CNA
COLORADO NURSES ASSOCIATION

COLORADO NURSES ASSOCIATION POLICY MANUAL

November 2022

Colorado Nurses Association Policy Manual
November 2022
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Subject: Advisory Groups

Policy:
1. Advisory Groups are established by the Board of Directors.
2. The purpose of each Advisory Group is determined by the Board of Directors.
2. Membership in Advisory Groups is open to all CNA members.
3. A member of the Board of Directors will serve as liaison to each Advisory Group.

Adopted: August 2022

Subject: Appeal Process

Policy:

1. CNA provides individuals with an appeal process for hearing and resolving conflicts resulting from implementation of association bylaws, policies or other decisions.

2. The Executive Committee serves as the appellate body. In the event the appeal is directed toward the Executive Committee, four individuals from the Board of Directors will be appointed to serve as the appellate body.

3. Appeals must be submitted in writing within 15 working days of the precipitating event. The appeal must include a request for hearing and the reasons why the decision is being appealed.

4. An appeal hearing must be conducted within 30 days of the date of receipt of the request. The appellant may be represented by legal counsel or another individual at the appellant's expense, and may bring supporting written documentation and/or witnesses. The appellant body may have a representative of the original decision making body and/or legal counsel present at the hearing.

5. The decision of the appellate body must be communicated in writing to all Involved parties within 15 working days of the hearing.

6. The decision of the appellate body will be final.

Adopted: November 2022

Subject: Awards

Policy:

1. The Board of Directors will designate an Awards Committee that is responsible for The awards process and selection of award recipients. The exception is the DNA/SIG Nurse of the Year Awards which are selected by the DNA's/SIG's

2. Awards will be presented in the following categories:

- Margie Ball Cook Award for a CNA member who has advanced equal opportunities in nursing for members of minority groups.
- Sara Jarrett Award for a CNA member who has contributed to nursing practice and health policy through political and legislative activity.
- CNA Leadership Award for a CNA member who has served as a leader in CNA through service on the Board of Directors or on a committee or task force.
- CNA Emerging Leader Award for a CNA member who has been a nurse for no more than ten years and who is emerging as a leader in CNA or a DNA.
- Carol O'Meara Award for a CNA member who has made sustained contributions to CNA.
- CNA Hall of Fame. The CNA Hall of Fame was established in 2004 to honor CNA Members whose dedication and achievements have significantly affected the Colorado nursing profession. Nominees for the Hall of Fame may be living or deceased. Criteria for the Hall of Fame are:
    1. The nominee must have demonstrated leadership that affected the health and/or social history of Colorado through sustained, lifelong contributions in or to nursing practice, education, administration, research, economics or literature.
    2. The achievements of the nominee must have enduring value to nursing beyond the nominee's lifetime.
    3. The nominee must have been prepared in a formal nursing program.
    4. The nominee must have worked in or represented Colorado.
    5. The nominee must be or have been a CNA member.

3. The Awards Committee may opt not to give an award if there are no nominations or no candidates who meet the criteria.

Adopted: November 2022

Subject: Conflict of Interest

Policy: No member of the Board of Directors shall participate in any discussion or vote on any matter in which he/ she/ they or a member of his/her/their immediate family has potential conflict of interest due to having material economic involvement regarding the matter being discussed. When such a situation arises, the director must announce his/her/their potential conflict, disqualify himself/herself/their self, and be excused from the meeting until discussion on the matter involved is over. All members of the board are expected to make inquiry if such conflict appears to exist and the board member has not made it known. In addition, board members are required to disclose annually interests that could give rise to conflicts.

Adopted: November 2022

Subject: Contract Review

Policy: All contracts involving a financial obligation in excess of $5,000.00 will be approved by the Board of Directors or Executive Committee prior to signature.

Adopted: November 2021

Subject: Document Retention/Destruction

Policy: 1. The following types of documents will be retained for the following periods of time. At least one copy of each document will be retained according to the following schedule:

<u>Corporate Records</u>	
Articles of Incorporation	Permanent
Forms filed for tax exempt and/or charitable status	Permanent
Letter of Determination granting tax exempt and/or charitable status	Permanent
Bylaws	Permanent
Board policies	Permanent
Resolutions	Permanent
Board meeting minutes	Permanent
Sales tax exemption documents	Permanent
Tax or employee identification number designation	Permanent
Annual corporate filings	Permanent
<u>Financial Records</u>	Permanent
Chart of Accounts	Permanent
Fiscal Policies and Procedures	Permanent
Audits	Permanent
Financial Statements	Permanent
General Ledger	**6 years+** current
Check Registers/Books Business	6 years + current
Expense Documents Bank	6 years + current
Deposit Slips	6 years + current
Cancelled checks	6 years + current
Invoices	6 years + current
Investment Records	2 years + current
Petty cash receipts/documents	2 years + current
Credit card receipts	
<u>Contracts</u>	Permanent
All insurance contracts	Permanent
Employee contracts	Permanent
Construction contracts	Permanent
Legal correspondence	Permanent
Loan/mortgage contracts	Permanent
Leases/deeds	6 years + current
Vendor contracts	6 years + current
Warranties	

Donations / Funder Records	
Grant dispersal contracts	Permanent
Donor Lists	6 years + current
Grant Applications	6 years + current
Donor acknowledgements	6 years + current
Management Plans and Procedures	
Strategic Plans	6 years + current
Staffing, programs, marketing, finance, fundraising, and evaluation plans	6 years+ current
Vendor contacts	6 years + current
Disaster Recovery Plan	6 years + current
Tax Records	
Annual Form 990	Permanent
Payroll registers	Permanent
Filings of fees paid to professionals Payroll	6 years + current
tax withholdings	6 years + current
Earnings records	6 years + current
Payroll tax	6 years+ current
returns W-2	6 years + current
Statements	
Personnel Records	Permanent
Employee offer	Permanent
letters	Permanent
Confirmation of employment letters	Permanent
Benefits descriptions	7 years after termination
Pension Records	7 years after termination
Employee applications and resumes	7 years after termination
Promotions, demotions, letters of reprimand, termination	4 years+ current
Job descriptions, performance goals	4 years+ current
Worker's Compensation Records	5 years after termination
Salary ranges per job description	3 years after termination
W-9 Forms	
Time reports	
Insurance Reports	Permanent
Property Insurance Policy	Permanent
Directors and Officers Insurance Policy	Permanent
Worker's Compensation Insurance Policy	Permanent
General Liability Insurance Policy Insurance	Permanent
claims applications	
Insurance dispersals /denials	
Committee Reports	5 Years
GAPP	2 Years
Finance Committee	2 Years
Other Committees	Per ANCC guidelines
Approval Board and CE Provider Unit	

2. Document Protection

Documents (hardcopy, online or other media) will be stored in a protected environment for the duration of the Document Retention Schedule. Computer backup media will be included.

3. Document Destruction
   Hardcopy of documents will be destroyed by shredding after they have been retained until the end of the Document Retention Schedule. Online copies will be destroyed by proven means to destroy such media after they have been retained until the end of the Document Retention Schedule.

4. Provision of Documentation for Investigations or Litigation
   Documents requested and subpoenaed by legally authorized personnel will be provided within 5 business days. The President will authorize provision. No documents will be concealed, altered, or destroyed with the intent to obstruct the investigation or litigation.

Adopted: November 2022

Subject: Donations and Sponsorship

Policy: Requests for donations and sponsorships will be considered by the CNA Board of Directors or Executive Committee based on the following criteria:
The request must be from a non-profit volunteer organization that is nursing or health related. A volunteer organization is one in which the work of the organization is predominantly carried out by volunteers, who may be assisted by paid staff.
The request must be in writing and must clearly state how the funds will be used.

Adopted: November 2021

Subject: Elections, Tellers and Ballot Counting Observers

Policy:

1. Annual CNA Elections are conducted by secret electronic ballot prior to the Annual Meeting and/or on site at the Annual Meeting.
2. Candidates may not serve as Tellers.
3. The President will appoint Tellers to validate all ballots returned, validate the count of electronic ballots and coordinate any challenges to the election.
4. Candidates may have one designated observer present at the validation process.

Adopted: November 2022

Subject: Insurance Coverage

Policy: Colorado Nurses Association will maintain General Business Liability Insurance and Directors and Officers Insurance. The amount will be based on generally accepted coverage amount for an association of similar size and similar activities.

Adopted: November 2022

Subject: Long Term Investment Policy

Policy: CNA will follow a long-range investment plan to manage its financial reserves and be a prudent steward of resources entrusted by its members. The goal of the plan is to assure CNA's long-term financial viability by maximizing its financial return while minimizing risk. The Finance Committee will make decisions about financial trades and transactions. The CNA Management Company Executive or the Treasurer will carry out all financial trades and transactions. A cash balance that will cover two months expenses in an account with check writing privileges or an interest-bearing checking account will be maintained. Approximately 40% or less of total investments should be in moderate risk investments, which might include growth or balanced and mutual funds both foreign and domestic. Large cap fund purchases will be limited to those funds with expense ratios below 1.5%. Exceptions to this expense limit for small and mid-cap funds on a case-by-case basis.

Adopted: November 2021

Subject: Membership Assembly Proposals for Action

Policy:
1. All members of the Colorado Nurses Association are entitled to submit proposals for amendments or revisions to the CNA Bylaws, and to submit reference proposals for consideration by the CNA Membership Assembly.
2. Bylaws Proposals must be submitted to the Bylaws and Reference Committee for compliance with current CNA and ANA Bylaws and must be received by the CNA Secretary at least two months prior to the Membership Assembly Meeting.
3. Reference proposals must be reviewed by the Bylaws and Reference Committee for compliance with current CNA and ANA Bylaws. Language and format may be reviewed and revised if needed. Any revision in content must be approved by the submitter.
4. Bylaws and Reference Proposals may be submitted to the Board of Directors for their information, but Board approval is not required for proposals to be presented to the Membership Assembly.
5. A suggested format for Reference Proposals is provided by the Bylaws and Reference Committee but use of the format is not required.

Suggested Format for Reference Proposals for Consideration by CNA Membership Assembly

Subject: Title of Report
Action Report or Informational Report (Informational reports do not make recommendations or require action, do not include suggested activities, do not include fiscal impact estimates and do not have suggested champions)

Introduced by:

Recommendations:

Report:

Suggested Implementation:

Estimated Fiscal Impact:

References:

Suggested Champion:

Adopted: November 2022

Subject: Organizational Affiliates

Policy: 1. In accordance with CNA bylaws, there will be Organizational Affiliates of CNA.

2. Criteria for Organizational Affiliates are:
   a. The organization must be a nursing or health related organization.

   b. The organization's mission and purpose must be harmonious with the purposes and functions of CNA.

   c. The organization must have a governing body composed of a majority of registered nurses and be a nursing organization, a structural component of a multidisciplinary organization, or be a multidisciplinary organization.

   d. The organization must have been established at least two years prior to submitting its application for membership.

   e. The organization will have a membership unrestricted by consideration of age, color, creed, disability, health status, lifestyle, nationality, race, religion, gender, or sexual orientation.

3. Organizational Affiliates are entitled to:
   a. One vote in the CNA Membership Assembly by a Registered Nurse representative.
   b. Make reports or presentations to the CNA Membership Assembly.
   c. Make reports or presentations to and dialogue with the CNA Board of Directors during its regularly scheduled meetings, or the Executive Committee at its regularly scheduled meetings.
   d. Submit names of representatives qualified for CNA appointments.
   e. Submit articles to be considered for publication in the Colorado Nurse.
   f. Access to the CNA Website.

4. The Organizational Affiliate will be expected to provide appropriate credit to CNA and ANA when reusing information obtained through its status as an Organizational Affiliate.

5. Fees for Organizational Affiliates are determined by the CNA Board of Directors.

Adopted: November 2022

Subject: Release of CNA Mailing List

Policy: The CNA Membership List will be made available on a case-by-case basis. It will not be sold. Release of the Membership List must be approved by the Board of Directors or Executive Committee.

Adopted: November 2022

Subject: Signing of Checks

Policy:

1. Checks will be paid via Management Company software and are approved by the CNA Executive Director. All amounts over $5,000.00 must be approved by either the Treasurer or a member of the Executive Committee, excluding checks for contractual amounts which have been previously approved by the Board of Directors or the Executive Committee.

2. In the absence of the Executive Director, either the Treasurer or a member of the Executive Committee will be responsible for approving checks. In the absence of the Executive Director, all checks and invoices for amounts over $5,000.00, except as noted above, must be approved by two members of the Executive Committee.

3. The Executive Committee will review payroll expense summary at least quarterly.

4. All investment statements will be available for review by the Treasurer or Finance Committee upon request.

Adopted: November 2021

Subject: Speakers for the Association

Policy: The CNA President and Executive Director, or their designees shall have the authority to act as spokesperson for the association on matters relating to association business and policy.

Adopted: November 2022

Subject: Travel Reimbursement for Association Business

Policy:

1. Travel of volunteers on Association business will be reimbursed as follows:
    a. Automobile Travel: Mileage will be reimbursed, at the current IRS rate.
    b. Commercial Travel: Reasonable coach fare, train, or bus fares will be reimbursed in full as well as related parking fees, taxi fares, etc.
    c. For out of state travel, a per diem will be paid based on the IRS approved rates for the destination city. If meals are provided by the host, the pier diem rate will not be paid for those meals.
    d. Conference-specific or reasonable cost lodging will be reimbursed.
2. Travel of CNA employees and contractual personnel on Association business will be reimbursed as follows:
    a. Automobile Travel from CNA Headquarters will be reimbursed at the current IRS rate.
    b. Commercial Travel: Reasonable coach fare, train, or bus fares will be reimbursed in full as well as parking fees, taxi fares, etc.
    c. For out of state travel, a per diem will be paid based on the IRS approved rates for the destination city. If meals are provided by the host, the pier diem rate will not be paid for those meals.
    d. Conference-specific or reasonable cost lodging will be reimbursed.
    e. Travel to and from CNA Headquarters for work will not be reimbursed.

- A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.

Adopted: November 2021

Subject: Use of CNA Letterhead and Logo

Policy: The official CNA Letterhead and Logo may be used by CNA Board Members, Committees, Advisory Groups, Accredited Approver Unit and CNA Staff when doing official CNA Business.

Adopted: November 2022

Subject: Whistleblowers

Policy:

1. All members and staff may report suspected or actual occurrences of illegal, unethical, or inappropriate behaviors or practices without retribution or retaliation providing the report is made in good faith.

2. Suspected or actual events should be reported to the President or another board member and may be made anonymously. The receiver of the report must act promptly to investigate or resolve the issue, and the whistleblower shall be informed of action taken.

3. Retaliation against a whistleblower who reported an event in good faith will result in termination of CNA Membership or employment by CNA

4. A whistleblower who makes a report not in good faith is subject to termination of termination of CNA membership or employment by CNA.

5. Crimes against person or property shall be immediately reported to law enforcement.

Adopted: November 2022

Subject: **Roles and Responsibilities Advisory and Networking Teams (ANTs)**
Authorized by: Board of Directors

A. Definition/Purpose

The Advisory and Networking Teams (ANTs) are formed within the Colorado Nurses Association (CNA) for the purpose of connecting CNA members that possess similar interests regarding populations or specialties represented by registered nurses (RNs). The goal of these teams is twofold: 1) Networking within specialties and 2) Providing input to the Board of Directors (BOD) and CNA Committees.

B. Composition

The teams are comprised of CNA members in good standing. Members can self-select to their teams of interest. Each team will elect a Chair responsible for organizing meetings and disseminating information to the CNA BOD and CNA Committees. A team shall be composed of at least two members in addition to the team chairperson. There is no maximum limit to team members.

C. Membership Criteria

1. Current CNA membership.
2. Interest in the population or specialty within each team.
3. Ability to devote time to regularly scheduled meetings and networking events.

D. Responsibilities

ANT members will:

1.Provide input to the CNA Board on issues currently affecting populations and issues within the team area of specialty.
   a. The CNA Board will identify a liaison to the ANT.
   b. Periodic Reports will be submitted by the ANT to the Board Liaison. The Board may request special reports or specialty advice from the ANT as needed.
   c. Request for resources or other needs will be coordinated by the ANT Chair and the ANT Board Liaison in writing.
2. Consult with nurses in specialty areas and other partners when necessary.
3. Carry out activities that promote networking with nurses that have similar interests.
4. Provide input to CNA Committees (Awards Committee, Bylaws and Reference Committee, Finance Committee, Government Affairs and Public Policy Committee (GAPP), Membership Committee, Nominating Committee) regarding ANT issues and concerns.
   a. Committees may identify a Communications Liaison, otherwise the ANT Chairperson will communicate with the Committee Chair.

ANT Chairpersons will:

1. Conduct or designate an individual to conduct all meetings.
2. Collaborate and communicate with the ANT Board Liaison and CNA Committee Chairs or Committee Communications Liaisons.
3. Provide reports to the ANT Board Liaison.
4. During the legislative season, provide GAPP with input on legislation related to the ANT during the regularly scheduled GAPP meetings, and coordinate requests with the GAPP Communication Liaison.
5. Will work in collaboration with other members to hold networking events.

Adopted September 2023

Subject: Roles and Responsibilities CNA Board of Directors

1. Definition and Purpose

The Board of Directors, a corporate body, serves as the agent of the Membership Assembly. The purpose of the Board is to carry out the functions delineated in the CNA Bylaws:

A. Exercise the corporate and fiduciary responsibilities, authority, and accountability of the association consistent with applicable provisions of law.
B. Provide for implementation of action and directives of the CNA Membership Assembly.
C. Develop plans to ensure that CNA is responsive to issues facing nursing and the association.
D. Establish policies and association activities in the interim between meetings of the Membership Assembly
E. Provide for the adoption of financial policies, adoption of an annual balanced budget for the association which incorporates program plans, development of plans for revenue generation, surveillance of CNA funds, and annual audit or review of all books by a certified public accountant and reporting to the membership and Membership Assembly
F. Provide for the operation and maintenance of a state office.
G. Appoint and define the responsibilities of the Executive Director and delegate authority necessary for the administration of CNA policies, programs, and activities.
H. Establish such fees as may be required for specified activities in excess of those provided for in the bylaws.
I. Control the use of the official insignia and the procurement and sale of replicas thereof.
J. Define qualifications for appointive offices unless otherwise specified in the CNA Bylaws.
K. Establish standing and special committees as necessary to implement its duties.
L. Make appointments and fill vacancies as necessary and as provided for in the CNA Bylaws.
M. Provide for CNA liaison or representation at meetings of voluntary organizations, public or governmental agencies upon request or as deemed appropriate.
N. Assign the Recent Graduate At Large Director as the liaison to the Colorado Student Nurses Association.
O. Serve as members of the CNA Membership Assembly.
P. Assume such other duties as may be provided in the CNA Bylaws and by the Membership Assembly

2. Composition/Terms of Office

The Board is composed of elected officers and directors. One director is elected from each CNA region, and three directors are elected at large, one of which is designated for a recent graduate of an RN licensure program. A recent graduate is one who has graduated within 5 years of being elected to office. Two at large directors will be designated as SIG directors. Directors and officers may serve no more than two consecutive terms in the same position. Absence from more than two consecutive CNA Board meetings, without cause shall constitute a resignation. Vacancy in the office of President is filled by the Vice-President. All other vacancies are filled by Board appointment.

3. Criteria for Membership

A. DNA membership within the geographic boundaries established as regions is preferable but not required.
B. May not serve in another elected office of the Board of Directors simultaneously.

C. Shall not serve concurrently as an officer or director of another association if such participation would result in conflict of interest to the association or the individual as determined by the board.
D. Reside and hold licensure in Colorado.
E. Hold current membership in ANA and CNA

4. <u>Responsibilities</u>

A. <u>All Officers and Directors</u>
1. Attend Board meetings. Notify CNA if unable to attend.
2. Maintain knowledge about the association and its activities.
3. Willingness to commit time and talent to special projects and/or task force assignments of the Membership Assembly or Board.
4. Prepare and submit written regional/SIG/recent graduate reports for each Board meeting.
5. Write articles for the *Colorado Nurse* regularly.
6. Prepare for all meetings by reviewing agenda and reports.
7. Board members must abide by all policies of the Board as well as sign the yearly Board Agreement and COI attestation.
8. Attend annual Membership Assembly meeting.

B. <u>Regional/SIG Directors</u>
1. Represent the interests of their constituents.
2. Communicates with DNA/SIG members and non-members to promote CNA programs, services, and initiatives.

Adopted: April 2020

Subject: Roles and Responsibilities CNA Secretary

1. Definition and Purpose

The CNA Secretary is an officer of the Association, elected according to the provision of the CNA bylaws.

2. Term of Office

The Secretary is elected in odd-numbered years for a two-year term. The secretary may not serve more than two consecutive terms. Service for more than half a term shall be considered a full term. Absence from more than two CNA Board meetings without being excused constitutes a resignation.

3. Criteria for Election

A. Reside and hold licensure in Colorado.
B. Current membership in ANA and CNA.
C. May not serve in another elected office of the Board of Directors simultaneously.
D. Shall not serve concurrently as an officer or director of another association if such participation would result in a conflict of interest to the association of the individual as determined by the Board.

4. Responsibilities

A. Is accountable for record-keeping and reporting of meetings of the of Membership Assembly, Board of Directors and Executive Committee.
B. Serves as a member of the Executive Committee.
C. Serves as a member of the Board of Directors.

Adopted: March 2020

Subject: Roles and Responsibilities CNA Treasurer

1. Definition and Purpose

The Treasurer is an elected officer of the association and serves as a member of the Board of Directors and the Executive Committee. The Treasurer is accountable to the Board for fulfillment of the responsibilities outlined below.

2. Term of Office

The treasurer serves for two years or until a successor is elected, with no more than two consecutive terms. The treasurer is elected in even-numbered years. A vacancy in the office of Treasurer shall be filled by appointment of the board. Absence from more than two CNA Board meetings without being excused constitutes a resignation.

3. Criteria for Election

A. Knowledge of CNA's mission, philosophy, purposes, functions, and Strategic Plan.
B. Experience with budgets. financial statements and other fiscal matters.
C. Leadership experience in CNA, a DNA or SIG.
D. Current ANA and CNA membership.
E. Not simultaneously serving as another CNA Officer or Board Member.
F. Not currently serving as an officer or director of another association if such participation would result in a conflict of interest.

4. Responsibilities

A. Ensure that the board regularly monitors the organization's financial performance and alerts the board to important discrepancies between budgeted and actual figures.
B. Ensure that the appropriate monthly or quarterly financial statements are reviewed by the board.
C. Ensure that the annual audit or review is reviewed by the board.
D. Assist in the preparation of the annual budget and present it to the board for review.
E. Oversee the development of Financial Polices and their review by the board.
F. Convene and Chair the Finance Committee.
G. Review proposed programs or activities for financial implications.
H. Complete assignments made by the President, Executive Committee, Board or Membership Assembly.
I. Present Finance Reports to the Board and Membership Assembly.

Adopted: March 2020

Subject: Roles and Responsibilities Executive Committee

1. Definition and Purpose

The Executive Committee is composed of the elected officers of the Association to whom the CNA membership has assigned the authority to transact business of the Association between Board of Directors meetings.

2. Composition / Term of Office

The Executive Committee is composed of the President, President-Elect, Vice President, Secretary, and Treasurer. The Executive Director is an ex-officio member of the committee. The terms of office are outlined by the Bylaws. Unexcused absence from more than two consecutive meetings will constitute a resignation.

3. Criteria for Membership

A. Elected to one of the offices of the association.
B. Meets criteria for specific office.

4. Responsibilities

A. Maintain knowledge about the state level organization and activities.
B. Serve on subcommittees and/or task forces of the Executive Committee.
C. Conduct the business of the Association.
D. Perform all functions of the Board of Directors between Board meetings.
E. Review Association policies and procedures and make recommendations to the Board of Directors.
F. Participate in the evaluation of the Executive Director's performance on an annual basis.
G. Serve as the appellate body for all Association grievances.
H. Report actions to the Board of Directors.

Adopted: March 2020

Subject: Roles and Responsibilities CNA Finance Committee

1. Definition and Purpose:
   The Finance Committee is a committee of the Board of Directors appointed to oversee the financial affairs of the association and to make financial recommendations to the board.

2. Composition/Terms of Office
   The Finance Committee is composed of the CNA Treasurer, two CNA board members and two other CNA Members. The Executive Director and CNA President serve as ex-officio members of the Committee. The Immediate Past Treasurer serves as a member of the committee for one year.
   The Treasurer serves as chair of the committee.
   Term of Office is two years.
   In even numbered years the Treasurer is elected, one member of the CNA board and one CNA member are appointed.
   In odd numbered years, one member of the CNA board and one member of CNA are appointed.

3. Criteria for Membership
   CNA membership and education or experience regarding organizational budgets.

4. Responsibilities
   A. Review the proposed annual budget prepared by staff.
   B. Submit recommendations for the annual budget to the Board of Directors.
   C. Review new association initiatives for financial impact as requested by the board.
   D. Review the associations financial reports quarterly and report to the board with recommendations as needed.
   E. Review the annual audit/review and make recommendations to the board as needed.
   F. Prepare and present an annual report to the Membership Assembly.
   G. Review Financial Policies annually and make recommendations to the board for revisions as needed.

Adopted: November 2020

Subject: **Governmental Affairs and Public Policy Committee Roles and Responsibilities**

A. Definition/Purpose

The Governmental Affairs and Public Policy Committee (GAPP) is a Standing Committee of the Colorado Nurses Association's (CNA) Board of Directors. The committee prioritizes, tracks, monitors, and develops positions on legislation and public policy to achieve the purposes and perform the functions of CNA which include:

1. Working for the improvement of health standards and the availability of health care services for all people.
2. Fostering high standards of nursing.
3. Advocating for workplace standards that foster safe patient care and support the profession.
4. Promoting and protecting the welfare of nurses.
5. Promoting and protecting human rights related to healthcare and nursing.
6. Assuming an active role as consumer advocate in health.
7. Acting and speaking for the nursing profession regarding legislation, governmental programs and health policy.

GAPP is also guided by CNA's mission statement, strategic plan, position statements, and Membership Assembly directives. Additionally, this committee facilitates the introduction of legislation and coordinates efforts for successful passage as directed by the Membership Assembly and Board of Directors. Actions initiated by the GAPP Committee may include, but are not limited to:

1. Those that have an impact on the profession and the practice of nursing.
2. Those brought to the committee by other nursing or healthcare organizations.
3. Those that have a financial impact on nurses.
4. Those that affect the quality of healthcare and patient safety.

B. Composition/Membership Criteria

The Committee is comprised of up to fifteen voting members who meet the qualifications for CNA membership as defined in the CNA Bylaws (2021). CNA members (including Board members) interested in becoming a voting member of GAPP should have an interest/experience in the legislative process, and the ability and commitment to devote time and effort to further GAPP responsibilities, projects, and activities on a year-round basis. Attendance at 80% of regularly scheduled meetings is required to maintain membership. To become a voting member of the Committee, the CNA member must first attend a minimum of three consecutive meetings. Following the third meeting, the CNA member must then sign an attestation statement acknowledging their understanding of GAPP Committee member policies and responsibilities. Selection of committee members is made by the committee.

Leadership roles include two chairpersons, one secretary, and a communications director/on-line forum liaison. Leadership terms of office are two years and can be repeated once. Leadership is elected by the committee and endorsed by the CNA board of directors. The election will occur prior to the legislative session and the term will start on January 1 of the subsequent year.

The number of GAPP Committee members may be evaluated following the end of each legislative session and adjusted, as necessary.

C. Responsibilities & Privileges

Committee members will:

1. Review priority Colorado legislation in partnership with the professional lobbyist group to determine which are related to nursing and health care.
2. Partner with the CNA lobbyist to determine which bills will be priorities for each legislative session.
3. Develop positions on the priority bills and make that information available to CNA members.
4. Make recommendations to the GAPP Committee regarding the need for introduction of legislation and addressing regulatory issues or policy development. When necessary, the CNA Board of Directors will determine an official position statement.
5. Consult with nurses in specialty areas/organizations and other stakeholders, as necessary.
6. Form advisory work groups as needed.
7. Carry out activities to implement CNA's position on legislative, policy, and regulatory issues affecting the nursing profession in Colorado.
8. Provide input to the Executive Director regarding the work of the lobbyist who is hired and supervised by the Executive Director.
9. Attend a minimum of 80% of regularly scheduled meetings,
10. Review the agenda and Bill Tracker and read all relevant bills assigned prior to each scheduled GAPP meeting.
11. Prepare in advance for bill discussions at each meeting.
12. Vote on issues brought before the committee for vote.
13. Abstain from voting if the member has a conflict of interest or insufficient information.
14. Respond to Executive Director's requests for feedback and urgent action as posted on My Committee
15. Recommend that the Board of Directors sign or decline to sign on to position or coalition statements from outside organizations.
16. Accept assignment to do background research on specific bills when needed.

Co-Chairpersons will:

1. Conduct all meetings.
2. Partner with the Executive Director, secretary, and lobbyist to prepare and post an agenda for each meeting on the Friday prior to the next week's Wednesday meeting.
3. Track and post meeting attendance on my committee.
4. Partner with the Executive Director, lobbyist, and committee members to recruit/orient/mentor new committee members.
5. Participate as member of GAPP Committee leadership.
6. Prepare an annual committee report for the Membership Assembly.
7. Provide a GAPP Committee report at the members-only ZOOM meetings.

8. Submit, or delegate, quarterly reports for publication in the Colorado Nurse, following publication requirements and deadlines.
9. Review GAPP membership annually, remove those members not meeting attendance criteria, and invite them to join and monitor the online GAPP Community Forum on the CNA website.

Secretary will:

1. Record the minutes for each meeting to include key discussion points, decisions made, and votes taken.
2. Note the action on all bills considered during the meeting.
3. Submit the minutes to the Co-chairs and Executive Director for review and approval prior to posting to My Committee on the Friday prior to the next Wednesday's meeting.
4. Request one of the Co-chairs to take minutes in the secretary's absence.
5. Obtain approval of the previous minutes at each meeting.
6. Post the minutes on the CNA website following approval by the GAPP Committee.
7. Participate as member of GAPP Committee leadership.

Communication Director/Online Forum Liaison will:

1. Maintain website forum in collaboration with the Executive Director.
2. Promote GAPP online forum participation.
3. Assist members with online forum questions,
4. Relay online forum discussions to the GAPP Committee.
5. Participate as member of GAPP Committee leadership.

Executive Director will:

1. Collaborate with other nursing, human service, and advocacy organizations in matters of mutual interest when appropriate. Collaboration may be initiated by CNA or another organization.
2. Act as spokesperson for CNA on legislative, regulatory, and public policy issues.
3. Communicate CNA's position on priority bills to legislators and seek support.
4. Testify on bills on behalf of the CNA position to either support, monitor or oppose.
5. Delegate, when necessary, testifying on bills on behalf of CNA, and either write or review and approve the testimony to be provided.
6. Meet with GAPP leadership and the lobbying team to create the agenda for the bi-monthly GAPP meeting.
7. Attend GAPP meetings to report on activities to include collaboration with other groups and discussions with legislators and lobbyists.
8. Post requests for feedback and urgent action on My Committee between GAPP meetings.

9. Draft or delegate the drafting of statutory and amendment language, position statements, and fact sheets, particularly for bills introduced on behalf of CNA.

Professional Lobbyist Team will:

1. Utilize the GAPP Committee's determination of legislation that has potential interest for CNA in selecting bills for review by the GAPP Committee.
2. Attend agenda planning meetings.
3. Attend bi-monthly GAPP Committee meetings and advise committee members as requested during bill discussions.
4. Collaborate with other nursing, human service, and advocacy organizations in matters of mutual interest. Collaboration may be initiated by CNA or another organization.
5. Register any CNA position taken - support, oppose, amend - on the Secretary of State's website.
6. Communicate CNA's position on priority bills to legislators, seek support for CNA's position, and track progress.
7. Track amendments and report on the progress of bills at GAPP Committee meetings.

D. Meetings

The Governmental Affairs and Public Policy Committee meets bi-monthly via ZOOM from 6:15pm - 8:00pm on the second and fourth Wednesdays of the month. Meetings are open to all CNA members and students.

CNA members and students must register on the CNA website to receive the ZOOM link for the meeting. The ZOOM link is sent only to the registering individual and must not be shared.

CNA members registering to attend a meeting must also attest that they have read the GAPP Policy posted on the CNA Website.

ZOOM - Netiquette by Virginia Shea

1. Identify yourself on the ZOOM platform as introductions are not made and roll call is not taken.
2. Mute your device until recognized by the chair to speak.
3. Raise your hand or use the raised hand function on ZOOM if you wish to comment.
4. Turn on your video when speaking.
5. Members need to have access to their own agenda and bill documents as the screen will not be shared.

The chair will call the meeting to order, declare a quorum, review agenda items, ask for additional items, orchestrate agenda items, recognize members who wish to speak, preside over voting, enforce the rules of the committee, expedite business, and declare meeting adjournment. The co-chair will record attendance using the participant list on the ZOOM platform.

Quorum

A majority of the voting members of the GAPP Committee and two members of the leadership team must be present to conduct the business of the committee. The chair will declare the presence or absence of a quorum. In the absence of a quorum, no business can be conducted.

Discussion

Discussion will be limited to topics listed on the published agenda/added during agenda review. CNA members and students may participate in the discussion of agenda topics. GAPP discussions are not a forum solely for personal expression. The GAPP committee includes experienced and knowledgeable experts regarding current legislative issues, and it is essential to hear their feedback prior to engaging committee dialogue.

The Executive Director or lobbyist group will present bills and explain what is needed.

Participants will raise their hand or use the raised hand function on ZOOM when they want to speak and will wait to speak until recognized by the chair.

All comments/position statements will model State House testimony behaviors and should be limited to two minutes. Longer comments and off topic comments will be stopped by the co-chairs.

Following discussion, the committee will focus on whether GAPP wants to take a position of support, amend, oppose, or continue to monitor the bill under discussion.

Voting

Non-voting CNA members and students may participate in discussions but may not vote.
After discussion has concluded, the chair will ask for a motion and a second and entertain further discussion. When there is no further discussion, the chair will ask voting members if there is any objection. Hearing no objection, the motion carries. If there is an objection a roll call

vote is taken. The motion passes if 51% of the voting members present (excluding abstentions) vote for the motion.

Conflict of Interest

GAPP members should abstain from voting when they have a conflict of interest, insufficient information, or have a special interest which is contrary to the purposes and functions of CNA. Abstentions and the reason for the abstention are recorded in the minutes.

Confidentiality

Discussions at GAPP Meetings and in My Committee are confidential and must not be shared.

D. Removal/ Action and Appeal

Disciplinary action and appeal will follow the process specified in Article IV, Section 4 of the CNA Bylaws. Causes of disciplinary action that may be initiated by the co-chairs of GAPP include:

1. Failure to fulfill the responsibilities cited in this policy.
2. Failing to maintain attendance of 80% for regularly scheduled meetings in a one-year period will result in removal.
3. Violating the conflict-of-interest requirements.
4. Failing to maintain confidentiality of ZOOM Meeting and on-line discussions.
5. Speaking for CNA without authorization to do so.
6. Sharing ZOOM links with non-committee members.
7. Demonstrating verbally abusive behavior during GAPP meetings.

GAPP voting members have signed an attestation form as evidence that the member is aware of their responsibilities. CNA members attest that they have read the GAPP policy when registering to receive the ZOOM link to attend a GAPP meeting.

When the co-chairs of GAPP identify a cause for which they need to take action, they will follow this procedure:

1. Speak privately with the member to clarify that the member is aware of and understands their responsibilities and commits to fulfilling the responsibilities described in the GAPP policy.
2. If the situation is not resolved, GAPP co-chairs will document their concerns in a formal request for assistance to the CNA BOD.

Any member of GAPP with concerns regarding a member failing to fulfill their responsibilities should speak directly and privately to the member. If necessary, the GAPP member may document their concerns and submit their request for action to the GAPP Co- chairs.

A member may appeal any disciplinary action, in accordance with procedures adopted by the CNA Board of Directors.

E. Communication

1. My Committee: Member, Resource, Staff, Ex Officio, CNA BOD (currently 40 members)
2. CNA Website
3. CNA Online Forum
4. Colorado Nurse

F. Related Groups

1. 100 Nurses for 100 Legislators is a volunteer group of CNA members formed with the objective of connecting every member of the Colorado General Assembly with a registered nurse in their district. Their purpose is to ensure that every member knows an RN constituent in their district to contact on health related legislative and regulatory work These members develop a relationship with their representatives to educate them about nursing and nursing issues and to influence their support for the GAPP positions on bills. 100 Nurses activities are directed by GAPP objectives.

2. NPAC (Nurses for Political Action in Colorado) is an independent organization that endorses/contributes to House & Senate candidates for Colorado General Assembly. GAPP members and the professional lobbyist group may function in an advisory capacity when requested by NPAC.

3. ANTS (Advisory and Networking Teams) will serve as advisors for GAPP and others when determining position statements, legislative priorities, and future legislative drafts. GAPP members will reach out to ANTS teams for feedback when drafting position statements for Membership Assembly consideration. The bill tracker is available on the CNA website for ANTS member review. Ideas and concepts for CNA introduced legislation should be submitted to the Board of Directors for approval.

Adopted April 2023

Subject: Roles and Responsibilities CNA President

1. Definition and Purpose

The President is the chief elected executive officer of the Association., Board of Directors, and Executive Committee.
The President:

A. Provides effective leadership for CNA.
B. Communicates CNA' s positions to members and others.
C. Provides direction for the Association.

2. Term of Office

The term of office is two years. The President is elected in odd-numbered years. If the President resigns during his/her term of office, the Vice President will assume the duties of the President until a qualified replacement is appointed by the Board of Directors. Absences from more than two consecutive CNA Board of Directors' meetings without cause during the term of office shall constitute a resignation.

3. Criteria for Election

A. Reside and hold licensure within Colorado.
B. Current Membership in ANA and CNA.
C. May not serve in another elected office of the Board of Directors simultaneously.
D. Shall not serve concurrently as an officer or director of another board or association if such participation would result in conflict of interest to the association or the individual, as determined by the Board of Directors.
E. Leadership experience in the Association.
F. Knowledge about CNA' s mission, philosophy, purposes, functions, and Strategic Plan.
G. Previous experience at the DNA, state, or national level.
H. Written and verbal communication skills.

4. Responsibilities

A. Serve as chairperson of the Membership Assembly, the Board of Directors, and the Executive Committee.
B. Serve as ex-officio of all committees, congresses, and councils except the Nominating Committee
C. Propose policies and procedures.
D. Ensure directives of Board and Membership Assembly are completed.
E. Initiate evaluation process of Executive Director.
F. Participate in planning, implementing, and evaluating CNA Membership Assembly
G. Represent CNA at all ANA events requiring the presence of the C-SNA Presidents
H. Represent CNA at the Western States Executives meetings.
I. Write requested articles and possible president's column for *Colorado Nurse.*
J. Participate in mentorship and training of the President-Elect.

Adopted: March 2020

Subject: Roles and Responsibilities CNA Vice President

1. Definition and Purpose

The Vice President is an elected officer of the association and serves as a member of the Board of Directors and the Executive Committee. The Vice President is accountable to the Board for fulfillment of the responsibilities outlined below.

2. Term of Office

The Vice President serves for two years or until a successor is elected, with no more than two consecutive terms. The Vice President is elected in even-numbered years. A vacancy in the office of Vice President shall be filled by appointment of the board. Absence from more than two CNA Board meetings without being excused constitutes a resignation.

3. Criteria for Election

A. Knowledge of CNA's mission, philosophy, purposes, functions, and Strategic Plan.
B. Reside and hold licensure in Colorado.
C. Leadership experience in CNA, a DNA or SIG.
D. Current ANA and CNA membership.
E. Not simultaneously serving as another CNA Officer or Board Member.
F. Not currently serving as an officer or director of another association if such participation would result in a conflict of interest.

4. Responsibilities

A. Assist the President in providing leadership to the Board of Directors and the Association.
B. Represent the voice of CNA if the President is unable to fulfill this duty.
C. Participate in and lead task forces as assigned by the Board of Directors
D. Complete assignments made by the President, Executive Committee, Board or Membership Assembly.

Adopted: March 2020