

NYCRA

New York Cancer Registrars Association, Inc.

DATE: August \_\_, 2020

TO: NYCRA Membership

FROM: Nominating Chair, Lori Schneider, RHIT, CTR

RE: Call for Nominations

This is NYCRA’s Call for Nominations for the 2020-2021 term. Please send in your nominations from August 14, 2020 to August 28, 2020. The election will be held electronically beginning September 5, 2020. Please 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:**

* President Elect
* Vice President Elect
* Secretary

Please consider talking to our current Board members and Committee Chairs, they would be glad to share what their efforts have been this year… and answer any questions you might have about the positions.

If you have an interest in either running for office or serving on a Committee next year, please complete and email attachment or snail mail the original signature in the Nominee’s Qualifications sheet. We will be sure that this information gets to the correct person on NYCRA’s Board.

Visit NYCRA’s website <https://www.nycra.net/> - stay posted on the association’s activities! This is where you can find email links to the current Board officers and Committee chair.

Thank you for your time and attention! I look forward to hearing from you!

Lori Schneider, RHIT, CTR [Lori\_Schneider@URMC.Rochester.edu](mailto:Lori_Schneider@URMC.Rochester.edu)

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

NYCRA

New York Cancer Registrars Association, Inc.

TO: NYCRA Membership

FROM: Nominating Chair, Lori Schneider, RHIT, CTR

RE: Officer Nominations, 2020-2021

Be advised that nominations are open from August 14, 2020 to August 28, 2020 for the following positions within the New York Cancer Registrars Association, Inc. These officers will serve during the fiscal year 2020-2021.

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

Any active members in good standing shall be eligible to hold office. To be eligible for the office of President- Elect, a member must have served, or will have completed one year on the Board of Directors prior to nomination. See list of qualifications on enclosed sheet.

Nomination of One’s Self:

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, would like to nominate myself for the office of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, in the New York Cancer Registrars Association Inc. for the year 2020-2021.

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

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 Individual:

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 2020-2021. 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 28, 2020, by mail or e-mail to:

NYCRA c/o Lori Schneider, RHIT, CTR 26 Morgan Court, Brockport, NY 14420

[Lori\_Schneider@URMC.Rochester.edu](mailto:Lori_Schneider@URMC.Rochester.edu)

NYCRA

New York Cancer Registrars Association, Inc.

NOMINEE’S QUALIFICATIONS

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

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

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

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

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

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

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### SIGNATURE DATE

NYCRA

### ARTICLE IV – OFFICERS AND DUTIES

Section I – Officers

The officers of this Association shall be:

President

1. President-Elect/Legislative Liaison to NCRA
2. Vice President
3. Vice President-Elect
4. Secretary
5. Treasurer

Section II – Duties of the Officers

The duties of the officers of the Association shall be:

1. 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 Nominating Committee.
2. President-Elect/Legislative Liaison to NCRA: shall assist the President and Vice President with their duties throughout the year, shall keep NCRA’s Legislative Chair informed of all current New York State legislation that pertains to cancer surveillance, shall keep informed regarding the proceedings of the Association, shall serve as Communications Coordinator coordinating Web Site and Public Relations/Communications Committee activities[[1]](#footnote-1)**,** shall assume the duties of the President in his/her vacancy, shall succeed to the office of President at the conclusion of his/her present term of office. The President-Elect shall appoint the standing committee chairpersons for his/her term of office immediately after installation as President.
3. Vice President: shall assist the President in carrying out the duties of his/her office, shall be the chairperson of the Annual Education Program Committee5, shall elect up to two additional committee members to assist with carrying out committee duties.3
4. Vice President-Elect: shall assist the Vice President, as a member of the Annual Education Program Committee5 and shall succeed to the office of Vice President at the conclusion of his/her term of office.3
5. 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.
6. 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. To be eligible for the office of President-Elect, a member must have served or shall have completed one year on the Board of Directors prior to nomination.
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 Nominating 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. (See Article VII, Section IIF)

1. [↑](#footnote-ref-1)