

New York State Board for Nursing Guidelines

I. STATE BOARD FOR NURSING (“BOARD”) MEMBERS

There shall be three classes of Board Members, as determined by the New York State Board of Regents: Auxiliary Members, Extended Members, and Voting Members.

II. MEETINGS

Meetings

The Board shall hold four regular meetings annually. One regular meeting shall be held in June and the other meetings shall be held at such times and places as fixed by the Board. The Board Chairperson, in consultation with the Executive Secretary, may call special meetings.

Notice of Meetings

The Executive Secretary shall provide Voting Members and the public with notice of the date, time, and location of Board meetings at least one week prior to the meeting.

Board Agenda Items

Board Members may submit proposals or agenda items to the Executive Secretary for future consideration at a Board meeting. The Executive Secretary, after consultation with the Board Chairperson, may include such proposals or items on the agenda of the next scheduled Board meeting or a later meeting.

Meeting Attendance

Voting Members are expected to attend or participate by videoconference in at least three regularly scheduled Board meetings each calendar year. Voting Members who are unable to attend or participate by videoconference in a Board meeting shall notify the Executive Secretary or his or her designee by email at least two days prior to the start of the meeting. Auxiliary and Extended Members who attend Board Meetings may participate in discussions with the approval of the Board Chairperson.

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.

III. VOTING

Voting Members must be present at a Board Meeting or participate in a Board meeting by video teleconference to be eligible vote. Auxiliary Members and Extended Members are not eligible to vote.

A quorum for transacting business shall be a majority of Voting Members present or participating by video teleconference at a Board meeting, but shall not be less than majority of all Voting Members then appointed by the Board of Regents.

Board motions, elections and other official transactions shall require the approval of a majority of all Voting Members then appointed by the Board of Regents.

IV. OFFICERS

Number and Title

Board Officers shall include a Board Chairperson, Board Vice Chairperson and Member-at-Large. All Board Officers shall be Voting Members.

Election and Terms

A Board Chairperson and Vice Chairperson shall be elected by Voting Members at the Board's June meeting every other year. The elected Board Chairperson and Vice Chairperson shall immediately take office and shall serve two year terms. The number of terms served shall not be limited. The Chairperson shall appoint a Voting Member to serve as Member-at-Large for the two year term.

Succession

A vacancy in the office of Board Chairperson shall be filled by the Vice Chairperson. A vacancy in the office of Vice Chairperson shall be filled by election the next regularly scheduled Board meeting. A Voting Member filling a vacancy shall serve for the remainder of the term of office.

Duties

The Chairperson shall: preside at all meetings of the Board; represent New York State at the Delegate Assembly of the National Council of State Boards of Nursing (NCSBN) as well as at other activities of NCSBN; and act as spokesperson for the Board (with the approval of the Board and/or the Department) and, call special meetings, in consultation with the Executive Secretary, at such time and place as the work of the Board demands.

The Vice Chairperson shall: preside at Board meetings in the absence of the Chairperson; assume additional responsibilities as may be delegated by the Chairperson; and succeed to the office of Chairperson for the unexpired term in the event of a vacancy in that office.

The Member-at-Large shall: assume such functions or responsibilities as may be delegated by the Chairperson and shall serve as liaison between Board members and the Board's Executive Committee.

V. BOARD COMMITTEES

Executive Committee

The Executive Committee shall include Board Officers and Standing Committee Chairpersons.

The Executive Committee shall consider business of the Board, and may address issues that come up between Board meetings. The Executive Committee shall recommend action to the Board; propose new issues for Board consideration.

Standing Committees

There shall be three standing committees: the Nursing Practice Committee, the Professional Conduct Committee, and the Licensure, Examination, and Education Committee.

The Board Chairperson, with advice from the Executive Secretary, shall appoint a Voting Member as Chair for each standing committee and assign other Board Members to serve on these committees. Each Standing Committee shall include no less than three Voting Members. Additional Board Members may be added as determined by specific issues.

At the request of the Board Chairperson, and in consultation with the Executive Secretary, each standing committee shall prepare an action plan (goals and strategies) and share it with the full Board.

The Chair of each standing committee or his or her designee shall report on the committee's activities at Board meetings.

Ad Hoc Committees

The Board Chairperson, in consultation with Executive Secretary, may form an ad hoc committee to complete a specific project or objective.

The Board Chairperson, with advice from the Executive Secretary, shall appoint a Voting Member as Chair for each ad hoc committee formed and assign a minimum of two other Board Members to serve on the committee. Additional Board Members may be added as determined by the Board Chairperson.

At the first meeting of each ad hoc committee, the committee shall prepare a plan to complete the specific project or objective. The Chair of the committee shall report the committee activities at Board meetings. The ad hoc committee shall dissolve when the project is complete or specific objective is met.

VI. AMENDMENTS/REVISIONS

Board Members may submit proposed amendments/revisions to these guidelines to the Executive Secretary. The Executive Secretary, after consultation with the Board Chairperson, shall include the proposed amendment on the agenda of the next scheduled Board meeting or the following meeting.

Any amendment to these guidelines shall require the approval of a majority of all Voting Members then appointed by the Board of Regents.