

The New York State Education Department State Board for Nursing

GUIDELINES INDEX

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The New York State Education Department
State Board for Nursing

Board for Nursing Guidelines

I. MEETINGS

A. Meetings

1. Regular meetings of the Board shall be held at such time and place as may be determined by resolution of the Board.
2. Special meetings may be called by the Board chairperson or the Department. (S6508.6)
3. Officers will be elected at a Spring Board meeting.

B. Notice of Meetings

Notice of time, place and purpose of the meeting shall be sent to each member at least one week before the meeting. A tentative agenda shall be developed by the Board Chairperson and the Executive Secretary, and shall be received by the Board members at least one week prior to the meeting. Board members may submit agenda items at least three weeks prior to the meeting.

C. Quorum – Section 6508.6

A quorum for the transaction of business shall be a majority of the members, but not less than five members.

D. Meeting Attendance

1. Board members are expected to attend 3/4 (75%) of the annually scheduled board meetings.
2. If a board member is unable to attend he/ she must notify the Chair or the Executive Secretary at least 48 hours prior to the meeting as a quorum is required to conduct business. This will be noted in the minutes as an excused absence for that board member.
3. Board members who do not notify the Chair or the Executive Secretary within 48 hours of the board meeting will be noted as absent in the minutes. Emergency calls will be left to the discretion of the Chair and the Executive Secretary.

E. Rules of Order

Robert's "Rules of Order, Newly Revised" latest edition, shall govern the proceedings of the Board in all cases not provided for in these guidelines.

II. OFFICERS

A. Number and Title

The officers of the Board shall be a chairperson, a vice chairperson, and a member-at-large.

B. Election and Terms

The chairperson and vice chairperson of the Board shall be elected every two years by the members of the Board and shall take office at the time of elections. Terms will be two years in length. The number of terms served shall not be limited. The chairperson will appoint a board member to serve in the member-at-large position for a two year term

C. Succession Plan

A vacancy in the office of Chairperson shall be filled by the Vice Chairperson. Any other vacancy shall be filled at the next meeting of the Board in the same manner as the election of the other officers. The person filling the vacancy shall serve for the remainder of the term of office.

D. Duties

All officers shall perform such duties as usually pertain to their offices and as prescribed in the guidelines.

1. Chairperson, the Chairperson shall:

- a. preside at all meetings of the Board and Executive Committee
- b. present the Chairperson's report at each meeting;
- c. call special meetings at such time and place as the work of the Board demands;
- d. appoint chairpersons of committees with the exception of the Nominating Committee;
- e. sit ex-officio with voice but no vote on all committees except the Nominating Committee;
- f. represent the Board as its co-delegate with the Executive Secretary to the Board, at the Delegate Assembly of the National Council of State Boards of Nursing and at Area IV meetings of the National Council of State Boards of Nursing;
- g. act as spokesperson for the Board with the approval of the Board and/or the Department;
- h. submit an annual report at the annual meeting; and

- i. represent the Board at Nursing Organization Liaison Forum (NOLF/ANA) meetings.
2. Vice Chairperson, the Vice Chairperson shall:
 - a. preside in the absence of the Chairperson;
 - b. serve as a member of the Executive Committee;
 - c. review selected legislative proposals of New York State and report to the Executive Committee;
 - d. assume all such functions or responsibilities as may be delegated by the Chairperson; and
 - e. succeed to the office of Chairperson for the unexpired term in the event of a vacancy in that office.
3. Member-at-Large, the Member-at-Large shall:
 - a. serve as a member of the Executive Committee;
 - b. review selected legislative proposals of other states (for example the National Council of State Boards for Nursing reports) and report to the Executive Committee; and
 - c. assume all such functions or responsibilities as may be delegated by the Chairperson.

III. COMMITTEES OF THE BOARD

A. Standing Committees

1. There shall be three standing committees, Nursing Practice, Professional Conduct, and Licensure, Examination, and Education.
2. The Chairperson of each committee shall be appointed by the Chairperson and the Executive Secretary of the State Board of Nursing.
3. Each committee shall include a Chairperson, and a minimum of 2 other members. Additional members may be added as determined by specific issues.
4. At the first meeting of each standing committee, the committee shall prepare an action plan reflective of the mission (goals and strategies) of the board and share it with the full Board.
5. The chair shall prepare a report of the committee's outcomes and place it in the annual meeting agenda book.

B. Ad hoc Committees

1. Ad hoc committees shall be formed by the Chairperson and the Executive Secretary of the State Board of Nursing to address emergent issues.

2. The chair of each ad hoc committee shall be appointed by the Chairperson and the Executive Secretary of the State Board of Nursing.
3. Each ad hoc committee shall include a chair, and a minimum of 2 other members. Additional members can be added as determined by specific issues.
4. At the first meeting of each ad hoc committee, the committee shall prepare an action plan to address the specific issue(s) and share it with the full Board.
5. The chair shall prepare a report of the committee's outcomes and place it in the annual meeting agenda book.
6. These committees shall be dissolved when the specific issue(s) is/are resolved.

C. The Nominating Committee

1. Members of the Nominating Committee shall be appointed by the Board Chair and Executive Secretary at the meeting that is held prior to the spring meeting.
2. The Nominating Committee should include a chair, and a minimum of two other members.
3. The chair of this committee shall be selected by members of the committee at the time of their election.
4. The Nominating Committee shall:
 - a. seek nominations from Board members
 - b. review nominees with Executive Secretary to confirm candidates term eligible
 - c. secure consent from each nominee; and
 - d. prepare and distribute the slate at least one week prior to the annual meeting.

D. The Executive Committee

1. The Executive Committee shall consist of the officers of the Board, Member at Large and the chairpersons of the standing committees.
2. The Executive Committee shall:
 - a. meet and consider business of the Board between Board meetings and recommend action to the Board;
 - b. appoint members to committees except the nominating committee;
 - c. propose new issues for Board consideration;
 - e. propose ad hoc committees to address issues; and
 - f. refer issues to the appropriate ad hoc committee(s).
3. Meetings of the Executive Committee shall be held as deemed necessary by the chairperson.

IV. VOTING

- A. Board members must be present to be eligible to vote.
- B. Motions shall be passed by majority vote of the Board members present at the meeting.

V. AMENDMENTS/REVISIONS

- A. Proposed amendments/revisions to the guidelines shall be submitted to the executive secretary and sent to each member of the Board and shall be included in the agenda of the next scheduled meeting.
- B. A two-thirds majority, of the Board members present at the meeting, shall be required for adoption.