

COMPREHENSIVE POLICY MANUAL



Updated 1/2024

Title: Antitrust Policy	Number: 101
Cross Reference:	
Approved by: California ENA Board of Directors	Origination Date: 08/2014
Reviewed: 12/2021	Approval Date: 5/21/22
	Revision Date: 12/2021

I. POLICY PURPOSE:

To ensure monitoring of Emergency Nurses Association, California State Council (CA ENA) activities in order to prevent violations of antitrust laws.

II. POLICY BACKGROUND:

Antitrust laws are also referred to as “competition laws” and are statutes enacted by the government to protect consumers from predatory business practices by ensuring that fair competition exists in an open market economy and seeks to make businesses compete fairly. Under federal and state antitrust laws, an association may be held liable for action that constitutes a restraint of trade. Accordingly, CA ENA must exercise extreme caution regarding its business decisions and prevent any activity that may result in unreasonable restraint of trade.

III. PROTOCOL:

1. CA ENA will adhere to federal and state antitrust laws and regulations applicable to 501(c) (3) organizations.
2. CA ENA will base business decisions on stated, reasonable criteria that are applied objectively, consider all potential vendors, and document the basis for decisions.

3. CA ENA will comply with antitrust laws and regulations and identify changes in the antitrust laws in consultation with National ENA legal counsel and/or retained CA ENA legal counsel, as appropriate.
4. CA ENA Board of Directors will approve all new programs or changes in existing programs that may have potential antitrust implications.
5. Minutes of all CA ENA meetings shall accurately reflect the business conducted and reflect CA ENA's policy of complying with the antitrust laws.
6. A CA ENA member who has concerns regarding antitrust should speak immediately to the CA ENA President. The CA ENA President will speak with the national ENA legal counsel, and CA ENA retained legal counsel, as appropriate, regarding these concerns as warranted.

Title: Archiving of Documents	Number: 102
Cross Reference:	
Approved by: California ENA Board of Directors	Origination Date: 11/2004
Review Date(s): 01/2005, 12/2021	Approval Date: 5/21/22
	Revision Date: 12/2021

I. POLICY PURPOSE:

To outline the procedure for archiving official and historical documents of the Emergency Nurses Association, California State Council (CA ENA).

II. POLICY BACKGROUND:

The University of California San Francisco (UCSF) library has maintained the donated archives of CA ENA for many years. In order for CA ENA to continue to document its history.

III. PROTOCOL:

1. The official CA ENA archives are donated to the Regents of the University of California for the benefit of the San Francisco Campus of the University.
2. Said records are irrevocably assigned and transferred to the Regents of the University of California, and all rights, titles, and interest in these records are relinquished by the CA ENA.
3. Donated materials should not be confidential or restricted for use in any way. If so, those materials cannot be accepted by the Regents of the University of California.
4. Materials may be freely examined by any user of the archives at the library of the University of California San Francisco (UCSF) campus.

5. Upon donation of records to the archives, a deed of record will be issued by the manager of the Archives and Special Collections to the CA ENA to acknowledge the gift.
6. CA ENA will appoint a designated council archivist to coordinate the collection and delivery of records and documents to the Archives and Special Collections of the library at the UCSF campus. This individual will be reimbursed any costs associated with the collection and delivery of records to the Archives and Special Collections at the library. The term of this designated individual is at the discretion of the CA ENA Board of Directors.
7. The CA ENA designated council archivist will maintain records on behalf of the organization including, but not limited to, deeds of gifts, correspondence with the manager of the Archives and Special Collections, records of monetary donations, and other such records to assist future CA ENA leadership to maintain current knowledge about the status of the CA ENA collection.
8. It is strongly encouraged that both the state council and individual chapters collect records for archiving in order to maintain the heritage of the state organization.
9. Records may be donated from any of the existing chapters in the state, as well as the CA ENA via the council archivist.

10. Chapters are encouraged to work with the designated council archivist for the transfer of records and the maintenance of records in order to provide a more comprehensive picture of the records being held on behalf of CA ENA, of which the chapters are a part. Chapters may elect to communicate directly with the Manager of the Archives, and Special Collections about donating chapter records and, in that case, will be responsible for making their own arrangements for the transfer of records.

11. An annual donation may be made to the Archives and Special Collections at the library of the UCSF campus. The generally suggested amount is \$250 annually. The Board of Directors will determine the amount of donations based on the number of records being donated on a regular basis. The CA ENA Treasurer is responsible for ensuring that annual donations are made in a timely manner and communicating this to the CA ENA archivist as well.

12. The personnel in the Archives and Special Collections at the UCSF library are available for consultation and assistance in advising on how to prepare the documents for archiving and which records are appropriate.

13. CA ENA, in conjunction with the council archivist, will be responsible for determining when a document needs to be sent to the UCSF Library for archiving.
14. Documents being sent to be archived should be lasting and of enduring value to the organization. Suggested documents include, but are not limited to:
 - a. Meeting Minutes (which are maintained in perpetuity)
 - b. Financial records (maintained for no less than 7 years)
 - c. Newsletters
 - d. Historical records created and maintained by policy and procedure
15. Items that should not be archived include:
 - a. Meeting agendas
 - b. Announcement flyers of any type
 - c. Rosters, databases, or other such documents containing confidential information

Title: State and Chapter Awards	Number: 103
Cross Reference:	
Approved by: California ENA Board of Directors	Origination Date: 03/1991
Review Date(s): 01/194, 07/1997, 01/2003, 05/2003	Approval Date: 5/21/22
02/2007, 05/2009, 03/2014, 12/2021	Revision Date: 12/2021

I. POLICY PURPOSE:

To outline the procedure by which the Emergency Nurses Association, California State Council (CA ENA) Board of Directors may recognize special contributions of emergency nursing leaders to the State; and to outline the steps to nominate and select candidates for the CA ENA Board of Directors Recognition Award and Chapter Leadership Award. These awards may be presented on an annual basis.

II. POLICY BACKGROUND:

CA ENA would like to recognize the leadership provided by its volunteers. Nominations are encouraged at both the State and Chapter level.

III. PROTOCOL:

1. Board of Directors Recognition Award
 - a. Any member of the Board of Directors may nominate an individual CA ENA member or any other person or organization with significant contributions to the State Council for a Board Special Recognition Award to be presented at a State Council Meeting. Suggestions for award candidates may be given to Board members by any State Council member.

- b. Nominations must be submitted to the State Council Board of Directors in writing.
 - c. Nominations should include:
 - i. A description of the activities deserving of special recognition.
 - ii. Discussion of how CA ENA has benefited from the nominee's activities.
2. Selection:
- a. The CA ENA Board of Directors will review all nominations and select the recipient(s). Award(s) will be presented at a State Council Meeting or as approved by the board.
3. Chapter Leadership Awards:
- a. Each Chapter may nominate one person for outstanding leadership for Chapter or State Council activities.
 - b. All nominations must be submitted to the CA ENA Board of Directors in writing. Chapters may only nominate one chapter member per award.
 - c. Each nominee must hold professional nursing licensure in the state of California and be an active national ENA member.
 - d. The following criteria will be considered:
 - i. Attendance at Chapter, State, and National meetings
 - ii. Committee Chair or committee membership on Chapter, State, and/or National Committees

- iii. Service in an appointed or elected position at any level; and other contributions to ENA
4. Selection: The CA ENA Board of Directors will review all nominations and select the recipients. Awards will be presented at the CA ENA State Council Meeting.

Title: Board Ethics Statement	Number: 104
Cross Reference:	
Approved by: California ENA Board of Directors	Origination Date: 01/07/2017
Reviewed: 11/2022	Approval Date: 11/3/22
	Revision Date: 11/2022

I. **POLICY PURPOSE:**

To ensure that the Emergency Nurses Association governing body makes a genuine commitment to its ethics initiative for the overall good of this association. To encourage ethical decisions and responsible behavior.

II. **POLICY BACKGROUND:**

The CA ENA Board of Directors will adopt and abide by a stated Code of Board Member Ethics to ensure that the business of CA ENA is free from individual biases and fosters CA ENA resources and reputation for the benefit of all CA ENA members.

III. **PROTOCOL:**

1. In addition to the ENA Bylaws, the ENA Code of Ethics, and the Conflict-of-Interest Policy, the ENA board of directors will be accountable to itself for its conduct and will abide by the Board Member Code of Ethics. This statement promotes the highest standards of association service and personal conduct.
2. Adherence to these standards is expected from the board members and serves to ensure confidence in the integrity and service of ENA's leaders.

3. A Board Member Code of Ethics sets forth principles of ethical conduct as they relate to the governance of CA ENA.

ENA Board Member Code of Ethics

A member of the ENA Board of Directors agrees to:

- Represent the interests of all people served by CA ENA
- Abide by the CA ENA Conflict of Interest Policy
- Keep confidential information confidential
- Approach all board issues with an open mind, prepared to make the best decision for CA ENA members
- Do nothing to violate the trust of those who elected the board to serve
- Focus efforts on the mission, vision and purpose of ENA and not on personal goals
- Exercise authority as a board member only when acting in a meeting with the full board or as delegated by the board or president.
- Support and uphold the board's decisions.

Title: Budgetary Process	Number: 105
Cross Reference:	
Approved by: California ENA Board of Directors	Origination Date: 09/1994
Review Date(s): 03/1999, 05/2003, 08/2005, 08/2006,	Approval Date: 5/21/22
02/2007, 08/2009, 03/2014, 12/2021	Revision Date: 12/2021

I. **POLICY PURPOSE:**

To outline the process to develop a budget for Emergency Nurses Association, California State Council (CA ENA) Chapters, Committees, and Special Appointments for each fiscal year.

II. **POLICY BACKGROUND:**

Developing a consistent and standardized budgeting approach is important to maintaining the accurate financial requirements of the organization.

III. **PROTOCOL:**

1. Each Chapter Treasurer and Committee Chair, with input from Chapter leadership and Committee members, shall develop and submit a proposed budget to the CA ENA Treasurer by the deadline determined by the Board of Directors. Special Appointees will also develop and submit a proposed budget. This proposed budget will be for the next fiscal year.
2. Use the National ENA Budget Template, which may include, but not be limited to, the following categories:
 - a. Operational Expenses shall be itemized and may include:
 - i. Software/electronic communication
 - ii. Postage
 - iii. Photocopy/Printing

- iv. Textbooks/course supplies (itemized)
 - v. ENA direct and indirect course fees
 - vi. Office supplies
 - vii. Travel Expenses
 - b. Program/Project Expenses: itemize all expenses, including per diem.
- 3. Additional budgetary items will be considered on an individual basis.
Attach a letter of request, include a rationale for expenses, and specifically state how this item or items related to the CA ENA's strategic plan and Chapter and/or Committee goals.
- 4. The Board of Directors may recommend changes and return the proposed budget to the Chapter, Committee, and/or Special Appointment to make revisions as necessary and resubmit the proposed budget for final approval to the Treasurer for the November State Council meeting.
- 5. Board approval of all budgetary items is dependent on the availability of funds.

Title: CA Chapter Guidelines and Procedures	Number: 106
Cross Reference: Chapter Financial Reporting	
Approved by: California ENA Board of Directors	Origination Date: 12/2021
Review Date(s): 12/2021	Approval Date: 5/21/22
	Revision Date:

I. POLICY PURPOSE:

To establish a uniform procedure for the creation of a new Chapter within the Emergency Nurses Association, California State Council (CA ENA); the re-creation of a previously existing Chapter; the probation of a Chapter; and the suspension of charter and dissolution of a Chapter. The roles and responsibilities of CA ENA Chapters, including financial obligations.

II. POLICY BACKGROUND:

An active Chapter is one that meets the criteria set forth in the national Emergency Nurses Association (ENA) Procedures. Upon formation, each Chapter is issued a formal charter by the National Association. This charter is maintained by the yearly submission of an annual report to both CA ENA and the National Association, by following all of the applicable National and CA ENA Bylaws and Procedures, and by proper financial reporting to the CA ENA.

III. PROTOCOL:

1. Creation:

- a. Requests for activation or reactivation of a Chapter shall be made in writing to the President of the CA ENA Board of Directors.

- b. A minimum of ten (10) active ENA members is required to form the proposed chapter.
- c. See Appendix A, “Guidelines for Chapter Creation,” Appendix B, “Petition for Formation of a Local Committee,” and Appendix C, “Petition for Charter,” for Chapter creation guidance.
- d. Upon CA ENA approval of the activation/reactivation request:
 - i. A liaison will be assigned from the CA ENA Board of Directors to the Chapter;
 - ii. The organizing Chapter will be granted “local committee” status, and they will elect a committee Chairperson and Chair-elect to serve in place of Chapter officers;
 - iii. The organizing Committee will complete documentation as required by the National ENA and submit the documentation to the CA ENA for final Chapter verification.
 - iv. The Committee will actively participate in the CA ENA state council meetings and fulfill the Chapter requirements for the first year. If the Local Committee is able to meet all the Chapter requirements after one year of formation, then the CA ENA Board of Directors will grant chapter status.
 - v. The CA ENA Board of Directors will work with its National Board of Directors Liaison to facilitate this process.

- vi. When a new Chapter is created, it may not be financially sound until one or several membership assessments are applied. This policy applies to new Chapters only that have been in existence for less than twelve (12) full months.
 1. The Chapter President and/or Treasurer must submit a specific written request for a loan to the President of the State Council Board of Directors.
 2. All requests for a loan require the Board of Directors and State Council approval.
 3. The amount of the loan shall be \$1,000 or as determined by the Board of Directors.
 4. Loans will be interest-free for the first two (2) years following issuance; thereafter, a new promissory note will be executed with the interest rate to be determined by the Board of Directors.
 5. All promissory notes must be signed by the Chapter President and the Treasurer and notarized.
 6. Chapter loans are to be listed under Assets on the Chapter Account Reports

2. Probation:

- a. Concerns may be raised regarding Chapter activity at the local, state, or national level. The Board liaison will notify the Chapter Officers in writing of the issues to be addressed according to ARTICLE IX of the CA ENA Bylaws. The Board liaison will work with the Chapter to create a plan for improvement.
- b. If these concerns are not addressed in a timely manner, the CA ENA Board of Directors may place the Chapter on probation, and membership assessments will be withheld until concerns are addressed to the satisfaction of the CA ENA Board of Directors.

3. Dissolution

- a. In the event that a Chapter on probation does not make satisfactory progress on the plan for improvement, the CA ENA BOD will make a written notice to the Chapter, and its charter will be suspended according to National Association Procedures.
- b. In the event of insufficient or inactive membership, the Chapter officers may elect to dissolve the chapter if the Chapter membership is unable to recruit sufficient Board members or increased membership.
 - i. Assistance by the CA ENA will be offered in order to maintain the Chapter as active.

- ii. In the event that a Chapter is unable or unwilling to elect officers, the Chapter will be considered nonfunctioning, and the State Council will dissolve the chapter.
 - c. Dissolution proceedings will include the Board-determined distribution of:
 - i. Chapter membership to the nearest active Chapter(s); and
 - ii. Chapter funds to Chapter(s) receiving membership, the State Council, or a combination of both.
- 4. The Board shall be responsible for reporting Chapter creation, probation, or dissolution to the National Association.
- 5. The CA ENA authorizes each Chapter to open and maintain its own checking, savings, or investment accounts with the CA ENA-approved banking institution. With multiple accounts, it is imperative that the CA ENA Treasurer receive timely banking account reconciliation reports. Failure to timely submit reports may result in Chapter bank account restrictions, including account closure.
 - a. The CA ENA Treasurer will contact each Chapter Treasurer at the beginning of the year and as needed. It is the responsibility of the Chapter Treasurer to maintain financial records in accordance with generally accepted accounting procedures and with the itemization of each entry noted. Any problems identified will be resolved to the mutual satisfaction of the CA ENA Treasurer and Chapter

Treasurer. Unresolved problems will be brought to the attention of the CA ENA Board of Directors.

- b. Each chapter treasurer shall submit account reports to the CA ENA Treasurer on a regular schedule as determined by the Board of Directors.
- c. Chapters who have not submitted their Account Report by the deadline may be assessed a penalty, as determined by the Board of Directors, until the Account Report is received by the CA ENA Treasurer.

- 6.** CA ENA Bylaws define the voting members of the State Council. It is vital that each of CA ENA's Chapter Delegates is identified each year.

Occasionally, the Chapter Delegates role has been filled by whichever Chapter member happened to attend the State Council meeting. This policy aims to clarify that process.

- a. The California State Council is composed of the Board of Directors plus one delegate from each Chapter within the State.
- b. Each Chapter has the responsibility to provide active participation at the state level.
- c. The Chapter will develop a process to determine its State Council delegate.
- d. The Chapter delegate will serve a term for one calendar year.

- e. An alternate Chapter delegate should be considered in the event the primary Chapter delegate is unable to attend a State Council meeting.
 - i. Each Chapter will provide the names of the primary and alternate Chapter delegates to the Board of Directors each year.
- f. The respective Chapter should attempt to provide partial or full funding for the state council delegate's participation at the state council meetings.



Title: Fair Political Practices Commission Reporting	Number: 107
Cross Reference:	
Approved by: California State Council Board of Directors	Origination Date: 5/2022
Review Date(s): None	Approval Date: 5/21/2022
	Revision Date: 5/2022

I. **POLICY PURPOSE:**

To establish a process for the California Emergency Nurses Association (CA ENA) to submit lobbying activities to the Fair Political Practices Commission and identify expenses that must be disclosed quarterly.

II. **BACKGROUND:**

California’s Political Reform Act governs California’s lobbying disclosure reports, which are intended to provide the public with the identity of persons who make and receive payments for the purpose of influencing the actions of the California State Legislature, the actions of the Governor in approving or vetoing legislation, and quasi-legislative actions of California state agencies, including the Governor’s office.

Quarterly reports of lobbying expenditures are required to be filed by registered lobbyists. If CA ENA retains a lobbyist, it must disclose all lobbying expenses.

III. **PROTOCOL:**

1. CA ENA must identify all lobbying expenses including:
 - a. Lobbyist fees and retainers

- b. Lobbyist expenses paid by CA ENA
- c. CA ENA member expenses related to lobby activity, paid by CA ENA.

Reportable CA ENA lobbying expense may include travel to testify or lobby in person and all Leg Day expenses including food, hotel, other expenses needed for Leg Day, and other expenses related to lobbying.

Reimbursement to CA ENA members is subject to the CA ENA travel reimbursement policy.

2. The FPPC states lobbyists must itemize all activity expenses incurred or arranged during the quarter, regardless of whether payment was made during the calendar quarter. Only report an activity expense for the quarter it occurred. An itemized activity expense must include the date, name and address of payee, name and position of each reportable person, and a description of the purpose.
3. **Record Keeping.** CA ENA must ensure the accuracy and reliability of all connected with lobbying activities and maintain in accordance with accepted accounting principles. An electronic or paper recordkeeping system may be used as long as hard copies can be provided.
4. **Audits.** Any CA ENA contract lobbyist is subject to these random audits and therefore CA ENA documentation may be required by the FTB to validate the lobbyist report of expenses.
5. **Expense Reports and Reporting.** The CA ENA Treasurer and the Government Affairs Chairperson shall identify which events and expenses would trigger a lobby reimbursement disclosure.

IV. EXPENSE REPORT SAMPLE QUESTIONS FROM LOBBYIST LEGAL

1. **EMPLOYEE TIME:** Did you work on any California state legislative or state agency administrative action during the quarter?
 - i) Legislative Action means the drafting, introduction, consideration, modification, enactment or defeat of any bill, resolution, amendment, report, nomination or other matter by the Legislature. "Legislative action" also includes the action of the Governor in approving or vetoing any bill.
 - ii) Administrative Action means the proposal, drafting, development, consideration, amendment, enactment, or defeat by any state agency of any rule or regulation. It also includes actions in certain ratemaking proceedings and quasi-legislative proceedings. It does not include attempting to influence an action such as a state permit, license or government contract.

2. WHAT PERCENTAGE OF YOUR TIME WAS SPEND LOBBYING OR ASSISTING OTHERS TO LOBBY DURING EACH MONTH OF THE QUARTER?

"Lobbying" activity broadly includes not only your direct contacts but also your support of the organization's lobbying efforts, including:

- i) Meeting with state legislators, agency officials and their staffs on pending bills or administrative actions, whether in person, by phone or email.
- ii) Monitoring pending bills or regulations to support lobbying.
- iii) Working with other organizations, trade associations or community groups regarding pending state legislative or administrative actions;

- iv) Developing grassroots lobbying pieces to ask the public to contact and influence state government; and
- v) Any other action for the principal purpose of supporting, promoting, influencing, modifying, opposing, delaying, or advancing any legislative or administrative action.
- vi) Do not include Working on or making communications concerning state contracts, permits or licenses; Providing purely technical or ministerial information to state officials; working on city, county or federal issues; and socializing with state officials.

3. **PUBLIC UTILITIES COMMISSION LOBBYING** – Must be reported separately but is likely not applicable to CA ENA work/reporting.

4. **EXPENSES IN FURTHERANCE OF LOBBYING EFFORT**

- i) Did you or the organization have any expenses during this quarter in connection with the organization's lobbying effort that were reimbursed or will be reimbursed?
- ii) Tip: Examples include travel expenses to Sacramento, parking and mileage for meetings, etc. Including: Date of expenditure; payee/vendor; amount; purpose; reimbursed expense or paid with company credit card. Applicable checks or invoices may be required to be submitted in the report.

5. **MEALS, GIFTS & OTHER ACTIVITY EXPENSES** - Did you or the organization give or arrange any "activity expenses" to any California state or local officials, their immediate families, or their staffs during the quarter?

- i) Activity Expense: includes gifts, consulting fees, and salaries paid to state level officials and/or their spouse, known as “reportable persons.”
- ii) Reportable Person: includes an elected state official, a member or staffer of the Legislature, state agency officials and employees, state candidates, or a member of their immediate family (i.e., spouse and dependent children).
- iii) Gift: includes meals and beverages, tickets to events, t-shirts and any other items that provide a personal benefit to a state level official.
- iv) Tip: Activity expenses must be reported in the period in which they occurred, not when actually paid.

6. DO YOU OR ARE YOU AWARE OF ANY EMPLOYEES IN YOUR ORGANIZATION WHO HAVE A SPOUSE THAT IS A STATE OFFICAL OR OFFICIAL OF AN AGENCY THAT YOUR ORGANIZATION LOBBYIES? If so, include the name of state official and title of agency.

7. PAYMENTS TO LOBBYING FIRMS

- i) During the quarter, did the organization make any payments to its registered lobbying firm(s) or was there any change in a lobby firm's status?
- ii) Include: Firm name, fees, expenses, months covered, date paid, status (check cashed?), and change in status (lobbyist retained or terminated with date).

8. LOBBYING COALITION

- i) Did the organization make any payments during the quarter to a California “lobbying coalition”?
- ii) A Lobbying Coalition is a group of 10 or more persons or entities formed primarily to influence legislative or administrative action by state government

whose members make payments for the purpose of sharing expenses of employing a lobbyist or contracting the services of a lobbyist. Include: date of expenditure, name of coalition, amount and purpose

- iii) Tip: A bona fide trade association that is ongoing in nature and lobbies for members is not a lobby coalition. You will be asked about trade association payments in a separate question.

9. TRADE ASSOCIATION PAYMENTS

- i) Did the organization make any payments during the quarter to a trade association or membership organization that was “earmarked” for a California state lobbying issue? Include date of payment, payee, amount and purpose; this excludes regular dues payments.

10. CAMPAIGN CONTRIBUTIONS

- i) Did you personally make or did you deliver any campaign contributions to state or local candidates, officeholders, ballot measures or PACs during the quarter either on behalf of the organization (organization funds) or yourself (using your personal funds)?
- ii) Tip: Even though only contributions to California state officials are listed on the state lobby report, we use this questionnaire to monitor compliance with contribution limits and reporting obligations applicable to other types of political committees as well.
- iii) Tip: California law prohibits registered state lobbyists from making personal contributions to an elected state officer or candidate, if they are registered to lobby that state office. However, contributions from the organization personally

delivered by a registered state lobbyist to a state official or candidate, or to a treasurer or agent in their presence, must be tracked and disclosed by the lobbyist.

11. OTHER PAYMENTS TO INFLUENCE

i) Did the organization make any other payments during the quarter in connection with its lobbying efforts?

ii) Key Terms

(1) "Other Payments" include payments for the following:

(a) Overhead and Operating Expenses (e.g., overhead for a Sacramento office);

(b) Consultants & Government Relations Contracts (e.g., paying public relations firms, law firms or other consultants to provide governmental consulting, advocacy or strategy);

(c) Lobbyist Expenses (e.g., subscribing to a bill tracking service or other expenses that assist a lobbyist in connection with lobbying activities not previously reported);

(d) Public Affairs (e.g., placing grassroots media ads urging the public to contact their legislators regarding a pending bill; mobilizing employees to go to Sacramento for a rally; etc.).

(e) Research (e.g., feasibility studies, polling, and public opinion research).

(f) Legislative related services performed by a lobbying firm

(g) Other (e.g., payments behest by public officials with the primary purpose of influencing official action).

- iii) Tip: These may include a payment to a consulting, law or public relations firm that helps your lobbying. That firm need not be registered to lobby on your organization's behalf. Even if the firm is not registered to lobby, and even if the firm does not itself files reports, these payments may require disclosure by your organization.

12. AFFILIATED ENTITIES

- i) Were funds for any of the above payments or expenses made by another source or entity, such as a subsidiary or related organization, not already reflected in the name under which you file as an organization in California?
- ii) Tip: Lobbyist employer reports may reflect the name of certain "affiliated entities" including parent, subsidiary, or sister organizations, or other third parties, which fund a portion of these payments to lobby, either directly or through internal transfers. We need information about any affiliated entities that paid for lobbying expenses or directed and controlled lobbying efforts.

13. CONTINUING ACTIVITY

- i) Will you continue to be active in California? If no, include termination date.

14. LOCAL LOBBYING

- i) Reporting of lobby activities in some of the cities, counties and special districts in California where lobby registration and/or reporting requirements are required. This will appear on the questionnaire sent by the lobbyist legal counsel.

15. OTHER EMPLOYEES

- i) Can you identify anyone whom you believe is not currently being surveyed for activity in this jurisdiction but should receive a questionnaire? Include name and email address. (Please consider anyone who assisted you or your lobbyists with lobby-related activities in this jurisdiction, newly-hired employees, or employees whose duties have changed.)

REFERENCES:

Fair Political Practices Commission Lobbyist Manual. Accessed 4.11.22

<https://www.fppc.ca.gov/content/dam/fppc/NS-Documents/TAD/Lobbying/Lobbyist-Manual-Folder/Lobbying%20Manual.pdf>

Title: Committee and Special Appointments	Number: 108
Cross Reference:	
Approved by: California ENA Board of Directors	Origination Date: 08/2016
Review Date(s): 12/2021	Approval Date: 5/2122
	Revision Date: 12/2021

I. POLICY PURPOSE:

The purpose of this policy is to define the process by which Committee Chairperson, co-chairs, chair-elects, and special appointments are made.

II. POLICY BACKGROUND:

The Emergency Nurses Association, California State Council (CA ENA) Bylaws indicate the process by which Committee Chairperson, co-chairs, chair-elects and special appointments are made. Occasionally, it may be necessary for CA ENA to create special assignments or committees to facilitate the work of the organization, including representation of CA ENA on committees, boards, or workgroups.

III. PROTOCOL:

1. Standing Committees are authorized by their Committee policies.
 - a. Qualified applicants for Committee Chairperson, co-chairs, chair-elects, or special appointment may be submitted to the Board of Directors for consideration by existing Committee Chairpersons or members.
 - b. The CA ENA President, with approval from the Board of Directors, appoints Committee Chairpersons as outlined in CA ENA *Bylaws, Section VIII.*

2. Special Committees may be appointed by the Board of Directors as outlined in CA ENA *Bylaws, Section VIII*.
 - a. Requests for representation to organizations/agencies/task forces will be submitted to the Board of Directors.
 - b. The President, according to ARTICLE VIII of the Bylaws, will appoint representatives to service at the pleasure of the CA ENA Board of Directors. The usual term of the appointment shall be for one (1) calendar year, January through December, and may be subject to reappointment.
 - c. Appointments may be made on a short-term and/or emergency basis with simple board majority approval by the Board of Directors.
 - d. Board appointees will be reimbursed according to Standard Procedure: Reimbursement of Expenses. Additional reimbursement for travel to and from meetings of the organization/agency to which the represented has been appointed should be submitted for approval with the yearly budget.
 - e. Specific responsibilities of each Board appointee will be drafted as appropriate in a policy and procedure for any newly developed committee/ appointment that is anticipated to remain in place for more than one (1) year.
 - f. Individuals appointed to liaison with selected organizations/agencies/task forces will communicate with their Board

of Directors liaison prior to the state council board meeting to review and report the most current activities that have taken place within the selected organization/agency.

Title: Communications	Number: 109
Cross Reference:	
Approved by: California ENA Board of Directors	Origination Date:
Review Date(s): 12/2021	Approval Date: 5/21/22
	Revision Date: 12/2021

I. POLICY PURPOSE:

The purpose of this policy is to establish the Standing Special Appointments of the Emergency Nurses Association, California State Council (CA ENA) related to communications and to describe the Appointees' qualifications, terms, and responsibilities.

II. POLICY BACKGROUND:

This policy aims to combine several different roles into one position. Historically, CA ENA has had (1) a Newsletter Editor, (2) a Webmaster, and (3) Press Secretary.

III. PROTOCOL:

1. Newsletter Chairperson
 - a. The Newsletter Chairperson may be appointed by the State Council President according to Article VII of the State Council *Bylaws*.
 - b. The Chairperson shall have and maintain the following qualifications:
 - i. Active ENA membership.
 - ii. Professional nursing licensure in the State of California.
 - iii. Certified Emergency Nurse (preferred);
 - iv. Leadership as demonstrated by active ENA involvement at the Chapter, State, or National level; and

- v. Previous editorial, computer, and/or publishing experience.
 - c. The term of office shall be from January 1 to December 31. This is a (1) one-year term, subject to reappointment.
 - d. The Chairperson may be removed by the Board of Directors. The State Council President will appoint a chairperson to the vacancy according to Article VIII of the *Bylaws*.
 - e. The responsibilities of the Chairperson may include, but are not limited to:
 - i. Submit an annual publication schedule to the State Council.
 - ii. Manage placement of sponsors, advertisers, and donations previously approved by the Board of Directors in the newsletter.
Manage billing of advertisers.
 - iii. Oversee formatting, printing, and distribution of the newsletter.
 - iv. Develop, submit for approval and monitor an annual budget.
 - v. Submit a written report of newsletter activity at the State Council meetings. If present, deliver an oral report at said meetings; and
 - vi. Submit an annual written summary report of newsletter activity to the State Council at the final meeting of the current year.
2. Website Chairperson
- a. The Website Chairperson may be appointed by the CA ENA President according to Article VIII of the State Council *Bylaws*.

- b. The Chairperson shall have and maintain the following qualifications:
 - i. Active ENA membership.
 - ii. Professional nursing licensure in the State of California.
 - iii. Certified Emergency Nurse (preferred);
 - iv. Leadership as demonstrated by active involvement at the Chapter, State, or National level of ENA; and
 - v. Previous editorial, computer, and/or publishing experience.
- c. The term of office shall be from January 1 to December 31. This is a (1) one-year term, subject to reappointment.
- d. The Chairperson may be removed by the Board of Directors. The State Council President will appoint a chairperson to the vacancy according to Article VIII of the *Bylaws*.
- e. Responsibilities of the Website Chairperson may include, but are not limited to:
 - i. Develop, submit for approval, and monitor an annual budget.
 - ii. Submit a written report of website activity at the State Council meetings. If present, deliver an oral report at said meetings.
 - iii. Manage placement of sponsors, advertisers, and donations previously approved by the Board of Directors on the website.
Manage billing of advertisers.
 - iv. Submit an annual written summary report of newsletter activity to the State Council at the final meeting of the current year.

- v. Maintain the CA ENA website.
- vi. The Board of Directors may elect to hire a professional website designer to fulfill this role, in which case the role of the Chairperson is to facilitate interaction between the State Council and professional designer.
- f. Website content
 - i. All content shall align with the mission, vision, goals, and objectives of National ENA and CA ENA
 - ii. All content is subject to approval by the CA ENA Board of Directors or its designee.
 - iii. It will be the responsibility of the CA ENA Secretary to serve as the Board Liaison to assure all website content is accurate and up-to-date and to communicate regularly with the Website Chairperson.
 - iv. Chapter web page content shall be approved by the Chapter Board of Directors or its designee.
 - v. Committee web page content shall be approved by the Committee Chairperson and CA ENA board liaison.
- 3. Press Secretary
 - a. The Press Secretary may be appointed by the State Council President according to Article VIII of the State Council *Bylaws*.

- b. The Press Secretary shall have and maintain the following qualifications:
 - i. Active ENA membership.
 - ii. Professional nursing licensure in the State of California.
 - iii. Certified Emergency Nurse (preferred);
 - iv. Leadership as demonstrated by active involvement at the Chapter, State, or National level of ENA; and
 - v. Previous editorial, computer, and/or publishing experience.
- c. The term of office shall be from January 1 to December 31. This is a (1) one-year term, subject to reappointment.
- d. The Press Secretary may be removed by the Board of Directors. The CA ENA President will appoint a Press Secretary to the vacancy according to Article VIII of the *Bylaws*.
- e. Responsibilities of the Press Secretary may include, but are not limited to:
 - i. Develop, submit for approval and monitor an annual budget.
 - ii. Submit a written report of press activity at the State Council meetings. If present, deliver an oral report at said meetings.
 - iii. Submit an annual written summary report of press activity to the State Council at the final meeting of the current year.
 - iv. Write and distribute press releases, in written or electronic format, to news and social media outlets; and

- v. Facilitate communication between news outlets and the Board of Directors.

Title: Complaint Investigation and Resolution Policy	Number: 110
Cross Reference:	
Approved by: California ENA Board of Directors	Origination Date: 10/31/2022
Reviewed:	Approval Date: 11/3/2022
	Revision Date:

I. POLICY PURPOSE:

The following procedures shall govern any complaint investigations of the Emergency Nurses Association (ENA) conducted to consider alleged violations of ENA's bylaws, policies, rules, professionalism, or regulations by a member.

II. POLICY BACKGROUND:

This policy outlines the process and procedures for complaint investigation and resolution. To ensure a professional and learning environment, CA ENA developed this policy to ensure that all members are treated professionally and respectfully. This policy does not apply to administrative decisions related to TNCC and ENPC course operations

III. PROTOCOL:

1. Complaints against members may only be submitted by an ENA member or employee and must be submitted within a reasonable period of time after the occurrence of the alleged act. Complaints must be submitted in writing to the CA ENA president or board member in the event the president is the focus of the complaint. Complaints must include the following:

- a. An authorization by the complainant(s) to forward the complaint to the involved member or any third parties that the Board of directors deems relevant
 - b. A description of the alleged violation
 - c. Specific references to the activities or conduct supporting the complaint.
2. The Board shall appoint an ad-hoc disciplinary committee (the "committee") consisting of members of the CA ENA board members as necessary. The CA President shall select the chairperson of the committee from among the members of the committee. In consultation with the CA ENA President, the chairperson of the committee shall review the complaint to determine whether it is appropriate for formal consideration by the full committee. If the committee chairperson and the CA ENA President determine that the complaint does not warrant such consideration. In that case, they shall notify the complaining party, and the matter will be closed.
3. If the matter is referred to the full committee, the committee shall determine whether the complaint warrants an investigation. If the committee determines that the complaint does not warrant an investigation, the CA ENA President shall notify the complaining party, and the matter shall be closed. If the committee determines that the complaint does warrant an investigation. In that case, the chairperson shall notify the affected member that a complaint has been filed, an investigation will be conducted, and the member shall be advised of the results. The notice shall be sent by the most expeditious method but in writing. The

chairperson shall further notify the CA ENA President that an investigation is in progress

4. Investigation of the Complaint

- a. In conducting the investigation, the committee may request and obtain the assistance of ENA Headquarters staff and consult with CA ENA legal counsel whenever in its judgment such consultation is necessary or appropriate, subject to approval by the CA ENA President in consultation with the CA ENA Board.
- b. In addition, the committee may contact the complaining party, the affected party, and other relevant parties to obtain additional information as necessary.
- c. Upon the conclusion of the investigation, the committee shall convene in closed session (other than legal counsel and full CA ENA Board as appropriate) to determine whether an affected member has engaged in conduct for which disciplinary action should be taken.
- d. The matter shall be closed if the committee determines that disciplinary action should not be taken.
- e. If the committee determines, by a majority vote of the committee members present, that the affected member has engaged in activity in violation of ENA's bylaws, policies, rules, professionalism, or regulations, the committee shall recommend to the entire CA ENA board of directors that disciplinary action be taken against the affected member. Such

recommendations shall be in writing and shall set forth the committee's findings and recommended disciplinary action.

- f. The affected member shall receive a copy of the committee's recommendation.
- g. The affected member has a right to meet with the CA ENA Board to review the recommendations and appeal the decision. If ENA receives no written request for Board review within 30 days after the committee notifies the member of its recommendation and the member's right to a review, the committee's decision shall be final and implemented by the CA ENA board of directors.
- h. Board of Directors Review
 - i. If the affected member submits a request for board review. In that case, the Board of directors, in a timely fashion, shall review the findings and recommendations of the committee based only on the evidence upon which the recommendation was based.
 - ii. The affected member shall be given at least 30 days notice of the date, time, and place of the meeting at which the Board of directors will consider the request.
 - iii. The affected member shall have the right to appear before the Board in person or be represented by counsel to present reasons why the committee's recommendation should not be accepted.

- iv. The Board may have legal counsel present at any such hearing to advise on procedure issues and represent ENA's interests in the disciplinary matter.
 - v. Upon the conclusion of its review, the Board shall affirm, overturn, or modify the committee's recommendation. The action of the Board shall be final.
- i. Forms of Discipline
- i. The disciplinary measures which may be imposed upon a member may include, but are not limited to, one or more of the following:
 - 1. Member Privileges-
 - a. A member may lose their ability to serve on committees, task forces, work groups, and advisory boards for a defined period.
 - b. Referred to ENA Headquarters for
 - i. Censure
 - 1. A written letter of censure sent advising the affected member that they have been found to have violated ENA's bylaws, policies, professionalism, rules, or regulations as charged, expressing appropriate concern and warning of the

potential for more severe sanctions if a
future violation occurs.

- ii. Suspension
- iii. Expulsion

Title: Conflict of Interest	Number: 111
Cross Reference:	
Approved by: California ENA Board of Directors	Origination Date: 08/2016
Revised by: 10/2021	Approval Date: 5/21/22
	Revision Date: 10/2021

I. POLICY PURPOSE:

The purpose of this policy is: to exercise reasonable care in oversight of the affairs of the California State Council Emergency Nurses Association (CA ENA); to ensure the prudent management of CA ENA’s resources; to provide for the disclosure and appropriate handling of actual, potential or apparent conflicts of interest; and to minimize ethical dilemmas.

II. POLICY BACKGROUND:

CA ENA recognizes that its members have significant professional, business, and personal interests and relationships. Therefore, CA ENA has determined that the most appropriate manner in which to address actual, potential, or apparent conflicts of interest is initially through liberal disclosure of any relationship or interest which might be construed as resulting in such a conflict. Disclosure under this Conflict-of-Interest Policy (“Policy”) should not be construed as creating a presumption of impropriety or automatically precluding someone from participating in a CA ENA activity or decision-making process. Rather, it reflects CA ENA’s recognition of the many factors that can influence one’s judgment and a desire to make as much information as possible available to other participants in CA ENA-related matters to allow

them to properly weigh/address the interests of others and, as necessary, to implement a plan to properly manage conflicts.

III. PROTOCOL:

1. All Members of the Board of Directors, committee members, volunteers, and other individuals involved in a decision-making process on behalf of CA ENA (collectively, “Covered Persons”) are to act at all times solely in the best interest of CA ENA and to fully disclose any personal, professional or business interests that conflict, potentially conflict, or appear to conflict, directly or indirectly, with the affected activity or decision, including leadership activities of other organizations including professional organizations
2. Covered Persons may not use their position for individual advantage or the advantage of a relative or business associate, or an entity other than CA ENA.
3. Covered Persons are obligated to disclose the positions they hold or relationships they have with other organizations or entities that may directly or indirectly conflict or impact with their CA ENA activities. They also must disclose any “significant financial interest” in, or other relationship with, an entity having a “commercial interest” in the outcome of the decision. A commercial interest may exist not only where the entity’s products or services are under consideration by CA ENA but also where the entity’s products or services are in competition or potential competition with those under consideration. Additionally, Covered Persons are obligated to disclose the

- positions they hold or relationships with other professional organizations. By the disclosure of such interests, other participants will have the opportunity to take potential biases into consideration. In addition, the Board of Directors (or, as applicable, committee members) will be in a better position to determine whether the participant may have an interest in conflict with the interests of CA ENA that requires further management beyond mere disclosure.
4. All Covered Persons must comply with this Policy and annually sign and submit a disclosure form (a copy of which is attached hereto as a reference) (“Disclosure Statement”) (i) acknowledging that he or she is aware of and has read the Policy; and (ii) disclosing the information described above. If subsequent to any such annual disclosure (but prior to execution of a new annual disclosure form), a Covered Person becomes aware of a relationship required to be so disclosed; such Covered Person shall promptly make the required disclosure by submitting a revised Disclosure Statement identifying the organization, business, group, entity, etc. and describing the nature of the relationship.
 5. The President, Immediate Past President, and the Secretary will review all volunteer disclosure statements in which a conflict is disclosed and may confidentially consult with others as needed and appropriate to determine whether any conflicts exist and recommend appropriate action to the Board of Directors or committee, as applicable.

6. All Covered Persons must make a full disclosure of all relevant facts and circumstances whenever a conflict of interest exists or may appear to exist. In the event a Covered Person determines he or she has a conflict of interest on a particular matter under discussion or consideration, he or she must disclose the conflict to the Board of Directors, or to the other committee members, as applicable, whether or not the conflict was previously included in the conflict disclosure form. Board members also must make any conflict-of-interest disclosures at a board meeting according to the agenda.
7. Persons who fail to disclose a conflict (or potential conflict of interest) in accordance with this Policy may be subject to disciplinary action, including dismissal from office or appointment.
8. The Board of Directors will review promptly each identified conflict or potential conflict and will seek legal counsel as needed. If disclosure of a conflict would result in the publication of confidential information, the Covered Person may elect to disclose the details of the conflict confidentially to the President. However, such confidential disclosure must allow for publication, at a minimum, of the fact that a conflict exists with the other affected Covered Persons, even if the details are confidential. During the review process, any confidential information regarding the potential conflict will be communicated on a need-to-know basis.
9. The President will report to the Board of Directors in executive session any actions recommended to be taken to manage conflicts of interest, and a

specific agenda item will be included to allow the opportunity for discussion and determination of action as indicated.

10. The attached form is for reference only; the Board will review the disclosure form and update it annually to ensure compliance with California Law.

Appendix A

CONFLICT OF INTEREST DISCLOSURE STATEMENT Instructions for completing the questionnaire:

1. Please read the attached Emergency Nurses Association Conflict of Interest Policy Statement before completing this Disclosure Statement.
2. If additional space is needed for answering a question, please attach an additional sheet and indicate the number of the question which is being answered.
3. The terms "family relationship" and "immediate family" as used herein refer to any parent, spouse, domestic partner, or child.
4. The term "affiliate" means any organization that directly or indirectly, through one or more intermediaries, controls, or is controlled by, or is under common control with the Association.
5. If any item is inapplicable, answer "none" or "n/a" as appropriate.
6. After completing the questionnaire, please sign and date it and return it to CA ENA's Secretary

[COI Form below]

I. NAME AND BACKGROUND INFORMATION

- A. Name: _____
Address: _____
Position with CA ENA: _____

- B. I hereby state that I or members of my immediate family have the following affiliations or interests and have taken part in the following transactions that, when considered in conjunction with my position with or relation to the California State Council Emergency Nurses Association (CA ENA) or any of its affiliates or subsidiaries, might possibly constitute a conflict of interest. (Check "none" where applicable.)

II. OUTSIDE INTERESTS

Identify any position held by yourself or a member of your immediate family in any outside concern from which CA ENA or any of its subsidiaries or affiliates secures goods or services, or that provides services competitive with CA ENA or any of its subsidiaries or affiliates, or any position held by yourself or a member of your immediate family in a professional organization. (_____) none

III. INVESTMENTS

List and describe, with respect to yourself or a member of your immediate family, all investments that might be considered a "material financial interest" that relates to the activities of CA ENA, as described below:

- A. Capital stock, obligations, or a combination of both, of any concern the capital stock or obligation of which are listed on any nationally recognized securities exchange, having an aggregate value in excess of \$500,000; or
- B. Any interest in any other outside concern, with the exception of the holding of indebtedness; or
- C. Holding of indebtedness of any outside concern, other than those mentioned in subparagraph A above, in any amount in excess of \$100,000. (_____)
none

IV. OUTSIDE ACTIVITIES

List any other activities in which you or your immediate family are engaged that might be regarded as constituting a conflict of interest, giving particular attention to activities rendered as a director, manager, consultant, or employee of any outside concern that does business with or competes with CA ENA or any of its subsidiaries or affiliates, and to activities in which it would be possible to disclose or use information relating to CA ENA or any of its subsidiaries or affiliates for your advantage or of that of a member of your immediate family. (_____) none

V. GIFTS, GRATUITIES, AND ENTERTAINMENT

List and describe any gifts, gratuities, or entertainment that you or members of your immediate family have received from any person or outside concern that does business, hopes to do business, or competes with CA ENA or any of its subsidiaries or affiliates. (If you have received such benefits, please approximate their value. Do not list gifts or entertainment of nominal value.) (_____) none

ACKNOWLEDGEMENT AND SIGNATURE

I hereby agree to report to the CA ENA Secretary any changes in the response to each of the foregoing questions, which may result from changes in circumstances before completion of my next Conflict of Interest Disclosure Statement.



POLICY AND PROCEDURE

I commit to disclosing any identified or potential conflict of interest on a particular matter under discussion or consideration to the Board of Directors and/or to the other committee members, as applicable, whether or not the conflict was previously included in the conflict disclosure form. Board members shall make any conflict-of-interest disclosures at a board meeting where that issue may be discussed.

I have read, understand, and agree to the terms of CA ENA's Conflict of Interest Policy. To the best of my knowledge and belief, the information reported above is complete and accurate, and I am not aware of any other personal or professional position(s) or interest(s) or activities in which I am, or am about to be, engaged that reasonably may be anticipated to conflict with the interests of CA ENA.

Signature: _____

Position: _____

Date: _____

Title: Continuing Education	Number: 112
Cross Reference:	
Approved by: California ENA Board of Directors	Origination Date: 0/1994
Reviewed: 10/1999, 05/2003, 08/2005, 08/2016, 11/2018	Approval Date: 5/21/22
12/2021	Revision Date: 12/2021

I. POLICY PURPOSE:

To outline a uniform approach for the Education Committee of the Emergency Nurses Association, California State Council (CA ENA) to offer continuing education (CE) contact hours consistent with the Board of Registered Nursing requirements and California Code of Regulations, Title 16, Division 14, Article 5.

II. POLICY BACKGROUND:

The CA ENA holds a license with the California Board of Registered Nursing to provide continuing education contact hours to Registered Nurses. CA ENA's California Board of Nursing continuing education provider number is CEP 10609. Chapters are welcome to use our provider number, provided that they follow the procedures outlined in this policy.

III. PROTOCOL:

1. The initial request for continuing education contact hours must be made in written or email format to the Education Committee Chairperson no later than 30 days before the education event.
2. Copies of the Educational Event Flyer, Objectives, and Speaker Curriculum Vitae (CV) must be submitted to the Education Committee

Chairperson no later than 14 days prior to the education event for approval.

3. The program or course content must be relevant to the practice of nursing. The content must be current and designed to include recent developments in the subject area being taught.
4. Course offerings must be at least one hour in length.
5. Credit for completing part of a course may NOT be granted. If a person attending the course leaves before the course is complete, they are not to be issued a certificate of completion. CE providers who offer multiple day courses in segments may provide CE hours for each segment successfully completed.
6. Course objectives describe measurable behaviors or outcomes the student will demonstrate or achieve upon completion. An example of a student's behavioral objective or outcome is as follows: "Upon completion of this program, the nurse will be able to: a. Describe the latest treatment options used for patients with _____, b. Assess a patient for the three most common objective or subjective symptoms of _____, c. Evaluate the patient's response to treatment of _____, etc."
7. Instructors' goals are not acceptable behavioral objectives or outcomes. For example: "To inform the student about the latest advances in the treatment of patients with _____" is a goal of the instructor, not an instructional objective.

8. Providers are required to clearly state the overall course objectives or have a clear, concise course description in brochures and other advertisement so participants will know in advance what they can expect to learn.
9. Instructors can determine how or if they want to determine whether registered nurses understand the content of the class or seminar they attended. Home study courses should have some method of verifying that the course was read.
10. As part of the evaluation process, it is recommended that all courses are evaluated for at least the following:
 - i. Extent to which the course met the objectives.
 - ii. Applicability or usability of new information.
 - iii. Adequacy of the instructor's mastery of the subject.
 - iv. Appropriateness of teaching methods used.
 - v. Efficiency of course mechanics (room, space, acoustics, audiovisuals, handouts, etc).
 - vi. Other comments.
10. After the class is completed, a copy of the sign-in sheet, course evaluations, and record of any certificate issued should be sent to the Education Committee Chairperson within 30 days.

Title: Debit /Credit Card Usage	Number: 113
Cross Reference: Document Retention and Destruction	
Approved by: California ENA Board of Directors	Origination Date: 08/01/2016
Review Date(s): 12/2021	Approval Date: 5/21/22
	Revision Date: 12/2021

I. POLICY PURPOSE:

The purpose of this policy is to authorize officers of the association to obtain credit/debit card(s) linked to the Emergency Nurses Association, California State Council (CA ENA’s) corporate banking account; and to provide guidance on appropriate usage and security.

II. POLICY BACKGROUND:

CA ENA recognizes the value of providing debit and credit cards to the officers of the organization so that business can be conducted in an efficient manner. CA ENA also recognizes the risk involved with the usage of debit and credit cards.

III. PROTOCOL:

1. A business credit card may be issued to the State Council and held in the name of the State Treasurer and/or the State Treasurer-Elect, for covered CA ENA business expenses.
2. A business debit card may be issued to Chapter Presidents and/or Treasurers for covered business expenses.
3. Covered business expenses include, but are not limited to:
 - a. Travel expenses

- b. Meals
 - c. Postage
 - d. Business Supplies
 - e. Conference Fees
 - f. Hotel and meeting rooms
 - g. Meeting expenses
 - h. Reoccurring expenses
4. Cardholder agrees to handle the card with the utmost security in mind.
 5. In the event a card is misplaced or stolen, the card holder must notify as soon as possible:
 - a. The bank
 - b. The State Treasurer (and Chapter Treasurer, if a Chapter card)
 6. The debit card is to be destroyed at the end of the cardholder's term. If multiple terms are held, the card does not need to be destroyed until the end of the final term.
 7. Pin numbers should remain confidential and changed when needed for security reasons.
 8. The Chapter Treasurer shall retain all receipts for all Chapter expense transactions. Copies will be submitted to the State Treasurer. The State Council Treasurer will retain all receipts for State expenses. All records will be retained according to the Document Retention and Destruction policy.

Title: Document Retention and Destruction	Number: 114
Cross Reference:	
Approved by: California ENA Board of Directors	Origination Date: 08/01/2016
Review Date(s): 12/2021	Approval Date: 5/21/22
	Revision Date: 12/2021

I. POLICY PURPOSE:

The purpose of this policy is to identify records of the Emergency Nurses Association, California State Council (CA ENA) that should be retained and/or destroyed and describe the process for storage and destruction.

II. POLICY BACKGROUND:

Both the California Corporation Code and the Internal Revenue Service require that certain documents be kept for a specified length of time.

III. PROTOCOL:

1. The following records should be permanently retained:
 - a. Tax Returns
 - b. Annual Reports
 - c. Audit Reports
 - d. Bylaws
 - e. Articles of Incorporation
 - f. Meeting Minutes
 - g. Property and equipment records
 - h. Trademark registrations and copyrights
 - i. Printer's proof of all publications
 - j. Legal documents

- k. Tax-exempt status filings
 - l. Any other documents that pertain to the establishment and permanent operation of this organization
2. The following records shall be retained for at least seven (7) years
 - a. Primary accounting records such as bank statements, check registers, and canceled checks.
 - b. Cash receipts records
 - c. Brokerage and/or investment account statements
 - d. Completed grant program documents and contracts
 - e. Expired contracts
 - f. Form 1099 records
3. All documents listed should be kept in a secure location. Documents kept in digital or digitized formats will be backed up on a continuous basis, and a copy of the file will be stored at a physically separate location.
4. Documents being destroyed will either be shredded or electronically erased, and a log will be maintained to document destruction.
5. All documents pertinent to the records retention procedures must be dually created and stored in separate locations.
6. The current CA ENA Secretary and Treasurer are charged with maintaining possession of permanent records, whether in paper format with original signatures or electronic format. Permanent records shall be passed from one Secretary/Treasurer to the next in accordance with the

term of office. Paper documents will be converted to electronic format, and the original can be destroyed once validated. Documents will be stored in a centralized storage location.

7. Backup files will be stored in a different location from the original document. The current CA ENA Secretary and Treasurer have a duty to review annually all retained records and to make suggestions for those that can be destroyed.

Title: Donations	Number: 115
Cross Reference:	
Approved by: California ENA Board of Directors	Origination Date: 01/1997
Review Date(s): 01/2003, 08/2005, 02/2007, 06/2009	Approval Date: 5/21/22
03/2014, 12/2021	Revision Date: 12/2021

I. POLICY PURPOSE:

To provide guidelines for donating funds to Emergency Nurses Association Foundation (ENAF) or other specified professional entities.

II. POLICY BACKGROUND:

Philanthropy and support of the ENAF have always been a core belief of the Emergency Nurses Association, California State Council (CA ENA). CA ENA provides scholarships at the state and national levels that continue to promote emergency nurses.

III. PROTOCOL:

1. All requests for donations must be submitted to the CA ENA Board of Directors. Decisions to donate funds will be made by a simple majority of the Board members who are present and voting.
2. The CA ENA Board of Directors, according to circumstances surrounding the request for the donation, will determine the amount of the requested donation.
3. Donations recognizing the support of members, non-member professional colleagues/organizations may be made in the form of donations to the ENAF in the name(s)/memory of the individual(s) or organization(s) being recognized.

4. Anyone may contact the Board of Directors to request a donation. Such requests shall be in writing and shall be submitted to the CA ENA Board of Directors member.
5. Requests for donations should include the name of the person being recognized or assisted, their affiliation/relationship with CA ENA, the reason for the request, and recommended date of the donation.
6. Unless otherwise specified, the request for donation will be considered and acted upon by the CA ENA Board of Directors at the next scheduled meeting.
7. If the donation request is of an urgent nature, the CA ENA Board of Directors may schedule a conference call to review the donation request and render a decision.
8. The CA ENA member who made the initial donation request will be informed of the donation decision by the Board of Directors.

Title: Education Committee	Number: 116
Cross Reference:	
Approved by: California ENA Board of Directors	Origination Date: 01/1994
Review Date(s): 10/1999, 05/2003, 08/2005, 12/2021	Approval Date: 5/21/22
	Revision Date: 12/2021

I. POLICY PURPOSE:

To establish the Education Committee as a Standing Committee of the Emergency Nurses Association, California State Council (CA ENA); and describe the Committee’s membership and responsibilities.

II. POLICY BACKGROUND:

The Education Committee is responsible for: identifying the educational needs of practicing emergency nurses, planning and coordinating educational offerings, and approving and reviewing continuing education applications.

III. PROTOCOL:

1. The Committee shall be composed of the following members:

- a. Chair, appointed according to Article VIII of the State Council
Bylaws
- b. Chair-elect (optional but desirable)
- c. Co-chair (optional and with CA ENA Board approval)
- d. Immediate Past Chair (optional but desirable)
- e. Members
- f. Board liaison

2. The Chair, Co-chair, and Chair-Elect shall have and maintain:

- a. Current active ENA membership
 - b. Current professional nursing licensure in the state of California
 - c. Certified Emergency Nurse (preferred)
 - d. Leadership as demonstrated by participation at the Chapter, State, or National level of ENA
 - e. Demonstrated experience in coordinating educational programs, seminars, or other conference planning (preferred)
3. Members shall have and maintain:
- a. Current active ENA membership; and
 - b. Current professional nursing licensure in the state of California or student member
4. The term of office shall be January through December.
- a. Chair: One (1) year term, subject to reappointment.
 - b. Chair-Elect: One (1) year term, will assume the role of Chair at the end of the term.
 - c. Co-chair (1) year term, subject to reappointment.
 - d. Immediate Past Chair: One (1) year term
5. The responsibilities of the Chair and Co-chair, if applicable, include:
- a. Develop, submit for approval, and monitor an annual Committee budget.
 - b. Submit a written report of Committee progress at each State Council meeting. If present, deliver an oral report on behalf of

- the Committee at said meetings.
- c. Submit an annual written summary report of Committee activity to the State Council.
 - d. Call and chair Committee meetings as needed to complete identified tasks.
 - e. Serve as mentor to Chair-Elect
6. The responsibilities of the Chair-Elect include:
- a. Assist the Chair as requested with the above duties.
 - b. After serving as Chair-Elect, be willing to seek appointment as Chair the following year at the discretion of the State Council.
7. The responsibilities of the Immediate-Past Chair include:
- a. Serve as mentor to Chair.
 - b. Assume responsibility in absence of the Chair.
 - c. Complete other duties as assigned.
8. The responsibilities of the members include:
- a. Attend Committee meetings as required and complete assigned duties.
 - b. Duties of all members may include but are not limited to: program, faculty, brochure, syllabus, exhibitor/sponsors, CEs/evaluations
 - c. Additionally, whenever possible, Committee members

should attempt to mentor others to prepare them for a role on future Education Committees.

9. Complimentary registration may be provided to committee members with CA ENA Board approval.
10. Honoraria for speakers will be negotiable, subject to budgetary constraints, and subject to approval by the Board.
11. The Education Committee will maintain all records, as required by the BRN, for all CE educational offerings provided under the CA ENA BRN number. The Education Committee shall review and recommend approval for any course proposals using the BRN provider number assigned to the organization. Education committee chair will notify the CA ENA Board 90 days prior to the BRN CE certification is due to expire.
12. The general components of an educational event may include but not be limited to:
 - a. Educational offering
 - b. Vendor/exhibitor time
 - c. Social events
 - d. Networking opportunities
13. The tasks/duties that apply to general educational events may include but not be limited to:

- a. Program
- b. Faculty
- c. Brochure
- d. Syllabus
- e. Exhibitors/sponsors
- f. CEUs/Evaluations

14. Site Selection

- a. Every effort will be made to provide educational events in a variety of locations.
- b. When selecting sites with no charge (e.g., hospitals), site approval will be done by the committee.
- c. When selecting sites with a charge (e.g., hotels), site selection is subject to the approval of the Board of Directors.
- d. All site visits will include at least one member from the Board of Directors and one member from the Education Committee. The Committee Chair will designate the committee member. The Committee will reimburse travel expenses associated with the site visit.

Title: Election of Officers and Orientation for Newly Elected Officers and Committee/ Special Appointees	Number: 117
Cross Reference:	
Approved by: California ENA Board of Directors	Origination Date: 07/1991
Review Date(s): 03/1999, 01/2003, 08/2005, 02/2007	Approval Date: 5/21/22
05/2009, 03/2014, 12/2021	Revision Date: 12/2021

I. POLICY PURPOSE:

The purpose of this policy is to describe the procedure for the election of officers to the Emergency Nurses Association, California State Council (CA ENA) Board of Directors, and to ensure that newly elected and appointed leaders of the Emergency Nurses Association, California State Council (CA ENA) possess the necessary knowledge to execute their roles.

II. POLICY BACKGROUND:

This policy should be reviewed so that it reflects the nomination, application, and election schedule of the national Emergency Nurses Association; the timeframe may change from one year to the next. This policy does not dictate whether ballots must be paper or electronic; the needs of the membership should guide that choice.

III. PROTOCOL:

1. Election procedures:

a. The process for the election of officers to the CA ENA Board of Directors will be overseen and coordinated by the State Council Immediate Past President.

b. Written applications for the office of President-Elect,

Secretary, Treasurer-Elect, and Director-at-Large will be accepted until the deadline, as determined by the Board of Directors.

- c. All candidate qualifications, according to ARTICLE V of the State Council Bylaws, will be verified by the State Council Immediate Past President.
- d. Official ballots will be sent to members of record according to the most currently available national Emergency Nurses Association membership list.
- e. Online voting can be conducted in conjunction with notification on the website, the newsletter, and e-mail. The ballot will include each candidate's statement and a voting ballot or link to the voting website.
- f. All potential candidates shall submit their candidate statements within the designated deadline.
- g. Election results will be verified by the Immediate Past-President (or designee) and by two (2) Chapter Delegates or their designees prior to the State Council Meeting. Members running for office will be excluded from counting the ballots.
- h. Election results will be announced fourteen (14) days after the close of voting.

- i. The terms of office are for one (1) year or until a successor is elected according to ARTICLE V of the Bylaws. Term of office will begin on the 1st of January and terminate on the 31st of December.
2. In order to remain a member of the Board of Directors in good status must be a member of the California State Council. In addition, one of the following requirements must be met:
- a. Must be a resident of California; or
 - b. Primary place of employment must be at a California health care institution or agency.
 - c. If a member of the Board no longer meets residency or employment requirements, a letter of resignation shall be sent to the CA ENA State Board of Directors.
 - d. Vacancies on the Board will be filled according to Article V of the *Bylaws*.
3. Orientation Procedures
- a. The following newly elected CA ENA Officers will review the ENA Officer's Manuals prior to the start of their term:
 - i. President
 - ii. President-Elect
 - iii. Treasurer
 - iv. Secretary

- b. The following newly appointed CA ENA Committee Chairpersons and Co-chair (if applicable) will review the ENA Orientation Materials prior to the start of their term:
 - i. Government Affairs Chair
 - ii. IQSIP Chair
 - iii. Pediatric Chair
 - iv. Trauma Chair
- c. The current President and Treasurer will mentor the President-Elect and Treasurer-Elect, respectively, during their terms.
- d. Chapters Officers and other appointed or elected persons are encouraged to review the ENA training materials.
- e. State Council and Chapter Officers are encouraged to attend ENA's State and Chapter Leaders' Orientation annually. The Board of Directors will determine reimbursement amounts annually for State Council Officers. Chapters are encouraged to reimburse Chapter Leaders for attending.
- f. The Board of Directors may include Officer orientation in a retreat setting or at a State Council meeting.

Title: Emergency Medical Services Commissioner	Number: 118
Cross Reference:	
Approved by: California ENA Board of Directors	Origination Date: 01/1994
Review Date(s): 05/2003, 08/2005, 02/2007, 08/2009	Approval Date: 5/21/22
03/2014, 12/2021	Revision Date: 12/2021

I. POLICY PURPOSE:

The Emergency Medical Services (EMS) Commissioner represents the Emergency Nurses Association, California State Council (CA ENA) on the California Commission on Emergency Medical Services, and acts as a liaison between the California EMS Commission and related committees and CA ENA.

II. POLICY BACKGROUND:

CA ENA has been fortunate to secure a seat and develop a working relationship with the California Emergency Medical Services Commission. This is a vital seat to be maintained. CA ENA should ensure that its involvement continues indefinitely.

III. PROTOCOL:

1. Appointment

- a. The EMS Commissioner is appointed by the Governor of California pursuant to the provisions of the Health and Safety Code Division 2.5 Chapter 8 Article 1, Section 1799.2.
- b. The EMS Commissioner shall be selected from a list of three (3) qualified nominees whose names have been submitted to the California Governor's Office by the CA ENA Board of Directors.

2. Term of Office

- a. The term of office shall be at the discretion of the Governor and the CA ENA Board of Directors. The term of office is generally three years with possible reappointment.
- b. Should the need arise to fill the position of the EMS Commissioner prior to the expiration of his/her term, the office of the Governor shall be contacted for the appropriate procedure.
- c. The EMS Commissioner will serve until replaced on the EMS Commission.

3. Qualifications

- a. Current active ENA membership
- b. Current professional nursing licensure in the state of California
- c. Current Authorized Registered Nurse/Mobile Intensive Care Nurse credential or recent previous experience in that capacity
- d. Recognition by peers as active in EMS with knowledge regarding the status of state EMS programs and legislative agendas

4. Specific responsibilities within CA ENA include:

- a. Attend and actively participate at all EMS Commission meetings.
- b. Maintain active membership in the CA ENA EMS Committee; serve as a liaison with the Government Affairs Committee, Trauma Committee, Pediatric Committee, and others as needed based on the topics under consideration by the EMS Commission.

- c. Provide information and education to help assure consistency of any policy position taken by CA ENA.
 - d. Develop and submit for approval and monitor an annual budget.
 - e. Provide a written and verbal report of the EMS Commission's activities at the State Council meetings and the CA ENA newsletter/website.
 - f. Submit an annual written summary of Commissioner activity to the State Council.
5. Specific Duties within the EMS Commission (as defined in the California Health and Safety Code Section 2.5 Chapter 8 Article 2) include:
- a. Review and approve regulations, standards, and guidelines to be developed by the EMS Authority.
 - b. Advise the EMS Authority on the development of an emergency medical data collection system.
 - c. Advise the director concerning the assessment of emergency facilities and services.
 - d. Advise the director with regard to communication, medical equipment, training of personnel, facilities, and other components of the EMS system.
 - e. Review and comment upon the EMS portion of the State Health Facilities and Service Plan developed pursuant to Section 127155 of the code.

- f. Based upon evaluations of the EMS systems in the state and their coordination, the commission shall make recommendations for further development and future directions of the EMS in the state
6. Funding:
 - a. The State of California reimburses all costs associated with the EMS Commission.
 - b. All costs associated with commission attendance are reimbursed according to the CA ENA Standard Procedure on Reimbursement of Expenses.

Title: Emergency Medical Services Committee	Number: 119
Cross Reference:	
Approved by: California ENA Board of Directors	Origination Date: 01/1994
Review Date(s): 05/2003, 08/2005, 08/2016, 12/2021	Approval Date: 5/21/22
	Revision Date: 12/2021

I. POLICY PURPOSE:

To establish the Emergency Medical Services (EMS) Committee as a Standing Committee of the Emergency Nurses Association, California State Council (CA ENA); and describe the Committee’s membership and responsibilities.

II. POLICY BACKGROUND:

The EMS Committee shall monitor and address issues affecting EMS in relationship to Emergency Nursing; disseminate information to CA ENA regarding EMS and serve as a resource to the EMS Commissioner; analyze legislation and regulations affecting EMS and formulate a plan of action to respond as necessary, and participate in other statewide committees or organizations as deemed appropriate by the State Council Board of Directors.

III. PROTOCOL:

1. Membership: All CA ENA members interested in EMS are welcome to attend committee meetings.

2. The EMS Committee shall consist of the following who shall be appointed to the Committee by the State Council President according to ARTICLE VIII of the Bylaws.

- a. Chair
 - b. Co-chair (optional and with CA ENA Board approval)
 - c. Chair-Elect
 - d. Nonspecific number of members, preferably one from each Chapter with an interest in the committee's purposes
 - e. State Council Board of Directors (BOD) Liaison
 - f. Appointed EMS Commissioner
3. Qualifications: Chair, Co-chair, and Chair-Elect shall have and maintain:
- a. Current active ENA membership;
 - b. Current professional nursing licensure in the state of California;
 - c. Certified Emergency Nurse (preferred);
 - d. Current professional involvement in EMS or a related field (e.g., Mobile Intensive Care Nurse, Flight Nurse, Critical Care Transport Nurse, Base Liaison/Coordinator, Local Emergency Medical Services Agency (LEMSA)/State EMS Quality Improvement, Education Coordinator for private or public agencies); and
 - e. Leadership as demonstrated by active involvement at the Chapter, State, or National level of ENA.
4. Membership: Members shall have and maintain:
- a. Current active ENA membership;
 - b. Current professional nursing licensure in the state of California

- c. Interest in EMS and prehospital care or student member.
5. All terms of office will be defined as a calendar year beginning in January and ending in December.
 - a. Chair: None (1) year term, subject to reappointment
 - b. Co-chair: One (1) year term, subject to reappointment
 - c. Chair-elect: One (1) year term and will proceed to the Chair with Board appointment.
6. All vacancies will be filled by the State Council President according to ARTICLE VIII of the Bylaws.
7. Specific Responsibilities:
 - a. Chair and Co-chair work collaboratively to:
 - i. Develop, submit for approval and monitor an annual Committee budget.
 - ii. Submit a written report of Committee progress at the State Council meetings. If present, deliver an oral report on behalf of the Committee at said meetings.
 - iii. Submit an annual written summary report of Committee activity to the State Council.
 - iv. Call and chair (or delegate if not able to attend) meetings to coincide with the regularly scheduled State Council meetings.
 - v. Develop and distribute meeting agendas and minutes for Committee meetings.

- vi. Liaison with Government Affairs Committee Chair, or other Committee Chairs, as needed.
- b. Chair-Elect
 - i. Assume responsibility in the absence of the Chair and Co-chair.
 - ii. Assist with the responsibilities of the Chair/ Co-chair as requested.
 - iii. After serving as Chair-Elect for one year, willing to seek appointment as Chair the following year at the discretion of the State Council.
- c. Members:
 - i. Attend Committee meetings as required.
 - ii. Maintain telephone/e-mail contact with Chair if unable to attend meetings.
 - iii. Obtain and provide copies of pending legislation and regulations to the Chair and other Committee members as requested for review.
 - iv. Provide verbal and written feedback on legislation and regulations under review within a timeframe as requested by the Chair or Co-chair.
 - v. Complete tasks as assigned by the Chair or Co-chair.

Title: Endorsements	Number: 120
Cross Reference:	
Approved by: California ENA Board of Directors	Origination Date: 11/1991
Review Date(s): 01/1994, 03/2003, 08/2005, 02/2007	Approval Date: 5/21/22
05/2009, 03/2014, 12/2021	Revision Date: 12/2021

I. POLICY PURPOSE:

To outline the criteria for endorsements including, but not limited to, products, organizations, or issues.

II. POLICY BACKGROUND:

Emergency Nurses Association, California State Council (CA ENA) has maintained a reputation of being the primary source of information and support for emergency nurses and our EMS partners. To maintain this reputation, CA ENA adopted standards and practices to promote and endorse information bearing the CA ENA name.

III. PROTOCOL:

1. The decision to endorse a product, an organization, or an issue shall be made by the Board of Directors. A representative of the product, organization, or issue may be requested to make a presentation to the Board of Directors and/or the entire State Council. The decision to endorse will be determined by:
 - a. Relevance to emergency nursing in the state of California.
 - b. Ultimate goals of the product, organization, or issue and the benefits of said goals to emergency nursing.

- c. The strategic plan and position of National ENA.
2. Individual political candidates, parties, or campaigns may not be given endorsement or financial contributions.

Title: Federal Tax ID Number Use	Number: 121
Cross Reference:	
Approved by: California ENA Board of Directors	Origination Date: 08/2014
Review Date(s): 12/2021	Approval Date: 5/21/22
	Revision Date: 12/2021

I. **POLICY PURPOSE:**

This policy is intended to give guidance to chapter and self-funded committees wanting to use the Emergency Nurses Association, California State Council (CA ENA) Federal Tax ID number for their bank account purposes. Note that there is a great liability on the state’s part in giving out this information, thus proper policy must be followed.

II. **POLICY BACKGROUND:**

CA ENA is incorporated as a not-for-profit organization. There is no more important state requirement than maintaining our corporate not-for-profit status. Having a corporate parent structure is what protects the State and Chapter leaders for personal liability should a claim be filed against them.

III. **PROTOCOL:**

1. All chapters must request to use the CA ENA Federal Tax ID number must make a request in writing to the CA ENA Treasurer.
2. Upon being given the number for use, the chapter or self-funded committee must open all bank accounts at Wells Fargo. This is where the state’s accounts are held.

3. All accounts must be placed online with Wells Fargo, thus allowing the CA ENA Treasurer to access account information.
4. Each chapter account shall have four signers on its banking accounts: two State Board members and two active Chapter Board members.
5. Any other use of CA ENA federal tax ID number must be approved by the Board of Directors.
6. CA ENA reserves the right to revoke a chapter or committee use of the Federal Tax ID Number for any reason that may jeopardize CA ENA standing with the IRS or any violation that may cause CA ENA to lose its corporate not-for-profit status.



POLICY AND PROCEDURE

Title: Responsibilities and Duties of the Finance Advisory Committee	Number: 122
Cross Reference:	
Approved by: California ENA Board of Directors	Origination Date: 10/31/22
Reviewed:	Approval Date: 12/8/2023
	Revision Date:

I. **POLICY PURPOSE:**

The Committee’s role is to execute its fiduciary responsibility assigned by the CA ENA Board of Directors.

II. **POLICY BACKGROUND:**

To maintain fiscal responsibility and support the efforts of California ENA, this committee is being developed to ensure sound financial decisions and make recommendations to the CA ENA Board on our investment portfolio.

III. **PROTOCOL:**

1. The Finance Committee will:

- a. The Finance Committee will consist of a Treasurer, Treasurer-elect, and one active CA ENA member selected by the Board.
- b. Oversee the financial planning and management of CA ENA.
- c. Oversee the investment of funds.
- d. Review investment performance.
- e. Monitor the implementation of the allocation strategy by the investment managers.

- f. When necessary, interview investment companies and make recommendations to the CA ENA board of directors about services provided and whether to initiate, continue, or terminate services offered by investment companies.
- g. Evaluate the performance of the investment manager(s) over time.
- h. Ensure accurate and complete financial records are kept.
- i. Ensure all legal reporting requirements are met.
- j. Ensure accurate and timely financial reports are conveyed to the CA ENA board of directors.
- k. Make fiscal recommendations to the CA ENA board of directors.
- l. Draft, review, and/or recommend changes for organizational fiscal policies for the CA ENA board of director's consideration.
 - i. Investment policies
 - ii. Reserves policies

Title: Foundation Fundraising Chairperson	Number: 123
Cross Reference:	
Approved by: California ENA Board of Directors	Origination Date: 04/1989
Review Date(s): 01/1994, 07/1998, 05/2003, 08/2005	Approval Date: 5/21/22
12/2021	Revision Date: 12/2021

I. POLICY PURPOSE:

To establish the ENA Foundation Fundraising Chairperson as a Special Appointment of the Emergency Nurses Association, California State Council (CA ENA); and describe the Appointee’s responsibilities.

II. POLICY BACKGROUND:

CA ENA has a long tradition of successful fundraising for the ENA Foundation (ENAF). The ENAF was founded in 1991 to support the mission of providing educational scholarships and research grants in the discipline of emergency nursing. For many years, CA ENA has maintained scholarships named after members. This Chairperson role plays a vital part of our fundraising goals.

III. PROTOCOL:

1. The ENAF Chairperson shall be appointed by the State Council President according to Article VIII of the State Council *Bylaws*.
2. The Chairperson, Co-chair, and Chair-elect (if applicable) shall have and maintain the following qualifications:
 - a. Active ENA membership;
 - b. Professional nursing licensure in the State of California (Active or retired);
 - c. Certified Emergency Nurse (preferred); and

- d. Leadership as demonstrated by active involvement at the Chapter, State, or National level of ENA.
3. The term of office shall be from January 1 to December 31. This is a one-year (1) term, subject to reappointment.
4. The Chairperson, Co-chair, or Chair-elect (if applicable) may be removed by the Board of Directors. The State Council President will appoint a Chairperson to the vacancy according to Article VIII of the *Bylaws*.
5. Responsibilities of the Chairperson, Co-chair, and Chair-elect (if applicable) may include, but are not limited to:
 - a. Champion ENAF fundraising throughout the year;
 - b. Collaborate with the National ENAF campaign to bring the theme to our State Council;
 - c. Develop, submit for approval and monitor an annual budget;
 - d. Submit a written report of Foundation fundraising at the State Council meetings. If present, deliver an oral report at said meetings; and
 - e. Submit an annual written summary report of fundraising activity to the State Council at the final meeting of the current year.



Title: Government Affairs Committee	Number: 124
Cross Reference:	
Approved by: California State Council Board of Directors	Origination Date: 04/1989
Reviewed: 01/1994, 07/1998, 05/2003, 08/2005	Approval Date: 5/21/22
	Revision Date: 08/2016, 3/2021

I. POLICY PURPOSE:

To establish the Government Affairs Committee as a Standing Committee of the California Emergency Nurses Association (CA ENA) and to describe the Committee’s membership and responsibilities.

II. POLICY BACKGROUND:

The purposes of the Government Affairs Committee are to:

- Identify, monitor, and educate CA ENA members about pending legislation and other proposed public policy changes affecting emergency nursing, emergency health care, professional nursing, emergency medical services at local, state, and national levels, and other issues impacting health care;
- Analyze pending legislation and public policy changes and make recommendations to the California State Council Board of Directors (Board) for positions on such legislation or policy changes;
- Educate state legislators about emergency nursing and CA ENA, and provide expertise related to public policy issues or proposed changes;
- Liaison with other professional nursing, physician, administrative and technical organizations in order to provide CA ENA members thorough and accurate analysis of proposed policy changes related to the issues outlined above; and

- Keep national ENA informed of significant public policy issues in California related to the policy areas outlined above.

III. **PROTOCOL:**

1. Membership: All CA ENA members interested in government affairs are welcome to attend committee meetings.
2. The Government Affairs Committee shall consist of the following who shall be appointed by the State Council President according to ARTICLE VIII of the Bylaws.
 - a. Chair
 - b. Chair-Elect
 - c. Nonspecific number of members, preferably one from each chapter with an interest in the committee's, ideally at least one recommended by each chapter.
 - d. State Council Board of Directors (Board) Liaison
 - e. Appointed EMS Commissioner
3. Qualifications: Chair and chair-elect shall have and maintain:
 - a. Current ENA membership;
 - b. Current RN licensure in the state of California;
 - c. Certified Emergency Nurse (preferred); and
 - d. Knowledge of the California legislative process and bill tracking methods.
4. Qualifications Appointed Committee Membership shall have and maintain:
 - a. Current ENA membership
 - b. Appointed Committee Members serve at the pleasure of the CA ENA President.

5. All terms of office will be defined as a calendar year beginning in January and ending in December.

a. Chair: Two (2) year term, subject to reappointment for another 2-year term.

b. Chair-Elect: At least one (1) year term, subject to reappointment. The chair may recommend the chair-elect to the Board for approval at any time but no later than the January of the second year of the chair's term.

6. All vacancies will be filled by the State Council President according to ARTICLE VII of the Bylaws.

7. Specific Responsibilities:

a. Chair:

i. Develop, submit for approval and monitor an annual Committee budget.

ii. Submit a written report of Committee progress at the State Council meetings. If present, deliver an oral report on behalf of the Committee at said meetings.

iii. Submit an annual written summary report of Committee activity to the State Council.

iv. Call and chair (or delegate if not able to attend) meetings to coincide with the regularly scheduled State Council meetings or other times as needed.

v. Develop and distribute meeting agendas and minutes for Committee meetings.

vi. Identify and monitor pending legislation and other proposed policy changes through the following mechanisms, in collaboration with the CA ENA lobbyist, if CA ENA has contracted with one:

1. Written and verbal communication with appropriate Legislative or administration contacts.
2. Review as appropriate written materials such as the Daily File, bill analysis, Legislative history, and others. Note: may delegate as appropriate.
3. Collaborate with, or delegate to appropriate State Council committees regarding proposed legislative or regulatory changes. For example, proposals related to emergency medical services may be delegated to the CA ENA EMS Committee.
4. Maintain liaison with the national ENA Advocacy Advisory Council.

vii. Prepare legislative summaries for review at each meeting. This may be performed in collaboration with the CA ENA lobbyist if CA ENA contracts with an outside lobbyist.

viii. Notify Committee members of new, pending legislation or policy issues prior to Committee meetings.

ix. Educate CA ENA members in the state and federal (when appropriate) legislative processes and other government affairs topics, as needed. Assist CA ENA members with legislative visits

during the Sacramento CA ENA meeting, as requested and appropriate. If CA ENA contracts with an outside lobbyist, this may be performed in collaboration with the lobbyist, consistent with the lobbyist contract.

x. Develop and implement, as needed, a communication mechanism for the dissemination of information to CA ENA members.

xi. Provide the Board with information/recommendations about policy issues, including draft letters for the President's signature, as needed. Communication should use a modified SBAR format whenever possible.

xii. Provide the Board with a written report of the activities of tracked legislation prior to each State Council meeting or upon request.

b. Appointed Government Affairs Committee Members shall:

i. Disseminate government affairs information to local chapter members in a timely manner.

ii. Attend Committee meetings. Maintain contact with the chair if unable to attend meetings.

iii. Obtain copies of pertinent pending legislation as requested by the chair.

iv. Review bills prior to meetings and actively participate in developing recommendations to the State Council Board.

- v. Actively educate legislators or government agencies on legislation that may impact emergency nursing, emergency health care, and emergency medical services.
 - vi. Develop and implement, as needed, a local chapter communication plan for the dissemination of critical information when requested by the chair. May delegate this task to other local chapter members.
- c. CA ENA Contract Lobbyist and Responsibilities, if CA ENA contracts with a lobbyist.
- i. The CA ENA lobbyist will work collaboratively with the Government Affairs Committee Chair and Appointed Committee Members, the Board, and CA ENA members to meet the intent of this policy and procedure.
 - ii. The CA ENA lobbyist contract will be enacted on an annual calendar year basis unless otherwise agreed upon by the Board and the lobbyist. Any contract renewal for a calendar year(s) shall be signed by the CA ENA President prior to the expiration of the contract. The CA ENA President may delegate the execution of the contract to the CA ENA President-elect, if necessary.
 - iii. The Board may evaluate the CA ENA lobbyist's performance at any time; the Board Liaison to the Government Affairs Committee and the Government Affairs Committee chair shall work collaboratively to perform the evaluation.

iv. The Board liaison to the Government Affairs Committee shall be responsible for the supervision of the CA ENA lobbyist. The Government Affairs Committee chair shall be responsible for the Committee's responsibilities, as outlined in this policy and procedure.



POLICY AND PROCEDURE

Title: ENA General Assembly Coordinator and Delegate Selection Process	Number: 125
Cross Reference:	
Approved by: California ENA Board of Directors	Origination Date: 08/2014
Revised: 12/2021	Approval Date: 01/12/2017
	Revision Date: 12/2021

I. **POLICY PURPOSE:**

To define the role of the delegate coordinator and the procedure for the most equitable method of selecting delegates to represent the Emergency Nurses Association, California State Council (CA ENA) during the Emergency Nurses Association (ENA) Annual Meeting and General Assembly.

II. **POLICY BACKGROUND:**

The State Council is allocated a number of delegates to represent the CA ENA at Annual Meeting, and General Assembly based on the State’s annual membership, The method used to select California State Council delegates is a points-based system.

III. **PROTOCOL:**

APPLICATION PROCESS

1. The CA ENA Board of Directors shall appoint a Delegate Coordinator.
2. A point system will be used to determine state delegates.
3. Each year, the CA ENA Board will review the application and adjust it as necessary; the CA ENA Board-approved form shall be the only form used to calculate points. There is an example of the application in Appendix A for reference.

4. A member may accrue points from 1 June of the previous year through 31 May of the current year for:
 - i) Attendance at any chapter, state, or national meetings;
 - ii) Special projects completed at the ENA chapter, state, or national level;
 - iii) Publication in a professional nursing journal;
 - iv) Receiving a chapter, state, or national ENA award; or
 - v) Attendance at any state or chapter CE events.

5. A member may accrue points from 1 January through 31 May of the current year for:
 - i. Holding an elected chapter, state or national office, or appointed position.
 - ii. Being appointed the chairperson or member of a chapter, state or national committee, or workgroup. [Note: an applicant may NOT accumulate points as both the chairperson and a member of the same committee

6. All delegate applicants must possess both a current ENA membership and valid professional nursing licensure in the state of California. If selected to serve as a delegate or alternate delegate, both requirements must be active and maintained until the General Assembly is completed and all obligations to serve as a delegate or alternate delegate have been fulfilled.

7. Delegate applicants must document all points on the appropriate application form and submit it to the CA ENA Delegate Coordinator by the deadline. Each

interested ENA member is responsible for initiating the application by completing the point tabulation form (See Appendix A as an example).

8. The completed delegate applications and all supporting documentation (ENA membership card, RN license, and proof of ENA sponsored certification) must be received by the Delegate Coordinator on or before the deadline [Note: the deadline will be determined by the Delegate Coordinator and must be at least 90 days prior to the General Assembly]. To be accepted as a complete application, applications: must be postmarked on or before the deadline or electronically timestamped and received before the deadline. Applications received after the deadline will be placed at the end of the delegate application point list, regardless of the number of points accrued by the delegate applicant.

DELEGATE COORDINATOR RESPONSIBILITIES

1. The point tabulation form will be verified by the Delegate Coordinator or CA ENA President-appointed designee. [NOTE: Incomplete applications may be returned to the applicant, or the applicant will be contacted regarding missing information.] No point value will be given without proper verification/documentation.

2. Applicants with the highest number of verified points will be given the first opportunity to accept a delegate position. [NOTE: The CA ENA President is automatically counted in the total number of delegates.]

3. Delegates selected to serve will be notified by the Delegate Coordinator via the most appropriate means. They will be announced at the next regularly scheduled State Council meeting following the application deadline. The

Delegate Coordinator will register all State Council delegates and alternate delegates as required by the National ENA office, but no later than 45 days prior to the start of the General Assembly; the CA ENA President may perform this duty if the Delegate Coordinator is unavailable.

4. The Delegate Coordinator receives applications in which there exists a tie for the last available delegate position; a lottery will be held to select the delegate. The alternate delegate(s) will be selected in order of highest points from applicants not initially selected to serve as a delegate.

5. In the absence of the number of applications to fill the allotment of delegates, the Delegate Coordinator will solicit additional applications from the membership. Additionally, names of other interested CA ENA members will be submitted to the CA ENA Board of Directors for consideration at its discretion, in consultation with the Delegate Coordinator. [Note: CA ENA must comply with all ENA deadlines for the registration of delegates.]

6. The Delegate Coordinator shall facilitate a California General Assembly Delegate orientation, including the review of proposed bylaw changes and proposed resolutions. Orientation shall take place prior to the start of the General Assembly.

7. A member of the CA ENA Board of Directors, or its designee, shall lead the discussion of proposed bylaws changes and resolutions with the delegates.

DELEGATE RESPONSIBILITY



POLICY AND PROCEDURE

1. Delegates are required to attend the California General Assembly orientation and discussion. Delegates are required to have completed the delegate orientation program prior to the start of the General Assembly. The Delegate Coordinator shall inform delegates and alternates of the scheduled delegate orientation and discussion.
2. California General Assembly Delegates shall be reimbursed according to the CA ENA reimbursement policy. The CA ENA Board of Directors may alter the reimbursement of delegates.

Appendix A

California State Council Delegate Application and Point Tabulation Form



POLICY AND PROCEDURE

Print Clearly and Complete all areas
Submission Deadline is: XX/XX/ 20XX

Applicant's full name _____

Address _____

City _____ Zip code _____

Phone
(h) _____ (w) _____ (c) _____

Email address
(h) _____ (w) _____

ENA Member # _____ Expiration Date _____

Delegates must maintain current ENA membership status through dates of the General Assembly (renewal or proof of renewal is the responsibility of the applicant).

******* Submit verification of your current California RN License and ENA membership with Delegate Application *******

Grant total points from all eligible categories) _____

Chapter _____ Chapter # _____

First time delegate? **(15 points)** yes/no

Are you willing to mentor a first-time delegate? **(15 points)** yes/no

Have you been an emergency nurse for 5 years or less **(15 points)**? Yes/no

Meeting Attendance and Committee Participation

ENA Chapter Meetings (includes in-person, conference calls, Zoom, FaceTime, etc.) **List dates attended from June 1st of last year through May 31st of the current year 20 Points per meeting/month**

Total section points: _____

ENA State Council Meetings (includes in-person, conference calls, Zoom, FaceTime, etc. **List dates attended from June 1st of last year through May 31st of the current year) 10 Points per meeting**

Total section points: _____

Chairperson or Appointed leader at the chapter, state, and/or national level Position held from January 1 through May 31st of current year 50 points each



POLICY AND PROCEDURE

[Note: Dropdown with chapter, state or national designation]

Total section points: _____

Committee(s) Member at the chapter, state, and/or national level. **Position held from January 1 through May 31st of the current year.** [Note: Chairperson may not accumulate points as a member of the committee they chair] Level (C, S, N) **20 Points each**

[Note: Dropdown with chapter, state or national designation]

Total section points: _____

ENA Elected Positions and Special Projects or Activities

Position(s) selected to from January 1 through May 31st of the current year

Chapter President: Chapter _____ **50 points**

Chapter Representative: Chapter _____ **40 points**

All other elected positions held at the chapter, state or national level

Position(s) elected to Level (C, S, N) **50 points each**

[Note: Dropdown with chapter, state or national designation]

Total section points: _____

Projects/activities must have been completed from June 1st of last year through May 31st of the current year **10 points each/no maximum.**

Published in a nursing journal _____ [additional information may be attached to this application]

ENA award or volunteer work on behalf of ENA _____

Special ENA project(s) not required by ENA position held _____

Attended any chapter or state ENA-sponsored educational event for CEU. [Chapter or state meetings that provided educational presentations may be claimed here.]

Delegate or Alternate to National General Assembly in the prior year (2021) yes/no

Attendee at National Emergency Nursing Conference in 2021 yes/no

Total section points: _____

Certifications

*****Credit will only be given with submitted documentation of current status*****

CEN

CEPN



POLICY AND PROCEDURE

CRFN

TCRN

CTRN

FAEN

20 points each/ no maximum_____

Choose EITHER instructor OR provider for the following categories.

ENPC instructor

ENCARE instructor

TNCC instructor

Injury Prevention Institute Instructor

NHSA CPS Instructor

20 points each/no maximum_____

ENPC provider

CATN

TNCC provider

Injury Prevention Institute provider

GENE

NHTSA CPS provider

ENCARE provider

10 points each/ no maximum_____

Total section points:_____

Mail or email this application with associated documentation to General Assembly Coordinator at: XXX

PLEASE NOTE: The applicant is responsible for following up with the General Assembly Coordinator to verify that the application has been received.

Final delegate selection will be completed by mid-summer, and applicants will be notified via email. All delegates and alternates must be at the meeting location at least one day prior to the General Assembly start date. All delegates and alternates must attend General Assembly orientation and are required to attend the entire General Assembly in order to fulfil the requirements of being a delegate and receive financial assistance from CA ENA.

Title: California Institute for Quality, Safety and Injury Prevention (IQSIP) Committee	Number: 126
Cross Reference:	
Approved by: California ENA Board of Directors	Origination Date: 08/10/2016
Review Date(s): 12/2021	Approval Date: 5/21/22
	Revision Date: 12/2021

I. POLICY PURPOSE:

To establish the Institute for Quality, Safety, and Injury Prevention (IQSIP) as a Standing Committee of the Emergency Nurses Association, California State Council (CA ENA); and describe the Committee’s membership and responsibilities.

II. POLICY BACKGROUND:

The Institute for Quality, Safety, and Injury Prevention (IQSIP) is a functional area within ENA that provides subject matter expertise and a concentrated focus on issues related to practice, quality, safety, injury prevention, and wellness. CA ENA may provide resources, develop programs, and lead projects that empower emergency nurses to integrate quality, safety, injury prevention, and wellness into their everyday practice and become leaders within their institutions and communities. CA ENA will collaborate with local, regional, and national organizations on topics and projects relevant to the specialty of emergency nursing.

III. PROTOCOL:

1. Membership: All CA ENA members interested in quality, safety, and injury prevention are welcome to attend committee meetings.

2. The IQSIP shall consist of the following who shall be appointed to the Committee by the State Council President according to ARTICLE VIII of the Bylaws.
 - a. Chair
 - b. Co-chair (optional and with Board approval)
 - c. Chair-Elect
 - d. Nonspecific number of members, preferably one from each Chapter with an interest in the committee's purposes
 - e. State Council Board of Directors (BOD) Liaison
3. Qualifications: Chair, Co-chair, and Chair-Elect shall have and maintain:
 - a. Current active ENA membership;
 - b. Current professional nursing licensure in the state of California;
 - c. Certified Emergency Nurse (preferred); and
 - d. Knowledge of current quality and safety initiatives.
4. Membership: Members shall have and maintain:
 - a. Current active ENA membership
 - b. Current professional nursing licensure in the state of California or student member
5. All terms of office will be defined as a calendar year beginning in January and ending in December.
 - a. Chair: One (1) year term, subject to reappointment

- b. Chair-elect: One (1) year term, subject to reappointment
- 6. All vacancies will be filled by the State Council President according to ARTICLE VIII of the Bylaws.
- 7. Specific Responsibilities:
 - a. Chair and Co-chair (if applicable):
 - i. Develop, submit for approval and monitor an annual Committee budget.
 - ii. Submit a written report of Committee progress at the State Council meetings. If present, deliver an oral report on behalf of the Committee at said meetings.
 - iii. Submit an annual written summary report of Committee activity to the State Council.
 - iv. Call and chair (or delegate if not able to attend) meetings to coincide with the regularly scheduled State Council meetings.
 - v. Develop and distribute meeting agendas and minutes for Committee meetings.
 - b. Members:
 - i. Disseminate IQSIP information to local Chapter members in a timely manner.
 - ii. Attend Committee meetings.

Title: Investment, Funding, and Reserve Policy	Number: 127
Cross Reference:	
Approved by: California ENA Board of Directors	Origination Date: 08/01/2016
Review Date(s):12/2021	Approval Date: 5/21/22
	Revision Date: 12/2021

I. POLICY PURPOSE:

This policy describes funding, reserve, and investment strategy for the Emergency Nurses Association, California State Council (CA ENA). CA ENA finances shall support the membership of CA ENA to advocate for patient safety and excellence in emergency nursing practice. This strategy is not intended to be an absolute but rather to serve as a guide in managing CA ENA funds in light of ever-changing economic conditions.

II. POLICY BACKGROUND:

Checking account funds are needed to pay the current year’s operational expenses, as delineated in the CA ENA Annual Budget. The CA ENA checking account(s) may contain up to 18 months of anticipated operational costs. Funds over an anticipated 18 months of operational costs should be expended to meet a need of the membership and/or invested in short- and/or long-term funds.

Short-term funds are those that are not needed for operations immediately but may be needed within the next 12-36 months. Vehicles for investing short-term funds include money market funds, CDs, and/or major U.S. Treasuries. Short-term funds that mature in value to an amount exceeding what CA ENA

may require in the next 12-36 months should be expended to meet the needs of CA ENA membership and/or invested in a long-term fund.

Long-term funds are those that will not be needed for operations for at least the next three years. Vehicles for investing long-term funds include money market funds, certificates of deposit (CDs), U.S. Treasury bonds, equities (stocks), and/or fixed income securities (bonds).

III. **PROTOCOL:**

1. The CA ENA Board of Directors has oversight of CA ENA finances.
2. CA ENA shall manage its accounts and investments so that:
 - a. Liquid assets are available to meet current operational expenses
 - b. Investments have minimal acceptable levels of risk while allowing for positive returns
 - c. Generally accepted accounting procedures are followed
 - d. Financial activity is openly shared with the membership
3. For long- and short-term funds, an investment manager, broker, and/or banker may be retained to assist the Board of Directors with investment options. The Board of Directors shall make decisions in regards to the selection of the investment manager, broker, and/or banker, the amount of funds to be invested, and the types of investments to be made. In such instances, the investment manager, broker, and/or banker shall report on the status of the investment(s) at a minimum of annually to the Board of Directors.

4. Direct investment in real estate, short sales, margin transactions, and non-publicly traded securities and derivatives are prohibited.
5. The Board of Directors shall review all investments at least annually.

Title: Leadership and Practice Committee	Number: 128
Cross Reference:	
Approved by: California ENA Board of Directors	Origination Date: 03/2000
Review Date(s): 05/2003, 08/2005, 12/2021	Approval Date: 5/21/22
12/2021	Revision Date: 12/2021

I. **POLICY PURPOSE:**

To establish the Leadership and Practice Committee as a Standing Committee of the Emergency Nurses Association, California State Council (CA ENA); and describe the Committee's membership and responsibilities.

II. **POLICY BACKGROUND:**

The purposes of the Leadership and Practice Committee are to monitor and address issues affecting professional nursing practice, specifically including, but not limited to, issues related to all areas of emergency nursing practice and emergency nursing standards; to utilize the experience and expertise of the members of the Committee to provide information, education, and training to the CA ENA membership; and to establish a liaison with and serve as a resource to other ENA committees and interested individuals or groups in order to address professional issues.

III. **PROTOCOL:**

1. Membership: All ENA members are welcome to attend committee meetings.

2. The Leadership and Practice Committee shall consist of the following who shall be appointed to the Committee by the State Council President according to ARTICLE VIII of the Bylaws.
 - a. Chair
 - b. Co-chair (optional and with Board approval)
 - c. Chair-Elect
 - d. Nonspecific number of members, preferably one from each Chapter with an interest in the committee's purposes
 - e. State Council Board of Directors (BOD) Liaison
3. Chair, Co-chair, and Chair-elect shall have and maintain:
 - a. Current active ENA membership;
 - b. Current professional nursing licensure in the state of California
 - c. Certified Emergency Nurse (preferred)
 - d. Leadership as demonstrated by participation at a local, state, or national level of ENA
4. Membership:
 - a. Members shall have and maintain:
 - b. Current active ENA membership
 - c. Current professional nursing licensure in the state of California or student member
 - d. Interest and/or experience in leadership issues related to emergency care

5. All terms of office will be defined as a calendar year beginning in January and ending in December.
 - a. Chair: One (1) year term, subject to reappointment
 - b. Chair-elect: One (1) year term and will ascend to Chair at the end of their term with Board approval.
6. All vacancies will be filled by the State Council President according to ARTICLE VIII of the Bylaws.
7. Specific Responsibilities:
 - a. Chair and Co-chair (if applicable):
 - i. Develop, submit for approval and monitor an annual Committee budget.
 - ii. Submit an electronic report of Committee progress at the State Council meetings. If present, deliver an oral report on behalf of the Committee at said meetings.
 - iii. Submit an electronic report of Committee activities to the Newsletter per the established deadline.
 - iv. Submit an annual written summary report of Committee activity to the State Council.
 - v. Call and chair meetings to coincide with the regularly scheduled State Council meetings.
 - vi. Prepare legislative summaries for review at each meeting.

b. Chair-elect:

- i. Assist the Chair as requested with the above duties.
Attend meetings on a regular basis
- ii. Chair meetings in absence of the Chair.
- iii. After serving as Chair-Elect for a year, will serve as
Chair for the following year at the discretion of the
State Council.

c. Members:

- i. Attend Committee meetings as required and complete tasks
as assigned.
- ii. Obtain copies of pertinent pending legislation as notified by
the Chair.

Title: Leadership Development Committee	Number: 129
Cross Reference:	
Approved by: California ENA Board of Directors	Origination Date: 12/2021
Reviewed: 5/2022	Approval Date: 5/21/22
	Revision Date: 12/2021

I. POLICY PURPOSE:

To establish the Leadership Development Committee as a Standing Committee of the Emergency Nurses Association, California State Council (CA ENA); and describe the Committee’s membership and responsibilities.

II. POLICY BACKGROUND:

The purposes of the Leadership Development Committee are to:

- Identify and assist in the facilitation of the professional development and mentoring of CA ENA leaders;
- Assist CA ENA members in understanding the different leadership roles in CA ENA and facilitating the mentorship of members wishing to pursue those roles.
- Facilitate education for leadership development;
- Facilitate opportunities for CA ENA members to serve on boards; and
- Act as a liaison to the Academy of Emergency Nursing and assist in mentoring CA ENA members to prepare to apply to the Academy.
- Serve as a resource to the CA ENA Board of Directors.

III. PROTOCOL:

1. Membership: All CA ENA members interested in Leadership Development are welcome to attend committee meetings.

2. The Leadership Development Committee shall consist of the following members shall be appointed by the State Council President and may be recommended by the chair, according to ARTICLE VIII of the Bylaws:
 - a. Chair
 - b. Co-chair, (Optional) if approved by the board
 - c. Chair-Elect (Optional, but encouraged)
 - d. Nonspecific number of members, preferably one from each Chapter with an interest in the committee's purpose, ideally at least one recommended by each Chapter.
 - e. State Council Board of Directors (BOD) Liaison

3. Qualifications: Chair, Co-chair, and Chair-Elect shall have and maintain:
 - a. Current ENA membership;
 - b. Current RN licensure in the state of California;
 - c. Certification in Emergency Nursing (preferred); and
 - d. Expertise in leadership, mentoring, and dedication to advancing professional nursing.

4. Qualifications Appointed Committee Membership shall have and maintain:
 - a. Current ENA membership or student member.
 - b. Appointed Committee Members serve at the pleasure of the CA ENA President.

5. All terms of office will be defined as a calendar year beginning in January and ending in December.
 - a. Chair: One (1) year term, subject to reappointment for another 1-year term.
 - b. Chair-Elect: Shall serve at least one (1) year term, subject to reappointment. The Chair may recommend the chair-elect to the Board for approval at any time.

6. All vacancies will be filled by the State Council President according to ARTICLE VIII of the Bylaws.

7. Appointed Leadership Development Committee Members shall:
 - a. Disseminate leadership development information and provide expertise to local chapter members in a timely manner.
 - b. Attend committee meetings. Maintain contact with the chair if unable to attend meetings.



Title: Membership Committee	Number: 130
Cross Reference:	
Approved by: California State Council Board of Directors	Origination Date: 01/1994
Review Date(s): 03/1999, 05/2003, 08/2005, 1/2022	Approval Date: 5/21/2022
	Revision Date: 1/2022

I. POLICY PURPOSE:

The purpose of this policy is to establish the Membership Chair as a Standing Special Appointment of the California Emergency Nurses Association (Cal ENA) and to describe the Chair’s responsibilities.

II. POLICY BACKGROUND:

The purpose of the Membership Chair is to maintain membership records and recruit and foster new and continuing membership in Cal ENA.

III. PROTOCOL:

1. The Membership Chair shall be appointed by the State Council President according to Article VIII of the State Council Bylaws.

2. The Chair shall have and maintain the following qualifications:

- a. Active ENA membership;
- b. Current RN licensure in the state of California;
- c. Certified Emergency Nurse (preferred); and
- d. Leadership as demonstrated by active involvement at the Chapter, State, or National level of ENA

3. All terms of office will be defined as a calendar year beginning in January and ending in December.

a. Chair: one (1) year term, subject to reappointment for another 1-year term.

b. Chair-Elect: At least one (1) year term, subject to reappointment. The chair may recommend the chair-elect to the Board for approval at any time but no later than the January of the second year of the chair's term.

4. The Chair may be removed by the Board of Directors. The State Council President will appoint a Chair to the vacancy according to Article VIII of the State Council Bylaws.

5. Responsibilities of the Chair may include, but are not limited to:

a. Foster and encourage new and continuing members through the use of regular membership drives and communication, including social media, newsletter articles, pamphlets, videos, and other materials for use at Chapter and/or State Council meetings and events.

b. Promote member engagement by greeting new members at State Council meetings, provide information including upcoming meetings, education opportunities, and a list of committees, and identify a mentor for the day.

c. On a monthly or bi-monthly basis:

i. Maintain a current California membership list by utilizing data received from individual members and the national ENA Membership Services.

- ii. Revise Chapter assignments for new members as needed. Notify national ENA Membership Services of the new assignments as soon as possible, which will assist the State Council Treasurer in making payment of unassigned Chapter monies.
 - iii. Send welcome letters to new members (include upcoming State Council meeting dates, educational opportunities, and other material as needed).
 - iv. Identify members with memberships expiring in the coming months and send communication regarding the value of ENA, and upcoming ENA meetings, education, and other pertinent material.
- d. Develop, submit for approval, and monitor an annual budget.
 - e. Report to the State Council on the progress of membership recruitment and retention and submit a written report to the State Council Secretary.
 - f. Submit an annual written summary report of membership recruitment and retention activity to the State Council at the final meeting of the current year.

Title: Pediatric Committee	Number: 131
Cross Reference:	
Approved by: California ENA Board of Directors	Origination Date: 01/1994
Review Date(s): 01/2003, 08/2005, 12/2021	Approval Date: 5/21/22
	Revision Date: 12/2021

I. POLICY PURPOSE:

To establish the Pediatric Committee as a Standing Committee of the Emergency Nurses Association, California State Council (CA ENA); and describe the Committee’s membership and responsibilities.

II. POLICY BACKGROUND:

The Pediatric Committee shall promote emergency nursing care of the sick or injured child through the support of education, research, prevention, and quality improvement efforts.

III. PROTOCOL:

1. Membership: All CA ENA members interested in pediatrics and Emergency Nursing Pediatric Course (ENPC) Instructors are welcome to attend committee meetings.
2. The Pediatric Committee shall consist of the following who shall be appointed to the Committee by the State Council President according to ARTICLE VIII of the Bylaws.
 - a. Chair
 - b. Co-chair (optional and with Board approval)
 - c. Chair-Elect
 - d. ENPC Regional Directors

- e. State Council Board of Directors (BOD) Liaison
 - f. Members
3. ENPC Quality Assurance/Quality Improvement (QA/QI) Sub-Committee consisting of the Chair, Chair-elect, and Regional Directors, focus on course quality improvement reports and corrective action. Report should be presented to the CA ENA Board of Directors. A member of the CA ENA Board of Directors shall be appointed by the CA ENA President to represent the BOD on the subcommittee.
4. Qualifications: Chair and Co-chair (if applicable) shall have and maintain
- a. Minimum two (2) years experience in nursing care of pediatric patients.
 - b. Current ENA membership.
 - c. Current unrestricted California RN License.
 - d. Currently active in pediatric care at the clinical, educational, or systems level.
 - e. Working knowledge of the current version of the Course Administrative Procedures.
 - f. Currently serving as ENPC Provider, ENPC Instructor, and ENPC Course Director. ENPC Instructor Faculty preferred.
 - g. Leadership as demonstrated by active involvement at the Chapter, State, or National level of ENA.
 - h. Certified Emergency Nurse (CEN) and/or Certified Pediatric Emergency Nurse (CPEN) certification preferred

5. Qualifications: Chair-Elect shall have and maintain
 - a. Served as Pediatric Regional Director for a minimum of 1 year.
 - b. Shall continue to serve as Regional Director during Chair-elect term.
 - c. Currently serving as ENPC Provider, ENPC Instructor, and/or ENPC Course Director. ENPC Instructor Faculty preferred.
 - d. If not currently, a Course Director will achieve Course Director status prior to assuming the Chair position.
6. Qualifications: Regional Directors shall have and maintain
 - a. Currently ENPC Provider, ENPC Instructor.
 - b. ENPC Course Director or ENPC Instructor Faculty preferred.
 - c. Working knowledge of the current version of the Course Administrative Procedures.
 - d. Currently active in pediatric care at the clinical, education, or systems level.
7. Membership: Members at large shall have and maintain
 - a. Current active ENA membership
 - b. Current professional nursing licensure in the state of California, or
 - c. Student member
8. All terms of office will be defined as a calendar year beginning in January and ending in December.

- a. Chair and Co-chair (if applicable): One (1) year term, subject to reappointment with BOD approval
- b. Chair-elect: Minimum one (1) year term. It is preferable that the selection/appointment of the Chair-Elect be made no later than January of the Chair's second year in order to allow for mentoring for the remainder of the Chair's term.
- c. Regional Director: One (1) year, subject to reappointment with BOD approval.

9. Vacancies

- a. Chair, Co-chair, or Chair-elect: A vacancy in the role of Chair is filled by the current Chair-elect. The Chair-elect is by appointment of the CA ENA President. Qualified individuals will be submitted to the BOD by the Pediatric Committee for approval.
- b. Adding additional Regional Directors to the Committee:
 - i. Additional Regional Directors may be considered necessary for the Committee to complete its work based on the current needs of the State and Committee activities.
 - ii. Budget projections must be sufficient to support the decision to add a Regional Director.
 - iii. Adding additional regional director(s) requires BOD approval.

10. Specific Responsibilities:

- a. Chair and Co-chair (if applicable) shall:
 - i. Develop and distribute meeting agendas and minutes from committee meetings.
 - ii. Deliver an oral report on behalf of the committee at State Council meetings and submit a written report of committee activities, to include State-sponsored courses, to the State Council secretary at said meetings.
 - iii. Develop, submit for approval and monitor the annual committee budget per the established budgetary process.
 - iv. Assist with organization, implementation, dissemination, and monitoring of ENPC-related activities.
 - v. Annually ensure that the Conflict-of-Interest Disclosure forms for Course Director, Instructors, and Instructor Candidates shall be completed online and submitted to ENA. Conflict of Interest Disclosure forms reside on the ENPC pages of the ENA website and can be filled out and submitted from that location.
- b. Regional Directors shall:
 - i. Maintain ENPC Instructor status in good standing and demonstrate an annual QA score of 3.5 or greater.
 - ii. Act in an advisory capacity to ENPC instructors and faculty.
 - iii. Act as a State Monitor to precept, evaluate and verify ENPC instructor candidates teaching in an ENPC course for the first time.

- iv. Attend a minimum of three (3) Pediatric Committee meetings annually.
- v. Achieve ENPC Faculty Status during the appointed term.
- c. According to the current version of the National ENA Course Administrative Procedures, the Pediatric Committee has the following responsibilities:
 - i. Serve as a resource for ENPC courses conducted within their jurisdiction.
 - ii. Monitor compliance with the Course Administrative Procedures.
 - iii. Monitor and evaluate the quality of the courses and instructors within their state. The Committee will comply with quality monitoring procedures as outlined in the Course Administrative Procedures.
 - iv. Address problems or concerns with courses and instructors. ENA encourages the resolution of issues at the state level. In addition, the committee may use ENA and/or the ENPC Course Administration Faculty as resources regarding adherence to the Course Administrative Procedures.
 - v. Provide opportunities and support to Instructor Candidates to be mentored and monitored teaching in a Provider Course in a timely fashion.
 - vi. Providing pediatric emergency care expertise as needed and requested.

- d. Committee education activities:
 - i. Assess the need for ENPC Provider and Instructor courses in the state
 - ii. Plan and conduct ENPC courses as identified in the educational assessment.
 - iii. Plan other education events in response to identified needs.
 - iv. Collaborate with the Education Committee to provide speakers/topics for ENA-sponsored educational events.
- e. Quality Assurance/Quality Improvement (QA/QI) activities:
 - i. The Committee is responsible for the overall ENPC QA/QI program in the state.
 - ii. The Chair will investigate identified ENPC QA/QI issues and address them outlined in ENPC Administrative Procedures.
 - iii. Regional Directors will serve as a resource and support for Instructors and Course Directors in their region.
 - iv. All QA/QI activities will be reported to the BOD.
- f. Networking and outreach:
 - i. The Committee serves as the resource for pediatric emergency care-related networking.
 - ii. On behalf of the California ENA State Council, serves as liaison with other organizations concerning pediatric emergency care-related issues.

iii. Committee and pediatric-related information will be posted on the California ENA Website when available and/or appropriate.

g. Committee activities:

i. Committee and sub-committee meetings will coincide with the regularly scheduled State Council meetings unless previously approved by the BOD.

ii. Completes work as assigned by the Board of Directors.

11. Removal of Committee Members

a. The Chair, Co-chair, or Chair-elect may be removed by the State Council President with BOD approval.

b. Regional Directors may be removed by the State Council President with BOD approval.

c. Committee members may be removed by Committee Chair with BOD approval.

Title: Policy and Procedure Development Process	Number: 132
Cross Reference:	
Approved by: California ENA Board of Directors	Origination Date: 11/1998
Review Date(s): 01/1994, 05/2003, 08/2005, 02/2007	Approval Date: 5/21/22
08/2009, 03/2014, 08/2014, 12/2021, 5/2022	Revision Date: 5/2022

I. POLICY PURPOSE:

To outline a uniform approach for the development, format, review, approval, and distribution process of the Emergency Nurses Association, California State Council’s (CA ENA’s) Policies and Procedures consistent with the national Emergency Nurses Association (ENA) *Bylaws and Standard Procedures*.

II. POLICY BACKGROUND:

Policies and procedures guide the operation of all organizations. CA ENA should review Policies and Procedures on a regular basis. The Board of Directors will review policies every three (3) years.

III. PROTOCOL:

1. The Board of Directors, with input from the State Delegates, will determine the need for a specific Policy and Procedure or revision of an already existing Policy and Procedure and will assign the appropriate person(s) to draft said Policy and Procedure.
2. The format for a Policy and Procedure will, at a minimum, consist of the title, a statement of purpose (including any relevant background), and the actual step-by-step procedure.

3. Any new or revised Policy and Procedure will be reviewed, amended if necessary, and approved by the CA ENA Board of Directors.
4. All newly approved and/or amended Policy and Procedures will be published on CA ENA's website.
5. CA ENA Secretary is responsible to coordinate the policy review process and can determine the most appropriate distribution of work.

Title: Expense Reimbursement	Number: 133
Cross Reference:	
Approved by: California ENA Board of Directors	Origination Date: 11/1991
Reviewed: 03/1999, 05/2005, 02/2007, 05/2009, 03/2014	Approval Date: 1/12/2024
10/2021, 5/2022, 12/2023	Revision Date: 12/2023

I. POLICY PURPOSE:

The objective of this policy is to define and outline the Emergency Nurses Association, California State Council (CA ENA) travel program, and reimbursable expenses.

II. POLICY BACKGROUND:

This policy was created to define specific parameters for sponsored travel and identify and describe allowable travel expense reimbursement. Anything outside of this policy must be approved by the CA ENA State Treasurer.

III. PROTOCOL:

1. Transportation

a. Air Travel

- i. Advance Purchase- Air travel must be booked a minimum of 21 days prior to departure unless approved by the Cal ENA Treasurer.
- ii. Fare- Travelers are directed to book the lowest logical fare for the dates and cities of travel. Lowest logical fares are those available on non-stop or connecting flights that provide maximum efficiency at the best price. Excessive

connecting flights or long layovers are not considered efficient and not recommended.

- iii. Cabin Allowance- Cabin allowance is determined by total flight time, not to include time on the ground at a connecting airport.
 1. Flights Less Than Six Hours- Flights less than six hours must be booked at economy cabin fares. Ancillary fees to purchase premium economy cabin seats are not reimbursable.
 2. Flights Six Hours or More (authorization required)- Air travel in excess of six hours (excludes ground time in connection airports) may be booked at the lowest logical fare offered in the next available cabin (maybe Premium Economy, Business, or First class) between applicable airports.
 3. Upgrades- Voluntary upgrades obtained by use of frequent traveler program miles or by purchase may be used at the traveler's own expense. Upgrade fees are not reimbursable expenses.
 4. Additional (Ancillary) Fees- ENA will reimburse travelers for the cost of airline baggage fees appropriate to the business purpose, length, and distance of the trip.
 - a. Other optional airline fees for airline club lounge access, premium economy seats,

priority boarding, Wi-Fi access, or on-board entertainment are not reimbursable expenses.

b. Automobile Travel

- i. Personal Vehicle- Travelers may utilize personal vehicles for ENA business travel when other transportation is not available or not economical to a maximum of 300 miles per trip. The reimbursement rate will be calculated using the IRS published rate per mile multiplied by the total miles traveled. This mileage allowance covers all personal vehicle costs (e.g., fuel, insurance, maintenance, etc.) other than parking and tolls, which are separately reimbursable expenses per the terms of this policy. If the travel destination is more significant than 300 miles and no other travel options are available, upon approval, State Council will reimburse for the total miles.
- ii. Rental Car- Rental cars are not generally reimbursable.
- iii. Parking/Tolls- Hotel parking fees are reimbursable for the night of the State Council meeting.

c. Rail/Ground Travel

- i. Rail- Rail travel may be used as an alternative to air travel where travel time is the same or less than that of commercial air travel.
- ii. Taxi/Shuttle- Travel from the airport to the meeting site or

hotel by taxi or shared-ride shuttle is permitted. Fares are reimbursable; receipts are required.

iii. Public Transit- Travel from the airport to the meeting site or hotel by subway, light rail, or bus is permitted, but travelers should consider overall traveler safety when choosing this type of transportation. Fares from public transit are reimbursable, and receipts are required.

iv. Peer-to-Peer Rideshare- Peer-to-peer rideshare services, such as Uber and Lyft, may be used as an alternative to other ground transportation options. Receipts are required for fares and gratuity.

2. Hotel

a. All travelers authorized for the ENA State Council meeting will be booked in the ENA designated hotel. If the traveler chooses to stay in another hotel, the rate must be the same rate or lower as the ENA contracted hotel, and the room block must be full.

3. Travel Reward/Affinity Programs

a. Personal-Rewards points and frequent flyer miles accrued to personal traveler accounts because of ENA business travel are the property of the traveler. ENA will not compensate for miles or points used for travel or upgrades on ENA business travel.

4. Meals and Other Expenses

a. CA ENA provides a per diem rate that is announced for each

event. Per diem is for meals and miscellaneous expenses not listed in this policy. Receipts are not required for per diem.

Expense Reimbursement Process

- Expense reimbursement requests submitted on the approved form and shall be emailed to the Treasurer within 30 days of completed travel. Submissions received after 90 days require approval from the President.
- All expenses must be submitted by the last day of the calendar year in which they occurred. If received after the last day of the calendar year, approval of the executive board is required.
- The CA ENA reserves the right to ask for additional information or documentation regarding any expense reimbursement request. Failure to comply may result in the reimbursement request being denied.
- If receiving monies from other sources (i.e., your hospital, grants, or any other money that is not from you personally or CA ENA), members are entitled to receive monies totaling no more than the actual costs incurred to serve in the role of Delegate.
- If a member receives funds from an outside source after attending a State Council meeting or General Assembly, then they will reimburse CA ENA for the difference.
- If a member knowingly accepts funds from an outside source and from CA ENA, thus, personally profiting from attending the General Assembly, the CA ENA Board of Directors may take the following actions:
 - Member/Delegate will reimburse CA ENA for all monies received from

CA ENA.

- Member/ Delegate may be prohibited from serving as a Delegate for future General Assembly.
- Member/ Delegate may be prohibited from serving as a Chapter, State office, or appointed representative.

Title: Scholarship Awards	Number: 134
Cross Reference:	
Approved by: California ENA Board of Directors	Origination Date: 03/1991
Review Date(s): 01/1997, 05/2003, 02/2007, 05/2009	Approval Date: 5/21/22
08/2014, 12/2021; 5/2022	Revision Date: 12/2021

I. POLICY PURPOSE:

To outline the steps to select a candidate(s) for the Emergency Nurses Association, California State Council (CA ENA) Scholarship Awards. The entry-level award is given annually in memory of Terri Sturgill. The graduate-level award is given annually in memory of Daniel Kelleher.

II. POLICY BACKGROUND:

CA ENA supports the academic development of Registered Nurses. It is at the Board of Directors' discretion to allocate scholarships based on CA ENA's financial ability.

III. PROTOCOL:

1. These scholarships may be awarded to one or more qualified applicants who are seeking to further their education. The Board of Directors will determine funding for the scholarships on an annual basis.
 - a. Entry-level: a qualified applicant who has been accepted to a nationally accredited baccalaureate nursing program.
 - b. Graduate-level degree: a qualified applicant who has been accepted to a nationally accredited graduate-level program.

2. Applicants must meet the following criteria:

- a. Current national ENA member.
 - b. Current professional nursing licensure in the state of California (for the Daniel Kelleher Scholarship) or.
 - c. Proof of enrollment or acceptance to a professional nursing program (for the Terri Sturgill Scholarship);
 - d. Proof of enrollment or acceptance must be submitted with the application.
3. Applications must be submitted to the State Council President in writing by the deadline as announced by the President at a regularly scheduled State Council meeting.
4. Written application must include:
- a. *Curriculum Vitae* or resume.
 - b. Letter of intent to include:
 - i. “How the profession of emergency nursing will benefit from my education”;
 - ii. “My involvement in ENA,” including all offices held or positions to which the applicant has been appointed; and
 - iii. Photocopy or other proof of enrollment or acceptance at an accredited college or university.
5. Selection: The CA ENA Board of Directors will review all applications and select the recipient(s). Award(s) will be presented at the CA ENA State

Council Meeting. Either scholarship may be divided between two (2) or more applicants at the discretion of the State Council Board of Directors.

6. Members may only receive one CA ENA scholarship for each degree they pursue.

Title: Social Media Guidelines	Number: 135
Cross Reference:	
Approved by: California ENA Board of Directors	Origination Date: 12/2021
Revised by: 5/21/22	Approval Date: 5/21/22
	Revision Date: 5/2022

I. POLICY PURPOSE:

To establish social media guidelines for the California Emergency Nurses Association (CA ENA), its leaders, and members to follow when using social media. The CA ENA recognizes the unique opportunity to participate in social media as an interactive discussion, share information, and as a mechanism to advocate for policy changes supported by the organization. The purpose of this policy is to provide guidelines for membership and to the Government Affairs Committee in posting on social media.

II. POLICY BACKGROUND:

Antitrust laws are also referred to as “competition laws” and are statutes developed by the government to protect consumers from predatory business practices by ensuring that fair competition exists in an open market economy and seeks to make businesses compete fairly.

III. PROTOCOL:

1. Use of Social Media on Behalf of ENA

Authorized Users. Only ENA representatives authorized by the Board are permitted to establish official ENA social media accounts or make official statements on behalf of ENA on social media (referred to as “authorized ENA social media users”). All authorized ENA social media users must be

familiar with this policy and receive training prior to using social media on behalf of ENA. Unless specifically authorized to do so in advance, ENA representatives may not provide official comments about ENA in or on any social media (or other) outlet. Instead, any inquiry or request for comment should be directed to the State Council Board of Directors.

A. General Guidelines.

1. ENA representatives must observe the following guidelines when making authorized use of social media on behalf of ENA:

Be transparent. Disclose your relationship with ENA and make clear that you are speaking on behalf of ENA.

2. Use good judgment about what you post, and remember that anything you say reflects on you and ENA.
3. Always be professional and accurate in your communications about ENA.
4. Never disclose or discuss ENA's confidential information on social media. Treat ENA's trade secrets, intellectual property, and other confidential or proprietary information as confidential and do not do

anything to jeopardize the confidentiality of such information.

5. Be familiar with and comply with copyright and other intellectual property laws. For example, if you are looking for an image to use in connection with an ENA marketing campaign, do not assume that you may freely use images found on the internet. You must obtain permission (in the form of a license) from the owner of the image to use it in an ad for ENA. Raise any questions regarding intellectual property matters with the Communications Department.
6. Be familiar with and comply with the terms of use of all sites you visit and platforms you are authorized to use on behalf of ENA. Raise any questions regarding terms of use with the Communications Department.
7. Do not post statements, comments, or viewpoints that anyone would find offensive, including ethnic slurs, sexist comments, discriminatory comments, profanity, abusive language, political comments or statements, obscenity, or anything that is maliciously false.

8. Do not knowingly or purposefully communicate with or target minors on social media. Do not knowingly initiate contact with, accept requests for social networking from, or otherwise interact on social media on behalf of ENA with a minor (i.e., anyone under the age of 18). Any exceptions, including prior relationships, require an advance written explanation and are subject to approval by the Communications Department.
9. ENA has adopted procedures for sharing photos or videos of participants in ENA programs on social media. Any questions on such usage, and in particular relating to using photos or videos of minors, should be directed to the State Council Board of Directors.

2. Use of Social Media by Government Affairs Committee Chair or Designee

- A. The Government Affairs Committee Chair may, in collaboration with the State Council Board, post on social media.
 - a. The Government Affairs Committee Chair, the Board of Directors Liaison to the Government Affairs Committee, and lobbyist (if CA ENA contracts with a lobbyist) shall collaboratively agree on Government Affairs Committee

messaging and the platforms that will be used for each post.

- b. The Government Affairs Committee shall post on the appropriate Social Media site(s), then the CA ENA Board Social Media designee shall repost to the CA ENA Social Media Sites. Chapters are directed and encouraged to repost after the CA ENA site.
- c. Social Media messaging consistent with the policy priorities of CA ENA and ENA can be posted without prior Board approval, including ENA, CA ENA, or Chapter educational posts and other ENA sanctioned events. All other posts must be approved by the CA ENA Board of Directors.

3. Personal Use of Social Media

ENA expects all ENA representatives to adhere to the following guidelines in their personal use of social media.

- A. Be transparent. Disclose your relationship with ENA when discussing ENA or ENA-related matters. This does not need to be formal. It can be a simple statement or, in appropriate circumstances, a link to your social media account bio or blog author bio/affiliation.

- B. If there is any doubt (because of the forum, the topic, or otherwise), make clear that you are speaking on your own behalf, and not on behalf of ENA, and that the views expressed are yours alone and not those of ENA.
- a. Failure to make this clear could jeopardize ENA's tax-exempt status when making statements regarding political or legislative matters.
 - b. Never disclose or discuss ENA confidential information on social media. Treat ENA's trade secrets, intellectual property, and other proprietary information as confidential and do not do anything to jeopardize them.
 - c. Use good judgment about what you post. Always strive to be respectful and accurate in your communications. Consider how it reflects on you and ENA before you post anything offensive, including ethnic slurs, sexist comments, discriminatory comments, profanity, abusive language, obscenity, or anything that is maliciously false.



POLICY AND PROCEDURE

Title: Taking Board Action Outside of a Board Meeting/ Vote Resolution in the Event of Tie	Number: 136
Cross Reference:	
Approved by: California ENA Board of Directors	Origination Date: 08/01/2016
Review Date(s): 12/2021; 5/2022, 8/2022	Approval Date: 11/23
	Revision Date: 12/2023

I. POLICY PURPOSE:

The purpose of this policy is to guide the Emergency Nurses Association, California State Council (CA ENA) Board of Directors in making responsible decisions outside of a scheduled CA ENA Board meeting. With the addition of the second board of director position, it is important to ensure vote resolution in the event of a tie.

II. POLICY BACKGROUND:

In 2015 the Ca ENA Bylaws were amended to create the Cal ENA Executive Board. Its membership includes the President, President-Elect, Secretary, and Treasurer. The tenets of good governance and transparency dictate that boards should take action outside of a meeting only when necessary. In that light, the CA ENA Executive Board was created to manage time-sensitive issues that arise between regularly scheduled meetings. In addition, the California Corporations Code sets rules for how Board votes may occur outside an in-person Board of Directors meeting. In the event of a tie vote a process is defined below.

III. PROTOCOL:

1. Notice of the purpose of the requested meeting must be transmitted in writing by email, fax, hand delivery, or mail to each member of the Executive Board.
2. The Board member requesting the meeting will communicate if the meeting will be held face-to-face, by conference call, by email, or by other means.
3. The written notice requesting the meeting must contain the following information:
 - a. The purpose and action to be taken.
 - b. The date and time by which an Executive Board member must respond to the written request.
4. A majority of the Executive Board members must participate in order to conduct the meeting.
5. If the meeting is held through email communications, any motion requires a unanimous vote to pass.
6. If the meeting is held face-to-face or by live conference and/or video call, any motion requires a simple majority vote to pass.
7. There will be documented minutes of the meeting.
8. The purpose and actions taken at the specially called meeting will be included on the agenda of the next regularly scheduled State Council

meeting. The Executive Board may determine if there should be confidential aspects of the meeting protected.

9. If a vote is taken by the entire board that ends in a tie, the vote will be recast by the Executive Board. The outcome of the Executive Board will be the final and official vote. Should the Executive Board vote end in a tie, the Executive Board will seek the assistance of the Chapter Delegates for guidance and recommendations on how to proceed.

Title: Trauma Committee	Number: 137
Cross Reference:	
Approved by: California ENA Board of Directors	Origination Date: 10/1999
Review Date(s): 05/2003, 08/2005, 02/2007, 12/2021; 5/2022	Approval Date: 5/21/22
	Revision Date: 12/2021

I. POLICY PURPOSE:

To establish the Trauma Committee as a Standing Committee of the Emergency Nurses Association, California State Council (CA ENA); and to describe the Committee’s membership and responsibilities.

II. POLICY BACKGROUND:

The Trauma Committee shall promote emergency nursing care of the traumatically injured patient through the support of education, research, prevention, and quality improvement efforts.

III. PROTOCOL:

1. Membership: All CA ENA members interested in trauma and Trauma Nursing Core Course (TNCC) Instructors are welcome to attend committee meetings.
2. The Trauma Committee shall consist of the following who shall be appointed to the Committee by the State Council President according to ARTICLE VIII of the Bylaws.
 - a. Chair
 - b. Co-chair (optional and with Board approval)
 - c. Chair-Elect

- d. TNCC Regional Directors
 - e. State Council Board of Directors (BOD) Liaison
 - f. Members at large
3. Regional Director Sub-Committee: Focus on TNCC quality improvement reports and corrective action. Report shall be presented to the CA ENA Board of Directors. A member of the CA ENA Board of Directors shall be appointed by the California ENA President to represent the BOD on the subcommittee.
4. Qualifications: Chair and Co-chair (if applicable) shall have and maintain:
- a. At least two (2) years experience in emergency or trauma nursing care and must be a current TNCC instructor
 - b. Current ENA membership
 - c. Current unrestricted California RN License
 - d. Currently active in trauma care at the clinical, educational, or systems level
 - e. Working knowledge of the current version of the Course Administrative Procedures
 - f. Currently serving as TNCC Provider, TNCC Instructor, or TNCC Course Director. TNCC Instructor Faculty preferred
 - g. Leadership as demonstrated by active involvement at the Chapter, State, or National level of ENA

- h. Currently serving or served within last 2 years as a TNCC Regional Director preferred.
 - i. Certification preferred
 - j. Baccalaureate or higher nursing degree preferred
- 5. Qualifications: Chair-Elect shall have and maintain:
 - a. Served as trauma committee Regional Director for a minimum of 1 year
 - b. Shall continue to serve as Regional Director during Chair-elect term
 - c. Currently serving as TNCC Provider, TNCC Instructor, and/or TNCC Course Director. TNCC Instructor Faculty preferred
 - d. If not currently a Course Director will achieve Course Director Status proper to assuming Chair position
- 6. Qualifications: Regional Directors shall have and maintain
 - a. Currently TNCC Provider, TNCC Instructor
 - b. TNCC Course Director or TNCC Instructor Faculty preferred
 - c. Currently active in trauma care at the clinical, education, or systems level
 - d. Working knowledge of the current version of the Course Administrative Procedures
 - e. Baccalaureate or higher nursing degree preferred
- 7. Membership: Members shall have and maintain:

- a. Current active ENA membership
 - b. Current professional nursing licensure in the state of California or
 - c. Student membership
 - d. Certification is preferred
 - e. TNCC provider and Instructor preferred
8. All terms of office will be defined as a calendar year beginning in January and ending in December.
- a. Chair and Co-chair (if applicable): One (1) year term, subject to reappointment by the board.
 - b. Chair-elect: One (1) year term. It is preferable that the selection/appointment of the chair-elect be made no later than January of the chair's second year in order to allow for mentoring for the remainder of the Chair's term
 - c. Regional Director: One (1) years, subject to reappointment
 - d. Members: may be repeated as necessary or required to maintain smooth operations of the committee
9. Vacancies
- a. Chair, or Co-chair: A vacancy of the role of Chair is filled by the current Chair-Elect. The Chair-Elect is by appointment of the CA ENA State Council President. Qualified individuals will be submitted to the BOD by the Trauma Committee for approval

- b. Regional Directors nominations should be submitted to the board for confirmation and approval.
- c. Adding additional Regional Directors to the Committee:
 - i. Additional Regional Directors may be considered necessary for the Committee to complete its work based on the current needs of the State and Committee activities.
 - ii. Budget projections must support the decision to add a Regional Director.
 - iii. Adding additional regional director(s) requires BOD approval

10. Specific Responsibilities:

- a. As a standing committee of the CA ENA State Council, the trauma committee serves as the agent to fulfill the directives of the National ENA Course Administration Procedures in providing oversight of the TNCC program within the state
- b. According to the current version of the National ENA Course Administrative Procedures, the trauma committee is responsible for the following:
 - i. Serves as a resource for TNCC courses conducted within their jurisdiction
 - ii. Monitors compliance with the Course Administrative Procedures
 - iii. Monitors and evaluates the quality of the courses and instructors within their state. Each committee should comply with quality

monitoring procedures as outlined in the Course Administrative Procedures

- iv. Addresses problems or concerns with courses and instructors. ENA encourages the resolution of issues at the state level. In addition, the committee may use ENA and/or the TNCC / ENPC Course Administration Faculty (CAF) as resources regarding adherence to the Course Administrative Procedures
- v. Evaluates Instructor Candidates (ICs). In order to carry out this responsibility, the committee members must each be a TNCC Instructor
- vi. Designates in their absence the authority to evaluate Instructor Candidates and/or re-monitor Instructors. Instructors who would be considered qualified for this authority shall include:
 1. Course Administration Faculty, and
 2. State-designated monitors as approved by the Chair
- vii. State Committees are encouraged to develop a process for this delegation of authority. The designation must be made by the State Chair or a member of the Committee
- viii. Provide opportunities to observe an Instructor Course and subsequently teach in a separate Instructor Course

- ix. Provide opportunities and support to Instructor Candidates to be mentored and monitored teaching in a Provider Course in a timely fashion
- x. Maintains fiscal reporting responsibility to the State Council
- xi. Further responsibilities of the Trauma Committee are established at the state level
- xii. The Trauma Committee is responsible to the California State Council for completing other duties as assigned
- xiii. Committee Education Activities
 - 1. Assess the need for Provider and Instructor courses in the state
 - 2. Plan and conduct TNCC courses as identified in the educational assessment
 - 3. Plan other education events in response to identified needs, as able
 - 4. Collaborate with the Education Committee to provide speakers/topics for other ENA-sponsored educational events
- xiv. Quality Assurance/Quality Improvement (QA/QI) Activities:
 - 1. The Committee is responsible for the overall TNCC QA/QI program in the state

2. Regional Directors are responsible for performing QA/QI activities and serving as a resource and support for Instructors and Course Directors in their region
3. The Chair serves as a resource for all regions
4. Site visits are intended to provide support and guidance to new or existing programs and to ensure course quality, integrity, and adherence to the Administrative Procedures
5. Site visits may be scheduled with the Course Director or maybe unannounced

xv. Networking and Outreach

1. The Committee serves as the resource for trauma-related networking
2. Serves as liaison between trauma-related organizations and CA ENA State Council as necessary
3. Committee- and trauma-related information will be posted on the CA ENA Website when available and/or appropriate

xvi. Committee completes work as assigned by the BOD.

11. Removal of Committee Members

- a. Chair or Co-chair may be removed by the State Council President with BOD approval.
- b. Regional Directors may be removed by the State Council President with BOD approval.

- c. Committee members may be removed by Committee Chair with BOD approval.

Title: Whistleblower Protection	Number: 138
Cross Reference:	
Approved by: California ENA Board of Directors	Origination Date: 05/2014
Review Date(s): 12/2021; 5/2022	Approval Date: 5/21/22
	Revision Date: 5/2022

I. POLICY PURPOSE:

To protect a member who reports an activity viewed as unlawful or unethical from retaliatory action and to offer a member a mechanism to report such activity; and to ensure that Emergency Nurses Association, California State Council (CA ENA), is as compliant as possible to the criminal whistleblower provisions of Sarbanes-Oxley Act of 2002.

II. POLICY BACKGROUND:

CA ENA will lawfully conduct business as a 501(c)3 corporation in the State of California. If any member raises concerns about illegal or unethical business activity, that member will be protected from retaliation under this policy.

III. PROTOCOL:

1. CA ENA will not take retaliatory action against any member who reports an activity suspected to be in violation of state or federal law, questionable corporate accounting practices, internal controls or audit matters (collectively, “protected disclosure”) or who has refused to obey an illegal or unethical request.

2. A member with knowledge of a concern relative to activity suspected to be illegal, dishonest, fraudulent and/or unethical should communicate these concerns by contacting a member of the Board of Directors. Protected disclosures may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violation will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation and pursue necessary legal or disciplinary action.
3. The CA ENA President or other member of the CA ENA Board of Directors, if appropriate, will deliver immediately an accurate and complete report of illegal or dishonest activity to appropriate national ENA leadership or legal counsel. It will then be determined who is responsible for investigating and coordinating corrective action.
4. The whistleblower is protected from retaliation based on reporting activity in accordance with this procedure.
5. The whistleblower has a right to protection against retaliation for reporting activity in accordance with this procedure. However, there is no immunity from any personal wrongdoing that is alleged or investigated.