

**New York State
Intellectual Disabilities
Developmental Disabilities
Nurses' Association, Inc.**



Standing Rules

Adopted 11/14/89

Revised March 1990, May 2007, October 2011, May 2019, April 2022, April 2024

Standing Rules

Executive Board

1. As per Article XII Section I, Item A: Business meetings of the **Executive Board** shall be guided by "Roberts Rules of Order" Newly Revised. (See "How Business is Conducted")
2. Minutes of Executive Board meetings shall be distributed by the Recording Secretary to all Executive Board members within 30 days of the meeting. (Adopted 4/89)
3. Reimbursement of meal expenses:
 - a. In the event that the Board meeting extends through a regular meal time(s), all Board members attending in an official capacity will have the cost of meal(s) covered by the organization. In the event there is a concern about the cost of a meal, meal reimbursement will be based upon the guidelines of the United States General Services (GSA) for meal allowance(s) during travel. Note that alcoholic beverages are not reimbursed.
 - b. In the event that the travel to and/or from the Board meeting extends through a regular meal time(s), all Board members attending in an official capacity will have the cost of the meal paid by the organization based upon the GSA standard rates as outlined in 3A. Note that alcoholic beverages are not reimbursed.
4. Executive Officers, Zone Chairperson(s), Zone Officers, Zone Representatives and Standing Committee Chairs will be reimbursed for travel to and from Executive Board meetings at the current federal mileage reimbursement rate, providing reimbursement is not received from another source.
 - a. Officers and Standing Committee Chairs traveling over public transportation to Executive Board meetings or other official business will be reimbursed at the current federal mileage reimbursement rate, or the actual fare, *whichever is less*.
 - b. Reimbursement rate will be based upon the federal mileage rate.
 - c. Vouchers for reimbursement should be submitted to the Treasurer within 30 days of the meeting.
5. The Past President will have the option to be an advisory non-voting member of the Executive Board.

President Elect and Corresponding Secretary

1. The President Elect and Corresponding Secretary shall be responsible for developing a procedure for contacting, and assisting in organizing, those ID/DD Zones not having "organized" status.
2. Upon receipt of membership dues and application form(s), from an individual employed or residing in a zone that does not have "organized" status, the President Elect and Corresponding Secretary will provide support to connect with an active zone or assistance with reactivation of the zone.
3. The Corresponding Secretary shall:
 - a. engage in public relations projects which promote professional development of nurses working in the ID/DD field.
 - b. act as liaison to DDNA and other professional organizations which enhances the philosophy of the Association.
 - c. oversee the creation and publication of the Newsletter.
 - d. act as historian of records.
 - e. manage Corporation correspondence.
 - f. Provide current mailing lists as needed for the business of the association.

Statewide Treasurer's Responsibilities

1. Maintain accounts of statewide ID/DD Nurses' Association to include a debit/credit record for each fiscal year.
2. As necessary for the business of the organization, ensure that all checks are prepared and distributed on a timely basis, the check book registry is maintained and all bank deposits are accounted for.
3. Request from the Planning Manager current Zone membership lists as needed for the business of the organization.
4. Submit a written interim Treasurer's Report at each Executive Board meeting.
5. At the Annual Meeting, submit to the membership for approval/acceptance, a written financial report for the previous fiscal year.
6. Review all **Zone Expenditure – Reimbursement Request forms** to ensure that funds are distributed within the Association's Purpose relative to **Zone meeting** expenditures to include: fees for a meeting venue, educational items, refreshments served during a meeting (non-alcoholic beverages, light snacks), speaker costs (honorarium, hotel, mileage or meal expense).
7. Will secure services of a Professional Financial Advisor, for audit purposes that is approved by the Executive Board annually.

Executive Board/Committee Expense

1. Any request for payment from the state Treasurer, **MUST** be accompanied by receipts. This includes postage.
2. The Executive Board has the final decision to have the Treasurer reissue the organization's checks if not cashed within 60 days of receipt.

Standing Rules

Conferences - if a member is a **presenter**.

1. Honorarium(a) will not be paid.
2. Travel expense will be paid at the current federal mileage reimbursement rate.
3. Room, or shared room, for the presenter or conference registration fee will be paid for by the organization.
4. When the presentation is done by more than one member, the above will be shared between/among them.

How Business is Conducted:

Committee Meetings

If no one is designated as the chair of a committee, the first person named calls the first meeting. The following is the agenda for the first meeting.

1. The committee elects a chair if no one is named.

2. A secretary is appointed to record proceedings.
3. The committee discusses the purpose and approaches to the committee "charge."
4. Tasks that are to be completed before the next meeting are assigned.
5. The time of the next meeting is set.

Committee Reports

Reports of activities and recommendations are prepared by committees when discharging their responsibilities and should contain the following.

1. A quotation of the motion that called for the committee to be established.
2. A list of members.
3. A brief summary of the meetings held, concerns, approaches discussed, background of conclusions, and a clear statement of the actual conclusion.
4. A section on the recommendations which have been approved by the committee.
5. Date and signature of the committee chair.
6. Committee members not in agreement with the report may prepare what is called a "minority" report to be submitted at the same time. This is always done with the knowledge of the chair.

Minutes

Minutes are a permanent record of proceedings of a committee and of the general meetings of the organization. They are prepared by the "secretary" or person chosen to take the minutes and must be brief, clear, and objective. Except where it is required to have a verbatim stenographic record of meetings (required by some large organizations by constitution or bylaws), discussions may be summarized.

Minutes must include the following basic items:

1. The meeting date, times and place.
2. The name of the "chairperson" and members attending. If members have been previously excused, this should be noted so they are not "absent".
3. All proper motions made, including the name of the person who makes the motion and the person who seconds the motion. This includes motions to reorder and accept, and setting the time for adjournment.
4. All "rulings" of the chairperson, situations that arose to require a ruling, and any challenges to the rulings, with the results of the challenge.
5. A summary of all debates or discussions.
6. The results of all votes.
7. A **list of all reports and/or documents** introduced during the meeting with a copy of each document should be attached to the official minutes. This **list of reports and/or documents** carried from one set of minutes to the next (preferably at the beginning of the minutes) will serve as a constant reminder to the responsible person(s). The items on the list should only be deleted when the "body" (committee or board or assembly) is satisfied that the task has been completed.

8. Any action taken at a meeting should be labeled so it can be referenced and follow-up action taken as appropriate.
9. The time of adjournment.
10. Signature of the person submitting the minutes

Standing Rules for Zones in the NYS ID/DD Nurses' Association

Zone Organization

1. To be considered "organized", a zone must have a designated Zone Chairperson/President and have regularly scheduled meetings.

Zone Officer Responsibilities

1. **Zone Chairperson/President shall:**
 - a. notify the Corresponding Secretary of the NYS ID/DD Nurses' Association of the meeting schedule for the next calendar year, within 30 days of the fourth quarter meeting of the present year.
 - b. notify all zone members of the meeting schedule, including date and location, for the next calendar year.
2. **Zone Secretary shall:**
 - a. maintain minutes of zone meetings and send them to zone members within 30 days of the meeting.
3. **Zone Representative(s) shall:**
 - a. attend all Executive Board meetings.
 - b. present to the Executive Board, issues and concerns as directed by the zone membership.
 - c. present to the Executive Board, a report of the zone meetings, including dates and attendance.
 - d. report proceedings of the Executive Board meeting to the zone membership.
 - e. zone officers can assume zone representative's duties in their absence.

Zone Membership

1. Members will be placed in zones based on the county of employment but may request a transfer to an alternate zone if driving time to zone meetings or practicalities of meeting attendance make alternative Zone placement desirable.
2. If a member is not employed, or is retired, the membership will be based on the county of residence. A member may request transfer to an alternate zone if driving time to zone meetings or practicalities of meeting attendance make alternate Zone placement desirable.
3. A member who has a preference for zone membership in other than the county of employment or residence, must notify the Executive Board on the membership application form or by transfer form.
4. Membership runs from April 1st, or date received, through March 31st of the following year.