

## Operational Guideline 5: Committee Meeting Process

### Purpose

The purpose of this guideline is to describe the basic operating guidelines common to all committees of the PNSO, and to establish a template for all committees to create their individual committee guidelines.

### Principles

Group norms will be discussed in committee orientation during the first meeting of the calendar year. *Robert's Rules of Order* will be the reference for the process of meetings.

### Process

1. A committee membership roster will be established and presented to Cabinet for official appointment. If a nurse wishes to join a committee at a later time, s/he may do so at the Chair's discretion in a non-voting status. If a listed member does not participate for 3 meetings in a row without prior communication with the committee chair, that member's name will be removed from the membership.
2. Meetings will follow an agenda approved by the Chair(s) and distributed in advance. The Chair(s) will use the agenda to facilitate effective use of meeting time.
3. Minutes will be taken at each meeting and archived by The Office of Nursing Governance Programs. Minutes should include a list of RNs present, as well as any guests.
4. In general, committee decisions, actions and recommendations will be approved by majority vote; a quorum of the listed membership must be present in order to hold a vote at a meeting. At the discretion of the Chair(s), a matter may be decided by electronic communication between meetings, with the outcome of the vote determined by the responses of a majority of the committee members. Outcomes from the committee will be voted on and announced to the PNSO membership via the Nursing Cabinet meetings. As appropriate, the evidentiary basis for outcomes and decisions will be documented and archived by The Office of Nursing Governance Programs.
5. Quarterly reports will be made to the Nursing Cabinet as defined in the Bylaws. In addition, committee chair(s) will provide a description of accomplishments and recommended goals for the year-end President's Report.

### Resources

*Robert's Rules of Order*, Robert, H.M., Evans, W.J., Honemann, D.H., Balch, T.J.