



Virginia Nursing Student Association Candidate Packet

Includes information on running for office for the VNSA Board of Directors

Campaign Rules and Regulations

ALL CANDIDATES MUST BE REGISTERED FOR CONVENTION AND MUST BE PRESENT FOR THE HOUSE OF DELEGATES MEETING ON FEBRUARY 24, 2024. DEADLINE TO BE PRESLATED CANDIDATE IS FEBRUARY 10, 2024.

Nominations and Elections Director

vnsaelections@gmail.com

Committee Members

Rebecca Conte, Consultant

VNSA

**James Madison University
c/o Sandra Annan – VNSA Faculty Adviser
Department of Nursing, MSC 4305
Harrisonburg, Va 22807**

VNSA Board of Directors

PRESIDENT

- Serve as the principle officer of the VNSA and preside at all meeting of the VNSA, the Board of Directors, and the executive committees.
- Be bonded and co-sign checks with the Treasurer for monetary disbursements.
- Represent the VNSA in matters relating to the Association and perform all other duties pertaining to the office.
- Communicate with members of the Board of Directors on a routine basis.

FIRST VICE PRESIDENT:

- Serve as a chairperson of the Convention Planning committee
- Assume, in rank, the duties of the President in the absence or the disability of the President.
- Help to arrange meetings.

SECOND VICE PRESIDENT:

- Be responsible for reviewing and recommending changes to the Bylaws.
- Notify constituents that they are required to submit annually the official application for VNSA Constituency Status, and that the deadline by which they are required to submit their bylaws is the beginning of the House of Delegates meeting at the VNSA yearly convention (Article III, Section 3.01e).
- Serve as a resource person regarding parliamentary procedures.
- Accede to the office of the First Vice President in the event of vacancy in the office.

SECRETARY:

- Keep files and record minutes of all association transactions.
- Maintain files, which include the names and addresses, of all constituent associations and their officers.
- Conduct general correspondence of the VNSA requested by the President or the Board of Directors.
- Forward completed bylaws, including revisions to bylaws to NSNA.
- Provide minutes from the previous Board of Directors meetings to the members of the Board of Directors two weeks prior to the next Board of Directors meeting.

TREASURER:

- Act as custodian of association funds.
- Be bonded and co-sign checks with the President for monetary disbursements.
- Keep accurate, current financial files, make regular reports to the VNSA and let any member of the VNSA see these upon request.
- At the end of the fiscal year, obtain a certified public accountant, approved by the Board of Directors, to conduct a review of the records for the preceding fiscal year. In addition, the Treasurer shall compile a report to be presented at the annual convention.
- Supply a copy of the fiscal budget to each member of the VNSA Board of Directors.
- Have at all times knowledge of the status of the VNSA books and the Treasurer shall be accountable to the Association for this information.
- Prepare an estimated fiscal budget for presentation and the subsequent approval by the Board of Directors.

BREAKTHROUGH TO NURSING DIRECTOR:

- Coordinate activities on general recruitment and retention affairs as set forth by NSNA.
- Advise and consult all constituent associations in the above stated activities.
- Maintain the current NSNA membership list.

DIRECTOR-AT-LARGE:

- Assists the 1st Vice President in planning of the Annual Convention
- Assist the *Torch of Union* Editor in the publishing of the *Torch of Union*, the official publication of VNSA.

TORCH EDITOR:

- Be responsible for publishing of the *Torch of Union*, the official publication of the VNSA.
- Be responsible for the distribution of the *Torch of Union*, including the forwarding of fifteen copies to the NSNA headquarters.
- Publicize the VNSA to arouse interest throughout the state among students, nurses and lay people.
- Write editorials for the *Torch of Union* publication.
- Encourage members to contribute articles to the Newsletter.

NOMINATIONS AND ELECTIONS COMMITTEE DIRECTOR:

- Responsible for organizing and running elections at the VNSA Annual State Convention.
- Promote running for State (VNSA) and National (NSNA) office.
- Contact all individuals who have expressed an interest in running for office to encourage them to submit an application.
- Be available for assistance to all nominees.
- Oversee the proper functioning of all VNSA Board and Officer elections as outlined in Article IX, Section 9.01a.

PUBLIC RELATIONS DIRECTOR:

- Responsible for updating and maintaining content of the VNSA website.

HISTORIAN:

- Attend all VNSA sponsored events and document events through photography. Events include but are not limited to State Convention, National Convention, luncheons, board meetings and activities.
- Collaborate with the Public Relations Director and The *Torch of the Union* Editor pertaining VNSA publications.
- Make a yearly scrapbook, which will be available for view at the Spring Convention.
- Contribute to archives of VNSA including contributing to historical documentation of VNSA board members, pictures of events.
- Be responsible for awards list for annual Convention with the assistance of other board members as designated by the President.

POLICY INITIATIVES DIRECTOR:

- Keep the Board of Directors informed of current legislation pertinent to the health care field through attending monthly meetings of the VNA Legislative Committee and/or corresponding with the chairperson of that committee.
- Be responsible for informing constituent associations of matters pertaining to resolutions.
- Plan educational activities related to health policy.
- Evaluate effectiveness of health policy educational activities.
- Review all resolutions submitted to the Board of Directors.

PRENURSING REPRESENTATIVE:

- Responsible for representing pre-nursing students.

Campaign Regulations

(adopted by the National Student Nurses Association NSNA)

1. APPLICATION AND BALLOT

- 1.1 All candidates must complete the entire application for state office before their name can be placed on the ballot. Candidates who are local chapter officers must indicate their position on the application where indicated.
- 1.2 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 application status to the new school.
- 1.3 It is the sole responsibility of the NEC to verify the credentials of candidates following the criteria set forth in VNSA Bylaws and policies. Prior to being slated or nominated, all candidate applications for national office are to be held in utmost confidentiality.
- 1.4 Pre-slated candidates shall be listed on the ballot before other candidates.

2. PRE-SLATING

- 2.1 Candidates who wish to be considered for pre-slating must submit their Consent to Serve application by the deadline date 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 may not occur until potential candidates are officially placed on the slate and become candidates.
- 3.2 Campaigning is defined as the use of verbal or written materials, including social media, for the purpose of:
 - 3.2.1 Informing the membership of intent to run for an office after being placed on the slate;
 - 3.2.2 Presenting the personal qualifications and accomplishments of the candidates;
 - 3.2.3 Discussing a candidate's stance on issues;
 - 3.2.4 Discussing a candidate's goals and objectives.
- 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 the selection of the slate of candidates, no potential candidate is permitted to campaign, as that term is defined herein, nor shall any potential candidate inform the membership of intent to run for office.
- 4.2 Prior to the selection of the slate of candidates, potential candidates are permitted to solicit support only from their state and school. Soliciting is not equivalent to campaigning. Soliciting is defined as:
 - 4.2.1 Raising financial support for the campaign;
 - 4.2.2 Securing recommendation letters;
 - 4.2.3 Securing faculty support.
- 4.3 After a slate is selected and officially announced, only those candidates on the slate may campaign via, but not limited to mail, phone, and computer.
- 4.4 The VNSA 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 VNSA takes no responsibility for publicity materials distributed by a candidate.
- 4.8 VNSA will not endorse any candidate through VNSA publications and/or a direct link from the web site (www.VNSA.us)

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.
 - 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 NSNA 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.
 - 5.3.1 Campaign managers can only wear campaign material of the candidate that they are representing.
- 5.4 All candidates, campaign managers, and alternate campaign managers must sign the Campaign Regulations/Ethics Statement.
- 5.5 Slated candidates, or their representatives, must sign in with the Nominating and Elections Committee (NEC) at Campaign Headquarters by 8:00 am on Saturday. Candidates failing to do so will be dropped from the slate.
- 5.6 Only one campaign manager at a time is permitted to assist the candidate in the Campaign Headquarters during, "Meet the Candidate Sessions."

- 5.7 Within Campaign Headquarters, all candidates, campaign managers, and alternate campaign managers may campaign only in their designated area. A candidate's designated area is defined as the table assigned to them by the NEC.
- 5.8 All candidates, campaign managers, and alternate campaign managers must attend one candidate's briefing session.

6 CAMPAIGN HEADQUARTERS AND CAMPAIGNING AT CONVENTION (*not applicable for Virtual Convention*)

- 6.1 A room at the convention hall or 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 VNSA student members, and VNSA 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 at the Registration Area, program sessions, exhibit hall, and the House of Delegates.
 - 6.4.2 No campaign materials may be distributed at any time in the House of Delegates in the Candidates' Forums.
- 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.
- 6.6 Attendance at Meet the Candidates Sessions is required by all slated candidates.
- 6.7 Campaigning at state caucuses is permitted.
- 6.8 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.
- 6.9 Inappropriate use of proprietary materials, intellectual property, trademarked or copyrighted materials is not permitted without written permission.
- 6.10 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.
- 6.11 No food/candies and/or beverages shall be distributed on behalf of candidates.
- 6.12 The use of balloons for campaign purposes is prohibited.
- 6.13 Candidates and campaign managers may only use electronic devices (i.e. laptops, tablets, cell phones, etc.) for professional campaign materials and presentations in Campaign Headquarters.
 - 6.13.1 Candidates may bring their own electronic visual aids, but no audio will be permitted unless headphones are provided by the candidate. The use of electrical outlets will not be permitted.
 - 6.13.2 All camera lenses covered on electronic devices within the campaign headquarters.
- 6.14 Pre-slated candidates photos will be featured on NEC/VNSA social media outlets.
- 6.15 The following information taken from each candidate's applications will be available in binders at the Campaign Headquarters registration desk: Resume, Vision statement, Essay questions, Letters of support, NEC online application and materials for candidates running for NEC Chair.
- 6.16 VNSA and the convention properties will not be responsible for materials left in Campaign Headquarters.
- 6.17 Candidates will be responsible for all incidental charges incurred during campaigning, such as, but not limited to, removal of campaign materials.
- 6.18 Please contact an NEC representative for further clarification.

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 eligibility verification and being given their official table assignment in Campaign Headquarters. Table assignments must be given prior to the next scheduled Meet the Candidates Session.
- 7.2 A candidate nominated from the floor must give their application for national office and supporting credentials for eligibility to a member of the NEC at the times specified in the candidate's schedule. Eligibility must be verified prior to being nominated.
- 7.3 Candidates may be nominated from the floor at the first business meeting of the House of Delegates for any elected office. Nominations will be closed at this meeting with the exception of positions with fewer than two candidates.
- 7.4 During a virtual convention candidates may be nominated from "the floor" via zoom during scheduled House of Delegates meetings. Deadline for nominations from "the floor" during a virtual convention will be 11:00 AM on day of convention.

8. WRITE-IN CANDIDATES

- 8.1 A write-in candidate is defined as a member whose name does not appear on the ballot, but for whom voters may vote by writing the person's name on the ballot.

- 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 VNSA bylaws.

9. CANDIDATES AS DELEGATES

- 9.1 The VNSA Board places no restriction on the dual role of candidate-delegate; however, candidate should be aware that both roles have significant participation requirements.

10. CANDIDATES PRESENTATION

- 10.1 All candidates will submit with their application via jotform <https://form.jotform.com/203117962246151>, or via email (vnsaelections@gmail.com), a prerecorded video answering the questions included in the application form, which will be used at convention in a “zoom room” to promote preslated candidates. Questions are on Page 7.
 - 10.1.1 Candidates running for the position of President will have a time limit of 4 minutes.
 - 10.1.2 Candidates running for all positions except President will have a time limit of 2 minutes.

11. VIOLATION OF CAMPAIGN REGULATIONS

- 11.1 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 11.2.
- 11.2 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 Board of Directors for due process in accordance with procedures set forth in Robert’s Rules of Order.
- 11.3 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.
 - 11.3.1 In such event the potential candidate will be allowed only to run from the floor.
- 11.4 If the violation occurs prior to the presentation of the slate to the House of Delegates, the Board of Directors shall discuss the violation and determine the outcome following the penalties set forth in Campaign Regulations, Campaign Ethics, and Professionalism.
- 11.5 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.
 - 10.5.1 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 VNSA’s campaign Rules and Regulations. Therefore, his/her campaign material have been removed.”
- 11.6 There will be zero tolerance of bullying, hazing, verbal abuse/assault, or cyberbullying during the campaign in its entirety.

12. TELLERS *(not applicable for virtual convention)*

- 12.1 At least one teller and one alternate teller are needed for the election.
- 12.2 Tellers cannot be from schools with candidates.
- 12.3 Tellers cannot be delegates, candidates or campaign managers.
- 12.4 Tellers monitor the elections and count the ballots under the direction of a notary who will verify the election results. Announcements regarding tellers shall be made in the Council of State Presidents, Delegates Briefing and House of Delegates.

13. ELECTION RESULTS

- 13.1 Election results will be announced during the House of Delegates meeting on the day of election.

14. STATEMENT OF APPROPRIATENESS

- 14.1 It is expected that all members of NEC and the 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 Board of Directors will refrain from verbal and non-verbal endorsement of any candidate for national office.
- 14.3 As VNSA representatives, candidates are expected to carefully consider how their interactions with the public will impact the VNSA, even when not at a VNSA function. At any activities attended as a VNSA representative, candidates and elected

officials are expected to act as a reasonable and prudent student leader. As a representative of the VNSA, candidates and elected officials must hold themselves to a higher standard.

GUIDELINES FOR CANDIDATE VIDEOS

1. Maintain a professional appearance
2. Use a solid background
3. No video animations
4. No school logos/signs, no hospital/health system logos or identifiers (name badges, etc.), on corporate logos (such as Nike, Adidas, Gucci, etc.)
5. Put your best foot forward, remember this is the primary method of making an impression on the delegates.
6. Approach this as you would a job interview.
7. Practice makes perfect. Practice recording your videos and review them.
8. Pay attention to verbal and non-verbal expressions (maintain eye contact, maintain good posture, smile, speak clearly, be articulate, and precise in your statements, try not to ramble on)
9. Remove distractions (silence cell phone, etc.)
10. Film in a quiet location and minimize background noise.

ADDITIONAL QUESTIONS FOR PRESIDENTIAL CANDIDATES

Please submit a video answering the following two (2) questions (four (4) minutes in length):

1. As President of VNSA, what do you see your role to be?
2. Since the emergence of Covid-19 this year, membership and engagement has gone down at the national level and VNSA has begun a declining trend. What leadership would you provide to guide the organization in reversing this trend?

QUESTIONS FOR ALL OTHER CANDIDATES

Please submit a video answering one (1) of the following questions (two (2) minutes in length):

1. What experiences have encouraged you to run for this position?
2. What experiences have helped you and how will you help promote leadership at a state and local level?
3. How do you plan to manage being a VNSA officer, social and academic obligations?



Link to Application

<https://form.jotform.com/240077329922155>

DEADLINE FOR PRE-SLATED CANDIDATES IS FEBRUARY 10,2024



Board of Directors Application

All persons interested in running for the Virginia Nursing Students Association, MUST be a member of the National Student Nurses Association (NSNA) and VNSA, prior to filling out this application. In order to be pre-slated as a candidate for the 2024-2025 Board of Directors at our Annual Convention, this application must be submitted no later than **February 10, 2024**. Fill out ALL information and questions. Please contact VNSA contactvnsa@gmail.com with any questions!

Name:

Contact (Phone) #:

Email:

Mailing Address:

School of Nursing:

Year of Graduation:

NSNA Membership #:

GPA:

Questions for President Candidate to answer

1. As President of VNSA, what do you see your role to be?
2. Since the COVID-19 Pandemic, membership and engagement has been on the decline at a National and State level. What leadership would you provide to guide the organization in reversing this trend?

Question for all other Candidates to answer

1. What experiences have encouraged you to run for this position?
2. What experiences have helped form you and how will you help promote leadership at a state and local level?
3. How do you plan to manage being a VNSA officer, social and academic obligations?

I, _____ acknowledge that I attend an accredited nursing school in the Commonwealth of Virginia.

Signature

Date

Dean and/or Faculty Advisor Signature

Date

Files to be included with Application

- Video 2 minutes or less (President – 4 mins)
- Letter of Approval from Dean and/or Faculty Advisor (if signature not available)