

AMENDMENT #6

Rationale for amendment: Establishes new committees, method for selecting committee chairs that are not already defined elsewhere in the By-laws. Defines terms of offices for committee members.

Proposed deletions are indicated with a ~~strike through~~ and additions are indicated in **red** font

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<p>ARTICLE VIII – STANDING COMMITTEES</p> <p>Section 1. Definition</p> <p>There shall be standing committees of the Association and of the Board which shall assume such duties as are specified in these bylaws and such other duties as may be assigned.</p> <p>A. A Committee of the Association is an elected or an appointed committee which reports to the Board for information and is accountable to the members and reports at the annual meeting. These committees are: Bylaws, Nominations, and Resolutions.</p> <p>B. A Committee of the Board is an appointed committee which reports directly to and is accountable to the Board and reports at the annual meeting. These committees include: Finance, Membership and Public Relations, and Public Policy.</p> <p>C. Duties of all Standing Committees: Each committee shall:</p> <ol style="list-style-type: none"> 1) deliver to headquarters office all records and other property belonging to the Association within 30 days from the expiration of the term; 2) present a written report for the annua meeting; 3) prepare a budget request for submission to the Committee on Finance by August 1 for the upcoming fiscal year; 4) maintain communication with the Board of Directors. <p>Section 2. Composition and Quorum</p> <p>A. A standing committee shall consist of no fewer than 5 members.</p> <p>B. Standing committee members, unless otherwise specified herein, shall be appointed by the Board to serve until their successors are appointed.</p> <p>C. Unexcused absences from two consecutive meetings shall constitute a resignation and the vacancy shall be filled by the Board.</p>	<p>ARTICLE VIII - STANDING COMMITTEES</p> <p>Section 1. Definition</p> <p>There shall be standing committees of the Association and of the Board which shall assume such duties as are specified in these bylaws and such other duties as may be assigned.</p> <p>A. A Committee of the Association is an elected or an appointed committee which reports to the Board for information and is accountable to the members and reports at the annual meeting. These committees are: Bylaws, Nominations, and Resolutions.</p> <p>B. A Committee of the Board is an appointed committee which reports directly to and is accountable to the Board and reports at the annual meeting. These committees include: Finance, Membership and Public Relations, and Public Policy.</p> <p>C. Duties of all Standing Committees: Each committee shall:</p> <ol style="list-style-type: none"> 1) deliver to headquarters office all records and other property belonging to the Association within 30 days from the expiration of the term; 2) present a written report for the annual meeting; 3) prepare a budget request for submission to the Committee on Finance by August 1 for the upcoming fiscal year; 4) maintain communication with the Board of Directors; <p>Committees will coordinate related activities and effort throughout the Iowa Nurses Association and shall assume such duties as are specified in these Bylaws, and such other duties as may be assigned by the Board of Directors. Committees are accountable to the membership through the Assembly and the Board of Directors. Committee Chairs will be appointed by the Board of Directors.</p> <p>Section 2. Composition and Quorum</p> <p>A. A standing committee shall consist of no fewer than 5 members.</p>

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<p>D. A majority of the committee members constitutes a quorum at any meeting of a committee.</p> <p>E. The chairperson of a committee shall call meetings of the committee. Telephonic or other real time communication mediums may be utilized by the committee as necessary and any action taken by such method shall be as valid as meeting inperson. 18.</p> <p>Section 3. Committee on Bylaws-Committee of the Association This Committee shall:</p> <p>A. review the bylaws and articles of incorporation of the organizations applying to be an organizational affiliate and report its findings to the Board whose decision shall be final;</p> <p>B. solicit and study suggestions for proposed amendments to the INA Articles of Incorporation and bylaws. The committee shall prepare amendments which shall be reported to the Board and which shall then be submitted by the Committee on Bylaws to the annual meeting for action;</p> <p>C. review standing rules or guidelines of all INA organizational subunits to ensure harmony with INA bylaws and</p> <p>D. serve to interpret the bylaws when questions of adherence to the bylaws arise as a result of development and execution of policies and procedures within the Association.</p> <p>Section 4 The Committee on Finance-Committee shall:</p> <p>A. The Committee on Finance will be chaired by the treasurer of this Association.</p> <p>B. Functions: This committee shall:</p> <ol style="list-style-type: none"> 1) prepare and recommend an annual budget to the Board of Directors foundation 2) advise and report to the Board of Directors on the receipt of revenues and expenditure of funds; and 3) develop, coordinate, and make recommendations to the Board of Directors regarding nondues income generating activities and the allocation of proceeds from such activities. 	<p>B. Standing committee members, unless otherwise specified herein, shall be appointed by the Board to serve until their successors are appointed.</p> <p>C. Unexcused absences from two consecutive meetings shall constitute a resignation and the vacancy shall be filled by the Board.</p> <p>D. A majority of the committee members constitutes a quorum at any meeting of a committee.</p> <p>E. The chairperson of a committee shall call meetings of the committee. Telephonic or other real time communication mediums may be utilized by the committee as necessary and any action taken by such method shall be as valid as meeting inperson.</p> <p>Section 3. Committee on Bylaws-Committee of the Association</p> <p>This Committee shall:</p> <p>A. review the bylaws and articles of incorporation of the organizations applying to be an organizational affiliate and report its findings to the Board whose decision shall be final;</p> <p>B. solicit and study suggestions for proposed amendments to the INA Articles of Incorporation and bylaws. The committee shall prepare amendments which shall be reported to the Board and which shall then be submitted by the Committee on Bylaws to the annual meeting for action;</p> <p>C. review standing rules or guidelines of all INA organizational subunits to ensure harmony with INA bylaws and</p> <p>D. serve to interpret the bylaws when questions of adherence to the bylaws arise as a result of development and execution of policies and procedures within the Association.</p> <p>Section 4. Committee on Finance-Committee of the Board</p> <p>A. The Committee on Finance will be chaired by the treasurer of this Association.</p> <p>B. Functions: This committee shall:</p> <ol style="list-style-type: none"> 1) prepare and recommend an annual budget to the Board of Directors for adoption; 2) advise and report to the Board of Directors on the receipt of revenues and expenditure of funds; and

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<p>Section 5. Committee on Membership and Public Relations-Committee of the Board This committee shall:</p> <ul style="list-style-type: none"> A. be convened and co-chaired by the Staff Nurse At-Large and Recently Licensed Nurses; B. study and evaluate matters relating to membership and public relations in the Association; C. develop, implement, and evaluate a plan for retaining and increasing membership; D. develop, implement and evaluate plans for public relations; E. assist in the dissemination of information in regard to membership promotion and public relations; and F. develop plans for assisting membership within the regional subunits in preparing a continuing program of membership promotion and public relations. <p>Section 6. Committee on Nominations-Committee of the Association</p> <ul style="list-style-type: none"> A. The person receiving the highest number of votes in the election concluded in the odd numbered years shall be the chair of the committee in the following odd numbered year, and the person receiving the highest number of votes in the election conducted in the even numbered years shall be the chair of the committee in the following even numbered year. If the highest vote recipient is unable to serve as chair in any year, the second highest vote recipient will serve as the chair instead. B. This committee shall consist of six persons serving a 2-year term, three of whom shall be elected annually. No member of the Board of Directors shall serve on the Committee on Nominations. Not more than two members of this committee are to be a member of any one regional subunit. <p>Section 7. Committee on Public Policy-Committee of the Board Composition</p> <ul style="list-style-type: none"> A. Shall be convened and chaired by the Director-Public Policy of the INA Board of Directors, who shall serve as a voting member, and shall provide liaison with the Board of Directors. B. Members should represent various areas of nursing practice and geographical areas of Iowa. This committee shall: <ul style="list-style-type: none"> a. .monitor, study, develop, and communicate recommendations for federal and state legislation and rulemaking with implications for nurses, the nursing profession, and health care advocacy; 	<p>3) develop, coordinate, and make recommendations to the Board of Directors regarding non-dues income generating activities and the allocation of proceeds from such activities.</p> <p>Section 5. Committee on Membership and Public Relations Committee of the Board This committee shall:</p> <ul style="list-style-type: none"> A. be convened and co-chaired by the Staff Nurse At-Large and Recently Licensed Nurses; B. study and evaluate matters relating to membership and public relations in the Association; C. develop, implement, and evaluate a plan for retaining and increasing membership; D. develop, implement and evaluate plans for public relations; E. assist in the dissemination of information in regard to membership promotion and public relations; and F. develop plans for assisting membership within the regional subunits in preparing a continuing program of membership promotion and public relations. <p>Section 6. Committee on Nominations Committee of the Association</p> <ul style="list-style-type: none"> A. The person receiving the highest number of votes in the election concluded in the odd numbered years shall be the Chair of the committee in the following odd numbered year, and the person receiving the highest number of votes in the election conducted in the even numbered years shall be the Chair of the committee in the following even numbered year. If the highest vote recipient is unable to serve as Chair in any year, the second highest vote recipient will serve as the Chair instead. B. This committee shall consist of six persons serving a 2-year term, three of whom shall be elected annually. No member of the Board of Directors shall serve on the Committee on Nominations. Not more than two members of this committee are to be a member of any one regional subunit.

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<p>b. develop a public policy program for approval by the Board of Directors, oversee the implementation of the program, and evaluate the outcomes;</p> <p>c. advise the Board of Directors on public policy issues; and</p> <p>d. identify educational needs of the membership related to public policy issues.</p> <p>Section 8. Committee on Resolutions-Committee of the Association This committee shall:</p> <p>A. receive, review, edit and report on resolutions submitted for consideration at annual or special meetings;</p> <p>B. conduct hearings on resolutions at special or annual meetings;</p> <p>C. recommend action on resolutions to be considered at special or annual meetings;</p> <p>D. develop procedures for presentation of resolutions at annual or special meetings;</p> <p>E. summarize and report to the membership action taken on the previous year's resolutions; and</p> <p>F. review, update, and recommend withdrawal or reaffirmation of resolutions which were adopted five years previously.</p>	<p>Section 7. _____ Committee on</p> <p>Public Policy Committee of the Board</p> <p>Composition</p> <p>A. _____ Shall be convened and chaired by the Director Public Policy of the INA Board of Directors, who shall serve as a voting member, and shall provide liaison with the Board of Directors.</p> <p>B. _____ Members should represent various areas of nursing practice and geographical areas of Iowa.</p> <p>This committee shall:</p> <p>A. _____ monitor, study, develop, and communicate recommendations for federal and state legislation and rulemaking with implications for nurses, the nursing profession, and health care advocacy;</p> <p>B. _____ develop a public policy program for approval by the Board of Directors, oversee the implementation of the program, and evaluate the outcomes;</p> <p>C. _____ advise the Board of Directors on public policy issues; and</p> <p>D. _____ identify educational needs of the membership related to public policy issues.</p> <p>Section 8. _____ Committee on</p> <p>Resolutions Committee of the Association</p> <p>This committee shall:</p> <p>A. _____ receive, review, edit and report on resolutions submitted for consideration at annual or special meetings;</p> <p>B. _____ conduct hearings on resolutions at special or annual meetings;</p> <p>C. _____ recommend action on resolutions to be considered at special or annual meetings;</p> <p>D. _____ develop procedures for presentation of resolutions at annual or special meetings;</p> <p>E. _____ summarize and report to the membership action taken on the previous year's resolutions; and</p> <p>F. _____ review, update, and recommend withdrawal or reaffirmation of resolutions which were adopted five years previously.</p>

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	<p data-bbox="989 232 1398 256"><u>Section 2. Standing Committees shall be:</u></p> <ol data-bbox="1037 277 1241 444" style="list-style-type: none"> 1. Public Policy 2. Nursing Practice 3. Bylaws 4. Nominations 5. Finance 6. Education <p data-bbox="989 496 1461 521"><u>Section 3. Composition of Standing Committees</u></p> <ol data-bbox="1037 573 1829 1382" style="list-style-type: none"> 1. The Public Policy Committee shall consist of nine (9) members appointed by the Board of Directors to serve two-year terms of office. Appointment to this committee shall be as follows: <ol data-bbox="1115 659 1745 711" style="list-style-type: none"> i. Five members shall be appointed in even numbered years. ii. Four members shall be appointed in odd numbered years. 2. The Nursing Practice Committee shall consist of nine (9) members appointed by the Board of Directors to serve two-year terms of office. Appointment to this committee shall be as follows: <ol data-bbox="1115 833 1745 885" style="list-style-type: none"> i. Five members shall be appointed in even numbered years. ii. Four members shall be appointed in odd numbered years. 3. The Bylaws Committee shall consist of five (5) members appointed by the Board of Directors to serve two-year terms of office. Appointment to this committee shall be as follows: <ol data-bbox="1115 1006 1745 1058" style="list-style-type: none"> i. Three members shall be appointed in even numbered years. ii. Two members shall be appointed in odd numbered years. 4. The Nominations Committee shall consist of five (5) elected members to serve two-year terms of office. <ol data-bbox="1115 1180 1818 1292" style="list-style-type: none"> i. Two members elected in even numbered years. ii. Two members elected in odd numbered years. iii. The immediate past president will preside over this committee as Chair. 5. The Finance Committee shall consist of five (5) members, who are the region treasurers. The INA Treasurer will preside over this committee as Chair.

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	<p>6. The Education Committee shall consist of seven (7) members appointed by the Board of Directors to serve two-year terms of office.</p> <ul style="list-style-type: none"> i. Three members appointed in the odd numbered years. ii. Two members appointed in the even numbered years. iii. One member of the Iowa Nurses' Foundation iv. The President-Elect will preside over this committee as Chair. <p>7. All terms of committee membership shall begin upon election/appointment at the conclusion of the annual Membership Assembly</p> <p>8. Each member of a committee shall be limited to two consecutive terms except where there are no candidates, in which case a member may be appointed to serve more than two consecutive terms.</p> <p>9. The members of each committee shall elect a chairperson, (except for Education, Nominations, and Finance Committee), at the first meeting following the annual meeting of the Assembly.</p> <p><u>Section 4. Non-Standing Committees and Task Forces</u></p> <p>The Board of Directors may appoint from time to time non-standing committees and task forces to address business matters of Iowa Nurses Association. The composition, length of service, and function of such non-standing committees and task forces shall be determined by the Board of Directors. The non-standing committees and task forces are accountable to the membership through the Assembly and the Board of Directors. A majority of the members of any non-standing committee or task force present shall constitute a quorum. Meetings of a non-standing committee or task force may be held by means of conference telephone or similar communication equipment, provided that all persons participating in the meeting can hear and speak to each other. Participation in a meeting in this manner shall constitute presence at the meeting.</p> <p><u>Section 5. Functions</u></p> <p>1. The Public Policy Committee shall:</p> <ul style="list-style-type: none"> i. Develop or respond to legislation and initiatives related to Iowa Nurses Association's Legislative Agenda and priorities. ii. Develop and recommend legislative priorities and positions (either pro-active or reactive) to the Board of Directors.

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	<ul style="list-style-type: none"> iii. Educate and inform legislators regarding Iowa Nurses Association positions and proposed legislation. Identify potential legislative sponsors for introduction of desired legislation. iv. Inform the Board and keep the membership apprised of current legislation concerning nurses and health care. v. Assume other responsibilities for legislation as provided for in these bylaws and in policies and procedures as established by the Board of Directors. vi. Determine the education programming for Legislative Day. vii. Prepare a regular articles for the Iowa Nurses Association newsletter; <p>2. The Nursing Practice Committee shall:</p> <ul style="list-style-type: none"> i. Identify and address nursing practice issues in Iowa. Collaborate with related nursing organizations with specific clinical expertise in developing initiatives. ii. Bring focus to the health and safety of nurses in all practice settings. iii. Develop programs that broadly address the personal health and well-being of nurses. iv. Monitor regulatory issues affecting nursing practice. v. Address ethical issues in practice. vi. Assume other responsibilities for nursing practice as provided for in these bylaws and in policies and procedures as established by the Board of Directors. <p>3. The Bylaws Committee shall:</p> <ul style="list-style-type: none"> i. Review and interpret the bylaws of Iowa Nurses Association and recommend corrections or amendments as appropriate. ii. Draft the proposed text of all amendments to the Iowa Nurses Association bylaws, report its recommendations to the Board of Directors, and submit them to the Membership Assembly in accordance with the provisions of Article IX. <p>4. The Nominations Committee shall:</p> <ul style="list-style-type: none"> i. Request names of members as nominees for statewide elective offices. ii. Verify that candidates for representation to the ANA Membership are INA/ANA members.

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	<ul style="list-style-type: none"> iii. Prepare a slate of at least two candidates for each elective office and publish such slate on the Iowa Nurses Association website at least 15 days prior to the election. This slate shall be representative, insofar as possible, of the various geographical areas of the state and the diversity within the membership. iv. Implement the policies and procedures for nominations and elections as established by the Board of Directors. v. Assume other responsibilities for nominations as provided for in these bylaws and in policies and procedures as established by the Board of Directors. vi. Oversee nominations for Iowa Nurses Association awards. <p>5. The Finance Committee shall:</p> <ul style="list-style-type: none"> i. Prepare the budget and summary of expenses and income for Iowa Nurses Association on a regular basis, and as requested by the Board of Directors. ii. Oversee the financial status of Iowa Nurses Association and advise the Board of Directors of any issues that may be brought to or come to the attention of the Finance Committee. iii. Assume other responsibilities for finances as provided for in these bylaws and in policies and procedures as established by the Board of Directors. <p>6. The Education Committee shall:</p> <ul style="list-style-type: none"> i. Seek input from members on educational topics and speakers to plan educational offerings. ii. Plan the annual educational sessions at conference/Membership Assembly. iii. Develop an annual Membership Assembly and conference budget to be submitted to the Board of Directors for prior approval for the following year's Membership Assembly program and conference. iv. Assume other responsibilities for conference as provided for in these bylaws and in policies and procedures as established by the Board of Directors. <p><u>Section 6. Meetings and Quorum</u></p> <p>1. A majority of the members of any committee present shall constitute a quorum.</p>

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	<p>2. Meetings of the Committees may be held by means of conference telephone or similar communication equipment, provided that all persons participating in the meeting can hear and speak to each other. Participation in a meeting in this manner shall constitute presence at the meeting.</p> <p><u>Section 7. Absences</u></p> <p>Unexcused absence of a committee member from three consecutive meetings during each twelve (12) month period following election or appointment shall constitute an automatic resignation as a committee member. After two consecutive unexcused absences from meetings, written notification shall be sent to the absent committee member, stating that an additional unexcused absence shall constitute an automatic resignation as a committee member. A resignation resulting from three consecutive unexcused absences may be appealed to respective committee. The process for appealing such resignation will be consistent with Article II, Section 6.</p>