



## **Articles of Organization of the Nurse Licensure Compact Administrators**

### **Article I. Name.**

The name of this organization shall be the Nurse Licensure Compact Administrators (NLCA).

### **Article II. Purpose and Function.**

The activities conducted by the NLCA are the formation of public policy and are therefore, a governmental function.

The purpose and function of the NLCA shall be to implement and maintain the Nurse Licensure Compact (the "Compact") to:

- (a) Encourage the cooperation of party states in the areas of nurse licensure, discipline and regulation,
- (b) Facilitate the exchange of information between party states relating to nurse licensure, discipline and regulation,
- (c) Protect the public's health and safety by ensuring compliance with the laws governing the practice of nursing in each party state through the mutual recognition of party state licenses and
- (d) Engage in action to promote compliance with and enforcement of the provisions of the Compact and its' rules among the party states and to provide for dispute resolution.

### **Article III. Members.**

The Compact administrator for each nurse licensure board of a party state is a member of the NLCA upon the NLCA's acceptance of the party state's enactment of the compact. Each nurse licensure board of a party state must notify the NLCA in writing of the name of the Compact administrator and furnish a copy of the statute and Compact regulations. An official roll of members shall be maintained.

### **Article IV. Officers.**

#### **Section 1. Duties.**

NLCA members shall be eligible to serve as officers as long as they are a Compact administrator of a party state. The officers shall be the chair, the vice-chair, and the treasurer.

The responsibilities of the chair, or vice-chair in the chair's absence, shall include:

- (a) Call meetings,
- (b) Act as spokesperson for the NLCA,

- (c) Set agenda for, and preside over, meetings of the NLCA and the Executive Committee, and
- (d) Act as primary liaison to the National Council of State Boards of Nursing.

The chair shall also perform all duties that customarily pertain to the office of chair and shall perform such other duties and exercise such other powers as may be determined from time to time by the Executive Committee.

The vice-chair shall, in the absence of the chair or in the event of a vacancy in the office of the chair, perform the duties of the chair. The vice-chair shall also perform such other duties and exercise such other powers as may be determined from time to time by the Executive Committee.

The treasurer shall perform all duties that customarily pertain to the office of treasurer and shall perform such other duties and exercise such other powers as may be determined from time to time by the Executive Committee.

## **Article V. Committees.**

### **Section 1. Executive Committee.**

The Executive Committee shall consist of the officers of the NLCA and three additional members of the NLCA. The Executive Committee shall:

- a) Approve budgets, provide fiscal oversight and arrange for an annual fiscal review;
- b) Propose policies and procedures for consideration by the NLCA;
- c) Contract for services and monitor contract compliance;
- d) Monitor and enforce member compliance with the Compact and with applicable rules, regulations, policies, and procedures;
- e) Appoint committees, which may include standing and ad hoc committees;
- f) Approve and maintain minutes;
- g) Appoint arbitrators for disputes arising from party states;
- h) Develop uniform Compact rules for consideration by the NLCA and subsequent implementation by the states;
- i) Acknowledge NLCA members;
- j) Perform such other functions as are necessary or appropriate to effect the purpose of the NLCA between meetings of the members of the NLCA.

### **Section 2. Compliance Committee.**

A Compliance Committee shall be established as a standing committee to monitor state contractual compliance with the statutes and contractual requirements of the NLC.

**Section 3. Election Committee**

An Election Committee made up of two members not on the Executive Committee shall be established as a standing committee to:

- a) Inform NLCA on the responsibilities of the office;
- b) Encourage NLCA participation in the elections process;
- c) Announce nominations deadline and anticipated vacancies to NLCA;
- d) Communicate with incumbents to determine if they wish to run for re-election;
- e) Accept qualified nominees and prepare a slate of candidates for NLCA election;
- f) Present a list of candidates to the NLCA at the annual meeting including the terms of office expiration dates; and
- g) Tally/verify the election results and report them to the membership.

**Section 4. Other Committees (and description of duties).**

The NLCA may establish such other committees as it deems necessary to carry out its objectives. The composition, procedures, duties, budget, and tenure of such committees shall be determined by the NLCA.

**Article VI. Elections and Vacancies.**

**Section 1. Elections of Executive Committee.**

The Executive Committee shall be elected from the members by mail or electronic ballot the last 10 days of September. Nominations shall be made 30 days prior to the election. After the election committee has verified and reported the results of the election to the membership, any election resulting in a tie vote will be decided by lot.

Members of the Executive Committee shall have a term of two years or until a successor is elected. No person shall serve more than two consecutive terms in the same office. No person may hold more than one elected office at one time. A member of the Executive Committee may be removed by a two-thirds vote of the membership.

The election of the Executive Committee shall be as follows:

- a) Chair: Elected in odd years. Nominees for the chair position must be a Compact administrator for two years and have actively participated in the meetings of the NLCA;
- b) Vice Chair: Elected in even years; Nominees for the vice chair position must be a Compact administrator for two years and have actively participated in the meetings of the NLCA;
- c) Treasurer: Elected in even years;
- d) Committee Member-at-Large: Elected in even year;
- e) Committee Member-at-Large: Elected in odd year.
- f) APRN Member-at-Large: Elected in odd year.

**Section 2. Vacancies.**

Upon the resignation, removal, or death of an officer of the NLCA a special election shall be held to fill the vacancy. Nominations shall be made 30 days prior to election. A special election will be held 45 days after the vacancy is announced.

**Article VII. Conflict of Interest.**

No member of the Executive Committee shall hold elected or appointed office or a salaried position in a state, regional, or national association or body if the office or position might result in a potential or actual, or the appearance of, a conflict of interest with the NLCA, as determined by the Executive Committee. Members of the Executive Committee shall sign a Conflict of Interest Statement upon election.

**Article VIII. Meetings.**

**Section 1. Meetings.**

The members of the NLCA shall meet face-to-face at least twice a year at a time and place as determined by the Executive Committee. Other meetings may be called by the chair, by the Executive Committee or at the request of a majority of the members. Notice of any meeting shall be sent to all members by mail, recognized commercial delivery service, facsimile transmission or electronic communication at least 30 days in advance of the meeting. All meetings of the NLCA shall be public and are subject to federal open meeting laws. A quorum for conducting business at any meeting shall be at least one officer and a majority of the members. Members may participate in and act at any meeting through the use of a conference telephone or other communications equipment by means of which all persons participating in the meeting can communicate with each other simultaneously. Each member shall have one vote. Voting by proxy shall not be permitted.

All meetings of the Executive Committee shall also be conducted in accordance with Article 8, except that notice of any meeting of the Executive Committee shall be given at least 24 hours prior to the meeting.

All meetings shall be public with the following exception for discussions related to:

- (a) Non-compliance of a party state with its obligations under the Compact or these Articles of Organization;
- (b) The employment, compensation, discipline or other personnel matters, practices or procedures related to specific employees;
- (c) Threatened or actual litigation or other legal proceedings, the evaluation of risks of potential litigation or liability;
- (d) Negotiation of contracts for the purchase or sale of goods, services or real estate;
- (e) Accusing any person of a crime or formally censuring any person;
- (f) Disclosure of trade secrets or commercial or financial information which is privileged or confidential;
- (g) Disclosure of information of a personal nature where disclosure would constitute a clearly unwarranted invasion of personal privacy;

- (h) Disclosure of investigatory records compiled for law enforcement purposes or
- (i) Disclosure of information related to any investigatory reports prepared by or on behalf of or for use of the Executive Committee or other committee charged with responsibility of investigation or determination of compliance issues pursuant to the compact.

**Article IX. Fiscal.**

**Section 1. Annual Fee.**

An annual fee shall be set by the NLCA members.

- (a) The annual fee shall be based on expenditure projections, and as recommended by the Executive Committee.
- (b) The fee shall be set by the affirmative vote of a majority of members.
- (c) Such amount shall be invoiced by the secretariat and payable at the beginning of NLCA's fiscal year.
- (d) The fiscal year shall be October 1 through September 30.
- (e) Any NLCA member whose fees remain unpaid after January 15 shall be considered delinquent and may be subject to enforcement action to collect such unpaid fees,
- (f) The financial records of the NLCA shall be reviewed annually and a report presented to the members.
- (g) Fees are payable in the fiscal year following the enactment of the compact by a party state.

**Section 2. Expense Reimbursement.**

Subject to the availability of budgeted funds, the Executive Committee shall be reimbursed for any actual expenses incurred by the Executive Committee in the performance of their respective duties and responsibilities as officers of the NLCA in carrying out the business of the compact, including attendance at meetings.

**Article X. Privileges.**

Membership privileges shall include but are not limited to the right to vote, participate in meetings of the NLCA or any committee thereof, and serve as an officer of the NLCA, as prescribed in these Articles of Organization.

**Article XI. Member Compliance.**

Any member state which does not comply with the provisions of these Articles of Organization and the policies and procedures adopted hereunder and any applicable contracts of the NLCA shall be subject to immediate compliance review by the Executive Committee and possible enforcement action against such member state.

**Article XII. Affiliation with the National Council of State Boards of Nursing.**

- (a) The NLCA shall be affiliated with the National Council of State Boards of Nursing, Inc. and National Council of State Boards of Nursing may have a non-voting

representative attend and participate in all meetings of the NLCA.

- (b) NLCA shall negotiate a Memorandum of Understanding with National Council of State Boards of Nursing for the provision and payment of secretariat and professional services. Payment for services shall be made from the funds collected by National Council of State Boards of Nursing on behalf of the NLCA.
- (c) Funds including party state fees contributed or appropriated from any source for the specific use of the NLCA shall be held by National Council of State Boards of Nursing and administered and disbursed for the benefit of the NLCA and its activities.

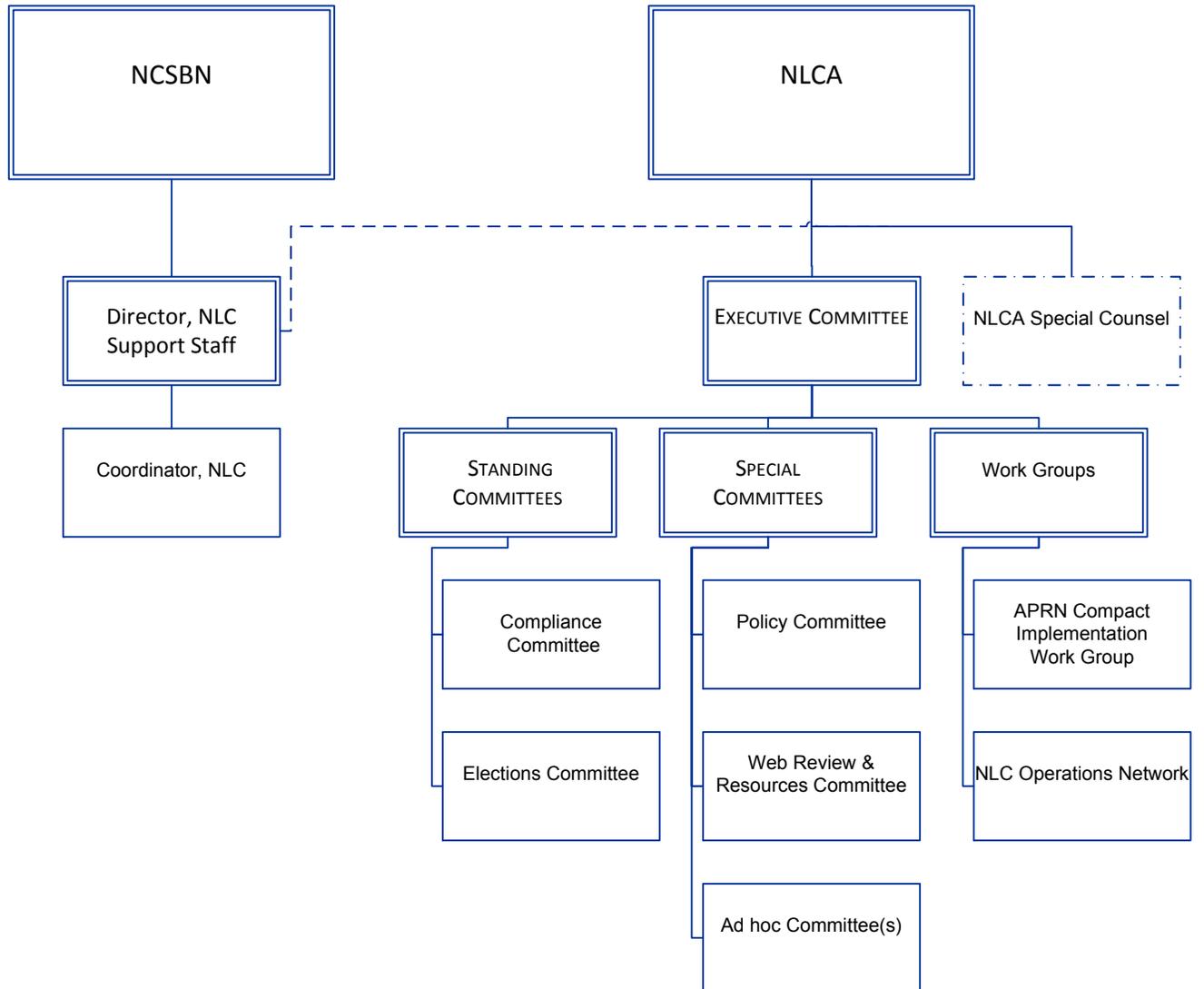
**Article XIII. Parliamentary Authority.**

The rules contained in the then current edition of Robert's Rules of Order Newly Revised shall govern the parliamentary procedures of the NLCA and its committees in all cases not provided for in these Articles of Organization or in any policies and procedures or any special rules of order which are duly adopted.

**Article XIV. Amendment of Articles.**

These Articles of Organization may be amended by a two-thirds vote of the members, provided that copies of the proposed amendments have been presented in writing to the members at least 15 days prior to the meeting.

## NLCA Organizational Chart



The NLCA (Nurse Licensure Compact Administrators) is a quasi-governmental (supra- state/sub- federal) agency which was created by the enactment of the Nurse Licensure Compact in 2000.