

2019 FNA Candidates Manual



**Florida Nurses Association
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2019 Election Calendar

- June Call to Membership Assembly – June issue of *The Florida Nurse*.
- July 1** **Last day to request/purchase mailing labels for campaign literature.**
- August 1 Election opens. Email sent to members notifying them that they can vote. Email contains instructions. A reminder email will be sent from Election America. Those members without email will receive printed instructions from Election America via postal mail mailed on this day.
- August 15** **Final day of voting.** All ballots must be submitted by this day.
- September 12-14** **FNA Membership Assembly. Election results announced.**
- September 14 Board meeting for newly elected Board members (initial orientation and immediate post-convention action). Subsequent meeting dates, including full orientation, will be set at this time.

As a candidate for office in your professional association, FNA extends the following opportunities to you for your election campaign:

Distribution of Campaign Literature

1. The Labor-Management Reporting and Disclosure Act (LMRDA) states that a labor organization may not use funds received from dues, assessments, or similar levies to promote the candidacy of a particular individual in a union election. The LMRDA also states that employers may not contribute funds, directly or indirectly, in support of the candidacy of any individual for a labor organization office under any conditions. These prohibitions include any costs incurred by a labor organization or an employer and anything of value, including goods and services, contributed by a labor organization or an employer. Examples of application of the foregoing rules are:

- a. The prohibition against employer contributions extends not only to the employer of the candidate, but to all employers.
- b. Employers shall not provide money, supplies, refreshments, or publication of an "endorsement" on behalf of a candidate.
- c. A Region shall not use FNA dues money for a function to promote the candidacy of a particular candidate.
- d. Candidates shall not use FNA or employer stationery to promote their candidacy.
- e. Candidates shall not use postage paid for FNA or an employer to mail literature to promote their candidacy.
- f. Individual FNA members may make voluntary contributions of money, goods, or services to a candidate.
- g. FNA members may, as individuals, support candidates and/or serve as campaign managers and/or election observers provided that they comply with all of the FNA campaign guidelines. They must use their personal time and resources. Their involvement in any campaign activities, from planning to evaluation, must not be on FNA time and must not involve the use of FNA resources such as dues, assessments, space, copier and/or fax machine and/or other equipment, supplies, etc.

2. The amount that a candidate may expend in campaigning is not limited by FNA.

If you desire, you may mail campaign literature to members at your expense. You may purchase mailing labels of all members or all members of a particular Region. Cost of the labels is **\$.07 each** plus a set-up charge. Advance payment is required. Requests for labels must be received no later than **July 1, 2019**.

You may also send an email blast to members and post a campaign flyer on the FNA website.

The fees for these services are:

Email blast: \$20 per launch

Posting of campaign material on FNA website: A one-time \$15 fee. Each candidate will be allowed one document. This can be submitted as a word document or a pdf. Please send the information as you would like to see it printed. Please proof carefully before sending.

Inspection of Membership List

Between July 10th and 21st you may come to FNA Headquarters in Orlando and inspect the list of all members in good standing. Please call Christopher de Sanctis at (407) 896-3261 to schedule an appointment to do so. We need to know in advance as the list is computerized and we would have to print a copy for you to inspect.

FNA Headquarters is open Monday through Friday, 8:30 a.m. to 4:30 p.m.

You may be accompanied by a fellow member on your inspection visit or you may designate an agent to inspect the list for you. Non-members may not be designated as agents and shall not have access to membership lists.

Social Media

You are free to post your candidate information on your own personal Facebook and Twitter Accounts. Please do not share or post on the FNA social media accounts.

Attention: Please Read *Very Important*

Use of FNA, Region, or Unit funds are prohibited from being utilized since this would be viewed as use of member dues money to promote one candidate over another. This includes endorsement statements in any newsletter; however candidates can purchase advertising space as long as it is designated as a paid advertisement.

FNA officers and staff retain their rights as members and may campaign for any candidate on their own time without using any FNA funds, facilities, equipment, or stationary.

No money from any employer may be used to support or promote the candidacy of any individual.

Observers

You may request to have an observer present during the preparation and mailing of the ballot and during the counting process. Only notification cards are mailed to members who do not have emails on file.

You must notify FNA Headquarters in writing by July 7th if you desire to have any observers at the preparation and mailing or by August 11th if you desire to have any observers present at the counting of the ballots.

Observers MUST be FNA members. Paying the observers is your responsibility.

The role of the observer is to verify the names of those to which ballots are sent, or from whom ballots are received to insure that unauthorized persons do not vote in the election. An observer may not see the returned ballot or count the ballots.

Please note that elections are electronic and the company is in Washington, DC. There is no handling of documents or hand counting of ballots. The entire process is electronic. But you are free to contact the company and speak with the staff there regarding the security and anonymity of the process.

Conduct of Elections

- See FNA Manual of Policies and Procedures for Elections.
- Elections are held in the odd-numbered years.
- A plurality of votes cast by those entitled to vote and voting shall constitute an election.
- In the case of a tie, the choice shall be determined at the Membership Assembly by lot.

Protesting Elections

Any member may protest the conduct of an election on the grounds of violation of FNA Bylaws, FNA Policies and Procedures for Nominations, Elections, and Candidates, or violation of TITLE IV of the Labor Management Reporting and Disclosure Act.

Complaints about the elections shall be in writing to the Bylaws Committee and Board of Directors.

Complaints must be within a reasonable time after the election or the alleged violation occurred.