

Leadership Council Operating Guidelines

I. Definition (ANA Bylaws, Article VI, Section 1)

The ANA Leadership Council is an integrated approach to convening a representative body of Constituent and State Nurses Associations (C/SNAs) and the Individual Member Division (IMD) that deliberates, strategizes, and advises on professional issues and organizational matters in collaboration with the ANA Board of Directors and reports to the ANA Membership Assembly.

II. Composition (ANA Bylaws, Article VI, Section 2)

A. The ANA Leadership Council is comprised of:

1. Two representatives from each C/SNA and the IMD, who shall be the C/SNA president/IMD chair *or their designee* and the chief staff officer *or their designee*.
2. Each C/SNA president and the IMD chair *or their respective designee* shall be a C/SNA-ANA member in good standing.
3. The ANA Leadership Council shall elect a chair from its members and shall elect other officers as outlined in Section VI of these Operating Guidelines.

B. The elected chair, officers, and members-at-large (See Section IV) shall comprise the ANA Leadership Council Executive Committee.

III. Responsibilities (ANA Bylaws, Article VI, Section 3)

The ANA Leadership Council shall:

- A. Consult and collaborate with the ANA Board of Directors on issues affecting C/SNAs and the IMD.
- B. Recommend future focused input on policies, positions, and programmatic budgetary priorities to the ANA Board of Directors and report to the ANA Membership Assembly regarding professional issues and/or organizational matters.
- C. Promote the implementation of ANA policies and positions by C/SNAs and the IMD.

39 **IV. Voting**

- 40 A. Per the ANA Bylaws (Article VI, Section 4):
- 41 1. Each C/SNA president shall be entitled to one vote on all matters before the
- 42 ANA Leadership Council.
- 43 2. The IMD chair shall be entitled to one vote on all matters before the ANA
- 44 Leadership Council.
- 45 B. If a C/SNA or the IMD intends to send a designee in lieu of the president/chair,
- 46 the following information should be provided to leader@ana.org one month
- 47 prior to the meeting of the ANA Leadership Council:
- 48 • Full name
 - 49 • E-mail address
 - 50 • Preferred phone number
 - 51 • ANA membership number
- 52 C. If a designee attends in lieu of a C/SNA president or the IMD chair, the designee,
- 53 who shall be an ANA member in good standing, shall be entitled to one vote on
- 54 all matters before the ANA Leadership Council.
- 55 D. At the discretion of the Chair of the Leadership Council Executive Committee, the
- 56 voting members of the Leadership Council will use decision-making by consensus
- 57 in lieu of majority voting to facilitate active participation by all members of the
- 58 Leadership Council; ensure that all opinions, ideas, and concerns are considered;
- 59 and achieve the best possible outcomes.
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61 **V. Meetings**

- 62 A. Per the ANA Bylaws (Article IV, Section 5), meetings of the ANA Leadership
- 63 Council shall be held at least annually.
- 64 B. The meetings of the ANA Leadership Council may include professional
- 65 development programming to support the discrete roles and responsibilities of
- 66 Leadership Council members in their capacity as elected or staff leaders in
- 67 addition to elements that fulfill the responsibilities of the ANA Leadership
- 68 Council as defined in Section III of these Operating Guidelines.
- 69 C. Special meetings may be called by the ANA Leadership Council Executive
- 70 Committee.
- 71 D. Special meetings shall be called upon the written request of at least 20 of the
- 72 combined C/SNAs and the IMD.
- 73 E. In addition to the members of the ANA Leadership Council as defined in Section
- 74 II, the following are permitted to participate in meetings of the ANA Leadership
- 75 Council but do not vote:
- 76 1. President-Elect of a C/SNA or Chair-Elect of the IMD
 - 77 2. Multistate Division Leaders

- 78 3. Members of the ANA Board of Directors
79 4. ANA Enterprise staff to include:
80 a. Members of the Executive Leadership Team as deemed necessary
81 b. Vice President, Membership and Constituent Relations
82 c. Director, Constituent Relations
83 d. Director, Leadership Services
84 e. Other ANA staff as deemed necessary by the ANA Executive
85 Director in collaboration with the Leadership Council Executive
86 Committee
- 87 F. The ANA Leadership Council Executive Committee shall have sole decision
88 making authority to invite other individuals or groups of individuals whose
89 participation has been determined to be essential to achieving optimal
90 outcomes.
- 91 G. The ANA Board of Directors Policy: *Expense Policy for the ANA Leadership Council*
92 *Meetings* (Appendix A) identifies criteria for ANA’s payment of expenses related
93 to participation in the annual meeting of the ANA Leadership Council.

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95 **VI. Leadership Council Executive Committee**

96 The members of the ANA Leadership Council Executive Committee shall be elected by
97 the voting members of the ANA Leadership Council.

98 A. Composition

- 99 1. The ANA Leadership Council Executive Committee shall be comprised of:
100 a. One Chair
101 b. One Vice Chair
102 c. Two Members-at-Large

103 While the ANA Bylaws require that the Leadership Council Executive
104 Committee be elected by the Leadership Council, the ANA President will
105 identify a member of the ANA Board of Directors to serve as a consultant
106 to the Leadership Council Executive Committee to facilitate ongoing
107 communication and alignment of work.

108 B. Qualifications

- 109 1. The **Chair** of the ANA Leadership Council Executive Committee shall be a
110 C/SNA president or chair of the IMD at the time of election.
- 111 2. The **Vice Chair** of the ANA Leadership Council Executive Committee shall
112 be a C/SNA president; chair of the IMD; or a chief staff officer of a C/SNA,
113 who is also a C/SNA-ANA member.
- 114 a. If a C/SNA president or chair of the IMD is elected as Vice Chair,
115 they must be in that position at the time of election.

116 b. If a chief staff officer of a C/SNA is elected as Vice Chair, they must
117 be an ANA-C/SNA member and be a chief staff officer at the time
118 of election and for the duration of their term of service.

119 3. The two **Members at-Large** of the ANA Leadership Council Executive
120 Committee as follows:

121 a. One of whom shall be a chief staff officer of a Constituent or
122 State Nurses Association (C/SNA) who has the status of
123 employee of a C/SNA, a Multistate Nurses Association, a
124 Multistate Division (MSD) or MSD entity, or ANA at the time of
125 election and for the duration of the term of office. If at any
126 time during the term of service, the individual elected to this
127 Member-at-Large position is no longer a chief staff officer of a
128 C/SNA who has the status of employee of a C/SNA, a MSD or
129 MSD entity, or ANA, the Member-at-Large position shall be
130 declared vacant.

131 b. A C/SNA president or chair of the IMD at the time of election.
132 If at any time during the term of service, the individual elected
133 to this Member-at-Large position is no longer a C/SNA
134 president or chair of the IMD, the individual shall remain in
135 the Member-at-Large position until the end of the term of
136 service for which he/she was elected.

137 C. Responsibilities

138 1. The **Chair** shall

139 a. Coordinate planning for the annual meeting of the ANA
140 Leadership Council in collaboration with other members of the
141 ANA Leadership Council Executive Committee and the ANA staff
142 liaison.

143 b. Preside at meetings of the ANA Leadership Council and the ANA
144 Leadership Council Executive Committee.

145 c. Inform the ANA Board of Directors as to ANA Leadership Council
146 recommendations related to policies, positions, and
147 programmatic budgetary priorities.

148 d. Inform the ANA Membership Assembly on ANA Leadership
149 Council recommendations related to professional issues and/or
150 organizational matters.

151 e. Facilitate electronic communications and discussions of the ANA
152 Leadership Council.

153 f. Facilitate special meetings of the ANA Leadership Council and the

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ANA Leadership Council Executive Committee.

2. The **Vice Chair** shall:

- a. Support the Chair in planning the annual meeting of the ANA Leadership Council in collaboration with the ANA staff liaison.
- b. Serve as chair in case of absence or in the event of a vacancy in the office of Chair.
- c. Appoint four members of the ANA Leadership Council to serve as tellers for the election of the ANA Leadership Council Executive Committee.
- d. Represent the ANA Leadership Council as requested by the ANA Leadership Council Chair.
- e. Assume other duties as determined by the ANA Leadership Council Executive Committee.

3. The **Members at-Large** shall:

- a. Support the Chair in planning the annual meeting of the ANA Leadership Council in collaboration with the ANA staff liaison.
- b. Maintain the records of meetings of the ANA Leadership Council and the ANA Leadership Council Executive Committee.
- c. Appoint four members of the ANA Leadership Council to serve as tellers for the ANA Leadership Council Executive Committee elections in case of absence or in the event of a vacancy in the office of Vice Chair.
- d. Represent the ANA Leadership Council as requested by the ANA Leadership Council Executive Committee.
- e. Assume other duties as determined by the ANA Leadership Council Executive Committee.

D. Nominations

The ANA Leadership Council Executive Committee shall:

- 1. Solicit nominations from the membership of the ANA Leadership Council based on nomination criteria.
- 2. Prepare an official slate of at least two candidates for each elective office.
- 3. Distribute the official slate of candidates to the ANA Leadership Council at least four weeks prior to the meeting of the ANA Leadership Council.
- 4. Write-in candidates and nominations from the floor will be permitted.

E. Elections

- 1. Election of each officer and member-at-large by members of the ANA Leadership Council shall be by electronic or non-electronic ballot.

- 191 2. A majority vote¹ of the voting members of the ANA Leadership Council
192 present and voting shall elect the officers and members-at-large.
193 3. A tie shall be determined by lot.
- 194 F. Term of Service and Term Limits
- 195 1. Officers and members-at-large of the ANA Leadership Council Executive
196 Committee shall be elected to serve for two years or until a successor is
197 elected.
- 198 2. The Chair and one Member-at-Large position will be elected in even
199 numbered years.
- 200 3. The Vice Chair and one Member-at-Large position will be elected in odd-
201 numbered years.
- 202 4. No officer or member-at-large shall serve more than two consecutive
203 terms, or more than four consecutive years, on the ANA Leadership
204 Council Executive Committee.
- 205 5. An officer or member-at-large who has served one-half of a term or more
206 shall be considered to have served a full term.

207 G. Vacancies

208 In the event of a vacancy:

- 209 1. In the office of Chair, the Vice Chair shall become the Chair for the
210 remainder of the term.
- 211 2. In the office of Vice Chair or the position of Member-at-Large, the ANA
212 Leadership Council Advisory Committee shall fill the vacancy by
213 appointment.

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215 **VII. Recommendations**

216 Following a meeting of the ANA Leadership Council, the Chair shall prepare a report to
217 the ANA Board of Directors with the Leadership Council’s recommendations related to
218 policies, positions, and/or programmatic budgetary priorities and/or a report to the ANA
219 Membership Assembly with the Leadership Council’s recommendations related to
220 professional issues and/or organizational matters.

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222 **X. Amendments to the Operating Guidelines**

223 These Operating Guidelines may be amended at the annual meeting of the ANA
224 Leadership Council or at special meetings of the Leadership Council by a majority vote²

¹ A majority vote is defined by Roberts’ Rules of Order Newly Revised, 11th edition, as “more than half of the votes cast by the persons entitled to vote, excluding blanks and abstentions...”

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225 of the voting members present and voting.

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231 *Approved: September 11, 2015 by the ANA Board of Directors (VM10-2015)*

232 *Revised: November 11, 2015 by the ANA Board of Directors*

233 *Revised: September 14, 2016 by the ANA Board of Directors*

234 *Approved: December 1, 2016 by the ANA Leadership Council*

235 *Approved: November 29, 2017 by the ANA Leadership Council*