

**ONA / CLC
Executive Committee**

Chairperson

Vacant

Vice-Chair

Vacant

Secretary

Vacant

Treasurer

Vacant

Grievance Chair

Vacant

Membership Chair

Vacant

PNCC Chair

Vacant

[ONA Membership Application](#)

Amber Cooper

Labor Relations Representative
503-293-0011 ext 1308

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**Oregon Nurses
Association (ONA)**

18765 SW Boones Ferry Road
Suite 200, Tualatin, OR 97062
1-800-634-3552 within Oregon
www.OregonRN.org

NOMINATIONS ARE NOW OPEN 30 DAYS FOR ALL POSITIONS

The ONA Clatsop County Health Department bargaining unit is currently seeking nominations for all leadership positions. It is important to fill these leadership positions so we can maintain a strong bargaining unit to build a better workplace and ensure we can provide the best patient care possible. The description of each leadership position can be found below.

Those interested in running for a leadership position should complete the nomination and consent to serve form located on page three of this newsletter and return it to ONA labor relations representative Amber Cooper by Friday, Jan. 4, 2019. If you have any questions about the positions, duties or the election process, please contact Amber at Cooper@OregonRN.org.

CHAIRPERSON

- ◆ Conduct and supervise the affairs of CLCBU-ONA in accordance with these Bylaws;
- ◆ Serve as an ex-officio member of all CLCBU-ONA committees;
- ◆ Appoint special committees and their members with the approval of the Executive Committee;
- ◆ Fill vacancies that occur on committees with the approval of the executive committee until the next regular election;
- ◆ In conjunction with the Treasurer, disburse or order the disbursement of all monies necessary to pay the bills, obligations and indebtedness of CLCBU-ONA, which have been

properly incurred as provided herein;

- ◆ Enforce these Bylaws and ensure that all officers perform their respective duties.

VICE-CHAIR

- ◆ Assist the Chairperson in the discharge of all duties;
- ◆ Perform such other duties and render such assistance as may be directed by the Chairperson;
- ◆ In case of the Chairperson's absence, the Vice-Chair shall perform the duties of the Chairperson; and
- ◆ Should the Chairperson's position be vacated, the ViceChair shall serve as the Chairperson until the next election.

SECRETARY

- ◆ Send out meeting notices as directed;
- ◆ On at least an annual basis, update all members' contact information, including correct mailing addresses, home and work telephone numbers and email addresses. Provide this information to ONA;
- ◆ Collect names of nominees for elected positions and construct a ballot for all the names submitted;
- ◆ Confirm that the nominees are willing to serve and when there is no Membership Chair, ensure the nominee is in good standing;
- ◆ Verify that amendments to bylaws

are properly submitted;

- ◆ Record, maintain and archive minutes for all Executive Committee meetings; Page 8- Clatsop County Health Department Bargaining Unit Bylaws – January 1, 2010
- ◆ Sit on the Elections Committee; and
- ◆ Conduct correspondence as directed by the Executive Committee.

TREASURER

- ◆ Has financial responsibility over the financial affairs of the CLCBU-ONA;
- ◆ Make at least a quarterly report to the Executive Committee and EGW that includes the assets and liabilities of the CLCBU-ONA; and
- ◆ Keep itemized records, showing the source of all monies received and spent, and keep records, vouchers, work sheets, books and accounts and all resolutions to verify such report and provide a copy of this information to EGW by December 31st of every year.

GRIEVANCE CHAIR

- ◆ Coordinate the following activities in cooperation with the ONA staff representative:
- ◆ Conduct and supervise the affairs of the Grievance Committee in accordance with these Bylaws;
- ◆ Oversees the processing and investigation of all grievance complaints filed by BU members;
- ◆ Responsible for securing representation, if requested, for the grievant;
- ◆ Ensure each nursing unit has at least one unit steward which must be a member in good standing. Ensure those stewards receive training in the processing of grievance and representation of grievants; and
- ◆ Report to the Executive Committee and ONA in a timely fashion all grievance complaints.

MEMBERSHIP CHAIR

- ◆ Conduct and supervise the affairs of the Membership Committee in accordance with these Bylaws;
- ◆ Ensures that all new hires are contacted in a timely fashion to discuss membership in the CLCBU-ONA and the ONA, ensures new hires are provided with a

copy of the collective bargaining agreement, these Bylaws, a ONA membership application and to ensure that the new hires are introduced to the new hires' unit steward;

- ◆ Strive to increase the membership of the bargaining unit;
- ◆ Maintain a group of activists who are members in good standing and who are willing to perform duties at the request of the Executive Committee or ONA. The goal should be to get at least one activist in each unit at the hospital; Page 9- Clatsop County Health Department Bargaining Unit Bylaws – January 1, 2010
- ◆ Ensure that the activists receive training in organizing; and
- ◆ Ensure that membership records accurately reflect who are: a) members in good standing; b) members in bad standing; c) fair-share members; d) bona-fide religious objectors; e) new hires who are potential new members; and f) non-members.
- ◆ The Membership Chair will ensure that the list is updated on an annual basis and before every vote of the bargaining unit.

PNCC CHAIR

- ◆ Conduct and supervise the affairs of the PNCC in accordance with these Bylaws;
- ◆ With the PNCC, make recommendations for educational and training programs compatible with identified hospital goals;
- ◆ Ensure each nursing unit has at least one member in good standing willing to participate on the PNCC Committee or as dictated by the collective bargaining agreement;
- ◆ With the PNCC, process and analyze unsafe staffing reports. Take necessary steps to address issues raised in unsafe staffing reports when necessary;
- ◆ Make timely reports to the Executive Committee and ONA concerning unsafe staffing reports and educational and training programs;
- ◆ With the PNCC, make recommendations to the facility of ways and means to improve patient care; and
- ◆ With the PNCC, make reports to outside agencies with the approval of the Executive Committee and ONA.

NOMINATION FORM

Oregon Nurses Association (ONA)/Clatsop County Health Department (CLC) EXECUTIVE OFFICER ELECTIONS

Please nominate as many candidates as you wish for any office listed below. Nominated candidate must be an ONA member in good standing. If nominating yourself, please sign the consent to serve portion of the form; otherwise it will be necessary to contact you separately to verify your willingness to run and serve. **Please endeavor to get their signature so we know that the nurse you nominate is willing to serve if elected.**

Colleague Nominations (List names for any office)

CHAIRPERSON:	VICE CHAIRPERSON:
SECRETARY:	TREASURER:
MEMBERSHIP CHAIRPERSON:	GRIEVANCE CHAIR:
PNCC CHAIR:	

Please Mail to ONA, 18765 SW Boones Ferry Rd Ste 200, Tualatin OR 97062-8498; fax to ONA: 503.293.0013; or email to Cooper@oregonRN.org no later than January 4, 2019.

CONSENT TO RUN AND SERVE

If nominated, I consent to run and, if elected, I consent to serve for the following offices (circle all that apply)

CHAIRPERSON	VICE CHAIRPERSON
SECRETARY	TREASURER
MEMBERSHIP CHAIRPERSON	GRIEVANCE CHAIR
PNCC CHAIR	

Printed Name

Signature

Date

Home email

Mobile phone

Best time to reach me: _____

For complete CLC Bylaws go to the ONA/Clatsop County Health Department Bargaining Unit webpage www.oregonrn.org/page/54 or follow this [link](#)