

1                                   **INDIANA ORGANIZATION OF NURSE EXECUTIVES**  
2                                   **RULES AND REGULATIONS**

3                                   **ARTICLE I - MEMBERSHIP**

4    1.1 Eligibility

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

9    1.2 Applications for Membership

- 10           A. Complete new applications will be sent to Indiana Hospital Association (IHA)  
11                    in c/o Indiana Organization of Nurse Executives' (IONE) President  
12            B. Any incomplete application will be returned to the applicant.  
13            C. Any application with questionable qualifications will be submitted by the  
14                    President to the Board for approval.  
15            D. All applications will be processed within thirty (30) days of receipt with the  
16                    exception of those which need to be reviewed by the Board.

17           E. IHA Liaison

- 18                    1. Processes new membership and associate applications  
19                    2. The Liaison assembles a new member packet and sends to President for  
20                            cover letter signature and forwarding a copy of the cover letter to the  
21                            District President.  
22                    3. Receives membership and associate renewals submitted from members  
23                            in good standing and processes the renewal.  
24                    4. Mails first renewal notice by December 15th of each year.  
25                    5. Mails second renewal notice by February 25th of each year.  
26                    6. Deletes from membership roster the names of members and associates  
27                            whose dues are not received at the IHA office by March 31st.  
28                    7. Mails cancellation notice to people deleted from the membership list.

29    1.3 Loss of Eligibility

- 30            A. Membership for the nurse leader on sabbatical/LOA or unemployed will be  
31                    limited to two (2) years

32    1.4 Termination of Membership

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

35 1.5 Voting

36 A. Voting at Annual Meetings

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

40 B. Election of Officers

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

51 C. Mail Vote

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

65 President.

66 6. A majority vote of those ballots returned shall determine the results.

67 1.6 Honorary Membership

68 A. The Board will confer honorary membership.

69 B. Past-Presidents who no longer meet eligibility requirements for membership  
70 will automatically be given honorary membership.

71 C. Expenses at an Organization business and/or educational meeting will be the  
72 responsibility of the honorary member.

73

74

**ARTICLE II - DUES**

75 2.1 Payment of Dues

76 A. Annual dues and new member discount will be determined by the Board  
77 before the annual meeting.

78 B. Annual dues per associate will be 75% of the member dues rounded to the  
79 nearest dollar.

80 C. Payment of Dues

81 1. See Article 1, 1.2 E, 2, 3, 4, 5, and 6 for scheduled of renewal notices and  
82 dues payment(s).

83 2. Dues must be received, postmarked July 15th prior to annual fall meeting  
84 to sustain voting privileges.

85 3. Payment of dues will not be accepted at the annual fall meeting.

86 D. No portion of the dues shall be refundable or transferable because a  
87 membership is terminated for any reason.

88

89 **ARTICLE III - IONE DISTRICTS**

90 3.1 Composition

91 A. District boundaries will be determined by the Board of Directors based on  
92 input from the membership. Elements for consideration of boundaries may  
93 include geographical relationships, common market area, IHA district  
94 structure, number of participating hospitals in the area, etc. (Present districts  
95 include; Northern, Northeastern, Midwestern, Eastern, Central South  
96 Western, Central, Southeastern, Southwestern.)

97 3.2 District Bylaws

98 A. IONE districts shall submit a copy of current district Bylaws to the  
99 Chairperson of the IONE Bylaws Committee as any revisions are made.

100 B. District Bylaws shall not be in conflict with IONE Bylaws, Rules and  
101 Regulations.

102 3.3 District Presidents

103 A. District elections for officers shall be held prior to November 1 of each  
104 election year.

105 B. District Presidents will report the results of the district elections to the  
106 President of IONE prior to November 1st of each year.

107 C. District President-Elect and President will participate in the Transition Board  
108 meeting for orientation and transition of authority.

109 D. District Presidents must be voting members of IONE.

110 E. District Presidents become voting members of the IONE Board of Directors  
111 (Bylaws - Article VII - Section 1.)

112 3.4 District Meetings

113 A. District Bylaws shall reflect a minimum requirement of quarterly district  
114 meetings.

115 B. District activities shall be reported at IONE Board Meetings.

116 3.5 District Annual Report

117 A. District Presidents shall submit the written district annual report to the IONE  
118 President thirty (30) days prior to the annual meeting. The district annual  
119 report will be included in reports distributed and or reported at the IONE  
120 annual meeting.

121 3.6 District Membership Lists

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

124 **ARTICLE IV - AFFILIATIONS**

125 4.1 Indiana Hospital Association

126 A. IONE Representation

127 1. The President or designee of IONE is a standing member of the Council  
128 | on Resource Management.

129 | B. IHA Liaison  
130 | 1. The IHA liaison to IONE works cooperatively with the Organizational  
131 | officers, Board of Directors and committees to oversee organizational  
132 | operations.

133 | C. Central Depository  
134 | 1. The IHA will be the depository for the original copies of all meeting  
135 | minutes and other papers of the Organization to provide an on-going  
136 | reference to those decision/actions of the Board and Organization that  
137 | relate to the administration of the affairs of the Organization.  
138 | Responsibility for providing records to the depository is identified under  
139 | officer and committee responsibilities. At the end of each President's  
140 | term, a notebook from the past year will be submitted to the depository.

141 |  
142 | **4.2 Other Organizations**

143 | A. Appointments as representative to other organizations shall be by virtue of  
144 | the position held in IONE or appointment by the President.

145 | 1. The representative shall provide a report to the Board and IONE  
146 | newsletter and submit a synopsis of the year's activities at the annual  
147 | business meeting.

148 | B. The Board, at its discretion, may participate in a new organization for  
149 | information purposes and subsequently may recommend continued  
150 | association or affiliation to the membership at the annual business meeting.

151 | 1. The Board will review annually participation in current affiliations or  
152 | associations and will recommend to the Organization continued  
153 | participation as appropriate.

154 | 2. The President will appoint a Board member to represent the Organization  
155 | as appropriate.

156 |

157 | **ARTICLE V - BOARD OF DIRECTORS**

158 | **5.1 Conduct of Meetings**

159 | A. The President shall preside as chairperson of the Board.

160 | 1. In the absence of the President, the President-Elect shall preside.

161 B. Meetings are held at least quarterly to conduct the affairs of the  
162 Organization. A calendar of meetings will be distributed in January each  
163 year.

164 C. Members are notified at least three (3) weeks in advance of regularly  
165 scheduled meetings.

166 1. Meetings of the Executive Committee may be called at the discretion of  
167 the President.

## 168 5.2 Functions

169 A. Develops and approves organizational goals at the annual board retreat in  
170 January.

171 B. Approves committee chairs as presented by President Designate at the  
172 November board meeting.

173 C. Rules and Regulations are established, reviewed and revised as necessary.

174 D. Agenda for the annual business meeting is prepared by the President with  
175 input from members of the Board. The agenda is presented to the Board at  
176 the October meeting for affirmation.

177 E. At each meeting and annually, the Board shall receive a financial report from  
178 the Treasurer and shall be responsible for monitoring the financial status of  
179 the Organization.

180 F. Identifies and defines nursing practice/health care issues. Develops position  
181 statements related to identify issues that reflect IONE perspective.

182 1. Any Organization policy or position statement adopted for public  
183 presentation shall be compatible with official IHA position.

184 2. The President will act as the official spokesperson for IONE in  
185 collaboration with board members relative to the subject matter.

## 186 5.3 Responsibility of District Presidents as Board Members

187 A. Provide two-way communication between district and state association.

188 B. Ensure that minutes of the district meeting are distributed to the district  
189 members.

190 C. Develop and maintain open lines of communication with other individuals and  
191 groups within the community where there are mutual interests, and report as  
192 necessary to the Board regarding these activities.

- 193 D. Submit a written annual report to the President of IONE thirty (30) days prior  
194 to the annual business meeting.
- 195 E. Attend Board Meetings at least 50% of the time. Attempt to send  
196 replacement if unable to attend Board Meeting.
- 197 F. Establish notification system. See Article VII, section 7.6 B3  
198 The Contact Persons.
- 199 G. Submit the name of the District President for the coming year to the  
200 President of IONE.
- 201 H. Appoint a member to serve two years on the IONE Public Relations  
202 Committee.
- 203 I. Other assigned duties as designated by the Board.  
204

## 205 **ARTICLE VI - OFFICERS**

### 206 6.1 Presidential Responsibilities

- 207 A. Acts as the official spokesperson for the Organization.
- 208 B. Submits recommendations for committee appointments to the Board prior to  
209 assuming responsibility of President in January.
- 210 1. Confirms appointments by distributing to committee chairperson the  
211 approved committee membership and committee charge.
- 212 C. Represents the Organization as needed in matters related to the American  
213 Organization of Nurse Executives and other appropriate organizations.  
214 Maintains current membership in AONE.
- 215 D. Schedules meetings and develops annual calendar of meetings.
- 216 E. Presides at all meetings of the Organization, Board of Directors and the  
217 Executive Committee and develops agenda to facilitate conduct of business.
- 218 F. Annually develops a focused direction for the Organization in conjunction  
219 with the Board of Directors.
- 220 G. Prepares the agenda for the business meeting with input from the Board of  
221 Directors.
- 222 H. Delivers the State of the Organization address at the annual business  
223 meeting.
- 224 I. Conveys concerns and recommendations to the Board of Directors and/or

- 225 appropriate committee for study and resolution.
- 226 J. Delivers accomplishments of the Organization at the Presidents Dinner  
227 during the annual meeting.
- 228 K. Introduces the President-Elect at Presidents Dinner.
- 229 L. Forward appropriate information during term as President to the central  
230 depository.
- 231 M. Collects reports for the Annual Board Meeting.

232

233 **6.2 President-Elect Responsibilities**

- 234 A. Assumes duties of President in his/her absence (Rules and Regulations,  
235 Article VI - 6.1).
- 236 B. Attends Board, business and education meetings of the Organization.
- 237 C. Collaborate with the President in the development of a focused direction for  
238 the Organization.
- 239 D. Delivers new President's acceptance speech at the time of installation during  
240 the annual meeting.
- 241 E. Assist President as requested.
- 242 F. Maintains current knowledge of the activities of the American Organization of  
243 Nurse Executives and other appropriate organizations.

244 **6.3 Past President Responsibilities**

- 245 A. Serves as Nominating Committee Chair

246 **6.4. Secretary Responsibilities**

- 247 A. Thirty (30) days after completion of the term of office, all records must be  
248 turned over to the newly elected Secretary.
- 249 B. Completes draft of Board Meeting Minutes within two (2) weeks of meeting  
250 and submits to President for approval.
- 251 C. After approval, meeting minutes, agenda, and appropriate information will be  
252 distributed to Board 1 week prior to the next Board meeting.
- 253 D. Maintains an active file on all committee reports and contact hours.
- 254 E. Mails appropriate information to membership 30 days prior to the annual  
255 meeting.

256 **6.4 Treasurer's Responsibilities**

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

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

321 6.6 Responsibility of Appointed Board Member at Large

- 322 A. Oversees that scholarships are appropriately awarded annually.  
323 B. Invites and recognizes scholarship recipients at the annual meeting.

324

325 **ARTICLE VII - COMMITTEES**

326 7.1 Committee Guidelines

- 327 A. All committees may have a Board-appointed member to serve a liaison in an  
328 officio capacity. The Finance Committee is chaired by the Treasurer who  
329 shall have voting privileges.
- 330 B. All committees, except Nominating and Legislation, are composed of a  
331 minimum six (6) members each serving staggered two-year terms with half  
332 of the members being appointed each year.
- 333 1. There shall be representation of multiple hospitals.  
334 2. A member may serve as Chairperson on only one (1) standing committee  
335 during any given year.  
336 3. Equitable geographic distribution shall be encouraged.
- 337 C. Effective date of committee appointment shall be January.
- 338 1. Appointments to be finalized by December 15th prior to effective date.
- 339 D. A letter of confirmation of appointment to committee is sent to the committee  
340 chairperson, with committee membership and committee charge.
- 341 E. Attends meetings at least 50% of the time. Failure to meet that standard will  
342 result in replacement on committee.
- 343 F. Committee chairperson is responsible for maintaining and submitting minutes  
344 to the President, who assures they are kept on file indefinitely.
- 345 G. Committee chairperson is responsible for maintaining a notebook defining  
346 the operations of the committee. This notebook is passed on to the incoming  
347 chairperson at the transition meeting.

348

349 7.2 Finance committee Responsibilities

- 350 A. Prepare functional budget proposal based on past experience and  
351 anticipated organization activities for ensuing year and submit to IONE Board  
352 prior to annual business meeting.

- 353 1. To include fixed and variable income and expenses.  
354 2. President's expense allowance.  
355 3. Dues recommendation for coming year (Bylaws Article IV - Dues).  
356 4. Other anticipated special items (Example: Annual Budget - printing of  
357 brochure, website, newsletter, logo, etc.).  
358 5. IHA costs to the Organization.  
359 6. Monitors and plans for expenses by month and/or year.  
360 B. Prepare Finance Committee Report for annual business meeting.  
361 C. President/Board will make charge to committee annually for expressed  
362 Organizational needs.

363 7.3 Program Committee Responsibilities

- 364 A. The Program Committee is responsible for the planning, formulation and  
365 implementation of the Organization's own educational and business  
366 meetings.  
367 1. Educational meetings of the Organization may have contact hour  
368 approval.  
369 B. Facilitates and promotes networking through joint meeting endeavors with  
370 districts, other health-care related organizations, associations and the  
371 nursing educators within the State.  
372 C. The Program Committee in consultation with the Board of Directors shall  
373 select program themes and topics.  
374 1. Develop the program.  
375 2. Select sites for the spring and annual meeting.  
376 a. Plan and set tentative dates and places at least 12-18 months in  
377 advance of meeting.  
378 3. Arrange for speakers, panelists, moderators and accommodations and  
379 set the fees for the benefit of the Organization.  
380 4. Meet and/or confer on an as needed basis with Committee members.  
381 5. Prepare for or distribute promotional meeting materials in conjunction with  
382 IHA and/or other interested groups.  
383 6. Arranges for hospitality room.  
384 7. Arrange for the Parliamentarian for annual business meetings if

- 385 requested by President.
- 386 8. Arrange for Past-Presidents luncheon at annual business meeting
- 387 including sending out invitations, obtaining recognition gifts, and
- 388 introducing Past-Presidents.
- 389 9. Submits request for honorarium for speakers six (6) to eight (8) weeks in
- 390 advance of educational sessions.
- 391 10. Obtains recognition plaque for outgoing President and other recognition
- 392 plaques.
- 393 D. Provisions for Waiver of registration fees for the Organization's meetings are
- 394 not usual and customary. Requests for a waiver of these fees must be
- 395 submitted to the Board of Directors of the Organization for their approval
- 396 prior to the established deadline for meeting registration.
- 397 E. Programs sponsored by the Organization should be financially profitable for
- 398 the Organization.

399 **7.4 Nominating Committee Responsibilities**

- 400 A. The Nominating Committee meets beginning at the annual spring meeting
- 401 and as necessary to compile the slate and to request persons to serve.
- 402 B. After verbal acceptance is received for all positions, the Chairperson shall
- 403 send a cover letter to each candidate requesting:
- 404 1. His/her signature on a "Letter of Consent".
- 405 2. Completion of "Candidates Professional Information Form".
- 406 3. Glossy 1 1/2" x 2 1/2" personal photograph (billfold size).
- 407 C. Nominating Chairperson shall compile candidates' information with a
- 408 prepared slate for mailing to each voting member of the organization
- 409 approximately thirty (30) days prior to the fall annual meeting.
- 410 D. The Chairperson shall present the slate of candidates to the business
- 411 session at the annual fall meeting.

412 **7.5 Bylaws/Rules and Regulations Committee Responsibilities**

- 413 A. Reviews and revises current bylaws and rules and regulations as the need of
- 414 the Organization dictates.
- 415 1. Reviews Board of Directors and the Organization Annual Minutes to
- 416 include approved decision/actions of the Board and Organization.

- 417 2. Provides written recommendations for the ensuing committee.  
418 3. Presents proposed bylaws revisions to Board of Directors prior to fall  
419 meeting for input.  
420 B. Reviews AONE Bylaws and recommends revisions for IONE Bylaws if  
421 appropriate.  
422 C. Reviews District Bylaws and recommends revisions if appropriate.

423 7.6 Legislative Committee Responsibilities

- 424 A. The President/Board shall identify opposition or support of legislation.  
425 B. The chairperson, in coordination with the President/Board:  
426 1. Monitors, "lobbies", and strategizes legislative activities with legislators  
427 and other agencies, such as IHA, ISNA, etc.  
428 2. Testifies before the legislature when requested.  
429 3. Establishes and implements an all member notification system utilizing  
430 appropriate method based on time constraint.  
431 4. Requests input from all Organization members with regard to proposed  
432 and enacted legislation.  
433 5. Reports to Board, activities and passage of legislation.

434 7.7 Public Relations Committee Responsibilities

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

449 meeting of the finance committee.

450 I. Maintains current information on the Organization website.

451

452 7.8 License Plate Committee Responsibilities

453 A. Serves as a liaison between IONE and the Indiana Bureau of Motor  
454 Vehicles by exchanging required information and documents regarding the  
455 Nursing License Plate Program.

456 B. Oversees the License Plate reminder process carried out by the IHA  
457 designated contact person.

458 C. Maintains a current status of the License Plate sales based on information  
459 provided by the above IHA contact person and the BMV.

460 D. Manages the License Plate Fund Application Process by:

461 1) Leading discussion to finalize License Plate Fund decisions at the  
462 November Board meeting.

463 2) Validating presidential notification and January check disbursement to  
464 designated Plate Fund awardees.

465 3) Inviting License Fund recipients to the IONE Spring Conference  
466 luncheon for introduction and recognition.

467 4) Receiving, reviewing and presenting to the Board the one (1) year  
468 report of License Fund use and outcomes from the License Plate  
469 Fund recipients.

470 5) Prepare License Plate Committee Report for annual business  
471 meeting.

472

473 **ARTICLE VIII – MEETINGS**

474 8.1 Business Meeting

475 A. Attendance

476 1. The business meetings may be restricted to Organization members,  
477 associates and IHA liaison. (Guests may attend the educational segments  
478 of Organization meetings.)

479 2. Name badges must be visible at all meetings.

480 B. Rules of Conduct

- 481 1. Quorum
- 482 a. A quorum for the business meetings shall consist of three (3) officers,
- 483 one of whom shall be the President or President-Elect ( Exception:
- 484 Bylaws Article VIII, Section 5 D of and not less than 33 1/3 percent of
- 485 the voting members present.
- 486 b. A registration checklist shall be used to establish the eligible
- 487 membership quorum.
- 488 c. The Secretary shall give a verbal report to the President at the
- 489 beginning of the business session consisting of the number of voting
- 490 members of the Organization present.
- 491 2. Time
- 492 a. All meetings shall start promptly at the hour designated.
- 493 3. Motions
- 494 a. Only voting members of the Organization may introduce motions.
- 495 b. All main motions shall be written, signed by the maker and
- 496 immediately given to the Secretary.
- 497 c. When a motion is made and seconded, it shall be restated by the
- 498 chairperson before being addressed.
- 499 4. Debate
- 500 a. A member shall be entitled to the floor after she/he arises, addresses
- 501 the residing officer, gives name, and obtains recognition from the
- 502 chair. Upon recognition, a member shall speak.
- 503 b. A member shall state whether discussion is in the affirmative or
- 504 negative.
- 505 Discussion must be confined to the question before the group.
- 506 c. Discussion on a motion shall be limited to two (2) minutes for each
- 507 speaker. General consent shall be required if additional time is to be
- 508 granted a speaker. If there is no objection to the general consent, a
- 509 formal vote must be taken, and a vote of two-thirds of those present
- 510 shall be required to grant the additional time.
- 511 d. No member may speak a second time until all others who wish to
- 512 speak have had the opportunity to do so.

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

515 5. Timekeepers

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

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

520 6. Floor Tellers

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

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

524 7. Resolutions

525 a. Resolutions shall be submitted to the President at least fifteen (15)  
526 days prior to the meeting. They shall be in writing and signed by the  
527 person presenting them.

528 b. Any proper resolution growing out of business proceedings may be  
529 presented by a member provided that the subject matter of the  
530 resolution is declared by the President to be in order, and subject to  
531 the approval of the parliamentarian.

532 8. Parliamentary Authority

533 a. The proceedings of the business meeting shall be governed by  
534 Robert's Rules of Order.

535 b. A parliamentarian will be present if requested by the President.

536

537 **ARTICLE IX - AMENDMENTS OF RULES AND REGULATIONS**

538 9.1 These Rules and Regulations may be amended by the Board of Directors at a  
539 regularly scheduled meeting by a simple majority of an established quorum.

540 Reference Bylaws, Article XII, Section 2

541

542 **ARTICLE X - MISCELLANEOUS RULES AND REGULATIONS**

543 10.1 President's Council

544 A council of Past Presidents of the Organization may be established to advise

545 and assist in Organization planning and special projects.

546 10.2 Membership List

547 A. The list of Organization Members will not be sent out to any agency unless  
548 so approved by the President. The IHA may prepare mailing labels for the  
549 agency to use in their distribution.

550 B. All requests for an IONE membership list will be individually reviewed by the  
551 President (or President-Elect in the President's absence).

552 1. IONE membership list may be provided to the following professional,  
553 related organizations.

554 a. Graduate studies - research (Nursing)

555 b. Schools of Nursing - educational interests

556 c. Other nursing societies

557 d. IHA Affiliate societies

558 e. IONE membership hospital requesting mailing labels

559 D. To protect the privacy of our membership roster, any IONE member  
560 contacted to release the membership list will refer the request to the  
561 President.

562 10.3 Definition

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

567

568

569 Adopted 09/29/82

570 Revised 07/20/84

571 Revised 11/08/85

572 Revised 11/14/86

573 Revised 09/10/87

574 Revised 10/25/88

575 Revised 06/12/89

576 Revised 06/12/90

577 Revised 10/16/90  
578 Reviewed 10/14/92  
579 Revised 10/13/93  
580 Reviewed 10/12/94  
581 Reviewed 10/20/95  
582 Revised 08/09/96  
583 Revised 10/08/96  
584 Revised 03/11/98  
585 Revised 10/13/03  
586 Revised 08/09/07  
587 Revised 07/09/08  
588 Revised 09/02/08