**ICPAN OPERATIONAL DRAFT**

**Policies relating to the GAC : developed from ICPAN By-Laws**

**Membership of GAC [by-laws]**

Section 3.2.1. Organizational Membership. An established national association that promotes perianaesthesia nursing practice, supports the goals/objectives of ICPAN and pays annual membership fees. This category has the responsibility of electing a member of the national association who will represent their country as the National Organizational Representative on the GAC with the right to one vote. There can only be one national perianaesthesia organization in any given country that has the right to join ICPAN as the official national representative of perianaesthesia nurses in that country.

**Section 3.2.2. Affiliate Health Care Member.**  *Any healthcare professional who is currently working in perianaesthesia care or has an interest in perianaesthesia patient care. This member supports ICPAN goals/objectives and pays an annual membership fee. These members are not eligible to sit on the GAC but receive all other membership benefits. Affiliate members shall have no voting rights.*

**GAC Membership Procedure**

**Composition**

The Global Advisory Council shall be composed of National Organizational Representatives that serve in a voluntary capacity and do not receive remuneration.

Each National Organizational Representative shall be appointed to the GAC by his or her national association (Section 3.2.1) and shall have one vote.

If a National Organizational Representative on the GAC is elected to the board of directors then that National Organization may elect a new GAC member.

Leadership

The Vice-Chair of the board of directors of ICPAN shall serve as the Chair of the GAC. In such capacity, the Vice-Chair shall call GAC meetings, oversee the activities of the GAC, and report to the Chair of the board of directors on matters relating to the GAC.

Role and Responsibility

Members of the GAC, by majority vote except where noted, shall have the following powers and responsibilities:

1. To elect directors of the corporation based upon a slate of nominees proposed by the board of directors, as provided in Article 5.2 of these Bylaws
2. To approve the repeal or amendment of any provision in the Bylaws affecting the rights or authority of the GAC
3. To serve in an advisory capacity to the board of directors by providing advice to the board of directors on:
4. the development of the Conference Bid Selection Worksheet
5. the selection of the biennial conference site
6. the nomination of National Organisational Representatives to serve on committees
7. the review and approval/denial of organisational and individual membership applications to ICPAN
8. to recommend annual dues for membership of ICPAN
9. to terminate the membership of any ICPAN member who does not adhere to the ICPAN Bylaws, policies and procedures

Meetings

The GAC shall hold a regular meeting in conjunction with the ICPAN conference, which is held on a biennial basis.

Other GAC meetings may be requested by 2 voting GAC members.

A proposal outlining the purpose of the meeting will be submitted to the board of directors for review.

A majority of the GAC shall constitute a quorum for the transaction of business at any meeting of the GAC.

At any meeting of the GAC at which a quorum is present, a majority of those GAC members present shall decide any matter, unless a different vote is specified by law, the Certificate of Incorporation or these Bylaws.

One or more members of the GAC may attend any annual, regular, special or committee meeting of the GAC through telephonic, electronic, or other means of communication by which all members of the GAC have the ability to fully and equally participate in all discussions and voting on a substantially simultaneous basis. Such participation shall constitute presence in person at such meeting. Proxy voting shall not be permitted.

Terms of Service

A member of the GAC may resign by delivering a written resignation to the ICPAN Secretary. Such resignation shall be effective upon the date of receipt, unless specified to be effective at a later date.

A member of the GAC may be removed, with or without assignment of cause, by a two-thirds majority vote, when it is judged to be in the best interests of ICPAN. Notice of the removal action shall be provided to the member being removed as well as an opportunity for a hearing.

A director may be removed, with or without assignment of cause, by a vote of two-thirds of all the members of the GAC at any meeting of the GAC or by a vote of two-thirds of the entire board of directors at any meeting of the directors when it is judged to be in the best interests of ICPAN. No member of the board shall be removed from office unless the notice of the meeting at which removal

**Selection of Biennial Conference Site / Host**

**Conference Bid Application Forms**

* Chair of ICPAN is responsible for overseeing the conference bid process.
* Forms are updated by the BoD in consultation with the GAC prior to the biennial conference.
* A deadline date is fixed by the BoD for bid forms to be returned.
* An invitation to bid for conference is posted on the website home page detailing how to contact for a Bid Application Form and the deadline for return of this form.
* Bid forms are sent out to those National Associations requesting them.
* Bid forms are completed electronically and returned to ICPAN.
* Chair receives all completed bid forms and informs BoD of new applications.
* BoD and GAC are instructed on their role in evaluating the bids.
* When deadline reached the Chair distributes the forms to each member of the BoD and the GAC electronically. All completed bid forms go out to BoD and GAC members at the same time.
* One vote for one country only is allowed. If a country has representatives in both BoD and GAC then prior to evaluation the Chair and Vice-Chair in consultation select one representative out of the two to evaluate the bid forms.
* If the bid comes from a country represented on the GAC or BoD that chosen National Representative/Board member will not be able to evaluate their own country. \*
* Each member of the BoD and the GAC evaluates each bid form by allocating marks for each section as advised by the Bid Scoring Sheet. Marks are totaled up for each bid. A deadline for the return of evaluation forms is set.
* Evaluation sheets with final total marks noted are sent back to the Chair for overall evaluation. The bid which receives the highest score wins the right to hold the next ICPAN biennial conference.
* In the event of a tie in scoring the choice is made following a discussion on the relative merits of both by the BoD.
* The Chairman informs the leader of the National Association of the winning bid about the result and the site of the next ICPAN Biennial Conference is announced on the web home page.

\* this could mean that such countries [i.e. with a representative on either Body or GAC chosen by Chair/Vice-Chair if two] have one less person evaluating their bid, which could mean that their chances of achieving a high score are slightly less – should this matter?

I think that we need to have a clear idea how to lay out operational procedures/policies vis a vis actual quotes from Bylaws which are sufficiently clear to be the operational draft.

Just started to ‘operationalise’ the GAC functions here on selection of conference site. Of course this is not owned by GAC – it is a general policy which BoD shares. Language in this section is a long way from previous more formal – bylaw style statements