

# **Nurse-Physician Advisory Taskforce for Colorado Healthcare (NPATCH)**

## **Bylaws**

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

Nurse-physician advisory task force for Colorado health care: “NPATCH.”

### **Article II: Purpose.**

Promote public safety and improve health care in Colorado by supporting collaboration and communication between the practices of nursing and medicine.

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

1. Members and terms established by statute in §24-34-109(2)(a).
2. Removal of members
  - a. The task force may recommend removal of a member to the Governor’s office under the following conditions:
    - (1) A member continually and consistently prevents the task force from performing its duties, and
    - (2) Every other member of the task force votes for his or her removal.

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

All officers shall be elected by the task force. Officers shall consist of one chair and a vice chair, or two co-chairs. If co-chairs are elected, they shall rotate conducting the meeting. If a co-chair is absent, the other Chair shall conduct the meeting. Chair(s) will be elected each Fall, for one - year terms starting in January.

### **Article V: Meetings.**

1. Decision Making Process
  - a. The task force shall use Parliamentary procedure, based on Roberts Rules of Order.
  - b. All procedural, administrative, and other issues shall be established by simple majority vote. The task force must have a quorum to vote. A

“quorum” is a majority of the members. Any votes ending in a tie may be re-discussed and re-voted at the current meeting or tabled for another vote at the next meeting.

- c. All official recommendations made by the NPATCH task force must be established by consensus as defined by §24-34-109(3)(b), C.R.S., pursuant to §24-34-109(1)(d), C.R.S.
  - (1) A consensus includes only the members present at the meeting.
    - (A) Phone participation is considered being present at the meeting.
  - (2) There must be a minimum of nine members present to make a consensus recommendation. If one or two positions on the taskforce are vacant, a minimum of eight members must be present to make a consensus recommendation.
  - (3) Recommendations can be made contingent on information being verified in the future.
  - (4) If a member cannot be present for a recommendation (or vote), they may send written comments to staff , which will be shared with the task force before any action is taken.
  - (5) If the task force plans to make an official recommendation at a meeting, prior notice will be given to all members.

## 2. Meeting Procedures

- a. Minutes shall be recorded by Division staff at each meeting.
- b. Minutes shall be approved and adopted by the task force at subsequent meetings.
- c. Agenda items must be submitted to NPATCH staff one week prior to each meeting.
- d. The agenda and supporting documents shall be made available for the task force to read three days prior to each meeting.
- e. Attendance by phone is acceptable.

## 3. Meeting schedule

- a. The meeting schedule will be voted on by task force.

## 4. Rules for motions

- a. Motions require a “second.”
  - b. Motions are debatable.
  - c. Motions are amendable.
  - d. Motions require a majority vote to pass.
5. Open meeting law
- a. All meetings are subject to open meeting laws
  - b. The Attorney General’s Office shall advise the task force on conflicts of interest, duties as appointed members, ethical considerations, other responsibilities of members, and other issues requested by staff, in accordance with state statutes and rules.
  - c. All communications outside of each meeting shall not be directed to other task force members; communications shall be directed to Division staff.

**Article VI: Committees.**

[If needed, the names of the standing committees, their composition, manner of selection, and duties.]

[Any meetings outside of regular taskforce meetings must be authorized in the bylaws.]

**Article VII. Amendments.**

Any amendments to the bylaws can be made with 2/3 majority vote. All amendments shall be noticed prior to the meeting.

Bylaws approved on 12/18/2010, amended 2/11/2011