

**EMERGENCY NURSES ASSOCIATION
CALIFORNIA STATE COUNCIL
STANDARD PROCEDURE: SPECIAL APPOINTMENTS BY THE BOARD**

Page 1 of 1

I. PURPOSE

To outline the procedure for appointing representatives from the State Council to selected organizations/agencies

II. PROCEDURE

A. General Guidelines

1. The Board of Directors will recommend to the Council organizations and agencies to which the Council should send representatives.
2. The President according to ARTICLE VIII of the Bylaws will appoint representatives. The usual term of the appointment shall be for one calendar year, January through December, subject to reappointment.
3. Appointments may be made on a short-term and/or emergency basis with simple board majority approval by the Board of Directors.

B. General Considerations of Board Appointees

1. Board appointees will submit a budget detailing their projected expenses for the calendar year.
2. Board appointees will be reimbursed according to *Standard Procedure: Reimbursement of Expenses*. Additional reimbursement for travel to and from meetings of the organization/agency to which the represented has been appointed should be submitted for approval with the yearly budget.
3. Specific responsibilities of each Board appointee appear in the appropriate sections of these Standard Procedures.
4. Individuals appointed to liaison with selected organizations/agencies will communicate with their Board of Directors liaison prior to the state council board meeting to review and report the most current activities that have taken place within the selected organization/agency.

ORIGINAL APPROVED BY STATE COUNCIL: January 1997

EFFECTIVE DATE: January 1997

REVIEW / REVISION DATE: May 2003, January 2005, August 05