DATE: August \_\_, 2023

TO: NYCRA Membership

FROM: Outreach chair, Casey Blevins, CTR

RE: Call for Nominations

This is NYCRA’s Call for Nominations for the 2023-2024 or 2023-2025 term, respectively. Please send in your nominations from August 1, 2023 to August 25, 2023. The election will be held electronically beginning September 3, 2022. Do consider contributing your time as a member of the NYCRA Board. Each active member is encouraged to run for office in NYCRA. Do you know someone that would make a good Board member? Nominate them!

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

* Secretary (1 year term)
* Treasurer (2 year term)

Talk with our current Board members, they would be glad to share what their efforts have been this year… and answer your questions about the positions.

If you have an interest in running for either office, please complete and return this attachment scanned via email or post with original signature to the email and/or 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!

**How can we make this association better? Please participate in the Nominations process!**

TO: NYCRA Membership

FROM: Nominating Chair, \_\_\_\_\_\_\_\_\_\_\_\_\_

RE: Officer Nominations, 2023-2024

Be advised that nominations are open from August 1, 2023 to August 25, 2023 for the following positions within the New York Cancer Registrars Association, Inc. These officers will serve during the fiscal year 2023-2024 and 2023-2025, respectively.

1. Secretary (2023-2024)
2. Treasurer (2023-2025)

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 2023-2024.

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

 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 year 2023-2024. 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 Friday, August 25, 2023, by e-mail to:

NYCRA c/o Casey Blevins: cblevins@wphospital.org

NOMINEE’S QUALIFICATIONS

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

FACILITY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FAX: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EDUCATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WORK EXPERIENCE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ACTIVITIES: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

### SIGNATURE DATE

### FROM THE NYCRA BY-LAWS:

### ARTICLE IV – OFFICERS AND DUTIES

Section I – Officers

The officers of this Association shall be:

President

1. Vice President
2. **Secretary**
3. **Treasurer**

Section II – Duties of the Officers

The duties of the officers of the Association shall be:

1. 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.
2. 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 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.

###### Section III – Eligibility for Office

1. Any active member in good standing shall be eligible to hold office
2. 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 Officer

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.

**From The NYCRA house rules:**

**Attendance requirements to consider:**

Board members will be required to attend 50% of regularly scheduled Board meetings. Board members who do this will be considered in good standing and will be eligible for the benefits of board membership.

**Benefits of board membership:**

1. **For all board members:** Providing that NYCRA’s financial status allows, NYCRA will offer to pay the full registration fee (early bird rate) of any Board member of good standing planning to attend the annual NCRA conference