

Student Nurses' Association of Pennsylvania

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Interested in Running for State Office?

Brief Position Descriptions of Elected Offices

President

- ❖ Principle officer of SNAP
- ❖ Puts into effect the decisions of the delegates and Board of Directors
- ❖ Appoints committees and chairpersons as needed
- ❖ Communicates with state constituents and national organization
- ❖ Calls and closes all board meetings and leads the meetings

Vice President

- ❖ Assumes president's duties in absence of the president
- ❖ Chairperson of SNAP convention committee and responsible for much of the planning of the state convention

Secretary / Treasurer

- ❖ Prepares minutes of all business and Board of Directors meetings
- ❖ Reviews financial ledger and financial report
- ❖ Coordinates scholarship activities

Legislative Coordinator

- ❖ Maintains awareness of state and national legislation dealing with health care and informs Board of Directors and membership of pertinent issues
- ❖ Encourages action regarding appropriate legislative issues
- ❖ Plans and coordinates the *Capitol Hill: Step by Step* program
- ❖ Assumes the responsibility for matters concerning resolutions
- ❖ Acts as a resource person for matters regarding students rights

Regional Coordinator

- ❖ Maintain lines of communications between SNAP and nursing students in his/her region
- ❖ Encourages regional members to participate in community health activities
- ❖ Serves as the resource person for students in his/her region
- ❖ Coordinates and develops Breakthrough To Nursing activities and programs

Nominations & Elections Committee Member

- ❖ Seeks out prospective students to run for state office
- ❖ Coordinates activities regarding nominations and elections at state convention
- ❖ Works with candidates regarding position descriptions, election rules and regulations, and election process

All Board Members

- ❖ Have additional responsibilities and obligations on committees as appointed by the President

Candidates may be slated prior to Convention if the Consent to Serve form is submitted and accepted by the Nominations & Elections Committee by the deadline, which is **two weeks** prior to the state convention. Candidates may also be nominated at either the first or second session of the House of Delegates at the Annual Convention. If you are interested in any of the above positions or would like more information, please feel free to contact the SNAP office.

STUDENT NURSES' ASSOCIATION
OF PENNSYLVANIA

Campaign Rules and Regulations

It is expected that all candidates will conduct their campaigns in an honest and ethical manner, with particular considerations for the rights and privileges of fellow candidates.

The purpose of these campaign rules and regulations is to assist members running for state office and attending the SNAP Convention to conduct their campaign in a way that will provide equal opportunity for candidates to inform members of their qualifications.

1. Definition of Campaigning

- A. The presentation of the personal qualifications and accomplishments of the candidates;
 - B. Discussing a candidate's stand on issues; and
 - C. Discussing a candidate's goals and objectives.
- Campaigning does not prohibit a candidate from addressing an issue other than their candidacy at appropriate hearing, forums, caucuses, or meetings.

2. Candidates' Campaign Managers

- A. A candidate may choose **one campaign manager** and one **alternate campaign manager** to handle his/her campaign. If so, the manager and alternate must register as such and should work with the Nominations and Elections Committee.
- B. Definition of a Campaign Manager:
 - 1. The only one who has responsibility for campaign materials;
 - 2. The only one who distributes campaign materials;
 - 3. The one who advises the candidate in any way needed; and
 - 4. The one who understands the Campaign Rules and Regulations.
- C. A special tag will identify the campaign manager. One tag per candidate will be provided. This tag may be passed between the manager and alternate as needed.
- D. Only one campaign manager at a time is permitted to assist the candidate in the Campaign Headquarters.
- E. No campaign manager may work for more than one candidate.
- F. All campaign managers must be SNAP members.
- G. The Nominations and Elections Committee will be responsible for monitoring candidates and campaign managers and their activities. **Penalty for violation of any of the above:** Removal of campaign materials and campaign manager from the Campaign Headquarters.

3. Pre-Convention Campaigning

- A. Prior to the selection of the slate of candidates, potential candidates are permitted to solicit support only at their own school meetings.
- B. Once a slate is selected two weeks before Convention, the

candidates on the slate may campaign. SNAP takes no responsibility for publicity materials. A candidate who mails/distributes materials does so at his/her own risk. *(Consent to Serve Form must be received two (2) weeks prior to Convention to be considered by the Committee for slate. Slated candidates will receive official notification.)*

- C. The SNAP Board of Directors neither encourages nor prohibits pre-convention campaigning by candidates on the slate. The Board suggests that such activities be kept at a minimum because of the expense.

4. Candidates Nominated From the Floor

- A. Persons anticipating nomination from the floor are not permitted to campaign prior to being nominated.
- B. A candidate nominated from the floor must have his/her Consent To Serve form to the chairperson of the Nominations and Elections Committee **two hours** prior to being nominated.
- C. Candidates who are transferring schools, and graduates of associate degree and diploma schools who are planning to enter baccalaureate schools, must have written proof of acceptance into their new schools.

5. Write-In Candidates

Write-in candidates are allowed. Individuals that become interested in running for state office during the Convention are encouraged to run from the floor. Write-in candidates must obey all regulations and ethics. Write-in candidates must meet all eligibility requirements as specified in the SNAP Bylaws.

6. Candidates as Delegates

There is no restriction on the dual role of candidate/delegate, except that the candidate should keep in mind that he/she may not campaign in the House of Delegates.

7. Candidate's Biographies

Each candidate's Consent To Serve form will be available for inspection in the Campaign Headquarters throughout the Convention and will be posted outside the polling place. Candidates on the slate will be presented in appropriate SNAP publications.

8. Campaign Headquarters

A room at the Convention is designated as Campaign Headquarters. All candidates, whether placed on the slate by the Nominations and Elections Committee or nominated from the floor, will be assigned a place in the Campaign Headquarters. Only SNAP members and SNAP staff on official business will be allowed in the Campaign Headquarters.

9. Campaigning at Convention

A. Each candidate may have one poster, no larger than 36" x 44", which is placed in the Campaign Headquarters. A place to display the poster is provided.

B. During the Convention, campaign materials may not be distributed during the program sessions, in the House of Delegates, or outside the voting booth during voting. **Penalty for violation:** All of the candidate's campaign materials and campaign manager will be removed from the Campaign Headquarters.

C. SNAP and the Convention property will not be responsible for materials left in the Campaign Headquarters.

d. Verbal campaigning may not be done during the House of Delegates meetings or program sessions, with the exception of official meetings scheduled for the purpose of campaigning.

Penalty for violation: All of the candidate's campaign materials and campaign manager will be removed from the Campaign Headquarters.

10. Candidate Presentations

Candidates for the office of president will present a statement of introduction for a maximum time of five (5) minutes, at which time goals of office and/or approaches for fulfilling the office will be presented. Candidates for all other offices will present a statement for a maximum of two (2) minutes. After all statements from the candidates are completed, the remaining time allotted will be utilized by opening the floor for questions directed to any candidate. Only the candidate may speak on their own behalf. The chairperson of the Nominations and Elections Committee is responsible for closing questions from the floor five (5) minutes prior to the close of session.

11. Violation of Campaign Rules and Regulations

A. Penalties for violations for specific regulations are listed above.

B. All campaign regulations violations should be reported to a member of the Nominations and Elections Committee. The chairperson will be responsible for investigating all violations.

C. The Nominations and Elections Committee will take the necessary action against violators.

D. Those who violate the campaign rules and regulations more than once may be removed from the ballot by the House of Delegates upon recommendation of the Nominations and Elections Committee.

12. Duties of the Nominations and Elections Committee during Convention

A. Duties in regard to specific campaign rules and regulations are listed above.

B. The Committee will handle all questions regarding the campaign rules and regulations.

C. The Committee considers the qualifications of each candidate based on their Consent To Serve form, and reserves the right to slate or not slate potential candidates based on those qualifications.

13. Tellers

At least three (3) tellers are needed for the election. They cannot be from any schools with candidates. They cannot be delegates, candidates, or campaign managers. The tellers monitor the elections and count the ballots under the direction of the chairperson of the Nominations and Elections Committee. Announcements regarding tellers will be made in the House of Delegates at the last session.

A. The delegates must use a permanent writing utensil when voting, and these will be provided in the voting booth.

B. After the votes have been counted, the tellers will swap ballots and tabulate a different set of votes.

Consultants positioned outside the voting area are to monitor the line of delegates waiting to vote and also to supervise the tally of votes.

For more information about campaigning for SNAP state offices contact:

**Nominations and Elections Committee
STUDENT NURSES' ASSOCIATION OF PENNSYLVANIA
P.O. Box 6567
Harrisburg, PA 17112-0567**

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FYI

For All Candidates and Campaign Managers

The following policies regarding the SNAP Convention and the Elections process must be read, understood and agreed to by each candidate and their campaign managers and alternate managers. These policies can be found in the SNAP Policy Manual.

SNAP Convention

1. This Association shall have an annual meeting at which time election of officers for the coming year will take place.
2. The Annual SNAP Convention will be held in the fall of the year.
3. The Vice President and Convention Committee shall make arrangements for the hotel and head quarters of SNAP for the Convention.
4. Convention Committee expenses incurred prior to Convention shall be submitted to the Executive Director for payment with the approval of the Vice President.
5. The annual reports of the outgoing officers will be published for the Convention.
6. **Candidates running for office must be present at the Convention.**
7. **The newly elected officers shall attend the Post-Convention Board meeting on Saturday morning following the close of Convention.**
8. The Convention delegates shall have an opportunity to meet the candidates at the candidates' caucus.
9. **Candidates shall follow the campaign rules and regulations established by the Board of Directors and the Convention hotel.**
10. The Nominations Chair shall keep a tally of votes received for the candidates. This information will be kept on record with the minutes.
11. **The members of the outgoing and incoming Board of Directors shall meet together prior to the Post-Convention Board meeting to discuss the duties and responsibilities of the respective offices.**
12. The immediate past president shall present the outgoing officers' recommendations to the new Board of Directors at the Post-Convention Board meeting.
13. **Candidates that are elected to the Board are required to attend the four Board meetings held during their term. Board members can only miss two meetings and must request approval for their absence prior to the meeting from the president of SNAP.**