

**EMERGENCY NURSES ASSOCIATION
CALIFORNIA STATE COUNCIL
STANDARD PROCEDURE
STANDING COMMITTEE: BYLAWS AND PROCEDURES**

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I. PURPOSE

The purposes of the Standing Committee: Bylaws and Procedures are:

- A. To review and amend the California State Council *Bylaws* in accordance with the national Emergency Nurses Association *Bylaws* and the laws governing California Not For Profit Mutual Benefit Corporations; and
- B. To review and assist with the development and revision of written Standard Procedures as identified by the State Council.

[NOTE: Bylaws drafted by the Bylaws Committee are subject to Council legal review, National Bylaws Committee and State Council approval.]

II. MEMBERSHIP

The Bylaws and Procedures Committee shall consist of the following who shall be appointed to the Committee by the State Council President according to ARTICLE XI of the State Council *Bylaws*.

- 1. Chair
 - 2. Chair-elect (optional, but desirable)
 - 2. Nonspecific number of members
- A. QUALIFICATIONS
- 1. Chair shall have and maintain:
 - a. current national Emergency Nurses Association (ENA) membership;
 - b. current professional nursing licensure in the state of California;
 - c. leadership as demonstrated by active involvement at Chapter, State or National level of ENA;
 - d. Certified Emergency Nurse (preferred); and
 - e. previous State or National Bylaws Committee experience (preferred).
 - 2. Members shall have and maintain:
 - a. current active ENA membership; and
 - b. current professional nursing licensure in the state of California.

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II. MEMBERSHIP

B. TERM OF OFFICE

1. Chair: One (1) year term, subject to reappointment.
2. Members: One (1) year term, subject to reappointment.

Term of office shall run the calendar year i.e. beginning in January and ending in December.

C. VACANCIES

1. All vacancies will be filled by the State Council President according to ARTICLE VII of the *Bylaws*.

III. SPECIFIC RESPONSIBILITIES

A. CHAIR

1. Develop, submit for approval and monitor an annual Committee budget.
2. Submit a written report of Committee progress at the State Council meetings. If present, deliver an oral report on behalf of the Committee at said meetings.
3. Submit an annual written summary report of Committee activity to the State Council.
4. Submit recommended *Bylaws* Amendments and *Standard Procedures* to the State Council for approval.
5. Format and distribute amended *Bylaws* and *Standard Procedures* to the State Council.
6. Call and chair Committee meetings as needed to complete identified tasks.

B. MEMBERS

1. Attend Committee meetings as required and complete tasks as assigned.

ORIGINAL APPROVED BY STATE COUNCIL: November 1988

REVIEW: August 05

REVISION DATE: July 1999