

# **Louisiana Nurses Political Action Committee (LANPAC) Bylaws**

## **Article I – Name and Definition**

The name of this organization is LANPAC, Louisiana Nurses Political Action Committee. It is a voluntary, unincorporated, non-profit organization of nurses and others interested in political action involving nursing and the health needs of people. It shall be politically non-partisan and operate in conformity with the bylaws, policies and platforms of LSNA and may be deemed the political action arm of the Louisiana State Nurses Association.

## **Article II – Purposes**

**The purposes of LANPAC are to:**

1. Promote the improvement of the health care of people by raising funds and contributing to the support of candidates for office who have demonstrated an awareness of nursing and health needs of the citizens of Louisiana.
2. Encourage nurses to become a part of the political process by actively participating in election campaigns.
3. Publicly endorse candidates
4. Publicly support legislation that is endorsed by LSNA Health Policy Committee
5. Encourage nurses to seek elective office.
6. Assist nurses in organizing to become a powerful, political force.
7. Disseminate unbiased information on current issues, and on candidates for elective office, their voting records, backgrounds and platforms.

## **Article III Membership and Contributions**

**Section 1** Membership – The membership of LANPAC shall consist of contributors who make an annual contribution of \$50.00 or greater to LANPAC and have full voting rights.

**Section 2** Contributor – shall be defined as anyone interested in issues involving nursing and the health needs of people and who make monetary contributions.

**Section 3** Contributions to LANPAC are voluntary and may be made by any nurse or other interested party. All contributions to LANPAC shall be maintained as a separate segregated fund and all expenditures by LANPAC in support of any candidate shall be made from the LANPAC fund and no other source.

## **Article IV Board of Trustees**

**Section 1** The affairs of this organization shall be managed by a Board of Trustees who shall:

- A. Be chosen from the voting membership to LANPAC and serve without compensation
- B. Establish policies, procedures, guidelines and criteria pertinent to the purposes and function of the organization and as defined in these bylaws.
- C. Prepare and submit an annual report to the LSNA Board of Directors.

**Section 2** Composition of Board of Trustees:

- A. The Board of Trustees shall consist of six (6) members as follows. All members of the Board of Trustees shall be members of the Louisiana State Nurses Association, except the LASN appointment.
  1. Two (2) Trustees shall be elected by the voting membership at the annual meeting in even years according to provisions for terms of office as defined in these Bylaws. (Vice-Chairperson and Secretary/Treasurer.)
  2. Two (2) Trustees shall be elected by the voting membership at the annual meeting in odd years according to provisions for terms of office as defined in these Bylaws. (Chairperson and Trustee at large (member).

3. One member of the Louisiana State Nurses Association shall be appointed by the LSNA Board of Directors.
  4. One student member of the Louisiana Association of Student Nurses (LASN) shall be appointed by LASN.
- B. Terms of Office: Terms of office are for a period of two years, or until successors are elected or appointed. No Trustee shall serve more than two (2) consecutive terms. A Trustee appointed to fill an unexpired term shall be deemed to have served a full term.
  - C. Positions for election of LANPAC officers will be posted on the LSNA website 30 days prior to the LSNA House of Delegates. Potential candidates for positions will be encouraged to submit their names in advance of the annual meeting.
  - D. Nominations for Board of Trustees positions shall also be taken from the floor at the annual meeting – and elections will be held at the annual meeting.

**Section 3** The officers of the LANPAC Board of Trustees shall be:

- A. Chairperson
- B. Vice-Chairperson
- C. Secretary/Treasurer

Specific duties/responsibilities of each office – please refer to the LANPAC Internal Policies.

**Section 4** Vacancies

In the event of a vacancy, the Board of Trustees appoints a contributor to fill the unexpected term based on recommendations of the Nominating Committee. In the event of a vacancy of Chairperson, the vice-Chairperson will assume the unexpired term of the Chairperson. All vacancies will be filled according to the criteria noted in these Bylaws.

**Section 5** Meetings

1. Meetings of the Board of Trustees shall be called by the LANPAC Chair by either written or email notice.
2. Board meetings are open to all contributors.
3. Meetings may be held by telephone conference call.
4. Voting by Email – Members of the LANPAC Board of Trustees may be asked to vote on items by email. At the next meeting of Board, the vote taken by email must be ratified by being reported and recorded in the minutes.
5. Minutes of all meetings will be kept and distributed to the members upon request.
6. Absence from two consecutive meetings by any member of the Board is considered an effective resignation unless deemed otherwise by the Executive Committee.

**Section 6** Quorum

A majority of the elected members of the Board of Trustees constitutes a quorum.

**Section 7** Elections

Election of the elected members of the LANPAC Board of Trustees shall be held during the annual meeting of LANPAC.

**Section 8** Succession Duties

Members of the Board of Trustees, upon expiration of their terms of office, shall surrender all properties in their possession belonging to their respective office or committee to their successor.

**Article V – Meetings of LANPAC**

**Section 1** An annual open meeting for all contributors will be held, date and location to be established at least 30 days before meeting.

**Section 2** Special meetings shall be called by the Chairperson at the request of one-third of the members.

**Section 3** A quorum for a meeting of contributors shall consist of at least two members of the Board of Trustees including the Chairperson or Vice-Chairperson, and at least ten (10) members.

### **Article VI – Committees**

**Section 1** Committees shall be established as the Board of Trustees determines necessary for carrying out the purposes of the organization. The Board of Trustees shall appoint the chairperson of the committee, unless otherwise specified. Each committee shall consist of at least three members selected by the Chairperson of the respective committee, except the Nominating Committee.

**Section 2** Standing Committees:

- A. Executive Committee – membership as outlined in Internal Procedures. This committee shall have all powers of the Board of Trustees to transact business of an emergency nature between Board meetings. Such transactions shall be reported at the next regular Board meeting.
- B. Nominating Committee
  - 1. Shall consist of 3 members elected at the annual meeting.
  - 2. Chairperson to be selected by the Nominating Committee

**Section 3** Committee chairpersons shall submit a report of the activities of their respective committee to the Board of Trustees for presentation at least 30 days prior to the annual meeting.

**Section 4** The specific mechanism for nomination and election procedures shall be determined by the Nominating Committee according to the Internal Procedures.

### **Article VII – Fiscal Year**

The fiscal year shall be the calendar year.

### **Article VIII – Parliamentary Authority**

The rules contained in Robert’s Rules of Order, Newly Revised, govern this organization in all cases in which they are not inconsistent with these Bylaws of the special rules of order of this organization.

### **Article IX – Amendments**

These Bylaws may be amended by a two-thirds (2/3) vote of those current members present at the annual meeting or a special meeting provided that:

- A. Written notice of the proposed amendments shall have been provided to each current contributor at least thirty (30) days prior to the date of the annual meeting or special meeting.
- B. A quorum is present (refer to Article V. Section 3).

### **Article X – Dissolution of Organization**

**Section 1** LANPAC may be dissolved by a two thirds vote of the Board of Trustees provided that written notice of such action has been given to all contributors at least thirty (30) days prior to the date of such action

**Section 2** Disposition of funds in the event of dissolution of LANPAC any remaining funds shall be donated to a charitable organization determined by the Board of Trustees.

Revised: 04/2017