



# 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**

**ATTENTION:** The newly elected officers must attend the Post-Convention Board meeting on Saturday morning following the close of the Convention (*November 18, 2023*), the two-day January Board of Directors meeting (*January 20-21, 2024*) and the Pre- and Post-convention meetings for the following year (*November 19-23, 2024 at Wyndham Resort & Convention Center, Lancaster, PA*). It is highly encouraged that all SNAP Board of Directors and Nominations and Elections Committee (NEC) attend the LEAD Workshop (*March 23-24, 2024*).

SNAP

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# Step Up and LEAD...

## *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 selecting the 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 March at the State Museum of Pennsylvania
- 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 and local chapters in his/her region
- Encourages regional members to participate in community health activities
- Serves as the resource person for students in his/her region

*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 Board of Directors meeting. Reliable transportation is the responsibility of each individual and should be arranged in advance. All positions are required to submit articles for publication in *Insight*, SNAP's newsletter.*

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

### **Nominations and Elections Committee (NEC) (One position for West, Central, & East):**

- 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

*Note: Candidates that are elected to the NEC are required to attend the September Board meetings held during their term, including the Post-Convention Board of Directors meeting. It is highly encouraged to attend the January Board Meeting. Reliable transportation is the responsibility of each individual and should be arranged in advance. All positions are required to submit articles for publication in *Insight*, SNAP's newsletter*

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

**NEC West: Mary Ella McCarthy, Chair**  
NECWest@snap-online.org

**NEC Central: Karissa Lasher**  
NECCentral@snap-online.org

**NEC East: Aven Baughman**  
NECEast@snap-online.org

# 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 three members of the Board of Directors, and is often the **President, Vice President, and Secretary/Treasurer**; the President serves as Chairperson
- Makes decisions of an emergency nature 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/Social Media 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 reviewing proposed resolutions submitted to be presented to the annual House of Delegates
- 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 to coordinate the convention as well as another member of the Board.

The President may also assign Board members to ad-hoc committees as deemed necessary.

# Frequently Asked Questions

- **How do I know what region I would represent as a regional coordinator or member of the Nominations and Elections Committee (NEC)?**

They are categorized by school and are as follows:

## **NEC West (includes North West and South West Regions)**

### ***North West Region***

Butler County Community College  
Carlow University  
Citizens General Hospital School of Nursing  
Community College of Beaver County  
Duquesne University  
Edinboro University  
Gannon University  
Heritage Valley Kennedy School of Nursing  
Lock Haven University  
Mercyhurst College  
Misericordia University (Coraopolis)  
Pennsylvania State University (Behrend Campus, Erie)  
Pennsylvania Western University (formerly Clarion University)  
Pittsburgh Technical Institute  
Sharon Regional Health System School of Nursing  
University of Pittsburgh (Bradford)  
University of Pittsburgh (Pittsburgh)  
University of Pittsburgh (Titusville)  
UPMC Jameson Memorial Hospital School of Nursing  
UPMC St. Margaret Memorial Hospital School of Nursing

### ***South West Region***

Community College of Allegheny County (Allegheny)  
Community College of Allegheny County (Boyce)  
Community College of Allegheny County (California University of PA)  
Community College of Allegheny County (North)  
Community College of Allegheny County (South)  
Conemaugh Valley Memorial Hospital School of Nursing  
Indiana University of PA  
LaRoche College  
Mount Aloysius College  
Pennsylvania State University (Altoona)  
Pennsylvania State University (Fayette)  
Robert Morris University  
Saint Francis University  
Seton Hill University  
University of Pittsburgh (Greensburg)  
University of Pittsburgh (Johnstown)  
UPMC Mercy Hospital School of Nursing  
UPMC Shadyside Hospital School of Nursing  
Washington Hospital School of Nursing

Waynesburg University  
West Penn Hospital School of Nursing  
Westmoreland County Community College

## **NEC Central (Includes South Central and North East Regions)**

### ***South Central Region***

Alvernia University  
Geisinger-Lewistown Hospital School of Nursing  
Harrisburg Area Community College (Gettysburg Campus)  
Harrisburg Area Community College (Harrisburg Campus)  
Harrisburg Area Community College (Lancaster Campus)  
Harrisburg Area Community College (York Campus)  
Immaculata University  
Lebanon Valley College  
Messiah University  
Penn College of Health Sciences  
Pennsylvania State University (Hershey)  
Pennsylvania State University (Mont Alto)  
Pennsylvania State University (University Park)  
Reading Area Community College  
Reading Hospital School of Nursing  
West Chester University  
Wilson College  
York College of PA

### ***North East Region***

Commonwealth University (Bloomsburg University)  
East Stroudsburg University  
Jersey College Scranton  
Joseph F. McCloskey School of Nursing at Schuylkill Health  
Lackawanna College of Nursing  
Lock Haven University/UPMC Susquehanna  
Luzerne County Community College (Elk Lake Satellite)  
Luzerne County Community College (Main Campus)  
Luzerne County Community College (Kulpmont Campus)  
Luzerne County Community College (Wayne Memorial Hospital)  
Mansfield University  
Marywood University  
Misericordia University  
Pennsylvania College of Technology  
Pennsylvania State University (Schuylkill Campus)  
Pennsylvania State University (Worthington Scranton Campus)  
University of Scranton  
Wilkes University

## **NEC East (Includes Central and Greater Philadelphia and South East Regions)**

### ***Central Philadelphia Region***

Community College of Philadelphia  
Drexel University  
Gwynedd Mercy University, Philadelphia Campus  
Temple University  
Thomas Jefferson University (Center City Campus)  
University of Pennsylvania

## ***Greater Philadelphia Region***

Eastern University  
Gwynedd Mercy University, Bensalem Campus  
Harcum College  
Holy Family University  
Jefferson College of Nursing – Aria Campus  
Jersey College Jenkintown  
La Salle University  
Lincoln University of PA  
Roxborough Memorial Hospital School of Nursing  
Villanova University  
Villanova University, Cabrini Campus  
Widener University

## ***South East Region***

Bucks County Community College  
Cedar Crest College  
Delaware County Community College  
DeSales University  
Gwynedd Mercy University, Main Campus  
Jefferson College of Nursing (Abington-Dixon Campus)  
Lehigh Carbon Community College  
Montgomery County Community College  
Moravian College  
Neumann University  
Northampton 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/about-us/nominations-elections-committee-nec](http://www.snap-online.org/about-us/nominations-elections-committee-nec) (the link is under “Nominations and Elections tab) and is due by **OCTOBER 25, 2023**. This document is a JotForm online form. The link is <https://form.jotform.com/snapboard/consent-to-serve-form-2023>. Candidates will be placed on the official ballot in the order in which they are received, both as pre-slated or nominated from the floor of the House of Delegates.

- **Are freshmen 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, four additional board meetings held between conventions - usually January (mandatory attendance), March, June and September - and the pre-convention and post-convention board meeting (also mandatory). 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 (2) minute speech during the convention, stating their qualifications, reasons for running for the position, as well as their goals if elected. The presidential candidate speeches are five (5) minutes in length per candidate.

- **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. All elected Board members and NEC are required to attend the orientation and post-convention meeting on the Saturday after the close of convention

- **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 members may miss only one business meeting or scheduled virtual meeting. If a Board member misses a second meeting, it results in immediate dismissal from the Board.



## **THE STUDENT NURSES ASSOCIATION OF PENNSYLVANIA**

### ***Campaign Rules and Regulations***

As SNAP is a student organization, one goal is to provide all eligible members an equal opportunity to run for a state office. The purpose of SNAP's Campaign Regulations is to assist members running for a state office to conduct their campaign in a way that will provide equal opportunity for candidates to inform members of their qualifications. Campaign rules and regulations are established to minimize possible conflicts of interest. It is the SNAP member's sole responsibility to know and abide by these rules.

#### **1. APPLICATION – CONSENT TO SERVE**

1.1 All Candidates will submit an online Consent to Serve application.

1.2 Candidates will be listed on the official Slate of Candidates in the order their Consent to Serve was received.

1.3 It is the responsibility of the NEC to verify the credentials of candidates following the criteria set forth in SNAP Bylaws and policies.

1.4 The NEC reserves the right to slate or not slate the potential candidate based on those qualifications.

1.5 Prior to being slated or nominated, all Consent to Serve applications for state office are to be held in utmost confidentiality.

1.6 Candidates who are transferring schools, and graduates of associate degree and diploma schools who are planning to enter baccalaureate programs, must have written proof of enrollment in the new school.

#### **2. PRE-SLATING**

2.1 Candidates who wish to be considered for pre-slating must submit their Consent to Serve application three (3) weeks prior to convention.

2.2 Pre-slated candidates shall be listed on the ballot before other candidates in the order their Consent to Serve application was received.

#### **3. CAMPAIGNING**

3.1 Campaigning is defined as the use of verbal or written materials, including social media, for the purpose of:

3.1.1 Informing the membership of intent to run for an office *after* notice of being placed on the Slate;

3.1.2 Presenting the personal qualifications and accomplishments of the candidates;

3.1.3 Discussing a candidate's stance on issues;

- 3.1.4 Discussing a candidate's goals and objectives.
- 3.2 Campaigning may not occur until potential candidates are officially placed on the Slate and become candidates.
- 3.3 Campaigning does not prohibit a candidate from addressing an issue other than their candidacy at appropriate hearings, forums, caucuses or meetings.

#### **4. PRE-CONVENTION CAMPAIGNING**

- 4.1 Prior to being slated on the official Slate of Candidates, potential candidates are permitted to solicit support ONLY at their own school meetings. Soliciting is not equivalent to campaigning. Soliciting is defined as:
  - 4.1.1 Raising financial support for the campaign;
  - 4.1.3 Securing faculty support.
- 4.3 After the Slate is selected and officially announced, only those candidates on the Slate may campaign via, but not limited to mail, phone, email and social media.
- 4.4 The SNAP Board neither encourages nor prohibits pre-convention campaigning by candidates on the Slate.
- 4.5 Campaign donations other than those from the candidate's school or state are prohibited.
- 4.6 Candidates who distribute materials do so at their own risk and at their own expense.
- 4.7 SNAP takes no responsibility for publicity materials distributed by a candidate. Candidates may not use the SNAP logo and/or the Convention logo in their campaign materials.
- 4.8 SNAP will not endorse any candidate through SNAP publications and/or a direct link from the web site ([www.snap-online.org](http://www.snap-online.org)) Candidates may not tag the SNAP Instagram Account and/or post on the Facebook page.

#### **5. CANDIDATES AND CAMPAIGN MANAGERS**

- 5.1 Candidates may choose to have one campaign manager and one alternate to handle his/her campaign.
  - 5.1.1 A candidate can only have one campaign manager officially representing the candidate at any time in any capacity. This campaign manager will wear a campaign manager ribbon.
  - 5.1.2 An alternate campaign manager is defined as a person authorized to fill the position of and exercise the duties of the primary campaign manager in the event that the primary campaign manager is unavailable.
- 5.2 All campaign managers must be SNAP active, associate, or individual members
  - 5.2.1 The penalty for violation: removal of campaign materials and campaign managers from Campaign Headquarters.
- 5.3 No campaign manager may work for more than one candidate.
- 5.4 Only one campaign manager at a time is permitted to assist the candidate in the Campaign Headquarters during, "Meet the Candidate" sessions.
- 5.5 Within Campaign Headquarters, all candidates, campaign managers, and alternate campaign managers may campaign only in their designated area.
- 5.6 A candidate's designated area is defined as the table assigned to them by the NEC in Campaign Headquarters. Candidates and/or their campaign are not permitted to move the tables unless pre-approved by the NEC.

#### **6. CAMPAIGN HEADQUARTERS AND CAMPAIGNING AT CONVENTION**

- 6.1 A room at the convention hotel is designated as Campaign Headquarters.
- 6.2 All candidates, whether placed on the Slate by the NEC or nominated from the floor, will be assigned a table in the Campaign Headquarters.
- 6.3 Only SNAP student members, and SNAP staff on official business, will be allowed in Campaign Headquarters.
- 6.4 Boundaries where campaigning is permitted will be set by the NEC prior to the first candidates meeting.
  - 6.4.1 During the convention, campaigning is prohibited in the Registration Area, program sessions, exhibit hall, the House of Delegates, or outside the voting area during voting, including while in line for Campaign Headquarters.
- 6.5 Verbal campaigning may not be done at mandatory delegate meetings or program sessions, with the exception of official meetings scheduled for the purpose of campaigning such as the Candidates Presentations.
- 6.6 Attendance at Meet the Candidates Sessions is required by all slated candidates.
- 6.7 Campaign material is subject to NEC approval and the NEC reserves the right to reject any campaign material deemed inappropriate. Candidates are encouraged to request clarification from the NEC.
- 6.8 Inappropriate use of proprietary materials, intellectual property, trademarked or copyrighted materials is not permitted without written permission.



6.9 Each candidate may have one poster, **no larger than 36” x 48”**, displayed in the Campaign Headquarters. Candidates may only use the space on the table that is provided in Campaign Headquarters (i.e. nothing is permitted on the floor). A table for poster or display will be provided.

6.10 Each Candidate’s Consent to Serve form will be available for inspection in Campaign Headquarters throughout the Convention. The Slate of Candidates may be presented in appropriate SNAP publications such as EventBrite or INSIGHT.

6.11 SNAP and/or the Convention venue will not be responsible for the materials left in the Campaign Headquarters.

6.12 **All Campaign materials must be removed from Campaign Headquarters at the end of Meet the Candidates.**

6.12.1 All remaining materials left in Campaign Headquarters after the end of Meet the Candidates will be discarded.

## **7. CANDIDATES NOMINATED FROM THE FLOOR**

7.1 Persons anticipating nomination from the floor are NOT permitted to campaign prior to being nominated. Persons are not permitted to release any campaign materials prior to be placed on the official Slate of Candidates.

7.2 A candidate nominated from the floor must give their application for state office and supporting credentials for eligibility to a member of the NEC **TWO HOURS** prior to being nominated. Eligibility must be verified prior to being nominated. School verification must be submitted thirty days after election to the board/NEC.

7.3 Candidates nominated from the floor will be placed on the ballot in the order they are nominated.

## **8. WRITE-IN CANDIDATES**

8.1 A write-in candidate is defined as a member whose is not already nominated for the specific position, he/she is being written in for the position.

8.2 Although not permitted to campaign, write-in candidates must obey the *Campaign Regulations, Campaign Ethics and Professionalism*.

8.3 Write-in candidates must meet all eligibility requirements as specified in the SNAP bylaws.

8.4 To be a successful in being elected by write-in, the write-in candidate must have at **least ten (10) votes**.

8.4.1 In addition, successful write-in candidates will need to submit a Consent to Serve application and School Verification thirty days after their election to the Board.

## **9. CANDIDATES AS DELEGATES**

9.1 The SNAP Board places no restriction on the dual role of candidate-delegate; however, candidate should keep in mind that he/she may not campaign in the House of Delegates.

## **10. Candidates Presentation**

10.1 During the Candidates’ Presentation, candidates for the office of president will present a statement for a maximum time of five (5) minutes, at which time goals of office and/or approaches for fulfilling the office will be presented

10.2 Candidates for all other offices will present a statement for a maximum of two (2) minutes.

10.3 Candidates may use written notes or those prepared on an electronic device for their personal statement.

10.4 Only the candidates may speak on their own behalf unless there is a legitimate reason, as determined by the NEC. In the event the absence is justified, the NEC will present the candidates remarks.

## **11. VIOLATION OF CAMPAIGN REGULATIONS**

11.1 The Nomination and Elections Committee (NEC) will take necessary action against those who violate and campaign rules and regulations.

11.2 Reports of campaign regulation or ethical violations must be submitted in writing to a member of the NEC. Reporters of violations will be kept confidential except as outlined in 11.3

11.3 If the NEC believes that a campaign violation or ethical violation has occurred, the NEC shall conduct an investigation as it may deem advisable. If appropriate, a meeting with the candidate, potential candidate, campaign manager(s), and/or all persons involved will be held. In the event that the NEC is unable to resolve the issue, a confidential written report with recommendations shall be delivered to the SNAP Board of Directors for due process in accordance with procedures set forth in *Robert’s Rules of Order*.

11.4 For campaign violations occurring prior to official placement of the prospective candidate's name on the Slate, the penalty will include loss of the privilege to be included on the Slate prior to convention.

11.4.1 In such event the potential candidate will be allowed only to run from the floor.

11.5 If the violation occurs prior to the presentation of the official Slate to the House of Delegates, the Board of Directors shall discuss the violation and determine the outcome following the penalties set forth in *Candidates' Packet*.

11.6 For campaign violations occurring after the official placement of a candidate on the Slate, the penalty may include, but shall not be limited to: (i) removal of campaign material and campaign managers from the Campaign Headquarters; and or (ii) removal of candidate from the ballot by the House of Delegates on recommendation of the Board of Directors.

11.6.1 If a violation occurs, a sign will be placed on the candidate's table stating, "It has been determined by the Nominating and Elections Committee that (Name of Candidate) has violated SNAP's campaign Rules and Regulations. Therefore, his/her campaign materials have been removed."

## **12. TELLERS**

12.1 At least three (3) tellers are needed for the election results.

12.2 Tellers cannot be from schools with candidates.

12.3 Tellers cannot be delegates, candidates or campaign managers.

12.4 The tellers must vote amongst themselves who the chairperson of the tellers will be.

12.5 Tellers monitor the elections and count the ballots under the direction of the chairperson of the tellers who will verify the election results.

## **13. ELECTION RESULTS**

13.1 Election results will be announced during the last House of Delegates meeting. The Chair of the tellers will announce the number of votes each candidate received during the last House of Delegates meeting. After the Teller's report, the President will determine the election winners.

## **14. STATEMENT OF APPROPRIATENESS**

14.1 It is expected that all NEC members and members of the SNAP Board of Directors will conduct themselves in an honest and ethical manner with particular consideration for the rights and privileges of all candidates.

14.2 The NEC and the SNAP Board of Directors will refrain from verbal and non-verbal endorsement of any candidate for state office.

14.3 Campaign Managers and Alternate Campaign Managers will refrain from verbal and non-verbal endorsement of any candidate for state office other than the candidate they are representing.

**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 (*November 19, 2022*), the two-day January Board of Directors meeting (*January 21-22, 2023*) and the Pre- and Post-convention meetings for the following year (*November 15-18, 2023 at Kalahari Resorts in the Poconos*). It is highly encouraged that all SNAP Board of Directors and Nominations and Elections Committee (NEC) attend the LEAD Workshop (*March 25-26, 2023*).
3. The Convention delegates shall have an opportunity to meet the candidates in the Candidates' Headquarters.
4. Candidates shall follow the Campaign Rules and Regulations established by the SNAP Board of Directors and the convention venue.
5. The Chair of the Tellers shall present the tally of votes received for the candidates to the House of Delegates. 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. All those elected are required to attend.
7. The immediate past president shall present the outgoing officers' recommendations to the new Board of Directors at the Post-Convention Board meeting.