Nominations Now Open for
OREGON NURSES ASSOCIATION (ONA)/
CLATSOOP COUNTY (CLC)

EXECUTIVE OFFICERS

We Need Your Leadership!

You must be an Oregon Nurses Association (ONA) member in good standing to serve.

Instructions: For the nurse(s) you nominate, please write the specific executive office in the box next to their name. If possible, please obtain the signature(s) of the nurse(s) you nominate under “Consent to Run and Serve” below; if you’re unable to obtain a signature, we will follow up with that nurse.

<table>
<thead>
<tr>
<th>Name of Nominee</th>
<th>Executive Office</th>
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<tbody>
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<td>(see back of this form for list of open positions)</td>
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</table>

Consent to Run and Serve

If nominated, I consent to run, and if elected, I consent to serve:

<table>
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<tr>
<th>Printed Name</th>
<th>Signature</th>
<th>Date</th>
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How to Submit Your Nomination Form

(Due by 4 p.m. on Monday Feb. 4, 2019)

1) Email a photo of your nomination form to Amber Cooper, ONA labor relations representative, at Cooper@OregonRN.org
2) Fax the form to ONA headquarters at 503-293-0013, Attn: Amber Cooper
3) Mail the form to: Oregon Nurses Association
   Attn: Amber Cooper
   18765 SW Boones Ferry Rd, Suite 200
   Tualatin, OR 97062

Completed forms must be received by 4 p.m. on Monday Feb. 4, 2019.
**EXECUTIVE OFFICERS - OPEN POSITIONS**

**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 the 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 Vice-Chair 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 e-mail addresses. Provide this information to ONA; Collect the 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; 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; Ensure that the activists receive training in organizing; and Ensure that membership records accurately reflect how 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.