DATE: April 2ND, 2025

TO: NYCRA Membership

FROM: Danilyn Cronin, ODS

RE: Call for Nominations

This is NYCRA’s Call for Nominations for the 2025-2027 fiscal years. Please send in your nominations from April 2, 2025 to July 1, 2025. The election will be held electronically beginning August 1, 2025. Please consider contributing your time as a member of the NYCRA Board, each active member is encouraged to run for office. Do you know someone that would make a good Board Member? Nominate them below!

**The positions that will be on the ballot this year are:**

* Treasurer (2 year term)
* Assistant Treasurer (2 year term)

If you have any questions about the positions, please talk with our current Board Members as they would be glad to share what their efforts have been this year and answer questions about the positions.

If you have an interest in running for either office, please complete and return a scanned form via email with original signature to the email address provided below.

Visit NYCRA’s website <https://www.nycra.net/> to stay connected with the association’s activities! This is where you can find email links to the current Board Officers and Committee Chairs.

Thank you for your time and attention; We look forward to working with you!

TO: NYCRA Membership

FROM: Danilyn Cronin, ODS

RE: Officer Nominations, 2025-2027

Be advised that nominations are open from April 2, 2025-July 1, 2025 for the following positions within the New York Cancer Registrars Association, Inc. These officers will serve during the fiscal year 2025-2026 and 2026-2027, respectively.

1. Treasurer (2 year term)
2. Assistant Treasurer (2 year term)

Any active members in good standing shall be eligible to hold office. See list of qualifications on enclosed sheet.

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

Nomination of Self:

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ would like to nominate myself for the office of \_\_\_\_\_\_\_\_\_\_\_\_\_\_, in the New York Cancer Registrars Association Inc. for the year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Signature

*If you know of someone you feel would qualify to hold an office in your organization, please contact those to see if they would be willing to serve if elected.*

NOMINATION OF ANOTHER:

I would like to place the name of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in nomination for the office of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the New York Cancer Registrars Association, Inc. for the years 2025-2027. I have contacted this person, and they have indicated their willingness to serve in that capacity if elected. I understand that I must include my nominee’s written consent to serve as well as a copy of their most current resume.

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

Signature

Please return this form by July 1, 2025 by e-mail to:

NYCRA c/o Danilyn Cronin: danilyn.cronin@gmail.com

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ OFFICE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FACILITY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_ EMAIL:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MAILING ADDRESS:

EDUCATION:

WORK EXPERIENCE:

CANCER REGISTRY ACTIVITIES:

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

### SIGNATURE DATE

ARTICLE IV – OFFICERS AND DUTIES

Section I – Officers

The officers of this Association shall be:

A. President

B. Vice President

C. Secretary

D. Treasurer

E. Assistant Treasurer10

Section II – Duties of the Officers

The duties of the officers of the Association shall be:

A. President: shall preside at all meetings, shall appoint all standing committee chairpersons, shall perform all duties as customary usage and parliamentary procedures may require, shall be a member ex-officio of all committees except the Outreach Committee. Beginning 2022/2023 year, President shall be elected for a term of two (2) years. 8,10

B. Vice President: shall assist the President in performing the duties of his/her office, shall be the chairperson of the Continuing Education Committee5, shall elect up to four additional committee members to assist with performing committee duties.3 Beginning 2022/2023 year, Vice President shall be elected for a term of two (2) years. 8,10

C. Secretary: shall keep a record of all proceedings of the Association, shall keep on file all committee reports, shall keep the official roster and call the roll where necessary, shall keep attendance records, shall have on hand at each meeting a list of all existing committees and their members, shall prepare an order of business for use by the presiding officer, shall send notices of each meeting and conduct the general correspondence of the Association. Beginning 2024/2025 year, Secretary shall be elected for a term of two (2) years.10

D. Treasurer: shall be responsible for receipt and disbursement of all funds of the Association and shall keep an accurate record thereof, shall work closely with all Board members/committees for discussion & approval of all spending as needed, shall collaborate closely with the Chairperson of the Membership Committee to maintain a current and updated membership roster, shall be elected for a term of two (2) years, and shall be bonded at the beginning of his/her designated term.10

E. Assistant Treasurer: shall assist the Treasurer in performing the duties in assistance to the Treasurer as needed and shall be bonded at the beginning of his/her designated term. Shall assume the role of Treasurer if the Treasurer is unable to fulfill their role for the remainder of the office’s term. Beginning 2025/2026, Assistant Treasurer shall be elected for a term of two (2) years.10

Section III – Eligibility for Office

A. Any active member in good standing shall be eligible to hold office. To be eligible for the office of President, a member must have served or shall have completed one year on the Board of Directors prior to nomination.8

B. An officer who leaves the cancer registry field may complete his/her term at the discretion of the Board of Directors but shall not be eligible for re-election or nomination for another office.

Section IV – Election of Officers

All officers shall be elected by electronic voting ballot, with notice sent out to members via email and posted on the NYCRA website at least thirty (30) days prior to the annual meeting. Electronic voting may include online voting platforms, the NYCRA website ‘Members Only’ page, email, and other Board authorized methods.2,6 Ballots shall be prepared by the Outreach Committee based on a prior poll of the voting membership as to eligibility and desire to serve. Each nominee must give prior consent in writing before his/her name is placed on the ballot. The ballot shall contain a biographical sketch of each nominee. Election shall be plurality vote regardless of the number of candidates. In case of a tie vote, the two candidates with the highest number of votes shall be re-balloted by all voting present at the meeting participating in the re-vote.

ARTICLE V – MEETINGS

Section I – Meetings

A. Meetings of this Association shall consist of professional lectures, workshops, seminars, or special events sponsored by this Association.

B. The Annual Meeting shall be held in the fall.

C. The place of the Annual Meeting shall be selected by the Board of Directors with arrangements made by the Annual Education Program Committee. 5 Beginning 2022, annual meeting shall be held in one location for several years to ease planning the of the continuing education committee.8

Section II – Quorum

A quorum shall be the majority of active members present and voting.

Section III: Attendance requirements for NYCRA Board members7

All Board members will be required to attend meetings. After three missed meetings (Board or Committee/Subcommittee meetings) or having missed more than 50% of regularly scheduled Board meetings, the President will contact Board member, remind them of requirements, and seek clarification on impediments to attendance. Any attendance issues identified will be presented to the Board for discussion and solution, if applicable. If not resolved, the Board will then vote to ask he or she to step down from their role at the end of the fiscal year (the NYCRA annual conference).10