**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.

Roles and Responsibilities

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. the recommendation of annual dues for membership of ICPAN
9. the terminatation of the membership of any ICPAN member who does not adhere to the ICPAN Bylaws, policies and procedures
10. To participate in working parties as directed by the Board of Directors

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

**GAC Responsibility : Selection of Biennial Conference Site / Host**

**Conference Bid Application Forms**

* Chair of ICPAN [Previous ICPAN conference host]\* is responsible for overseeing the conference bid process.
* Application forms for hosting next conference 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.
* The Chair of the Immediate Past Conference receives the bids for hosting conference and sends out Applications Forms electronically to the National Associations requesting them.
* Bid forms are completed electronically and returned to the Immediate Past Conference Chair.
* Chair [Previous past conference] receives all completed bid forms and informs BoD of applications.
* Previous Past Conference Chair to be responsible for making up packs for evaluating bids – does this need to be complicated?
* Previous Past Conference Chair instructs BoD and GAC on their role in evaluating the bids / question posed as to whether BoD needs to be involved. Probably need to include BoD for 2017 bid evaluation as GAC will not be robust --- but --- in future this function could be undertaken as one of GAC’s role and not BoD
* Post bid deadline, the Previous Past Conference 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.
* 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. \* [in future if BoD not involved in selection process this will not be an issue]
* Point made that there should be principle of one country one vote [i.e. if both BoD and GAC are involved in selection]. However would there be harm in having a two reps from one country [on BoD and GAC] involved in selection of country bid from another 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 Previous Past Conference 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 Previous Past Conference Chair informs Chair of the BoD of the winner of the bid selection. Once confirmed by the Chair of BoD – the BoD Chair 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.

Main points raised:

* Previous conference host should take over organisation of bid process. This duty would follow naturally on from tying up loose ends of previous conference, and would give previous conference chair authority and ownership to guide this domain, and to be a source of advice to new conference chair – hopefully the Previous Past Chair will not be too exhausted to launch the selection process! Could make this a dual role between Vice Chair and Previous Past Chair ?
* Chair of BoD should not lead this procedure, too many other duties to fulfill
* Need to consider what status the ex conference Chair will have once the new conference chair has been nominated onto the Board. Probably appropriate that the ex conference chair has a place on the ongoing conference committee but does not have a seat on the BoD – that must go to the ongoing conference chair / the time for switching this would be in January post conference when the new conference chair is nominated
* Hopefully bias has been eliminated in ensuring that bidding country is not supported by 2 reps from their country sitting on GAC and BoD