

# **AMERICAN COLLEGE OF NURSE MIDWIVES REGION VI CHAPTER 3 - RULES OF PROCEDURE**

Revised 2/02; Approved June, 2002; Revised February, 2004; Revised February 2005

## **RULE I. Title and Relationship**

Section 1. The name of the organization shall be chapter VI-3 of the American College of Nurse-Midwives (ACNM).

Section 2. All rules and regulations of the Chapter shall be consistent with the bylaws of the American College of Nurse-Midwives.

## **RULE II. Purpose**

The purposes of the Chapter shall be:

1. To give support and encouragement to concerns and interests of Certified Nurse-midwives (CNMs), Certified Midwives (CMs) and midwifery students.
2. To encourage CNMs/CMs to be active participants in functions relating to the ACNM and the ACNM Foundation.
3. To extend public relations efforts on behalf of midwifery and women's health issues.
4. To promote communications with other organizations that affect health care and midwifery practice.
5. To support and promote the philosophy of the ACNM.
6. To support and promote communication of and professional achievement among CNMs/ CMs, and midwifery students.
7. To promote continuing education, political action and awareness of consumer needs.
8. To promote on-going quality assurance processes among midwifery practices.

## **RULE III. Membership and Privileges**

Section 1. Members of Chapter VI-3 shall be members of the ACNM residing in or practicing in Washington.

Section 2. Membership shall consist of at least five active members of the ACNM.

Section 3. Membership in the Chapter shall be classified as Active, Associate, or Student, based on the membership an individual holds in ACNM.

Section 4. Active membership in the Chapter shall entitle an individual to make motions, vote, and hold office.

Section 5. Associate members in the Chapter may make motions, vote, and hold any office except Chairperson. They may serve on committees in any capacity.

Section 6. Student members will be welcomed as members. They may speak, but not make motions, vote, or hold any office. They may serve on committees in any capacity except chairperson.

Section 7. Termination of active membership shall be automatic upon:

1. The resignation of a member
2. The revocation or suspension of a members ARNP license
3. The revocation of a certificate by ACNM or ACC.
4. Non-payment of dues
5. Membership may also be terminated by the Executive Board if it determines a member has violated these bylaws or engaged in conduct which violated the objectives of the organization or is injurious to women and infants.. The Executive Board may not terminate a member for such reasons without first providing the member with notice of the charges and a full hearing before the Executive Board.

#### **RULE IV. Dues and Finances**

Section 1. Annual dues. Annual membership dues for the next year shall be the amount recommended by the officers, voting at the first meeting of the fiscal year.

A. Associate or retired active members' dues shall be an amount equal to one-half the active member dues.

B. Student member dues shall be an amount equal to one-half of the active member dues.

Section 2. Fiscal Year. The fiscal year shall be from January 1 to December 31st.

Section 3. Dues Date. Dues are to be paid by January 31st with a 30-day grace period.

A. Any member whose dues are not paid by the dues date is delinquent.

B. Any member whose dues are not paid by a month after the dues date shall forfeit membership.

Section 4. Reinstatement. Members may be reinstated by payment of the current year's dues.

Section 5. Signatures. The Treasurer and/or the Chairperson shall be authorized to sign checks. The Chairperson must authorize disbursements over \$100.00.

#### **RULE V. Officers**

Section 1. Eligibility of members to hold office.

A. Active members of the Chapter shall be eligible to hold any of the elected positions of the Chapter.

B. Associate members shall be eligible to hold any elective office except that of Chairperson.

**Section 2.** The elected officers shall be Chairperson, Vice-Chairperson, Treasurer, and Secretary.

**Section 3.** The term of office for each officer shall be two years.

**Section 4.** No member shall serve more than two consecutive terms in one office.

**Section 5. Vacancies:**

- A. A vacancy in the office of Chairperson shall be filled by the Vice-Chairperson.
- B. In the event that the Vice-Chairperson is an associate member, the vacancy of Chairperson shall be filled by means of a special election.
- C. Vacancies in offices, other than that of Chairperson, shall be filled for the unexpired term by appointment of the remaining officers within thirty days of the initial vacancy in that office.

**Section 6. Duties of Officers**

- A. The Chairperson shall:
  - 1. Preside at all chapter meetings.
  - 2. Appoint standing and ad hoc committees.
  - 3. Appoint standing and ad hoc committee chairpersons.
  - 4. Coordinate communications between the Chapter, Regional Representative, ACNM Committees, and Eastern Washington Chapter 10.
  - 5. Submit an agenda to the secretary for distribution prior to meetings.
  - 6. Declare election results.
  - 7. Appoint a state and a national legislative key source, who respectively keeps the Chapter informed of state or national legislative activities pertinent to nurse-midwifery/midwifery.
  - 8. Appoint a person, who keeps the chapter archives and transmits materials to the archives committee
- C. The Vice-Chairperson shall:
  - 1. Assist the Chairperson with his/her duties.
  - 2. Perform the duties of the Chairperson in the absence or inability of the Chairperson to serve.
  - 3. Succeed to the office of the Chairperson (if an active member) should the office become vacant during an unfinished term.
  - 4. Perform such duties as may be delegated by the Chairperson.
  - 5. Coordinate arrangements and program components of Chapter.
- D. The Treasurer shall:
  - 1. Be the custodian of Chapter funds.
  - 2. Give an itemized report of disbursements and income at each Chapter meeting.
  - 3. Be responsible for systematic collection of annual Chapter dues.
  - 4. Be responsible for accurate and complete recording of all chapter income and disbursements.
  - 5. Maintain a list of members with dues currently paid.
  - 6. Prepare an annual budget.

**E. The Secretary shall:**

1. Be responsible for all minutes of the Chapter meetings and for appropriate distribution of the minutes.
2. Maintain current and organized files of all Chapter business.
3. Be responsible for all Chapter correspondence unless this has been delegated to another member. (In this case, a copy of such correspondence shall be sent to the Secretary for the Chapter file).
4. Be responsible for the distribution of notices for all Chapter meetings.
5. Receive election ballots and distribute to tellers for counting.
6. Reviews and updates chapter by-laws every two years, distributes to chapter members at least 30 days prior to vote.
7. Coordinates chapter notices, communications and e-mail list with Chapter webmistress

**RULE VI. Nominations and Elections**

Section 1. Nominating Schedule. There shall be an annual election. The Treasurer and Chairperson shall be elected in the odd-numbered years. The Vice Chairperson and Secretary shall be elected in the even-numbered years.

Section 2. Eligibility of Members. Only active and associate members whose consent has been obtained shall be eligible for nomination.

Section 3. Nominating Committee.

A. Composition. The committee shall consist of three active or associate members elected by mail ballot.

B. Term of office. Each member serves for a term of two years. No member shall serve more than one term.

C. Election of Committee.

1. Two committee members shall be elected in the even-numbered years and one member in the odd-numbered years.

2. Following the meeting at which the election is declared, the committee shall choose a chairperson from the member(s) who have served on the committee for one year.

D. Duties

1. Compose the annual ballot in accordance with the nominating schedule.

2. Prepare and mail ballots to voting membership no later than 30 days prior to the date of the spring meeting. Ballot is to include voting instructions and instructions for return of the ballot to the chapter secretary.

3. Ballots shall be counted no earlier than 14 days prior to the spring meeting.

4. Prepare special ballot if vacancy in the office of Chairperson occurs and the Vice-Chairperson is an associate member.

Section 4. Nominating Procedure

A. Candidates for office and for Nominating Committee membership shall be selected from names received by or proposed by the Nominating Committee.

- B. Only active and associate members whose consents have been obtained shall be eligible for nomination.

#### Section 5. Election Procedure.

- A. The membership shall vote by mail ballot; a plurality shall elect.
  1. Ballots shall be mailed to the voting membership no later than 30 days prior to the date of the spring meeting.
  2. Ballots shall be counted no earlier than 14 days before the spring meeting.
  3. Completed ballots shall be mailed to the Chapter Secretary.
  4. A tie vote in a category shall be resolved by a ballot vote of the voting members present at the spring meeting where the tie is announced.
- B. Role of Tellers: Counting Ballots.
  1. The Chapter Chairperson shall appoint two active or associate members as tellers. The persons shall not be a) currently running for office; b) be a member of the Executive Committee; or, c) a current member of the Nominating Committee.
  2. The tellers shall examine envelopes for identification and mailing date and declare envelopes valid or invalid. They shall keep invalid envelopes separate and unopened.
  3. The tellers shall check names and addresses against the membership list (active and associate).
  4. If name and address are given, but sender is not a current member, the envelope will be kept separate and unopened.
  5. If all conditions are met (name, address, membership) the tellers open the envelope and remove ballot envelope, keeping together all opened envelopes. All invalid envelopes will be kept together and separate.
  6. Ballot envelopes shall be opened all at one time and votes recorded.
  7. The tellers shall take to the spring meeting:
    - a. Membership lists used for mailing out and crosschecking returned
    - b. The report of election results.
    - c. Copies of the ballot and accompanying instructions mailed to members.
    - d. All envelopes and ballots received (valid and invalid).
  8. The tellers shall prepare a written tabulation of all ballots and submit it to the Chapter Chairperson prior to the spring meeting.
  9. The Chairperson shall notify all candidates of election results.
  10. The Chairperson reports results of the election to the membership at the spring meeting.
- C. The tellers shall destroy all ballots after the election has been declared by the Chapter Chairperson and a motion has been passed to destroy the ballots.

### **RULE VII. Committees**

- A. Standing Committees
  - a. Public Relations/Finance Committee

1. The purpose of the Public Relations/Finance Committee is to plan and organize activities that will promote the goals and philosophy of the Chapter, enhance public awareness of midwifery in our community and region.

2. The Committee coordinates any fund-raising activities undertaken by the Chapter.

3. The Committee shall consist of a chairperson and an even number of members.

4. The Committee will develop an annual budget in conjunction with the Chapter Treasurer, which will be reported to the Chapter members.

5. The Committee maintains and updates the Chapter exhibit.

b. Legislative Committee

1. The purpose of the legislative committee is to monitor state and national legislative activities pertaining to midwifery issues, assess events as they occur, distribute information to the chapter members, and/or organize political action as needed.

2. The committee consists of a Chairperson and the ARNP's United chapter consultant, and at least one other chapter member

3. The committee reports to the Chapter Chair and legislative liaison

c. Membership Committee

1. The purpose of this committee is to develop and coordinate membership in the Chapter.

2. The committee shall include a Chairperson and two other chapter members

3. Duties include coordinating annual chapter renewals with the Chapter Treasurer, maintaining and updating membership roster, developing and distributing the Chapter phone tree, and providing for new member orientation to the Chapter and Washington State.

B. Ad Hoc Committees Ad Hoc Committees will be created as needed by the Chapter chair in response to issues pertaining to midwifery and women's health.

## **RULE VIII. Meetings**

Section 1., Region VI Chapter 3 shall meet not less than three times per year.

### Section 2. Quorum

A. A quorum for a meeting shall consist of one elected officer and one-eighth the voting membership.

B. A quorum must be present in order to transact Chapter business.

Section 3. Unless otherwise specified, a simple majority vote (one-half + 1) of the quorum shall decide issues voted upon.

Section 4. At the discretion of any officer, a meeting (or a portion thereof) may be closed to all but voting members for discussion of a sensitive issue. Minutes for the "closed session" will not be published in the regular mailing of minutes, but rather will be read for approval at the following meeting and then stored in the Chairperson's file of Chapter minutes.

## **RULE IX. Amendments**

Section 1. These rules may be amended at any meeting of the Chapter by a two-thirds majority of those present and entitled to vote provided that thirty days prior notice of the meeting has been given.

Section 2. Amendments adopted by the Chapter shall then be sent to the Bylaws Committee of the ACNM for review of congruence with national bylaws before they become effective.

Section 3. These rules shall be reviewed every two years by the chapter secretary to assure their congruency with national policy and their facilitation of chapter functioning.

Revised by Kathy Camacho Carr 2/04

Revised by Heather Bradford 2/05