

**EMERGENCY NURSES ASSOCIATION
CALIFORNIA STATE COUNCIL
STANDARD PROCEDURE: STANDARD PROCEDURE PROCESS**

**Page
1 of 2**

I. PURPOSE

To outline a uniform approach for the development, format, review, approval and distribution process of California State Council Standard Procedures consistent with national Emergency Nurses Association (ENA) *Bylaws* and *Standard Procedures*.

[NOTE; All Standard Procedures are subject to review and approval by the State Council Board of Directors and the membership of the State Council as set forth in ARTICLE VI of the State Council *Bylaws*.]

II. PROCEDURE

- A. The Board of Directors will determine the need for a specific Standard Procedure. or revision of an already existing Procedure. and will assign the appropriate person(s) to draft said Procedure
- B. The format for a Procedure will, at a minimum, consist of the title, a statement of purpose (including any relevant background) and the actual step by step procedure. (See Appendix for sample Standard Procedure: Committee)
- C. The author(s) of the Procedure will submit a written draft to the Chair of the Bylaws Committee.
- D. The Bylaws Committee will review and arrange mailed distribution or the electronic transfer of the information to the State Council prior to the next regularly scheduled State Council meeting.
- E. Discussion will be held at the next regularly scheduled State Council meeting. Revisions may be made at this time by the Board, Committee Chairs and/or State Council Representatives.
- F. A final draft (adopted by the Bylaws Committee) of the Procedure will be submitted to the State Council prior to the next regularly scheduled State Council meeting. A motion to adopt the Procedure will be called for at that meeting by the Bylaws Committee Chair. If adopted, it will become effective immediately unless a motion is made otherwise.

**STANDARD PROCEDURE
STANDARD PROCEDURE PROCESS**

**Page
2 of 2**

II. PROCEDURE

- G. The original Standard Procedure will be filed by the Secretary of the State Council Board of Directors. Official copies will be distributed to the Chapter Representatives and the Board of Directors by the Secretary in conjunction with the Chair of the Bylaws Committee.

**ORIGINAL APPROVED BY STATE COUNCIL: November 1988
REVIEW: May 2003
REVISION DATE: January 1994; August 05**

Appendix-standard procedure process

**EMERGENCY NURSES ASSOCIATION
CALIFORNIA STATE COUNCIL
STANDARD PROCEDURE
STANDING COMMITTEE: Name of the Committee**

Page
1 of 1

I. PURPOSE AND COMMITTEE GOALS

(In one to three paragraphs describe the overall purpose of the committee and the yearly goals).

II. COMMITTEE COMPOSITION / MEMBERSHIP

(Include any special qualifications which Chair or members must possess and maintain. Include the terms of office for Chair and members. Describe how committee vacancies are filled/handled.)

*REMEMBER: According to California State Council *Bylaws*, all Committee Chairs and members are appointed by the State Council President with approval of the Board of Directors and the Chapter Representatives.

III. SPECIFIC RESPONSIBILITIES

- A. Chair
(Include calling meetings of the committee, reporting to the State Council and preparation and monitoring of the committee budget.)
- B. Members
(Include meeting attendance and completion of assigned committee tasks.)

ORIGINAL APPROVED BY STATE COUNCIL:

REVIEW:

REVISION DATE: August 05