

## **Nurse Practitioner/Physician Associate Scientific Interest Group (NP/PA SIG) ByLaws**

**March 28, 2022**

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

The name of this organization will be the Nurse Practitioner/Physician Associate Scientific Interest Group (NP/PA SIG)

### **Article II. Mission Statement:**

The mission of the Nurse Practitioner (NP) and Physician Associates (PA) SIG is to support and promote NPs and PAs at the Clinical Center and within research settings throughout NIH.

Our goals include: discussing and disseminating information related to NP and PA practice at NIH, provide educational opportunities to members of the NP/PA SIG, create a network of advanced practice providers to support care of clinical center patients, and provide a framework for preceptorship of NP and PA students looking for clinical experience.

### **Article III. Organization:**

The NIH NP/PA SIG will consist of all of the credentialed NPs and PAs at NIH. The group will be led by co-chairs (one NP and one PA).

1. Election of Co-chairs: As vacancies arise, a call for nominations will be sent to the NP/PA community. All NPs/PAs may submit names and/or self-nominate during a 2-week nomination period. Nominations will be accompanied by a short bio and all nominees shall affirm willingness to serve. There is no limit to the number of nominees on a ballot. After voting on the ballot is complete, the NP and PA nominee receiving the most votes will fill the co-chair vacancies. If a nominee is running unopposed, they will be appointed by default.
2. Election of Committee representatives: The NP/PA SIG will have primary and alternate representatives to participate and attend the Medical Executive Committee and Pediatric Care Committee meetings. There will also be an NP and PA chair for a welcome/networking committee and a community service committee. The election process for these committee representatives will be the same as for the co-chairs.
  - a. Elections for both the co-chair and committee representative positions will be held electronically and all NPs/PAs will have two weeks to vote once the ballot opens.
  - b. We will require a vote of at least 50% of the group's members to confirm appointment for these positions.
3. Terms of Co-chair position: The co-chairs will serve 2-year terms which will commence in odd-numbered years. Following a completed term, a co-chair may be nominated or re-elected for an additional 2-year term.
4. Terms of the Committee representatives: The committee representatives will serve 2-year terms which will commence in even-numbered years. Following a completed term, a co-chair may be nominated or re-elected for an additional 2-year term.
5. Sub-committee: Career and professional development committee consists of volunteer SIG members who will advise the co-chairs regarding the group's professional development needs and coordinate SIG presentations based on identified priorities for NPs and PAs.

#### Article IV. Responsibilities

1. Co-chair responsibilities.
  - a. Serve as the groups facilitators which includes planning and scheduling of the groups' monthly educational sessions and meetings
  - b. Make every reasonable effort to attend each meeting
  - c. Communicate NP/PA practice updates to the group through listserv email
  - d. Seek committee representative nominations for the (Medical Executive Committee, Pediatric Care Committee, Welcome/Networking Committee and Community Service Committee)
  - e. Disseminate updates from the committee representatives to the group
  - f. Coordinate National NP and/or PA week activities (may form planning committee to coordinate/facilitate these activities as needed)
2. Committee representative responsibilities.
  - a. Committee representatives are expected to regularly attend the committee meetings and submit minutes/committee updates to the SIG facilitator or co-chairs within one week of the meeting date or when official minutes are available (whichever is sooner).
  - b. Have an alternate committee representative or another SIG member provide coverage at the meeting when unable to attend.
  - c. Welcome/Networking Committee representatives will welcome NPs/PAs that are new to NIH and aid with navigating the NIH system and credentialing process (if needed).
  - d. Community Service Committee representatives will inform SIG members of potential community service opportunities on campus (Children's Inn, Patient Library, NIH School), and organize collection drives or participation with these groups.
  - e. Career and Professional Development Sub-committee responsibilities. Members of this committee will regularly attend scheduled meetings and participate by organizing/facilitating/presenting at least one professional development program.

#### Article V. Review and Amendment of By-laws.

The NP/PA SIG will review the bylaws at least annually to ensure accuracy and appropriateness. Proposed changes to the bylaws should be submitted to the co-chairs in writing. To approve a change to the bylaws there must be at least 50% vote by the group's members.

#### Article VI. Quorum.

1. Voting on any business requires a reply from at least 50% of the group's members. Voting may be performed electronically.
2. The group members present shall constitute a quorum for the purposes of conducting business not requiring a vote.

