

OHIO ORGANIZATION FOR NURSING LEADERSHIP BYLAWS 2023



**OHIO ORGANIZATION
FOR NURSING LEADERSHIP**
OHIO HOSPITAL ASSOCIATION

ARTICLE I - NAME

This organization shall be known as the Ohio Organization for Nursing Leadership of the Ohio Hospital Association, hereafter referred to as OONL and OHA respectively. OONL is organized under Ohio Hospital Association, a not-for-profit organization, and shall be operated for the purposes set forth in its Article of Incorporation, as they may be amended from time to time. OONL is an affiliated local group of the American Organization for Nursing Leadership (AONL).

ARTICLE II - SCOPE

A. Mission

The Ohio Organization for Nursing Leadership (OONL) is an organization serving as the catalyst for innovative healthcare in Ohio and the nation through expert nursing leadership.

B. Vision

OONL is the voice of nursing leadership, empowering nurses to advance changes in healthcare.

C. Driving Force

OONL believes diverse nursing leadership influences and impacts the healthcare continuum. Every nurse is a leader. As an organization, we nurture engagement, advocacy and professional development to advance health and maximize our practice and outcomes.

D. Core Business

1. Public policy, advocacy, and legislation
2. Nurse leader engagement
3. Nurse leader education
4. Thought leadership

ARTICLE III - REGISTERED OFFICE AND AGENT

- A. OONL shall have and continuously maintain, in the state of incorporation with OHA, a registered office and a registered agent whose office shall be identical with such registered office, and may have such other offices within or without the state of incorporation and such other registered agents as the board of directors may from time to time determine. Because OONL operates as a society within OHA, OHA's registered agent is also the registered agent for OONL.
- B. OHA will maintain oversight of contracts, sign all checks, drafts or other orders of payment of money issued in the name of OONL, deposit all funds to the credit of OHA in such banks, trust companies or other depositories as OHA may select.

- C. OHA may accept on behalf of OONL any contribution, gift, bequest or devise for the general purposes or for any special purpose of the corporation.
- D. OONL fiscal year follows OHA fiscal year.

ARTICLE IV - MEMBERSHIP

A. Classes of Members

- 1. OONL membership shall consist of registered nurses, who may be full members, associate members, honorary members, or emeritus members.
- 2. Full Members: Registered Nurses holding an organizational role with administrative or management accountability, who are employed by an OHA organizational member.
- 3. Associate Members:
 - a. Registered nurses who are not eligible to be full OONL members but whose role supports the vision, mission and goals of OONL, and are employed by an OHA organizational member.
 - b. Deans of schools of nursing, and faculty in nursing administration and other administrative health care programs with shared/consistent philosophy and goals with OONL.
 - c. Registered Nurses holding an organizational role with administrative or management accountability, who are employed by an OHA corporate partner, OHA Provisional Member or OHA Associate Member.
 - d. Associate OONL members may not hold a position on the OONL Board.
- 4. Honorary Members: Honorary membership may be granted by nomination to, and action by, the OONL Board of Directors. Membership may be rescinded by Board action. Honorary members may include nurse leaders from non-OHA affiliated organizations. Honorary members may not hold a position on the OONL Board.
- 5. Emeritus Members: Emeritus status is bestowed upon individuals who are not engaged in service (sales/consulting) to the health care community and have at least 10 years of membership in OONL or have served as a board president or officer of OONL, AONL or another affiliated local group of AONL. This may be requested upon retirement or by nomination to, and action by the OONL board of directors in recognition of outstanding individual contribution to the field of health care.

B. Privileges of Membership

- 1. Voting privileges: Full and Associate members
- 2. Committee membership privileges: Full, Associate, Honorary, and Emeritus members

3. OONL Board participation: Full members & Emeritus members may serve at the discretion of the Board
4. Access to Membership Roster: Full, Associate, Honorary and Emeritus members. Board approval is required to share membership list. Membership list will only be distributed to OONL members.
5. Receives communications and access to OONL website: Full, Associate, Honorary and Emeritus members
6. Invitation to Annual Meeting: Full Associate, Honorary and Emeritus members

C. Procedure for Membership

1. Establishment of Membership: An applicant shall apply.
 - a. Full and Associate membership in OONL shall become effective upon acceptance of the membership application.
 - b. Membership in OONL is a personal membership and is not transferable to another person.
 - c. A member who changes institutional affiliation shall retain membership, as long as the membership criteria as defined in Article IV, Section A continues to be met.
2. Termination of Membership
 - a. Resignation: A member may at any time file a resignation from OONL in writing with the Board. It shall become effective immediately.
 - b. Eligibility Status Change:
 - i. Full Members who, because of change in position or unemployment, or who do not continue to meet the criteria for Full or Associate members may request to extend membership eligibility in their current membership category for the remainder of the current membership period.
 - ii. Upon retirement, a member may request a change from full membership to honorary status with no voting privileges or payment of dues.

D. Affiliate Chapter Membership

1. A regional nurse leadership group may request affiliation with OONL at any time during the calendar year based on the following guidelines:
 - a. Affiliate chapter members must meet criteria of Article III of membership.
 - b. Affiliate chapters remain as distinct entities with responsibility for their own financial records and formal/informal organizational structure. Their membership lists are shared with OONL for purposes of communication and validation. Members may attend any Affiliated Chapter.
 - c. Affiliate Chapters reflect the OONL vision and philosophy. They collaborate with OONL on state and regional policy issues.
2. Affiliate Chapter bylaws will exist and be submitted for review by OONL bi-annually.

3. Affiliate Chapter's President or Designee must be a full member of OONL, attend OONL Board meetings, and disperse information from OONL Board meetings to Chapter membership.
4. An Affiliate Chapter's board officers must be full or emeritus members of OONL. Affiliate Chapters' committee chairs and other board members must be full, associate, honorary or emeritus members of OONL.
5. The name of the affiliate chapters will include the region represented and "Ohio Organization for Nursing Leadership" (i.e., Central Ohio Organization for Nursing Leadership).

ARTICLE V - OFFICERS

A. Requirements

1. President - 5 years experience in progressive nursing leadership roles in an acute care facility or system, full member of OONL for two (2) years, full member of AONL, and served as president-elect unless elected through provision of Article V, section B, 2 d.
2. President-Elect - 5 years experience in progressive nursing leadership roles in an acute care facility or system full member of OONL for two (2) years, full member of AONL, and one (1) previous year on OONL Board of Directors.
3. Secretary - Full member of OONL and/or full membership in another state's AONL affiliated organization for three (3) years, full member of AONL, with one (1) year on OONL Board of Directors or membership on a committee.
4. Treasurer - Full member of OONL for three (3) years and/or full membership in another state's AONL affiliated organization, full member of AONL, with one (1) year on OONL Board of Directors or membership on a committee.
5. Immediate Past President- Served as President of OONL for previous term and a full member of AONL.

B. Method of Selection

1. Election of President, President-Elect, Secretary, and Treasurer:
 - a. Every two years, designated officers shall be elected by the OONL Full and Associate-members and will take office on the first day of January following the election.
 - b. When the incoming President-Elect takes office, the-current President-Elect shall succeed to the office of the President and the-current President shall succeed to the office of Immediate Past President.
2. Vacancies:

- a. If the office of Past-President becomes vacant, the position may remain vacant for the remainder of the term, or the Board of Directors may appoint a Past-President pro tempore to serve the remaining portion of the unexpired term.
- b. If the office of President becomes vacant, the President-Elect shall succeed to the office of President and shall serve the remainder of the current term as well as the subsequent term.
- c. If the office of President-Elect becomes vacant, the Board of Directors shall declare a special election as specified in the Bylaws, if an election cannot be conducted with provisions as outlined in Article XI, in the event a special election for the President-Elect is required, the Board of Directors shall require the Nominations Subcommittee to prepare a slate of eligible candidates for President-Elect as soon as possible. The ballot shall be distributed to each full member and returned to the OHA office no later than twenty (20) days after the mailing.
- d. If both the offices of the President and President-Elect become concurrently vacant, the Board of Directors shall appoint a President pro tempore to serve the remaining portion of the unexpired term. At the next regular election of the organization, a President and President-Elect shall be elected in accordance with provisions of the bylaws.

C. Duties

1. President

- a. Serve as Chief Executive Officer of OONL.
- b. Preside at all meetings of the organization and serve as the chairperson of the Board of Directors.
- c. Confirms chairpersons and appoint members of task forces.
- d. Liaisons with OHA and in general shall perform all duties incident to the office of president and such duties as may be prescribed by the board of directors from time to time.
- e. Serves as OONL liaison to AONL and other related organizations supporting the professional practice of nursing as is appropriate over time.
- f. Appoint a secretary pro tempore, in the absence of the elected secretary.
- g. Appoint a treasurer pro tempore, in the absence of the elected treasurer.
- h. Perform other duties as necessary.

2. President-Elect

- a. Perform all duties and assume all responsibilities of the President, in the President's absence.
- b. Serve as a member of the Bylaws Committee.
- c. Assist the office of the President.
- d. Succeed to the office and serve the remainder of the term and the subsequent term if the office of the President becomes vacant.
- e. Perform other duties as necessary.

3. Secretary
 - a. Record, maintain, and distribute minutes of all meetings of the organization and make these available for inspection by the membership.
 - b. Maintain a detailed and accurate history of key events of OONL, including awards; promote and preserve chapter traditions.
 - c. Work with the Programs Committee to note significant milestones or awards as part of the annual meeting.
 - d. The following are incorporated into the board meeting minutes:
 - i. Date and time of meeting
 - ii. Which board members were in attendance
 - iii. The nature of the business discussed
 - iv. The resolutions passed
 - e. Meetings of members should reflect:
 - i. The date and time of the meeting
 - ii. Whether a quorum of members was present
 - iii. Business discussed
 - iv. Resolutions passed
 - f. Minutes should be kept with the permanent records of OONL.
 - g. Perform other duties as necessary.
4. Treasurer
 - a. Serve as financial representative of OONL.
 - b. Work with OONL Committee Chairs to track committee expenses.
 - c. Provide financial reports to OONL Board and Membership as available
 - d. Collaborate with the OHA representative to determine annual expenses.
5. Immediate Past-President
 - a. Serve as ad-hoc member of the Engagement Committee and as the chairperson of the Nominations Subcommittee of the Engagement Committee.
 - b. Perform other duties as necessary.

ARTICLE VI - BOARD OF DIRECTORS

A. Membership

1. Elected Officers: President, President-Elect, Secretary, Treasurer, and Immediate Past-President.
2. Board approved Committee Chairpersons: Program; Communications; Bylaws; Workforce Wellness and Engagement; Legislative; Evidence Based Practice; Legislative and Practice; and Diversity, Equity, Inclusion and Belonging.
3. Affiliate Chapter Representatives according to affiliate chapter bylaws.
4. Board appointed representatives (as defined in Article VI, Section C) will be members of the Board and will have a vote.

5. The Board appointed Regional Representatives (as defined in Article VI, Section C) will be members of the Board and will have a vote.

B. Officers of the Board

1. Eligibility: Each elected representative shall meet the qualifications for the position as defined in Article IV. Officers of the Board shall sign a statement reflecting that OONL Board membership creates no conflict of interest with other memberships or activities.
2. Change in status: Board members, who experience a change in status of their position that makes them ineligible to serve, may not fulfill their term of office.

C. Duties and Responsibilities

1. The Board of Directors shall:
 - a. Formulate the direction of OONL based on the goals and objectives supporting the mission and vision of OONL, and current statewide and national issues and concerns
 - b. Approve position statements that reflect the membership's views and forward recommendations to the Board of Trustees of OHA through OHA channels.
 - c. Make policy decisions for the organization and carry out the business of the OONL
 - d. Establish rules and regulations for the Board of Directors and the OONL
 - e. Approve reports, resolutions or actions of officers and committees
 - f. Develop programs to promote membership in the organization
 - g. Approve appointment of task forces as appropriate
 - h. Prepare an annual report
 - i. Approve chairpersons of the standing committees as specified in Article VII, A.6
 - j. Appoint representatives to appropriate organizations, collaborative workgroups or other external task forces including, but not limited to, the Ohio Board of Nursing, the OHA Board of Trustees, the Ohio Hospital Clinical Advisory committee and the Ohio Board of Nursing Advisory Board on Nursing Practice
 - k. Fill any vacancy that may occur on the Board, other than a vacancy in the office of the President-Elect, by appointment of an eligible member of OONL to serve for the unexpired term
 - l. Enter OONL into agreements regarding affiliation with national, state, and/or regional societies for health care leadership under provisions deemed and prescribed by the Board of Directors and as approved by OHA.
 - i. The OONL Board will approve OONL representatives to committees required from above affiliations. These appointments may include Board Members.
 - ii. Members representing OONL on these committees will report to OONL Chair and Board following meetings.
2. Affiliate Chapter Representatives shall:
 - a. Represent their constituency.
 - b. Assume responsibility for communication and feedback on issues and activities between the Board and the affiliate chapter.
 - c. Support integration of OONL vision and mission in chapter activities.

- d. Promote and assist OONL in membership growth.
 - e. Submit information to OONL Board to validate affiliate chapter eligibility annually as described in Article III.
 - f. Submit written activity report at OONL Board meetings following the approved format.
 - g. Submit an annual report to the Secretary following the approved format.
3. Regional Representatives shall:
- a. Represent the areas of the state not represented by an affiliate chapter.
 - b. Assume responsibility for communication and feedback on issues and activities between the Board and the regional members.
 - c. Promote and assist OONL in membership growth.
 - d. Submit written activity report at OONL Board meetings following the approved format.
 - e. Submit an annual report to the Secretary, following the approved format.
4. Appointed Representatives shall:
- a. Attend meetings of the designated organization and represent OONL.
 - b. Assume responsibility for communication and feedback on issues and activities between the Board and the organization.
 - c. Submit written activity report at OONL Board meetings following the approved format.
 - d. Submit an annual report to the Secretary following the approved format.

D. Executive Committee of the Board

- 1. Membership: Refer to Appendix A
- 2. Duties: Refer to Appendix A

E. Meetings

The Board of Directors shall meet as needed throughout the year. Members are notified of meeting dates. Additional meetings may be called by the President.

F. Compensation

Directors as such shall not receive any salaries for their services, provided that nothing herein contained shall be construed to preclude any director from serving the corporation in any other capacity and receiving compensation thereof.

G. Conflict resolution

In the event the OONL Board, officers or employees desire to take a public position with potential to conflict with OHA's mission, purposes, or policies, OHA staff leadership will meet with the OONL Board to attempt to resolve the differences.

ARTICLE VII - MEETINGS

1. Annual Meeting of Members

There may be an annual business meeting of the members of OONL. The Board shall designate the time and place of the annual business meeting. The membership shall be notified of annual meetings no less than thirty (30) days prior to the actual date. Special meetings of the membership may be called with fourteen (14) days prior notice.

B. Order of Meetings

Roberts Rules of Order Revised shall govern the order of business for annual and special meetings.

C. Special Meetings

The Board of Directors shall reserve the right to call for additional meetings as needed. The membership shall be notified-of special meetings no less than fifteen (15) days prior to the actual date.

ARTICLE VIII - COMMITTEES

A. Standing Committees

1. There shall be eight (8) standing committees – Executive; Bylaws; Program; Workforce Wellness and Engagement; Communications; Legislative and Practice; Evidence Based Practice; and Diversity, Equity, Inclusion and Belonging.
2. All standing committees shall submit annual reports to the Secretary in advance of the board meeting as requested, including interim reports as may be requested by the Board of Directors that reflects accomplishment of goals and objectives.
3. Each standing committee shall submit a proposed budget to the Treasurer, if required for committee expenses or revenues.
4. Committees will meet as appropriate to conduct the business assigned to them.
5. The members of each of the standing committees shall make recommendations to the Board for the appointment of the Chairperson of their committee.
6. Members will take an active role in the committee as evidenced by participating in meetings, fulfilling assignments, and/or responding to requests for information

B. Eligibility and Qualifications of Chairpersons:

1. Chairperson, Program Committee - shall have served as a member of the committee for one (1) year.

2. Chairperson, Bylaws Committee - shall have served as a member of the committee for one (1) year.
3. Chairperson, Nominations Subcommittee of the Engagement Committee - immediate past-president, will serve for a two (2) year term.
4. Chairperson Workforce Wellness and Engagement Committee - shall have served as a member of the committee for one (1) year
5. Chairperson Legislative and Practice Committee - shall have served as a member of the committee for one (1) year.
6. Chairperson Communication Committee - shall have served as a member of the committee for one (1) year.
7. Chairperson Evidence Based Practice Committee- shall have served as a member of the committee for one (1) year.
8. Chairperson Diversity, Equity, Inclusion and Belonging – shall have served as a member of the committee for one (1) year.

C. Duties and Composition: Refer to Appendix A

D. Duties of Members of Committees:

OONL members will volunteer to serve on committees through a process defined by the Engagement Committee.

1. Members will participate in at least 50% of called meetings of the committee either in person or by conference call.
2. Members are expected to actively participate in committee assignments, discussions, and/or responses to queries from committee
3. If the member is not fulfilling these duties, the committee may remove the member from the committee.

E. Task Forces:

Task Forces may be appointed by the President for special projects as authorized by the Board of Directors. Task Forces shall submit interim reports of their activities to the Board of Directors and present a final report with conclusions and recommendations at completion of the assigned project.

ARTICLE IX - FINANCES

A. Budget:

1. In collaboration with the OHA designee, the Treasurer shall gain information on anticipated expenses and shall monitor the expenses with information obtained from committee chairpersons and OHA.
2. The Executive Committee of OONL shall collaborate with OHA on budget and approve the expenditures and other recommendations of the Treasurer.

B. Dues:

The Board of Directors in collaboration with OHA shall establish the annual dues to be paid by OONL members.

ARTICLE X - TERMS OF OFFICE

A. Term of Office:

1. The term of office shall begin in January.
2. The term of President shall be for 2 (two) years. Take office on odd years. The President will remain on the board as Immediate Past President for two years following his/her term.
3. The President-Elect shall be elected bi-annually. At the end of the two-year term, the President-elect shall become the President. Take office on odd years.
4. The Secretary shall be elected biannually, to serve a two (2) year term of office in odd numbered years.
5. The Treasurer shall be elected biannually, to serve a two (2) year term of office in even numbered years.
6. Chairpersons of the standing committees:
 - a. The Program Committee chairperson will be appointed biannually to serve a two (2) year term of office in odd numbered years.
 - b. The Bylaws Committee chairperson will be appointed biannually to serve a two (2) year term of office in odd numbered years.
 - c. The Workforce Wellness and Engagement Committee chairperson will be appointed biannually to serve a two (2) year term of office in even numbered years.
 - d. The Legislative and Practice Committee chairperson will be appointed biannually to serve a two (2) year term of office in odd numbered years.

- e. The Communications chairperson will be appointed biannually to serve a two (2) year term of office in even numbered years.
 - f. The Evidence Based Practice chairperson will be appointed biannually to serve a two (2) year term of office in odd numbered years.
 - g. The Diversity, Equity, Inclusion and Belonging chairperson will be appointed biannually to serve a two (2) year term of office in even numbered years.
7. Appointed representatives and regional representatives shall serve a two (2) year term. To assure even turnover of the Board it is recommended that affiliate chapter representatives and appointed representatives be re-elected on staggered years. If an alternate is appointed to complete an unfilled term due to unexpected vacancy the alternate may serve the remaining term and could be reappointed for two (2) additional two-year terms.
- a. Rural Northwest, Toledo, Central Ohio, Southeast Area, Northeast, West Central Eastern affiliate chapter representatives will serve a two-year term on the board beginning in the odd years.
 - b. Greater Cincinnati, Cleveland, North Central, Dayton affiliate chapter representative will serve a two-year term on the board beginning in the even years.
 - c. OHA Board Liaison will serve a four-year board appointment which may be reaffirmed one time, for a total of eight years.
 - d. OBN Liaison and Nursing Summit Representative will serve a two-year board appointment beginning in the even years.
 - e. The Ohio Hospital Clinical Advisory Committee liaison will serve a four-year board appointment which may be reaffirmed one time, for a total of eight years.

B. Duties of Office

- 1. At change in officer or chair, the exiting officer or chair will meet with the oncoming officer or chair and hand off documents, processes, and review history and duties.

ARTICLE XI - ELECTIONS

A. Method of Nominating:

The Nominating Subcommittee of the Engagement Committee will prepare a slate of candidates biannually for:

- 1. Office of the President – Elect (even years)
- 2. Office of the Secretary (even years)
- 3. Office of the Treasurer (odd years)

The slate shall provide a choice to the membership that considers the broad program interests of OONL as well as geographic distribution of candidates.

B. Voting Privileges:

1. Full and Associate Members shall:
 - a. Be entitled to one (1) vote when present at a meeting.
 - b. Be entitled to vote in the election of officers.
2. Honorary Members shall not have a vote.
3. A majority of votes cast shall determine the decision at any meeting at which there is a quorum, except as stated in these Bylaws for amendments (Article XIV).
4. A majority of votes cast shall determine the decision in all elections.
5. Proxy voting shall not be permitted.

C. Election:

A ballot of eligible candidates shall be prepared by the Nominating Subcommittee and shall be distributed to each voting member of the organization. The ballots may be returned to the OHA via mail, fax or e-mail. The votes shall be tabulated by the OHA staff and reported to the President. A plurality vote shall constitute an election; in case of a tie vote, the choice shall be determined by a vote of the Board of Directors. The President will inform those elected and communicate the results to the membership. Votes will be destroyed following communication of the results.

ARTICLE XII - QUORUM

A. Meetings of the Organization:

The total number of voting members present shall constitute a quorum for the transaction of business. A vote of a majority of voting members present, or voting at a meeting at which a quorum is present, shall constitute the act of the Full Membership unless the Bylaws require the vote to be a greater number.

B. Meetings of the Board of Directors:

Fifty percent (50%) of the total number of Board members shall constitute a quorum for the transaction of business.

C. Informal Action by Directors:

Any action required to be taken at a meeting of the board of directors or any action which may be taken at a meeting of directors may be taken without a meeting if an electronic consent or consent in writing, setting forth the action so taken, shall be signed by all of the directors entitled to vote with respect to the subject matter thereof.

ARTICLE XIII - REMOVAL OF MEMBERS

A. Board Action:

The Board of Directors shall reserve the right to terminate the membership of an individual for just cause.

B. Unable to perform duties:

Any officer, chairperson, appointed representative, regional representative, or affiliate representative, who fails to perform the duties designated to them, may be asked to resign from the Board by action of the Organization's Board of Directors.

ARTICLE XIV - PARLIAMENTARY AUTHORITY

A. Provision for Adoption:

1. The organization submits recommendations directly to the Board of Trustees of the OHA by vote of the Board of Directors of OONL, or two-thirds (2/3) vote of the voting members present at an authorized meeting.
2. It recommends programs and activities for consideration by the OHA. OONL statements shall be issued through the regular channels of the OHA.

B. Scope of Application:

1. OONL formulates and recommends position statements regarding health care issues including but not limited to: health care delivery, access, financing and preparation, utilization and governance of health care practitioners.
2. OONL also articulates the organization's position relative to policies that are proposed by other bodies within the OHA structure.

ARTICLE XV - AMENDMENTS TO BYLAWS

A. Notice:

Notice of proposed amendments shall be sent to all members not less than thirty (30) days in advance of the voting deadline.

B. Method of Consideration:

1. Amendments to the Bylaws may be proposed by the OONL Board of Directors or by petition, to the President, of at least twenty-five (25) members of OONL.

2. These Bylaws may be amended upon recommendation by the Board of Directors and by a majority vote of the Full and Associate members. Voting may be electronic, or if an annual business meeting is held, in person.
3. Effective upon approval of the membership.

ARTICLE XVI - DISSOLUTION

In the event of the dissolution or liquidation of OONL, and after payment of all just debts and liabilities three (3) Directors of the OONL Board of Directors and those OHA staff designated by the OHA President shall determine a fair and just disposition of all remaining assets consistent with statutory requirements for tax-exempt organizations.

Approved: 4/10/76, 4/20/78, 4/8/79, 4/11/81, 4/5/82, 4/13/84, 10/30/87, 7/12/88, 1/17/92, 11/20/92, 10/13/93, 1/95, 10/13/95, 10/25/96, 10/3/97, 10/9/98, 10/8/99, 10/6/00, 10/5/01, 10/25/02, 10/24/03, 10/8/04, 10/21/05, 10/20/06, 10/19/07, 11/01/08, 10/21/09, 10/20/10, 11/2/11, 11/7/12, 11/6/13, 11/7/14, 11/16/2015, 11/10/2016, 11/10/2017, 11/2/2018, 10/8/2019, 7/23/2021, 10/7/2022, 5/1/23

Revised: 8/27/96, 9/3/97, 8/17/98, 7/8/99, 6/23/00, 6/22/01, 7/26/02, 7/18/03, 7/23/04, 7/22/05, 6/29/06, 8/31/07, 9/8/08, 9/21/09, 10/20/10, 11/2/11, 11/7/12, 11/6/13, 11/7/14, 11/16/2015, 11/10/2016, 11/10/2017, 11/2/2018, 10/8/2019, 4/8/2021, 6/10/2021, 7/23/2021, 10/7/2022, 5/1/23

APPENDIX A - COMMITTEE COMPOSITION AND RESPONSIBILITIES

A. Executive Committee:

1. Membership:
The Executive Committee shall be composed of the President, President-Elect, Secretary, Treasurer, and Immediate Past-President
2. Responsibilities:
 - a. Maintain records of the financial status of the organization
 - b. Approve budget recommendations of the Treasurer
 - c. Facilitate business of the organization that must be dealt with prior to regularly scheduled board meetings
 - d. Report all activities at the next board meeting
 - e. Perform other responsibilities as necessary

B. Bylaws Committee:

1. Composition:

- a. A chairperson and a minimum of three (3) members plus the President-Elect
- b. Members will be selected from membership volunteers striving for at least one representative from each of the affiliate chapter regions

2. Responsibilities:

- a. Review the Bylaws on an annual basis and recommend changes as necessary to meet the objectives of OONL
- b. Review affiliate chapter bylaws biannually, on even years and make recommendations to align content of chapter by-laws with OONL by-laws template
- c. Submit written activity report at board meetings following the approved format
- d. Submit an annual report to the Secretary in advance of the board meeting as requested following the approved format.

C. Program Committee:

1. Composition:

- a. A chairperson and a minimum of three (3) members
- b. Members will be selected from membership volunteers striving for at least one representative from each of the affiliate chapter regions

2. Responsibilities:

- a. Develop programs promoting leadership development
- b. Present programs on nursing issues related to health care legislation and public policy
- c. Plan and facilitate OONL annual meeting
- d. Submit written activity report at board meetings following the approved format
- e. Submit an annual report to the Secretary in advance of the board meeting, as requested, following the approved format

D. Legislative and Practice Committee:

1. Composition:

- a. A chairperson and a minimum of three (3) members
- b. Members will be selected from membership volunteers striving for at least one representative from each of the affiliate chapter regions

2. Responsibilities:

The members, in coordination with the President/Board shall:

- a. Provide legislative interaction when requested
- b. Provide monitoring, communication and appropriate proactive legislative strategy on matters affecting the health and welfare of citizens of Ohio
- c. Report pertinent information to the Board related to proposed or newly passed legislation
- d. Collaborate with OHA Policy & Government Affairs staff

- e. Review and provide input and recommendations to the Board on issues related to the practice of nursing and delivery of healthcare
- f. Submit written activity report at board meetings following the approved format
- g. Submit an annual report to the Secretary in advance of the board meeting as requested following the approved format

E. Workforce Wellness and Engagement Committee:

1. Composition:

- a. A chairperson and a minimum of three (3) members plus the Immediate Past President
- b. Members will be selected from membership volunteers, striving for at least one representative from each of the affiliate chapter regions

2. Responsibilities

- a. Design strategies to increase membership and promote workforce wellness
- b. Participate in Annual Meeting activities to foster engagement
- c. Promote OONL vision, goals, and accomplishments
- d. Maintain membership rosters, including full, associate, honorary, and emeritus status and AONL membership status
- e. Review and update membership criteria
- f. Appoint members to the Nominations Subcommittee
- g. Recognize outstanding performance in nursing leadership
- h. Submit written activity report at board meetings following the approved format
- i. Submit an annual report to the Secretary in advance of the board meeting as requested, following the approved format.

F. Nominations Subcommittee

1. Composition:

- a. The immediate Past-President of OONL will serve as the chairperson.
- b. Members will be selected from the current Workforce Wellness and Engagement Committee.

2. Responsibilities:

- a. Prepare a slate of at least two (2) candidates for President-Elect bi-annually; and biannually, in alternating years, two (2) candidates each for Office of the Secretary and Office of the Treasurer
- b. The slate shall provide a choice to the membership that considers the broad program interests of OONL as well as geographic distribution of candidates.
- c. Nominate individuals for AONL committees and/or positions as appropriate.
- d. Submit written activity report at board meetings following the approved format.
- e. Submit an annual report to the Secretary in advance of the board meeting as requested, following the approved format.

G. Diversity, Equity, Inclusion and Belonging Committee

1. Composition:

- a. Chairperson and a minimum of three (3) members
- b. Members will be selected from membership volunteers striving for at least one representative from each of the affiliate chapter regions.

2. Responsibilities:

- a. Adopt AONL's Diversity and Belonging Committee mission, vision and conceptual framework.
- b. Plan and facilitate programs on diversity/equity/inclusion.
- c. Develop a multi-year Diversity/Equity/Inclusion strategic plan.
- d. Submit written activity report at board meetings following the approved format.
- e. Submit an annual report to the Secretary in advance of the board meeting as requested, following the approved format.

H. Communications Committee:

1. Composition:

- a. Chairperson and a minimum of three (3) members
- b. Members will be selected from membership volunteers striving for at least one representative from each of the affiliate chapter regions

2. Responsibilities:

- a. Update information submitted to the OONL webpage
- b. Maintain communication with membership through various means
- c. Keeps membership informed of committee/Board activities and decisions
- d. Provides tools and resources for both new and experienced nurse leaders, such as dashboards, safety information, resources/links to best practices, evidenced based practices, and AONL guiding principles
- e. Communicates with members about opportunities to participate in committees and directs volunteer membership interest to chairs of committees
- f. Completes and shares "Willingness to Serve" master list
- g. Submit written activity report at board meetings following the approved format.
- h. Submit an annual report to the Secretary in advance of the board meeting as requested, following the approved format
- i. Publishes an OONL Annual report/Summary of accomplishments

I. Evidence Based Practice Committee:

1. Composition:

- a. Chairperson and a minimum of three (3) members
- b. Members will be selected from membership volunteers, striving for at least one representative from each of the affiliate chapter regions

2. Responsibilities

- a. Promote the use of Evidence Based Practice in administrative and clinical nursing leadership

- b. Develop a mechanism for using evidence-based practice to improve administrative and clinical leadership in Ohio
- c. Integrate evidence-based decision making into OONL leadership practice through identification of opportunities and providing recommendations related to integration of evidence-based practice within OONL
- d. Disseminate evidence-based practice that is strategically aligned with OONL goals
- e. Promote discussion and exchange of information regarding status of OONL evidence-based projects
- f. Encourage and support dissemination of evidence-based practice.
- g. Provide linkages to resources supporting EBP
- h. Review & approve special project proposals related to EBP
- i. Coordinate and implement poster presentation process for OONL annual meeting.
- j. Review track for OHA Conference to ensure track demonstrates the use of evidence-based practice
- k. Submit written activity report at board meetings following the approved format.
- l. Submit an annual report to the Secretary in advance of the board meeting as requested, following the approved format