



## PNAVA Policies and Procedures

### NOMINATION and ELECTION Policy (NOMELEC)

Policy Number: Reviewed: 3/2022 Revised: 3/2022 EB Reviewed & Approved: 5/2022 Original Date: 10/1995
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#### **PURPOSE**

To establish criteria for the nomination processes of candidates for elected positions and to conduct a smooth and orderly election process (CBL Article IX)

#### **POLICY**

- A. The Executive Board shall appoint a three (3) member Nomination and Election Committee (NOMELEC) consisting of a chairperson and two (2) members.
- B. The immediate past president shall serve as the chairperson of the NOMELEC.
- C. The committee shall have overall responsibility for the full implementation of the NOMELEC process as stipulated in the Constitution and Bylaws.
- D. The election shall be held in November.
- E. Electronic voting shall be conducted through a confidential electronic platform (i.e. Google docs or Jotform).
- F. The NOMELEC Committee chair shall formulate the election timeline grid and present it to the Executive Board.
- G. Election shall run for 25 days.
- H. Induction of officers shall be held in January.

#### **PROCEDURE**

The following timeline shall be adhered to:

#### Phase 1 Candidate Nomination Timeline - 5 months prior to election or the month of June:

- A. Call for nominations will be announced via electronic platform
- B. Positions for election: President-elect, Secretary, Treasurer, Auditor, Business Manager, Public Relations Officer
- C. Candidate must submit application packet in a timely manner.
- D. Election packet will be available at PNAVA.ORG for members to download
- E. Election packet can be emailed upon request.
- F. Candidate profile:
  - a) Narrative Statement of Philosophy and Goals
  - b) Affirmation of intent to serve office
  - c) President's Attestation of Candidate in Good Standing
  - d) Permission to use photograph
  - e) Conflict of interest disclosure statement



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### Phase 2 Candidates and Voter Eligibility Timeline -90 days before Election or the month of August:

- A. The Committee shall search for eligible candidates for each elected position.
- B. Candidate filing of submitted packets
- C. Candidate Roster submitted to Executive Board
- D. Membership Verification for voter eligibility
- E. Submission of Verified Membership List to NOMELEC Chair
- F. Verification of Candidates Background and Qualification
- G. A list of candidates shall be presented to the general membership by email.

### Phase 3 Election Timeline (November):

- A. Election shall be by Electronic Voting.
- B. The Nomelec Committee shall:
  - a) Send blast email to qualified voters with valid emails; paper ballots may be mailed upon request
  - b) Send three reminders to those with emails and have not voted.
  - c) Attempt to call for reminders
  - d) Close election at 12:00AM Eastern Standard Time after 25 days from the first day of election.
  - e) Votes/Ballots received after 12:00AM at the close of election will not be counted.

### Phase 4 Election Result Timeline:

The Nomelec Committee shall:

- A. Verify election results
- B. Report the official election results to the Executive Board.
- C. Notify all candidates of the results.
- D. Present the official election results at the General meeting in December
- E. Email ballots shall be archived in database for 30 days after the official announcement; Ballots shall be electronically deleted if there are no appeals. If there are appeals, electronic ballots will remain archived until all appeals are resolved.

REFERENCE (S)

ATTACHMENT(S)

1. Revision History
2. Candidate Profile Nominations and Election Packet

Attachment 1: Revision History



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Original Author: Precy Custodio  
President: 1995 Venus Tomaneng  
Reviewed: 2017 P&P Committee  
President: Hilo Laxa  
Adopted from PNAA Policy & Procedures 2020  
Reviewed: 3/2022 P&P Committee  
President: 2020-2022 Catherine Paler



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### Attachment #2: Candidate Nomination Form Instructions

1. Candidates who wish to run for the following PNAVA elected Positions for 20XX-20XX shall complete the Candidate Nomination Form.
  - President-Elect
  - Secretary
  - Treasurer
  - Business Manager
  - Auditor
  - Public Relations Officer
2. Signed and Completed Applications must be received by the NOMELEC no later than midnight, JUNE X, 20XX. Completed applications may be submitted earlier before the deadline date. Application submitted after the deadline date will not be accepted.
3. Completed Applications must be submitted electronically in PDF Format to name of nomelec chair, NOMELEC Chairperson, at email. Signatures may be wet signatures. Scan completed forms or copy and paste signature images on completed forms and submit electronically.
4. The Nomination Form contains the following documents, which must be completed and signed where appropriate:
  - a. Candidate Profile (First page personal profile and Sections A-D)
  - b. Narrative Statement of Philosophy and Goals
  - c. Affirmation of Intent to Serve Office
  - d. Chapters President's Attestation of Candidate in Good Standing
  - e. Permission to Use Photograph
  - f. Conflict of Interest Disclosure Statement
5. A high-resolution photograph in jpeg or png format must be submitted with the application form.
6. For a complete and detailed description of Candidates and Qualifications, go to the PNAVA website [www.pnava.org](http://www.pnava.org).

#### 1. CANDIDATE PROFILE

Name:

Last First MI

Address

Street address City State

Zip



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Phone:

Preferred Email address:

Current Employment

Current RN Licensure

State of Licensure:

Active:

Inactive:

Current position:

Years in this position:

Employer:

Work Phone:

Email:

Self Employed:

Work Phone: Email:

Education

School or College of Nursing and Higher Degree

Year Graduated

Degree

Granted

PNAVA Position for Nomination

(You may only choose one (1) position for nomination)

\_\_\_\_\_ President-Elect \_\_\_\_\_ Secretary \_\_\_\_\_ Treasurer \_\_\_\_\_ Business  
Manager

\_\_\_\_\_ Auditor \_\_\_\_\_ Public Relations Officer

A. PNA AND PNA CHAPTER PROFILE: INCLUDE other Professional Associations

Year Position Held Major Accomplishments

B. PROFESSIONAL AND WORK HISTORY

Designation / Position Office/ Company / Organization Brief Description of Functions & Responsibilities

C. SUMMARY OF ACCOMPLISHMENTS OR CONTRIBUTIONS (Please arrange chronologically beginning from the latest. Supporting documents may be requested by NOMELEC if necessary.)



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Date \_\_\_\_\_

D. AWARDS / CITATIONS / HONORS (Please arrange chronologically beginning from the latest. Supporting documents may be requested by NOMELEC if necessary.)  
Awards/ Titles/ Honors/ Citations Conferred by \_\_\_\_\_ When Conferred \_\_\_\_\_

### 2. NARRATIVE STATEMENT OF PHILOSOPHY AND GOALS

Provide brief position statement/philosophy/goals that would best describe your commitment to serve as an elected officer to lead PNAVA. (300 words limit. Words that exceed the 300-words limit will be cut off from the PNAVA Publications and write-ups).

### 1. AFFIRMATION OF INTENT TO SERVE OFFICE

I WILL SERVE AND FULFILL THE RESPONSIBILITY OF THE \_\_\_\_\_ (name of office) TO WHICH I MAY BE ELECTED.

Print Name: \_\_\_\_\_

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

### 2. PRESIDENT'S ATTESTATION OF CANDIDATE IN GOOD STANDING

Nominated by (Chapter): \_\_\_\_\_ Self-Nominated: \_\_\_\_\_

\_\_\_\_\_ Candidate is in good standing      \_\_\_\_\_ Candidate is not in good standing

Signature of Chapter President: \_\_\_\_\_ Date: \_\_\_\_\_

Chapter President Printed Name: \_\_\_\_\_

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

### 3. PERMISSION TO USE PHOTOGRAPH

I authorize PNAVA and the Nominations and Elections Committee (NOMELEC) to use and publish my photograph in print and/or electronically for marketing and communicating PNAVA nomination and election activities and events. I agree that PNAVA and NOMELEC may use such photographs of me with or without my name and for any lawful purpose, including such purposes as publicity, illustration, advertising, and Web content.



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I have read and understood the above statement:

Candidate's Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

### 1. CONFLICT OF INTEREST DISCLOSURE STATEMENT

In accordance with the Standards of Conduct and Conflict of Interest Policy adopted by the Executive Board, it is required for your position with the Philippine Nurses Association of America, Inc. as \_\_\_\_\_ (name of office) that you complete this disclosure statement. This disclosure statement is confidential and will be available only to the Nomination and Election Committee (NOMELEC) and to the PNAVA Executive Board upon request.

Disclosure Statements by the candidates who will be elected and sworn in as members of the PNAVA Executive Board will be handed to the PNAVA Ethics Committee Chairperson and will be kept on file for four (4) years.

I understand the Standards of Conduct and Conflict of Interest Policy and hereby disclose the following as conflict of interest or potential conflicts of interest.

Please describe below any relationships, positions, or circumstances in which you are involved that you believe could contribute to a Conflict of Interest (as defined in PNAVA's Policy on Conflicts of Interest) arising.

Disclosure Form Part I:

Please list below, the groups and organizations you/spouse/parent/child are involved with as a board member, volunteer, staff person, or consultant. In general, affiliations or interests should be disclosed as part of organization's decision-making process whenever there is any doubt about whether disclosure is required. Name of Organization and Level of Involvement (officer, board member, volunteer, staff Person or consultant)

ORGANIZATION

POSITION (LEVEL OF INVOLVEMENT)

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

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

Other disclosures:

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



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Candidate's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

### Conflict of Interest Statement

The Philippine Nurses Association of Virginia, Inc. (PNAVA) is committed to integrity and fairness in the conduct of all of its activities. Inevitably, the interests of Board/Staff/Volunteers will involve them in organizations, causes, and other endeavors that intersect with the affairs of PNAVA.

This conflict of interest statement is intended to give guidance on disclosure of conflicts. This conflict of interest statement applies to all persons holding positions of responsibility and trust on behalf of PNAVA, including, but not limited to members of the Executive Board, committee chairs, members, volunteers and/or consultants. Individuals worthy of affiliation with PNAVA will govern themselves by the spirit of this statement.

- Each Executive Board/Staff/Volunteer/Consultant has the duty to place the interest of PNAVA foremost in any dealings on behalf of the organization. This accountability supersedes any conflicting loyalty to business interests, personal interests, or paid or volunteers service to other organizations.
- No Executive Board/Staff/Volunteer/Consultant will derive any personal profit or gain, directly or indirectly, by reason of his or her service to PNAVA.
- The conduct of personal business between any Board/Staff/Volunteer/Consultant and the organization is prohibited (no self - dealing).
- Executive Board/Staff/Volunteers/Consultants may not obtain for themselves, their relatives, or their friends a material interest of any kind from their association with PNAVA.
- If an Executive Board/Staff/Volunteer/Consultant has an interest in a proposed transaction with the organization in the form of a significant personal financial interest in the transaction or in any organization involved in the transaction, or holds a position as trustee, director, or officer in any such organization, he or she must make full disclosure of such interest before any discussion or negotiation of the transaction and abstain from decision - taking actions. With disclosure to other participants, the work of PNAVA is furthered by the willingness of conflicted persons to share information bearing upon the matter under consideration.





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- No Executive Board/Staff/Volunteer/Consultant may accept any payment or article of value from a grantee, potential grantee, or supplier, except nominal hospitality such as meals or token recognitions. In general, executive board members and staff should make every effort to decline to accept gifts on behalf of PNAVA, but in cases where it could be considered ungracious to decline, the organization's representative should make clear that the gift is being accepted on behalf of, and will be given to benefit the members and the organization in general.
- If a conflict, or the potential appearance of a conflict exists, the Executive Board member must recuse themselves by not influencing, attempting to influence, or participating in that discussion and/or vote. Disclosure Form Part II – Conflicts of Interest Statement

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

Position (e.g., employee/volunteer/director): \_\_\_\_\_

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

### Certification

By signing this form below, I certify that:

1. I have received a copy of the organization's conflicts of interest statement;
2. I have read and understand PNAVA's Ethics policy and interest statement;
3. I agree to comply with the statement;
4. I agree to report promptly any changes in the information reported on this form, or any new information relevant to a conflict of interest; and
5. I understand that the organization is tax-exempt and in order to maintain its federal tax exemption it must engage primarily in activities that accomplish one or more of its exempt purposes and not engage in activities and transactions that provide impermissible benefits to individuals or entities.

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed, and agree to abide by, the Policy of Conflict of Interest of PNAVA that is currently in effect.

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

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

EMAIL APPLICATION FORM TO: \_\_\_\_\_  
(Email Address of NOMELEC)

Do not write below this line. This section to be completed by NOMELEC Officials

Date Nomination Form Received: \_\_\_\_\_ Time: \_\_\_\_\_

Date Evaluation Completed: \_\_\_\_\_



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Candidate Met All Candidacy Requirements:      Yes\_\_\_\_\_                      No: \_\_\_\_\_

If No, specify unmet criteria:

\_\_\_\_\_

Candidate Notified: \_\_\_\_\_ Yes              \_\_\_\_\_ No              \_\_\_\_\_ Unable to Contact

Candidate Notified by Email: \_\_\_\_\_ By Telephone: \_\_\_\_\_

Candidate Notified in writing sent to: \_\_\_\_\_

Date Candidate Notified; \_\_\_\_\_ by Whom: \_\_\_\_\_

\_\_\_\_\_ Candidate Eligible for Nomination

\_\_\_\_\_ Candidate Not eligible for Nomination

Signature: NOMELEC Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_