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[CHAPTER NAME] Chapter  
of the California Nurse-Midwives Association,  
Affiliate of the American College of Nurse-Midwives

Standard Rules and Operating Procedures

**RULE I. Title and Relationship**

**Section 1.** The name of the organization shall be the [Chapter Name] Chapter of the California Nurse-Midwives Association (CNMA).

**Section 2.** All rules and regulations of the Chapter shall be consistent with the Bylaws of the American College of Nurse-Midwives (ACNM) and of the CNMA.

**RULE II. Purpose**

The purpose of the Chapter shall be:

1. to give support and encouragement to concerns and interests of ACNM and CNMA CNM/CM members and students;
2. to encourage members to be active participants in functions relating to the ACNM and CNMA
3. to promote positive public relations, representing the midwifery profession to the press and public;
4. to promote communications with other organizations, which address the interests of women, children and families;
5. to support and promote the philosophy of the ACNM and CNMA
6. to support and promote communication and professional achievement among members;
7. to take political action on the local, state, and national level on issues that impact practice or the health of women and children. Such action shall be congruent with the ACNM philosophy, policy and positions.

**RULE III. Membership and Privileges**

**Section 1.** Members of [Chapter Name] Chapter shall be members of the ACNM and of the CNMA.

**Section 2.** Unless otherwise chosen by the member, members will be those residing in [name(s) of county or counties]. A member may also choose chapter membership by location of residence, practice, or convenience.

**Section 3.** Categories of membership shall be consistent with categories established in the Bylaws of the ACNM and affirmed in CNMA Bylaws.

- A. **Active members:** Individuals interested in supporting the mission and purposes of ACNM, and who hold or previously held a CNM or CM credential from the ACNM, or its designee the AMCB, are eligible for **Active** member status. **Active** members of the Chapter may make motions, vote, and hold office.
- B. **Associate members:** Individuals other than a CNM/CM interested in supporting the mission and purposes of ACNM, including individuals in

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another related profession. Associate members of the Chapter may serve as a member of committees and task forces, but not as Chairperson. They may speak at membership meetings, but they may not make motions, vote or hold office.

- C. **Student members:** Individuals currently enrolled in an Accreditation Commission for Midwifery Education accredited or pre-accredited midwifery program. Student members of the Chapter may speak, but may not make motions, vote, or hold office. They may serve as members of committees in any capacity except as Chairperson.

**Section 4.** Membership shall consist of at least [X number] of **Active** members of the ACNM and the CNMA Affiliate.

#### **RULE IV. Dues and Finances**

##### **Section 1. Dues**

- A. In order to reduce barriers and integrate current CNMA members more easily into our local chapter's activities and participation, chapter dues are waived.
- B. In lieu of dues, the chapter may periodically ask for donations from members/ pass the hat or use some other means to cover expenses as needed.
- C. The chapter may solicit the CNMA Board for additional funds as needed.

**Section 2.** Fiscal year shall be from January 1 to December 31.

**Section 3.** Signatures: Two officers shall be authorized to sign checks.

#### **RULE V. Officers**

**Section 1.** The elected officers shall be the Chairperson, Vice-Chairperson, Treasurer, Corresponding Secretary, and Recording Secretary.

**Section 2.** Eligibility and Terms of Office:

- A. **Active** chapter members shall be eligible to hold any of the elected positions of the Chapter.
- B. Each office is held independently.

**Section 3.** The term of office for each officer shall be two (2) years.

**Section 4.** No officer shall serve more than two (2) consecutive terms.

**Section 5.** Vacancies

- A. A vacancy in the office of Chairperson shall be filled by the Vice Chairperson.
- B. If the Vice Chairperson is unable to serve, the remaining officers shall call for a special election to be held within sixty (60) days of the initial vacancy in the office of Chairperson.
- C. Vacancies in offices other than that of Chairperson shall be filled for the unexpired term by appointment by the remaining officers within sixty (60) days of the initial vacancy in that office.

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## **Section 6. Duties of Officers**

- A. The Chairperson shall:
  - 1. Preside at all chapter meetings.
  - 2. Appoint standing and Ad Hoc Committee Chairpersons.
  - 3. Coordinate communications between chapter and the CNMA.
  - 4. Submit an agenda to the Corresponding Secretary for distribution prior to the meeting.
  - 5. Declare election results.
- B. The Vice-Chairperson shall:
  - 1. Perform the duties of the chairperson in the absence or inability of the Chairperson to serve.
  - 2. Succeed to the office of Chairperson should the office become vacant during an unfinished term.
  - 3. Perform such duties as may be delegated by the Chairperson.
- C. The Treasurer shall:
  - 1. Be custodian of the funds of the chapter.
  - 2. Give an itemized report at each chapter meeting.
  - 3. Be responsible for accurate and complete recording of all chapter income and disbursements.
- D. The Recorder Secretary shall:
  - 1. Record all minutes of chapter meetings and ensure timely distribution of the minutes.
- E. The Correspondence Secretary shall:
  - 1. Be responsible for coordination of materials with the individual(s) maintaining the Chapter's electronic communications (e.g., web page, etc.)
  - 2. Distribute Chapter announcements, invitations, notices of events, and agenda prior to the meeting.
  - 3. Receive communications to forward to appropriate individual.

## **RULE VI. Nominations and Elections**

### **Section 1. Election schedule/Eligibility of members:**

- A. There shall be an election for chapter officers every two (2) years in the [odd/even] years, for offices to be assumed at the beginning of the following [even/odd] year.
- B. Nominations may be made by **Active**, voting members.
- C. Nominees must be **Active**, voting members. Names of nominees shall be confirmed with the list of active CNMA/ACNM members.
- D. Only **Active** members whose consent has been obtained shall be selected for nomination.

### **Section 2. Election procedures:**

- A. Nominating Committee:

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1. A nominating committee of two (2) **Active** members, but not current Officers, shall be elected by ballot for a two (2) year term at the spring meeting, in [odd/even] years.
2. Roles and responsibilities of the Nominating Committee are:
  - a. Compose a ballot in accordance with Rule VI, Section 1.
  - b. Prepare and distribute ballots and instructions, including deadline for ballot return, to voting membership no later than sixty (60) days prior to the date of the Fall meeting.
  - c. Prepare and distribute special ballots if a vacancy in the office of Chapter Chairperson occurs and the Chapter Vice-Chairperson is unable to serve.
  - d. Prepare a written tabulation of ballot results and submit to the Chapter Chairperson.
  - e. Notify all candidates of election results.
  - f. Destroy all ballots after the election has been declared by the Chapter Chairperson at the fall meeting.
- B. Ballot and ballot distribution procedures:
  1. Elections shall be conducted by mail ballot. An electronic (e-mail) ballot may be substituted, in whole or in part, for ballots conducted by postal mail.
  2. Ballots shall be mailed to the voting membership no later than sixty (60) days prior to the date of the Fall meeting.
  3. Ballots shall be returned to the Chairperson of the Nominating Committee.
- C. Counting of ballots:
  1. The Nominating Committee's Chairperson shall count all ballots returned by the membership.
  2. Ballots shall be counted no earlier than fourteen (14) days prior to the Fall meeting.
  3. Procedures for the counting of ballots.
    - a. Ballots shall be examined for identification and date of postal or electronic mailing to verify that the vote is valid.
      - i. The name and address of the sender shall be checked against the list of **Active** CNMA/ACNM members.
      - ii. If the ballot does not contain a name and/or address that can be verified against the CNMA/ACNM membership list, the ballot shall be declared invalid.
      - iii. If the ballot has been received from a member who is not currently a CNMA/ACNM dues-paid **Active** member, the ballot shall be declared invalid.
    - b. Ballots declared to be invalid shall be held separately from valid ballots.
    - c. In the event of a question concerning the validity of a ballot that would materially change the results of the election, the question shall be put to the membership at the Fall meeting.
- D. Maintenance and destruction of ballot materials:

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1. The Nominating Committee's Chairperson shall maintain all voting materials in a secure fashion, and shall bring them to the Fall meeting at which time the election results are finally determined. These include:
    - a. Membership lists used for the distribution of ballots and the verification of validity of ballots that are returned.
    - b. Copies of all materials used in the election procedure, including correspondence and actual ballots received.
    - c. Report of results of the election.
  2. Ballots may be destroyed after election results have been declared to the membership, following a majority vote of the membership to approve destruction of these materials.
- E. Declaration of election:
1. A plural majority of votes shall be required for election.
  2. A tie vote in a category shall be resolved by a voice vote of the voting members at the Fall meeting at which the tie is announced.
  3. Those elected shall take office at the beginning of the fiscal year following the meeting at which their election is declared.

## **RULE VII. Committees**

### **Section 1. Standing Committees:**

- A. Nominating Committee
1. Membership: Two **Active** members who are not current Chapter Officers.
  2. Term of office: two (2) years
  3. Duties:
    - a. Prepare a slate of candidates for chapter offices.
    - b. Perform other duties as outlined in Rule VI of these SROPs.

### **Section 2. Ad Hoc Committees**

Ad Hoc committees are formed to accomplish a specific task. The Chapter Chairperson will appoint the Ad Hoc committee chairperson. The formation, charge and membership of the committee are reported in the minutes of the chapter meeting.

## **RULE VIII. Meetings**

Section 1. The Chapter shall meet not less than two (2) times a year.

Section 2. A quorum for a meeting shall consist of one (1) elected officer and one-fourth (1/4) of the voting membership.

Section 3. A quorum must be present at all meetings in order to transact chapter business.

Section 4. Unless otherwise specified, a simple majority (1/2 + 1) of the quorum shall decide issues voted upon.

## **RULE IX. Amendments**

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Section 1. These rules may be amended at any meeting of the chapter by a two-thirds (2/3) vote of those present and entitled to vote, provided that thirty (30) days prior notice has been given.

Section 2. Amendments adopted by the chapter shall then be sent to the Bylaws Committee of the California Nurse-Midwives Association for review of congruence with CNMA and ACNM Bylaws before they become effective.

DATE EFFECTIVE: \_\_\_\_\_

DATE REVIEWED: \_\_\_\_\_

DATE AMENDED: \_\_\_\_\_