

Procedures

I. FUNCTIONS OF OFFICERS OF THE BOARD AND STRUCTURAL UNITS

A. General:

1. Officers shall make all material available to their successors within one month after termination of office.
2. All officers shall be assisted by the Executive Director or designee in carrying out designated duties.

B. The President of MNA shall:

1. Deliver an annual address
2. Schedule Board meetings

C. Chairperson or president of structural units:

1. Shall schedule and preside at meetings and be ex-officio members of all committees within the structural unit.
2. Shall appoint special committees as necessary, subject to approval of the Executive Committee of the structural unit.
3. Shall submit reports of committee activities to the committee, the MNA Board and the House of Delegates as necessary.
4. Shall inform members of the Executive Committee of the structural unit of the decisions made by the Board and House of Delegates.
5. May transact structural unit business between regular meetings. All such transactions shall be subject to ratification at the next structural unit meeting unless the use of technology allows for a vote by quorum at the time.

D. Vice chairperson or vice-president shall perform all the duties of the chairperson or president in the chairperson or president's absence or as designated by the Chair or President.

II. LOCAL BARGAINING UNITS (LBU)

A. Maintain bylaws consistent with bylaws of this Association to:

1. Present proposed revision to the MNA Bylaws Committee for review.
2. Send copies of the revised bylaws to MNA within one month of adoption.

III. NOMINATIONS

A. Nominations - MNA Nominations Committee

1. On or before 120 days prior to the annual House of Delegates the committee shall send to the structural units names of current MNA

and structural unit officers whose terms expire at the next House of Delegates, those eligible for re-elections, and names of members of the MNA Nominations Committee

2. Structural units shall provide a list of names of members qualified and willing to serve to the MNA Nominations Committee
 - a) The list should be comprised of members from various structural units. Consideration should also be given to geographical and diversified representation.
 - b) A list shall be signed by the president or secretary of the structural unit and shall be submitted not later than the date designated by the MNA Nominations Committee.
3. When the committee has been unable to prepare a ballot as required in the preceding paragraph, structural units shall be requested to submit additional names as needed.
4. When the ballot is prepared it will be submitted to the Board for their information or for their suggested additions.
5. No nominee shall be presented to a convention by any means unless the nominee has consented in writing to serve if elected.
6. In the odd numbered years the committee shall prepare a ballot selected from a list of qualified members received from each MNA structural unit who have consented to serve if elected as delegates or alternate delegates to the ANA House of Delegates.
7. List to be published in the Michigan Nurse prior to the annual meeting of the House Delegates.

IV. ELECTIONS

- A. On the first day of the annual House of Delegates the president shall announce tellers who shall act as inspectors of the elections.
- B. Polls shall be open for such periods of time as shall be specified by the Board and noted in the program for the annual House of Delegates.
- C. Each person who deposits a ballot in the ballot box shall first be identified by a teller as qualified by proper credentials and membership card.
- D. Special elections shall be held in case of vacancies occurring simultaneously in the office of president and vice president.
 1. The Nominations Committee shall prepare a ballot within thirty days after notification of resignations following criteria as stated in the bylaws.
 2. A special meeting of the House of Delegates shall be called by the Board within thirty days after the ballot is

prepared or a mail ballot shall be prepared and distributed unless use of technology allows for a vote by quorum at the time.

- E. Provision will be made for voting for ANA Delegates and council executive committee members by absentee ballot.
- F. No more than one ballot shall be given to any member for any reason.
- G. All ballot credentials of the voting body and other records of election shall be preserved for one year after the election.
- H. Absentee ballot requests for ANA delegate voting be available to eligible membership up to the close of the House of Delegates in which the elections are held.

V. FORMATION OF A NEW STRUCTURAL UNIT

- A. Criteria
 - 1. Evidence of adequate interest and support
 - 2. Continuing leadership
 - 3. Define purposes, functions and objectives
 - 4. The role of the unit will be visibly clear and related to need.
- B. Process
 - 1. Upon application to the Board, temporary status may be granted.
 - 2. At the end of two years, the Board may recommend permanent status following analysis and review.

VI. REFERENCE PROCESS

- A. These policies and procedures are set forth as guidelines to be used in submitting hearing proposals and reports to the MNA House of Delegates.
- B. Classification of proposals
 - 1. Reports for Action
 - a. Action Report. A proposal in report form with recommendation(s) requiring action by the House of Delegates.
 - b. Emergency Action Report. A proposal in action report form on a matter of great importance that could not have been known prior to the deadline date for submission of proposals and cannot wait for action until the next meeting of the House of Delegates.
 - 2. Informational Report
 - a. A report presented to the House of Delegates for its information not requiring action.

- C. Policies related to the reference process
 - 1. The MNA Bylaws establish that the Reference Committee
 - a. shall receive, review, and report on proposals submitted for the consideration of the House of Delegates;
 - b. shall provide for hearings on proposals at meetings of the House of Delegates;
 - c. may recommend action on proposals to be considered by the House of Delegates;
 - d. shall develop procedures for presentation of proposals to the House of Delegates for adoption."
- D. In order to fulfill its responsibility to facilitate the work of the House of Delegates, the Reference Committee:
 - 1. Develops procedures for presentation of action reports and informational reports;
 - 2. Receives all action and informational reports for consideration by the House of Delegates;
 - 3. Clarifies and coordinates action and informational reports;
 - 4. Conducts hearings on action and informational reports to be considered at meetings of the House of Delegates;
 - 5. Prepares and presents written reports with recommendations to the House of Delegates.
- E. Procedural requirements for submission of reports
 - 1. An action report shall:
 - a. identify the recommendation(s) for action;
 - b. provide a statement of rationale explaining why the recommendation is deemed to be of state significance and the anticipated consequences for the association, the profession, and the public;
 - c. identify current policy or position and rationale for change if the proposed recommendation would amend a policy or position of the association;
 - d. include sources for facts and figures;
 - e. indicate the association's long-range goal to which the recommendation relates or indicate that the recommendation is unrelated to the goals;
 - f. list related house actions from previous years if known;
 - g. be accompanied by suggested implementation activities and estimate a range of direct costs for each implementation activity; and
 - h. be submitted by the deadline established and announced by the Reference Committee, which will be at least 45 days prior to the meeting of the House of Delegates.

2. An informational report shall:
 - a. indicate the association's long-range goal to which the report relates;
 - b. state a single purpose of the report;
 - c. provide a narrative limited to the purpose;
 - d. identify the source and availability of any extensive background/historical information pertinent to the report and where it can be attained;
 - e. include sources for facts and figures; and
 - f. be submitted by the deadline established and announced by the Reference Committee, which will be at least 45 days prior to the meeting of the House of Delegates.
- F. Reference Committee reviews action and informational reports
- G. The Reference Committee shall take action on reports based on the following criteria:
 1. The report complies with the requirements stipulated in the Section III of this document;
 2. The report deals with a single topic;
 3. The report has state relevance;
 4. The report is concise, clear, and unambiguous;
 5. The report is not duplicative of existing association policy or positions, MNA Bylaws, or the Association's long-range strategic plans.
- H. The Reference Committee shall take one of the following actions:
 1. Accept for hearing;
 2. Edit to clarify and accept for hearing;
 3. Refer to submitter with recommendations for revision based on criteria;
 4. Consult with MNA structural unit for policy clarification, interpretation, or input;
 5. Refer an action report to MNA structural unit for action when content is defined by policy or bylaws to be the business of that structural unit;
 6. Reject for hearing.
- I. The Reference Committee shall notify the submitter in writing of the committee's action on a report prior to the House of Delegates.
- J. The submitter of an action report may appeal a decision of the Reference Committee to the MNA Board. The Board shall review the decision of the Reference Committee and the appeal of the submitter and may: (1) sustain the decision of the Reference Committee; or (2) revoke the decision of the Reference Committee and refer the action report to the House of Delegates. The Board shall provide rationale for its decision to the submitter of the action report and to the Reference Committee.
- K. Procedures for emergency action reports:
 1. Emergency action reports must meet criteria stated in Section VI, E of this document with the exception of item 1, h.
 2. Emergency action reports must be submitted to the Reference Committee by 5:00 p.m. on the day prior to the first meeting of the House of Delegates.
 3. Emergency action reports deemed by the Reference Committee to be of an emergency nature shall be announced to the first meeting of the House of Delegates.
 4. In the introduction of the body of the report, it is the responsibility of the submitter to justify why the report meets the criteria for emergency action reports.
 5. The House of Delegates shall decide in a non-debatable majority vote whether or not each emergency action report should be scheduled for hearing and action by the House of Delegates.
- L. Hearing Guidelines
 1. Hearings on action, emergency action, and informational reports are held to provide information on issues and to provide an opportunity for discussion prior to House of Delegate's action. The hearings enable delegates and members to seek further information, to express opinions, to broaden their perspective, and to be prepared to make a more informed decision in the House of Delegates.
 2. The Reference Committee will sponsor the hearings with members of the committee serving as the hearing officers. The submitters of proposals may be requested to clarify elements of their reports.
- M. Guidelines for the hearings include the following:
 1. Initial subjects for the first hearing scheduled will relate to the association's long-range and strategic plan and priorities, progress toward achievement of goals, and recommendations for ensuing years according to the timetable for revision of the plan. Subsequently, the hearing(s) will address reports related to priority goals of the Association, and finally, proposals not related to the priorities or not related to the long-range goals.
 2. Written suggestions for changes in recommendations may be submitted to the committee provided that the issue has been addressed orally in the hearing and the hearing officer has requested the written material. (Editorial corrections may be submitted without oral presentation.)

3. Rules for speaking
 - a. All speakers from the audience shall identify themselves and their affiliation when recognized by the hearing officer.
 - b. MNA members will be recognized and given priority over non-members to speak on proposals under consideration.
 - c. Prior to the hearing, non-MNA members will request of the hearing officer permission to speak at the discretion of and upon recognition from the hearing officer.
 - d. Comments will be limited to two minutes and no speaker shall speak more than once to a question if someone who has not spoken wishes to do so.
 4. To facilitate discussion of all reports, the hearing officer may announce, at the beginning of the hearing, a time limit for discussion of any of the proposals. If time permits and all reports have been heard, the hearing officer may return to any report appearing to be of further interest to the delegates.
 5. No formal written, taped, or steno typed records of the hearing proceedings are kept. There will be no formal transaction of business.
- N. Reference Committee actions following hearings
1. Following each hearing, the Reference Committee will meet in executive session to prepare a written report for the House of Delegates, using the information presented at the hearing and offering recommendations for action by the House of Delegates.
 2. The Reference Committee will take one of the following actions:
 - a. recommend adoption of proposal as submitted;
 - b. recommend adoption of a new or revised proposal that incorporates two or more proposals or reflects the sentiment of testimony;
 - c. propose motion without recommendation.
 3. In its reports of hearings to the House of Delegates, the Reference Committee will not limit debate of proposals by recommending tabling, postponing, or withdrawing a proposal.

VII. COMPLAINT PROCEDURE

- A. The procedure for member complaints is as follows:
- 1) All complaints falling in the above categories must be in writing, signed by the complainant and

- addressed to the President of MNA.
- 2) Upon receipt of a written, signed complaint, the President of MNA shall:
 - a. acknowledge receipt of the complaint;
 - b. notify the accused of the complaint;
 - c. provide both the accused and the complainant with a copy of this procedure; and
 - d. call a meeting of the Impartial Committee to investigate the complaint and recommend its dismissal or the issuance of charges.
 - 3) Within a period of fifteen business days after receipt of a complaint, the Impartial Committee shall:
 - a. determine whether additional information is necessary;
 - b. conduct interviews with the complainant and the accused if deemed necessary or if requested by either; and
 - c. prepare a written report to the Board of Directors summarizing its investigation and recommending either that the complaint be dismissed or that charges be issued against the accused. In the event charges are recommended the Impartial Committee shall formulate in writing the charge(s) specifying the offense(s) the member is alleged to have committed and precisely what the accused is alleged to have done which, if true, constitutes the offense stated in the charge.
 - 4) Within a period of fifteen business days after receipt of the report of the Impartial Committee, the Board of Directors shall:
 - a. meet in executive session to review and act upon said report; and
 - b. notify the complainant and the named individual of the action taken.
 - 5) If charges are issued the MNA Executive Committee shall:
 - a. schedule and conduct a full and fair hearing no later than thirty business days after the decision to issue charges;
 - b. notify the complainant and the named member of the hearing date at least 21 days prior to the scheduled date and provide them with the rules governing conduct of the hearing;
 - c. meet in executive session immediately following the hearing to determine disposition of the charges;
 - d. notify involved parties of its determination; and
 - e. receive and process requests for reconsideration of appeal of its determination.
 - 6) A member's request for reconsideration or appeal of the Executive Committee's determination shall be submitted in writing to the president of MNA within fifty days after the determination.

- 7) The Board of Directors shall process and dispose of a request for appeal or reconsideration within fifteen days of its receipt.
 - a. Members suspended or expelled under provision of this article shall be eligible for reinstatement at all levels upon application approved by a two-thirds secret vote of the Board of Directors.
 - b. All action taken under these bylaws shall be in accordance with established policies and procedures for handling alleged violations.
- 8) Disciplinary action taken by another ANA constituent member against one of its individual members shall be given full recognition and enforcement provided that such action was taken in accordance with the disciplining constituent member's bylaws and disciplinary procedures.

Revised 10/18/06 by Bylaws Committee
Revised 10/18/04 by HOD action
updated 11/17/04 by Bylaws Committee