

NORTH CAROLINA ASSOCIATION

OF

PUBLIC HEALTH NURSE

ADMINISTRATORS



2017
HANDBOOK

PAST REVISIONS

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| 1987 | 1988 | 1989 | 1990 | 1991 | 1992 | 1994 | 1995 | 1996 | 1997 |
| 1998 | 2000 | 2004 | 2007 | 2008 | 2011 | 2013 | 2017 | | |

REVISIONS

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PRESIDENT

- I. The term of office shall be for a one (1) year term and shall have served as President-Elect.

- II. President's duties are as follows:
 - A. Preside at all meetings when Association business is conducted;
 - B. Convene the Governing Board immediately after the Annual Conference adjourns;
 - C. Have a working knowledge of parliamentary law and procedures;
 - D. Have a thorough understanding of the Bylaws and Handbook and the history and previous actions of the Association.

- III. Meetings
 - A. Have Association materials and references available and in order:
 - 1. Agenda
 - 2. Current correspondence for discussion
 - 3. A list of all committees and their members
 - 4. Copy of *Robert's Rules of Orders*
 - 5. Copy of the Association's Bylaws and Handbook

 - B. Order
 - 1. Lead the meeting in the sequence outlined on the agenda in accordance with *Robert's Rules of Orders*.
 - 2. Open the meeting at the appointed time by calling the meeting to order, assuring that a quorum is present (quorum to be established by Nursing Consultant from OPHNPD or a designee).
 - 3. Recognize members entitled to the floor.
 - 4. State and put to vote valid motions made by the governing board members or standing committees.
 - 5. Enforce the rules relating to debate, order, and decorum within the Association.

6. Expedite business in every way compatible with the rights of members.
7. Authenticate by signature when necessary, all acts, orders, and proceedings of the Association.
8. Declare the meeting adjourned at the time set forth in the agenda or at a time that is reasonable.
9. Review Association Handbook and Bylaws annually and sign the appropriate page at the front of each manual (this can be done by typing in your name).

VI. Interim Activities

- A. Serve as the representative of the Association to all other groups.
- B. Appoint special committees with the approval of the Executive Committee.
 1. Appoint members to all committees, which are not specified in the Bylaws, with approval of Executive Committee. If possible this should be accomplished at the annual post-conference Board Meeting.
- C. Secure an updated list of Governing Board members from the Nominating/Membership Chair.
- D. Serve as ex-officio member of all committees, except the Nominating Committee. An alternate from the Executive Committee may be appointed as an ex-officio to these committees.
- E. Call the meetings of the Executive Committee/Governing Board when the need arises.
- F. In coordination with the Nominating/Membership committee, present the names of all individuals for committee vacancies to the Executive Committee for approval.
- G. Keep close contact with other officers and appoint an assistant as needed, to help with the business of the Association.
- H. Contact the past President and Legislative Committee Chairperson in the event legislative issues that have not been previously approved by the Board arise and which might require action by the Legislative Committee and/or membership.
- I. Provide the Secretary with a copy of all presidential correspondence and other business items.
- J. Prepare an agenda to be sent with notices of all meetings to include: date, time, place of the meeting, items of business and topics for discussion.
- K. Coordinate Association business with Governing Board to ensure that Association

interests and concerns are taken care of.

L. Convene the Governing Board a minimum of three (3) times a year and whenever Association business dictates a need to meet.

M. Assist COPE Chairperson with contacting the NC Board of Nursing Education Department to establish a contact at the BON to serve as a “consulting” member for the COPE committee when needed.

VII. Pre-Conference

A. Contact officers, committee chairpersons and regional representatives about their work and reports.

B. Convene the Governing Board prior to the Annual Conference to finalize conference plans and conduct any necessary business.

C. Coordinate with Arrangements and Program Chairperson to prepare a conference invitation to go out with pre-conference information (for example, Letter from the President).

VIII. Annual Conference

A. Convene the Governing Board the day before the conference.

1. Coordinate with the Program Chair the final arrangements and conference meeting space.

2. Delegate conference duties and assignments as necessary.

3. Discuss and plan accordingly for new business issues, resolutions and/or program changes.

B. Preside at the opening session and during all business sessions.

IX. Along with the Treasurer and a random committee member, conduct an audit of the Association’s financial records prior to the first meeting held in the new year of the Governing Board. The Treasurer will present the audit report at the first regular scheduled meeting of the Governing Board.

X. Attend the post-conference Governing Board meeting.

XI. As Past President serve on the Governing Board for one year immediately following term in office. Attend all Executive Committee and Governing Board meetings.

XII. Send new Public Health Nurse Directors, Supervisors, consultants or lead nurses a welcoming letter. Obtain list of new individuals from the Office of Local Technical Assistance and Training & Public Health Nursing & Professional Development and/or

regional committees.

PRESIDENT-ELECT

- I. The term of office shall be: elected yearly to assume the presidency the next year and shall have had previous experience serving on the Governing Board.
- II. Attend all Executive Committee and Governing Board meetings.
- III. Assist the President with any delegated or assigned responsibilities.
- IV. Meet with President at the Annual Conference to discuss transfer of duties and review any pertinent materials.

IMMEDIATE PAST PRESIDENT

- I. In the absence of the President, the Past President will assume the duties of the President.
- II. In the event of a vacancy in the office of the President, the Past President shall serve as President until the adjournment of the next Annual Conference.
- III. Attend all Executive Committee and Governing Board meetings

SECRETARY

- I. The term of office shall be for a two (2) year term.
- II. Attend all Executive Committee and Governing Board meetings.
- III. Minutes
 - A. Record minutes of all the meetings of the Executive Committee, Governing Board, and Annual Conference.
 - B. Distribution
 - 1. Transcribe and distribute copies of all Executive Committee minutes to all Executive Committee members present or absent no less than seven days prior to the next meeting date. Transcribe and distribute copies of all Governing Board minutes to all Governing Board members present or absent no less than seven days prior to the next meeting date.
 - 2. Transcribe and distribute copies of the Annual Conference Governing Board Meeting minutes with attached reports to the Governing Board members no less than seven days prior to the first Executive Committee/Governing Board meeting of the new year.
 - C. Filing
 - 1. File original copy of minutes and reports in the Association notebook.
 - 2. The notebook for the two preceding years are kept by the Secretary. Notebooks which exceed the two-year period will be given to the Historical Committee.
- IV. Meetings
 - A. Send notice of time, place, agenda for all meetings (Executive Committee, Governing Board, ad hoc, etc.) to the Governing Board members one week prior to meeting.
 - B. Bring to all meetings (1) current Association records and the previous year's minutes, etc. (2) other materials as requested.
 - C. Obtain written reports from each Regional Representative and Committee Chair. Send an email to regional representative and committee chairpersons to remind them to submit written reports one week prior to each Governing Board Meeting.
- V. Committee Reports
 - A. Obtain written reports from each Committee Chair.

B. A copy of each report is to be filed in the Association notebook.

VI. Regional Reports

A. Obtain written reports from each Regional Representative.

B. A copy of each report is to be filed in the Association notebook.

VII. Correspondence

A. Mail copies of all correspondence sent and received to the President.

B. File original correspondence in the Association notebook for one year.

C. Purge the letter file once a year within 30 days following close of the conference (copies of letters requesting information, thank you letters, etc. can be purged).

D. Responsible for all the correspondence of the Governing Board, Executive Committee and other correspondence as deemed necessary by the President.

E. Obtain from the Nominating and Membership Chair prior to the first meeting of the new year, the names and contact information of all Governing Board Members, Executive Committee Members, Committee Chairs & Members and Regional Representatives and send to the Governing Board Members.

VIII. Cost

Maintain a record of all expenses incurred in the conduct of Association business and submit bills to the Association's Treasurer for reimbursement (see Addendum B).

IX. Responsibilities of Retiring Secretary

A. Turn over all Association material to the new Secretary at the close of the Annual Meeting, i.e., updated Association notebook and other materials. Exception: minutes and notes taken at the Annual Meeting.

B. The retiring Secretary will accompany the incoming Secretary to the first Executive Committee and Governing Board meeting of the new business year to present minutes of the Annual Meeting.

C. The retiring Secretary will distribute the minutes of the last annual meeting to the membership.

TREASURER

- I. The term of office shall be elected for a two (2) year term.
- II. Attend all Executive Committee and Governing Board meetings.
- III. Attend the Post Conference Governing Board Meeting.
- IV. Preparation prior to the first Executive Committee meeting to include:
 - A. Incoming Treasurer accepts retiring Treasurer's records. The retiring Treasurer is responsible for orientation of the incoming Treasurer. Complete transference should be made prior to the first Executive Committee/Governing Board meeting in the new year and shall include:
 1. Review of the previous year's records up until date of final transference.
 2. Review of documentation of last audit.
 3. Check to see that all previous bills have been paid or accounted for.
 4. Receive list of all pending debts and/or bills of Association.
 5. Receive accounts, Treasurer's reports and receipt books, etc. of previous five years.
 6. Retiring Treasurer will accompany the incoming Treasurer to the first Executive Committee and Governing Board meeting of the new calendar year to give final Treasurer's report.
 - B. Receive a copy of previous year's audited financial records.
- V. Process for becoming bonded (fee to be paid by the Association).

The North Carolina Association of Public Health Nurse Administrators is bonded for \$3,000 through the Western Surety Company – CNA Surety, PO Box 5077, Sioux Falls, SD 57117-5077. The incoming Treasurer calls the company to request that renewal notice be mailed to the new Treasurer's address. Renewal date is October 16 each year.
- VI. Submit 990-EZ tax document in February of each year. Complete form online at <https://www.irs.gov/instructions/i990ez/>
- VII. Set up Checking and Savings Accounts
 - A. Make contact with the bank and obtain appropriate signatures on registration card for the checking and savings accounts. (President and/or Treasurer are the only person

legally authorized to sign Association checks.)

- B. Maintain an adequate balance to prevent service charge.
- C. Transfer funds from the savings to checking account to conduct Association business.

VII. Management of Treasurer's Books

- A. Maintain a financial excel spreadsheet.
- B. Obtain receipts prior to reimbursement to an Association member for expenditure of personal funds on behalf of Association.
- C. Maintain bank statements, bill and receipts together in sequential order in the Treasurer's notebook.
- D. In sequential order enter copies of Treasurer's reports given at all meetings along with bank statements, etc.

VIII. Governing Board Meetings

- A. Give a verbal Treasurer's report at each meeting and submit written reports to the Secretary and other Board members. Email a copy to each member of the Finance Committee.
- B. Disbursements of funds for Association expenses are made with Executive Committee and/or Governing Board approval and are reflected on financial statements.
- C. Arrange/pay for hotel rooms for governing board members who need overnight accommodations.
- D. Order lunch for members attending the Governing Board meeting.

IX. Preparation for the Annual Conference

- A. In conjunction with Chairperson of Program/Arrangements Committee:
 - 1. Ensure the finalization of the annual plans with the meeting facility and establish the time for registration.
 - 2. Assist with any information needed for advance registration and payment and/or on-site registration and payment.
 - 3. Bank all collected monies from pre-registration prior to attending the Annual Conference.

- B. Prior to the Annual Conference, complete receipts, except for member's name (approximately 5 receipt forms) for the following:
 - 1. Onsite Annual Conference registration.
 - 2. Monies collected from registrants who have not prepaid.
 - 3. Donations to Elizabeth S. Holley Public Health Nurse Scholarship Fund and Joy Reed Leadership Scholarship Fund.

C. Several days prior to the Annual Conference:

- 1. Transfer sufficient funds from the savings to checking account to cover the Annual Conference expenses.

D. Materials to be taken to the Annual Conference:

- 1. Necessary supplies such as:
 - a. Pens, pencils, etc.
 - b. Lockbox
 - c. Containers for collection of money
 - d. Signs
 - e. Receipt books
 - f. Registration log
 - g. Checkbook and current file of transactions

X. Duties during the Annual Conference

- A. Set up at registration table to handle onsite registrations and late payments.
- B. Announce at first session that anyone having bills which are to be paid before the close of the Annual Conference must submit them to the Treasurer the evening before the Annual Conference closes.
- C. Maintain log and separate receipt system for each specific area requiring payment of funds. (This serves as a check and balance of monies received.)
- D. Obtain a list of registrants from Program/Arrangements Chairperson.
- E. Specific arrangements must be made to safeguard monies collected dependent upon security measures available at the meeting site.
- F. In accordance with contract with conference facility, pay all the Annual Conference site expenses from Association intake funds. Make sure you have receipt
- G. Present a finalized balanced budget during the last business session of the conference.
- H. Collect fees from all vendors.

- XI. Present the Treasurer's report at the first Governing Board meeting of the new year.
 - A. Summarize previous year's Treasurer's Report, e.g., expenses, intake and balance.
 - B. Give number attending the Annual Conference, amount received for registration, scholarship fund, and funds expended during the Annual Conference.
 - C. Estimate working balance for upcoming year.
 - D. Present the proposed budget for the coming year at the first business session.
- XII. Duties prior to the first Governing Board Meeting in new year
 - A. Acquire all previous year Treasurer's Reports.
 - B. Contact President and audit appointee to make arrangements for the financial audit to be done prior to Governing Board Meeting.
 - C. Along with the President and a random committee member, conduct an audit of the Association financial records prior to the first meeting held in the new year of the Governing Board. Prepare form for the auditor's report and signatures.
 - D. The Treasurer and the Auditor will present the audit report at the first regular scheduled meeting of the Governing Board.
- XIII. Procedure for Handling "Bad" Checks
 - A. Check is sent through the bank twice.
 - B. If no response, Treasurer writes letter to the person or agency who submitted the check asking for a money order or certified check. Letter is sent by certified mail return receipt requested. If in six months there is no response, Treasurer goes to the Governing Board for approval to "write off" a bad check. Any future monies from this person or agency must be by certified check or money order.
- XIV. Policy on refunding and pre-registration fees:
 - A. Requests for refund of prepaid registration fees must be made to the Treasurer.
 - B. Members requesting refund at least two weeks (14 days) prior to the beginning of the Annual Conference will be refunded the full registration fee. In general, no other refunds will be made. Exceptions will be handled on a case-by-case basis and approved by the President, Treasurer and Program/Arrangements Chairperson.

AUDIT PROCESS

1. Review checking account. Proof reconciliation of December bank statement by verifying outstanding checks and review November bank statement to determine that all previously outstanding checks have been accounted for.
2. Compare Excel Spreadsheet entries to monthly bank statements for balance of accounts including the checking account and the two (2) money market accounts (one of which is the account for the Elizabeth S. Holley Scholarship funds).
3. Review the number of attendees/registrants at Annual Meeting and compare with deposits.
4. Review deposit slips of checking account for December, November, and October. Compare them or trace them to the amount indicated in the Excel Spreadsheet to see that they are the same.
5. Review invoices to compare them with checks written and to trace them to the line item indicated in the Excel Spreadsheet. Every invoice should be reviewed. This is done by reviewing each invoice and matching that amount with the expense item by month of payment.
6. Perform audit prior to first Board meeting in January.

EXECUTIVE COMMITTEE

I. Members shall consist of:

President

President-Elect

Secretary

Treasurer

Immediate Past President

A designated representative from each Official Regional Association Group.

II. General Duties

A. To carry out in an orderly manner the business of the Association at the Annual Meeting and all other meetings (according to *Robert's Rules of Order*).

B. To hold interim meetings as necessary to conduct Association business.

C. To appoint special committees as the need arises.

D. To make recommendations to Governing Board members

III. Duties of Regional Representatives

A. The Regional Representative should notify the President if she cannot attend the Executive Committee/Governing Board meetings of the Association.

B. If the Regional Representative cannot attend the Executive Committee/Governing Board meeting, the alternate from the region should attend the meeting.

C. The Regional Representative should submit a written report to the Executive Committee/Governing Board on the standard form prior to the governing board meeting. This might include business that the Regional Groups want the Executive Committee/Governing Board to address, report of actions from the Regional Groups that the Committee/Board has requested, and other information that the Regional Groups feel pertinent.

D. The Regional Representative should communicate Executive Committee and Governing Board actions and concerns to the Regional Group meetings.

E. The Regional Representative shall serve as a member of the NCAPHNA Awards Committee.

GOVERNING BOARD

I. Members shall consist of:

Executive Committee members

Committee Chairpersons

Director of Office of Public Health Nursing and Professional Development - ex-officio,
non-voting

Parliamentarian – non-voting

II. General Duties

- A. To review and approve the actions of the standing and the special committees with the exception of the Nominating Committee.
- B. To meet a minimum of three (3) times during the year. A majority of the Board members shall constitute a quorum.
- C. To review and approve or modify the budget as prepared by the Finance Committee.
- D. To provide a channel of communication for the membership.
- F. To make recommendations to the Director of Public Health Nursing, Office of Public Health Nursing and Professional Development.
- G. If at any time a vote is needed by the governing board members and/or membership prior to a meeting and/or annual conference, an electronic vote or survey monkey will be utilized. The governing board will determine the best route. Depending on the subject matter, the governing board will appoint a member to receive the electronic votes and/or survey results and share with the board at the next scheduled meeting or send via email to members if an answer is needed prior to the next meeting.

ORDER OF BUSINESS

GOVERNING BOARD

Sample Agenda

Call to Order/Purpose (Reading of Article II)

Establish Quorum - Parliamentarian

1. Approval of Minutes
2. Report from Office of Public Health Nursing & Professional Development
3. Open Discussion by Board Members
4. Reports of Officers and Committees (as appropriate)
 - a. President
 - b. President-Elect
 - c. Secretary
 - d. Treasurer/Finance
 - e. Past President
 - f. Program/Arrangements
 - g. Nominating/Membership
 - h. Resolutions/Historical/Awards
 - i. Bylaws/Handbook
 - j. Legislative
 - k. Personnel
 - l. Committee on Practice and Education (COPE)
 - m. Elizabeth S. Holley Public Health Nurse Scholarship Fund
 - n. Epidemiology
 - o. Community Health and Wellness
 - p. Women and Children's Health
5. Reports of Special (Select or Ad Hoc) Committees
6. Reports of Regional Representatives
7. Special Orders
8. Unfinished Business and General Orders
9. New Business
10. Establish Next Meeting: Date, Time, Place
11. Adjourn

REGIONAL ASSOCIATION GROUPS

- I. Regional Association Groups are official arms of the Association and shall:
 - A. Be composed of public health nurses who are members of the Association and are associated with the affairs of a specified regional group.
 - B. Have Regional Association Bylaws as long as they do not conflict with Association Bylaws.
 - C. Unless otherwise stated in the Regional Association's Bylaws, elect a President and Vice President annually. Every 2 years, elect a Secretary, Treasurer, and Committee Representatives. Submit their names to the Secretary of the Association at the Annual Meeting or before the first Governing Board Meeting of the New Year. The President will serve as the Regional Representative and the Vice President will serve as the Alternate Regional Representative.
 - D. Carry out the business of the Association.
 - E. Provide a medium for the exchange of ideas, new programs, and anticipated changes in program services.
 - F. Shall not take action in the name of the Association without Board approval.
 - G. Shall submit resolutions as soon as possible to the Resolutions Committee. The deadline is August 1 of each year.
 - H. For new members, the Regional Representative to the Executive Committee/Governing Board will make a personal contact or will designate another regional member to contact the new Nurse Administrator, Supervisor, or lead nurse and give her a packet containing: the Association's Bylaws, list of regional members, and minutes of the last regional meeting. The regional representative will notify the President of the Association of the new member. In addition, the regional representative will encourage nurse administrators to complete OPHN Form, DEHNR 3339 (Addendum H) and send the form to the Office of Public Health Nursing & Professional Development when a new Public Health Nurse is hired.
 - I. Each Regional Association Group shall appoint/elect a representative from its group to the following NCAPHNA committees. Committee on Practice and Education (COPE); Legislative Committee; Personnel Committee; Epidemiology Committee; Women and Children's Health Committee; and Community Health Committee. Each representative will serve for a two (2) year term. The Regional Representative will submit the names in writing to the incoming President and the Nominating/Membership Chair at the Annual Meeting or before the first Governing Board Meeting of the New Year.

PROGRAM/ARRANGEMENTS COMMITTEE

I. Membership

- A. The committee shall consist of nine to eleven (9-11) members: the Chairperson, an assistant Chairperson, the ex-officio PHNPD representative, the Treasurer as an ex-officio member, and five to seven (5 – 7) members.
- B. The Chairperson is elected for a two (2) year term.
- C. The assistant Chairperson is appointed for a two (2) year term.
- D. Members are elected to serve two (2) year terms.

II. Chairperson

- A. Attend all Governing Board meetings held throughout the calendar year.
- B. Attend the Governing Board meeting that is held immediately after the Annual Conference adjourns. Solicit ideas for program and theme for the next conference.
- C. Schedule meetings of the Program/Arrangements Committee.
 - 1. Select and confirm mutually satisfactory meeting dates, times and places with committee members.
 - 2. Prepare the agenda for committee meetings.
 - 3. Notify the committee members by e-mail of meeting date, time and place as soon as possible prior to meetings. Meetings may be conducted face-to-face or via teleconference.
 - 4. Oversee all planning activities for the annual Conference
 - 5. Request that committee members bring to the meeting ideas for the Annual Conference program, assign duties as needed.
 - 6. Prepare and submit via e-mail a written Program/Arrangements Committee report, including progress and recommendations, prior to each Governing Board meeting.

III. Annual Conference Initial Planning Activities

- A. Planning for the Annual Conference starts within 30 days of the previous Conference. The budget is set by the Governing Board and any proposed changes must be presented to the Governing Board for approval.
- B. The Program/Arrangements committee will identify potential dates and locations for the upcoming conference.
 - 1. If returning to the same location, contact the facility and determine the desire

- dates are available. Ask the facility to hold the dates.
2. If the committee decides to change the location of the conference, contact the Chamber of Commerce in the city in which the conference is planned. Inquire about the following:
 - a. Facilities that would accommodate 150-200 people and if meeting rooms are available at no charge.
 - b. Provision of complimentary items for the organization such as bags for participants and information about the local area.
 3. Contact several facilities, which could be possible locations, and obtain the following information about each one:
 - a. Availability of meeting room, including fee structure, which could accommodate 150 – 200 people in classroom style, small meeting space for 30 people, and space to store items needed for the conference.
 - b. Availability of space with seating capacity for 150-200 people for planned meals.
 4. The Program/Arrangements Committee will present their recommendations for the location and dates of the next Annual Conference to the Governing Board for approval within two months after the most recent Annual Conference.
 5. Once a decision has been made for the dates and location of the conference a written contract should be signed with the facility. The contract should be signed by the Program/Arrangements Committee Chairperson and the Treasurer and include the following:
 - a. Block of guest rooms with price guarantee for conference and cut-off date
 - b. Meeting and function space
 - c. Food and beverage needs with provision of menu, prices and cut-off date
 - d. Audio-visual equipment needs with pricing
 - e. Exhibit space needs with pricing
 - f. Billing arrangements

IV. Annual Conference Interim Planning Activities

- A. The first meeting of the Program/Arrangements Committee will include review of the results of the previous conference participant evaluations and review of the conference financial report. This information will be utilized when planning the next conference.
- B. The Program/Arrangements Committee will meet regularly to plan the following:
 1. Develop a theme for the Annual Conference

2. Identify and confirm conference speakers
 - a. Verify any speaker fees or honorarium
 - b. Obtain “contract” in writing; may be a letter of acceptance, including fees and other costs
 - c. Request required information needed by the PHNPD Representative to provide Continuing Education (CE) credit
 - d. Request handouts be sent in electronic format so they can be available for conference participants
3. Identify NCAPHNA Committee needs for the conference such as time during the conference for a presentation or a need for a display table.
4. Identify and confirm exhibitors for the conference
 - a. Have exhibitors complete the required forms and submit the exhibitor fee
 - b. Ensure all monies are sent to the Treasurer
5. Determine the registration process
6. Determine the conference food and beverage needs
 - a. Submit food and beverage selections to facility by cut-off date
7. Develop the conference agenda including program and business session schedule
8. Identify audio-visual needs for the conference and check with speakers for individualized needs (flip charts, markers, internet, etc.)
9. Provide necessary information to the PHNPD representative in order to offer continuing education credit to conference participants
10. Make conference registration information available to the membership via e-mail and the NCAPHNA web page.
 - a. Develop and send out a “Save the Date” e-mail message to the membership once the conference location and dates are finalized
 - b. Prepare an e-mail message about registration for the Annual Conference to send out to the membership

- c. Request the NCAPHNA President prepare a conference invitation (“Letter from the President”) to be included with the conference registration information
 - d. Send the e-mail message, registration form, conference agenda, and President’s letter to the membership and post on the NCAPHNA web page.
11. Receive and process registration forms and payments
- a. Assign committee members to manage pre-registration
 - b. Prepare alphabetized lists of pre-registered members and guests, coordinate with PHNPD Representative regarding CE sign-in requirements during registration
 - c. Prepare receipts for each registrant and take to the Annual Conference for distribution with name tags.
 - d. Send lists of pre-registered members periodically to the Chairperson of the Membership Committee for preparation of name tags
 - e. Forward all collected monies from pre-registration to the Treasurer, prior to the Annual Conference.
 - f. Check with the Treasurer and Secretary concerning their possible needs for registration.
12. Designate committee members to preside at program sessions during the Annual Conference
13. Maintain close communication with the President as needed
14. Arrange for flowers for the stage/podium
15. Arrange with the facility for space for registration, conference, coffee breaks, luncheon and exhibitors, including set-up needs and any associated costs
16. Make arrangements for any planned social activities
17. Consult with Governing Board regarding gifts for speakers and the amount to be spent and obtain prior approval.
18. Materials to be taken to the Annual Conference

- a. List of instructions for helpers at the registration table.
- b. Pens, pencils, etc.
- c. Lockbox (Treasurer)
- d. Containers for collection of money (Treasurer)
- e. Signs
- f. Receipt books (Treasurer)
- g. Registration/Sign-in log
- h. Flowers
- i. Bags and participant materials

V. Pre-Conference (the day before the conference)

- A. Attend Governing Board Meeting the day before the conference.
- B. Meet with the Program/Arrangements Committee the day before the Annual Conference to review plans and member assignments
- C. Work on final details for the program and conference
- D. Plan for last minute details or changes
- E. Set up registration table
- F. Check to see if seating arrangements and rooms are prepared.
 - 1. Check out the meeting rooms to ensure comfort and convenience
 - 2. Assure correct number and arrangement of chairs and tables
- G. Arrange for flip chart, chalk board, etc
- H. Prepare Annual conference materials with assistance of committee
- I. Check the AV equipment and ensure everything is in proper working order

VI. Conference

- A. Assist with registration; distribute name tags, Conference agenda, and other participant materials
- B. Greet conference speakers
- C. Make members aware of any social activities
- D. Assist with coffee breaks as needed
- E. Greet exhibitors and assist as needed

- F. Ensure speakers receive their fees, honorarium and/or gifts
- G. Make arrangements with facility for receipt of invoice(s) and payment of bills
- H. Send thank you notes to exhibitors and contributors at the close of the Annual Conference.
- I. Send thank you notes to speakers at the close of the Annual Conference

NOMINATING/MEMBERSHIP COMMITTEE

I. Membership

- A. The committee shall consist of eight members: the elected Chairperson, four (4) elected members, the immediate NCAPHNA Past President, the current Bylaws/Handbook Chair, and the current Personnel Chair.
- B. The Chairperson is elected for a two-year term.
- C. Members are elected to serve two-year terms.

II. Nominating Duties

- A. Chairperson attends Governing Board Meeting immediately following the Annual Conference.
- B. Nominating Interim Duties
 - 1. Call a meeting of the Committee (Chairperson will call this meeting) within 90-120 days after the Annual Conference. Committee members will review the following documents prior to the meeting.
 - a. The most current Public Health Nursing Directory from the Office of Public Health Nursing and Professional Development
 - b. The roster of persons who are currently serving and who have previously served the Association (obtain from the Secretary)
 - c. The names of people who indicated an interest in serving (to be obtained during the Annual Conference – Addendum A).
 - 5. Identify possible candidates; prepare a draft of officers and committee members to be elected as stated in the Bylaws.
 - 6. Contact possible candidates and seek their consent to have their names placed in nomination. See Addendum C for email to be sent.
 - 7. Assure that there is a clear understanding about who accepts the responsibility of asking each particular candidate to serve so that no duplication occurs. Can be done through email or telephone contact.
 - 8. Obtain a short Vitae for candidate when confirmation is made for candidate to have name placed on the ballot (see Addendum C-1).

9. Create a ballot for each member using Survey Monkey:
 - a. Assure that Committee Representation on the ballot will be as stated in the Bylaws.
 - b. Send electronic ballot out to members prior to the annual conference in order to have an electronic tally from Survey Monkey within 1 to 2 weeks of conference.
 - c. Keep President informed of any pertinent information and/or problems encountered in soliciting nominees.
 10. All Nominating Committee records (correspondence, minutes, etc.) are to be maintained by Chairperson.
 11. Send a progress report(s) to the Secretary prior to the Governing Board Meetings.
 12. Nominating Committee Chairperson notifies elected members prior to Annual Conference.
- C. Membership Interim Duties
- Chairperson calls a meeting of the committee within 90-120 days after the Annual Conference.

III. Chairperson

- A. Notify the committee members and the President in writing of the meeting date, time and place.
- B. Prepare written report following each meeting and submit to the Governing Board (see Addendum J for application for NCAPHNA Associate Member).
- C. If individuals are interested in becoming an Associate Member, have them complete the application for NCAPHNA Associate Member, Addendum J.

IV. Annual Conference

- A. Chairperson will give an election report at the Annual Conference.
- B. Present all materials and correspondence used during the previous year to newly elected Chairperson at the end of the Annual Conference.

RESOLUTIONS/HISTORICAL/AWARDS COMMITTEE

The Resolutions Committee has the charge of receiving, studying and preparing resolutions about concerns and issues of this Association which will be presented to the membership at the Annual Conference.

A Resolution is a main motion put before the organization. It may reflect the position of the group or issues of importance; it may honor a person or group or it may direct or substantially change the course or charge of the organization.

I. Membership

- A. The committee shall consist of nine (9) members: the elected Chairperson, the Chair-elect, and the seven (7) NCAPHNA Regional Representatives as members.
- B. The Chairperson serves for a two-year term.

II. Resolution Duties

- A. Accept, solicit and prepare resolutions (using the standard format found in the handbook) from any regional group or individual member.
- B. Present to the Governing Board, in advance of each Annual Conference, the committee's recommendations. These recommendations will be for approval, disapproval or referrals to an appropriate committee for additional information, clarification or study.
- C. Notify the members and President in writing of the meeting date, time and place. The Chairperson is responsible for this notification.

III. Resolution Procedures

- A. Submit resolutions to the committee 60 days prior to the Annual Meeting.
- B. Return resolutions, as needed, to the originator for clarification, revisions or withdrawal.
- C. Report to the membership, at the Annual Conference, all resolutions approved by the Governing Board. This report will be made by the Chairperson of the Resolutions Committee.
- D. Resolutions may also be presented as main motions on the floor at the Annual Conference (It is requested that resolutions to be presented in this manner be framed and displayed every day at the Annual Conference).

- E. At the close of the Annual Conference, the approved resolutions are placed in plastic covers and distributed.

IV. Resolution Process

- A. Complete the form when making a resolution.
- B. Submit the resolution to the Resolutions Committee at least 60 days prior to the annual NCAPHNA conference.
- C. Submit resolutions to the Chair, Resolutions Committee.
- D. Contact the Chair of the Committee if you have any questions.

V. Format

- A. Type all resolutions. This is a requirement.
- B. Length of a resolution is (usually) 3/4 of a page.
- C. Heading is centered with the following information on a separate line, doubled spaced:

Person:

1. Resolution to honor
2. Person's Name
3. Month and year of the current Annual Conference, i.e., October, 2017.

Issue:

1. Resolution
2. Issue
3. Month and year of the current Annual Meeting.

D. Content

1. Person - descriptive comments. Mention, for example, length of service in agency, major accomplishments, involvement in community and professional organizations, honors and awards, etc.

2. Issue - descriptive comments. Mention, for example, the issue, impact of the issue on health and public health, actions being taken, actions needing to be taken, etc.
3. Comments - begin with WHEREAS (indented) and single-spaced.

E. Ending

1. Person - after content ends, be it therefore RESOLVED, that the North Carolina Association of Public Health Nurse Administrators go on record as honoring _____(name)_____ and that a copy of this resolution be presented to _____; and be it further RESOLVED, that a copy of this resolution be sent to _____ (identify key persons and titles)_____.
2. Issue - after content ends, be it therefore RESOLVED, that the North Carolina Association of Public Health Nurse Administrators go on record as _____(what want done)_____; and be it further RESOLVED, that a copy of this resolution be sent to _____(identify key persons and titles)_____.

VI. Suggestions for Resolutions

- A. Public Health Nurse/Supervisor/Director/Administrator/Consultant who is retiring from Public Health Nursing Service or who has died.
- B. Issues of concern to Public Health/Public Health Nursing.
- D. Other people/groups/organizations deserving recognition.

See Sample formats of a resolution for a person and issue on the following two (2) pages.

**NORTH CAROLINA ASSOCIATION OF PUBLIC HEALTH NURSE
ADMINISTRATORS**

Resolutions

DATE _____

Name of Resolution _____

Name of Submitter _____

Address _____

City, State, Zip _____ Telephone _____

Signature of Submitter _____

SAMPLE OF PERSON

RESOLUTION TO HONOR

(Insert Name)

Month, Year

WHEREAS, _____ (name) _____
_____ ; and

WHEREAS, _____ ; and

WHEREAS, _____ ; and

WHEREAS,

therefore _____ ; be it

RESOLVED, that the North Carolina Association of Public Health Nurse Administrators go on record as honoring (name), and that a copy of this resolution be presented to _____ ; and be it further

RESOLVED, that a copy of this resolution be sent to (names and titles).
(Addendum K)

SAMPLE OF ISSUE

RESOLUTION

(Insert Issue)

Month, Year

WHEREAS, the North Carolina Association of Public Health Nurse Administrators
_____ **; and**

WHEREAS, _____ **; and**

WHEREAS, _____ **; and**

WHEREAS, _____ **; and**

WHEREAS, _____ **; and**

therefore _____ **; be it**

RESOLVED, that the North Carolina Association of Public Health Nurse Administrators go on record as

and be it further _____ **; and**

RESOLVED, that a copy of this resolution be sent to (names and titles).

VII. Historical Duties

- A. Review the Association Notebook from the previous year and summarize historically significant information. This information will be presented in the same format as the current history.
- B. Review and extract historically significant information from the minutes of the annual Conference and present this information in the same format as the current history.
- C. Maintain a current list of individuals who are honored at the Annual Conference.
- D. Maintain a current list of individuals who are recipients of Elizabeth S. Holley Public Health Nurse Scholarship awards.
- E. Make all of the above documents available at the Annual Conference.

VIII. Chairperson

- A. Notify the committee members and the President in writing of meeting date, time, and place.
- B. File original copy of all historical documents in the Association Historical Notebook.
- C. Keep the Association Historical Notebook in a safe and secure manner/place.

IX. Awards Duties

- A. Review and update the types of awards.
- B. All awards may be made annually, but are not required each year, if no outstanding nominees are presented.

X. Types of Awards

- A. Estelle Fulp: To be given to a member of the Association who has made significant contributions to the work of the Association, to public health nursing or to patient care over a period of time.
- B. Non-Member Individual or Group: To be presented to a non-member individual or group who has made outstanding contributions to the work of NCAPHNA or public health nursing.
- C. Committee: To be presented to an Association Committee which has done outstanding work during the current year or cumulative years.

- D. Honorary Membership: Past members who made significant contributions to the Association during membership years may have honorary status bestowed upon them by the Association.
- E. Presidential Recognition Award: To be presented annually to the outgoing President by the incoming President; in recognition of the contributions and leadership skills exhibited on behalf of the Association.

XI. Awards Procedure

- A. Nominations may be made by an individual member or group of members.
- B. The members of the current Awards Committee will serve as judges for all awards.
- D. The Awards Committee will distribute nomination forms to each Regional Group for all awards.
- E. Nomination form (Addendum E) must be used for all nominations.
- F. Nominations must be received by Chairperson of Awards Committee within 60 days of Annual Conference.
- G. Awards may cost a maximum of \$50 each.
- H. Maintain the Awards Book and pass to the incoming Chairperson.

XII. Content of Awards

- A. Estelle Fulp Award shall be a plaque with NCAPHNA emblem and \$25 donation to the Elizabeth S. Holley Public Health Nurse Scholarship Fund.
- B. Non-Member Individual Award shall be a plaque with NCAPHNA emblem.
- C. Committee Award will be a \$50 donation to the Elizabeth S. Holley Public Health Nurse Scholarship Fund and recipients recognized at the Annual Conference with individual certificates.
- D. Honorary membership will be a plaque with NCAPHNA emblem conferring honorary status.
- E. The Past President's Award will be a plaque having a gavel and emblem.

XIII. Chairperson

Notify the committee members and the President in writing of the meeting date, time, and place.

BYLAWS/HANDBOOK COMMITTEE

I. Membership

- A. The committee shall consist of two (2) officers: the elected Chairperson and the Chairperson-elect. Regional representatives will be used as *ad hoc committee members* when needed.
- B. The Chairperson is elected for a two year term.

II. Duties

- A. Review Bylaws/Handbook annually and upon direction of the Governing Board to ascertain any need for changes.
- B. The Chairperson will notify the members and President in writing of the meeting date, time and place.
- C. Present Bylaw changes to the Governing Board for approval, and to the Annual Conference for action by the total membership.
- D. Submit in writing any proposed amendments of the Bylaws to the active membership of the Association thirty (30) days prior to the Annual Conference. These are to be emailed to the membership and voted on at the Annual Conference.
- E. Submit handbook changes to the Governing Board for approval.
- F. When the Bylaws and/or Handbook are reprinted and updated, a revision date shall be printed on the bottom of each page.
- G. Review with the membership, Handbook changes at the Annual Conference. The handbook is located on the Public Health Nursing Website under Publications and Manuals for anyone who wishes to print a hardcopy.
- H. After membership approval of Bylaw changes at the annual conference, send the membership the updated Bylaws via email and direct them to the Public Health Nursing website for future reference.

III. Chairperson

- A. Notify the committee members and the President in writing of the meeting date, time and place.
- B. Serves on the Nominating/Membership Committee.

LEGISLATIVE COMMITTEE

I. Membership

- A. The committee shall consist of ten (10) members: an elected Chairperson, immediate past Chairperson, Chairperson-elect, and a representative from each of the seven (7) NCAPHNA Regional groups (elected by the groups and not already serving on the committee).
- B. The term of office shall be two (2) years.
- C. Consideration should be given to having at least one (1) member who lives in close proximity to Raleigh.

II. Duties of Committee

- A. Keep abreast of legislative activities of concern to the membership.
- B. Keep membership informed of pending legislation, when possible, and stimulate active involvement via emails.
- C. Act with the approval of the Executive Committee, on behalf of the Association and Public Health Nursing Personnel regarding legislative concerns.
- D. Email information and legislative concerns to all Public Health Nursing Personnel and/or legislators.
- E. Present a written report to the Secretary prior to each meeting.
- F. Share with the membership at the Annual Conference any legislative concerns or updates as deemed necessary.
- G. Promote coordination/cooperation with NCNA/NCPHA.

III. Roles

A. Chairperson

- 1. Discuss legislative issues at Governing Board meetings so that they are alert to and can decide appropriateness of expected legislative actions.
- 1. Be familiar with the state legislature. Keep watch on state health bills of concern and request action by membership, including both governing board and regional representatives to contact their representatives via email, letter or phone.

B. Regional Legislative Representatives

1. Be familiar with state and national legislative issues.
2. Respond to state health bill concerns by writing regional letters to designated legislators.
3. Attend and participate in all meetings of the Legislative Committee or send an alternate representative from the Regional Group.
4. Report to the Regional Group, on a quarterly basis, the activities of the Association's Legislative Committee, including a legislative update.

PERSONNEL COMMITTEE

I. Membership

The committee shall consist of nine (9) members: an elected Chairperson, one (1) elected consultant member and a designated representative from each seven (7) NCAPHNA Regional Groups (elected by the group and not already serving on the committee).

- A. The committee shall consist of a Chairperson, seven (7) members (one from each NCAPHNA Regional Group), and one (1) Nursing Consultant from the Office of Public Health Nursing & Professional Development.
- B. The Chairperson is elected for a two (2) year term and the nursing consultant is elected for a two (2) year term.
- C. Regional members are appointed to serve a two (2) year term. Each of the seven (7) regions will designate a representative to serve on this committee.

II. Duties

- A. Actively solicit input in regard to nursing classification from all levels of Public Health Nursing Personnel classified by State Personnel or substantially equivalent.
- B. Study functions, levels, salaries and responsibilities of nursing personnel in North Carolina and other states.
- C. Make personnel action recommendations to the Executive Committee throughout the year and the entire membership at the Annual Conference.
- D. Obtain prior approval of the Governing Board for actions of this committee.
- E. Prepare a written report for the Secretary with a brief oral presentation to the entire membership at the Annual Conference.
- F. Chairperson will be responsible for ensuring an electronic copy of report is available upon request from membership.

III. Chairperson

- A. Notify the committee members and the President in writing of the meeting, date, time, and place.
- B. Serves on the Membership Committee.

FINANCE COMMITTEE

I. Membership

- A. The committee shall consist of a Chairperson and two (2) members.
- B. The Chairperson (Treasurer of the Association) and the two (2) members are elected for a two (2) year term.

II. Duties

- A. Review the financial status of the Association and develop a proposed budget in consultation with committee Chairpersons for presentation at the Annual Conference.
- B. Meet as the Treasurer deems necessary to adjust areas of budget.
- C. Chairperson presents proposed budget to entire membership at the Annual Conference for action.
- D. The proposed budget is based on the number of registrants at the annual conference. If the number of registrants is less than the number of registrants projected on the proposed budget, a special meeting will be called by the President at the Annual Conference to develop a balanced budget.

III. Chairperson

- A. Notify the committee members and the President in writing of the meeting date, time and place.
- B. Serves on the Membership Committee.

COMMITTEE ON PRACTICE AND EDUCATION (COPE)

I. Membership

- A. The committee shall consist of nine (9) to ten (10) members: an elected Chairperson, a designated representative from each seven (7) NCAPHNA Regional Groups (elected by the group and not already serving on the committee), plus the State Continuing Nursing Education Specialist from the office of Public Health Nursing & Professional Development. A co-chair, preferably a university faculty member, may be included as part of the committee but this will depend on the availability of university faculty. A member of the Board of Nursing Education Department shall serve as a “consulting” member for the COPE Committee and be contacted by the chairperson via phone or email when needed.
- B. The Chairperson is elected for a two (2) year term.
- C. Regional members are appointed to serve a two (2) year term.

II. Duties

- A. Actively monitor the Nurse Practice Act and all other rules and prohibitions affecting nursing practice in North Carolina.
- B. Assess public health nursing practice needed in local health departments. Determine the extent to which public health nursing practice fulfills legal mandates and assures efficient, effective delivery of services.
- C. Determine the basic educational preparation required to assure safe, legal and desirable public health nursing practice.

III. Chairperson

- A. Notify the committee members and the President in writing of the meeting date, time and place.
- B. Contact the NC Board of Nursing Education Department prior to first annual meeting to determine contact name and information for the “consulting member.”

**ELIZABETH S. HOLLEY PUBLIC HEALTH NURSE ADMINISTRATORS
SCHOLARSHIP COMMITTEE**

I. Membership

- A. The committee shall consist of three (3) members: an elected Chairperson, a Chair-elect, and one (1) elected member.
- B. All three (3) members of the committee are elected for two (2) year terms.
- C. The Treasurer is an ex-officio member.

II. Procedures

- A. Evaluate the scholarship fund process and make recommendations to the Executive Committee.
- B. Publicize the availability of this scholarship and identify past recipients. This should be done in April of each year in order that applications can be distributed in a timely manner prior to the deadline.
- C. Encourage members to contribute to this fund.
- D. Encourage members to identify Public Health Nurses who could benefit from this award and suggest they apply. Increase the number of recipients from 3 to 4 as funding allows.
- E. Distribute application forms to members of the Executive Committee. Send application form along with email to Nursing Listserv & Health Directors Listserv. (See Attachment F.)
- F. Ask Regional Representatives to distribute a copy of the scholarship information to Nursing Directors and Supervisors in each county and encourage deserving individuals to apply.
- G. The Chairperson presents an Annual Report to the Governing Board prior to the Annual Conference. Each year this report is updated by adding the latest recipient (announced during the annual NCAPHNA Conference) and any changes suggested by the Scholarship Committee.
 - 1. The Annual Report includes:
 - a. Description and purpose of the award.
 - b. Amount of annual scholarship.

- c. Names of Individuals who have received the scholarships.
 - d. Any changes in award or process which have been approved by the Executive Committee.
 - e. Have report posted on website.
- I. Chairperson to notify the committee members and the President in writing of meeting date, time and place.
 - J. Chairperson will ensure that the written procedures outlined above are implemented in a timely manner.
- III. Amount of Scholarship
- Will be determined by the Governing Board annually.

EPIDEMIOLOGY COMMITTEE

I. Membership

- A. The committee shall consist of eight (8) members: an elected Chairperson and a designated representative from each Regional Association Group.
- B. The Chairperson is elected to serve a two (2) year term.
- C. Regional members are appointed to serve a two (2) year term.

II. Duties of Committee

- A. Keep abreast of epidemiology issues of concern to the membership by soliciting input from regional representatives.
- B. Identify problems encountered in developing, implementing and assuring quality of epidemiology programs in local health departments. Share information and problem solve to improve epidemiology programs.
- C. Communicate public health nursing needs related to epidemiology activities to Governing Board.

III. Chairperson

- A. Notify the committee members and the President in writing of the meeting date, time, and place.
- B. Represent membership of Association and local epidemiology programs by participating in the Local Health Director's Association monthly meeting, specifically the Epidemiology section, either by conference call or in-person.

COMMUNITY HEALTH AND WELLNESS COMMITTEE

I. Membership

- A. The Committee shall consist of 8 members: an elected Chairperson and a designated representative from each official Regional Association Group.
- B. The Chairperson is elected for a two (2) year term.
- C. Regional members are appointed to serve a two (2) year term.

II. Duties of Committee

- A. Keep abreast of Community Health Issues of concern to the membership by soliciting input from regional representatives.
- B. Identify problems encountered in developing, implementing and assuring quality of Community Health programs in local health departments. Share information and problem solve to improve Community Health programs.
- C. Communicate public health nursing needs related to Community Health activities to Governing Board.

III. Chairperson

- A. Notify the committee members and the President in writing of the meeting date, time, and place.
- B. Represent membership of Association and local Community Health programs by participating in the Local Health Director's Association monthly meeting, specifically the Community Health section, either by conference call or in-person.

WOMEN'S & CHILDREN'S HEALTH COMMITTEE

I. Membership

- A. The committee shall consist of 8 members: an elected Chairperson and a designated representative from each official Regional Association Group.
- B. The Chairperson is elected to serve a two (2) year term.
- C. Regional members are appointed to serve a two (2) year term.

II. Duties

- A. Keep abreast of Women and Children's Health (WCH) issues of concern to the membership by soliciting input from regional representatives.
- B. Identify problems encountered in developing, implementing and assuring quality of WCH programs in local health departments. Share information and problem to solve to improve WCH programs.
- C. Communicate public health nursing needs related to WCH activities to Governing Board.

III. Chairperson

- A. Notify the committee members and the President in writing of the meeting date, time, and place.
- B. Represent membership of Association and local WCH programs by participating in the Local Health Director's Association monthly meeting, specifically the WCH section, either by conference call or in-person.

ADDENDA

| | Pages(s) |
|--|----------|
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**NORTH CAROLINA ASSOCIATION OF PUBLIC HEALTH NURSE
ADMINISTRATORS**

MEMBER PARTICIPATION RECRUITMENT SHEET

I am currently serving as _____ and would be willing to serve again if elected.

I would be interested in serving as an officer in this organization.

President-Elect _____

Secretary _____

Treasurer _____

I would like to serve on the following committee(s):

Ad Hoc _____ Historical _____

Arrangements _____ Legislative _____

Bylaws/Handbook _____ Women's and Children's Health _____

COPE _____ Membership _____

Eliz. S. Holley PHN _____ Nominating _____

Epidemiology _____ Personnel _____

Finance _____ Program _____

Community Health _____ Resolutions _____

I am especially concerned about the following issues:

Name: _____

County: _____

STATEMENT

FROM _____

_____, 2000

TO _____

STREET _____

CITY _____ **STATE** _____ **ZIP** _____

TERMS _____

| DATE | DESCRIPTION | CHARGES | CREDITS | BALANCE |
|--|-------------|---------|---------|---------|
| | | | | |
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| | | | | |
| PAY LAST AMOUNT IN BALANCE COLUMN | | | | |



SEND VIA EMAIL

North Carolina Association of Public Health Nurse Administrators

Nominating Committee Request to Serve Form

DATE:

TO:

The Nominating Committee requests that you serve the Association in the following capacity:

Officer _____

Committee, Chairperson _____

Committee, Member _____

Attached is a copy of the duties and responsibilities of the office or committee for which you are being requested to serve. Any questions should be directed to the Nominating Committee member listed below.

Please indicate on the form below whether you will allow your name to be placed on the ballot and will serve if elected. When you agree to serve if elected, please complete, detach and mail the bottom of this letter with your vitae (see attached form).

Your commitment to our Association is appreciated.

Nominating Committee, Chairperson

Name

Email Address:

Phone:

I understand the duties and responsibilities of the office or committee as described in the NCAHPNA Bylaws and Handbook (attached).

I will _____ will not _____ allow my name to be placed on the ballot and to serve if elected.

Signature _____ Date _____

Return to: Name: ____
Nominating Committee, Chairperson
Email Address:
Phone:

Date: _____

Officer: _____

Committee, Chairperson: _____

Committee, Member: _____

VITAE

Name: _____

Agency: _____

Position: _____

Years of experience in Public Health: _____

Previous Offices/Committees held in NCAPHNA: _____

Professional Affiliations: _____

Previous Offices/Committees held in other Professional Organizations: _____

Please return by: _____

Please return to: Nominating Committee, Chairperson

**NORTH CAROLINA ASSOCIATION OF PUBLIC HEALTH NURSE
ADMINISTRATORS
COMMITTEE REPORT FORM**

Date: _____

Name of Committee or Region: _____

No. of Person Appointed to Committee: _____

No. of Persons Present: _____

Agenda for Meeting

Recommendation or Concerns to Governing Board

Date of next meeting: _____

Submit two (2) copies: 1 – President1 – Secretary

Chairperson or Regional Representative

CHAIRPERSON OR REGIONAL REPRESENTATIVE
REPORT FORM INSTRUCTIONS

A form (ADDENDUM D) has been developed for committee and regional committee member to use to make reports to the Governing Board of the North Carolina Association of Public Health Nurse Administrators. This has been prepared to facilitate and simplify such reports. This form is to be used for each report submitted. A copy of the same shall become a part of the Board minutes.

The following are the instructions for its use:

1. List agenda of meeting only. No details of program need be made unless there is information pertinent to the operation of this association or if there are recommendations resulting from the program.
2. Type report and send copies to the President and Secretary.
3. List specific recommendations from your group and be prepared to speak to them if necessary.
4. The report shall be emailed to the President and/or Secretary at least one (1) week in advance of the Executive Board Meeting.

**NORTH CAROLINA ASSOCIATION OF PUBLIC HEALTH NURSE
ADMINISTRATORS
AWARD NOMINATION FORM**

Instructions: Please complete this nomination form. Letters of endorsement by and large are discouraged but may, of course, be filed.

NOMINATION FOR: _____

CALENDAR YEAR: _____

PERSON/GROUP NOMINATION: _____

(Title of Nominee(s))

(Place of Employment with Address)

PROFESSIONAL AFFILIATIONS (OFFICES HELD, APPOINTMENTS, ETC.):

EDUCATION: _____

PREVIOUS AWARDS: _____

BRIEF STATEMENT OF ENDORSEMENT OF NOMINATIONS: (USE ADDITIONAL SHEETS) _____

NOMINATED BY: _____

DATE: _____

SUBMIT TO AWARDS COMMITTEE CHAIRPERSON AT LEAST 60 DAYS PRIOR TO THE ANNUAL CONFERENCE.

**CRITERIA FOR AWARDING ELIZABETH S. HOLLEY
PUBLIC HEALTH NURSE SCHOLARSHIPS**

- A. May provide up to four scholarships per year to present Public Health Nurses currently licensed as a registered nurse in North Carolina for undergraduate or graduate study, certification or continuing education pursuing a nursing degree, administration education, or other pertinent public health career advancement.
- B. Applicants must have one year's experience in public health.
- C. Awards for public health training shall not be limited to study in a school of public health, but shall be for an academic program in an accredited educational institution which should advance the individual's competence in public health nursing.
- D. The total of the award(s) shall not exceed the amount of funds available in the current Scholarship Fund.
- E. The applicant(s) must agree in writing that it is his/her intent to work in a public health agency for 2 years in North Carolina following completion of training.
- F. The following factors will be taken into account in selecting a scholarship recipient(s):
 - 1. Acceptance or currently enrolled at an accredited educational institution.
 - 2. Potential contribution of service to the people of North Carolina.
 - 3. Reasons for seeking additional training and relationship of studies to career expectations.
 - 4. Financial need
- G. Applications must be submitted to the Scholarship Committee 60 days prior to annual conference to allow the Scholarship Committee time to review information and make a determination.

**NORTH CAROLINA ASSOCIATION OF PUBLIC HEALTH NURSE ADMINISTRATORS
APPLICATION FOR ELIZABETH S. HOLLEY PUBLIC HEALTH NURSE SCHOLARSHIP**

Please type or print in black. You may also word process exact copy. Bold print indicates criteria used in selection.

Name: _____

Home Address: _____

_____ Telephone _____

Previous Education: (beyond high school) Institution and Address

Degree earned/Date: _____ Field of
Study _____

Place of Employment and Address: _____

_____ Telephone _____

Length of Service in Public Health Agency _____ **Length of Service with**

Current _____ Role

N.C. Nursing License/Registration Number and Expiration Date: _____

Current certifications, special recognitions, membership in professional organizations and
committee/offices _____ roles

Type _____ of _____ Education
planned: _____

**Have you been accepted for or are you enrolled in studies by an approved continuing education
program or accredited institution? Yes _____ NO _____ Uncertain _____**

Institution: _____

Address:

Field of Study/Degree

Date of enrollment: _____ Expected completion date: _____

Part Time _____ Full Time _____

How do you expect your role to change upon completion of your education? What are your future professional goals? _____

Do you planned to work in public health in North Carolina for at least two years after completion of your education? Yes _____ No _____

Why do you need this scholarship?

How much financial assistance do you anticipate receiving from other sources?

_____ Do you plan to work? (Full time _____ Part time _____)

Please include with this application:

- 1) a paragraph on what you consider the most critical public health need and a suggestion to address this need.
- 2) One letter of recommendation from someone in public health who has knowledge of your professional abilities.

How did you learn about the Elizabeth S. Holley Public Health Nurse Scholarship?

Signature

Date

Application must be received by _____. Thank you for applying and for advancing public health nursing by continuing your education.

Submit to: _____

**NOTIFICATION WILL BE MADE BY _____ WITH PRESENTATIONS
AT NCAPHNA'S ANNUAL MEETING IN _____ ON**

**NORTH CAROLINA ASSOCIATION OF PUBLIC HEALTH NURSE ADMINISTRATORS
ELIZABETH S. HOLLEY PUBLIC HEALTH NURSE SCHOLARSHIP
SELECTION FORM**

Applicant _____

| CRITERIA OF ELIGIBILITY: | Criteria <u>Yes</u> | Met <u>No</u> |
|---|--------------------------------|--------------------------|
| 1. Minimum of one year work experience in public health. | _____ | _____ |
| 2. Current Public Health Nurse/N.C. Nursing License. | _____ | _____ |
| 3. Accepted or currently enrolled at an accredited educational institution. | _____ | _____ |
| 4. Agreed in writing to work in public health agency for two years. | _____ | _____ |
| 5. Application complete. | _____ | _____ |
| 6. Paragraph attached. | _____ | _____ |
| 7. Letter(s) of recommendation attached. | _____ | _____ |
| 8. Application received by deadline. | _____ | _____ |

CONSIDERATIONS:

(Rank 1 - 10 with 10 being the highest score. Questions 1 and 2 are weighted twice that of 3)

Reason for seeking additional training/education and pertinence to career plans. Potential contribution to public health services for people in North Carolina _____ x 2 _____

Financial need..... _____ x 2 _____

Rate paragraph on the most critical public health Need. (Consider vision and ability to articulate)..... _____ x 1 _____

TOTAL = 50 (maximum) _____

Comments:

Reviewer's Signature _____ Date _____

**NORTH CAROLINA ASSOCIATION OF PUBLIC HEALTH NURSE
ADMINISTRATORS
Motion Form**

Purpose: For written motions at Governing Board meetings to be completed by person making motion.

NCAPHNA: _____ Committee

DATE: _____

I hereby move that

Moved by: _____

Seconded by: _____

Action: _____

_____ County: Update of Public Health
Nursing Employees

Contact if questions: Name: _____ Phone # _____

| A/C/R | Name | Soc Sec # | Class | Educ. | Emp Date | Emp Type | Term Reason | Term Date |
|-------|------|-----------|-------|-------|----------|----------|-------------|-----------|
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Class = 01: Comm Hlth Tech/Aide
Transfer
02: LPN I
03: LPN II
Salary/Benefits
04: RN (staff/clinic nurse)
Hours
05: PHN I
School
06: PHN II
Position
07: PHN III
08: PE I (includes NPs & PAs)
in Force
09: PE II (includes NPs & PAs)
10: PE III (includes NPs & PAs)

Educ. = NA I
NA II
CHT (on-the-job-training)
LPN
D: Diploma RN
A: Associate Degree RN
B: BSN
M: Health-related Masters (MSN, MPH, etc)
PhD: Doctorate
Oth: Other

Term Reason = A: Family
B: Child Care
C: Improved
D: Improved
E: Return to
F: State
G: Retirement
H: Reduction
I: Death
J: Program

- 11: CNM I
Personal/Family Health
- 12: CNM II
- 13: CNM III
- 14: NursSupv I
- 15: NursSupv II
information
- 16: NursDir I
changed)
- 17: NursDir II
employment status
- 18: NursDir III
- 19: Other (specify)

NOTE: NPs, PEs, etc should be placed in degree levels above. Use Other ONLY if no other specified degree/credential is held

EmpType = P: Part Time
F: Full Time
C: Contract

K:
A/C/R = A: Add new employee
C: Change in employee's
(Highlight any item that has
R: Remove from active

To keep Public Health Nurse info current, please fill out this form periodically as needed and email to Office of Public Health Nursing.



APPLICATION FOR NCAPHNA ASSOCIATE MEMBER

Applicant for Associate Member, other than DHHS Consultants and nursing personnel from the state Office of Public Health Nursing and Professional Development, must be endorsed by a voting member of NCAPHNA. The Associate Member requiring application for membership is a nurse who is employed in North Carolina baccalaureate or master level nursing education programs with teaching responsibilities in public health curricula who are currently licensed registered nurses, and registered nurses employed in administration in a local, state or public health agency (whose position does not require a registered nurse).

Applicant Name _____

Address _____

Current RN License Number and expiration date _____

Briefly describe the main function of your job: _____

Why do you wish to be an Associate Member? _____

Endorsed by _____

Name _____

Address _____

Agency _____

NCAPHNA Regional Group _____

Position/Job Title _____

Comments: _____

The following signatures indicate that the applicant desires to be an Associate Member in the NCAPHNA and meets the criteria for Associate membership.

Applicant _____

Endorser _____

Date _____

New applications must be completed and received by the Membership Committee at least 90 days prior to the annual Association meeting.



**NORTH CAROLINA ASSOCIATION OF
PUBLIC HEALTH NURSE ADMINISTRATORS**

Name of Nominee _____

Address _____

City _____ State _____ Zip _____

Telephone _____

Name of Suggestor _____

Address _____

City _____ State _____ Zip _____

Telephone _____

Copies to be sent to:

Name _____

Address _____

City _____ State _____ Zip _____

Telephone _____

Name _____

Address _____

City _____ State _____ Zip _____

Telephone _____

Name _____

Address _____

City _____ State _____ Zip _____

Telephone _____

Name _____

Address _____

City _____ State _____ Zip _____

Telephone _____

PARLIAMENTARY PROCEDURE RULES – SIMPLIFIED
(According to Robert’s Rules of Order)

PREFACE

Parliamentary Procedure is simply a body of rules and principles applicable to the conduct of meetings of deliberative bodies. It concerns itself with open and free discussion, the rights of the minority, and the rule of the majority. Think of it, not as a set of arbitrary rules to be learned out of a book, but rather as common sense and logic applied to the conduct of a meeting.

1. Agenda or Order of Business – the following is suggested, but can be changed as desired.

- a. Call to order
- b. Reading and approval of minutes
- c. Reports of officers and standing committees
- d. Reports of special committees
- e. Old (unfinished) business
- f. New business
- g. Program
- h. Adjournment

2. All motions should have:

- a. Main motion
- b. Second to the motion (refer to Robert’s Rules for exceptions)
- c. Chairman calls for discussion from the group
- d. Chairman should re-state the motion to the group if there is no more discussion
- e. Chairman calls for a vote – for and against
- f. Chairman announces the result of the vote and may re-state the motion as passed. If the vote is close, Chairman should state the count – pro and con.

3. MINUTES:

Minutes are usually approved by general consensus – “There will be no further corrections; the minutes will stand approved as corrected.” Are often approved as read/mailed. Are usually corrected informally as directed by President following a call for corrections. When minutes are distributed prior to the meeting, a policy of calling for corrections without having them read aloud at the meeting is acceptable.

4. TREASURER’S REPORT

The Treasurer’s report may be discussed for clarification, but requires no action by the assembly. It would not be appropriate for a group to “make a motion that the Treasurer’s report be approved” if in fact the group has not actually viewed the full accounting records of the Treasurer. Generally, the Treasurer’s report is automatically referred to an auditing committee for approval/acceptance.

5. AUDITING COMMITTEE REPORT

The Auditing Committee’s report should be voted on and adopted. Adoption in effect approves

the Treasurer's report. If the report contains recommendations/resolutions proposing specific action to be taken by the group, the recommendations should be re-stated at the end of the report to obtain approval on each recommendation (separately or all together, according to the wishes of the assembly.)

6. REPORTS WITH RESOLUTIONS OR RECOMMENDATIONS FOR ACTION

At the end of a committee report, where specific actions are being recommended to the group, the reporting committee member should move (make a motion) that the recommendation(s) be adopted. If there are more than three (3) members on the committee, a second to the motion is not needed – in essence the committee members have already made the motion and second within their group and they are now laying the motion before the group. The group discusses and disposes of the resolution (i.e., adopts, defeats, tables, etc.). It is suggested that in reports with more than one (1) recommendation, each should be handled separately to avoid confusion, and since members may favor one of the recommendations while defeating another.

A report is defined as being received when it is presented to the group. No vote is required to receive a report.

Report for information only is presented to the group (received) with no vote. Again, the reporting member usually makes the necessary motion at the conclusion of the report to implement the recommendations if there are any proposed from the committee. If the reporting member does not make the required motion to implement an action/recommendation, any member of the group may do so, and this should be seconded.

If a motion contains separate parts (e.g. I move that we give \$100 to Cystic Fibrosis, \$100 Cancer Society and \$100 to stock the Smith's bar) the Chairman can divide the motion and call for a vote on each separately.

7. AMENDMENTS TO THE MAIN MOTION (Second is required):

When someone proposes an amendment to the original motion you must vote on the amendment first, and then the motion including the amendment (if the amendment passes.)

If someone proposes an amendment to the amendment, you always vote in reverse order – the amendment to the amendment, then the amendment including its second amendment if passed, then the main motion including whatever amendments passed.

8. If an issue is brought up, but no motion made the Chairman should state that the issue fails, request is refused, etc. due to lack of a motion.

9. Discussion of the issue (e.g. gathering pertinent facts surrounding the issue) can take place without a motion on the floor, but when a debate starts, the Chairman should call for a motion. The discussion/or fact gathering takes place until the Chairman determines that a motion is in order before further talk/debate should continue.

10. NOMINATIONS/ELECTIONS:

If you have nominations for officers from the floor, a motion to close the nominations is required and this must have a 2/3 vote to pass. Nominations may be reopened, however, by a motion which requires only a majority vote.

When nominations are made by a Nominating Committee, their report is not adopted, but the names are offered and treated as if the persons named had been nominated from the floor.

Further nominations may be made from the floor unless your Bylaws state that there will be no nominations from the floor.

11. When someone “CALLS FOR THE QUESTION” it means they are ready to vote and as such they are making a motion to end the discussion and vote on the issue at hand.
A call for the question should be considered as a motion in itself and requires no second and a 2/3 vote that will assure that everyone else is ready to vote also and that they wish to discuss the issue no longer. Then, after the “question” passes, you can take a vote on the original motion, which should be re-stated before you ask for the vote. The purpose of the call for the question is to secure an immediate vote on a pending question and end the debate. The Chairman may determine general consensus approval of the call for question, negating a vote.
12. “POINT OF ORDER” may be called to call attention to a violation of the rules of parliamentary procedure. The Chairman is responsible for determining whether or not the meeting is actually out of order and for bringing the group back to the issue at hand according to the rules of parliamentary procedure. Or, the point of order issue can be solved by a majority vote.
13. A motion can be made to “SUSPEND THE RULES” and if it passes will allow action that is not possible under the rules. This motion is not debatable and requires a 2/3 vote and can include the suspension of Robert’s Rules of Order. This cannot, however, violate an existing constitution or Bylaws.
14. To call for a “DIVISION” - indicates that someone desires a more accurate vote on a matter and secures an accurate check on the vote.
15. To call for the “ORDER OF THE DAY” – this is another form of “POINT OF ORDER” and is a motion that simply calls for adherence to the order of business or to hold the discussion to the matter at hand.
16. To reconsider an issue that has already been voted on, a member of the prevailing side of that issue only can make a motion to reconsider the question. If this motion passes, it secures further consideration and another vote on the original motion. To rescind a motion, can be done and repeals action previously taken also.
17. To ratify means to approve of previous action taken.
18. To table a motion is simply to delay action on it. To table a motion requires a second, no discussion and a majority vote.
19. Chairmen should remember to study and know their Bylaws and Constitution.