

1 INDIANA ORGANIZATION OF NURSE EXECUTIVES
2 RULES AND REGULATIONS

3
4 ARTICLE I - MEMBERSHIP

5 1.1 Eligibility

- 6 A. Membership in Indiana Organization of Nurse Executives (IONE) is a
7 personal membership, not an institutional membership.
8 B. Eligible nurse leaders in all practice settings who are not Organization
9 members may be forwarded annual invitations for membership.

10 1.2 Applications for Membership

- 11 A. Complete new applications will be sent to Indiana Hospital Association (IHA)
12 in c/o Indiana Organization of Nurse Executives' (IONE) President
13 B. Any incomplete application will be returned to the applicant.
14 C. Any application with questionable qualifications will be submitted by the
15 President to the Board for approval.
16 D. All applications will be processed within thirty (30) days of receipt with the
17 exception of those which need to be reviewed by the Board.
18 E. IHA Liaison
19 1. Processes new membership and associate applications.
20 2. The Liaison assembles a new member packet and sends to President for
21 cover letter signature and forwarding a copy of the cover letter to the
22 District President.
23 3. Receives membership and associate renewals submitted from members
24 in good standing and processes the renewal.
25 4. Mails first renewal notice by December 15th of each year.
26 5. Mails second renewal notice by February 25th of each year.
27 6. Deletes from membership roster the names of members and associates
28 whose dues are not received at the IHA office by March 31st.
29 7. Mails cancellation notice to people deleted from the membership list.

30 1.3 Loss of Eligibility

- 31 A. If a change of position to another institution occurs and membership
32 eligibility is maintained, the membership is retained without additional
33 dues assessment.
- 34 B. Membership in the Organization shall not be transferable to another
35 person.
- 36 C. An Individual Member or Associate Member who, because of a change in
37 position, sabbatical, LOA or unemployment does not continue to meet the
38 criteria for Individual Members, or Associate Members in the Organization,
39 shall be allowed to continue membership in the same category for two (2)
40 additional dues periods.

41 1.4 Termination of Membership

- 42 A. Termination of membership for non-compliance of bylaws requires a majority
43 vote of the full Board.

44 1.5 Voting

45 A. Voting at Annual Meetings

- 46 1. Only members of the organization who are present and in good standing
47 shall be entitled to one (1) vote each.
- 48 2. Voting will be by means of a verbal and/or hand count.

49 B. Election of Officers

- 50 1. A slate (consisting of one individual per vacant office) of eligible
51 candidates will be sent to each voting member not less than thirty (30)
52 days prior to the annual meeting.
- 53 2. Eligible members who are present and consent to serve may be
54 nominated from the floor.
- 55 3. If there are two or more candidates for an office, a ballot will be used.
56 Votes will be tabulated by the Secretary and two additional members
57 appointed by the President who are not officers or candidates for office.
58 Plurality vote shall constitute an election.
- 59 4. Ballots shall be destroyed at the end of the annual business meeting.

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C. Mail Vote

1. Between scheduled business meetings, the Board may refer to the members by mail vote any issue of importance affecting the IONE. The proposed issue with background information shall be mailed to each member with words YES or NO printed underneath.
2. The member shall mark the ballot and return it in the enclosed inner return envelope, upon which shall be printed BALLOT. This envelope should be placed in a self-addressed outer return envelope, on which the voter's name and address is to be placed.
3. The ballot should be mailed to each member no less than thirty (30) days prior to the return notice printed on the ballot.
4. The votes shall be tabulated by the secretary and reported to the Board of Directors.
5. The results of the vote shall be communicated to the membership by the President.
6. A majority vote of those ballots returned shall determine the results.

1.6 Honorary Membership

- A. The Board will confer honorary membership.
- B. Past-Presidents who no longer meet eligibility requirements for membership will automatically be given honorary membership.
- C. Expenses at an Organization business and/or educational meeting will be the responsibility of the honorary member.

ARTICLE II - DUES

2.1 Payment of Dues

- A. Annual dues and new member discount will be determined by the Board before the annual meeting.
- B. Annual dues per associate member will be 75% of the member dues rounded to the nearest dollar.

- 89 C. Payment of Dues
- 90 1. See Article 1, 1.2 E, 2, 3, 4, 5, and 6 for scheduled of renewal notices
- 91 and dues payment(s).
- 92 2. Dues must be received, postmarked July 15th prior to annual fall meeting
- 93 to sustain voting privileges.
- 94 3. Payment of dues will not be accepted at the annual fall meeting.
- 95 D. No portion of the dues shall be refundable or transferable because a
- 96 membership is terminated for any reason.
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98 ARTICLE III - IONE DISTRICTS

99 3.1 Composition

- 100 A. District boundaries will be determined by the Board of Directors based on
- 101 input from the membership. Elements for consideration of boundaries may
- 102 include geographical relationships, common market area, IHA district
- 103 structure, number of participating hospitals in the area, etc. (Present
- 104 districts include; Northern, Northeastern, Midwestern, Eastern, Central South
- 105 Western, Central, Southeastern, Southwestern.)

106 3.2 District Bylaws

- 107 A. IONE districts shall submit a copy of current district Bylaws to the
- 108 Chairperson of the IONE Bylaws Committee as any revisions are made.
- 109 B. District Bylaws shall not be in conflict with IONE Bylaws, Rules and
- 110 Regulations.

111 3.3 District Presidents

- 112 A. District elections for officers shall be held prior to November 1 of each
- 113 election year.
- 114 B. District Presidents will report the results of the district elections to the
- 115 President of IONE prior to November 1st of each year.
- 116 C. District President-Elect and President will participate in the Transition Board
- 117 meeting for orientation and transition of authority.

- 118 D. District Presidents must be voting members of IONE.
- 119 E. District Presidents become voting members of the IONE Board of Directors
- 120 (Bylaws - Article VII - Section 1.)

121 3.4 District Meetings

- 122 A. District Bylaws shall reflect a minimum requirement of quarterly district
- 123 meetings.
- 124 B. District activities shall be reported at IONE Board meetings.

125 3.5 District Annual Report

- 126 A. District Presidents shall submit the written district annual report to the IONE
- 127 President thirty (30) days prior to the annual meeting. The district annual
- 128 report will be included in reports distributed and or reported at the IONE
- 129 annual meeting.

130 3.6 District Membership Lists

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

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134 ARTICLE IV - AFFILIATIONS

135 4.1 Indiana Hospital Association

136 A. IONE Representation

- 137 1. The President or designee of IONE is a standing member of the Council
- 138 on Resource Management and Council of Quality and Patient Safety.

139 B. IHA Liaison

- 140 1. The IHA liaison to IONE works cooperatively with the Organizational
- 141 officers, Board of Directors and committees to oversee organizational
- 142 operations.

143 C. Central Depository

- 144 1. The IHA will be the depository for the original copies of all meeting
- 145 minutes and other papers of the Organization to provide an on-going
- 146 reference to those decision/actions of the Board and Organization that

147 relate to the administration of the affairs of the Organization.
148 Responsibility for providing records to the depository is identified under
149 officer and committee responsibilities. At the end of each President's
150 term, documents from the past year will be submitted to the depository.

151 **4.2 Other Organizations**

- 152 A. Appointments as representative to other organizations shall be by virtue of
153 the position held in IONE or appointment by the President.
- 154 1. The representative shall provide a report to the Board as appropriate.
- 155 B. The Board, at its discretion, may participate in a new organization for
156 information purposes and subsequently may recommend continued
157 association or affiliation to the membership at the annual business meeting.
- 158 1. The Board will review participation in current affiliations or associations
159 annually and will recommend to the Organization continued participation
160 as appropriate.
- 161 2. The President will appoint a board member to represent the Organization
162 as appropriate.

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164 **ARTICLE V - BOARD OF DIRECTORS**

165 **5.1 Conduct of Meetings**

- 166 A. The President shall preside as chairperson of the Board.
- 167 1. In the absence of the President, the President-Elect shall preside.
- 168 B. Meetings are held at least quarterly to conduct the affairs of the
169 Organization. A calendar of meetings will be distributed in January each
170 year.
- 171 C. Members are notified at least three (3) weeks in advance of regularly
172 scheduled meetings.
- 173 1. Meetings of the Executive Committee may be called at the discretion of
174 the President.

175 **5.2 Functions**

- 176 A. Develops and approves Organizational strategic plan inclusive of mission,
177 values and goals at the annual Board Retreat in January.
- 178 B. Approves committee chairs as presented by President -designate at the
179 November board meeting.
- 180 C. Rules and Regulations are established, reviewed and revised as necessary
- 181 D. Agenda for the annual business meeting is prepared by the President with
182 input from members of the Board. The agenda is presented to the Board at
183 the October meeting for affirmation.
- 184 E. At each meeting and annually, the Board shall receive a financial report from
185 the Treasurer and shall be responsible for monitoring the financial status of
186 the Organization.
- 187 F. Identifies and defines nursing practice/health care issues. Develops position
188 statements related to identify issues that reflect IONE perspective.
- 189 1. Any Organization policy or position statement adopted for public
190 presentation shall be compatible with official IHA position.
- 191 2. The President will act as the official spokesperson for IONE in
192 collaboration with board members relative to the subject matter.

193 5.3 Responsibility of District Presidents as Board Members

- 194 A. Provide two-way communication between district and state associations.
- 195 B. Ensure that minutes of the district meeting are distributed to the district
196 members.
- 197 C. Develop and maintain open lines of communication with other individuals
198 and groups within the community where there are mutual interests, and
199 report as necessary to the Board regarding these activities.
- 200 D. Submit a written annual report to the President of IONE thirty (30) days prior
201 to the annual business meeting.
- 202 E. Attend Board meetings at least 50% of the time and attempt to send
203 replacement if unable to attend Board meeting.
- 204 F. Establish notification system. See Article VII, section 7.6 B3.G. Submit the

- 205 name of the District President for the coming year to the President of IONE.
206 H. Appoint a member to serve two years on the IONE Public Relations
207 Committee.
208 I. Other assigned duties as designated by the Board.
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210 ARTICLE VI - OFFICERS

211 6.1 Presidential Responsibilities

- 212 A. Acts as the official spokesperson for the Organization.
213 B. Submits recommendations for committee appointments to the Board prior to
214 assuming responsibility of President in January.
215 1. Confirms appointments to committee chairpersons by distributing the
216 approved committee membership and committee charge.
217 C. Represents the Organization as needed in matters related to the American
218 Organization of Nurse Executives (AONE) and other appropriate
219 organizations.
220 D. Maintains current membership in AONE.
221 E. Schedules and develops annual calendar for Board of Directors and
222 Executive Committee.
223 F. Presides at all Board of Directors and the Executive Committee meetings
224 and develops agenda to facilitate conduct of business.
225 G. Annually develops the Organizational Strategic Plan in conjunction with the
226 Board of Directors.
227 H. Prepares the agenda for the business meeting with input from the Board of
228 Directors.
229 I. Delivers the State of the Organization address at the annual business
230 meeting.
231 J. Conveys concerns and recommendations to the Board of Directors and/or
232 appropriate committee for study and resolution.
233 K. Delivers accomplishments of the Organization at the Presidents' Dinner

- 234 during the annual meeting.
- 235 L. Forwards appropriate information during term as President to the central
- 236 depository.
- 237 M. Collects reports for the annual Board meeting.
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- 239 6.2 President-Elect Responsibilities
- 240 A. Assumes duties of President in his/her absence (Rules and Regulations,
- 241 Article VI - 6.1).
- 242 B. Attends Board, business and education meetings of the Organization.
- 243 C. Collaborates with the President in the development of the Organizational
- 244 Strategic Plan.
- 245 D. Delivers new President's acceptance speech at the time of installation during
- 246 the annual meeting.
- 247 E. Assist President as requested.
- 248 F. Maintains current knowledge of the activities of AONE and other appropriate
- 249 organizations.
- 250 6.3 Past President Responsibilities
- 251 A. Serves as Nominating Committee Chair
- 252 6.4 Secretary Responsibilities
- 253 A. Thirty (30) days after completion of the term of office, all records must be
- 254 turned over to the newly elected Secretary.
- 255 B. Completes draft of Board meeting minutes within two (2) weeks of meeting
- 256 and submits to President for approval.
- 257 C. After approval, meeting minutes, agenda, and appropriate information will be
- 258 distributed to Board 1 week prior to the next Board meeting.
- 259 D. Maintains an active file on all committee reports.
- 260 E. Mails appropriate information to membership 30 days prior to the annual
- 261 meeting.
- 262 6.4 Treasurer Responsibilities

- 263 A. Maintains a record of current policies, rules and regulations and Finance
264 Committee recommendations for financial affairs of Organization.
- 265 B. Receives interim financial reports from IHA liaison and retains files of current
266 year's reports.
- 267 C. Receives requests and tracks for reimbursements of expenses incurred by
268 the Organization members. Approves reimbursements according to IONE
269 Rules and Regulations and forwards to IHA for reimbursement.
- 270 D. Receives financial report from IHA liaison prior to annual business meeting.
- 271 E. Refers unauthorized requests or requests in excess of \$100.00, not covered
272 by rules and regulations, to Board for decision.
- 273 F. Develops and maintains a system of checks and balances with IHA liaison
274 for Organization receipts and disbursements.
- 275 F. Prepares and reports actual YTD comparison to budget for each Board
276 meeting.
- 277 G. Prepares proforma budget for the Organization and submits for Board
278 approval prior to the annual meeting.
- 279 H. Works with Hall-Render liason on financial documents, which need to be
280 submitted and processed for tax filing purposes. This is submitted annually.
- 281 J. Notify IHA liaison of any changes in dues structure prior to November 1st.
- 282 K. Sends any request for reimbursement of expenses, payable to the
283 Treasurer, to the President or President-Elect for approval prior to
284 forwarding to IHA for reimbursement.
- 285 L. Expenditures and Reimbursement
- 286 1. Organization members authorized by the President and/or Board who
287 incur expenses for the Organization may be reimbursed for postage,
288 stationery supplies, duplicating and phone calls.
- 289 2. The President shall be reimbursed for reasonable actual expenses, car
290 mileage, and parking at the IRS approved rate for all state and national
291 meetings.

- 292 3. Board of Directors shall be reimbursed for mileage and parking for Board
293 meetings attended and will have expenses paid for the January planning
294 meeting.
- 295 4. Committee Members shall be reimbursed car mileage and parking.
296 Meals may also be reimbursed at the discretion of the committee chair.
- 297 5. Other persons authorized by the President/Board to travel on IONE
298 business shall be reimbursed for reasonable actual expenses, car
299 mileage, and parking.
- 300 6. The President and/or designated board member(s) officially representing
301 the organization at another organization's meeting may be reimbursed for
302 expenses incurred and not paid by the individual's hospital (Example:
303 AONE).
- 304 7. Speakers or program participants to another organization or IONE
305 meeting shall have prior Board or presidential approval for IONE
306 reimbursement of expenses incurred and not paid by the inviting
307 Organization or the individual's own hospital.
- 308 8. Authorizes payment for website maintenance and updates.
- 309 9. All requests for reimbursement shall be:
- 310 a. Submitted to the Treasurer with receipts within thirty (30) days of
311 incurring the expense.
- 312 b. Request shall be in writing on the IONE form, "Request for
313 Reimbursement".
- 314 c. President, Board, or designee(s) may authorize the incurring of
315 expenses and shall provide the responsible person the procedure and
316 forms for requesting reimbursement.
- 317 10. Responsibilities for financial transactions shared with IHA.
- 318 a. Receives from Treasurer an authorization in writing to transfer funds
319 to Organization funds for payment of expense.
- 320 b. Prepares financial statement for presentation at Board meetings

- 321 c. Manages the financial transaction as directed by IONE Treasurer.
- 322 d. Prepares annual financial report in writing for Treasurer prior to the
- 323 annual business meeting of the Organization.
- 324 E. Works cooperatively with the Organization Treasurer to develop and
- 325 maintain a system of checks and balances for Organization receipts
- 326 and disbursements.

327 6.6 Responsibility of Appointed Board Member at Large

- 328 A. Oversees that scholarships are appropriately awarded annually.
- 329 B. Invites scholarship recipients to the annual meeting for recognition.

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331 ARTICLE VII - COMMITTEES

332 7.1 Committee Guidelines

- 333 A. All committees may have a Board-appointed member to serve in an ex-
- 334 officio capacity. The Finance and Nominating Committee chairs have voting
- 335 privileges on their respective committees.
- 336 B. All committees will include:
 - 337 1. Representation of multiple hospitals.
 - 338 2. A chairperson on only one (1) standing committee during any given year.
 - 339 3. Equitable geographic distribution shall be encouraged.
- 340 C. Effective date of committee appointment shall be January.
 - 341 1. Appointments to be finalized by December 15th prior to effective date.
- 342 D. A letter of confirmation of appointment to committee is sent to the committee
- 343 chairperson, with committee membership and committee charge.
- 344 E. Members attend meetings at least 50% of the time. Failure to meet that
- 345 standard will result in replacement on committee.
- 346 F. Committee chairperson is responsible for maintaining and submitting
- 347 minutes to the President, who assures they are kept on file indefinitely.
- 348 G. Committee chairperson is responsible for maintaining documents defining
- 349 the operations of the committee. Appropriate documents are passed on to

350 the incoming chairperson at the transition meeting.

351 7.2 Finance Committee Responsibilities

- 352 A. Prepares operational budget based on past experience and anticipated
353 organization activities for ensuing year and submit to Board prior to Annual
354 Business meeting to include:
- 355 1. Fixed and variable income and expenses.
 - 356 2. President's expense allowance.
 - 357 3. Dues recommendation for coming year (Bylaws Article IV - Dues).
 - 358 4. Other anticipated special items (Example: Annual Budget - printing of
359 brochure, website, newsletter, logo, etc.).
 - 360 5. IHA expenses to the Organization.
 - 361 6. Monitors and plans for expenses by month and/or year.
- 362 B. Prepares Finance Committee Report for Annual Business meeting.
- 363 C. President/Board will provide direction to the committee annually for
364 Organizational needs.

365 7.3 Program Committee Responsibilities

- 366 A. The Program Committee is responsible for the planning, formulation and
367 implementation of the Organization's own educational and business
368 meetings.
- 369 1. Educational meetings of the Organization may have contact hour
370 approval.
- 371 B. Facilitates and promotes networking through joint meeting endeavors with
372 districts, other health-care related organizations, associations and the
373 nursing educators within the State.
- 374 C. The Program Committee in consultation with the Board of Directors shall
375 select program themes and topics.
- 376 1. Develops the program.
 - 377 2. Selects sites for educational and annual meetings.
 - 378 a. Plan and set tentative dates and locations at least 12-18 months in

- 379 advance of meeting.
- 380 3. Arranges for speakers, panelists, moderators and accommodations and
381 set the fees for the benefit of the Organization.
- 382 4. Meets and/or confers on an as needed basis with committee members.
- 383 5. Prepares for or distributes promotional meeting materials in conjunction
384 with IHA and/or other interested groups.
- 385 6. Arranges for hospitality room.
- 386 7. Arranges for the Parliamentarian for annual business meetings if
387 requested by President.
- 388 8. Arranges for Past-Presidents luncheon at annual business meeting
389 including sending out invitations, obtaining recognition gifts, and
390 introducing Past-Presidents.
- 391 9. Submits request for honorarium for speakers six (6) to eight (8) weeks in
392 advance of educational sessions.
- 393 10. Obtains recognition plaque for outgoing President and other recognition
394 plaques.
- 395 D. Provisions for waiver of registration fees for the Organization's meetings are
396 not usual and customary. Requests for a waiver of these fees must be
397 submitted to the Board of Directors of the Organization for their approval
398 prior to the established deadline for meeting registration.
- 399 E. Programs sponsored by the Organization should be financially profitable for
400 the Organization.

401 7.4 Nominating Committee Responsibilities

- 402 A. The Nominating Committee meets each spring and as necessary to compile
403 the slate and to request persons to serve.
- 404 B. After verbal acceptance is received for all positions, the chairperson shall
405 send a cover letter to each candidate requesting:
- 406 1. His/her signature on a "Letter of Consent".
- 407 2. Completion of "Candidates Professional Information Form".

- 408 3. Personal photograph (billfold size).
- 409 C. Nominating chairperson shall compile candidates' information with a
- 410 prepared slate for mailing to each voting member of the organization
- 411 approximately thirty (30) days prior to the fall annual meeting.
- 412 D. The chairperson shall present the slate of candidates to the business
- 413 session at the annual fall meeting.
- 414 7.5 Bylaws/Rules and Regulations Committee Responsibilities
- 415 A. Reviews and revises current bylaws and rules and regulations as the need of
- 416 the Organization dictates.
- 417 1. Reviews Board of Directors and the Organization Annual Minutes to
- 418 include approved decision/actions of the Board and Organization.
- 419 2. Provides written recommendations for the ensuing committee.
- 420 3. Presents proposed bylaws revisions to Board of Directors prior to fall
- 421 meeting for input.
- 422 B. Reviews AONE Bylaws and recommends revisions for IONE Bylaws if
- 423 appropriate.
- 424 C. Reviews district bylaws and recommends revisions if appropriate.
- 425 7.6 Legislative Committee Responsibilities
- 426 A. The President/Board shall identify opposition or support of legislation.
- 427 B. The chairperson, in coordination with the President/Board:
- 428 1. Monitors, "lobbies", and strategizes legislative activities with legislators
- 429 and other agencies, such as IHA, Indiana State Nurses Association, etc.
- 430 2. Testifies before the legislature when requested.
- 431 3. Establishes and implements an all member notification system utilizing
- 432 appropriate method based on time constraint.
- 433 4. Requests input from all Organization members with regard to proposed
- 434 and enacted legislation.
- 435 5. Reports to Board, activities and passage of legislation.
- 436 7.7 Public Relations Committee Responsibilities

- 437 A. Responsible for providing and implementing a process to enhance
- 438 recruitment in accordance with the mission which includes leadership from
- 439 all practice settings, orientation, recognition, and identification of new
- 440 members.
- 441 B. Reports new members to the Program Chair for recognition at spring/fall
- 442 meetings.
- 443 C. Orients new members at the annual meeting.
- 444 D. Reports status of membership at Board meetings and at Annual meeting.
- 445 E. Creates and publishes a newsletter two (2) times a year.
- 446 F. Creates, publishes and updates an information-recruitment brochure to be
- 447 available for distribution at state and local IONE events.
- 448 G. Creates, publishes, evaluates for appropriateness, and updates new
- 449 member packets to be issued at the time dues are paid for new members
- 450 and upon special request.
- 451 H. Submits a budget, if appropriate, to the Board each year prior to the
- 452 meeting of the Finance Committee.
- 453 I. Maintains current information on the Organization website.

454 7.8 License Plate Committee Responsibilities

- 455 A. Serves as a liaison between IONE and the Indiana Bureau of Motor
- 456 Vehicles (BMV) by exchanging required information and documents
- 457 regarding the Nursing License Plate Program.
- 458 B. Oversees the license plate reminder process carried out by the IHA
- 459 designated contact person.
- 460 C. Maintains a current status of the license plate sales based on information
- 461 provided by the above IHA contact person and the BMV.
- 462 D. Manages the license plate fund application process by:
 - 463 1. Leading discussion to finalize license plate fund decisions at the
 - 464 November Board meeting.
 - 465 2. Validating presidential notification and January check disbursement to

- 466 designated plate fund awardees.
- 467 3. Receiving, reviewing and presenting to the Board the one (1) year
- 468 report of license fund use and outcomes from the license plate fund
- 469 recipients.
- 470 4. Preparing License Plate Committee report for annual business meeting.
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472 ARTICLE VIII - MEETINGS

473 8.1 Business Meeting

474 A. Attendance

- 475 1. The business meetings may be restricted to Organization members,
- 476 associates and IHA liaison. (Guests may attend the educational segments
- 477 of Organization meetings.)
- 478 2. Name badges must be visible at all meetings.

479 B. Rules of Conduct

480 1. Quorum

- 481 a. A quorum for the business meetings shall consist of three (3) officers,
- 482 one of whom shall be the President or President-Elect (Exception:
- 483 Bylaws Article VIII, Section 5 D) and not less than 33 1/3 percent of
- 484 the voting members present.
- 485 b. A registration checklist shall be used to establish the eligible
- 486 membership quorum.
- 487 c. The Secretary shall give a verbal report to the President at the
- 488 beginning of the business session consisting of the number of voting
- 489 members of the Organization present.

490 2. Time

- 491 a. All meetings shall start promptly at the hour designated.

492 3. Motions

- 493 a. Only voting members of the Organization may introduce motions.
- 494 b. All main motions shall be written, signed by the maker and

495 immediately given to the Secretary.

496 c. When a motion is made and seconded, it shall be restated by the
497 chairperson before being addressed.

498 4. Debate

499 a. A member shall be entitled to the floor after she/he arises, addresses
500 the residing officer, gives name, and obtains recognition from the
501 chair. Upon recognition, a member shall speak.

502 b. A member shall state whether discussion is in the affirmative or
503 negative.

504 Discussion must be confined to the question before the group.

505 c. Discussion on a motion shall be limited to two (2) minutes for each
506 speaker. General consent shall be required if additional time is to be
507 granted a speaker. If there is no objection to the general consent, a
508 formal vote must be taken, and a vote of two-thirds of those present
509 shall be required to grant the additional time.

510 d. No member may speak a second time until all others who wish to
511 speak have had the opportunity to do so.

512 e. No member shall be given the privilege of the floor more than twice on
513 the same question without the unanimous consent of the voting body.

514 5. Timekeepers

515 a. A timekeeper may be appointed by the President to serve at each
516 meeting.

517 b. It shall be the duty of the timekeeper to indicate to each speaker when
518 the allotted time has elapsed.

519 6. Floor Tellers

520 a. Floor tellers shall be appointed by the President to count, tabulate and
521 report votes.

522 b. During a vote count, only floor tellers will be permitted to move about.

523 7. Resolutions

- 524 a. Resolutions shall be submitted to the President at least fifteen (15)
525 days prior to the meeting. They shall be in writing and signed by the
526 person presenting them.
- 527 b. Any proper resolution growing out of business proceedings may be
528 presented by a member provided that the subject matter of the
529 resolution is declared by the President to be in order, and subject to
530 the approval of the parliamentarian.

531 8. Parliamentary Authority

- 532 a. The proceedings of the business meeting shall be governed by
533 Robert's Rules of Order.
- 534 b. A parliamentarian will be present if requested by the President.

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536 ARTICLE IX - AMENDMENTS OF RULES AND REGULATIONS

- 537 9.1 These Rules and Regulations may be amended by the Board of Directors at a
538 regularly scheduled meeting by a simple majority of an established quorum.
539 Reference Bylaws, Article XII, Section 2

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541 ARTICLE X - MISCELLANEOUS RULES AND REGULATIONS

542 10.1 President's Council

- 543 A council of Past Presidents of the Organization may be established to advise
544 and assist in Organization planning and special projects.

545 10.2 Membership List

- 546 A. The list of Organization members will not be sent out to any agency unless
547 so approved by the Board. The IHA may prepare mailing labels for the
548 agency to use in their distribution.
- 549 B. All requests for an IONE membership list will be individually reviewed by the
550 President (or President-Elect in the President's absence).
- 551 1. IONE membership list may be provided to the following professional,
552 related organizations.

- 553 a. Graduate studies - research (Nursing)
- 554 b. Schools of Nursing - educational interests
- 555 c. Other nursing societies
- 556 d. IHA affiliate societies
- 557 e. IONE membership hospital requesting mailing labels
- 558 D. To protect the privacy of our membership roster, any IONE member
- 559 contacted to release the membership list will refer the request to the
- 560 President.

561 10.3 Definition

- 562 A. The term President-designate indicates the person who will be assuming the
- 563 responsibility of President at the beginning of the next term of office. This
- 564 title will be in use only between the election of new officers and the next term
- 565 of office.

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568 Adopted 09/29/82

569 Revised 07/20/84

570 Revised 11/08/85

571 Revised 11/14/86

572 Revised 09/10/87

573 Revised 10/25/88

574 Revised 06/12/89

575 Revised 06/12/90

576 Revised 10/16/90

577 Reviewed 10/14/92

578 Revised 10/13/93

579 Reviewed 10/12/94

580 Reviewed 10/20/95

581 Revised 08/09/96

582	Revised	10/08/96
583	Revised	03/11/98
584	Revised	10/13/03
585	Revised	08/09/07
586	Revised	07/09/08
587	Revised	09/02/08
588	Revised	7/28/10
589	Revised	10/19/11