



# **Student Nurses' Association of Pennsylvania**

## **Candidate Packet**

**Includes**

**Information on running for the SNAP Board of Directors and the Nominations and Elections Committee  
(NEC)**

**Campaign Rules and Regulations**

**FYI for Candidates and Campaign Managers**

SNAP

P.O. Box 6567, Harrisburg, PA 17112-0567

Phone: (717)671-7110 Fax: (717)671-7112

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# Step Up and LEAD...

## RUN for SNAP OFFICE!

*Description of Elected Positions on the SNAP Board of Directors:*

### **President:**

- Principal officer of SNAP, presiding at all meetings of the Association, Board of Directors, and the Executive Committee
- Effects the decisions of the House of Delegates as well as the Board of Directors
- Appoints committees and chairpersons as needed
- Communicates with the state constituents and national organization (NSNA)
- Attends the NSNA Annual Convention and MidYear Conference

### **Vice President:**

- Assumes president's duties in the absence of the president
- Chairperson of the Convention Committee, responsible for planning the state convention held in November. Such planning may include: securing convention location, convention theme, speakers, etc.

### **Secretary/Treasurer:**

- Prepares minutes of all meetings of the Association as well as the Board of Directors
- 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 held in April and October
- Assumes the responsibility for matters concerning resolutions including submission of a resolution at the State and National Conventions on behalf of the SNAP Board of Directors
- Acts as a resource person for matters regarding students' rights

### **Regional Coordinators (For each of the seven regions):**

- Maintain lines of communication 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

### **Nominations and Elections Committee (NEC):**

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

\*All positions are required to submit articles for publication in *Insight*, SNAP's quarterly newsletter.

*Please Note:*

*Candidates that are elected to the Board of Directors are required to attend the six Board meetings held during their term, including the Post-Convention meeting. Reliable transportation is the responsibility of each individual and should be arranged in advance.*

**If interested in running for office or would like more information regarding the election process please contact:**

**NEC East:** Amanda Daley  
amdaley@nursing.upenn.edu

**NEC Central:** Monisha Knight  
knight@readinghospital.org

**NEC West (Chair):** Hayley Fornoff  
fornoffh@duq.edu

# Committee Appointments

Each position on the SNAP Board of Directors is assigned to serve on various committees. Some positions are required to serve on particular committees in order to fulfill the responsibilities of the position.

*Description of the Committees:*

## **Executive Committee:**

- Comprised of the **President, Vice President, and Secretary/Treasurer**; the President serves as Chairperson
- Makes decisions on behalf of the Board of Directors between meeting dates. The decisions are ratified by the Board of Directors at the next business meeting.
- Responsible for decisions regarding the Dr. Rena Lawrence Award, the Chapter Excellence Award, and the Advisor of the Year Award

## **Budget/Scholarship Committee:**

- Comprised of the **Secretary/Treasurer** and two others; the Secretary/Treasurer serves as Chairperson
- Edits the First Year and Upperclassmen scholarship applications as see fit
- Responsible for overseeing and adjusting the organization's finances as deemed appropriate
- An **Alumni Committee** is responsible for the selection of scholarship recipients according to the established guidelines, enabling all members of the Board to apply for scholarships

## **Community Health Committee:**

- Comprised of three Board members
- Responsible for decisions regarding the Community Health Award

## **Communication Committee:**

- Comprised of three Board members
- Responsible for decisions regarding the SNAP Chapter Newsletter and Website Award

## **Membership Committee:**

- Comprised of **ALL Regional Coordinators**
- Responsible for revision of the membership PowerPoint presentation found on the SNAP website
- Responsible for decisions regarding the Membership Award
- Assist chapters with membership recruitment

## **Legislative Committee:**

- Comprised of the **Legislative Coordinator** and two others; the Legislative Coordinator serves as chairperson
- Responsible for the evaluation and implementation of the organization's Bylaws, Policy Manual, and Resolutions
- Responsible for decisions regarding the Jamey Thiel Miller Memorial Legislative Award

Please note:

The **Vice President** is Chairperson of the **Convention Planning Committee**. He/She will work closely with the Executive Director, Cindy Shingler, to coordinate the convention as well as another member of the Board.

The President may also assign Board members to year-long committees as deemed necessary.

# Frequently Asked Questions

- **How do I know what region I would represent as a regional coordinator?**

The regions are listed in every article of *Insight*, SNAP's quarterly publication. They are categorized by school and are as follows:

## ***Greater Pittsburgh Region***

Carlow College  
Community College of Allegheny County, North  
Community College of Allegheny County, Boyce  
Community College of Allegheny County, Allegheny  
Community College of Allegheny County, South  
Duquesne University  
Mercy Hospital School of Nursing  
St. Margaret Hospital School of Nursing  
Shadyside Hospital School of Nursing  
University of Pittsburgh  
Western Pennsylvania Hospital School of Nursing

## ***North West Region***

Butler County Community College  
Citizen's School of Nursing  
Clarion University  
Community College of Beaver County  
Edinboro University  
Gannon University  
Jameson Memorial Hospital School of Nursing  
LaRoche University  
Lock Haven University, Clearfield Campus  
Ohio Valley Hospital School of Nursing  
Robert Morris University  
Sharon Regional Health System School of Nursing  
Sewickley Valley Hospital School of Nursing  
University of Pittsburgh at Bradford

## ***South West Region***

California University of Pennsylvania  
Conemaugh Valley Hospital School of Nursing  
Indiana University of Pennsylvania  
Mt. Aloysius College  
Penn State University, Altoona  
Penn State University, Fayette  
Saint Francis University  
Washington Hospital School of Nursing  
Waynesburg College  
Westmoreland County Community College

## ***South Central Region***

Alvernia University  
Brandywine Hospital School of Nursing  
Chester County Hospital School of Nursing  
Delaware County Community College  
Harrisburg Area Community College, Gettysburg  
Harrisburg Area Community College, Harrisburg  
Harrisburg Area Community College, Lancaster  
Lancaster General College of Nursing & Health Sciences

Lewistown Hospital School of Nursing  
Messiah College  
Neumann College  
Penn State University, Mont Alto  
Penn State University, Hershey/Main  
Reading Area Community College  
Reading Hospital School of Nursing  
West Chester University  
York College of Pennsylvania

***Greater Philadelphia Region***

Aria Health School of Nursing  
Community College of Philadelphia  
Drexel University  
Eastern University  
Harcum College  
Holy Family College  
La Salle University  
Methodist Hospital School of Nursing  
Northeastern Hospital School of Nursing  
Roxborough Hospital School of Nursing  
Temple University  
Thomas Jefferson University  
University of Pennsylvania  
Villanova University  
Widener University

***North East Region***

Bloomsburg University  
Misericordia University  
East Stroudsburg University  
Luzerne County Community College  
Mansfield University  
Marywood University  
Mercyhurst College, North East  
Penn College of Technology  
Penn State University, Worthington-Scranton  
Schuylkill Health School of Nursing  
Thomas Jefferson University, Geisinger Campus  
University of Scranton  
Wilkes University

***South East Region***

Abington Hospital School of Nursing  
Bucks County Community College  
Cedar Crest College  
deSalles University  
Gwynedd Mercy College  
Lehigh Carbon Community College  
Montgomery County Community College  
Moravian College  
Northampton County Community College  
St. Luke's Hospital School of Nursing

- **If I plan to run for a position at the convention, do I have to wait until the convention to submit a Consent to Serve Application?**

No, you do not have to wait. You can submit a *Consent to Serve* application form to the Nominations and Elections Committee (NEC) prior to convention. If the NEC accepts your application, you will be a pre-slated candidate. The *Consent to Serve* application form can be found on the SNAP website ([www.snap-online.org](http://www.snap-online.org)) and is due by **NOVEMBER 2, 2011**. This document is a WORD document. You can email your completed application to [snap@snap-online.org](mailto:snap@snap-online.org) or mail it to SNAP, P.O. Box 6567, Harrisburg, PA 17112-0567.

- **Are freshman allowed to run for a position on the Board of Directors?**

Yes, any nursing student who is a member of SNAP may run for a position on the Board of Directors.

- **How will I know the rules and regulations for campaigning?**

The NEC will contact all potential candidates providing them with information regarding the election process. They will be informed of specific due dates for application, how and when to campaign, as well as answer any questions the candidates may have.

- **What is the time commitment required if I am elected to a position?**

Each position on the Board requires dedication and commitment. The NEC is available to describe the commitment involved for each position on an individual basis. Those elected to the SNAP Board of Directors must attend the post-convention board meeting, 4 additional board meetings held between conventions (January, March, June and September) and the pre-convention board meeting. The NEC must attend the post-convention board meeting, the LEAD Workshop in the spring, the September board meeting and the pre-convention board meeting.

- **Do I have to make a speech?**

Yes, each candidate is required to make a two minute speech during the convention, stating their qualifications, reasons for running for the position, as well as their goals if elected. The President's speech is to be five minutes in length.

- **Will there be someone to guide and direct me if elected?**

Yes, each elected Board member will receive an orientation by his/her predecessor the Saturday *following* convention. Additionally, the Executive Director and Consultants are available throughout the year to advise the Board of Directors.

- **Where are the Board of Directors meetings held?**

The meetings are held four times a year in Harrisburg, PA. It is the responsibility of each Board member to secure reliable transportation. Additionally, Board member absences at more than one business meeting or scheduled phone conference are subject to immediate dismissal from the Board.



# THE 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. Please note, Campaigning does not prohibit a candidate from addressing an issue other than their candidacy at appropriate hearings, forums, caucuses or meetings.

### 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

### 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 must register as such and should work with the Nominations and Elections Committee (NEC).
- 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 alternate and manager 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 NEC will be responsible for monitoring campaign managers and their activities.

**Penalty for violation of any of the above:** Removal of campaign materials and campaign manager from Campaign Headquarters.

### 3. Pre-Convention Campaigning

- A. Prior to being slated on the official slate of candidates, potential candidates are permitted to solicit support **ONLY** at their own school meetings.
- B. Once a slate is selected by the NEC two weeks before Convention, the candidates on the official slate of candidates may campaign. SNAP takes no responsibility for publicity materials. A candidate who mails/distributes materials does so at his/her own risk. **The 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 at the first or second meeting of the House of Delegates and placed on the official slate of candidates.
- B. A candidate nominated from the floor must have his/her Consent to Serve form to the chairperson of the NEC **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

- A. 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, which includes that they may **NOT** campaign, since they were not nominated nor accepted on the official slate of candidates. Write-in candidates must meet all eligibility requirements as specified in the SNAP Bylaws.

### 6. Candidates as Delegates

- A. 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

- A. Each candidate's Consent to Serve form will be available for inspection in 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. A room at the Convention is designated as Campaign Headquarters. All candidates, whether placed on the slate by the NEC 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 Campaign Headquarters.

### 9. Campaigning at Convention

- A. Each candidate may have one poster, no larger than 36" by 48", 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 program sessions, in the House of Delegates, or outside the voting area during voting.

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

- C. SNAP and/or the Convention property will not be responsible for the 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 (candidate presentations meeting).

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

## **10. Candidate Presentations**

- A. 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.
- B. Candidates for all other offices will present a statement for a maximum of two (2) minutes.
- C. 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 NEC is responsible for closing questions from the floor five (5) minutes prior to the close of the 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 NEC during Convention**

- A. Duties in regard to specific campaign rules and regulations are listed above.
- B. The NEC will handle all questions regarding the campaign rules and regulations.
- C. The NEC considers the qualifications of each candidate based on their Consent to Serve form, and reserves the right to slate or not slate the potential candidate based on those qualifications.

## **13. Tellers**

- A. 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.
- B. A SNAP Professional Consultant will be available throughout the voting process to monitor the line of delegates waiting to vote and to supervise the tally of votes.

**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, their campaign managers and alternate managers. These policies can be found in the SNAP Policy Manual.

## **Policies Regarding Candidates for Office at SNAP Convention**

1. Candidates running for office must be present at the Convention.
2. The newly elected officers must attend the Post-Convention Board meeting on Saturday morning following the close of the Convention.
3. The Convention delegates shall have an opportunity to meet the candidates at the candidates' caucus.
4. Candidates shall follow the campaign rules and regulations established by the Board of Directors and the Convention hotel.
5. The Nominations and Elections (NEC) Chair shall keep a tally of votes received for the candidates. This information will be kept on record with the minutes.
6. 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.
7. The immediate past president shall present the outgoing officers' recommendations to the new Board of Directors at the Post-Convention Board meeting.

**Candidates that are elected to the board are required to attend the six Board meetings that are held during their term, including the pre-convention and post-convention meetings, and they are only permitted to miss one of these meetings, which cannot be either the pre-convention or post-convention meeting.**

# The Student Nurses' Association of Pennsylvania

P.O. Box 6567 ♦ Harrisburg, Pennsylvania ♦ 17112-0567  
(717) 671-7110 ♦ Fax (717) 671-7112 ♦ Email: snap@snap-online.org

## Consent to Serve Application Form

### Biographical Information *(Please type or print legibly):*

Candidate for the office of: \_\_\_\_\_

Name: \_\_\_\_\_ Region: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

School of Nursing: \_\_\_\_\_

Length of Nursing Program (Years): 1 2 3 4      Current Year in Nursing Program: 1 2 3 4

Date of Anticipated Completion of Nursing Program (Month/Year): \_\_\_\_/\_\_\_\_

Reason(s) for seeking this office: \_\_\_\_\_

\_\_\_\_\_

Plans if elected to this office: \_\_\_\_\_

\_\_\_\_\_

High school/college activities and offices held: \_\_\_\_\_

\_\_\_\_\_

School of Nursing activities and offices held: \_\_\_\_\_

\_\_\_\_\_

SNAP Activities at local chapter and offices held: \_\_\_\_\_

\_\_\_\_\_

SNAP activities at state level and offices held: \_\_\_\_\_

\_\_\_\_\_

NSNA activities and offices held: \_\_\_\_\_

\_\_\_\_\_

Other activities and offices held (church, community, etc.): \_\_\_\_\_

\_\_\_\_\_

Are you willing to run for another office if the Nominations & Elections Committee feels it is in the best interest of SNAP? \_\_\_\_\_

If YES, list acceptable offices in order of preference:

\_\_\_\_\_

\_\_\_\_\_

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### **Consent Agreement:**

If elected, I hereby promise to pledge my loyalty and support in the execution of the responsibilities that accompany the office of \_\_\_\_\_. I am fully aware of the nature of this position. In the event I am unable to carry out my responsibilities, I agree to resign the office, as decided by the SNAP Board of Directors. I also understand that I **must** attend the Post-Convention Board meeting of elected to this position, as well as all scheduled meetings.

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

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*To be completed by Nominations and Elections Chairperson:*

Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_ Signature: \_\_\_\_\_

***Verification of Nursing School Enrollment for SNAP Elected Officials:***

In order for nursing students to be eligible to serve on the SNAP Board of Directors in elected or appointed positions, verification of enrollment in state-approved nursing programs leading to registered nurse licensure (or in RN to BSN programs) must be submitted by the Dean or Director of the Nursing Program, or the current faculty advisor, to the Nominations and Elections Committee (NEC) within **30 days** of election or appointment to the Board of Directors. Enrollment means that the student has paid tuition and is attending class or clinical assignments, or is taking online courses related to obtaining such a degree. Failure to submit verification of enrollment in the time allotted will result in the automatic resignation of the student from the elected or appointed position.

*To be completed by the Dean, Director of the Nursing Program, or current faculty advisor, and mailed with the official school seal or additional letter on official school letterhead to the SNAP Office (P.O. Box 6567 ♦ Harrisburg, PA 17112):*

\_\_\_\_\_ is enrolled in \_\_\_\_\_  
*(Name of Student)* *(Name of Nursing Program)*  
for the Fall 20\_\_ semester. The student is taking \_\_\_\_\_ credits and is expected to take \_\_\_\_\_  
*(year)* *(Actual number)* *(Estimated number)*  
credits in the Spring 20\_\_ semester and \_\_\_\_\_ credits in the following Fall semester. The  
*(year)*  
student is expected to graduate from the nursing program in \_\_\_\_\_.  
*(Month/Year)*

Additional comments: \_\_\_\_\_  
\_\_\_\_\_

Completed by: \_\_\_\_\_  
*(Printed Name and Title)*

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

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*To be completed by Nominations and Elections Chairperson:*

Date Received: \_\_\_ / \_\_\_ / \_\_\_ Signature: \_\_\_\_\_