

# **2019 Election Manual: Policies and Procedures for FNA Nominations**



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# 2019 Election Calendar

January	Election nomination forms available online at <a href="http://www.floridanurse.org">www.floridanurse.org</a>
March	Initial call for candidates. Regions or other structural units are asked to submit names of suggested candidates to FNA Headquarters. Individuals may also self-nominate at this time.
<b>April 15</b>	Deadline to submit election nominations for them to appear in the June issue of <i>The Florida Nurse</i> .
May	Preliminary Ballot will be available online. The slate will be posted on the website along with a Consent-To-Serve form for additional nominations.
June	Official Call to Membership Assembly in June issue of <i>The Florida Nurse</i> .
July 1	Last day to request/purchase mailing labels for campaign literature.
<b>July 15</b>	<b>FINAL Nominations Due</b>
<b>August 1</b>	<b>Election opens.</b> 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.
<b>August 15</b>	<b>Final day of voting.</b> All ballots must be submitted by this day.
<b>September 12-14</b>	<b>FNA Membership Assembly. Election results announced.</b>
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.

## Notice of Elections

Notice is hereby given that Florida Nurses Association will hold its biennial elections of Officers, Directors, and Nominating Committee members in August of 2019.

Nominations for the following FNA elected offices are now being requested (see position descriptions and regional designations on page 9):

- President-Elect
- Vice President
- Secretary
- Treasurer
- Nine (9) Directors (8 Regions and a Recent Graduate)
- Nominating Committee (5 members)
- 2 representatives to ANA Membership Assembly

## Procedure for Nominations

All structural units - regions, local units, etc., are requested to submit names of candidates for office. Individual members may nominate candidates or self-nominate.

Nominees will be considered upon receipt of completed Consent-to-Serve form with signature at FNA Headquarters by close of business (5:00 PM) on designated dates. Names submitted to the Nominating Committee must be received by **April 15, 2019 in order to appear on the sample ballot in *The Florida Nurse*. Nominees are responsible to verify receipt by deadline.** Additional nominations will be accepted until July 15<sup>th</sup>.

The Nominating Committee receives the names of candidates for FNA Officers, Directors, ANA Delegates, and Nominating Committee and prepares two ballots in conformity with FNA Bylaws. One of the two ballots will be for Bargaining Unit activities.

To be placed on the ballot, the candidate must have a signed "Consent-to-Serve" statement on file at FNA Headquarters and be a member in good standing if the nomination is for an officer or director position.

Candidates are requested to submit biographical data for publication in *The Florida Nurse* prior to the final ballot.

## Information about FNA Elected Positions

Members who are planning to serve in a Florida Nurses Association office should be aware of the amount of time required and the expense involved in fulfilling the responsibilities of the particular office. While the time element may vary to some extent according to the current developments and the individual's concept of the office, the following information may be helpful to you.

1. FNA pays transportation expenses for all Board of Directors meetings (and one night's lodging, if necessary).
2. The FNA Board of Directors customarily holds four meetings each year in addition to the pre and post Membership Assembly meetings during an election year. Board members attend all sessions of the FNA Membership Assembly. If you are elected, you will be expected to attend the Board meeting scheduled immediately after or sometimes during the Membership Assembly.
3. Any member of the Board of Directors may have one absence from the Board of Directors meetings within a one-year period (the year begins at Post-Membership Assembly Board meeting). Board members shall be replaced as provided by the FNA Bylaws. A partial absence will consist of not more than two hours unless an unforeseen emergency occurs enroute to the meeting. Absence from two meetings of a committee shall constitute a resignation from that committee.
4. The specific duties required for each elected office are found in the FNA Bylaws. Candidates are reminded that by signing a consent-to-serve form they are agreeing to fulfill the specified duties and fairly represent the members who elected them.
5. All officers are elected for a two-year term, or until their successors are elected.
6. The Executive Committee of the Board is composed of the President, President-Elect, Vice President, the Secretary, and the Treasurer of the Association. These officers may find it necessary to meet between regular meetings to transact business of an emergency nature.

## FNA Nominating Committee

Debbie Hogan

Ying “Mai” Kung

Randy Jackson

Sharon Rogers

Regina Mirabella

## Current FNA Board of Directors

Janegale Boyd, President

George Byron Peraza-Smtih, President-Elect

Anne Peach, Vice President

Barbara Russell, Secretary

Ann-Lynn Denker, Treasurer

Jill Van Der Like, Director – Northwest

Justin Wilkerson, Director – North Central

Pamela Delano, Director – Northeast

Janice Adams, Director – West Central

Susan Torres, Director – Southwest

Carmen “Vicky” Framil, Director – South

Shirley Hill, Director – East Central

Darlene Edic-Crawford, Director – Southeast

# FNA Bylaws Pertaining to Election

*The following are the election-related sections of the FNA Bylaws*

## **ARTICLE IV. Officers and Directors**

### **Section 1. Officers**

- A. **\*\***The officers are President, President-elect, Vice-President, Secretary, and Treasurer.
- B. The officers are elected by members and are accountable to the Membership

### **Section 2. Directors**

- A. There shall be eight Directors representing each of eight Regions.
- B. The directors are elected by members and are accountable to the membership.

### **Section 3. Qualifications**

- A. All nominees for Officers and Directors shall be FNA members in good standing.
- B. Nominees must be dues paying members of the FNA for a period of at least twelve months prior to being nominated as an Officer or Director.
- C. An employee of FNA is eligible to be a candidate contingent upon resignation of the staff position if elected.

### **Section 4. Term of Office**

- A. The term of office for Officers and Directors shall be two years or until their successors are elected.
- B. The term shall commence at the adjournment of the Membership Assembly at which they are elected.
- C. President and President-Elect shall serve no more than one term consecutively in each office.
- D. No Officer (except President or President-Elect) or Director shall be eligible to serve more than four consecutive terms on the Board of Directors.
- E. An Officer or Director who has served more than one-half (1/2) term shall be deemed to have served a full term.

### **Section 5. Duties**

- A. The Officers and Directors shall perform the duties prescribed by these bylaws, the adopted parliamentary authority, and as directed by the Board of Directors and the Membership Assembly.
- B. Officers and Directors, upon expiration of their terms of office, shall surrender to the FNA Executive Director all properties in their possession belonging to their respective offices.
- C. The President shall be:
  - 1. A full member of FNA
  - 2. Chair of the Board of Directors;
  - 3. Chair of the Executive Committee;
  - 4. Chair of the Advisory Committee;
  - 5. Ex officio member of all committees except the Nominating Committee;
  - 6. FNA's representative at meetings of the ANA Constituent Assembly;
  - 7. Responsible for appointing members to committees and designating the chairs, with the approval of the Board of Directors, except as hereinafter provided in these bylaws; and
  - 8. Concurrently elected as a delegate to the ANA House of Delegates.
- D. **\*\***The President-Elect shall:
  - 1. Be a full member of FNA
  - 2. Act as assistant to the President; and
  - 3. In the absence of the President, assume the duties of the President.
- E. **\*\***The Vice-President shall:
  - 1. Be a full member of FNA
  - 2. In the absence of the President and President-Elect, assume the duties of the President;
  - 3. Be chairperson of the FNA Membership Committee.
- F. The Secretary shall:
  - 1. Be a full member of FNA
  - 2. Record the minutes of meetings of the FNA;
  - 3. Board of Directors;
  - 4. Executive Committee; and
  - 5. Advisory Committee.
- G. The Treasurer shall:
  - 1. Be a full member of FNA
  - 2. Report to the Board of Directors the financial standing of FNA;
  - 3. Make a full report to FNA at each Membership Assembly;

4. Serve as Chair of the Finance Committee; and
  5. Be bonded.
- H. The Directors shall:
1. Be responsible for the implementation of the purposes and functions as created in these bylaws;
  2. Serve as members of the FNA Board of Directors;
  3. Serve as liaisons between the FNA Board of Directors and the Regions and *bargaining units as designated by the Board*;
- I. Recommend to the FNA Board of Directors the establishment of Ad Hoc Committees deemed necessary to implement the purposes and functions of FNA.
- J. The Director-Recent Graduate shall:
1. Serve as facilitator of the New Graduate Special Interest Group (SIG);
  2. Coordinate activities for members who are recent graduates of their initial nursing program; and
  3. Serve as a member of the Membership Committee.

### **Section 6. Vacancies in Office**

- A. Vacancy in the office of President.
1. \*A vacancy in the office of President shall be filled by the President-Elect.
  2. An officer or member other than the President-Elect who fills a vacancy in the office of a president or assumes the duties of an absent president may serve as an ANA delegate only if elected to the ANA delegate position.
- B. \*If a vacancy occurs in the office of President-Elect, this position will remain vacant until the next election cycle or until the Board of Directors orders a special election by the full membership.
- C. In all other vacancies in elected positions on the Board, the Board of Directors shall appoint a qualified FNA member to serve for the remainder of that term.

## **ARTICLE VI. Nominations and Elections**

### **Section 1. Nominating Committee**

The Nominating Committee shall consist of five (5) members, who shall be elected by secret ballot by plurality vote:

- A. The members elected to the Nominating Committee will choose their Chair;
- B. No Region shall be entitled to have more than one member serve on the Nominating Committee;
- C. The term of office shall be two years, or until their successors are elected.
- D. A member shall not serve more than two consecutive terms on the Nominating Committee;
- E. No member shall serve concurrently on the Nominating Committee and on the Board of Directors;
- F. If a member of the Nominating Committee is submitted as a suggested candidate for an office of FNA and the member consents to be considered as a candidate, said member shall immediately resign from the Nominating Committee. This does not apply to a present member of the Committee whose name is submitted as suggested candidate for the Nominating Committee for the next term or as an ANA Delegate.
- G. Any vacancy occurring on the Nominating Committee shall be filled by the person who received the next highest vote at the convention at which the Committee members were elected.

### **Section 2. Nomination Process**

- A. Suggestions for nominees for elected offices shall be solicited from each Region and structural unit;
- B. Individuals may nominate candidates or self-nominate;
- C. Requests for nominees shall be published in *The Florida Nurse*.
- D. The Committee shall propose a tentative FNA ballot containing nominees for:
  1. FNA Officers, Directors and Nominating Committee
- E. After presentation to the Board of Directors for information only, the tentative ballot shall be published in the Call to Meeting of the FNA Membership Assembly.
- F. Within the 30 day period following the publication of the tentative ballots in the FNA official publication, additional nominations may be made to the Chair of the Nominating Committee by any individual member, Region, or structural unit.
- G. The Nominating Committee shall formulate the final ballots by the addition of the nominees submitted, provided that all eligibility and membership requirements are met;

- H. A person shall not appear on the FNA ballot as a nominee for more than one office.
- I. The completed ballots shall be:
  - 1. In conformity with the FNA bylaws, and the policies as adopted by the FNA Board of Directors;
  - 2. Identified, for each person running, as to the region and city or county of membership;
  - 3. Presented for information only to the Board of Directors before being published in the Official Call to Meeting.
- J. No nominee shall appear on the ballots without having signed the consent-to-serve-if-elected statement and the Conflict of Interest statement.
- K. The biographies of the nominees, including region and city or county of membership, shall be published with the ballots in the Official Call to Membership Assembly.

### ***Section 3. Election Process***

- A. Elections shall be held in the odd-numbered years.
- B. Elections shall be held by secret ballot via electronic and/or phone ballot.
  - 1. A plurality of votes cast by those entitled to vote, and voting, shall constitute an election;
  - 2. In the case of a tie, the choice shall be determined by lot at the Membership Assembly.
- C. Members may vote for persons other than those whose names appear on the ballot by writing in the names of qualified candidates who have signed the consent-to-serve form.
- D. The voting shall be completed no later than midnight of the twenty-eighth (28th) day prior to the first day of the convention.
- E. The Tellers shall:
  - 1. Verify membership and tabulate the votes;
  - 2. Compile a report of all votes received; and
  - 3. Send the results by certified mail, in duplicate, to the FNA Secretary at the FNA Headquarters.
- F. The Secretary shall announce the election results at the Membership Assembly;
- G. The President, President-Elect, Vice-President, Secretary, Treasurer, Directors, FNA Nominating Committee and any other elected position on the ballot shall be declared as elected at the Membership Assembly.

### ***Section 4. ANA Representatives***

- A. All FNA members with full membership may vote for ANA representatives.
- B. The FNA President and President-Elect shall be concurrently elected as representatives.
- C. ANA representatives and alternates shall be elected by secret ballot by plurality vote and be full members of FNA.
- D. Each representative and alternate shall be elected for a two-year term or until a successor is elected.

# FNA Board of Directors Duties and Responsibilities at a Glance

<p><b>President</b></p> <ul style="list-style-type: none"> <li>➤ Formulate an agenda for Board meetings, in cooperation with the Executive Director and with input from the Board and Leadership</li> <li>➤ Preside over FNA board meetings and the biennial House of Delegates</li> <li>➤ Serve as an ex-officio member of FNA committees</li> <li>➤ Represent FNA at local, state and national meetings when feasible or select a designee</li> <li>➤ Makes appointments to standing and other committees of the association</li> <li>➤ Attend ANA convention and serve as a state delegate</li> <li>➤ Keep abreast of ANA news and events</li> <li>➤ Attend Constituent Assembly meetings of ANA</li> <li>➤ Keep frequent communication with FNA Board, Staff and Structural Unit Leadership</li> </ul>	<p><b>Directors at Large (9)</b></p> <ul style="list-style-type: none"> <li>➤ Attend the Board Meetings in Orlando (usually 3)</li> <li>➤ Attend the Membership Assembly (4<sup>th</sup> meeting)</li> <li>➤ Review all the preparatory reports and material prior to the Board Meeting</li> <li>➤ <b>Serve as liaison to FNA Regions to which they are elected to serve. (Maintain contact with leaders within the region.)</b></li> <li>➤ Prepare a brief, concise report of any FNA-related activities prior to each meeting (template provided)</li> <li>➤ Serve on appointed or volunteer committees as needed</li> <li>➤ Serve as the Chair of Task Forces or committees (with consent)</li> <li>➤ Attend conference calls as needed</li> <li>➤ Serve as an official representative of FNA when requested</li> <li>➤ Be accessible through email</li> </ul>
<p><b>President- Elect</b></p> <ul style="list-style-type: none"> <li>➤ Serve as assistant to the President</li> <li>➤ In the absence of the President, assume the duties of the President</li> <li>➤ Serve on and/or chair committees as needed</li> <li>➤ Represent the Board at meetings and functions as requested</li> </ul>	<p style="text-align: center;"><b>Regions</b></p> <p><b>Northwest-</b> Escambia, Santa Rosa, Okaloosa, Walton, Holmes, Washington, Jackson, Calhoun, Gulf, Liberty, Franklin</p>
<p><b>Vice President</b></p> <ul style="list-style-type: none"> <li>➤ In the absence of the President and the President Elect, assume the duties of the President</li> <li>➤ Serve on and/or chair committees as needed</li> <li>➤ Represent the Board at meetings and functions as requested</li> <li>➤ Serves as Chair of the Membership Committee</li> </ul>	<p><b>North Central-</b> Leon, Wakulla, Jefferson, Madison, Taylor, Hamilton, Suwannee, Lafayette, Dixie, Columbia, Union, Gilchrist, Alachua, Levy, Marion</p> <p><b>Northeast-</b> Nassau, Baker, Duval, Clay, Putnam, St. Johns, Bradford, Flagler</p> <p><b>East Central-</b> Volusia, Lake, Seminole, Orange, Osceola, Brevard</p>
<p><b>Secretary</b></p> <ul style="list-style-type: none"> <li>➤ Attend each board meeting</li> <li>➤ Take minutes and board meetings and other official meetings of the FNA Board</li> <li>➤ Work with FNA staff for the typing, review, and dissemination of the minutes.</li> <li>➤ Serve on and/or chair committees as needed</li> <li>➤ Represent the Board at meetings and functions as requested</li> </ul>	<p><b>West Central-</b> Hernando, Pasco, Pinellas, Hillsborough, Polk, Manatee, Sarasota, Hardee, Highlands, Sumter, Citrus</p> <p><b>Southeast-</b> Indian River, Okeechobee, St. Lucie, Martin, Palm Beach</p> <p><b>Southwest-</b> Charlotte, Lee, Glades, Hendry, Collier</p> <p><b>South-</b> Dade, Broward, Monroe</p>
<p><b>Treasurer</b></p> <ul style="list-style-type: none"> <li>➤ Report to the Board of Directors the financial status of FNA at each meeting</li> <li>➤ Serve as the Chair of the Finance Committee</li> <li>➤ Make a full report of the financial standing at each FNA convention</li> <li>➤ Work with the ED to oversee the budget as it pertains to Region allocations</li> </ul>	<p><b>Director Recent Graduate-</b> See Bylaws in this document . Article IV, Section Five-Duties—Section J</p>