception of candy).
13. Candidates are reminded that extravagant materials used for campaigning should not take precedence over the candidate's knowledge of the issues that relate to TNSA, and the position for which they are running.

CANDIDATE PRESENTATION:

14. After hearing nominations from the floor and at the close of nominations, the candidates are presented to the House of Delegates. This includes candidates already on the slate and those nominated from the floor.
15. At the announced time, all offices, except president, will have a total of two (2) minutes to present their personal statement and qualifications for office. The presidential candidates will have five (5) minutes.

A GUIDE FOR CANDIDATES AND CAMPAIGNING

This has been prepared to help you gain additional information and insight that will aid you in your campaign to become a member of the TNSA board of directors or nominations committee.

TIME

Time is an essential factor to consider when running for a TNSA office. Before deciding to run for an office, you should have considered the following questions:

- do I have a sufficient amount of time to put toward the effort of running for office?
- how much time do I have to give to TNSA?
- what are the benefits to me as an individual?

If you haven't asked these questions of yourself, do so now. Running for and holding a TNSA office is time consuming, and you must be aware of this before you plan your campaign.

Prior to Convention

The weeks prior to convention are the time when you should be planning your campaign and learning all you can about TNSA. Doing this will enable you to utilize your time at convention efficiently. Specifically, you should be:

- preparing your campaign materials so that you can arrive at convention with your materials ready for distribution;
- studying the questions for candidates and preparing your answers;
- reading all the materials in the candidate's packet until you are familiar with all of TNSA's policies, programs, and membership benefits and services;
- planning what you are going to say at the Candidates' Presentation;
- becoming familiar with the Campaign and Election Regulations;
- contacting the committee on nominations or the TNSA office with any questions.

You've got a lot to do, so organize yourself. Make a list and set priorities for yourself. If you find yourself falling behind, maybe you need to rework your list.

At the Convention

If you've done everything above, convention won't be as hectic for you (It's bad enough as it is). Once you get to convention, check the program

immediately and highlight all the candidate and campaign events that you will be involved in. Then plan your time around these sessions. You won't have time to attend everything, so plan what you will attend carefully.

It will probably be to your advantage to attend the business meetings, resolutions, and bylaws hearings. Not only will this keep you up-to-date on the issues that concern the House of Delegates; it will also keep you visible.

Attend the programs that interest you the most, and also attend all the big social events (A tough assignment!). They will give you time to unwind. And, remember to leave some time to eat and sleep!

CAMPAIGN MATERIALS

Theme

Before jumping into creating and obtaining materials you should first have a theme--something catchy or informative. Something that fits you. And something that will make the voters think of you.

Here is an example that was used successfully: Alison used the A from her name and put it with a plus -- "A+". The implication was "this person can do the job right!" Any voter seeing the A+ on the bright green sticker instantly thought of Alison. You can utilize issues, names, anything you wish. Be creative--having a theme will not only make you more noticed, but it will be a good opener and a "psychological motivator" for you.

Types of Campaign Materials

This is the fun part, but make sure you know the campaign regulations before you get creative. Here are some hints:

- utilize your theme and let the House of Delegates know who you are;
- put your picture on your poster and have a classmate carry it around at strategically selected times;
- give your supporters balloons, buttons, hats or ribbons with your name and slogan on it;
- have copies of your stand on the issues for your campaign workers to distribute;

In many ways it's like a real political campaign, so have fun as well as being serious.

BEING AN EFFECTIVE CAMPAIGNER

- After considering the time factors, studying TNSA's policies, programs, and services, and gathering together your campaign materials, you are now ready to mount an effective campaign.
- Know the Campaign Regulations and follow them. They are designed to help you.
- Be prepared and on time to all functions at the convention. Knowing the

policies and issues are of vital importance, but if you are late or not there, your preparations didn't do you much good.

- Be open to new ideas. Listen and watch what others have to say and do--you can always learn from them.
- Don't be afraid to take a stand on the issues. Being honest and letting the delegates know how you feel is important.
- Be visible. Give everyone your name and get to know as many others as you can. Make use of your classmates as campaign workers to distribute your materials. The delegates are anxious to know who you are--make sure they don't forget once they do know.
- Have confidence. Think positively. Of course, you're nervous, but so is everyone else. You aren't the only one whose knees are knocking.

CAMPAIGN ACTIVITIES

In addition to the informal campaigning the delegates will get an opportunity to get to know you and your views during "Meet the Candidates" and at the "Candidates Speeches". These sessions are very important--to you and to the delegates. It will give the delegates the opportunity to network with you. And they will give you an opportunity to convince them to vote for you! You may be asked different questions regarding current issues which affect nursing, nursing students, and health care in general. You may also be asked questions about TNSA. Again, this is where your preparation pays off--a knowledgeable candidate is impressive to voting delegates. This is also a time for you to distribute your campaign materials.

During "Candidate Speeches" candidates for the office of president will have 5 minutes to present their platforms--their view of the issues and their thought of how the organization should be run. Candidates for the other offices will be given 2 minutes to present their positions. During "Meet the Candidates" views are exchanged between the candidates and voters on an informal basis.

The delegates will probably take notes on what you tell them during these sessions, so it is important to present yourself competently. Your presentation will reflect your preparation and can make a difference in the success of your campaign. This cannot be emphasized enough.

FINALLY

Come prepared. Know the issues. It pays off in votes.

Adapted with permission from: "A Guide for Candidates and Campaigning".
compiled by NSNA

A DIGEST OF INFORMATION FOR SCHOOLS AND CANDIDATES

Emphasis should be placed upon the qualifications of the individuals seeking office which includes experience in all organizational activities and in your local chapter. Those who have done most to serve and advance TNSA have brought to their offices not only the experience and technical qualifications needed for the specific position, but have also shown a sense of responsibility, integrity, and a willingness to learn and develop.

The officers and members of the Committee on Nominations are selected to serve the Association as a whole and not to represent the individual member. They serve as official representatives of the organization. The officers should be able to promote the growth and development of TNSA via person-to-person relationships as well as in group activities. The capacity to see the potentialities of the office and Association, to understand more than their present scope, and to see how TNSA may be effective as an introduction to the role of the nursing student in today's society, all enhance an officers' effectiveness in TNSA.

The above and following information is only a summary of the various duties and responsibilities of state officers. For those of you who are new to TNSA, I hope this gives you a better idea of the activities of your state offices and what's involved. Write your state officers! After all we are "right in the thick of things"! Each officer will be happy to help you in any possible way.

OFFICERS FOR RE-ELECTION AT EACH ANNUAL CONVENTION ARE:

President, Vice-President, Secretary-Treasurer, Editor, four Regional Directors, and Nominations Committee

BIOGRAPHICAL DATA SHEET

NAME: _____

ADDRESS _____

BOX/STREET

APARTMENT #

CITY

STATE

ZIP

PERMANENT ADDRESS (IF DIFFERENT: _____

BOX/STREET

APARTMENT #

CITY

STATE

ZIP

PHONE: _____ PHONE (ALTERNATE): _____

NSNA MEMBER NUMBER _____

SCHOOL NAME AND ADDRESS: _____

WHAT TYPE OF PROGRAM ARE YOU IN?

ADN _____

BSN _____

DIPLOMA _____

ANTICIPATED/EXPECTED DATE OF GRADUATION FROM CURRENT NURSING PROGRAM _____

ARE YOU CURRENTLY ENROLLED IN THE PROGRAM AS A NURSING STUDENT? _____ YES _____ NO

IF YOU ANSWERED NO, PLEASE EXPLAIN:

**PLEASE LIST ANY POSITION THAT YOU HAVE HELD WHILE IN COLLEGE.
INCLUDE TITLE, TERM OF OFFICE AND ORGANIZATION WHERE THE
POSITION WAS HELD.**

NATIONAL:

STATE:

LOCAL:

FORM G

CONSENT TO SERVE

IF ELECTED, I AGREE TO SERVE TNSA TO THE BEST OF MY ABILITY AND I AM AWARE OF THE TIME AND EFFORT DEMANDED BY THE RESPONSIBILITIES OUTLINED FOR THE OFFICE TO WHICH I AM NOMINATED.

OFFICE:

SIGNATURE OF NOMINEE:

DATE:

PLATFORM:

PLEASE TYPE OR PRINT LEGIBLE YOUR PLATFORM IN THE SPACE PROVIDED. INCLUDE WHY YOU DESIRE TO RUN FOR OFFICE AND WHAT YOUR GOALS ARE FOR TNSA.

FORM H

APPLICATION FOR CANDIDACY

I NOMINATE:

FOR THE OFFICE OF:

**THE NOMINEE AND I UNDERSTAND THAT ALL FORMS
MUST BE COMPLETED BEFORE THIS NOMINATION
BECOMES OFFICIAL AND CAMPAIGNING CAN BEGIN.**

**SIGNATURE OF NOMINEE OR
NOMINATOR**

DATE

SCHOOL APPROVAL FORM

IT IS CONSIDERED THE OPINION OF THE FACULTY THAT THIS STUDENT'S RECORD OF PERFORMANCE (INCLUDING ACADEMIC, CLINICAL AND EXTRACURRICULAR) IS SATISFACTORY AND HIS/HER PROGRAM DURING THE COMING YEAR WILL BE SUCH THAT HE/SHE WILL BE ABLE TO DEVOTE THE NECESSARY TIME AND EFFORT TO THE TNSA OFFICE FOR WHICH HE/SHE IS RUNNING.

IF ELECTED, THE STUDENT'S FACULTY AND I WILL ASSIST BY SUPPORTING AND ENCOURAGING HIM/HER IN THE TNSA OFFICE.

IT IS MANDATORY FOR THE FACULTY ADVISOR TO ATTEND THE CANDIDATE PREP SESSION AND ANY/ALL MEETINGS RELATED TO RUNNING FOR OFFICE WITH THEIR RESPECTIVE CANDIDATE.

STUDENT'S NAME:

IN THE SPACE PROVIDED BELOW PLEASE INCLUDE COMMENTS ON THE STUDENT'S CHARACTER, ABILITY TO HANDLE RESPONSIBILITY AND ABILITY TO WORK WITH OTHERS.

SIGNATURE OF DEAN/DIRECTOR OR DESIGNATED REPRESENTATIVE

DATE