

1                                   **INDIANA ORGANIZATION FOR NURSING LEADERSHIP**  
2                                   **RULES AND REGULATIONS**

3  
4  
5                                   **ARTICLE I – MEMBERSHIP**

6   1.1 Eligibility

- 7  
8       A. Membership in Indiana Organization for Nursing Leadership (IONL), hereinafter referred to  
9       as the Organization is a personal membership, not an institutional membership.  
10      B. Eligible nurse leaders, in all practice settings, who are not Organization members may  
11      be forwarded annual invitations for membership.  
12      C. Additional memberships in IONL may be entered into by Associate members and Industry  
13      Partners only as established in the Organization Bylaws.

14   1.2 Applications for Membership

- 15      A. New applications shall be sent to Indiana Hospital Associations (IHA) in c/o Indiana  
16      Organization of for Nursing Leadership’s Chief Executive Officer.  
17      B. Any incomplete application shall be returned to the applicant.  
18      C. Any application with questionable qualifications shall be submitted by the Chief Executive  
19      Officer to the Board of Directors, hereinafter referred to the Board, for approval.  
20      D. All applications shall be processed within thirty (30) days of receipt except for those  
21      which need to be reviewed by the Board.

22   1.3 Eligibility Status Change

- 23      A. If a change of position to another institution occurs and membership eligibility is  
24      maintained, the membership is retained without additional dues assessment.  
25      B. Membership in the Organization shall not be transferable to another person.  
26      C. A Full Member or Associate Member who, because of a change in position, sabbatical,  
27      leave of absence or unemployment does not continue to meet the criteria for Full Member  
28      or Associate Members in the Organization, shall be allowed to continue membership in the  
29      same category for two (2) additional dues periods.  
30

31   1.4 Termination of Membership

32      Termination of membership for non-compliance with bylaws requires a majority vote of the  
33      Board of Directors.  
34

35   1.5 Voting

- 36      A. Voting at Annual Meetings  
37          1. Only members of the Organization who are present and in good standing shall be  
38          entitled to one (1) vote each.  
39          2. Voting shall be by means of a ballot, verbal and/or hand count.  
40          3. Ballots shall be destroyed at the end of the annual business meeting  
41

- 42 B. Election of Officers  
43 1. See IONL Bylaws, Article VIII, Section 3. A.  
44 C. Voting  
45 1. In all instances of voting, the Board of Directors may utilize electronic means when  
46 deemed appropriate.  
47 2. Between scheduled business meetings, the Board may refer to the members, any issue  
48 of importance affecting the Organization.  
49 3. The ballot shall be provided to each member in accordance with the Bylaws.  
50 4. The votes shall be tabulated by the secretary and reported to the Board of Directors.  
51 5. The results of the vote shall be communicated to the membership by the President.  
52 6. A majority vote of those ballots returned shall determine the results.  
53

## 54 **ARTICLE II – DUES**

### 55 **2.1 Payment of Organization Dues**

- 56 A. Annual dues shall be determined by the Board prior to the annual meeting.  
57 B. Annual dues per membership category shall be rounded to the nearest dollar.  
58 C. Payment of Dues: See Bylaws Article IV for scheduled of renewal notices and dues  
59 payment(s).  
60 D. No portions of the dues shall be refundable or transferable when a member is  
61 terminated for any reason.  
62

## 63 **ARTICLE III – IONE DISTRICTS**

### 64 **3.1 Composition**

- 65 A. District boundaries shall be determined by the Board of Directors based on input from  
66 the membership. Elements for consideration of boundaries may include geographical  
67 relationships, common market area, IHA district structure, number of participating  
68 hospital in the area, etc. (Present districts include: Northern, Northeastern, Midwestern,  
69 Eastern, Central Southwestern, Central, Southeastern, and Southwestern.)

### 70 **3.2 District Bylaws**

- 71 A. IONL districts shall submit a copy of current district Bylaws to the Chairperson of the  
72 IONL Bylaws Committee as any revisions are made. District Bylaws shall not be in  
73 conflict with IONL Bylaws, Rules and Regulations.

### 74 **3.3 District Presidents**

- 75 A. District elections for officers shall be held prior to November 1 of each election year.  
76 B. District Presidents shall report the results of the district elections to the President of IONL  
77 prior to November 1<sup>st</sup> of each year.  
78 C. District President-Elect and President shall participate in the transitional Board meeting  
79 for orientation and transition of authority.  
80 D. District Presidents must be full members of IONL.  
81 E. District Presidents become voting members of the IONL Board of Directors. (Bylaws –  
82 Article VII – Section 1.)

83 3.4 District Meetings

- 84 A. District Bylaws shall reflect a minimum requirement of quarterly district meetings.
- 85 B. District activities shall be reported at IONL Board meetings.

86 3.5 District Annual Report

- 87 A. District Presidents shall submit the written district annual report to the IONL President
- 88 thirty (30) days prior to the annual meeting. The district annual report shall be included in
- 89 reports distributed and or reported at the IONL annual meeting.

90 3.6 District Membership Lists

- 91 A. The district President is responsible for maintaining an up-to-date membership list for the
- 92 district.

93  
94 **ARTICLE IV - AFFILIATIONS**

95 4.1 Indiana Hospital Association

96 A. IONL Representation

- 97 1. The President or designee of IONL is a standing member of the Council on
- 98 Workforce Development and Council of Quality and Patient Safety.

99 B. IHA Liaisons

- 100 1. The IHA liaisons to IONL work cooperatively with the Organization Board of
- 101 Directors to oversee organizational operations.

102 C. Central Depository

- 103 1. The IHA shall be the depository for the original copies of all meeting minutes and
- 104 other papers of the Organization to provide an on-going reference to those
- 105 decisions/actions of the Organization. It is the Executive Director's responsibility to
- 106 provide records to the central depository at the end of every president's term.

107  
108 4.2 Other Organizations

- 109 A. The President shall approve or appoint all representatives to other organizations.

- 110 1. The representative shall provide a report to the Board as appropriate.

- 111 B. The Board, at its discretion, may participate with a new organization for informational
- 112 purposes and subsequently may recommend continued association or affiliation to the
- 113 membership at the annual business meeting.

- 114 1. The Board shall review participation with current affiliations or associations
- 115 annually and shall recommend to the Organization continued participation as
- 116 appropriate.

- 117 2. The President shall appoint a board member to represent the Organization as
- 118 appropriate.

119  
120 **ARTICLE V – BOARD OF DIRECTORS**

121 5.1 Conduct of Meetings

- 122 A. The President shall preside as chairperson of the Board.
- 123 In the absence of the President, the President-Elect shall preside.

- 124 B. Meetings are held at least quarterly to conduct the affairs of the Organization. A calendar  
125 of meetings shall be distributed in January each year.
- 126 C. Board Members attend/participate in a minimum of 50% of scheduled Board meetings.  
127 Failure to meet the standard may result in replacement of Board position.
- 128 D. Members are notified not more than thirty (30) nor less than ten (10) days in advance of  
129 any meetings.
- 130 1. Meetings of the Executive committee may be called at the discretion of the President.

131 5.2 Functions

- 132 A. Develops and approves Organization Strategic Plan inclusive of mission, values and  
133 goals at the annual board retreat in January.
- 134 B. Approves committee chair appointments as presented annually.
- 135 C. Establishes Rules and Regulations which are reviewed, and revised as necessary.
- 136 D. Agenda for the annual business meetings is prepared by the President with input from  
137 members of the Board. The agenda is presented to the Board at the October meeting for  
138 affirmation.
- 139 E. Receives a financial report from the Treasurer at each meeting and annually. The Board  
140 shall be responsible for monitoring the financial status of the Organization.
- 141 F. Identifies and defines nursing practice/health care issues. Develops position statements  
142 related to identified issues that reflect IONL perspective.
- 143 1. Any Organization policy or position statement adopted for public presentation shall  
144 be compatible with official IHA position.
- 145 2. The President shall act as the official spokesperson for IONL in collaboration with  
146 board members relative to the subject matter.

147 5.3 Responsibility of District Presidents as Board Members

- 148 A. Provide two-way communication between district and state associations.
- 149 B. Ensure that minutes of the district meeting are distributed to the district members.
- 150 C. Develop and maintain open lines of communication with other individuals and groups  
151 within the community where there are mutual interests, and report as necessary to the  
152 Board regarding these activities.
- 153 D. Submit a written annual report to the President of IONL thirty (30) days prior to the  
154 annual business meeting.
- 155 E. Attend/participate in board meetings at least 50% of the time or attempt to send a  
156 replacement if unable to attend Board meeting.
- 157 F. Establish notification system. See Rules and Regulations, Article VII, section 7.6 B 3.
- 158 G. Submit the name of the District President for the coming year to the President of IONL.
- 159 H. Other duties as designated by the Board.

160

161 **ARTICLES VI – OFFICERS AND EXECUTIVE DIRECTOR**

162 6.1 Presidential Responsibilities

- 163 A. Acts as the official spokesperson for the Organization.
- 164 B. Submits recommendations for committee appointments to the Board prior to assuming  
165 responsibility of President in January.

- 166 1. Confirms committee appointments  
167 2. Distributes the approved committee chairs, co-chairs, membership, and committee  
168 charge.  
169 C. Represents the Organization as needed in matters related to the American Organization  
170 for Nursing Leadership (AONL) and other appropriate organizations.  
171 D. Schedules and develops annual calendar for Board of Directors and Executive  
172 Committee.  
173 E. Presides at all Board of Directors and Executive Committee meetings and develops  
174 agenda to facilitate conduct of business.  
175 F. Develops the Organization Strategic Plan in conjunction with the Board of Directors  
176 annually.  
177 G. Prepares the agenda for the business meeting with input from the Board of Directors.  
178 H. Delivers the State of the Organization address at the annual business meeting.  
179 I. Conveys concerns and recommendations to the Board of Directors and/or appropriate  
180 committee for study and resolution.  
181 J. Collects reports for the annual Board meeting.  
182 K. Ensures appropriate information is distributed to membership not more than thirty (30)  
183 nor less than ten (10) days prior to the annual meeting.  
184 L. Reports status of membership at Board meetings and at annual meeting

185 6.2 President-Elect Responsibilities

- 186 A. Assumes duties of President in his/her absence (Rules and Regulations, Article VI – 6.1).  
187 B. Attends Board, business, and education meetings of the Organization.  
188 C. Collaborates with the President in the development of the Organization Strategic Plan.  
189 D. Delivers new President’s acceptance speech at the time of installation during the annual  
190 meeting.  
191 E. Assists President as requested.  
192 F. Maintains current knowledge of the activities of AONL and other appropriate  
193 organization.

194 6.3 Past President Responsibilities

- 195 Serves as Nominating Committee Chair.

196 6.4 Secretary Responsibilities

- 197 A. Turns over all records to the newly elected Secretary thirty (30) days after completion of  
198 the term of office.  
199 B. Submits draft of Board meeting minutes within two (2) weeks of meeting to President for  
200 approval.

201

202

203

204 6.5 Treasurer Responsibilities

- 205 A. Receives requests and tracks reimbursements of expenses incurred by the Chief  
206 Executive Officer. Approves reimbursements according to IONL Rules and Regulations  
207 and forwards to IHA liaison prior to annual business meeting.
- 208 B. Develops and maintains a system of checks and balances with IHA liaison/Chief  
209 Executive Officer for Organization receipts and disbursements.
- 210 C. Prepares proforma budget in tandem with Chief Executive Officer for the Organization  
211 and submits for Board approval prior to the annual meeting.
- 212 D. Sends any request for reimbursement of expenses, payable to the Treasurer, to the Chief  
213 Executive Director for approval prior to forwarding to IHA for reimbursement.
- 214 E. Expenditures and Reimbursement
- 215 1. Organization members authorized by the President and/or Board who incur expenses  
216 for the Organization may be reimbursed for postage, stationery supplies, duplication,  
217 and phone calls.
- 218 2. The President shall be reimbursed for reasonable actual expenses, mileage and  
219 parking at the IRS approved rate for all state and national meetings.
- 220 3. Board of Directors shall be reimbursed for mileage and parking for Board meetings  
221 and shall have expenses paid for the January planning meeting.
- 222 4. Committee members shall be reimbursed mileage and parking. Meals may also be  
223 reimbursed at the discretion of the committee chair.
- 224 5. Other persons authorized by the President/Board to travel on IONL business shall be  
225 reimbursed for reasonable actual expenses, mileage and parking.
- 226 6. The President and/or designated board member(s) officially representing the  
227 Organization at another organization's meeting may be reimbursed for expenses  
228 incurred and not paid by the individual's employer.
- 229 7. Speakers or program participants to another organization or IONL meeting shall have  
230 prior Board or presidential approval for IONL reimbursement of expenses incurred  
231 and not paid by the inviting Organization or the individual's employer.
- 232 8. All requests for reimbursement shall be:
- 233 a. Submitted to the Chief Executive Officer with receipts within the thirty (30)  
234 days of incurring the expense.
- 235 b. Request shall be in writing on the IONL form, "Request for Reimbursement".
- 236 c. President, Board, or designee(s) may authorize the incurring of expenses and  
237 shall provide the responsible person the procedure and forms for requesting  
238 reimbursement.

239

- 240 9. Responsibilities for financial transactions shared with IHA
- 241 a. Receives from Chief Executive Officer an authorization in writing to transfer
- 242 funds to Organization funds for payment of expense.
- 243 b. Prepares financial statement for presentation at Board meetings.
- 244 c. Manages the financial transaction as directed by IONL Executive Director.
- 245 d. Prepares annual financial report in writing for Chief Executive Officer prior to
- 246 the Annual Business meeting of the Organization.
- 247 e. Works cooperatively with the Organization Treasurer and Chief Executive
- 248 Officer to develop and maintain a system of checks and balances for
- 249 Organization receipts and disbursements.

250 6.6 Responsibilities of Executive Director

- 251 A. Distributes meeting minutes, agenda, and appropriate information to Board one (1) week
- 252 prior to the next Board meeting.
- 253 B. Notifies IHA liaison of any changes in dues structure prior to November 1<sup>st</sup> annually.
- 254 C. Maintains an active file on all committee reports.
- 255 D. Collects and forwards appropriate information to the central depository.
- 256 E. Maintains a record of current policies, rules and regulations and Finance Committee
- 257 recommendations for financial affairs of Organization.
- 258 F. Receives interim financial reports from IHA liaison and retains files of current year's
- 259 reports.
- 260 G. Develops and maintains a system of checks and balances with IHA liaison/Treasurer for
- 261 Organization receipts and disbursements.
- 262 H. Prepares and reports actual YTD comparison to budget for each Board meeting.
- 263 I. Prepares proforma budget in tandem with Treasurer for the Organization and submits for
- 264 Board approval prior to the annual meeting.
- 265 J. Requests and tracks for reimbursements of expenses incurred by the Organization
- 266 members. Approves reimbursements according to IONL Rules and Regulations and
- 267 forwards to IHA liaison prior to annual business meeting.
- 268 K. Refers unauthorized requests or requests in excess of \$100.00, not covered by rules and
- 269 regulations, to Board for decision.
- 270 L. Provides tax liaison financial documents, which need to be submitted and processed for
- 271 tax filing purposes. This is submitted annually.
- 272 M. Sends any request for reimbursement of expenses, payable to the Treasurer, for approval
- 273 prior to forwarding to IHA for reimbursement.
- 274 N. Updates and authorizes payment for website maintenance and updates.
- 275 O. Authorizes payment for Organization liability and Director and Officers liability
- 276 insurance.

- 277 P. Orients new members at the annual meeting.
- 278 Q. Creates the draft Organization Annual Report and facilitates editing and finalization with
- 279 the Public Relations Committee.

280 6.7 Responsibility of Board Member-at-Large as appointed

- 281 A. Oversees Scholarship Committee.
- 282 B. Oversees License Plate Committee.
- 283 C. Liaison to affiliate organizations.

284

285 **ARTICLE VII – COMMITTEES**

286 7.1 Committee Guidelines

- 287 A. All committees may have a Board-appointed member to serve in an ex-officio capacity.
- 288 The Finance and Nominating Committee chairs have voting privileges on their respective
- 289 committees.
- 290 B. All committees shall include:
  - 291 1. Representation of multiple healthcare organizations.
  - 292 2. A chairperson on only one (1) standing committee during any given year.
  - 293 3. Equitable geographic distribution shall be encouraged.
- 294 C. Effective date of committee appointment shall be January 1, with appointments to be
- 295 finalized by December 15<sup>th</sup> prior to effective date.
- 296 D. A letter of confirmation of appointment to committee is sent to the committee
- 297 chairperson, with committee membership and committee charge.
- 298 E. Members attend/participate in meetings at least 50% of the time. Failure to meet that
- 299 standard may result in replacement on committee.
- 300 F. Committee chairperson is responsible for maintaining and submitting minutes to the
- 301 Executive Director.
- 302 G. Committee chairperson is responsible for maintaining documents defining the operations
- 303 of the committee. Appropriate documents are passed on to the incoming chairperson at
- 304 the transition meeting.

305

306 7.2 Finance Committee Responsibilities

- 307 A. Prepares operational budget based on past experience and anticipated Organization
- 308 activities for ensuing year and submits to Board prior to Annual Business meeting to
- 309 include:
  - 310 1. Fixed and variable income and expenses.



- 311 2. President's expense allowance.
- 312 3. Dues recommendation for coming year.
- 313 4. Other anticipated special items (Example: publications, website, newsletter, logo,
- 314 etc.).
- 315 5. IHA expenses to the Organization.
- 316 6. Monitors and plans for expenses by month and/or year.
- 317 B. Prepares Finance Committee Report for Annual Business meeting.
- 318 C. President/Board shall provide direction to the committee annually for Organization
- 319 needs.

### 320 7.3 Program Committee Responsibilities

- 321 A. The Program Committee is responsible for the planning, formulation and implementation
- 322 of the Organization's own educational and business meetings.
- 323 1. Educational meetings of the Organization may have contact hour approval.
- 324 2. Liaison with Finance Committee, Treasurer, and Chief Executive Officer to formulate
- 325 a budget for each event.
- 326 B. Facilitates and promotes networking through joint meeting endeavors with districts, other
- 327 health-care related organizations, associations and the nursing educators within the State.
- 328 C. The Program Committee in consultation with the Board of Directors shall select program
- 329 themes and topics.
- 330 1. Develops the program.
- 331 a. Selects sites for educational and annual meetings. Plans and sets tentative dates
- 332 and locations at least 12 – 18 months in advance of meeting.
- 333 2. Arranges for speakers, panelists, moderators, accommodations and sets the fees for
- 334 the benefit of the Organization.
- 335 3. Meets or confers on an as needed basis with committee members.
- 336 4. Prepares for or distributes promotional meeting materials in conjunction with IHA
- 337 and/or other interested groups.
- 338 5. Arranges for the parliamentarian for annual business meetings, if requested by
- 339 President.
- 340 6. Arranges for Past-Presidents luncheon at annual business meeting including sending
- 341 out invitations, obtaining recognition gifts, and introducing Past-Presidents.
- 342 7. Submits request for honorarium for speakers in advance of educational sessions.
- 343 8. Obtains recognition plaque for outgoing President and other recognition plaques.

344 D. Provisions for waiver of registration fees for the Organization’s conferences are not usual  
345 and customary. Requests for a waiver of these fees must be submitted to the Board of  
346 Directors of the Organization for their approval prior to the established deadline for  
347 meeting registration.

348 E. Provides financial summary for each event.

349 7.4 Nominating Committee Responsibilities

350 A. The Nominating Committee meets to identify and confirm persons to serve, and as  
351 necessary, to compile the slate.

352 B. After verbal acceptance is received for all positions, the chair person shall send a cover  
353 letter to each candidate requesting:

- 354 1. His/her signature on a “Letter of Consent”.
- 355 2. Completion of “Candidates Professional Information Form”.
- 356 3. Personal photograph (billfold size).

357 C. Nominating chairperson shall compile candidates’ information with a prepared slate for  
358 distribution to each voting member of the organization approximately thirty (30) days  
359 prior to the annual meeting.

360 D. The chairperson shall present the slate of candidates to the business session at the annual  
361 meeting.

362 7.5 Bylaws Committee Responsibilities

363 A. Reviews and makes necessary changes to the Bylaws and Rules and Regulations as  
364 directed by Board.

- 365 1. Reviews Board of Directors and the Organization Annual Minutes to include  
366 approved decision/actions of the Board and Organization.
- 367 2. Reviews AONL Bylaws and recommends revisions for IONL Bylaws if appropriate.
- 368 3. Provides written recommendations for the ensuing committee.
- 369 4. Presents proposed bylaw revisions to Board of Directors for input prior to annual  
370 meeting.

371 7.6 Legislative Committee Responsibilities

372 A. The President/Board shall identify appropriate proactive stances on legislative matters.

373 B. The chairperson in coordination with the President/Board:

- 374 1. Monitors and strategizes legislative activities with legislators and other agencies, such  
375 as IHA, Indiana State Nurses Association, etc.
- 376 2. Testifies before the legislature as appropriate.

- 377 3. Establishes and implements an all member notification system utilizing appropriate  
378 method based on time constraint.
- 379 4. Requests input from all Organization members with regard to proposed and enacted  
380 legislation.
- 381 5. Reports to Board on activities and passage of legislation.

382 7.7 Public Relations Committee Responsibilities

- 383 A. Responsible for providing and implementing a process to enhance recruitment in  
384 accordance with the mission which includes leadership from all practice settings,  
385 recognition, and identification of new members.
- 386 B. Provides a list of new members to the Program Chair for recognition at spring/fall  
387 meetings.
- 388 C. Collaborates with the Chief Executive Officer to create, update, and publish the  
389 Organization annual report
- 390 D. Collaborates with the Chief Executive Officer to create, update, and publish an  
391 information-recruitment brochure to be available for distribution at state and local IONL  
392 events.
- 393 E. Creates, publishes, evaluates for appropriateness, and updates new member packets to be  
394 issued at the time dues are paid for new members and upon special request.
- 395 F. Submits a budget, if appropriate, to the Board each year prior to the meeting of the  
396 Finance Committee.
- 397 G. Maintains current information on the Organization website in tandem with the Chief  
398 Executive Officer.

399 7.8 License Plate Committee Responsibilities

- 400 A. Serves as a liaison between IONL and the Indiana Bureau of Motor Vehicles (BMV) by  
401 exchanging required information and documents regarding the Nursing License Plate  
402 Program.
- 403 B. Maintains a status of the license plate sales based on information provided by the BMV.
- 404 C. Manages the license plate fund distributions.
- 405 1. Leads discussion to finalize license plate fund Grant recommendations at the October  
406 Board meeting.
- 407 2. Validates presidential notification and January check disbursement to designated  
408 plate fund awardees.
- 409 3. Receives reviews and presents to the Board the one (1) year report of license fund use  
410 and outcomes from the license plate fund recipients.
- 411 4. Prepares License Plate Committee report for annual business meeting.

412 5.

413 7.9 Scholarship Committee

- 414 A. Oversees the annual scholarship nomination process based on criteria set by the Board.
- 415 B. In March of each year, sends a letter to Indiana colleges and universities that offer  
416 advanced degrees in nursing leadership requesting a nomination for a scholarship eligible  
417 MSN or Doctoral candidate and to the Chief Nursing Officers/Executives of Indiana  
418 hospitals for an RN-BSN scholarship candidate.
- 419 C. Reviews and makes recommendations to either approve or deny the candidates submitted  
420 by colleges/universities.
- 421 D. Provides selection recommendations for scholarship to the August IONE Board meeting  
422 for approval.
- 423 E. Submits a check request to the Chief Executive Officer for the scholarship amount for  
424 each recipient.
- 425 F. Notifies each recipient of award and invites them to the IONL Fall Conference for  
426 scholarship presentation.

427

428

**ARTICLE VIII – MEETINGS**

429 8.1 Business Meeting

430 A. Attendance

- 431 1. The business meetings may be restricted to Organization members, associates, and  
432 IHA liaison. (guests may attend the education segments of Organization Meetings.)
- 433 2. Name badges must be visible at all meetings.

434 B. Rules of Conduct

435 1. Quorum

- 436 a. A quorum for the business meetings shall consist of three (3) officers, one of  
437 whom shall be the President or President-Elect (Exception: Bylaws Article IVII,  
438 Section 2) and a majority of the voting members present.
- 439 b. A registration checklist shall be used to establish the eligible membership  
440 quorum.
- 441 c. The Secretary shall give a verbal report to the President at the beginning of the  
442 business session consisting of the number of voting members of the Organization  
443 present.

444 2. Time

445 All meetings shall start promptly at the hour designated.

- 446 3. Motions
- 447 a. Only voting members of the Organization may introduce motions.
- 448 b. All main motions shall be written, signed by the maker, and immediately given to
- 449 the Secretary.
- 450 c. When a motion is made and seconded, it shall be restated by the chairperson
- 451 before being addressed.
- 452 4. Debate
- 453 a. A member shall be entitled to the floor after she/he arises, addresses the presiding
- 454 officer, gives name, and obtains recognition from the chair. Upon recognition, a
- 455 member shall speak.
- 456 b. A member shall state whether discussion is in the affirmative or negative.
- 457 Discussion must be confined to the question before the group.
- 458 c. Discussion on a motion shall be limited to two (2) minutes for each speaker.
- 459 General consent shall be required if additional time is to be granted a speaker. If
- 460 there is no objection to the general consent, a formal vote must be taken, and a
- 461 majority vote of those present shall be required to grant the additional time.
- 462 d. No member may speak a second time until all others who wish to speak have had
- 463 the opportunity to do so.
- 464 e. No member shall be given the privilege of the floor more than twice on the same
- 465 question without the unanimous consent of the voting body.
- 466 5. Timekeepers
- 467 a. A timekeeper may be appointed by the President to serve at each meeting.
- 468 b. It shall be the duty of the timekeeper to indicate to each speaker when the allotted
- 469 time has elapsed.
- 470 6. Floor Tellers
- 471 a. Floor tellers shall be appointed by the President to count, tabulate and report
- 472 votes.
- 473 b. During a vote count, only floor tellers shall be permitted to move about.
- 474 7. Resolutions
- 475 a. Resolutions shall be submitted to the President at least fifteen (15) days prior to
- 476 the meeting. They shall be in writing and signed by the person presenting them.
- 477 b. Any proper resolution growing out of business proceedings may be presented by a
- 478 member provided that the subject matter of the resolution is declared by the
- 479 President to be in order, and subject to the approval of the parliamentarian.
- 480 8. Parliamentary Authority

481 a. The proceedings of the business meeting shall be governed by Robert’s Rules of  
482 Order.

483 b. A parliamentarian shall be present if requested by the President.

484

485 **ARTICLE IX – AMENDMENTS OF RULES AND REGULATIONS**

486 9.1 These Rules and Regulations may be amended by the Board of Directors at a regularly  
487 scheduled meeting by a simple majority of an established quorum. Reference Bylaws,  
488 Article XIII, Section 2.

489

490 **ARTICLE X – MISCELLANEOUS RULES AND REGULATIONS**

491 10.1 President’s Council

492 A council of Past Presidents of the Organization may be established to advise and assist in  
493 Organization planning and special projects.

494 10.2 Membership List

495 A. The list of Organization members shall not be sent out to any agency unless so approved  
496 by the Board. IHA shall maintain membership mailing list.

497 B. All requests for an IONL membership list shall be individually reviewed by the President  
498 (or President-Elect in the President’s absence).

499 IONL membership list may be provided to the following professional, related  
500 organizations:

501 1. Graduate studies – research (Nursing)

502 2. Schools of Nursing – educational interests

503 3. Other nursing societies

504 4. IHA affiliate societies

505 5. IONL membership hospital requesting mailing list

506 C. To protect the privacy of our membership roster, any IONL member contacted to release  
507 the membership list shall refer the request to the President.

508 10.3 Definition

509 The term President-elect indicates the person who shall be assuming the responsibility of  
510 President at the beginning of the next term of office. This title shall be in use only  
511 between the election of new officers and the next term of office.

512

513

514 Adopted 09/29/82, Revised 07/20/84, Revised 11/08/85, Revised 11/14/86, Revised 09/10/87,  
515 Revised 10/25/88, Revised 06/12/89, Revised 06/12/90, Revised 10/16/90, Reviewed 10/14/92,  
516 Revised 10/13/93, Reviewed 10/12/95, Revised 08/09/96, Revised 10/08/96, Revised 03/11/98,  
517 Revised 10/13/03, Revised 08/09/07, Revised 07/09/08, Revised 09/02/08, Revised 07/28/10,  
518 Revised 10/19/11, Revised 08/16/13, Revised 08/08/14, Revised 10/21/2015, Revised 10/19/16,  
519 Revised 10/19/2017, Revised 10/18/2018, Revised 08/23/2019, Revised 10/15/2019, Reviewed  
520 08/14/2020.