

NDNA Committees and Duties Thereof

Article VIII ACTION COMMITTEES

Section 1: ACTION COMMITTEES – The following Action Committees are standing committees, which shall assume duties according to these Bylaws, NDNA Policies and Parliamentary Authority adopted.

- A. Finance Action Committee
- B. Membership and Communication Action Committee
- C. Education and Practice Action Committee
- D. Advocacy Action Committee

Each Action Committee will be chaired by an NDNA Board Member as listed below. NDNA Board Members not listed as Chairs will distribute themselves amongst the Action Committees. The NDNA Board will set one goal for each committee. Each Action Committee will then select two to three actionable goals to attain before the next NDNA Annual Meeting. Other functions of NDNA will be performed by short-term task forces as appointed by the Board of Directors when needed.

Section 2: FINANCE ACTION COMMITTEE

- A. The Finance Action Committee shall be made up of the Executive Council of the NDNA Board of Directors, plus one active NDNA Member appointed by the NDNA Board of Directors.
- B. The Vice President of Finance shall be the Chair.
- C. The Finance Action Committee shall:
 - 1. Advise the NDNA Board on fiscal affairs of NDNA.
 - 2. Assist in the preparation of the annual budget.
 - 3. Operationalize designated purpose and function.
- D. Term of office
 - 1. Appointed Member shall serve for a two year term or until successors are appointed.
- E. Meetings
 - 1. Meetings shall be held a minimum of two times per calendar year, one of which will be at the NDNA Annual Meeting.
- F. Quorum
 - 1. As an Action Committee, there is no requirement for a quorum.

NDNA Committees and Duties Thereof

Section 3: EDUCATION AND PRACTICE ACTION COMMITTEE

- A. The Education and Practice Action Committee will have four members appointed by the NDNA Board, one from each region of the state.
- B. The Director of Education and Practice shall be the Chair.
- C. The Education and Practice Action Committee shall:
 - 1. Coordinate education, activities include CE application and approval process.
 - 2. Monitor nursing practice changes, or practice changes of other disciplines that will impact nursing and provide communication to NDNA Board.
 - 3. Support and help communication and or input from Membership.
- D. Term of office
 - 1. Appointed Member shall serve for two-year terms or until successors are appointed.
- E. Meetings
 - 1. Meetings shall be held a minimum of two times per calendar year, one of which will be at the NDNA Annual Meeting.
- F. Quorum
 - 1. As an Action Committee, there is no requirement for a quorum.

Section 4: ADVOCACY ACTION COMMITTEE

- A. The Advocacy Action Committee will have four members appointed by the NDNA Board, one from each region of the state.
- B. The Director of Advocacy shall be the Chair.
- C. The Advocacy Action Committee shall:
 - 1. Influence the development of social policy and the passage of state legislation and regulations consistent with ANA and NDNA priorities, positions and policies.
 - 2. Monitor trends and developments in legislative and governmental areas.

NDNA Committees and Duties Thereof

3. Study proposed federal state and local legislation for its implications for nurses, nursing and health care.
 4. Develop and recommend an Advocacy Platform to NDNA Board prior to each regularly scheduled session of state legislature.
 5. Have the opportunity to review and make recommendations on any proposed legislation put forth by NDNA prior to it being brought to the legislature for consistency with the NDNA legislative Advocacy Platform.
 6. Develop and maintain a state legislative response network
 7. Report to the Membership at the Annual Meeting.
 8. Operationalize designated purpose and functions.
- D. Term of Office
1. Members shall serve for two-year terms or until successors are appointed.
- E. Meetings
1. The Advocacy Action Committee shall meet a minimum of two times per year, one of which will be at the NDNA Annual Meeting.
- F. Quorum
1. As an Action Committee, there is no requirement for a quorum.

Section 5: MEMBERSHIP AND COMMUNICATION ACTION COMMITTEE

- A. The Membership and Communication Action Committee will have four members appointed by the NDNA Board, one from each region of the state.
- B. The Director of Membership and Director at Large shall co-Chair the Action Committee.
- C. The Membership and Communication Action Committee shall:
1. Set membership goals for the organization.
 2. Recommend, to the Board of Directors, promotions aimed at increasing membership.
 3. Promote and encourage membership within the state

NDNA Committees and Duties Thereof

4. Promote NDNA as the professional organization for nurses in the state of North Dakota.
5. Review membership communication and offer suggestions for changes.
6. Contribute to the official communication paper of NDNA.
7. Enhance and disseminate social media posts.
- D. Term of Office
 1. Members shall serve for two-year terms or until successors are appointed.
- E. Meetings
 1. The Membership and Communication Action Committee shall meet a minimum of two times per year, one of which will be at the NDNA Annual Meeting.
- F. Quorum
 1. As an Action Committee, there is no requirement for a quorum.

Article X STANDING COMMITTEES

There shall be the following Standing Committees which shall assume duties according to these Bylaws, NDNA Policies and Parliamentary Authority adopted:

Section 1: BYLAWS AND REFERENCE COMMITTEE

- A. The Bylaws and Reference Committee shall be composed of no less than four members appointed by the NDNA Board of Directors.
- B. The Chair shall be appointed by the NDNA Board of Directors.
- C. The Bylaws and Reference Committee shall:
 1. Interpret the bylaws and any standing rules.
 2. Review NDNA bylaws and bylaw recommendations and recommend corrections and amendments and submit proposed changes at the Annual Meeting.

NDNA Committees and Duties Thereof

3. Receive, review and report on proposals submitted for consideration at the Annual Meeting.
 4. Advise Membership regarding the process of submitting recommended changes or bylaws and resolutions to the Bylaws and Reference Committee for consideration by the Membership.
- D. Qualifications of committee members
1. Current NDNA member
 2. Demonstrated experience working with bylaws/resolution in NDNA or another organization
- E. Term of Office
1. Members shall serve for staggered two-year terms or until successors are appointed.
 2. Members are ineligible to serve more than three consecutive terms.
- F. Vacancies
1. A vacancy shall be filled by NDNA Board appointment.
- G. Meetings
1. Meetings shall be held as needed and called by the Chair of the NDNA Board of Directors.
- H. Quorum
1. A quorum shall be the chair or designee and two members.

Section 2: NOMINATING COMMITTEE

- A. The Nominating Committee shall be made up of at least three members elected from the NDNA Membership.
- B. The Chair shall be appointed by the Board of Directors.
- C. The Nominating Committee shall:
1. Send out notice of open positions to the membership three months prior to the Annual Meeting.
 2. Prepare a slate of qualified candidates for each NDNA office and ANA Membership Assembly representative positions.

NDNA Committees and Duties Thereof

3. Monitor the nomination and election of the Board of Directors, ANA Membership Assembly representatives and the Nominating Committee.
 4. Abide by policies and procedures for nominations and elections as established by the NDNA Board and as provided for in the bylaws.
- D. Term of Office
1. Members shall be elected for staggered two-year terms.
 2. Members are ineligible to serve more than two consecutive terms.
- E. Vacancy
1. A vacancy will be filled by NDNA Board appointment.
- F. Meetings
1. The first meeting shall be called by the Chair and/or the NDNA Board of Directors.
 2. Meetings shall be held face-to-face or via teleconference.
 3. For further details see Article XI on Nomination and Elections.
- G. Quorum
1. The Chair or designee and two members shall constitute a quorum.