

# SAINA Election Documents 2023-2024 Term



This document is created by election committee of SAINA 2021-22 to conduct seamless election to prepare for the term 2023-24.

**Election Committee**

# Responsibility and Qualifications



## San Antonio Indian Nurses Association

 [Sainausa@Sainusa.com](mailto:Sainausa@Sainusa.com)

 [www.SainaUsa.Com](http://www.SainaUsa.Com)

### Nominations Invited for SAINA Executive Board and Committee Chairs

Dear SAINA members,

As a member of the SAINA community, one of the responsibilities and privileges you have is electing the next leaders of the organization. You do this when you vote in the SAINA election and also when you nominate colleagues for leadership positions

Currently, SAINA is accepting nominations for leadership positions on the SAINA Executive Board and the SAINA Committee chairs. The competencies for these positions have been defined in the SAINA framework for Executive leadership positions.

We ask that you carefully consider the defined competencies and submit nominations for colleagues who demonstrate the competencies and who you believe would provide strong leadership in moving SAINA towards achieving its mission and vision. You may also nominate yourself.

Simply complete the nomination form and submit it by the **October 15th ,2022 by 11:59 pm CST** deadline. ***No nominations will be accepted after October 15th ,2022 11:59 pm CST.***

Following are the positions for which nominations are being sought. Terms for all positions will begin January 1, 2023. –Dec 31, 2024.

#### Executive Board

1. Vice President
2. Secretary
3. Treasurer
4. President-Elect

#### Committee Chairs

1. Professional Development/Education Chair
2. Bylaws Chair
3. Membership Chair
4. Cultural/Social programs Chair
5. Election Chair
6. Awards /Scholarships Chair
7. Editorial and Journal Chair
8. Public relations Chair
9. Finance/Fundraising/Charity Chair
10. APRN Forum Chair
11. Doctoral Advisory Committee Chair

MM  
ST  
JBY

# Responsibility and Qualifications

## Accountabilities of Elected / Appointed Officers:

- \*Define and support the vision, mission and values statement of SAINA.
- \*Ensure effective organizational planning.
- \*Effectively manage the association's resources.
- \*Determine, monitor, evaluate and strengthen the associations programs and services.
- \*Uphold legal requirements and ethical integrity.
- \*Assess Board performance and ensure Board succession.
- \*Ensure effective communication between Executive board and chair membership.

## Qualifications:

- \*Active membership in SAINA. Affiliate, associate and student member cannot be nominated and cannot nominate themselves.
- \*Active commitment to and understanding of SAINA and its Mission, Vision and Values.
- \*Demonstration of the essential governance leadership.
- \*Competencies as defined in the SAINA **Framework for Executive Leadership Positions (Appendix SAINA Bylaws)**.
- \*Strong understanding and commitment to the roles and responsibilities of respective position's **(Appendix I SAINA Bylaws)**.

If you have any questions regarding the nomination process, please contact the Election committee at

✉ E-mail [Sainausa@sainausa.com](mailto:Sainausa@sainausa.com)

📞 Shinto Thomas 773-349-1798 - Chair


📞 Iiji James 832-512-8334 - Co-Chair

MM  
ST  
JBJ

# Responsibility and Qualifications



## San Antonio Indian Nurses Association

 [Sainausa@Sainusa.com](mailto:Sainausa@Sainusa.com)

 [www.Sainusa.Com](http://www.Sainusa.Com)

### Nomination and Election Procedures

1. A nomination process will be instituted during which all members will have an opportunity to nominate names of individuals for eligible Executive board and committee chair positions. Call for nominations for SAINA Executive Board Members and Committee Chairs will start on **September 24th, 2022 at 8:00 pm**. Nomination forms shall be received back by **October 15th, 2022 by 11:59 pm**.
2. The election committee will compile the list of eligible candidates for various positions. If a candidate is not found eligible as per the established qualification, the name will be deleted from the list. The decision of the election committee will be final and binding.
  1. All eligible nominated candidates for executive and committee chair positions will be requested to submit a profile picture along with their experience and activities in SAINA/local chapter/key professional activities outside SAINA and a position statement by **October 15th, 2022 by 11:59 pm (CST)**.
  2. A permission letter will be requested from the nominated candidates, to use the information for dissemination among the SAINA members for voting purposes. Voting will only be necessary if there is an incumbent candidate.
  3. The election process will begin on **October 20<sup>th</sup>, 2022 at 8 am only if there is opposing slate**, the votes will be in electronic format via Opavote. Voting will be allowed only for 14 days period of time beginning **October 20<sup>th</sup>, 2022 at 8 am to November 2nd, 2022 by 5 pm**). Instructions for casting votes will be available on SAINA website during that time.
    1. If there is a tie in the votes for a particular position current executive board members will be asked to again vote for the eligible candidate. The decision of the election committee will be final and binding. Results of the election will be announced by **November 6<sup>th</sup>, 2022 during the 4th Annual Gala**.
    2. The list of nominated committee chairs will be prepared by the election officers and presented to the current and new executive board for final selection and approval. The committee chairs will not go through an election process. Selection of committee chairs will be completed by **November 4th, 2022 5pm**.
    3. Newly elected Executive Board Members will participate with the current executive board for the selection of the committee chairs.

### Accountabilities of the SAINA Election Committee Members

1. Ensure the election process is accomplished in accordance with the Bylaws.
2. Assess nominee qualifications through review of nomination application and verify information about membership.
3. Develop a slate of candidates and present them to the voting membership if voting is necessary.
4. Announce the election results to the Board and nominees as soon as possible.
5. Provide ongoing evaluation and improvement in the monitoring process.

MM  
JE  
JBY

# Responsibility and Qualifications



## San Antonio Indian Nurses Association

 [Sainausa@Sainusa.com](mailto:Sainausa@Sainusa.com)

 [www.Sainusa.Com](http://www.Sainusa.Com)

### Call for Nominations SAINAs Executive Board Members /Committee Chairs

**For Term Beginning Jan. 1, 2023 – Dec. 31, 2024**

The SAINAs Executive board have defined the competencies necessary to successfully serve in SAINA executive leadership positions. Please review these competencies and submit nominations for individuals you believe demonstrate the competencies. You may also nominate yourself. To review the competencies, visit [www.sainausa.com](http://www.sainausa.com). (**Appendix I of SAINA Bylaws**). Competencies are also enclosed here.

#### **I would like to nominate/Self nominate: (please print clearly)**

Name and Credentials: \_\_\_\_\_

Position nominated: (**You may nominate the individual for only one position in the same category. Options are limited to one position for executive position and/or one other position for committee chair position**).

**Executive positions: (Only current active members of SAINA be nominated to this position). Please check only one position.**

- Vice President
- Secretary
- Treasurer
- President-Elect

**Committee Chair Positions: (Only current active members of SAINA be nominated to this position). Please check only one position.**

- Bylaws Chair
- Doctoral Advisory Chair
- Cultural/Social programs Chair
- Membership chair
- Awards /Scholarship Chair
- Election Chair
- Advance Practice Registered Nurses (APRN) Chair
- Editorial and Journal Chair
- Public relations Chair
- Professional Development Chair
- Finance/Fundraising/Charity Chair

MM  
JE  
JBY

# Responsibility and Qualifications

**How long has the nominee been an active member of SAINA\_\_\_\_\_ Year's?**

**What previous Positions has the nominee held in SAINA?**

Year\_\_\_\_\_ Position held\_\_\_\_\_

Year\_\_\_\_\_ Position held\_\_\_\_\_

Email ID of the Nominee\_\_\_\_\_

Phone No. of the Nominee\_\_\_\_\_

## NOMINATOR STATEMENT

**Briefly describe why this candidate is being nominated?**

Nominator's Name: \_\_\_\_\_

MM  
Jt  
JBJ

# Responsibility and Qualifications

Nominator's E-mail: \_\_\_\_\_

Nominator's phone: \_\_\_\_\_

**Have you informed the nominee of this nomination? Please check ( ) Yes ( ) NO**

**(It is mandatory that the nominee be notified and consent obtained before sending the nomination form).**

Please submit this form to:

**E-mail: [sainausa@sainausa.com](mailto:sainausa@sainausa.com)**

For more information call Election Officers

☎ Shinto Thomas 773-349-1798 -Chair

☎ Jiji James 832-512-8334 -Co-Chair

**Nominations opens on September 24th, 2022 at 8:00 pm**

**Nominations will be closed on October 15th, 2022 by 11:59 pm CST**

**Revelation of the ballot will be done before October 20th, 2022 5:00 pm CST**

**Voting Starts October 20th, 2022 at 8 am only if there is opposing slate.**

**Last day to vote is November 2nd, 2022 by 5 pm.**

**Results of the election will be released by November 3rd, 2020 5pm and formally announced on November 6th 2022 during 4th Annual Gala. Induction and oath ceremony of the new officers: November 6th , 2022**

Missam Merchant RN MBA , President, SAINA 2021-2022

Shinto Thomas , Election Chair

Jiji James , Election Co-Chair

# Responsibility and Qualifications



## San Antonio Indian Nurses Association

 [Sainausa@Sainusa.com](mailto:Sainausa@Sainusa.com)

 [www.SainaUsa.Com](http://www.SainaUsa.Com)

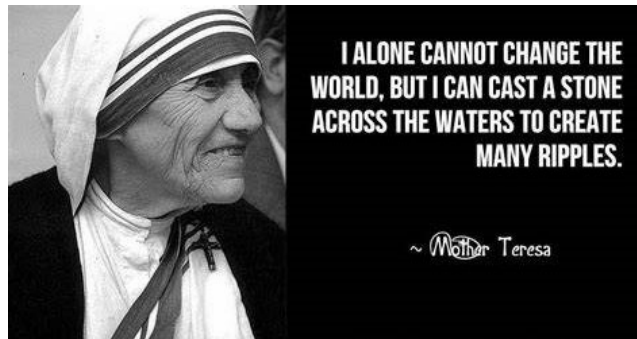
### Release letter

I, \_\_\_\_\_ (print name), hereby give permission to SAINA Election committee to use my picture and biographic information for the purpose of the election process of the SAINA Executive board and Committee chair.

I have enclosed my passport size picture in JPG format.

I have enclosed my Experience and activities biographic information.

I have read the bylaws of SAINA and I am committed to abide by the bylaws and do everything in my power to elevate nursing practice by following and abiding by the mission, mission and values of SAINA.



*."Service Before Self"*

— SAINA motto

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

MM  
Jt  
JBB



# Responsibility and Qualifications

## Election Checklist

Please complete this checklist and send the complete document/Packet via a scanned copy in the SAINA email provided. Failure to complete the requirements will lead to election committee disqualifying your nomination. Thank you.

### 1. Release letter and picture

- Sign and Submit the release letter
- Submit a passport size picture in JPG format.

### 2. Biography and experience

- Submit your CV or resume.
- Submit your biography.

### 3. Bylaws awareness

- Read the appendix I of SAINA bylaws.
- Read and acquaint yourself with the competencies needed for serving the board.

MM  
JF  
JBY

# Responsibility and Qualifications

## 4. Nomination form

- Submit the call for nomination form.
- Please provide a working phone number, email and address.

## 5. Timeline

- Review the timeline reflected on the call for nomination form.
- Submit the documents before the deadline of October 2<sup>nd</sup> 2020.

## 6. Procedures

- Read and understand Nomination and election procedure.
- Proofread the documents before submission.

## 7. Final review

- Scan all documents in PDF format.
- Email copy of the scanned document to [sainausa@sainausa.com](mailto:sainausa@sainausa.com).

MM  
Jt  
JBB

