

**Registered Nurses’
Association of Ontario
Chapter, Region without
Chapters and Interest Group
Executive Guidelines**

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About RNAO's Executive Network Structure

This structure serves as a guideline to define the key functions of chapter, region without chapter and interest group executive member roles, and pairs them with resources and support from RNAO's home office. The following positions make up chapter, region without chapter, and interest group executive:

- President/Chair
 - President-Elect/Chair-Elect
 - Past President/Chair, ex-officio (non-voting member)
 - Communications executive network officer
 - Social media executive network officer
 - Finance executive network officer
 - Membership executive network officer
 - Policy and political action executive network officer
 - Student executive network officer (undergraduate)
 - Workplace liaison executive network officer
 - Region representative from the RNAO board of directors, ex-officio (non-voting member)
- In addition;
- Regions without chapters elect up to two assembly representatives

Rights of the Chapter, Region without Chapters, Interest Group Executive

The executive plays an important role in the organizational structure of the RNAO. Presidents and co-chairs of chapters, regions without chapter, interest group chairs and members of the RNAO board of directors (BOD) make up the association's assembly. The remaining members of the executive are referred to as executive network officers (ENO). The following are benefits afforded to the individuals who volunteer their time in these leadership roles:

- Assembly members and invited ENOs gather twice a year in-person for important information session sharing and capacity building (September: membership ENOs; February: policy and communication ENOs - including participation during Queen's Park Day).
- Assembly members are reimbursed for their travel and accommodation to attend the annual general meeting (AGM) according to RNAO guidelines.
- Chapter, regions without chapters', and interest group executives may be consulted for important regional issues facing the association.
- Support from RNAO staff is provided to support and to help coordinate chapter, regions without chapters and interest group communications and events.

Responsibilities of the Chapter, Region without Chapters and Interest Group Executive

The executive network team is lead by the president or chair and represents RNAO at the chapter, region without chapter, and interest group level. It is responsible for the following key functions to support the mission and values of RNAO:

- Maintaining the unity of RNAO;
- Advancing the reputation, values and objectives of RNAO;
- Ensuring active promotion of RNAO in all chapter publications, events, and communications- including participation on social media, ensuring RNAO's logo and trademarks are used in accordance with RNAO's identity guidelines;
- Consulting with its members and gaining consensus by vote before presenting resolutions on the chapter, regions without chapters and interest group's behalf;
- Optimizing the effectiveness of registered nurses (RN), nurse practitioners (NP), and nursing students, through participation in RNAO activities, including the association's AGM, action alerts, media events, chapter meetings, Take Your MPP To Work and Queen's Park on the Road initiatives, rallies, promoting RNAO membership and volunteer opportunities in workplaces and nursing schools, as well as participation in RNAO's interest groups and coordinating association activities at the chapter level via regular communications (letters/emails/phone calls/newsletters/social media/website);
- Leading and coordinating a minimum of two (2) communications to all chapter members each year;
- Leading and coordinating a minimum of one (1) membership meeting and/or annual general meeting (face-to-face, audio or video conferencing) per year;
- Controlling and administering funds provided by the association for chapter events/programs in accordance with RNAO's policies;
- Managing all banking activity of the chapter according to RNAO policy, including setting up two signing authorities that must be substantiated by appropriate documentation and that has the required approval;
- Ensuring no authorized signatory shall sign cheques, which are payable to them personally;
- Holding in trust all property acquired by the chapter;
- Electing representatives to attend meetings of the association;
- Ensuring representation of the chapter at the RNAO AGM during the consultation sessions, and;
- Ensuring that reporting through MyRNAO is submitted in accordance with a schedule set by home office staff, including a description of activities and bank balances.

Elections

Elections are to be held between June 1 and August 1. A minimum of thirty days notice shall be given to the members of the chapter, region without chapters, or interest group before the deadline for nominations.

In odd numbered years, members shall elect the president/chair, communications ENO, finance ENO, and membership ENO.

In even numbered years, members shall elect the social media, policy and political action, student liaison ENO and workplace liaison ENO.

Chapter, regions without chapters and interest group elections will be based on one member, one vote of their membership. RNAO staff will assist with communications and online voting tools. Nominations must be voted on by the membership. A quorum for the transaction of business at meetings of the members shall be lesser of three hundred (300) members or one per cent (1%) of all of the member of the chapter/region without chapters/interest group entitled to vote, and present in person, by proxy, by electronic means, or by telephonic means, if available.

In the event a vacancy occurs as a result of a resignation from the executive, the chapter, region without chapters, and interest group, may appoint a member to fill the remaining portion of the term.

Transition Year 2018

At the first election following the adoption of these guidelines, the members of Regions without Chapters shall elect assembly representatives as follows: one assembly representative shall be elected for a term of two years; and one assembly representative shall be elected for a term of one year to allow for staggered elections for assembly representatives in the years following.

Executive Term of Office

- Members of the executive shall each be elected for a two (2) year term of office.
- Members of the executive may be elected to a maximum number of two (2) consecutive terms. Upon completion of the second term, the member will not stand for nomination for the same executive position for one (1) complete term.
- The student ENO's term of office is subject to the individual holding an undergraduate membership with RNAO.

Resignation of Executive Officers

A member's time on an RNAO local executive can be rewarding, however, members electing to leave their position within the chapter, region without chapters or interest group executive prior to completion of their term are required to give no less than 30 days notice of their intent to vacate their position.

- The president of a chapter or region without chapters or interest group chair may resign his/her office by delivering a written letter of resignation to RNAO's president and RNAO's CEO, copying RNAO's board affairs coordinator. The resignation will be effective at the time it is received or at the time specified in the resignation, whichever is later.
- An executive member may resign his/her office by delivering a written letter of resignation to the president, chair, or next responsible member of the executive, copying RNAO's board affairs coordinator. The resignation will be effective at the time it is received or at the time specified in the resignation, whichever is later.
- Upon resignation, members are required to destroy or return any manuals or material distributed to them in their capacity as an executive committee member to the president or home office.
- Members are obligated to respect the terms of RNAO's code of conduct and conflict of interest policies indefinitely. This means adhering to full confidentiality of any and all privileged information, confidential decisions, and discussion.
- Removal of an executive member may be possible by a majority vote by the executive committee. Reasons for removing an executive committee member may relate to any of the following:
 - i) failure to comply with the conflict of interest and/or code of conduct policy requirements;
 - ii) undermining the unity of RNAO;
 - iii) compromising RNAO's reputation, values, and objectives of RNAO;
 - iv) failure to comply with the attendance requirements for executive committee meetings;
 - v) inappropriate or disruptive participation and/or not engaging in effective discussion and decision-making;
 - vi) illegal, unethical or inappropriate activities, which may damage RNAO's reputation; and
 - vii) executive members are expected to participate in all meetings. Executive member who attend less than two-thirds of all meetings, or misses more than two consecutive meetings, he/she may be asked to resign.

Frequency of Executive Meetings

- Executives will meet (face-to-face, audio or video conferencing) no less than four (4) times per year.

Purpose of Executive Meetings

- To coordinate the association's activities at the chapter/region without chapters and interest group level via regular communications (letters/emails/phone calls/newsletters) with a minimum of two (2) communications to all members of the chapter/region without chapters, or interest group each year, and a minimum of one (1) membership and/or annual general meeting (face-to-face, audio or video conferencing) per year;
- To plan and deliver local activities to members;
- To control and administer funds provided by the association for chapter, region without chapters and interest group programs; and
- To elect consultation representatives to represent the chapter, regions without chapters and interest group at RNAO assembly meetings and the AGM.

Notice of Meetings

- Notice will be given to members:
 - Local chapter, region without chapters and interest group meetings, no less than 30 days prior to the meeting;
 - Annual meetings, no less than 30 days prior to the meeting; and
 - General meetings, no less than 30 days prior to the meeting.
- The president/chair will send the agenda to the executive no less than three days prior to the meeting.
- Any adjustments to the meeting minutes will be reviewed and approved at the following executive meeting.

Executive Meeting Voting Procedure

- During the meeting, if there is a need to have consensus on a question or an issue, all members in attendance at the meeting (in person/ by teleconference/multimedia) will be eligible to have one (1) vote on the questions arising at the meeting.
- Decision-making will be based on quorum (50 per cent plus 1).
- Ex-officio members are non-voting members.

Executive Member Expectations

- All executive members must sign a copy of RNAO's code of conduct and conflict of interest policies. The president or chair keeps one copy and one copy is kept at RNAO home office.
- For security and privacy of information, all executive members should ensure that the email address provided for chapter business is a personal email not accessed by anyone else.