

**JANUARY 2022**

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# The National Tuberculosis Nurse Coalition: Bylaws



**A SECTION OF NTCA**

**National Tuberculosis  
Nurse Coalition**

Revised January 2022  
Revised June 2009;  
Revised December 2007;  
Revised December 2005;  
Revised November 2001;



41 **ARTICLE IV. Office**

42 The office and mailing address of NTNC shall be the [Executive Office of the NTCA](#):

43 National Tuberculosis Controllers Association

44 2452 Spring Road, SE

45 Smyrna, GA 30080-3828

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47 **ARTICLE V. Offices of the Executive Board**

48 **Section A. Composition and Terms**

49 1) The Coalition shall be composed of:

50 a. Executive Board

51 i. President

52 ii. President-Elect

53 iii. Past-President

54 iv. Secretary

55 v. NTCA Nurse Consultant (when this position is occupied)

56 vi. High-Incidence Jurisdiction Representative

57 vii. Medium-Incidence Jurisdiction Representative

58 viii. Low-Incidence Jurisdiction Representative

59 b. Members in good standing

60 2) Terms:

61 a. The President shall serve a three-year term:

62 i. President-Elect, first year.

63 ii. Current President, second year.

64 iii. Immediate Past President, third year.

65 b. The Secretary and Incidence Representatives shall serve two-year terms.

66 c. To ensure continuity of leadership, elections shall be held on the following  
67 schedule:

68 i. Elections for president-Elect shall be held every year.

69 ii. Elections for Secretary and High-Incidence Representative shall be  
70 held in even years.

71 iii. Elections for Medium- and Low-Incidence Representatives shall be  
72 held in odd years.

73 **Section B. Elections**

74 Elections shall be held each year as for Coalition offices as specified in Article V  
75 Section A.2.c.

76 1) Any candidate for office shall be:

77 a. A Coalition member in good standing for at least one year prior to  
78 assuming office; and

79 b. A registered nurse.

- 80 2) Annual election tasks shall be performed as specified below:
- 81 a. Nominations for candidates for Coalition offices shall be submitted to the
- 82 Immediate Past President prior to the specified date.
- 83 b. The Immediate Past President shall submit nominees for each office to be
- 84 filled, naming candidate(s) for each office by the specified date announced
- 85 by the NTCA Board.
- 86 c. The NTCA Executive Director shall ensure that all Coalition members are
- 87 emailed a ballot giving the list of NTNC Board positions to be filled and the
- 88 list of candidates for each office no later than 60 days prior to the annual
- 89 meeting.
- 90 d. Candidates will be announced to the general membership following NTCA
- 91 general protocols, including electronic distribution of the ballot.
- 92 e. The electronic ballot will be closed by the NTCA office by the designated
- 93 deadline, no later than 45 days before the leadership transition is
- 94 scheduled to occur. Election results shall be reported by the NTCA Nurse
- 95 Consultant or NTCA executive director, to the NTNC president prior to
- 96 public announcement of results. The election results are reported to the
- 97 Coalition membership prior to designated leadership transition.

98 **Section C. Vacancies**

- 99 1) Should the office of the President become vacant, the President-Elect shall
- 100 complete the remainder of the term.
- 101 2) Should the office of President-Elect or Secretary become vacant, the members
- 102 of the Executive Board shall appoint a member to fill the vacancy for the
- 103 unexpired term.
- 104 3) Should any Incidence Representative position become vacant, the Executive
- 105 Board shall fill the position at its discretion.
- 106 4) Should any committee chair position become vacant, the members of the
- 107 Executive Board shall appoint another chair.

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109 **ARTICLE VI. Roles and Responsibilities**

110 **Section A. Monthly Coalition Executive Board Meetings**

111 Executive Board Members shall attend at least ten (10) Coalition Executive Board

112 meetings annually.

113 **Section B. Roles and Responsibilities of Coalition Officers**

- 114 1) The President shall:
- 115 a. Preside over the annual meeting of the Coalition and all meetings of the
- 116 Coalition officers. In his or her absence, the presiding member of the
- 117 Executive Board shall be President-Elect;
- 118 b. Serve as a voting member of the Coalition and NTCA Board;
- 119 c. Organize Executive Board meetings and provide the agenda to the
- 120 Coalition Secretary for distribution;
- 121 d. Supervise affairs of the Coalition;
- 122 e. Serve on the NTCA Executive Board;

- 123 f. Set term priorities and ensure continuity between presidential terms;  
124 g. Participate in planning the Coalition business meeting;  
125 h. Participate in committee meeting calls when possible;  
126 i. Provide support to committee chairs and board members; and  
127 j. Preside over meetings in accordance with [Robert's Rules of Order](#).
- 128 2) The President-Elect shall:  
129 a. Preside over meetings in the absence of the President;  
130 b. Automatically become the President the next year;  
131 c. Lead the planning committee for the annual Coalition meeting; and  
132 d. Fulfill the obligations of the President as stated in Article VI, 1) as  
133 necessary and appropriate.
- 134 3) The Immediate Past-President shall:  
135 a. Serve as non-voting consultant to the Executive Board;  
136 b. Coordinate nominations for a one-year period following his or her term of  
137 office;  
138 c. Assist the President-Elect in planning the annual coalition meeting; and  
139 d. Vote in instances when a tiebreaker is needed.
- 140 4) The Secretary shall:  
141 a. Issue all notices of meetings;  
142 b. Distribute upcoming agenda and previous month's minutes to the  
143 Executive Board at least one week prior to the next Executive Board  
144 meeting;  
145 c. Document executive board and annual meeting attendance; and  
146 d. Request annual membership list from NTCA.
- 147 5) The Incidence Representatives shall:  
148 a. Serve as voting members of the Executive Board; and  
149 b. Serve as a liaison with states on Executive Board activities.

150 **Section C. Roles and Responsibilities of the NTCA Nurse Consultant**

151 (when this position is occupied)

- 152 1) The NTCA Nurse Consultant shall:  
153 a. Act as a non-voting member of the Executive Board.  
154 b. Serve as liaison to the NTCA, as required; and  
155 c. Support activities of the Secretary.  
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157 **ARTICLE VII. Committees**

- 158 1) The Coalition maintains an Education Committee and a Corrections Committee. Ad-Hoc  
159 Committees may be established on an as-needed basis by the Executive Board.

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- 2) Each Committee must meet a minimum of once per year to review current membership needs, discuss current and planned activities, and ensure active engagement with stakeholders.
  - 3) Committee participation is voluntary and open to all Coalition members.
  - 4) The Education Committee shall be chaired by the NTCA Nurse Consultant. The other Committees shall have a chair approved by the Executive Board.
  - 5) Committee chairs shall provide a copy of meeting minutes to the Coalition Secretary who will distribute to the Executive Board prior to the next scheduled meeting.

169 **ARTICLE VIII. Meetings and Voting**

170 **Section A. Membership Meeting and Voting**

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- 1) There shall be at least one membership meeting each calendar year.
  - 2) Issues that require a vote shall be clearly communicated to the full membership at least ten (10) business days prior to an electronic vote.
  - 3) The Board shall provide an opportunity for question and answer prior to the voting date, as appropriate.
  - 4) Outcomes of any vote shall be shared electronically with the full membership.

178 **ARTICLE IX. Bylaw Amendments**

179 **Section A. Process**

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Members may submit proposed amendments to the Executive Board for study and necessary revisions. If approved, the amendment shall be presented for membership vote.

183 **Section B. Voting**

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Vote shall occur by electronic ballot. Passage of an amendment requires approval of two-thirds of the Coalition membership.

187 **ARTICLE X. Nondiscrimination**

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All Coalition affairs shall be conducted without discrimination as to race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status.

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192 **ARTICLE XI. Dissolving of the Coalition**

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Coalition dissolution would occur in consultation with the NTCA.