Template for Division Standing Rules of Procedure

SROP - Divisions

Purpose:

I. Composition of Board of Governors

a. Chairperson
b. Immediate Past Chair [If appropriate to the division's work; e.g., to maintain connection with prior tasks/goals if chair is selected from outside the division]
c. Vice Chair, chosen from among the members of the Board of Governors [If appropriate to the division's work]
d. Chairs of each Section [This number may vary by divisions, dependent on the scope of work, charges]
e. ACNM Board of Directors Liaison

II. Tenure of Appointment to Board of Governors

a. Chairperson – appointed by the ACNM President and Board of Directors for a term of three years. May be reappointed for a second three year term, if he or she has not already served two terms as a member of the division Board of Governors (Nine years consecutive voting membership). Following completion of their appointed term(s), the chair may not hold a voting position on the division for a period of three years.
b. Immediate Past Chairperson – whenever possible, the immediate past chairperson shall serve for a minimum of one year and a maximum of three years as a non-voting consultant to the Committee Chair.
c. Section Chairs – appointed by the Division Chair for a term of three years, and may be appointed for a second term of three years. Unless the member then becomes chairperson of the division, they must wait three years before being reappointed.

III. Qualifications and responsibilities of the Chairperson

a. Active membership in the ACNM
b. Able to carry out the responsibilities of the division, including oversight of section activities and productivity
c. Chairs meetings of the Division
d. Reports quarterly and annually to the ACNM Board of Directors
e. Agrees to a pledge of confidentiality and conflict of interest

IV. Qualifications and responsibilities of Section Chairs

a. Active member of the American College of Nurse-Midwives in good standing
b. Able to participate in division activities
c. Reports to the Division Chair quarterly and annually, prior to the Chair's report to the ACNM Board of Directors
d. Agrees to a pledge of confidentiality and conflict of interest
e. A liaison from the ACNM Board of Directors sits as a non-voting division member.

V. Qualifications and Responsibilities of Section Members

a. Member of the American College of Nurse-Midwives in good standing [Each section should consider in their

makeup whether there should be limits on student or associate members, based on the section's work]

b. A majority of members shall be active members of the ACNM
c. Able to participate in section activities
d. Agree to a pledge of confidentiality and conflict of interest

VI. Responsibilities [Each division develops with their BOD liaison a description of ongoing responsibilities that reflect the strategic priorities of the college. These should include the specific responsibilities identified for each section.]

VII. Meetings

a. Division meetings
   i. The _____ Division will meet yearly during the ACNM Annual Membership Meeting.
   ii. Interim meetings by audio or video conferencing may be called by the chair with a minimum of 5 days notice to all section chairs.
   iii. Electronic mail or other asynchronous methods of communication may be used for document review and any other business not requiring face to face discussion.
   iv. A vote by the Division Board requires the presence of a majority of members of the Board.
b. Section meetings
   i. Sections shall hold meetings annually at the ACNM Annual Membership Meeting
   ii. Interim meetings by audio or video conferencing may be called by the chair with a minimum of 5 days notice to all section chairs.
   iii. Electronic mail or other asynchronous methods of communication may be used for document review and any other business not requiring face to face discussion.
   iv. Actions requiring a vote require the presence of a majority of the members and a majority of the active ACNM members of the section.

VIII. Finances

a. Funding for the work of divisions and their sections is requested annually from ACNM to cover ongoing costs.
b. Funding for specific projects is requested from ACNM by application to the Board of Directors.

IX. Creation and Dissolution of Divisions

a. The ACNM Board of Directors has the responsibility to establish divisions as necessary to carry on the work of the College.
b. Divisions may be proposed by the membership, or the need may be identified by the Board.
c. The Board may work with a group of interested members to establish the scope of work and necessary sections to meet the responsibilities assigned to the proposed division.
d. The ACNM Board of Directors has the sole authority and responsibility to dissolve a division
   i. when the need for it no longer exists within the College
   ii. when the responsibilities assigned to that division may be more effectively performed by another group.

X. Creation and Dissolution of Sections

a. Each section of a division has a specific responsibility congruent with the overall responsibilities of the Division.
   i. The area in which a section functions is stated as its purpose
   ii. The purpose for which each section exists is reflected in the Responsibilities of the Division.
   iii. Sections must have an ongoing function within the division; time-limited projects are more properly assigned to a task force created for that purpose.
b. A section may be created, have its purpose modified, or be dissolved as needed to meet the goals of the

ACNM.

i. The ACNM BOD has sole authority to approve revisions to the number or purposes of sections within a division.

ii. The ACNM BOD may direct a division to form a new section or to dissolve a section.

iii. The Division Board of Governors may recommend to the ACNM Board the creation or dissolution of a section based on the ongoing work of the division.

iv. When the creation or dissolution of a section is being discussed by the ACNM BOD, it is the responsibility of the Division's Board liaison, in cooperation with the Division Chair, to fairly and fully represent the Division's position, separately from the liaison's position as a member of the ACNM BOD.

Approved by ACNM Board of Directors January 2010