

## NP/PA/CNM Professional Practice Group Bylaws

Article I: Name of Association  
NP/PA/CNM Professional Practice Group

Article II: Purpose of Association

### **MISSION STATEMENT**

The Nurse Practitioner /Physician Assistant/Certified Nurse Midwife Professional Practice Group of the San Francisco Department of Public Health is a group of Nurse Practitioners (NP), Physician Assistants, (PA) and Certified Nurse Midwives (CNM) who provide health care services to the residents of the City and County of San Francisco.

Our mission is to:

- **SERVE** as a professional resource for the Nurse Practitioners, Certified Nurse Midwives, and Physician Assistants by providing a forum for the discussion and evaluation of issues regarding our professional practice,
- **PROMOTE** excellence in practice through on-going education and the development of professional practice standards and protocols,
- **PARTICIPATE** in community, clinic, hospital and departmental committees to assure that the NP/PA/CNM perspective is included in program discussions and to provide leadership in policy development and,
- **ADVOCATE** for high quality cost-effective health care for all.

Article III: Membership

Any Nurse Practitioner, Physician Assistant, or Certified Nurse Midwife working within the City and County of San Francisco System, including those employed by the Consortium clinics or UCSF is a qualified member of the NP/PA/CNM Professional Practice Group.

Article IV: Meetings and Conferences

Business/Leadership Group meetings are generally held once per month. A Profession Development and Continuing Education Conference, which includes a business meeting, is held at least twice per year. All members are invited to attend. Meetings are announced and posted on an email list and on the NP/PA/CNM professional group website, [www.professionalpracticegroup.net](http://www.professionalpracticegroup.net). Members will join the NP/PA/CNM PPG Yahoo group to send and receive group communications. Members may invite guests to the twice-yearly Conference and must pay the conference fee.

Article V: Dues and Assessments

Membership is free. A Conference fee is charged to cover the cost of the conference and support the activities of the NP/PA/CNM Professional Practice Group. The conference fee is determined by consensus of the Leadership Group.

## Article VI: Officers/Leadership group:

### Section 1. Functions/definitions include but are not limited to:

**Chair:** Facilitates business meetings. Communicates to the leadership group and the general membership. Contact person to NP/PA/CNM members concerning practice matters e.g. credentialing, licensing. Acts as a liaison to Administration, CIDP and Credentials committee members.

**Co-chair elect:** Generates agenda for business meeting. Sends minutes and communications to the PPG membership. Obtains updated lists of potential members. Sends a welcome email to new NP hires.

**Secretary:** Record and posts meeting minutes. Maintains file of business meeting minutes and agendas.

**Treasurer:** Manages bank account. Pays group expenditures. Creates a twice-yearly financial report to the membership.

**Union Representative (SEIU):** Attends union meetings and negotiations, reports needs of PPG members to the Union, and communicates Union updates to members. Is a resource to members about contract issues.

**Conference Coordinator(s):** Organizes twice-yearly Profession Development and Continuing Education Conference, including obtaining approval for Continuing Education Units, and provides post-conference evaluation to Leadership Group.

**CIDP Representative:** Attends CIDP (Committee on Interdisciplinary Practice) meetings. Provides leadership to NP/CNM/PA members on the Committee for Interdisciplinary Practice and is a liaison to the Leadership Group and membership at large.

**IT Coordinator:** Provides technical support to the NP/PA/CNM Professional Practice Group. Maintains the website. Posts updates of business meetings and announcements on the website.

**Leadership Group:** Officers and regular member attendees of the monthly business/leadership meeting guide the group, establish policy, and make decisions.

**Ad hoc committees:** Committees may be created as needed to address needs of the group.

### Section 2. Compensation:

All officers are volunteers and no compensation is given for their functions.

### Section 3. Term

Officers are nominated and confirmed each October by the membership. Each elected Officer is to serve one year. After serving one year as the Chair elect, this officer will become the next chair. There is no limit on the number of years one is allowed to hold office but must be confirmed by the membership. More than one individual may share an office of the Leadership Group (e.g. there may be two treasurers).

#### Section 4: Decision Procedure:

Decisions of the Leadership Group and general membership group are made with an informal consensus process. An attempt will be made to reach consensus over two meetings. A quorum of 75% of the LG is required to make decisions.

Participation in decisions making may occur by phone or email. A two-thirds majority vote may be used if consensus is not reached.

Union members of the respective Union will make decision concerning Union issues using the above decision-making process.

#### Section 5: Removal of officers:

Any PPG member may bring up concerns about the poor performance of an officer. Two other members of the Leadership Group will counsel and create a plan for performance improvement for an officer who has not performed well. After counseling, the officer will be given one month to improve performance. The leadership group will meet to determine if the officer has met expected performance. After the counseling period, a decision to remove an office may be made by a 75% quorum of the Leadership Group by consensus minus 2 (i.e. 2 individuals dissent from consensus.)

#### Article VII: Depositories, Signatures:

##### Section 1. Depositories.

All funds of the NP/PA/CNM PPG shall be deposited in the name of NP/PA/CNM PPG in a bank or other financial institution designated by the Leadership Group. The Treasurer(s) signs checks, drafts, or other orders on behalf of the NP/PA/CNM PPG and/or other person(s) as the Leadership Group may designate from time to time.

##### Section 2: Treasurer's scope:

The Treasurer is empowered to write checks for PPG expenditures for conference food, speaker honorariums, consultant fees for professional practice issues (e.g. development of standardized procedures), and website management. Other expenditures in excess of \$200 (two hundred dollars) will need approval of the Leadership Group.

Section 3: Gifts: The Leadership Group may accept on behalf of the NP/PA/CNM PPG a contribution, gift, or bequest for the general purpose of the NP/PA/CNM PPG. Any such contribution, gift, or bequest is subject to Leadership Group approval.

Article VIII: Amendments

Amendments to the by-laws may be proposed and acted on during the business meeting of the twice-yearly Profession Development and Continuing Education Conference and shall require a two-thirds majority vote by the Membership at large. Participation in the decision to amend the by-laws must be in person at the Conference business meeting.

Article VII: Adoption:

These by-laws of the NP/PA/CNM PPG have been prepared by the Bylaws sub-committee and have been approved by the Officers of the NP/PA/CNM PPG Leadership Group and the vote of the Membership.

Julie Tse

Colleen Bales

Kelly-Ross Manashil

Mary Scheib

Dana Russ

Audrey Tang

Annette Burns

Dorothy Christian

Cynthia Johnson

Judy Gaer