**RULES OF PROCEEDINGS**

**LOUISIANA NURSING SUPPLY & DEMAND COUNCIL**

**ARTICLE I**

**AUTHORITY**

The Louisiana Nursing Supply and Demand Council (Council) shall be governed by the Louisiana Revised Statutes of 1950 (“R.S.”), particularly by R.S. 37:1007, et seq., and by these rules of proceedings.

**ARTICLE II**

**PURPOSE AND FUNCTION**

The purpose of the Council shall be to study all aspects of the supply of and demand for nursing assistants, licensed practical nurses and all registered nurses. This will include examining educational preparation and scopes of practice. The Council shall prepare an Annual Report on all issues studied including any changes in the nature of the supply and demand situation in Louisiana.

**ARTICLE III**

**THE COUNCIL**

**3.1 Members –** The Council shall be composed of one member appointed by each of the following groups, organizations, and agencies, who shall serve at the pleasure of the appointing group, organization, or agency: Louisiana State Board of Practical Nurse Examiners (LSBPNE); Louisiana State Board of Nursing (LSBN); Louisiana Nursing Home Association (LNHA); Louisiana State Nurse Association (LSNA); Louisiana Hospital Association(LHA); Board of Regents; Office of Public Health, Louisiana Association of Independent Colleges and Universities (LAICU), Louisiana State Black Nurses Organization New Orleans, Louisiana Council of Administrators of Nursing Education, Louisiana Alliance of Nursing Organizations (LANO), Louisiana Association of Nurse Anesthetists, Louisiana Organization of Nurse Executives(LONE), Louisiana Practical Nurses Association, Louisiana Association of Nurse Practitioners, Association of Preoperative Registered Nurses, Louisiana School Nurses Organization, and Southern University School of Nursing. In addition, the president of the Louisiana Community and Technical College System (LCTCS) or designee shall be a member of the Council. The tenure of the Members shall be governed by and be in accordance with state law. Additional members of the Council may be added at any time upon a majority vote of the Members so named in this section.

**3.2 Powers Reserved to Members –** The members of the Council shall exercise all powers conferred upon them by law in good faith and with due care. All members as appointed in Section 3.1 shall constitute the voting membership.

**3.3 Alternate Council Member –** Each appointing group, organization or agency, as specified in Section 3.1, may designate an alternate and submit written notice of such to the Chair. The designated alternate shall have the full privilege to serve in the absence of the appointed Council member. Should any Council member not be able to attend a meeting, it shall be the Council’s member responsibility to notify the respective alternate of the time, place, and date of the meeting.

**3.4 Compensation -** Members shall serve without compensation.

**3.5 Meetings –** The Council shall hold regular meetings at least quarterly and may hold special meetings as deems necessary. All meetings of the Council shall be open to the public unless held in executive session pursuant to the applicable provisions of the Open Meetings Law (A.S. 42:4.1, et.seq.) or related exemptions.

**3.6 Regular Meetings –** Regular meetings of the Council shall be held on such dates and at such times and places as the Council shall determine, for the transaction of such business as may lawfully come before each meeting. It shall be the duty of the Chair to give to each member at least seven days notice of the date, time and place of each regular meeting, and to provide public notice in the manner required by the Open Meetings Law.

**3.7 Special Meetings –** Special meetings of the Council shall be held whenever called by the Chair or upon the request of any three members. It shall be the duty of the Chair to provide public notice in the manner required by the Open Meetings Law.

**3.8 Quorum –**A quorum shall consist of a majority of the members or their designated alternate.

**3.9 Action of Council –** The affirmative vote of a majority of the members or their designed alternate present at a meeting at which a quorum is present shall be the act of the Council. At the discretion of the chair the vote may be deferred based on the attendance of council members.

**3.10 Resignation –** Written notice of any resignation of a member or designated alternate shall be served upon the Chair of the Council by the appointing group, organization or agency. Unless otherwise specified in the notice, the resignation shall take effect upon receipt of the notice.

**3.11 Removal –** When an appointed member or the designated alternate has failed to act in good faith and with due care the Chair upon the concurrence of the Council, shall notify the appointing group, organization, or agency that the individual has been removed. The appointing group, organization or agency may request reconsideration of such action.

**3.12 Vacancy -** In the event of any vacancy on the Council through disqualification, resignation, removal, or otherwise, the vacancy shall be filled by the group, organization, or agency whose appointee created the vacancy.

**ARTICLE IV**

**OFFICERS**

**4.1 Officers:** The Officers of the Council shall be a Chair, and a Vice Chair. Each officer shall perform those duties as set forth below and such other duties as the Council deems.

**4.2 Chair –** The Chair shall preside at all meetings of the Council and may sign and execute any instrument as authorized by the Council. The Chair may designate the Immediate Past Chair in an advisory position and such individual may serve as an ex-officio, non-voting member should they no longer be an appointed member of the Council.

**4.3 Vice-Chair –** The Vice Chair shall assume the duties of the Chair in the event of the Chair’s absence or disability. The Vice Chair shall serve as the chair of the Annual Report Drafting Committee.

**4.4 Elections –**Officers shall be elected by majority vote of those members present at the first quarterly meeting of each odd-numbered year.

**4.5 Terms** - The terms of office shall be for a two-year period. An individual shall not be eligible to hold an office more than two consecutive terms.

**ARTICLE V**

**COMMITTEES**

**5.1 Standing Committees –** The Standing Committees at a minimum are: Annual Report Drafting Committee, Rules of Proceedings Committee and Nominating Committee.

The Annual Report Drafting Committee shall be comprised of at least three (3) members of the Council. The Vice Chair shall serve as Chair of the Committee. The duties of the Committee shall be to annually review the work of the Council and prepare a draft report for consideration by the Council. The Committee shall submit the draft report to the Council no later than March 1st of each year. Once approved by the Council the final report will be submitted as required by law.

The Rules of Proceedings Committee shall be comprised of at least three (3) members of the Council. The duties of the Committee shall be to annually review the rules of proceedings and recommend amendments or revisions. The Committee shall report to the Council.

The Nominating Committee shall be comprised of at least three (3) members of the Council. The duties of the Committee shall be to meet biannually to prepare a slate of candidates for the offices of Chair and Vice Chair.

Each standing committee shall keep regular minutes of its proceedings and report the same to the Council.

**5.2 Special Committees –** The Council may designate one or more special committees. . A special committee shall limit its activity to the accomplishment of the tasks for which it is designated and shall have no power to act except as specifically conferred by action of the Council. Upon completion of the task for which designated, such special committee shall stand dissolved. Each special committee shall keep regular minutes of its proceedings and report the same to the Council.

**5.3 Committee Appointments –** Standing committee members shall be appointed by the Council. Special committee members shall be appointed by the Chair of the Council.The Chair, with the approval of the Council, may from time to time appoint persons other than Council members to serve on special committees on an as needed basis. All special committees shall have a Council member as Chair.

**ARTICLE VI**

**GENERAL PROVISIONS**

**6.1 Staff –** Staff support to the Council shall be provided as mandated by law.

**6.2 Books and Records –** The Council shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its meetings, in the manner required by the Open Meeting Law.

**6.3 Amendments –** These rules of proceeding may be altered, amended, or repealed, or new rules of proceedings may be adopted, only by majority vote of the Council.

**ARTICLE VII**

**RULES OF ORDER**

**Roberts Rules of Order**, as revised from time to time, shall be the parliamentary authority for all matters of procedures of this Council not otherwise covered by state law or these rules of proceedings.

**Approved:** 10/09/09