



Texas Council of PeriOperative Registered Nurses

TCORN

# Operating Policies

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## **I. MISSION AND VISION**

### **A. MISSION:**

Establish and maintain communication among Texas perioperative nurses, AORN Chapters, and National AORN regarding legislative and professional issues impacting perioperative nursing at the State and National levels.

### **B. VISION:**

TCORN, the voice of Texas perioperative nurses is committed to providing resources to foster professional growth through education, networking, collaboration, and participation in the regulatory process to influence perioperative nursing practice.

## **II. OFFICERS RESPONSIBILITIES**

### **A. TCORN Officers' Term of Office:**

1. Chair – Serves for one year immediately following term as Chair-Elect
2. Chair-Elect – Elected annually for one year and serves the following year as Chair
3. Past Chair – Serves one year immediately following term as Chair
4. Vice-Chair – Elected in even numbered years for a two year term
5. Secretary – Elected in even numbered years for a two year term
6. Treasurer – Elected in odd numbered years for a two year term

### **B. Eligibility for office**

1. Any member of TCORN is eligible to run for office
2. No officer may serve more than two consecutive terms in the same office.
3. When possible, TCORN officers should represent different chapters.

### **C. Responsibilities Summary**

#### **1. Chair**

- a. Serves as official representative of TCORN.
- b. Serves as a delegate to NLAC (Nursing Legislative Agenda Coalition).
- c. Plans and implements annual meeting at Congress.
- d. Chairs TCORN meeting(s).
- e. Appoints committee chairs.
- f. Chairs Strategic Planning Committee

#### **2. Chair-Elect**

- a. Assists the Chair as delegated.
- b. Assumes the office of Chair at end of term.
- c. Participates on Conference Planning Committee.
- d. Chairs special projects.
- e. Assists Chair with planning of annual meeting at Congress

#### **3. Past Chair:** Chairs Conference Committee and registration is waived.

#### **4. Vice-Chair**

- a. Assists the Chair as delegated.
- b. Assumes position of Chair in the absence of the Chair.
- c. Chairs Bylaws and Policy Committees.

#### **5. Treasurer**

- a. Manages TCORN finances and maintains accurate financial records
- b. Maintains membership database.
- c. Manages registration for meetings/conferences.
- d. Manages TCORN product sales.
- e. Pays NLAC dues biennially.
- f. Prepares an operating budget for the coming year.
- g. Presents an itemized financial report to the membership at the annual meeting.
- h. Submits 990N to IRS within end of fiscal year.

## 6. Secretary

- a. Keeps minutes of all proceedings of the Council and forwards to TCORN Officers within 30 days for approval;
- b. Prepares and sends an approved periodic *Officer's Action Report* to the membership.
- c. Prepares and distributes a roster of officers and committee chairs. with contact information as directed.
- d. Maintains correspondence.
- e. Participates on Conference Planning Committee.
- f. Participates on Membership Committee.

## III. COMMITTEE RESPONSIBILITIES

### A. BYLAWS and POLICIES

1. **ROLE:** Conducts annual review of TCORN Bylaws and Policies .
2. **COMPOSITION:**
  - a. Chair: TCORN Vice Chair
  - b. Members: One to two members.
3. **RESPONSIBILITIES: TCORN Vice Chair** appoints members of the Bylaws and Policies Committee
  - a. **BYLAWS:**
    1. Submits recommendations for amendments to the TCORN Officers no later than February 15th or as needed earlier in the fiscal year. Approved Bylaw recommendations are posted on the website for a minimum of thirty (30) days for members to review. Voting will be electronic or included on the paper ballot at the annual meeting.
    2. Provides latest copy of Bylaws to the webmaster for posting on the website.
    3. Serves as the liaison for Bylaws issues between TCORN and AORN.
  - b. **POLICIES:**
    1. Submits recommendations for amendments to the TCORN Officers as needed.
    2. Provides latest copy of Policies to the webmaster for posting on the website.

### B. CONFERENCE (see Appendix D)

1. **ROLE:** To provide at least one Saturday or weekend educational conference annually. (Generally held in late January).
2. **COMPOSITION:**
  - a. Chair: TCORN Past Chair
  - b. Members: TCORN Chair-Elect, Treasurer, Secretary
  - c. Other members as appointed by Conference Committee Chair
3. **RESPONSIBILITIES** (Chair and Committee members):
  - a. Conference Chair selects additional committee members to manage aspects of conference planning/implementation (e.g.):
    - i. Local representatives to arrange meeting place, lodging, catering, etc.
    - ii. Application for continuing education credit
    - iii. Vendor sponsors
    - iv. Marketing
  - b. Selects conference date
  - c. Selects conference venue (Legislative year, always in Austin)
  - d. Selects theme and speakers.
  - e. Provides Speaker Reimbursement Protocol [Appendix V] to insure that financial commitments are clear.
  - f. Assigns one committee member to communicate as liaison with presenters.
  - g. Liaisons use interview checklist (See Appendix I) to insure that:
    - i. Presenters understand needs of target audience.
    - ii. Presenters understand that presentation must meet CE requirements and be free of commercial bias.
    - iii. All materials (content outline, biographical information, picture, handout material, etc.) arrive on time.
    - iv. Presenters needs (transportation, lodging, AV, etc) are met.

- h. Prepares and monitors conference budget
  - i. Identifies expenses
  - ii. Sets registration fee
- i. Prepares marketing materials (e.g. brochure, website content including registration form); completed registration forms and fees are mailed directly to the Treasurer.
- j. Develops, reviews, and revises content related to the conference and the Conference committee on the website throughout the year.
  - i. Completes detailed conference financial report for Treasurer.
  - ii. Completes Financial Worksheet for the committee and submits to Treasurer by February 1
  - iii. Completes annual report for TCORN Chair by February 15<sup>th</sup>.

**C. LEGISLATIVE COMMITTEE**

1. **ROLE:** To monitor local, state, and federal legislation, regulations, and standards affecting the practice of perioperative nursing.
2. **COMPOSITION:**
  - a. Legislative Chair: Appointed by the TCORN Chair to serve for two years beginning in even years.
  - b. Members: Members appointed by Legislative Chair
3. **RESPONSIBILITIES (Chair and Committee members):**
  - a. Chair serves as delegate to NLAC (Nursing Legislative Agenda Coalition).
  - b. Studies legislation, state and national, that impacts perioperative nursing practice.
  - c. Prepares communication for dissemination to members when appropriate.
  - d. Prepares a legislative report for the annual TCORN meeting.
  - e. Completes Financial Worksheet and submits to Treasurer by February 1<sup>st</sup>.
  - f. Completes annual report for Chair by February 15<sup>th</sup>.
  - g. See Appendix H for "Services, Responsibilities and Costs" regarding NLAC activities.
  - h. Recommends to the Chair-Elect appointments for Legislative Committee Chair
  - i. Develops grassroots network

**D. MEMBERSHIP COMMITTEE**

1. **ROLE:** To solicit membership in TCORN from among Texas perioperative nurses and Texas AORN chapters.
2. **COMPOSITION:**
  - a. Chair: To be appointed by TCORN Chair.
  - b. Members: Secretary; other members as appointed by Membership Committee Chair
3. **RESPONSIBILITIES (Committee Chair and Committee members):**
  - a. Develop strategies to attract members to TCORN.
  - b. Provides updated membership materials for website.
  - c. Maintains new member materials on the website.
  - d. Distributes membership materials to each new member.
  - e. Completes Financial Worksheet and submits to Treasurer by February 1<sup>st</sup>.
  - f. Completes annual report for Chair by February 15<sup>th</sup>

**E. NLAC (see Appendix H)**

1. **ROLE:** To participate with the Texas Nurses Association and other Texas nursing specialty organizations in the pursuit of legislative protection for Texas nurses and perioperative nursing practice in Texas.
2. **COMPOSITION:**
  - a. Legislative Chair
  - b. TCORN Chair
3. **RESPONSIBILITIES:**
  - a. Treasurer pays NLAC dues biennially.
  - b. NLAC meets in Austin at least twice yearly.
  - c. Participates when possible with NLAC conference calls.
  - d. NLAC dues entitle TCORN to TWO seats at each NLAC meeting.
    - i. When possible the TCORN Chair and Legislative Chair attend the meeting.
    - ii. The TCORN Chair may appoint a substitute when necessary.
  - e. When the TCORN budget permits, expenses (travel, hotel, meals) for the two designated attendees are reimbursed.

## **F. NOMINATING**

1. **ROLE:** Provide qualified candidates for ballot each year.
2. **COMPOSITION:** Three members appointed by the TCORN Chair
3. **RESPONSIBILITIES** (Chair and Committee members):
  - a. Provides Webmaster with current information related to Nominating Committee.
  - b. Provides information through designated communication vehicles (offices to be filled with their duties and criteria, and a willingness to serve form) by November 15th.
  - c. Prepares a "Call for Candidates".
  - d. Verifies candidate eligibility
  - e. Presents slate of candidates to the Officers for review and ratification prior to January 31st
  - f. Obtains photo and a biographical profile or election statement from each nominee.
  - g. If voting is by secret ballot at the annual meeting, provides ballots for voting, collects ballots, and delivers ballots to Tellers Committee; if voting is electronic, webmaster delivers ballots to Tellers Committee.
  - h. Completes Financial Worksheet and submits to Treasurer by February 1<sup>st</sup>.
  - i. Completes annual report for TCORN Chair by February 15<sup>th</sup>

## **G. STRATEGIC PLANNING**

1. **ROLES:** To provide a three (3) year organizational plan for the Council.
2. **COMPOSITION:**
  - a. Chair: TCORN Chair
  - b. Members: TCORN Past Chair, Chair-Elect, and others as appointed by the TCORN Chair
3. **RESPONSIBILITIES** (Chair and Committee members):
  - a. Directs committee activities to achieve objectives as prioritized by the Officers.
  - b. Reviews plan annually.
  - c. Completes Financial Worksheet and submits to Treasurer by February 1<sup>st</sup>.
  - d. Completes annual report for TCORN Chair by February 15<sup>th</sup>

## **H. TELLER'S COMMITTEE**

1. **ROLES:**
  - a. Verifies accuracy of ballots.
  - b. Submits election results to the TCORN Chair.
2. **COMPOSITION:** Three members who are not candidates are appointed by the TCORN Chair
3. **RESPONSIBILITIES:**
  - a. Count the ballots or reviews data from online voting.
  - b. Allows no "write-in" ballots.
  - c. Submits the results of the election including the number of votes cast for each candidate to the TCORN Chair.
  - d. Upon notification by the TCORN Chair destroys the ballots.

## **IV. OTHER**

### **A. GUESTS**

Guests are welcome at the annual meeting.

### **B. MEMBERSHIP**

Individual and Chapter Membership applications are available on the TCORN website.

### **C. TERMINATION OF MEMBERSHIP**

TCORN membership will automatically terminate if dues are not current.

### **D. DUES**

Officers determine the dues schedule for all member categories.

**F. REMOVAL FROM OFFICE**

In the event that a member who is elected or appointed to office is unable to fulfill the duties of the position, the Officers reserve the right to replace that individual. Refer to Bylaws for method of replacement for each position.

**G. ELECTIONS**

1. Nominations may be made by any TCORN member.
2. Nominations are submitted electronically to the chair of the Nominating committee
3. Nominations will be posted on the website
4. Nominations begin 60 days prior to the annual meeting. (*roughly Jan. 15*)
5. Nominations are closed 45 days prior to the annual meeting. (*roughly Feb. 1*)
6. Voting may begin 45 days prior to the annual meeting.
7. Election of officers shall be held by electronic ballot 30 days prior to the annual meeting at Congress. (*roughly Feb. 15*)
8. In the event there is not a full/complete ballot at the time nominations are closed for electronic voting, that position(s) or positions may be elected at the annual meeting and electronic or paper ballot may be used

# APPENDICES

**Appendix A**  
**Timeline for Important Activities**

<b>Month</b>	<b>Activity</b>	<b>Responsible Party</b>
<b>April</b>	Immediately following Congress, update website (new officers and first message from the new chair) and send bulletin to members.	Chair / Webmaster/ Newsletter Editor
<b>May</b>		
<b>June</b>		
<b>July</b>	AORN Leadership Conference - Denver	Stipend provided Chair to attend
	Determine theme and speakers for January Conference	Past Chair
<b>August</b>	Continue with conference planning (location – vendors)	Past Chair
<b>September</b>	Secure space for luncheon meeting at congress	Chair
	Secure funding from sponsors	
	Post/distribute marketing materials for January Conference and online registration	Past Chair / Webmaster
<b>October</b>	Special Projects: prepare members for perioperative nurse week (proclamation package)	Chair-Elect
	Membership Drive	
<b>November</b>	Implement details for Perioperative Nurse Week	Chair-Elect
	Finalize lunch plans (including menu) for annual meeting	Chair
<b>December</b>	Publish annual meeting plans and luncheon reservation form	Chair
	Agenda for Annual meeting	Chair
	Membership Drive (through April)	Membership Committee Chair
<b>January</b>	Annual conference occurs	Past Chair
<b>February</b>	1 <sup>st</sup> – Budget Worksheets to Treasurer	Officers, Committee & Project Chairs
	15 <sup>th</sup> - Annual Reports Due to TCORN Chair	Officers, Committee & Project Chairs
<b>March</b>	Election of officers (results announced at annual meeting)	Nominating Committee/ Webmaster.



**Appendix B**  
**Texas Council of PeriOperative Registered Nurses (TCORN)**

**Annual Report Form**

Year \_\_\_\_\_

**Officer Position / Committee** \_\_\_\_\_

- I. Committee chair/members:
  
- II. Objectives of Committee (indicate *met* and *not met*)
  
- III. Summary of activities (meetings held, decisions made, accomplishments, etc.)
  
- IV. Financial report (attached)
  
- V. Recommendations to TCORN Officers / TCORN Chair-Elect:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Submit report to TCORN Chair by February 15<sup>th</sup>**

***Appendix C***  
**Financial Worksheet**

YEAR \_\_\_\_\_

TCORN Office or Committee \_\_\_\_\_

	<b>Current</b>	<b>Proposed</b>
Monies budgeted for fiscal year		
Expenses year to date		
Estimated additional expenses		
Income year to date		
Net profit (loss)		
Recommended budget for next year		

Comments: (Be sure to provide justification for budgeted monies for next year):

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Treasurer and / or Officers must be contacted for approval before spending any monies over budgeted amounts.

Each Officer / Committee Chair is responsible for developing a proposed budget for the position. Submit "Budget Tracking Tool" to Treasurer by February 1st.

## ***Appendix D***

### **Conference Planning Protocol**

Time Frame	Activity	Start	Complete	
<b>July</b>	• Establish Venue			
	• Be sure room setup will accommodate <ul style="list-style-type: none"> <li>○ Classroom style setup</li> <li>○ Catering: Buffet meals or separate dining room</li> <li>○ Vendor tables (12-15)</li> <li>○ Registration area</li> <li>○ AV required (microphone – computer – LCD projector)</li> </ul>			
	• Select Theme: (AORN Leadership may give ideas)			
	• Invite Speakers: (AORN leaders at Leadership) <ul style="list-style-type: none"> <li>○ Explain/Provide TCORN's Expense Protocol</li> </ul>			
	<b>July-August</b>	○ Solicit Title and objectives		
		○ Picture (for website)		
		○ Commitment to meet CE deadlines		
		○ Bioform		
		• Secure conference hotel		
<b>July</b> (or when program established)	• Solicit Vendors <ul style="list-style-type: none"> <li>○ Vendor registration form</li> </ul>			
	<b>September</b>	• Develop <ul style="list-style-type: none"> <li>○ Database (includes registration, finances, vendors)</li> <li>○ Website</li> <li>○ Registration form</li> <li>○ Brochure               <ul style="list-style-type: none"> <li>▪ considering mailing several to each AORN chapter</li> <li>▪ vendors may distribute</li> </ul> </li> <li>○ Objectives</li> </ul>		
<b>October</b>		• Begin CE application		
		• Being Marketing		
<b>January 1 (No later than)</b>		• PowerPoint's from speakers		
		• Evaluation form		
		• CE required forms to sign		
		• Certificate		
		• Sign in Sheets		
	• Implementation <ul style="list-style-type: none"> <li>○ Handouts</li> <li>○ Registration (NOTE: Registration is waived for the Past Chair who serves as Chair of the Conference).</li> <li>○ Program</li> <li>○ Vendor thanks</li> <li>○ Membership forms</li> <li>○ Congress Luncheon Registration</li> </ul>			
	• Post Conference <ul style="list-style-type: none"> <li>○ Expense reimbursement</li> </ul>			

Time Frame	Activity	Start	Complete
January 1 Cont.	○ Website update		
	○ Summary of Evaluations		
	○ Thank You notes		
	▪ Vendors		
	▪ Speakers (with reimbursement check)		
	▪ Venue (if appropriate)		

***Appendix E***  
**Presenter Reimbursement Protocol**

Reimbursement limit: \$500/per presenter

Expenses included:

- Airfare
- One night hotel
- Ground transportation

Registration fee for the conference is waived.

TCORN will do its best to provide local transportation and entertainment during the conference weekend.

Receipts required for reimbursement of expenses.

**Appendix F**  
**Presenter Interview Checklist**

Presenter Liaison \_\_\_\_\_

Call Date \_\_\_\_\_

Presenter \_\_\_\_\_

Phone \_\_\_\_\_

e-mail address \_\_\_\_\_

Date of Presentation \_\_\_\_\_

Who referred speaker \_\_\_\_\_

**ACTIVITY**

- Advise that target audience comprises perioperative registered nurses from novice to expert; enthusiastic and avid learners who are familiar with evidence-based practice guidelines.
- Advise that continuing nursing education must be objective, evidence-based, and free of commercial focus or marketing.
- Title of activity:
- Negotiated objectives for the presentation:

Objectives:

- Advise that content outline must be sufficiently comprehensive to clearly support the objectives.
- Advise that biographical form must be completed & resume or curriculum vita is not acceptable.
- Deadline for receipt of content out line and biographical information. Date: \_\_\_\_\_
- E-mailed biographic form and content outline form . Date: \_\_\_\_\_
- Permission to put handout/presentation material on website in .pdf format.  YES  NO
- Deadline for handout materials (so they can be copied). Date: \_\_\_\_\_

Notes:

# Appendix G TCORN Expense Report

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## EXPENSE REPORT

Activity \_\_\_\_\_  
 Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_

Date: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Phone: \_\_\_\_\_

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Totals
<b>Trasportation</b>								
Airfare								\$ -
Taxi (inc. tip)								\$ -
Auto Rental								\$ -
Bus								\$ -
Train/Subway								\$ -
Miles @\$0.505								\$ -
Gasoline								\$ -
Parking/Tolls								\$ -
								\$ -
<b>Lodging</b>								\$ -
Hotel								\$ -
<b>Telephone</b>								\$ -
<b>Postage</b>								\$ -
<b>Meals (inc. tip)</b>								\$ -
Breakfast								\$ -
Lunch								\$ -
Dinner								\$ -
<b>Registration Fees</b>								\$ -
								\$ -
<b>Totals</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**Purchases (Describe fully)**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Total** \$ -

I certify that this accounting is accurate as to actual and necessary business expenses incurred.

Signature \_\_\_\_\_ Date \_\_\_\_\_

FOR TCORN USE ONLY Approved: _____ Date paid: _____
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## Appendix H

### TCORN Meeting Planning Protocol

(Bold print indicates responsibility other than TCORN Chair's)

Time Frame	Activity	Start	Complete
<b>September</b>	◆ Request location from AORN (accommodate 110)		
	◆ Round tables of 8 or10		
	◆ Ask for at least one additional table without food service for those who show up who want to attend the meeting but have not paid		
	◆ Catering – negotiate no more than \$30/person		
	◆ AV = head table, podium, microphone		
<b>Oct. / Nov.</b> (as soon as expenses established)	◆ Contact PSI – to determine if willing to continue support <ul style="list-style-type: none"> <li>○ Contact: Harold Smith - cell 817-235-2309</li> <li>○ Butch Lawhon, President: 800-477-0494 x7013</li> </ul>		
	◆ Communication and Marketing Strategies ( <b>Webmaster</b> ) <ul style="list-style-type: none"> <li>○ <b>Webmaster:</b> Post all meeting &amp; public materials to Website</li> <li>○ <b>Webmaster:</b> Provides distribution list link to Chair and Secretary for direct communication to TCORN members.</li> <li>○ Chair identifies Date of Meeting</li> <li>○ <b>Webmaster</b> posts the Meeting SAVE the DATE Notice.</li> </ul>		
<b>January</b> Prior to Congress	◆ Registration: Beginning with January conference <ul style="list-style-type: none"> <li>○ <b>Treasurer:</b> collects the preregistration for the Annual Meeting during the conference.</li> <li>○ <b>Webmaster:</b> maintains the template of the registration form for the Conference and Annual Meeting making these available to the <b>Treasurer</b> as appropriate.</li> <li>○ Adds Agenda Post agenda conference notice about meeting</li> </ul>		
	◆ <b>Webmaster:</b> post notice to the webpage		
	◆ <b>Webmaster:</b> Online registration form is developed and posted		
	◆ <b>Treasurer</b> create database		
	◆ <b>Treasurer:</b> Email <i>admission ticket</i> to participants to gain entrance. <ul style="list-style-type: none"> <li>○ Print generic admission tickets for the registration desk at the meeting to give to paid registrants who have forgotten/lost the ticket that was mailed to them</li> </ul>		
	◆ Develops the Program for the meeting: <ul style="list-style-type: none"> <li>○ Arranges for all printing/copying needed for the meeting such as programs, handouts such as Policy or Bylaw changes to be voted on during the meeting, etc. to be available for participants.</li> </ul>		
	◆ Creates the Meeting Agenda and include in the program <ul style="list-style-type: none"> <li>○ Create and submit Chair's Message to <b>Webmaster</b> for publication to the Website and include in the program for the meeting.</li> <li>○ Requests lists from national AORN for inclusion in the program: <ul style="list-style-type: none"> <li>▪ Texas AORN Chapters contact information (President or Chapter TCORN Representative name)</li> <li>▪ TX AORN members active nationally in AORN and their chapter affiliation</li> </ul> </li> <li>○ Include any Policy Manual &amp; Bylaw updates/changes:</li> </ul>		
	◆ <b>Legislative Committee Chair</b> submits Legislative report to the <ol style="list-style-type: none"> <li>1. Chair, (indicate to the Chair if you wish to provide the written report as a part of the program or if it will be distributed only via the website and delivered verbally at the meeting).</li> <li>2. <b>Secretary</b> for inclusion in TCORN's permanent files and the</li> </ol>		

Time Frame	Activity	Start	Complete
	<p>3. <b>Webmaster</b> for inclusion in the Website</p> <ul style="list-style-type: none"> <li>◆ Recognition of Service to TCORN: <ul style="list-style-type: none"> <li>○ Officers &amp; Committee Chairs: <ul style="list-style-type: none"> <li>▪ <b>Treasurer</b> forwards check to AORN Foundation for the donation to AORN Foundation in recognition of each outgoing elected officials and committee chairs that has served the previous year. (Amount range to be determined each year by leadership of TCORN and based on availability of funding in the budget).</li> <li>▪ Collect the individual envelopes at the Foundation booth at AORN Congress for distribution at the meeting.</li> <li>▪ <b>Outgoing Chair</b> presents the <i>TCORN Gavel</i> to the incoming Chair. The TCORN Gavel represents the transition of responsibility from one leader to the next and is each new Chair's responsibility to serve as the guardian of the Gavel until the new Chair assumes the responsibility during the Annual Meeting held at AORN Congress.</li> <li>▪ <b>Chair Elect</b> selects a personal recognition gift for outgoing Chair. Expense is covered by TCORN. (Amount range to be determined each year by the leadership of TCORN and based on the availability of funding in the budget).</li> <li>▪ Membership recognition – Charms: <ul style="list-style-type: none"> <li>Contact Peggy Forcelli (WhiteStar Medical) who has sponsored this recognition in the past <a href="mailto:whitestar@stic.net">whitestar@stic.net</a> or (800) 373-4020 to determine if she and her company are willing to contribute this before each Annual Meeting.</li> </ul> </li> </ul> </li> </ul> </li> </ul> <p><i>Note: In an effort to provide appropriate recognition of TCORN Leaders and prevent any personal embarrassment or financial burden on individual members willing to serve in one of these roles; there is no expectation nor is it recommended that personal recognition gifts be purchased by individuals beyond those listed above and funded by TCORN and/or through vendor support.</i></p>		
Day of Meeting	<ul style="list-style-type: none"> <li>◆ Appoint a TCORN volunteer(s) to <b>host</b> at each entrance to collect tickets (if possible open only ONE of the double doors to restrict entrance)</li> <li>◆ An additional host greets attendees before they reach the registration table, instructing them to stop at the registration table only if they do not have an admission ticket.</li> </ul>		
	<ul style="list-style-type: none"> <li>◆ Appoint <b>2-3 TCORN members</b> to serve at the Registration Table: <ul style="list-style-type: none"> <li>○ Collect "tickets" from those that prepaid.</li> <li>○ Check off those that paid but arrived without ticket.</li> <li>○ Provide membership applications and collect dues payments</li> <li>○ Collect payment for any: <ul style="list-style-type: none"> <li>▪ "Pay at the door" participants who are willing to wait until the meeting starts to see if there are any empty places.</li> </ul> </li> </ul> </li> </ul>		

**Appendix I**  
**Services, Responsibilities and Costs**  
**Nursing Legislative Agenda Coalition**

**SERVICES, RESPONSIBILITIES AND COSTS**  
**2009 NURSING LEGISLATIVE AGENDA AND AGENDA COALITION**

**A. Overview**

The Professional Nursing Legislative Agenda and Coalition consists of two components -- the Legislative Agenda and the Agenda Coalition. The Agenda is a document setting out nursing's positions on issues on which either it plans to initiate legislation, or it anticipates nursing and health care legislation during the session. The Agenda Coalition consists of those nursing organizations that sign on to the Agenda and agree to support legislative action consistent with the positions set out in the Agenda. The fee associated with belonging is discussed in Section E.

**B. Development of the Agenda**

Development of the Nursing Legislative Agenda begins in the spring of even-numbered years with identification of potential legislative issues by TNA's Governmental Affairs Committee. Other nursing organizations are also encouraged to identify nursing or health-care related issues they believe will be, or would like to see addressed, by the upcoming legislature. Nursing organizations met in the spring of even-numbered years to discuss the issues and begin the process of prioritization and then again in the fall of even-numbered years to finalize the Agenda.

**C. Organization of the Professional Nursing Legislative Agenda Coalition**

The Nursing Legislative Agenda Coalition consists of nursing organizations and nursing groups within larger organizations. Nursing organizations or groups endorsing the Agenda will function as an informal coalition. The primary function will be to keep member organizations informed on legislative issues and as a forum for sharing information. The coalition will not function as a decision-making body but can serve as a vehicle for member organizations to reach non-binding consensus on issues.

Since the Agenda Coalition is not a decision-making body, participating organizations are not prevented from setting their own legislative priorities. For example, the Texas Association of School Nurses may decide to devote their resources to a school nurse bill. The coalition simply operates as a forum for professional nursing organizations to collaborate on issues of common interest.

Coalition members will be informed of all needed changes to the Agenda and any member organization will have the right to rescind its endorsement if it cannot accept the change. While no changes are anticipated, new issues may arise during the session on which professional nursing will want to take a position.

This right of notification of changes in the Agenda will not include being notified of all changes to bills on the Agenda. While TNA will try to provide such notification, time constraints of the legislative process may not always permit this to occur. However, coalition members will not be represented as supporting a particular bill or amendment unless the Agenda addresses the general subject matter of the bill, and the bill or amendment is consistent with the language of the statement of the Agenda on that subject.

**D. Services to be Provided Endorsing Organization By TNA**

There are two levels of services – one for session and one for session plus interim. The difference is that services end in July following the session for the first level and continue through the interim for the second level. The services provided include:

1. Listing of name of organization as an Endorsing Organization on the Nursing Legislative Agenda.
2. Participation in Nurse Day at the Capitol including having two representatives at any reception for legislators held in conjunction with Nurse Day. Members of organization can attend any pre-Nurse Day CNE program at TNA member cost.
3. Attendance for 2 representatives at lobbying workshop in January of odd-numbered years at the beginning of the legislative session.
4. Ten copies of the "Legislative Bluebook" (legislative directory with member pictures, committees, etc) with right to purchase additional copies of the "Legislative Bluebook" at TNA's bulk rate.
5. Copies (may be in electronic format or link to electronic copy) of bills relating to agenda. There may be a

- copying charge for hard copies, particularly for very large bills or if large number is requested.
6. Information and Action Alerts to member organizations when important action is taken on legislation on the Agenda. TNA utilizes a grassroots software that permits nurses to respond with emails directly to legislative offices from the alert.
  7. Participation in regularly scheduled conference calls during session via toll-free 800 number. Begin with 2 calls about every other week and go to weekly calls during busiest part of session.

*Additional Level 2 Services include:*

1. Action and Information Alerts during Interim
2. Attendance of two designated representatives to two workshops for developing Nursing Legislative Agenda (Spring and Fall of Even-numbered years)

**E. Responsibilities of Endorsing Organizations**

1) **[Fee]** Pay membership fee for selected level:

- Session only (6 months, January – June of even-numbered years); or
- Session + Interim (24 months, January odd-number year - December even-numbered year).

Fees are payable in January of odd-number years. Payment schedules can be arranged.

- 2) **[Representatives]** Designate one person as primary contact for the organization with one back-up person. This person will be responsible for conveying information to the organization and getting feedback to TNA on the Agenda and particular pieces of legislation.
- 3) **[Decision-making]** Establish a decision-making process for providing quick feedback on the organization's position on nursing issues. Issues may arise in the course of amendments to a bill or in negotiating a bill and an organization's position may be needed. The time for such input can be as little as several hours when negotiations are serious and time is short.
- 4) **[Grassroots]** Participate in Grassroots Lobbying Network. Establish a telephone or email communications network that can be activated to get nursing input quickly to legislators during the session.
- 5) **[Key Nurse Contacts]** Participate in Key Nurse Contact Network. Attempt to identify a key nurse contact for as many legislators as possible. This key contact is a nurse member who has a working familiarity with the legislator.
- 6) **[Knowledge Experts]** Identify members within the organization with special knowledge or expertise on issues on the Nursing Agenda, interest in testifying, etc.
- 7) **[Background on Bills]** Help with the preparation of background sheets on agenda items of particular interest to the area of practice of the organization's members.

**F. CALENDAR OF EVENTS**

**EVEN-NUMBERED YEARS**

2 <sup>nd</sup> Tuesday in March (April/May)	Primary Election Meeting to identify potential issues for upcoming legislative session that will begin in January of odd-numbered-year
Late Summer/Early Fall	Meeting to reach final consensus on issues for Nursing Legislative Agenda for upcoming session
September – November	Finalize specifics of Nursing Legislative Agenda Draft legislation & identifying bill sponsors Negotiate with other stakeholders
1 <sup>st</sup> Tuesday in November	General Elections
Monday after Elections	Pre-Filing of Bills Begins.

**ODD-NUMBERED YEARS**

		<b>2009 Session</b>
2nd Tuesday in January	Legislative Session Convenes	January 13
<b>Saturday following 2<sup>nd</sup> Tues in January</b>	<b>NLAC Workshop - Getting Ready to Lobby for the Nursing Agenda</b>	<b>January 17</b>
February – May	Conference Calls on What Happening	
<b>1<sup>st</sup> Mon &amp; Tues in March</b>	<b>Nurse Day at Capitol.</b>	<b>March 2 &amp; 3</b>
60 <sup>th</sup> Day	Last day to file bills without suspending of rules (frequently suspended in Senate and rarely in House)	Friday, Mar 13
Late April - Early May	Last Days to Get Bills Out of Committee and Still Have Chance to Get a Floor Vote	
140 <sup>th</sup> day (Usually last Monday in May but can be first Monday in June)	Session Ends	June 1

### **G. COSTS**

Participation fees are due in January of odd-numbered years and cover either a 7 month (convening of session through one month after session ends) or 24 month period (session plus interim). Payment schedules can be arranged.

An organization can join the Nursing Legislative Agenda Coalition at two levels of participation.

#### **\$600 Level – Legislative Session Only:**

If it wants to participate only during the legislative session (January – June), the cost is \$600.

#### **\$1,000 Level – Session & Following Interim**

If it wants to participate not only during the session but also during the interim following the session the cost is \$1,000. An organization electing this level will receive information about agency rules implementing legislation passed in session and will be able to send up to two representatives to meetings (usually two) to develop the Nursing Legislative Agenda for the following session without additional cost.

### **H. History**

The Nursing Legislative Agenda was first established for the 1989 legislative session with eight endorsing organizations. The number of endorsing organizations quickly grew to approximately 20 organizations and has remained at that number.