I. Council Definition

A group of APNA members organized to enhance APNA’s mission through a series of focused endeavors.

II. Criteria for Council Formation

1. A group of APNA members with a specific shared interest related to the mission of APNA that is not comprehensively addressed by any other APNA structure or subgroup.

2. Formation requires submission of the following for approval by the APNA Board of Directors:
   A. Descriptive statement of the Council’s name, identified purpose and goals.
   B. Identify how the purpose and goals of the proposed council relate to the mission and strategic plan of APNA.

3. Councils can be formed by an initiative originating from either members or the Board of Directors.

III. Council Structure and Roles.

1. The structure and functions of the council shall be consistent with APNA Governance Policies.
   a. Councils may include:
      i. a “Steering Committee” which guides the council and coordinates its activities, ensuring that they are aligned with the APNA Strategic Plan and that they fall within the general charge for councils.
      ii. an “Advisory Panel” which provides an interested group who monitor, internally and externally, issues relevant to their area of interest in order to inform and advise the Board of Directors through the Council Steering Committee.
      iii. Specific focus areas, “Branches”, within the council to concentrate on a certain endeavor, topic, issue, or request from the Board of Directors.

2. Councils shall meet these APNA Council criteria and follow regulations and procedures as determined by the APNA Board of Directors.
3. The Councils are self-directed in all matters of business as described within their approved Purpose and Goals Statement that is not specifically reserved as the responsibility of the APNA Board of Directors. The purpose and goals of the Council are aimed at supporting the mission of APNA, shall have a national focus, and are reviewed and approved annually by the Board of Directors.

4. Councils report directly to the Board of Directors through the APNA President.

5. Councils will concentrate their efforts on issues pertinent to their specific areas of interest.

6. Councils will make recommendations to the Board of Directors regarding Policy Statements and programs to be undertaken by APNA.

7. Councils will recommend affiliation to the Board of Directors with groups outside of APNA that the Council feels will facilitate achievement of APNA goals.

8. Programs or projects will be recommended to the Board of Directors and the Board will charge a Committee or Task Force to work with the Executive Director in order to carry out the program or project.

9. Unless specifically authorized in writing by the Board of Directors, the Council may not speak for or on behalf of APNA. Only the APNA President is authorized to speak for and the Executive Director on behalf of APNA.

IV. Procedures for Maintaining Councils

1. Officers: The chair and co-chair of the council will be appointed by the BOD. Steering Committee members are appointed by the APNA President with recommendations from the council chair and co-chair.

2. Terms: The chair and co-chair are appointed by the Board of Directors and will serve for three years. The term is renewable if approved by the Board of Directors. Participating members appointed by the President will serve for one year.
POLICY STATEMENT:
COUNCIL RULES & REGULATIONS

3. **Goals:** update and revise measurable annual goals that are congruent with the goals and purpose of the council. These will be submitted to the APNA Board of Directors with the Council Annual Report for review.

4. **Budget:** APNA will provide staff support to coordinate conference calls, webinars, discussion forums and reports from the Council. APNA will also provide support for each Council to hold a Council Meeting during the APNA Annual Conference. The Council will submit proposals for projects to the Board of Directors. APNA will provide staff support to develop budget proposals. Budgets will be submitted according to the timelines submitted by the Budget and Finance Committee. Programs and projects will be managed as noted in III. 8.

5. **Council Meetings:** Each Council shall hold a meeting during the APNA Annual Conference each year. The meeting will be led by either a council chair or designee.
   A. This meeting shall be open to all APNA members. Each Council shall conduct its activities through the year utilizing a variety of communications channels as appropriate.
   B. Each council shall determine its own rules or procedures for making decisions necessary to carry out Council business.
   C. All Council meetings, whether in person, by telephone conference call, or by electronic methods such as APNA Web Pages/bulletin boards/email, etc., shall be scheduled in advance. If practical, agenda shall be circulated to attendees in advance, be open if in person and, written minutes prepared and circulated to attendees and to the APNA Board of Directors.
   D. All Council documents, including but not limited to recommended position or policy statements, training and educational programs, papers, newsletters, journals, etc., shall not be released outside the Council without prior review and approval of the APNA Board of Directors.

6. **Annual Report:** Each Council shall submit an Annual Report to the Board of Directors. The Annual Report shall include:
   A. A summary of yearly activity respective of each goal including specific outcomes.
   B. Proposed revisions to any components of the council’s purpose for the next year
   C. An evaluation of Council activities with regard to purpose and goals. APNA shall provide a preferred format to be used by the Council for this report.
D. The Annual Report shall be submitted by the Council Chair (or Co-Chairs) to the APNA Board of Directors.

E. The Annual Report is due at the time designated by the Board of Directors. APNA shall include the Council Annual Report among documents distributed to the full membership via the webpage or e-newsletter.