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www.sun-nurses.sk.ca

Healthy Members, Healthy Union, Healthy Communities

Memorandum

TO: SUN Local Presidents
SUN District Council Chairpersons
SUN Committee Members
SUN Board of Directors

FROM: Janelle Ruhr, Office Assistant

DATE: November 27, 2018

SUBJECT: GENERAL MAIL OUT



1. Memo from SUN Nominations Committee re: Call for Nominations – SUN 2019 Annual Meeting
2. Memo from CB&R Committee re: Call for Resolutions and/or Bylaw Amendments – Call for SUN Negotiations Committees Considerations
3. Memo from CB&R Committee re: Call for Discussion Papers – Open Forum at 2019 Annual Meeting
4. Call for Nominations for Provincial Life Membership
5. Deadline for Submission of Expense Claim Forms



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Memorandum

**TO: SUN President
SUN Local Presidents
SUN District Council Chairpersons**

FROM: SUN Nominations Committee

DATE: November 27, 2018

SUBJECT: CALL FOR NOMINATIONS – SUN 2019 ANNUAL MEETING

The Nominations Committee, in accordance with Bylaw 4.01, hereby calls for and issues Nomination Forms, and requests each of the Locals and individual members to consider and submit nominations of suitable candidates from the membership of the Union for election at the Annual Meeting on April 10-11, 2019 in Saskatoon.

BOARD OF DIRECTORS

The following members of the Board of Directors are to be:

- a) elected for a two (2) year term (Bylaw 4.26) by electronic ballot, and
- b) nominated in accordance with Bylaws as bracketed.

1. **President**
 - nominees shall be from the general membership (Bylaw 4.03)
2. **Second Vice-President**
 - nominees shall be from the general membership (Bylaw 4.03)
3. **Regional Representatives – Regions 1, 3, 5 & 7**
 - nominees shall be from members of the region who are employed in their respective region, except those employed at base hospitals (Bylaw 4.04)

STANDING COMMITTEES

Members for the following standing committees are to be:

- a) elected for a two (2) year term (Bylaw 4.26), and
- b) nominees shall be from the general membership (Bylaw 4.06).

“Nominees for elected positions on committees shall be from the general membership, except that nominees elected or appointed positions on the Negotiations Committee shall be from their identified place of employment.”

1. **Constitution, Bylaws and Resolutions Committee**
 - in accordance with Bylaw 6.03
[Four (4) to be elected]
2. **Finance Committee**
 - in accordance with Bylaw 6.06
[Two (2) to be elected]
3. **Nominations Committee**
 - in accordance with Bylaw 6.13
[Three (3) to be elected]
4. **Program Committee**
 - in accordance with Bylaw 6.16
[Five (5) to be elected]

In the absence of nominees for a position, nominations shall be accepted at an Annual Meeting. Nominations shall be made with satisfactory proof in writing that the consent of the nominee to stand for election has been obtained.

The President or Secretary of each SUN Local is directed that, upon receipt of this Call for Nominations and issuance of Nomination Forms she should, as soon as possible, endeavor to hold meetings of the Local's membership for the purpose of considering and nominating candidates.

In accordance with Bylaw 4.08, each nomination shall be on an official Nomination Form with the consent, in writing, of the nominee stating that she will accept office if elected.

Locals and members should note that the deadline for submitting nominations to the Regina SUN office is:

1630 hours, January 15, 2019

**Nominations received after the deadline of
1630 hours, January 15, 2019 will not be accepted**

Bylaw 4.09 Nominations shall be accepted by the Nominations Committee until 1630 hours of the third Tuesday in January.

Locals and members should also note that they can nominate SUN members other than those from their own Local as long as the basic rules of nominations are followed. For example, members of the SUN Local in Kerrobert could nominate a SUN member from the SUN Local of Rosetown as a Regional Representative for their particular region.

PLEASE SUBMIT THE FOLLOWING INFORMATION WITH THE NOMINATION FORMS (Membership Policy 023-M-2007). If a photo is requested, photo must be submitted by nominee. **A faxed photo will not be accepted:**

1. Board Nominees

- a) President and Vice-President positions, please submit a Position Statement of a maximum of 500 words and a photo, preferably black and white.
- b) Regional and Base Hospital Representatives positions, a Position Statement of a maximum of 250 words, and a photo, preferably black and white.

2. Committee Nominees

- a) Please submit a Position Statement of a maximum of 150 words.

Editing of statements will not be done by SUN staff or committees. If statement exceeds the maximum word limit, the additional words will not be printed (Membership Policy 023-M-2007).

Please include information regarding place of employment, union involvement and/or why you are interested in allowing your name to stand for election to the Board of Directors or a committee.

Faxed and emailed copies of Nomination Forms and Position Statements are to be followed with hard copy to the **SUN Regina office. Nominees should contact the SUN Regina office to ensure the Nomination Form and the Position Statement has been received.**

The "Ticket of Nominations" will be sent out to each Local President in the first week of February (Bylaw 4.10) and will be considered the formal announcement of nominees. **Electronic voting information will be sent to all members by the third week of February (Bylaw 4.12).**



NOMINATION FORM

Position: **PRESIDENT**

To be elected for a two (2) year term, as per Bylaw 4.

- Nominees to be nominated from and by the general membership of the Union, as per Bylaw 4.
- Signature of the nominee indicating consent to run for office & signatures of nominators **MUST** be shown.
- Faxed or emailed copies of Nominations Forms and Position Statements are to be followed with the original by mail to the SUN Regina office. Nominees should contact the SUN Regina office to ensure the Nomination Form and the Position Statement have been received.

Nominee:		
Local Name and Number:		
Address:		
Phone Number:		
Supervisor's Information: <i>(Supervisor's information is required should Nominee be elected to office)</i>	Name:	
	Title:	
	Facility:	
Consent of Nominee:		

Signature of Nominee

Nominated by:	
Local Name and Number:	
Address:	
Phone Number:	
Signature:	

Seconded by:	
Local Name and Number:	
Address:	
Phone Number:	
Signature:	

**Include POSITION STATEMENT (maximum of 500 words) and a photo.
DO NOT FAX PHOTO.
Refer to CALL FOR NOMINATIONS memo.
To be returned to the SUN Regina office by 1630 hours January 15, 2019.**



NOMINATION FORM

Position: **SECOND VICE-PRESIDENT**

To be elected for a two (2) year term, as per Bylaw 4.

- Nominees to be nominated from and by the general membership of the Union, as per Bylaw 4.
- Signature of the nominee indicating consent to run for office & signatures of nominators **MUST** be shown.
- Faxed or emailed copies of Nominations Forms and Position Statements are to be followed with the original by mail to the SUN Regina office. Nominees should contact the SUN Regina office to ensure the Nomination Form and the Position Statement have been received.

Nominee:		
Local Name and Number:		
Address:		
Phone Number:		
Supervisor's Information: <i>(Supervisor's information is required should Nominee be elected to office)</i>	Name:	
	Title:	
	Facility:	
Consent of Nominee:		

Signature of Nominee

Nominated by:	
Local Name and Number:	
Address:	
Phone Number:	
Signature:	

Seconded by:	
Local Name and Number:	
Address:	
Phone Number:	
Signature:	

**Include POSITION STATEMENT (maximum of 500 words) and a photo.
DO NOT FAX PHOTO.
Refer to CALL FOR NOMINATIONS memo.
To be returned to the SUN Regina office by 1630 hours January 15, 2019.**



NOMINATION FORM

Position: REGIONAL REPRESENTATIVE

Select Region #: 1 3 5 7

To be elected for a two (2) year term, as per Bylaw 4.

- Nominees to be nominated from and by the general membership of the Union, as per Bylaw 4.
- Signature of the nominee indicating consent to run for office & signatures of nominators **MUST** be shown.
- Faxed or emailed copies of Nominations Forms and Position Statements are to be followed with the original by mail to the SUN Regina office. Nominees should contact the SUN Regina office to ensure the Nomination Form and the Position Statement have been received.

Nominee:		
Local Name and Number:		
Address:		
Phone Number:		
Supervisor's Information: <i>(Supervisor's information is required should Nominee be elected to office)</i>	Name:	
	Title:	
	Facility:	
Consent of Nominee:		

Signature of Nominee

Nominated by:		
Local Name and Number:		
Address:		
Phone Number:		
Signature:		

Seconded by:		
Local Name and Number:		
Address:		
Phone Number:		
Signature:		

**Include POSITION STATEMENT (maximum of 250 words) and a photo.
DO NOT FAX PHOTO.
Refer to CALL FOR NOMINATIONS memo.
To be returned to the SUN Regina office by 1630 hours January 15, 2019.**



NOMINATION FORM

Position: CONSTITUTION, BYLAWS & RESOLUTIONS COMMITTEE

The Committee shall be comprised of four (4) elected members, and one (1) member appointed by and from the Board of Directors, to be elected for a two (2) year term, as per Bylaw 6.

- Nominees to be nominated from and by the general membership of the Union, as per Bylaw 4.
- Signature of the nominee indicating consent to run for office & signatures of nominators **MUST** be shown.
- Faxed or emailed copies of Nominations Forms and Position Statements are to be followed with the original by mail to the SUN Regina office. Nominees should contact the SUN Regina office to ensure the Nomination Form and the Position Statement have been received.

Nominee:		
Local Name and Number:		
Address:		
Phone Number:		
Supervisor's Information: <i>(Supervisor's information is required should Nominee be elected to office)</i>	Name:	
	Title:	
	Facility:	
Consent of Nominee:		

Signature of Nominee

Nominated by:	
Local Name and Number:	
Address:	
Phone Number:	
Signature:	

Seconded by:	
Local Name and Number:	
Address:	
Phone Number:	
Signature:	

**Include POSITION STATEMENT (maximum of 150 words).
Refer to CALL FOR NOMINATIONS memo.**

To be returned to the SUN Regina office by 1630 hours January 15, 2019.



NOMINATION FORM

Position: FINANCE COMMITTEE

The Committee shall be comprised of two (2) elected members, the President and the First Vice-President, to be elected for a two (2) year term, as per Bylaw 6.

- Nominees to be nominated from and by the general membership of the Union, as per Bylaw 4.
- Signature of the nominee indicating consent to run for office & signatures of nominators **MUST** be shown.
- Faxed or emailed copies of Nominations Forms and Position Statements are to be followed with the original by mail to the SUN Regina office. Nominees should contact the SUN Regina office to ensure the Nomination Form and the Position Statement have been received.

Nominee:		
Local Name and Number:		
Address:		
Phone Number:		
Supervisor's Information: <i>(Supervisor's information is required should Nominee be elected to office)</i>	Name:	
	Title:	
	Facility:	
Consent of Nominee:		

Signature of Nominee

Nominated by:		
Local Name and Number:		
Address:		
Phone Number:		
Signature:		

Seconded by:		
Local Name and Number:		
Address:		
Phone Number:		
Signature:		

**Include POSITION STATEMENT (maximum of 150 words).
Refer to CALL FOR NOMINATIONS memo.**

To be returned to the SUN Regina office by 1630 hours January 15, 2019.



NOMINATION FORM

Position: NOMINATIONS COMMITTEE

The Committee shall be comprised of three (3) elected members, to be elected for a two (2) year term, as per Bylaw 6.

- Nominees to be nominated from and by the general membership of the Union, as per Bylaw 4.
- Signature of the nominee indicating consent to run for office & signatures of nominators **MUST** be shown.
- Faxed or emailed copies of Nominations Forms and Position Statements are to be followed with the original by mail to the SUN Regina office. Nominees should contact the SUN Regina office to ensure the Nomination Form and the Position Statement have been received.

Nominee:		
Local Name and Number:		
Address:		
Phone Number:		
Supervisor's Information: <i>(Supervisor's information is required should Nominee be elected to office)</i>	Name:	
	Title:	
	Facility:	
Consent of Nominee:		

Signature of Nominee

Nominated by:	
Local Name and Number:	
Address:	
Phone Number:	
Signature:	

Seconded by:	
Local Name and Number:	
Address:	
Phone Number:	
Signature:	

**Include POSITION STATEMENT (maximum of 150 words).
Refer to CALL FOR NOMINATIONS memo.**

To be returned to the SUN Regina office by 1630 hours January 15, 2019.



NOMINATION FORM

Position: PROGRAM COMMITTEE

The Committee shall be comprised of five (5) elected members, and one (1) member appointed by and from the Board of Directors, to be elected for a two (2) year term, as per Bylaw 6.

- Nominees to be nominated from and by the general membership of the Union, as per Bylaw 4.
- Signature of the nominee indicating consent to run for office & signatures of nominators **MUST** be shown.
- Faxed or emailed copies of Nominations Forms and Position Statements are to be followed with the original by mail to the SUN Regina office. Nominees should contact the SUN Regina office to ensure the Nomination Form and the Position Statement have been received.

Nominee:		
Local Name and Number:		
Address:		
Phone Number:		
Supervisor's Information: <i>(Supervisor's information is required should Nominee be elected to office)</i>	Name:	
	Title:	
	Facility:	
Consent of Nominee:		

Signature of Nominee

Nominated by:	
Local Name and Number:	
Address:	
Phone Number:	
Signature:	

Seconded by:	
Local Name and Number:	
Address:	
Phone Number:	
Signature:	

**Include POSITION STATEMENT (maximum of 150 words).
Refer to CALL FOR NOMINATIONS memo.**

To be returned to the SUN Regina office by 1630 hours January 15, 2019.



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Memorandum

**TO: All SUN Locals
All SUN District Councils
SUN Board of Directors**

FROM: Constitution, Bylaws & Resolutions Committee

DATE: November 26, 2018

**RE: Call for Amendments
Call for Resolutions
Call for Negotiations Considerations**

REMINDER

The SUN 2019 Annual Meeting is scheduled for April 10, 11. Resolutions must be submitted on the appropriate forms for:

- (1) Constitutional Amendments
- (2) Bylaws Amendments
- (3) Policy Resolutions
- (4) Position Statements Resolutions
- (5) Business Resolutions
- (6) Negotiations Considerations

According to Membership Policy 014-M-2007 "All Annual Meeting resolutions with a financial component must be accompanied by cost implications, upon submission."

Each form must be signed by two members of the Union and submitted to reach the Regina office no later than **January 4, 2019 at 1600 hours.**

NOTE: Allow ample time if mailing - consider other means if you have slow mail service. Any forms that are faxed to the Regina SUN office must be followed up with a phone call to confirm the fax was received. The original must also be sent in to the Regina SUN office by mail.

**PROPOSED AMENDMENTS
RECEIVED AFTER THE DEADLINE
CANNOT BE CONSIDERED**



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Memorandum

TO: All SUN Locals
All SUN District Councils
SUN Board of Directors

FROM: Constitution, Bylaws & Resolutions Committee

DATE: November 26, 2018

RE: Call for Discussion Papers to
the Open Forum at 2019 Annual Meeting

REMINDER

If a SUN member, Local or SUN District Council wishes to submit a discussion paper for discussion in the Open Forum at the 2019 Annual Meeting, the discussion paper must be in the Regina SUN office by **January 4, 2019, 1600 hours**.

Acceptance of discussion papers will be subject to relevance to SUN's objectives and time available for discussion.

When submitting the discussion paper, please include a short summary for the committee which will include title or topic, relevance to union objectives, name of submitter and a phone number that submitter may be contacted at.



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Healthy Members, Healthy Union, Healthy Communities

Memorandum

TO: SUN Locals and SUN District Councils

FROM: Provincial Life Membership Committee

DATE: November 6, 2018

SUBJECT: Nominations for Provincial Life Membership

SUN Provincial Life Memberships are presented each year at the SUN Annual Meeting. The Provincial Life Membership Committee invites SUN members to nominate candidates they feel qualify for this award as described in Membership Policy 029-M-2007 (Life and Honourary Memberships and Allied Personnel). The committee will make recommendations to the Board of Directors for approval, based on the information and qualifications of the nominee that are provided.

Those who nominate members for this award will be expected to present a description of the nominee's contribution to SUN, during recognition at the Annual Meeting.

Excerpt from Membership Policy 029-M-2007

The nominee shall meet the following criteria:

1. At least ten (10) years membership prior to date of retirement, in good standing in the Union.
2. Provided leadership and/or participated in various capacities at the Local or provincial level and/or served the Union in various vital capacities, for example provincial committees, Board of Directors or long-term Local Presidents.
3. Provided exemplary service to SUN.
4. No longer employed as a SUN member.

Nominations are to be received in the Regina SUN office by **March 1, 2019** in order that the appropriate arrangements can take place.



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Healthy Members, Healthy Union, Healthy Communities

Memorandum

TO: SUN Locals
SUN District Councils
SUN Committees
SUN Board of Directors

CC: SUN Accounting Department

FROM: Denise Dick, First Vice-President

DATE: November 6, 2018

SUBJECT: Deadline for Submission of Expense Claim Forms

The conclusion of the 2018 accounting year is fast approaching.

In order to ensure that all expense claim forms for the 2018 financial year are processed and included in year-end reports, please submit any outstanding and anticipated expense claims forms by **December 14**.