

# **NEW JERSEY COLLABORATING CENTER FOR NURSING BYLAWS**

## **ARTICLE I. Name and Purpose**

### **Section I. Name**

This organization shall be known as the New Jersey Collaborating Center for Nursing (NJCCN).

### **Section 2. Purpose**

The purpose of the NJCCN is to address issues of supply and demand of the nursing workforce, including education, recruitment, retention and utilization of adequately prepared nursing personnel.

(PL 2002, c116 and supplementing chapter 11 of Title 45 of the Revised Statutes. To this end, the center will:

1. Develop a strategic plan for the continuing development of an adequate nursing workforce, in number and in education and training, to meet the needs of New Jersey residents by:
  - (a) collecting and analyzing information about and maintaining a database of the current and projected supply and demand of the nursing workforce, including home health aides, nursing assistants, unlicensed assistive personnel, practical nurses, registered nurses, advanced practice nurses, and doctorally-prepared nurses; and
  - (b) determining priorities to be addressed from the plan;
2. Continue the collaborative approach (originating from New Jersey Colleagues in Caring) by convening representative groups of health care stakeholders to:
  - (a) review and comment on the data analysis conducted by the center;
  - (b) recommend systemic changes in the State's health care system, including strategies for the implementation of the changes; and
  - (c) disseminate the results of the reviews and recommendations to the Legislature, health care stakeholders and consumers;
3. Acknowledge the valued contribution of the nursing workforce to the health and health care of the citizens of the State by:
  - (a) promoting positive image-building efforts in nursing;
  - (b) supporting existing mechanisms for regarding outstanding nurses; and
  - (c) reporting with evidence-based data the relationship of nursing care to the outcomes of the health consumers;
4. Provide consultation, technical assistance and information related to nursing resources within and outside of the State and serve as a clearinghouse for data related to nursing resources;
5. Foster collaboration among members of the health care community to achieve policy consensus, promote diversity and enhance the knowledge of nurses and others in health policy and health services research; and

6. Seek competitive funding to support specific research endeavors or model programs to enhance the resources available in supporting innovative projects.

## **ARTICLE II.**

### **Board Membership**

#### **Section I. Board Members, number and selection**

The New Jersey Collaborating Center for Nursing shall be governed by a 17-member board, appointed as follows: (P.L. 2009, C47)

1. Four members appointed by the President of the Senate to include: one representative of acute care facilities recommended by the New Jersey Hospital Association; one representative of long-term care facilities recommended by the Health Care Association of New Jersey; one registered professional nurse recommended by the New Jersey State Nurses Association; and one representative of home health care agencies recommended by the Home Health Assembly of New Jersey;
2. Four members appointed by the Speaker of the General Assembly to include: one registered professional nurse recommended by the New Jersey State Nurses Association; one registered professional nurse recommended by the Organization of Nurse Executives – New Jersey; one representative of acute care facilities recommended by the New Jersey Council of Teaching Hospitals; and one licensed practical nurse recommended by the Licensed Practical Nurse Association of New Jersey; and
3. Nine members appointed by the Governor who include: one registered professional nurse recommended by the New Jersey State Nurses Association; one registered professional nurse recommended by the New Jersey League for Nursing; one health care facility staff nurse providing direct patient care, who is recommended by an organization that represents such nurses; two consumers of health care; one representative of baccalaureate and higher degree university nursing programs recommended by the Council of Baccalaureate and Higher Degree Programs; one representative of associate degree nursing programs recommended by the Council of Associate Degree programs; one representative of diploma nursing programs recommended by the Association of Diploma Schools of Professional Nursing; and one representative of practical nursing programs recommended by the Licensed Practical Nurses Education Council.
4. Members shall serve without compensation but shall be reimbursed for the reasonable travel and other out-of-pocket expenses incurred in the performance of their duties in a manner consistent with the policies and procedures of Rutgers, The State University of New Jersey.

## **ARTICLE III.**

### **Terms of Office**

#### **Section I. Appointees terms.**

1. The term of office of each member shall be three years.
2. A member shall hold office for the term of his appointment and until his successor has been appointed and qualified. All vacancies shall be filled for the balance of the unexpired term in the same manner as the original appointment. A member of the board is eligible for reappointment, but no member shall serve for more than two consecutive terms. At all times, registered professional nurses will constitute a majority of the board members.

## **ARTICLE IV.**

### **Functions of the Board**

The board shall:

1. Determine global policies for the center;
2. Implement the primary goals of the center as established in the legislative act;
3. Appoint a multidisciplinary advisory council(s) when created to provide input and advice on policy matters.
  - a. The advisory council(s) shall include representatives from all of the organizations represented that are outlined Article II.
  - b. The Advisory Council comprises a pool of future appointees who are prepared to take Board positions upon completion of the current members' terms.
  - c. Members of the Advisory Council must attend quarterly meetings *ex officio* without voting.
  - d. They are also invited to serve on special research committees to advance the Center's strategic plan.
4. Appoint a full-time executive director who shall serve at the pleasure of the board and shall be a person qualified by training and experience to perform the duties of the office. The board shall authorize the executive director to employ such other staff as the executive director deems necessary and within the limits of funds available to the center. All policies and procedures concerning the hiring of center employees shall be the same as and consistent with the applicable policies and procedures of Rutgers, The State University of New Jersey;
5. Apply for, through the Executive Director, and accept grants of money available for carrying out the policies and activities of the center from the federal government, and accept gifts, grants and bequests of funds from individuals, foundations, corporations, governmental agencies and other organizations and institutions to carry out the purposes of this act;
6. Establish policies for the appointment of members of the board; and
7. Submit a report to the Governor and the Legislature one year after the center is established and every two years thereafter, on its activities and findings. The report may include such recommendations for legislative action, as the board deems appropriate. The board shall make its annual report available to members of the public, upon request.

## **ARTICLE V.**

### **Officers and Responsibilities**

#### **Section 1. Officers**

The chairperson and secretary shall serve their elected office for a term of three years (one term) which is coterminous with their appointment. They may not succeed themselves in office. A chairperson and secretary will be elected by the board within 12 months of the end of their term to ensure a transition plan is in effect where practicable.

1. Should a vacancy occur during the term of office, a nominating committee will be appointed by the chair or the secretary in his/her absence to recommend a successor.
2. In the event where no one on the board can meet the three year term requirement due to appointment delays, the board reserves the right to appoint an interim chair or secretary or have the previous person continue in his/her role for a defined period until another Board member becomes eligible.

#### **Section 2. Board and Advisory Council Member Replacements**

1. The Center will reach out to the professional organizations that are outlined in Article II, Section 1 for recommendations on replacement members. For those positions that are identified as (non-profit) consumer representatives, the board and/or the Executive Director will request recommendations from organizations that have a vested interest in the work of the Center and are representative of a large consumer constituency group. Requests for replacements to the Board will be sent to the appropriate executive or legislative branch as outlined in Article II, Section 1.
2. The Center will where applicable seek recommendations for advisory council members that mirror the board organizations. These members will be prepared to assume the Board positions of the like organization and be appointed as outlined in Article II Section 1.

## **ARTICLE VI.**

### **Meetings**

#### **Section 1. Regular Meetings**

Regular meetings of the board and advisory council shall be held at least quarterly.

#### **Section 2. Attendance**

Board members who do not attend at least 50% of the scheduled meetings may be replaced. Failure to meet the attendance requirement and subsequent failure to respond to notification thereof is considered a resignation.

#### **Section 3. Agenda**

The agenda for a regular or special meeting of the board shall be prepared by the executive director upon consultation with the chairperson. All requests for inclusion of a given item on the agenda of any meeting shall be filed with the executive director seven days in advance of the scheduled meeting. A copy of the agenda and supporting documents shall

be sent in advance of each regular or special meeting of the board. Any member of the board may request consideration by the board at any regular or special meeting of an item not on the agenda. However, such an item shall not be acted upon without the approval of a majority of the members present at such a meeting.

## **ARTICLE VII.**

### **Conduct of Business**

#### **Section 1. Quorum**

A quorum for the conduct of business shall consist of a majority of the appointed membership of the board.

#### **Section 2. Power to Vote**

All members of the board may vote on all matters coming before the board for consideration. Votes may be cast by email, phone, or other long-distance communication means, where technology permits, provided that an adequate vehicle for prior discussion has been provided.

#### **Section 3. Rules of Order**

Except as modified by specific rules and regulations enacted by the board, the latest edition of Robert's Rules of Order shall constitute the rules of parliamentary procedures applicable to all meetings of the board and its committees.

## **ARTICLE VIII.**

### **Committees**

There shall be two standing committees: Finance and Bylaws. Ad hoc committees will be appointed as necessary to accomplish the work of the Center.

## **ARTICLE IX.**

### **Minutes**

The executive director shall be responsible for keeping the minutes of all meetings and shall file, index, and preserve all such minutes and other documents pertaining to the business and proceeding of the board. The director shall prepare a copy of the minutes and agenda for the upcoming meeting to be distributed to the board before the meeting.

## **ARTICLE X.**

### **Open Meetings**

All meetings shall be open to the public unless, consistent with the requirements of state law, a meeting is closed to the public by majority vote of a quorum of their board membership.

## **ARTICLE XI.**

### **Funding**

Section 1: Portion of fee dedicated to funding.

Of the initial and renewal licensing fees charged by the New Jersey Board of Nursing pursuant to N.J.A.C.13:37-5.5 for professional and practical nurses, an amount equal to 5% of the fee shall be dedicated to funding the New Jersey Collaborating Center for Nursing in the College of Nursing of Rutgers, The State University of New Jersey. The board may, by regulation, revise the fees charged pursuant to N.J.A.C.13:37-5.5 to account for the loss of revenue to the board as a result of the dedication of funding pursuant to this section. This act shall take effect immediately. Approved April 27, 2009.

## **ARTICLE XII.**

### **Amendment of the Bylaws**

Any provision of these bylaws (except those required or governed by statute) may be amended by a vote of two-thirds of the appointed membership of the board. No amendment may be adopted unless it has been introduced at a preceding regular or special meeting of the board.