

# Bylaws for Shared Governance

## Article I

### University Medical Center of Princeton at Plainsboro (UMCPP) Shared Governance

## Article II Purpose

The shared governance model at the University Medical Center of Princeton at Plainsboro (UMCPP) is an organizational structure in which clinical nurses have a voice in determining nursing practice, standards and quality of care.

## Article III Members

Membership in Shared Governance shall include all registered nurses employed by the medical center through designated representatives on the councils.

### Members

1. Are individually accountable for their nursing practice.
2. Representatives on each council from the units elected by their peers to individual councils.
3. Utilize the mechanisms of the Councils to address nursing matters.
4. Are responsible for being informed about the actions and activities of the Shared Governance Councils (SGC).
5. May nominate candidates for office on the Shared Governance Councils.
6. May vote in the Council elections.
7. May participate in activities of the organization.
8. May not be involved in any disciplinary action (written or greater) or on a Performance Improvement Plan in their department within the last 12 months.

## Article IV Chairpersons and Co-chairpersons

The elected chairpersons of the SGC shall be Chairperson and Co-Chairperson.

1. The Chairperson shall serve for a term of one year.
2. The Co-Chairperson shall serve a term of one year as Co-Chairperson succeeding to the office of Chairperson at the end of that year.
3. The term of office shall begin in the month of May and will be determined each year prior to National Nurses Week. Chairpersons shall serve until their successors take office.

4. The Co-Chairperson shall fill a vacancy in the office of Chairperson. A vacancy in the office of Co-Chairperson shall be filled at the discretion of the individual Council to serve until a successor is elected.
5. The Chairperson shall be known as Immediate Past-Chairperson after the completion of their term, and shall serve in this capacity for the time period of one year.

## Chief Nursing Officer

The Chief Nursing Officer (CNO), by administrative appointment, holds authority and responsibility for the practice of nursing within UMCP.

The CNO, in collaboration with the SGC shall:

1. Plan, implement, and evaluate the practice of nursing through the mechanisms of the SGC.
2. Procure and provide administrative support for the activities of the SGC.
3. Receive and consider professional nursing concerns.
4. Provide leadership in the determination of clinical and administrative goals for professional nursing at UMCP.
5. Participate in the determination of functions and processes to achieve clinical and administrative goals.

## Nominations and Elections

### • Members

1. The term of service for council members shall be two years with a member from each unit elected every two years with the exception of specific designated positions.
2. Members of the councils shall be involved through peer election on their unit/area.
3. No member may serve more than two consecutive terms with the exception of specific designated positions.
4. In the event that an elected position becomes vacant during a term on a hospital council, the **Unit Based Council** will appoint an interim replacement membership.

### • Chairpersons and Co-Chairperson

1. To be eligible to serve as Chairperson or Co-Chairperson a member must be a Registered Nurse not in a nursing leadership position,
2. The individual councils shall solicit nominations with qualified candidates for the office of Chairperson-elect. The names shall be published on or before March 1st, via electronic and paper announcements.
3. Elections will be held annually beginning in April; and will be communicated to all units to facilitate voting opportunities for all shifts.

4. The Council shall select two tellers at the April election meeting to count and certify the results of the vote. Tellers may not be elected chairpersons or chairpersons-elect of the Council.
5. The Chairperson of the council will abstain from voting in the Chairperson election. In the event of a tie, the Chairperson will cast the deciding vote.
6. Facilitate the conduct, dissemination, and utilization of research applicable to nursing and health care delivery systems.
7. Receive and consider professional nursing concerns.
8. Will be a member of the Nursing Board Council

## Article V Duties of the Advisors

### Council advisors shall

1. Serve as an advisor, resource, and mentor of individual councils.
2. Guide the SGC in achieving the purposes of the organization.
3. Guide strategic planning of the SGC.
4. Oversee meeting minutes of the individual council as required to accomplish the work of the SGC.
5. Advise the health system on matters affecting the practice of nursing in consultation with the other chairpersons and advisors.
6. Provide guidance and work with the individual council to assure processes for ongoing innovation and evaluation of nursing care delivery models.
7. Provide guidance and mentoring in order for the individual council to facilitate the conduct, dissemination, and utilization of research applicable to nursing and health care delivery systems.
8. Receive and consider professional nursing concerns from the individual council and its members

## Article VI Duties of Officers

### Duties of the Chairperson

1. Serve as leader and official representative of the individual Council.
2. Lead the SGC in achieving the purposes of the organization.
3. Preside over meetings of the membership, the nursing leadership, and other groups as required to accomplish the work of the SGC.
4. Advise the Health System on matters affecting the practice of nursing in consultation with the other Chairpersons.
5. Assure processes for ongoing innovation and evaluation of nursing care delivery models.

### Duties of the Chairperson-elect

1. Succeed to the office of Chairperson after one year.
2. Assume the duties of Chairperson upon request of the Chairperson or in the event the Chairperson is unable to serve.
3. Assist the Chairperson in the work of the SGC.
4. Receive and consider professional nursing concerns.

## Article VII Meetings

1. The SGC meetings shall be held no less than monthly.
2. The unit-based councils will meet the 1st week of every month.
3. The hospital councils will meet the second week of every month.
4. The Executive Council will meet the third week of every month.
5. Nursing Board Council will meet on the last week of the month.
6. The Chairperson shall chair all meetings.
7. The Co-chairperson shall chair the meetings in the absence of the Chairperson.
8. Special meetings of the Councils may be held upon the call of the Chairperson.

## Article VIII Hospital Councils

- Nursing Executive Council
- Nursing Board Council
- Nursing Quality Council
- Nursing Research Council
- Professional Development Council
- Clinical Practice Council
- Staff Nurse Advisory Council
- System-Wide Professional Nursing Council

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