

*Missouri Nursing Students’
Association*

**MONSA
CANDIDATE
Application**

**ELECTION PACKET
2017**

ELIGIBILITY FOR MONSA OFFICE AND BOARD OF DIRECTORS POSITION

ELECTION RULES

ELIGIBILITY

- A) Candidates for office must be an active member of the National Student Nurses' Association. Only active members with the privileges of membership shall be eligible for the offices of President, Vice-President, Secretary/Treasurer, Convention Director, Southern Missouri Director, Northern Missouri Director, St. Louis Area Director, Kansas City Area Director, Public Relations Director and, Elections/Nominations Chairperson.
- B) Candidates shall complete an application for office, provide proof of NSNA membership, and have given consent to serve.
- C) Candidates shall have obtained consent from their dean or director to hold office. Candidates must be in good standing in nursing program. Candidates for office must be actively enrolled in a nursing program taking nursing courses. Pre-nursing students may not run for office.
- D) Board of Directors candidates shall be nursing students currently enrolled in a nursing program for at least five (5) months of a term of office and agree to fulfill their commitment to their position on the MONSA Boards of Directors throughout their full one year term of office.
- E) No member shall hold more than one MONSA office at any time.
- F) All officers shall maintain the minimum academic requirements set by their nursing programs. If an officer fails to meet those requirements, he/she will relinquish his/her office.

TERM OF OFFICE

The official term of office, for each elected state officer, shall be one year from the adjournment of the annual meeting at which officers are elected, to the adjournment of the annual meeting at which their successors are elected. Outgoing officers shall serve as a resource to their respective predecessors and shall transfer all files related to their office in a timely manner.

DUTIES OF OFFICERS

The officers shall perform the duties prescribed by the parliamentary authority, and more specifically, shall include:

1. The President shall:

- a. Serve as the principal officer of the association and preside at all meetings of the association, the Executive Board, and the Executive Committee.
- b. Shall be responsible for seeing that lines of direction given by the House of Delegates and the action of the Board of Directors are carried into effect and for reporting to the membership and the Board of Directors on the conduct of the affairs of the association.
- c. Appoint committees and their chairpersons, subject to the approval of the Board of Directors, and make other appointments as necessary.
- d. Serve as ex-officio member of all committees, except the Nominations and Elections Committee.
- e. Represent MONSA in matters relating to the association and perform all other duties pertaining to the office.

- f. Have other powers and perform other duties as may be assigned by the Board of Directors.
- g. Act as a delegate to the NSNA House of Delegate and attend Council of State Presidents meetings as funds allow.

2. The Vice President shall:

- a. Assume the duties of the President in the absence of the president.
- b. Assume the office of President in case of vacancy in the office.
- c. Perform other duties as assigned by the President and the Board of Directors.

3. The Secretary/Treasurer shall:

- a. Prepare the minutes of all business meeting of the Association and ensure accuracy prior to distribution to the Board of Directors for action.
- b. Submit Board of Directors meeting minutes to the NSNA office.
- c. Forward to the NSNA office the names and addresses of all officers and committee chairpersons after their election or appointment.
- d. Assist the Convention Coordinator is managing annual meeting registration.
- e. Perform other duties as assigned by the President and the Board of Directors.
- f. Act as custodian of Association funds and see that an annual financial report is prepared.
- g. Serve as chairperson of the finance committee when such a committee is established by the Board of Directors.
- h. Serve as chairperson of the fundraising committee when such as committee is established by the Board of Directors.
- i. Provide guidance to the Board of Directors as to disbursement of funds and investment of resources.
- j. Perform other duties as assigned by the President and the Board of Directors.

4. The Regional Director shall:

- a. Correspond with each constituent school in their respective region on a regular basis.
- b. Notify all constituent schools in their region of the time and place of all regularly scheduled meeting of the MONSA Board of Directors.
- c. Report to the Board of Directors on activities and correspondence in their respective regions at each regularly scheduled meeting.
- d. Provide copies of all correspondence to the president and secretary on a monthly basis for the archives of the association.
- e. Register with NSNA as a Project-in-Touch Recruiter within one month of election.
- f. Plan one district meeting per year for all district members and chapter consultants.
- g. Perform other duties as assigned by the President and the Board of Directors.

6. The Public Relations Director shall:

- a. Publish newsletters as directed by the board.
- b. Set deadlines, publication dates, and advertising rates with the approval of the Board of Directors.
- c. Work with the State Consultant and the Convention Coordinator to publish a convention brochure/schedule.
- d. Attend the editor's workshop at the NSNA Midyear Conference, providing scheduling and funds allow.
- e. Prepare all official MONSA press releases.
- f. Prepare and submit information for the MONSA website.
- g. Assist the State Consultant and the Convention Coordinator in preparing all promotional materials and communicating with the school chapters to promote convention attendance.
- h. Work with the State Consultant in preparing a quarterly update on MONSA activities for publication in *The Missouri Nurse*.
- i. Perform other duties as assigned by the President and the Board of Directors.

G. The Convention Director shall:

- a.. Plan the annual meeting of the Association

- b. Recruit exhibitors for the annual meeting.
- c. Coordinate development of the convention brochure/booklet.
- d. Work in conjunction with the State Consultant in the onsite management of the convention activities.
- e. Perform other duties as assigned by the President and the Board of Directors.

H. Nominations and Election Chairperson:

- a. Be responsible for preparing election ballot, tabulating and reporting election results.
- b. Work in conjunction with the State Consultant and the PR Director in Marketing the elections process and materials.
- c. Perform other duties as assigned by the President and the Board of Directors.

A GUIDE FOR CANDIDATES AND CAMPAIGNING

This has been prepared for you by the Nominations and Elections Committee in order to help you gain the information and insight that will help you campaign.

TIME is of the essence when running for a state office. You need to consider the following prior to deciding to run for office.

- ♥ Do I have sufficient amounts of time to put toward running for an office?
- ♥ How much time do I have to offer?
- ♥ What are my individual benefits?
- ♥ What contributions can I make to the association?

Running for and holding a state office is time consuming, if you haven't thought of these questions, make sure to do so before making a decision.

When preparing to campaign, make sure to prepare enough campaign materials, and prepare for any possible questions that may be applicable for the position you are running. Also be sure to be familiar with policies, programs, benefits and services. Last, but not least, prepare what you are going to say in your personal presentation. It will be to your advantage to attend as many of the business meetings and social events as possible. This allows delegates and members to learn your face and your name, as well as serve to relax you, the candidate.

When getting your campaign together try to have a theme, something that fits you and your office. Be creative, use issues, names, colors, etc. Having a theme makes you more noticeable and keeps you psychologically motivated. You must be an active campaigner. Be visible. Be confident. Take a stand on issues, and don't be afraid to vocalize them.

CANDIDATES AND CAMPAIGNING

CAMPAIGN REGULATIONS

CAMPAIGN ETHICS AND PROFESSIONALISM

It is expected that all the candidates will conduct their campaigns in an honest and ethical manner, with particular consideration for the rights and privileges of fellow candidates.

1. Campaigning is defined as the use of verbal or written materials for the purpose of:
 - a) Presenting the personal qualifications and accomplishments of the candidates.
 - b) Discussing a candidate's stand on issues.
 - c) Discussing a candidate's goals and objectives.

Campaigning does not prohibit a candidate from addressing an issue other than their candidacy at appropriate hearings, forums, caucuses or meetings.

2. PRE-CONVENTION CAMPAIGNING
 - a) All potential candidates who are pre-slated for an office may campaign at any time during convention after receiving notification from the Nominations and Elections Committee.
 - b) Potential candidates who are not pre-slated for an office are permitted to solicit support only at their school meetings. Campaigning may not begin for those who are not pre-slated until given permission by the Nominations and Elections Committee.
3. Nominations of Candidates
 - a) Pre-slated candidates will be announced at the first business meeting by the Nominations/Elections Chair. Individuals who are not pre-slated must be nominated from the floor. An application and all supporting credentials must be given to the Nominations/Elections Chair, and that information must be verified prior to being allowed to campaign.
4. CAMPAIGN HEADQUARTERS
 - a) A room/area in the convention hotel will be designated as Campaign Headquarters. All candidates will have an assigned section in headquarters. Campaigning is not allowed in the House of Delegates meetings. Campaigning is limited to the designated campaign area and outside the meeting rooms.
5. CANDIDATES PRESENTATION
 - a) Following close of nominations, all candidates present themselves during the Candidate Speeches.
 - b) Each candidate will have up to two minutes to present themselves, with the Presidential Candidates having up to four minutes.
 - c) Prepared notes may be used to present personal statement.
 - d) In the case of a Presidential Debate, each candidate will be given two minutes to answer an impromptu question. The opposing candidate(s) will each be given one minute to respond to their answer.
 - e) Candidate speeches are **MANDATORY** for all delegates.

6. **PROCEDURE FOR DEALING WITH CAMPAIGN VIOLATIONS**
 - a) Penalty for violating campaign guidelines will be removal of all campaign materials from Headquarters.
 - b) Campaign violations must be submitted to a member of the Nominations and Elections Committee in writing.
 - c) If a violation should occur, the MONSA Board shall address the violating and reporting party and a formal decision will be made.
7. **QUESTIONS CONCERNING REGULATIONS**
 - a) All questions regarding interpretation of guidelines should be brought to the attention of the Nominations and Elections Committee.
8. **TELLERS**
 - a) Tellers are used by the Nominations and Elections Committee to monitor the election and count the ballots. A teller cannot be a candidate or delegate. Tellers count the ballots under the supervision of the Nominations and Elections Chair or an individual appointed by such.
9. **ELECTION RESULTS**
 - a) Election results will be presented at designated time decided by the board.

RUNNING FROM THE FLOOR

Candidates may be nominated from the floor once nominations have opened during the House of Delegates. Candidates running from the floor must meet the criteria for office.

MEETING THE CANDIDATES

Delegates and members of the constituency are allowed to meet the individual candidates at designated times throughout the convention. During these sessions, delegates or members may approach the delegates with any questions they deem appropriate, from credentials, to goals, and plans. Delegates are strongly urged to go and meet the Candidates and speak with them one on one. This is the time when delegates get to view communication and social skills of the candidates. Be prepared to answer questions and respond to situations.

CANDIDATE BRIEFING

A Candidate briefing will be held prior to closing of nominations at the House of Delegates. It is mandatory for all candidates to attend this briefing. A schedule of events, and regulations and guidelines will be addressed. This also serves as a time to have any questions answered by the Nominations and Elections Committee.

EXPENSES

MONSA does not provide funds toward any campaign. Candidates are urged to keep expenses to a reasonable amount.

MISSOURI NURSING STUDENTS' ASSOCIATION

APPLICATION FOR STATE OFFICE

Nominee for the position of: _____ President _____ Vice President _____ Secretary/Treasurer
_____ Northern Director _____ Southern Director _____ Kansas City Director _____ Convention Director
_____ St. Louis Area Director _____ Public Relations Director _____ Election/Nominations
Chairperson

Name: _____ Phone: _____

EMAIL: _____

Address: _____

School of Nursing you attend: _____

School Address: _____

Phone: _____ Send mail to: Home: _____ School: _____

Classification: Freshman: _____ Sophomore: _____ Junior: _____ Senior: _____

Type of Program: Diploma: _____ Associate: _____ Baccalaureate: _____

Year you plan to graduate: 20_____ Spring _____ Summer _____ Fall _____

G.P.A. (cumulative): _____

Have you ever served as a local SNA/ASN officer? Yes _____ No _____

If yes, what school? _____

What position and when held? _____

Have you ever served on the MONSA Executive Board? Yes _____ No _____

If yes, what position? _____

List the organizations in which you have been involved and indicate whether or not you held an office and the year the office was held.

ORGANIZATION
YEAR

OFFICE

List any honors and/or awards that you have received and reasons for receiving them.

List any additional qualifications (i.e., attended conferences, extracurricular activities, educational background) you feel enhances your qualifications for this office.

Discuss your reasons for seeking office including goals you hope to accomplish.

Please attach ONE letter of recommendation from one of the following: Dean and/or a Chairperson; Faculty member/SNA Faculty Advisor. The letter must state you are in good standing academically and that the school supports your endorsement for candidacy. The reference must include information on your leadership skills and contributions to school, local SNA and the community as appropriate.

Consent Statement

If elected, I agree to serve MONSA to the best of my ability. I am well aware of the time and effort demanded by the responsibilities outlined for the position I am seeking. I have read the MONSA bylaws and am aware of the position qualifications.

IF ELECTED, I AGREE TO ATTEND THE MONSA Board Meetings. The board orientation will be in January 2018. Date and place to be decided.

Signature of Nominee: _____ Date: _____

NSNA Membership Number: _____ Expiration Date: _____

Dean/ Chairperson/Faculty/Advisor Signature _____

Nominations and Elections Committee Use Only

_____ One Letter of recommendation from Dean/Chairperson/Faculty Member

_____ Verification of grade point average

_____ Verification of NSNA membership number or copy of application to NSNA

Verified By _____ DATE _____

BRING COMPLETED PACKET TO CONVENTION AND TURN INTO MONSA REGISTRATION AREA AS SOON AS ARRIVE OR AT BUSINESS MEETING ON FRIDAY, OCTOBER 19TH.

Questions regarding the application process should be referred to:

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