



# NOMINATION & ELECTION

*You can make a difference in charting the course of your organization.*  
By the Nomination and Election Committee

## KEEP YOUR MEMBERSHIP DUES CURRENT AND VOTE!

The Nomination and Election Committee is urging everyone eligible to seriously consider running for office. If you have friends and acquaintances whom you think are eligible and best fitted for any of the various positions open for election, please encourage them to run. We need movers and shakers to keep PNASC viable and vital.

### The positions open for election are:

- President Elect**
- Vice President**
- Recording Secretary**
- Corresponding Secretary**
- Treasurer**
- Assistant Treasurer**
- Auditor**
- PRO**
- Eight (8) Board Members**

Each position is a two year term from July to June. The duties and responsibilities for each position are outlined in the PNASC Bylaws. Additionally, the candidate for any of the elected offices must be an active participant in the association's activities, local and national and a paid member on or before the March 13, 2012.

Please pay attention and adhere to the timelines so that we are all in compliance with the provisions of the nomination and election process outlined in the PNASC Policy and Procedure.

**February 2, 2012 - Deadline to file candidacy.** Completed candidacy packets must be received by NOMELEC on or before the above date. Packet includes:

- Nomination Form
- Consent to Serve including candidacy platform
- An abridged Curriculum Vitae
- Conflict of Interest Form
- Photo Release Consent, and most recent 2x2 color or black & white photo.

### Incomplete packet will be disqualified.

**March 13, 2012** - Deadline for payment of membership dues. Membership applications/dues received after this date will be ineligible to vote.

**March 28, 2012** - Election ballots and instructions will be mailed to all eligible voters. Voting process shall be by **postal mail only**.

**May 5, 2012** - Ballots must be received by the NOMELEC Chairperson on or before the above date. Votes will be counted and tallied on **May 9, 2012**.

**May 12, 2012** - General Assembly Meeting. Election results will be announced. Venue and time to be announced.

### Nomination and Election Committee:

- Chairperson: Emma Cuenca
- Co-chair: Pacita Lovely
- Members: Cora Barrios, Brenda Cohen, Josie de Jesus, Lettie Ramos, Lita Tsai

**Renew your membership now! Use form below or visit our website at [www.thepnasc.org](http://www.thepnasc.org)**

### PHILIPPINE NURSES ASSOCIATION OF SOUTHERN CALIFORNIA MEMBERSHIP FORM

Name \_\_\_\_\_ RN/LVN Lic.No. \_\_\_\_\_

Mailing address \_\_\_\_\_

Phone (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

E-mail \_\_\_\_\_

Employer \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_

Nursing school graduated from \_\_\_\_\_ Year \_\_\_\_\_

**Make check payable to PNASC and mail completed form to:**  
**PNASC Treasurer**  
**P. O. Box 533**  
**Walnut, California 91788-0533**

### Committee interested in:

- Membership  Finance
- Education/Research  Practice
- Program/Cultural Affairs  Human Rights
- Legislation/ByLaws
- Ways and Means
- Nomination & Election
- Publication/Publicity
- Community Outreach

### Membership dues:

- Annual \$65.00/year or \$125 for 2 years
- Associate \$45.00/year or \$85 for 2 years
- New member
- Renewal

\$30 of your annual membership is paid to PNA of America, your national organization



# PHILIPPINE NURSES ASSOCIATION OF SOUTHERN CALIFORNIA, INC.

P.O. Box 533 Walnut, CA 91788-0533

Telephone: (909) 464-0329

[www.thepnasc.org](http://www.thepnasc.org)

## NOMINATION FORM FOR EXECUTIVE BOARD POSITION

TERM 2012-2014

I would like to nominate: *(Please print)*

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Business \_\_\_\_\_

Fax \_\_\_\_\_ E-mail \_\_\_\_\_

For the Office of: *(Please check)*

- |   |   |
|---|---|
| <input type="checkbox"/> President Elect                                    | <input type="checkbox"/> Vice President           |
| <input type="checkbox"/> Recording Secretary                                | <input type="checkbox"/> Corresponding Secretary  |
| <input type="checkbox"/> Treasurer  | <input type="checkbox"/> Assistant Treasurer      |
| <input type="checkbox"/> Auditor  | <input type="checkbox"/> Public Relations Officer |
| <input type="checkbox"/> Board Member <i>[Eight (8) positions are open]</i> |   |

*If you have more than one nomination, please duplicate this form.*

Nominator's Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone: Home \_\_\_\_\_ E-mail \_\_\_\_\_

**Completed nomination form with accompanying requirements (see Nomination & Election info) must be received by mail on or before February 2, 2012. Mail to:**

Committee on Nominations & Election  
Emma Cuenca, *Chairperson*  
4120 Toland Way, Los Angeles, CA 90065  
(323) 258-8907

### FOR COMMITTEE ON NOMINATION & ELECTION USE ONLY

Date received \_\_\_\_\_ Photo \_\_\_\_\_

Consent form \_\_\_\_\_ Remarks \_\_\_\_\_

Nomination form complete \_\_\_\_\_ Signature \_\_\_\_\_



www.thepnasc.org

# PHILIPPINE NURSES ASSOCIATION OF SOUTHERN CALIFORNIA, INC.

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Telephone: (909) 464-0329

## COMMITTEE ON NOMINATIONS AND ELECTION (CNE)

### CONSENT TO SERVE

I, (Name) \_\_\_\_\_ hereby give consent to have my name listed as a nominee for the office of (Position) \_\_\_\_\_ Term 2012-2014. I have reviewed the roles and responsibilities of the position I have been nominated. If elected, I promise to serve in the above capacity for the duration/tenure of the office, according to the provisions of the bylaws of the Philippine Nurses Association of Southern California.

\_\_\_\_\_  
Signature & Title

\_\_\_\_\_  
Please print your name as you prefer to have it appear on the official ballot.

*Provide a brief position statement/goals for running in this position and describe what difference you will make if elected in this office (candidacy platform). Limit statements to 120 words. Use additional sheets if necessary.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### FOR COMMITTEE ON NOMINATION & ELECTION USE ONLY

Date received \_\_\_\_\_

Is it complete?  YES  NO

If incomplete, nominee was notified by:  Phone  Writing  In person

Membership status:  Current  Regular  Lifetime No. of years as member \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

CNE Name: \_\_\_\_\_ Signature: \_\_\_\_\_



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## CONFLICT OF INTEREST DISCLOSURE STATEMENT

I \_\_\_\_\_, hereby declare that I have read and understood the attached PNASC Standard and Rules of Conduct Policy and Procedure. At this time I do not have any conflict of interest or potential conflict of interest to disclose as delineated in the PNASC Policy and Procedure. I will update this disclosure statement annually or whenever a potential or real conflict arises.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Candidate's signature

.....

I have read and understood the attached PNASC standard and Rules of Conduct Policy and Procedure. I hereby disclose the following as conflict of interest or potential conflicts of interest in accordance with the policy: (Use additional sheets if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Candidate's signature

NOTE: The NOMELEC will strive to maintain confidentiality of sensitive information disclosed by the candidate. All information provided will only be used for official review of candidate's eligibility for the office being sought.

**Do not write on this box. (For Official Use Only)**

On further review of the contents of this disclosure, the applicant is deemed

- Eligible to run for office
- Ineligible to run for office

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairperson, NOMELEC

**This form must be submitted with the original official Nomination Form**



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## PHILIPPINE NURSES ASSOCIATION OF SOUTHERN CALIFORNIA, INC.

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### PHOTO RELEASE CONSENT

I authorize the PNASC NOMELEC to publish the attached photograph.

I further consent that the above can be used by the NOMELEC for:

- Publication
- As part of an exhibit
- As a part of a visual presentation

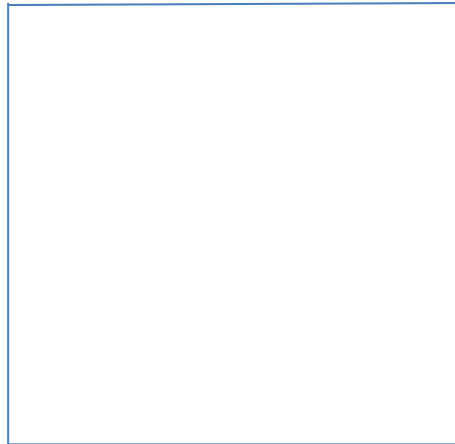
Furthermore, the photograph hereby submitted becomes a property of the PNASC and I will not in any way claim or demand for its return.

The term "photograph" as used in this agreement, shall mean motion picture or still photography in any format, as well as videotape, video disc and any other mechanical means of recording and reproducing images.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: (Please print) \_\_\_\_\_

Attach a most recent official photo of the candidate. (Passport size, color or black and white photo accepted).



***This form must be submitted with the original completed PNASC Nomination Form.***



## **NOMINATION AND ELECTION COMMITTEE**

### **ARTICLE VI EXECUTIVE BOARD/BOARD OF DIRECTORS ELECTION/ DUTIES AND RESPONSIBILITIES**

- Section 1. The officers consist of the President, President-Elect, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, Assistant Treasurer, Auditor, Public Relations Officer, and eight (8) Board of Directors.
- Section 2. **ELECTION/ELIGIBILITY**
- A. Election of officers and Board of Directors shall be held biennially at a place designated by the Nominations and Election Committee.
  - B. To be eligible to serve for an elected office, a nominee must have current membership and have expressed interest and commitment to serve the term of office.
  - C. To be eligible to serve for the office of President-Elect, a nominee must have been elected and served one term (2 years) in the Executive Board immediately preceding the nomination.
  - D. A nominee may be a candidate for only one (1) office at any given time and if holding an elected office, he/she may not be a candidate for another office unless the current term expires at the time of the election.
  - E. Plurality elects. In case of a tie, choice shall be by lot through the Executive Board.
- Section 3. **TERMS OF OFFICE**
- A. All elected officers and Board of Directors shall serve for two (2) consecutive years and can be re-elected to the same office for a second term except for the President.
  - B. The President-Elect assumes the position of the President at the end of the current term.
  - C. Any member filling a vacant position for more than one half of the term shall be considered to have served one term.
- Section 5. **VACANCIES**
- A. A vacancy that occurs in an elected office of the association due to the inability or ineligibility of the incumbent to perform duties of the office, or the incumbent's removal from the office, shall be filled in the following manner:
    - 1. President: President-Elect shall assume office, or Vice-President, if the former is unable to do so.
    - 2. President-Elect: Vice-President shall assume office.
    - 3. Vice-President: The candidate for Vice-President who obtained the second highest vote in the preceding election shall be appointed to fill the vacant position with the approval of the Executive Board. If there is no second candidate available, the President, upon the approval of the Executive Board shall appoint an individual to fill in the position.
    - 4. Treasurer: Assistant Treasurer shall assume office.
- Section 6. **REMOVAL FROM OFFICE**
- A. The absence of officers and members of the Executive Board in fifty percent (50%) of the regular meetings shall be ground for termination from office after the Executive Board validates the justification of absence.
  - B. Officers and members of the Executive Board may be subject to reprimand, censure, suspension or termination from office by a two thirds (2/3) vote of the Executive Board for violating the Bylaws of the association, misconduct or neglect of duty in office, absence in 50% of the regular meetings and/or any behavior injurious to the association. NO action shall be taken against any member of the Executive Board until he/she has been advised of specific charges, given reasonable time to prepare response, afforded a fair hearing process before the Executive Board. It is also incumbent upon the Executive Board to validate justification of reason for charges for removal from office.
- Section 7. **COMPENSATION**
- The elected officers shall not receive nor shall they be entitled to compensation or salary for serving on the Executive Board.

Section 8. DUTIES OF THE OFFICERS

A. The President shall:

1. Call and preside at the regular Board and general assembly meetings
2. Represent the association at meetings and functions of other organizations, or designates an alternate
3. Appoint all chairpersons of working committees subject to the approval of the Board.
4. Act as ex-officio member in all committees except in the Nomination and Election Committee.
5. Sign or countersign all official documents.
6. Endorse a written summary of all transactions, activities, official documents, accounts, money and other properties of the organization to the incoming Executive Board within thirty (30) days after his/her term of office.

B. The President-Elect shall:

1. Perform the duties of the President in his/her absence or inability to act.
2. Perform such other duties as may be delegated by the President or the Board.
3. Serve as the Chair for the Policy and Procedure Committee

C. The Vice-President shall:

1. Perform the duties of the President-Elect in the absence or inability of the President- Elect to act.
2. Perform such other duties as may be delegated by the President or Executive Board.

D. The Recording Secretary shall:

1. Record the proceedings of all business meetings.
2. Distribute approved minutes to the members of the Executive Board and pertinent data to respective committee chairperson.
3. Preserve all official reports/ documents.

E. The Corresponding Secretary shall:

1. Issue notices regarding meetings and activities.
2. Receive and send general correspondence as directed by the President.
3. Send out information to chapter members regarding projects, programs, and activities undertaken by the organization.
4. Assist the Recording Secretary in the functions as delegated by the President, and assumes the duties of the Recording Secretary in his/her absence.

F. The Treasurer shall:

1. Be responsible for the financial affairs of the organization.
2. Keep a record of all receipts and disbursements.
3. Carry appropriate banking transactions as designated by the Executive Board.
4. Issue checks of the organization, countersigned by the President or designated alternate signatory for purposes approved by the Executive Board.
5. Assist in the direction of fund raising activities.
6. Present financial record for examination by designated Auditor.
7. Act as chairperson of the Budget and Finance committee.
8. Submit a written report of the financial standing of the organization at the Annual General Assembly.
9. Submit an annual PNASC membership roster to PNAA with corresponding membership fees.

G. The Assistant Treasurer shall:

1. Perform duties and responsibilities of the Treasurer in his/her absence.
2. Send out membership renewal forms and reminders annually for payment of dues.
3. Keep on file an accurate membership roster.
4. Forward monies received and corresponding reports to the Treasurer.
5. Assume other functions as delegated by the President or the Executive Board.

H. The Auditor shall:

1. Be responsible for having all financial record audited at least quarterly and immediately after every major events/fundraisers.
2. Assist the Treasurer in finalizing the financial reports for submission to the Executive Board

3. Together with the treasurer, prepare the yearly income tax report and file it with the U.S. Internal Revenue Service as required by the State and Federal Government.
- I. The Public Relations Officer shall:
    1. Be responsible for media releases as approved by the Executive Board.
    2. Assist in the collection of articles for publication in the newsletter published semiannually in coordination with the Editorial Staff.
  - J. The Board of Directors shall:
    1. Act as chairperson of a standing committee as appointed or designated by the President.
    2. Perform functions as designated by the Executive Board.