

OREGON NURSES ASSOCIATION  
NURSE PRACTITIONERS OF OREGON

SPECIAL RULES OF ORDER  
January 2019

**ARTICLE I**                    **TITLE, PURPOSE, Roles & Responsibilities**

Section 1.                    The name of this group shall be the Nurse Practitioners of Oregon, herein after referred to as Nurse Practitioners (NPs) of Oregon (NPO).

Section 2.                    The purpose of Nurse Practitioners of Oregon shall be to:

- a.            Initiate and/or support legislation of interest to the Nurse Practitioners of Oregon membership.
- b.            Promote recognition of the Nurse Practitioner's role to the public, other professional health care groups, and the nursing profession.
- c.            Provide a forum for the exchange of information and act as a network system for Nurse Practitioners.

Section 3.                    **Roles and Responsibilities of NPO Leadership:**

- a.            Oversee and manage the business of the organization
- b.            Provide financial oversight and fiduciary responsibility to our membership
- c.            Strive for quality service and branding to benefit our membership
- d.            Set strategic direction for the organization
- e.            Build community relationships that foster and promote our mission
- f.            Establish and enforce ethical standards and values
- g.            Acknowledge and disclose in potential conflicts of interest
- h.            Demonstrate, and hold each other accountable for doing so, the highest level of professionalism (respect, civility, maintain confidentiality) in all arenas- in person, in the media, and in all digital/social platforms.

Any officer may be removed with or without cause by the Executive Team whenever in the judgment of two-thirds (2/3) of the remaining officers on the board, and the best interest of the organization will be served by such removal. The removal shall be without prejudice to the contract rights, if any, to the person so removed. Prior to any removal, the officer sought to be removed must be given reasonable opportunity to speak on his or her own behalf before the Executive Team at a regular meeting

**ARTICLE II**                    **MEMBERSHIP AND FEES**

Section 1.                    NPO membership shall be composed of:

- a. Members of the Oregon Nurses Association (ONA) who are certified by the Oregon State Board of Nursing (OSBN) as Nurse Practitioners (NPs) are voting members.
- b. Members of ONA previously certified as NPs by the OSBN who are currently inactive and/or retired, in good standing, are voting members.
- c. Members of ONA who are currently enrolled in a Nurse Practitioner program may participate as non-voting NPO members.

Section 2. A special assessment to cover cost of specific high-priority NPO activities may be adopted at any regular meeting by a majority vote of the voting members present, provided the membership was given written notice at least thirty days prior to the vote.

ARTICLE III                    **OFFICERS AND EXECUTIVE COMMITTEE**

Section 1.                    **Officers**

- a. There shall be six officers: Chairperson, Vice Chair, Secretary, Treasurer, Immediate Past Chair, and Nominating Chair.
- b. Nominees to hold office shall be voting members of Nurse Practitioners of Oregon.
- c. The Chair serves a one or, two-year term.
- d. All other Officers serve for a two-year term, except for the Vice Chair, Immediate Past Chair, and the Nominating Chair who will serve one-year terms.
- e. Vacancies other than that of Chairperson shall be filled by Executive Committee appointment for the remainder of that term.

Section 2.                    **Executive Committee**

- a. There shall be an Executive Committee of NPO composed of the elected officers, the Immediate Past Chair as an ex-officio member for one year, (and all committee chairs at the discretion of the Chair).

- b. The Executive Committee shall have power to conduct NPO business, of an emergency nature, between regular meetings. Expenditures not to exceed \$1000 quarterly are authorized as needed. Such transactions shall be reported at the next regular Nurse Practitioners of Oregon meeting.

Section 3.

Duties of Officers

- a. Officers shall assume duties usually performed by such officers and as stated in these Rules of Order.
- b. The Chairperson shall: 1) preside at Membership and Executive Committee meetings; 2) be an ex-officio member of all committees except the Nominating Committee; 3) appoint chairpersons of the standing committees excluding the Nominating Committee Chairperson who shall be elected on a regular ballot.
- c. The Vice Chair shall: 1) assume the duties of the Chairperson in the Chairperson's absence; 2) in the event of a vacancy occurring in the office of Chairperson, the Vice Chair shall serve the unexpired term; and 4) be an ex-officio member of the Nominating Committee, 5) serve as an active member of the membership and marketing committee to include oversight of the Regional Representatives.
- d. The Secretary shall: 1) be accountable for record keeping and reporting of meetings of the Nurse Practitioners of Oregon; 2) Serve as an active member Professional Standards Committee.
- e. The Treasurer shall: 1) maintain financial records and report to the Nurse Practitioners of Oregon membership; 2) Serve as an active member on the Education Committee.
- f. The Nominating Chair shall oversee the vetting and election process.
- g. Officers may, if agreeable to both parties and approved by the NPO Chairperson, trade committee assignments.

ARTICLE IV

AREA REPRESENTATION

Section 1.

One Area Representative and an alternate will be selected from geographic areas. The areas can be divided into the following ONA regions or can be defined as any place in the state where five or more

Nurse Practitioners meet regularly. Exceptions to this number may be made by the Executive Committee.

- A. Region A: Central/Southeast (Crook, Deschutes, Harney, Jefferson, Lake and Malheur Counties)
- B. Region B: Northeast/Eastern (Baker, East Umatilla, Gilliam, Grant, Morrow, Sherman, Union, Wallowa, Wasco, Western Umatilla and Wheeler Counties)
- C. Region C: Southern/South Coast (Coos, Curry, Douglas, Jackson, Josephine and Klamath Counties)
- D. Region D1: South Willamette Valley/Mid-Coast (Benton, Lane, Linn and Marion Counties)
- E. Region D2: Central Coast (Lincoln, Polk, Tillamook and Yamhill Counties)
- F. Region E: Portland/Columbia Valley (Clackamas, Clatsop, Columbia, Hood River, Multnomah, and Washington Counties)

Section 2.

**Role/Responsibilities of Regional Representatives**

- a. Regional Representatives will be expected to interact with other Nurse Practitioners in their region for the purposes of increasing membership in NPO, providing networking and support to the Nurse Practitioners in the region, and reporting regional issues to the executive committee of NPO.
- b. Regional Representatives shall serve as participants on the Membership and Marketing Committee for their specific geographical area.
- c. Representatives from each region will attend the quarterly Nurse Practitioners of Oregon meeting.
- d. Representatives will give a brief report to the Executive Committee at the quarterly meeting from their region regarding concerns, questions, or needs.
- e. Representatives may alternate attending meetings.
- f. Representatives will be reimbursed according to ONA guidelines for travel and lodging.
- g. If there is a need for additional representation from a region, a request may be made of the Executive Committee.

ARTICLE V

**STANDING COMMITTEES**

Section 1.

**Definition**

- a. Standing Committees shall include: Education Committee; Nominating Committee; Professional Standards Committee; Membership and Marketing Committee; and Independent Practice and Business Owners Committee, and Health Policy Committee.
- b. Standing Committees shall assume such duties as are specified in these Rules of Order and such other related duties as may be assigned. Standing Committees shall be accountable to the Nurse Practitioners of Oregon membership and submit reports to NPO.

Section 2.

**Composition**

- a. The Chairpersons and members of Standing Committees shall be voting members of NPO. The Committee Chairperson shall be appointed by the NPO Chairperson, except for the Nominating Committee Chairperson.
- b. All Standing Committee members shall be appointed by the Committee Chairperson.
- c. Standing Committees shall consist of no fewer than three persons with members serving until their respective successors are selected.

Section 3.

**The Education Committee shall:**

- a. Plan and facilitate all NPO education conferences.
- b. Collaborate with nurse practitioner education programs to facilitate adequate and appropriate learning experiences.

Section 4.

**The Nominating Committee:**

- a. The Nominating Committee Chairperson shall be elected by NPO members for a one (1) year term.
- b. The Nominating Committee shall perform the duties described in Article VIII, Nominations and Elections.

Section 5.

**The Professional Standards Committee shall:**

- a. Work to bring about adherence to ethical, professional, and legal standards of practice.

- b. Maintain liaison with the Oregon State Board of Nursing regarding regulation of nurse practitioners and issues regarding the practice of nurse practitioners, both as individuals and as a group.
- c. Advocate for safe practice advancement.

Section 6.

**The Health Policy Committee shall:**

- a. Evaluate current and proposed legislation relating to nurse practitioners and health care in order to determine and recommend a course of action consistent with the goals and resources of Nurse Practitioners of Oregon.
- b. Identify, recommend, and propose federal, state, and local legislative action.
- c. Devise methods for effective legislative action.
- d. Maintain liaison with ONA's Cabinet on Health Policy and ONA's Lobbyist.

Section 7.

**The Membership and Marketing Committee shall:**

- a. Members of the Membership and Marketing Committee shall consist of interested NPO members and each of the Regional Representatives who are from the same geographic areas in the State. This committee will consist of the committee chair and 2 members at large as well as the Regional Representatives.
- b. Promote membership in NPO through outreach to nurse practitioners in Oregon, new graduates of nurse practitioner education programs in Oregon, and to nurse practitioners relocating to Oregon.
- c. The committee promotes networking among and referrals to nurse practitioners by maintaining and updating a statewide directory of nurse practitioners.
- d. The committee may also participate in other activities of NPO which promote and enhance NP professional opportunities through print and electronic media.

Section 8.

**The Independent Practice and Business Owners Committee shall:**

- a. Provide a forum for NPs who are business owners to identify and recommend action on issues.
- b. Explore business arrangements and entities to assist members in operating their practice.

## ARTICLE VI

### **MEETINGS**

The Annual Meeting of NPO shall be held at the time of the Fall Educational Conference. An annual luncheon will be held at the time of the ONA convention. Additional meetings may be called by the Nurse Practitioners of Oregon membership. All meetings shall be open meetings unless otherwise voted by the membership.

## ARTICLE VII

### **QUORUM**

A quorum at any NPO meeting shall consist of one officer and those voting members present at the meeting.

## ARTICLE VIII

### **NOMINATIONS AND ELECTIONS**

#### Section 1.

Nominations for officers and Nominating Committee of NPO

- a. The Nominating Committee shall request names of candidates for elective offices from members of NPO. An NPO member may self-nominate for an elective office.
- b. Nominees selected by Nominating Committee shall have consented to serve if elected and shall be voting members of NPO,
- c. Nominations to elective offices shall be solicited no later than ninety (90) days prior to the opening date of the Annual Meeting at which election results will be announced.

#### Section 2.

### **Elections**

- a. Notification of electronic voting shall be emailed to all members in good standing 45 days prior to the Annual Meeting at which election results will be announced. Voting by electronic ballot must be completed 14 days before the Annual Meeting convenes. Members joining after the 45-day limit may request in writing an absentee ballot, but it must be submitted by the above deadline.
- b. The Executive Committee shall appoint tellers to conduct the election and provide safeguards for the conduct of the election. Voting shall be by secret ballot.

- c. A plurality vote shall constitute an election; in case of a tie the choice shall be by lot.
- d. The terms of office shall begin at the adjournment of the Annual Meeting.
- e. Special elections may be held as deemed necessary by the Executive Committee.

## ARTICLE IX

### **AMENDMENTS**

These rules may be amended at any regular meeting of NPO by a majority vote of the voting members present, provided the amendments were submitted to the membership with the minutes of the previous regular meeting.

## ARTICLE X

### **PARLIAMENTARY AUTHORITY**

The rules contained in Robert's Rules of Order Newly Revised shall govern meetings of the Nurse Practitioners of Oregon in cases to which they are not inconsistent with these Rules.

REV. 1/12/2019 (Approved)  
REV. 01/25/2014 (FOR APPROVAL)  
REV. 06/04/2012 (FOR APPROVAL)  
REV. 11/13/07 (FOR APPROVAL)  
REV. 05/02/07 (FOR APPROVAL)  
REV. 10/28/06  
REV. 03/04/98 (FOR APPROVAL)  
REV. 05/13/93  
REV. 09/28/92  
REV. 01/15/88 (editorial)  
REV. 11/16/88; 11/21/88 (editorial)  
REV. 08/23/86