

BYLAWS FOR THE NURSING PROFESSIONAL ADVISORY COMMITTEE OF THE UNITED STATES PUBLIC HEALTH SERVICE

ARTICLE I

Name

The Nursing Professional Advisory Committee shall be referred to as the 'N-PAC'

ARTICLE II

Purpose

In accordance with the N-PAC Charter, the purpose of the N-PAC shall be to provide advice and consultation to the Surgeon General on issues relating to the professional practice and personnel activities of nursing professionals who are either commissioned officers or civil service employees. (See N-PAC Charter, Section I). Each PAC must develop its own specific internal operations and procedures (e. g. Bylaws) as described in the model charter, [See (X)]. While these specific internal operating procedures must stay within the broad scope outlined by the model charter, they can be used by the N-PAC to adapt to changing circumstances without requiring OSG approval. The N-PAC bylaws shall be reviewed no less than every 3 years.

ARTICLE III

Membership of the N-PAC

Section 1. In accordance with the N-PAC Charter, the formal voting membership of the N-PAC shall be limited to professional nurses who are either full-time Public Health Service (PHS) Commissioned Corps officers or civil service personnel with the Department of Health and Human Services (HHS) and non-HHS organizations where these nurses are assigned or detailed. (See N-PAC Charter, Section V).

Section 2. In accordance with the N-PAC Charter, The N-PAC may not however, consist entirely of either commissioned corps officers or civil service personnel. (See N-PAC Charter, Section V).

Section 3. At the time of appointment to the N-PAC as a formal voting representative, a nurse shall meet the eligibility requirements for initial appointment as a nurse to either the PHS Commissioned Corps or civil service personnel system.

Section 4. The N-PAC formal voting members will consist of PHS officer representatives from HHS Operating (OPDIV) and Staff (STAFFDIV) Divisions and non-HHS organizations where these nurses are assigned or detailed, and HHS civilian representatives from HHS Operating (OPDIV) and Staff (STAFFDIV) Divisions. The formal voting representatives of the N-PAC shall consist of not less than 15 formal representatives and no more than 30. These N-PAC members shall consist of at least 1 representative from each PHS

OPDIV/STAFFDIV and non-HHS organization in which at least 5 PHS nurses are assigned who meet the nursing appointment criteria in either the commissioned corps or civil service personnel systems. At any time the N-PAC may decide to re-establish an "At-Large" category to represent one or more agencies with less than 5 PHS nurses.

Section 5. The number of formal voting N-PAC representatives per OPDIV / STAFFDIV / non-HHS organization shall be fluid and dependent upon a ratio of 1 N-PAC representative for every 5-100 nurses.

Section 6. In accordance with the N-PAC Charter, the N-PAC shall have at least two formal voting representatives whose regular duty station is geographically removed by a distance of 75 miles or more from the Washington Metropolitan Area. (See N-PAC Charter, Section V).

Section 7. In accordance with the N-PAC Charter, the N-PAC shall have at least 1 formal voting member who at the time of appointment to the N-PAC has less than 5 years of professional experience. (See N-PAC Charter, Section V).

Section 8. In accordance with the N-PAC Charter, each voting N-PAC member is to appoint, and inform the Chairperson of, a single individual who can serve as his/her alternate in their absence. Such alternates shall have voting privileges when serving in the place of the primary member. It is the responsibility of the primary N-PAC member to keep the alternate fully informed and knowledgeable of the N-PAC's activities. Any Agency clearance or approval requirements for travel/per diem will have to be handled within the Agency by the primary N- PAC member. Serving as an alternate will not count against an individual's 6-year limit of serving in a formal voting member capacity on the N-PAC.

Section 9. In accordance with the N-PAC Charter, the N-PAC will make every effort to ensure that the advisory committee does not consist entirely of (1) men or women or (2) of one race. Moreover, no individual nurse will be selected to the N-PAC on the basis of gender or race. (See N-PAC Charter, Section V).

Section 10. In accordance with the N-PAC Charter, the Chief Professional Officer (CPO) for the nursing category shall be an ex-officio member of the N-PAC and is not a voting member. The N-PAC may appoint other individuals as ex-officio members if warranted. (See N-PAC Charter, Section V).

Section 11. In accordance with the N-PAC Charter, the N-PAC may appoint liaison members (non-voting) to provide information or assist with activities. (See N-PAC Charter, Section V). Subcommittee Chairs/Co-chairs not serving in a voting member position will be elected for 3 year renewable terms by the voting members and appointed as liaison members by the Chief Nurse Officer. These terms do not count against the 8 year maximum years if service on the N-PAC does not meet the criteria outlined in Section VII of the N-PAC Charter.

Section 12. In accordance with the N-PAC Charter, the N-PAC may appoint ex-officio

(non-voting) members. Ex Officio members will be elected for 2 year renewable terms by the voting members and appointed as an ex-officio by the N-PAC Chair. These terms do not count against the 8 year maximum years if service on the N-PAC does not meet the criteria outlined in Section VII of the N-PAC Charter. In addition to the Chief Nurse Officer, the Chair, the Chair-Elect, the immediate past Chair, the Executive Secretary, the Executive Secretary-elect, and the immediate past Executive Secretary, any individual seeking to serve or serving as workgroup, or team lead who does not otherwise hold an appointment as a voting member or liaison shall be appointed as an ex officio by the NPAC chair following endorsement by the Subcommittee Chair or Co-Chairs.

Section 13. Any N-PAC member desiring to resign from the N-PAC shall submit his/her resignation in writing to the Executive Secretary, who shall present it to the Chairperson and N-PAC for action.

ARTICLE IV

Officers of the N-PAC

Section 1. The officers of the N-PAC shall be the Chairperson and Chairperson-elect and the Executive Secretary and Executive Secretary-elect. These officers shall perform the duties prescribed by the N-PAC Charter and these bylaws and be appointed as ex-officio members during their terms.

Section 2. It shall be the duty of the N-PAC to accept and act upon candidates for the offices of Chairperson and Chairperson-elect. In accordance with Section VIII of the N-PAC Charter, these officers will be elected at a regular meeting by the formal representatives (voting members) of the N-PAC. The Chair-elect will be elected and appointed before the start of the new N-PAC operational year which runs from 1 October through 30 September and coincides with the federal fiscal year (Bylaws, Article VIII, Section 1).

Section 3. As set out in Section VIII the N-PAC Charter, the Chairperson will be elected annually for a 2-year term Likewise the Executive Secretary will be elected annually for a 2-year term.

Section 4. The Chair-elect/Executive Secretary-elect will be elected for a 2-year term. The individuals will serve the first year as the Chair-elect/Executive Secretary-elect and the second year as the Chair/Executive Secretary of the N-PAC. The year as Chair-elect/Executive Secretary-elect will not count against the 1-year limit that an individual may serve in those roles In the absence of the Chair, the Chair-elect, or as in the case of the Executive Secretary, the Executive Secretary-elect shall have all the rights and exercise all the responsibilities that are granted to those positions by the N-PAC Charter and Bylaws.

Section 5. The former Chairperson/Executive Secretary will serve as a resource to the current Chairperson and Chair-elect and the Executive Secretary and Executive Secretary-elect for the year following their terms. As provided for by Section VIII of the N-PAC Charter,

if the term of the former Chairperson coincides with the expiration of the individual's membership on the N-PAC, they may serve one additional year as an ex- officio member of the N-PAC. The OPDIV/STAFFDIV/non-HHS organization supervisor must be informed of this circumstance however and concur with the extension.

Section 6. N-PAC Chair, N-PAC Chair-elect, N-PAC Secretary, and N-PAC Secretary-elect can only serve in one position within the N-PAC at a given time. Voting members can serve as Subcommittee Chairs concurrently. Voting members or Subcommittee Chairs/Co-Chairs elected to these positions will have their membership terminated effective the day prior to the appointment effective date as Chair-elect or Executive Secretary-elect.

Section 7. The Chair-elect will be responsible for monitoring compliance with the N-PAC Charter and By-laws and will notify the N-PAC if discrepancies occur.

ARTICLE V

Nomination Process for Voting Members on the N-PAC

Section 1. Annual the number of nurses assigned to each organization will be assess per Article III Section 5 of these Bylaws.

Section 2. The nomination process will include soliciting nominations from the general body.

Section 3. Nominations will be conducted in accordance with the nomination process guidelines set out in the Section VI of the N-PAC Charter.

ARTICLE VI

Term of Appointment for Voting Members and Subcommittee Chairs/Co-Chairs of the N-PAC

Section 1. For any voting individual, a term is 3 years with a maximum 2 terms. For any Subcommittee Chair/Co-Chair the term limit is 3 years. There is no maximum number of terms an individual can serve as a Subcommittee Chair/Co-Chair, unless the hold a concurrent appointment as a voting member, for which the later limitation applies.

Section 2. A selection for membership counts as a term regardless of the length of years in the term.

Section 3. A current voting member or subcommittee chair/co-chair may seek appointment to Chair-elect at any time during his/her current term of service. If the member is in the last year of his/her first term of service he/she may choose to run for Chair-elect independent of pursuing another term of general service as a voting member or as a subcommittee chair/co-chair. In accordance with current Charter and bylaws a members combined service as a voting member and/or chair-elect (and then Chair) cannot exceed a total of eight years. (2 terms as Voting member and 1 Term as Chair).

Section 4. In accordance with Section VII of the N-PAC Charter, once a member has accumulated a lifetime total of 8 years of service on the N-PAC as a voting member, they are not eligible for reappointment. Terms of office may be served consecutively at the discretion of the N-PAC.

Section 5. Pro Tempore Members. If a formal representative of the N-PAC is reassigned to a different OPDIV / STAFFDIV or non-HHS agency during his/her term of appointment, the individual will be allowed to maintain his/her appointment until replaced by an individual selected in the next N-PAC election cycle.

ARTICLE VII

Relationship of CPO to N-PAC

In accordance with Section IX of the N-PAC Charter, all official output of the N-PAC whether it is correspondence, reports, minutes of its proceedings, or any other form of communication, must be transmitted through the CPO. The CPO may provide concurring or non-concurring comments, but may not stop or unduly delay any N-PAC transmittals.

ARTICLE VIII

Operations and Procedures

Section 1. The N-PAC shall begin its operational year on the first day of October.

Section 2. N-PAC regular business meetings shall be held at least quarterly in accordance with the N-PAC Charter. These meetings shall be for the purpose of electing officers and members, receiving of reports from officers and committees, and for any other business that may arise.

Section 3. Special meetings may be called by the Chairperson or upon the written request of eight N-PAC members. The purpose of the meeting shall be stated in the call and unless it is an emergency, notice shall be given at least 2 weeks in advance.

Section 4. An Executive Secretary will be appointed to assist the Chairperson and Chair-elect in conducting N-PAC business. The individual must be a member of the nurse category. The individual is not required however, to be a voting member of the N-PAC. (See N-PAC Charter, Section X).

Section 5. A meeting agenda and appropriate background material is to be made available to the members prior to or at each regularly scheduled meeting. (See N-PAC Charter, Section X).

Section 6. Minutes of each N-PAC meeting will be developed by the Executive Secretary, distributed via the Nursing Listserv and approved by the N-PAC members at the next regularly scheduled N-PAC meeting. Approved minutes will then be placed on the USPHS Nursing Web (<https://dcp.psc.gov/OSG/nurse/>) site for availability to

other PAC's and the Office of the Surgeon General.

Section 7. All official output of the N-PAC whether it is correspondence, reports, minutes of its proceedings, or any other form of communication will be maintained either electronically or in hard copy for a minimum of 7 years.

Section 8. N-PAC business shall be conducted by consensus among those participating in the meeting (either in person or on the telephone), except for elections or other circumstances where voting is deemed appropriate.

Section 9. A quorum for voting shall consist of 50 percent of the formal voting N-PAC representatives who are present (either in person or on the telephone) at the meeting. An alternate attending in lieu of the member shall be counted in determining the quorum requirement. (See N-PAC Charter, Section X). A passing vote shall consist of a simple majority of those voting N-PAC members present. Likewise an electronic voting mechanism may be used in lieu of in person, telephonic, or other voting mechanism. In those cases all voting members who have been sent the electronic communication and voting tool will be accounted for when determining if and when a quorum is reached.

Section 10. The N-PAC may establish standing and ad hoc committees to address issues that relevant to the mission, objectives and function set out in the N-PAC Charter. Subcommittee chairs for standing or ad hoc committees can be voting or general members of the NPAC. Leadership of these committees will be selected with the following precedence 1. Voting Members, Ex-Officio Members, Liaison Members, General Members. Membership on these committees is open to general members of the N-PAC.

Section 11. Any formal N-PAC representative who misses three meetings during an operational year will either receive a letter from the N-PAC chairperson asking the nurse if the person wishes to continue serving on the N-PAC and fully participate in all N-PAC activities or voluntarily resign from the N-PAC. If the member does not resign and indicates an intention to participate as an N-PAC member, the individual will be allowed to continue serving on the N-PAC with all the rights and responsibilities of said membership. If on the other hand, the N-PAC member misses an additional 3 meetings during the same operational year for a total of 6 missed meetings, the N-PAC may ask the member to voluntarily resign. Alternatively, the N-PAC may initiate a request to the Surgeon General to terminate the nurse's N-PAC membership and provide notice of said termination to the nurse's supervisory chain of command.

Section 12. All formal N-PAC representatives (voting members) are not required to chair an N-PAC committee or sub-committee during their tenure on the N-PAC. All voting members are required to serve as member of a subcommittee. However, failure to participate in N-PAC activities as above (section 11) may be cause for N-PAC Chair to initiate a request to the Surgeon General to terminate the nurse's N-PAC membership and provide notice of said termination to the nurse's supervisory chain of command.

Section 13. Any formal-N-PAC representative who fails to represent the interests of their OPDIV/STAFFDIV/non-HHS organization or fails to keep their constituents informed of N-

PAC activities may be asked to voluntarily resign at the discretion of the N-PAC. In the alternative, the N-PAC may initiate a request to the Surgeon General to terminate the nurse's N-PAC membership and provide notice of said termination to the nurse's supervisory chain of command.

ARTICLE IX

N-PAC Subcommittees

Section 1. N-PAC sub- and designated ad hoc committees shall report their findings, conclusions, and recommendations to the full N-PAC when necessary and where appropriate. In addition, each sub- and ad hoc committee shall submit an annual report to the CPO and N-PAC at least one month before the end of the operational year. The reports shall be placed on the USPHS nursing website (<https://dcp.psc.gov/OSG/nurse/>).

Section 2. The N-PAC shall assess the performance of and need for, each sub- and ad hoc committee on an annual basis unless an earlier period is warranted. Based upon such assessment, the N-PAC shall determine if the purpose of the sub- or ad hoc committee is still viable and if so, whether the goals need to be modified or organizational structure changed. Each subcommittee should have succession plan in place, to include a senior advisor position and a trainee position, for the historical background of work completed for subcommittee is maintained.

Section 3. It shall be the duty of each sub- or ad hoc committee to align internal operating procedures with N-PAC standards.

Section 4. The following will be sub-committees of the N-PAC:

1. Career Development
2. Resource REACH
3. Awards
4. Communications
5. Recruitment and Retention
6. Readiness and Response
7. Community Wellness
8. Advanced Practice Subcommittee

Section 5. The organizational structure, functional statements, and leadership of each subcommittee will be reviewed as changes occur and be published annually (at a minimum) on the official N-PAC website.

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