

NATIONAL NURSE LEADERSHIP COUNCIL (NNLC) BYLAWS

- I. OVERVIEW
- II. PURPOSE
- III. PROCESS
- IV. MEMBERSHIP
- V. ROLES and RESPONSIBILITIES
- VI. MEMBERSHIP SELECTION PROCESS
- VII. DECISION MAKING
- VIII. MEETINGS
- IX. ADDITIONAL PROCEDURES
- X. EFFECTIVE DATE

I. OVERVIEW

- A. Define the primary characteristics of NNLC to conform to the NNLC charter.
- B. Presides how NNLC functions.
- C. Includes all rules that NNLC considers important that cannot be changed without previous notice to members and the vote of NNLC Executive Committee.
- D. Provisions will have direct bearing on the rights of NNLC comprised of NNLC Officers, Executive Committee, and General Board Members.

II. PURPOSE

The Indian Health Service (IHS) National Nurse Leadership Council (NNLC) established by the IHS Director to serve as permanent advisory body to the IHS Chief Nurse and other IHS leaders on nursing issues. NNLC will ensure that IHS's federal nursing programs participate in the establishment and implementation of Agency strategies to achieve the IHS mission through contributing a collective nursing voice; and promoting professional standards, practice, competencies, and evidence-based approaches to healthcare.

III. PROCESS

The NNLC meetings will follow The Revised Roberts Rules of Order (12th Ed.). All matters requiring approval by NNLC will be determined by a quorum of NNLC Executive Committee members with a minimum presence of six Areas. The NNLC minutes shall reflect meeting attendance as present, absent, and excused.

The Bylaws will be reviewed triennially. The Parliamentarian will coordinate with NNLC membership to establish an ad hoc committee to facilitate revisions when needed. Proposed amendments will be presented to NNLC no later than one (1) month prior to the meeting at which the bylaws are to be amended and approved.

IV. MEMBERSHIP

The NNLC is a permanent IHS National Council consisting of federal IHS employee representatives with knowledge and expertise of matters relating to nursing within the Indian Health System and who work at IHS Headquarters, Area Offices, and/or Federal Service Units. The NNLC membership has three components as described below: Officers, Executive Committee, and General Board.

- A. Officers. The NNLC Officers includes elected representatives from the NNLC Executive Committee. NNLC Officers includes the following positions:
 1. NNLC Chairperson.
 2. NNLC Chairperson-Elect.
 3. NNLC Secretary.
 4. NNLC Parliamentarian
- B. NNLC Executive Committee. The NNLC Executive Committee is comprised of a maximum of two voting nurse members from each of the twelve Areas (up to 24). The voting members will have equal standing within the NNLC Executive Committee.
- C. General Board Members. These members will not have voting privileges and will not hold office. General Board members include:
 1. The IHS Headquarters Division of Nursing Services (DNS) Program Consultants
 - a. Division Director
 - b. Senior Public Health Nurse (PHN) Consultant
 - c. Women’s Health Nurse Consultant
 - d. Emergency Medical Services Consultant
 - e. PHN Grant Program Consultant
 - f. Other Program Consultants
 2. Other Headquarters Nurse Consultants not within Division of Nursing Services when their program responsibilities interface significantly with the work of NNLC as determined by NNLC Executive Committee.
 - a. IHS Clinical Support Center (CSC) Nurse Educator(s)
 - b. IHS Chief Clinical Consultant Advance Practice Nurse Representative
 3. Other Area Nurse Consultants not included under the NNLC Executive Committee.

V. ROLES & RESPONSIBILITIES

- A. The NNLC. The primary roles and responsibilities of the NNLC are to:
 1. Provide nursing leadership for IHS through advocacy, accountability, communication, and integrity.
 2. Provide vision, influence, clinical knowledge, and transformational leadership contributing to the design of culturally competent, person, family, and community centered health care.
 3. Work collaboratively with internal and external partners, within and across professions and disciplines, including but not limited to the various IHS National Clinical Councils.
- B. NNLC Officers
 - Officers of the NNLC include the Chairperson, Chairperson-Elect, Secretary, and Parliamentarian. Officers must be Federal employees and
 - Current members of the NNLC executive committee.

All officers shall perform the duties prescribed by this charter, NNLC bylaws, and such other duties applicable to the offices.

1. Chairperson. The Chairperson of the NNLC will:
 - a. Preside at all meetings of NNLC to include responsibility for coordinating content of the monthly NNLC agenda in cooperation with other officers and Headquarters (HQ) Division of Nursing Services (DNS).
 - b. Serve as liaison for the committee in all communications with the Director of IHS, through the Director, Division Nursing Services and key management staff as appropriate;

- c. Coordinate the development of NNLC reports, position statements, and recommendations;
 - d. Report Headquarters-specific information and issues of Agency-wide significance to NNLC; and
 - e. Represent NNLC at IHS Leadership meetings or functions as appropriate, and sit on Agency committees as assigned or requested.
2. Chairperson-Elect. The Chairperson-Elect presides in the absence of the chair and will:
 - a. Assume the duties of the NNLC Chairperson in the event of his or her absence; and
 - b. Serve in any capacity as requested by NNLC Chairperson or the NNLC Executive Committee.
 3. Secretary. The Secretary will:
 - a. Assume the duties of the NNLC in the event both the NNLC Chairperson and the Chairperson-Elect are both unavailable;
 - b. Coordinate the preparation of meeting agendas and communicate information to the NNLC.
 - c. Record, maintain, and distribute the NNLC meeting minutes within 30 days of the meeting.
 - d. Provide operational/technical support during meetings.
 - e. Serve in any capacity as requested by the NNLC Chairperson, Chairperson-Elect, and NNLC Executive Committee.
 4. Parliamentarian. The Parliamentarian will:
 - a. Immediate past chair will remain involved as a consultant to the Chair and Chair-Elect for a one (1) year period immediately following her/his term.
 - b. Act as Parliamentarian for all NNLC meetings.
 - c. Review Bylaws triennially ensuring content and purpose remain relevant to the Leadership council. Activates revision process as needed.
- C. Executive Committee. The Executive Committee will:
1. Assume individual accountability for leadership and professional practice by:
 - a. Attend and actively participate in meetings.
 - b. Support the NNLC decision making processes to address quality and safety of patient care issues, as well as address professional matters.
 - c. Serve in NNLC elected or appointed positions.
 - d. Engage in the actions and initiatives of HQ Division of Nursing Services, as well as other IHS Divisions and Offices.
 - e. Maintain knowledge of advances and changes in nursing and health care.
 - f. Represent nursing on Agency interdisciplinary collaborative initiatives.
- D. General Board. The General Board will:
1. Maintain and share knowledge of advances and changes in nursing and health care.
 2. Attend NNLC meetings to provide information and support on collaborative initiatives.
 3. Support the NNLC decision making processes by providing consultation on issues that address quality and safety of patient care, as well as professional nursing matters in their areas of expertise.

VI. MEMBER SELECTION PROCESS

All NNLC members must be federal employees.

A. NNLC Officers

1. Officers:

- a. Must be an active member of the NNLC Executive Committee, and
- b. Preferred to have at least one-year experience serving on the NNLC Executive Committee.

2. Annual elections will take place every October at the regularly scheduled NNLC monthly meeting or when a vacancy occurs. The presiding Chairperson will request nominations from the floor. In the event that the Chairperson and Chairperson-Elect positions are both vacant, the Parliamentarian will preside over elections. Members may self-nominate or nominate others.

3. Chairperson.

- a. The Chairperson is determined by the succession of the Chairperson-Elect and will serve a one-year term except under the following conditions:
 - i. Elected to serve a consecutive term by NNLC Executive Committee.
 - ii. In case of resignation, transfer, or incapacity of the Chairperson, the Chairperson-Elect will assume the role of the Chairperson and complete the remainder of the Chairperson term, as well as the Subsequent Chairperson term (one year plus remainder of the interrupted term).

4. Chairperson-Elect.

- a. The Chairperson-Elect will be determined by election and serve a one-year term except under the following conditions:
 - i. When the Chairperson is elected to serve more than one year, then the term of the Chairperson-Elect will be matched with the Chairperson and succeed to the position of Chairperson at the end of their term.
 - ii. In case of resignation, transfer, or incapacity of the Chairperson-Elect, there will be a special election at the next scheduled monthly meeting, unless the regularly scheduled election is within 60 days.

5. Secretary.

- a. The Secretary will be determined by election and serve a one-year term except under the following conditions:
 - i. Elected to serve a consecutive term by NNLC Executive Committee.
 - ii. In case of resignation, transfer, or incapacity of the Secretary, there will be a special election at the next scheduled monthly meeting, unless the regularly scheduled election is within 60 days.

6. Parliamentarian.

- a. Acts as a Parliamentarian for all NNLC meetings.

VIII. MEETINGS

- A. NNLC Executive Members and General Board Members who will be absent must notify the NNLC Chairperson and Chairperson-Elect through email, in advance of the meeting.
- B. Types of Meetings:
 - 1. Scheduled Meetings. The NNLC will meet monthly.
 - 2. Concurrent Meeting. One NNLC Executive Committee meeting each year will be concurrent with the IHS National Combined Councils meeting, at which time, NNLC members may collaborate with members of other National Combined Councils.
 - 3. Additional Meetings. Additional meetings will be scheduled if the need arises or as requested by the NNLC Officers, Executive Committee, or DNS, to achieve the goals of the NNLC;
- C. Any guest speakers or non-members in attendance will seek prior approval of the NNLC Chairperson in order to attend; if the NNLC Chairperson does not grant approval, the individuals must leave the meeting.
- D. Meeting Minutes.
 - 1. Meeting minutes will be maintained in accordance with IHS records management policies and procedures.
 - 2. The meeting minutes will be developed by the Secretary and distributed within thirty (30) days of the meeting.
 - 3. Draft meeting minutes will be distributed via IHS-NNLC email group for review and comment by any NNLC member.
 - 4. Final meeting minutes will include:
 - a. Time Call to Order.
 - b. Attendance of NNLC Members present, excused, and absence
 - c. Attendance of Guests present.
 - d. Overview of Agenda Items.
 - e. Area reports those provided during the meeting and also those submitted after the meeting.
 - 5. Any presentations or materials reviewed during the meeting will be included as appendices to ensure integrity of disseminated information.
 - 6. Time meeting adjourned.
 - 7. Number of votes to approve, abstain, or oppose the final meeting minutes.
 - 8. Action items should include:
 - a. Action item
 - b. Person(s) responsible for facilitation of action item
 - c. Due date
 - d. Completed date
 - e. Status
- E. These meeting minutes will be maintained in accordance with the IHS records management policies and procedures.
- F. Final meeting minutes will be distributed by IHS NNLC email group and stored on the IHS NNLC SharePoint.

IX. ADDITIONAL PROCEDURES

- A. The NNLC Chairperson will follow-up with the NNLC Executive Committee Member regarding their status after 3 consecutive absences. If no email response is received from the NNLC Executive Committee Member, then the NNLC Chairperson will follow up with the Area Director requesting an update on NNLC Executive Member representation.
- B. Officers and Executive Committee Members may be removed for due cause. Due cause will be defined as unprofessional conduct, medical, or personal issues rendering the officer unable to fulfill the duties of the office and/or failure to perform the duties of the office as stated in the NNLC Charter and Bylaws. Unprofessional conduct is defined by the current HHS Standards of Conduct and American Nurses Association Code of Ethics. A process of removal may be initiated per decision-making process noted under VII.

X. EFFECTIVE DATE

Approved on May 5, 2021 with 13 votes to approve, 0 opposed, and 0 abstained.