

**MISSOURI COUNCIL FOR PUBLIC HEALTH NURSING
BYLAWS
Approved April 4, 2019**

ARTICLE I. NAME

The name of this council shall be the Missouri Council for Public Health Nursing.

ARTICLE II. PURPOSE

The Missouri Council for Public Health Nursing (MCPHN) was established within the Missouri Department of Health & Senior Services (DHSS) to address issues that impact public health nursing within the public health system. The MCPHN makes recommendations on issues that affect public health nursing practice, standards, education, and recruitment.

ARTICLE III. VISION

Through excellence in public health nursing practice, public health nurses will be leaders in promoting healthy people in healthy communities.

ARTICLE IV. MISSION

MCPHN provides leadership, expertise, and advocacy related to public health nursing practice, standards, and issues.

ARTICLE V. VALUES

The MCPHN values

- public health nursing as a specialty that promotes and protects the health of populations using knowledge from nursing, social, and public health sciences;
- an interdisciplinary public health team dedicated to promoting healthy people in healthy communities;
- prevention as the foundation for promoting individual and community health;
- continuing education designed to enhance leadership skills and professional growth; and
- quality care which meets or exceeds established standards and is creative, culturally competent, and compassionate.

ARTICLE VI. MEMBERSHIP

The MCPHN shall be composed of a maximum of twenty-five (25) members. Members will include representatives from state and local public health agencies, nursing education, and professional organizations. At least two-thirds (2/3) of the members shall be from local public health agencies and will include representatives from metro and

rural agencies, supervisory nurses, staff nurses, and administrators. The executive committee will ensure the MCPHN represents a diverse selection of public health nurses from varied specialties within public health nursing.

ARTICLE VII. SELECTION OF MEMBERS AND TERM OF OFFICE

The executive committee will select new members from qualified applicants on an annual basis.

- Members will serve a two-year term beginning in January. New members will be added so no more than one-half of the MCPHN will be new each year.
- Members may serve more than one term.
- The chair shall serve for one year.
- The chair-elect shall be elected for one year and shall automatically become chair for the next one-year term.
- If a member of the MCPHN or the executive committee resigns before their term expires, the executive committee may appoint a new member to serve the unexpired term.
- Members that miss two consecutive meetings and do not provide notification to the council shall forfeit their membership to the council. The executive committee may appoint a new member to serve the unexpired term.

ARTICLE VIII. EXECUTIVE COMMITTEE

The executive committee shall be composed of four members including a chair, chair-elect, secretary, and member at large. The executive committee members shall be elected by the membership at the first meeting of each year. The chair and chair-elect must be a representative from a local public health agency. The DHSS public health nursing coordinator will serve as ex officio member of the executive committee.

ARTICLE IX. DUTIES OF THE COUNCIL, EXECUTIVE COMMITTEE, AND MEMBERS

The duties of the MCPHN shall include the following:

- Identify, evaluate, and make recommendations on issues impacting public health nursing practice;
- Identify, communicate, and make recommendations regarding standards for public health nursing practice;
- Collaborate with schools of nursing to promote quality public health nursing education;
- Provide a network that maximizes communication and promotes interdisciplinary collaboration;
- Identify educational needs of the public health nursing workforce and facilitate access to education;
- Provide leadership and information to practicing public health nurses, professional boards, organizations, and other disciplines on public health nursing issues; and

- Serve as an advisor to the DHSS through the public health nursing coordinator.

The duties of the chair shall include the following:

- Develop agenda for meetings in collaboration with public health nursing coordinator;
- Preside at meetings;
- Appoint committees and task forces as needed; and
- Delegate representation for MCPHN.

The duties of the chair-elect shall include the following:

- Assume duties of chair if chair is absent.
- Coordinate the selection of the MCPHN nursing awards.

The duties of the secretary shall include the following:

- Record and distribute minutes of each meeting.
- Will receive nominations for annual public health nursing awards, prepare by removing identifying information, and forward to Chair-Elect.

The duties of the member-at-large shall include the following:

- Coordinate annual review of bylaws by executive committee.
- Distribute recommended changes to general membership at least 10 days prior to holding vote for adoption.

The duties of the executive committee shall include the following:

- Solicit new members;
- Develop recommendations for membership assuring membership composition meets criteria as outlined in Article VI and present to membership for vote; and
- Review bylaws and recommend changes.

The duties of the members shall include the following:

- Attend and participate in MCPHN meetings;
- Recommend prospective members to executive committee;
- Participate in task forces established by the MCPHN; and
- Nominate and select executive committee members.

ARTICLE X. MEETINGS

Meetings will be held at least quarterly during the calendar year. Expenses for attending meetings will be the responsibility of members.

ARTICLE XI. QUORUM

A quorum of the MCPHN shall consist of one more than half of the total members. Simple majority will make decisions.

ARTICLE XII. WORK GROUPS

The MCPHN may establish work groups as needed to accomplish activities designed to meet the MCPHN strategic plan objectives. Workgroups will be led by MCPHN members, but may include up to five (5) additional non-members with a total workgroup no larger than ten (10) individuals.

ARTICLE XIII. AMENDMENTS and BYLAWS

Bylaws may be amended at any regular or special meeting of the MCPHN, provided notice of the proposed amendment has been given to the members at least ten (10) days before a vote is taken. The executive committee will review the bylaws annually.