

WEST VIRGINIA

SECRETARY OF STATE

KEN HECHLER

ADMINISTRATIVE LAW DIVISION

Form #5

FILED

Dec 1 10 17 AM '95

OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

**NOTICE OF AGENCY ADOPTION OF A PROCEDURAL OR INTERPRETIVE RULE
OR A LEGISLATIVE RULE EXEMPT FROM LEGISLATIVE REVIEW**

AGENCY: West Virginia State Board of Examiners for TITLE NUMBER: 10
Licensed Practical Nurses

CITE AUTHORITY: W. Va. Code 30-7A-1 et. seq.

RULE TYPE: PROCEDURAL X INTERPRETIVE _____

EXEMPT LEGISLATIVE RULE _____

CITE STATUTE(S) GRANTING EXEMPTION FROM LEGISLATIVE REVIEW

AMENDMENT TO AN EXISTING RULE: YES X, NO _____

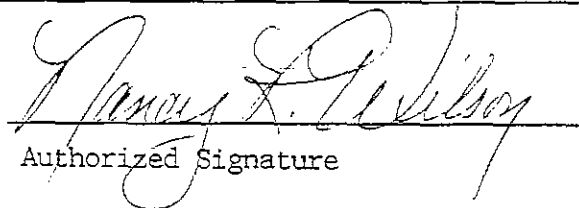
IF YES, SERIES NUMBER OF RULE BEING AMENDED: 5

TITLE OF RULE BEING AMENDED: Open Meetings and Bylaws

IF NO, SERIES NUMBER OF NEW RULE BEING ADOPTED: _____

TITLE OF RULE BEING ADOPTED: _____

THE ABOVE RULE IS HEREBY ADOPTED AND FILED WITH THE SECRETARY OF STATE. THE
EFFECTIVE DATE OF THIS RULE IS January 1, 1996


Authorized Signature

WEST VIRGINIA
STATE BOARD OF EXAMINERS
FOR LICENSED PRACTICAL NURSES

NANCY R. WILSON, R.N.
EXECUTIVE SECRETARY

LANETTE L. ANDERSON, J.D., R.N.
ASSISTANT EXECUTIVE SECRETARY



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December 1, 1995

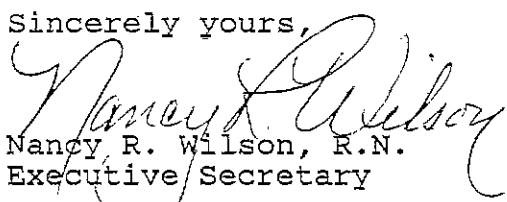
Honorable Ken Hechler
Secretary of State
Building 1 Suite 157K
1900 Kanawha Boulevard, East
Charleston, West Virginia 25305-0770

Dear Sir:

Pursuant to direction from the West Virginia State Board of Examiners for Licensed Practical Nurses, I hereby enclose for final filing the required documentation and text of proposed amendments to Procedural Rules, 10 C.S.R. 5, Open Meetings and Bylaws. Said Rules were approved by the members of the Board during its last scheduled meeting on October 19, 1995, and have previously been filed with your office on June 26, 1995. The Comment Period on said Rules was held from July 26 to August 25, 1995. No comments were received.

The effective date of these Rules has been determined by this agency to be January 1, 1996. Thank you for your attention to this matter.

Sincerely yours,


Nancy R. Wilson, R.N.
Executive Secretary

NRW/11a

Enclosures:

TITLE 10
PROCEDURAL RULES
WEST VIRGINIA STATE BOARD OF EXAMINERS
FOR LICENSED PRACTICAL NURSES

SERIES 5 - OPEN MEETINGS AND BYLAWS

AMENDMENTS MADE TO PROPOSED RULE

The above-stated proposed Rules were initially filed with the Office of the Secretary of State on June 26, 1995. The Comment Period for said Rules was held from July 26 to August 25, 1995. No comments regarding the Rules were received during this period.

Pursuant to recommendations from Board staff and Board members, some minor revisions to these Rules have been made since June 26, 1995. These revisions are as follows:

§10-5-10

11.6. Did read: Officers assume the duties of office at the close of the regular meeting during which they are elected.

Now reads: Newly elected officers assume the duties of office fifteen (15) calendar days following the date of the regular meeting during which they are elected.

Rationale: This fifteen (15) day period allows for the transition of officers, particularly the chairperson, with regards to authority from the governor's office, signature cards, etc.

11.7.c. Did read: Secretary. Records minutes of the board meetings and perform other duties as requested by the chairperson.

Now reads: Secretary. Records minutes of the board meetings, authorizes distribution of minutes following meetings, and perform other duties as requested by the chairperson.

Rationale: This was changed to more accurately reflect the actual current role of the secretary.

§10-5-13

13.4.b. Committees may conduct meetings with one or more members participating by telephone conference call, video conference or other interactive means of conducting conference communications. Minutes shall reflect the names of participating members and a report of a roll call on each vote. The public may attend meetings held by means of telecommunications devices. The location for public attendance shall be the board office unless otherwise announced.

Rationale: This statement was added to the Rules to more accurately reflect the procedure currently in place.

AMENDMENTS MADE TO PROPOSED RULES - PAGE 2

§10-6-14

Parliamentary Authority.

Roberts Rules of Order Newly Revised shall govern the meetings of the board in applicable situations not addressed in these rules.

Rationale: This statement, customarily included in organizational bylaws, was added to the Rules to more accurately reflect the procedure currently in place.

TITLE 10
PROCEDURAL RULE
WEST VIRGINIA STATE BOARD OF EXAMINERS
FOR LICENSED PRACTICAL NURSES
SERIES 5
OPEN MEETINGS AND BYLAWS

FILED

DEC 1 10 17 AM '95

§10-5-1. General

1.1 Scope - These procedural rules set forth the means by which the time, place, and purpose of all regular and special meetings are made available in advance to the public and the news media, except in the event of an emergency requiring immediate official action and also sets forth certain bylaws of the board.

1.2. Authority - W.V. Code §6-9A-3 and §30-1-5

1.3. Filing Date - December 1, 1995

1.4. Effective Date - January 1, 1996

1.5. Repeal of Former Rule - This procedural rule repeals West Virginia Legislative Rule, "West Virginia State Board of Examiners for Licensed Practical Nurses, 10 CSR 5, effective May 15, 1987."

§10-5-2. Application And Enforcement

These procedural rules shall apply to the board and any and all individuals desiring to attend or to address the West Virginia State Board of Examiners for Licensed Practical Nurses.

§10-5-3. Definitions

3.1. Board - The West Virginia State Board of Examiners for Licensed Practical Nurses.

3.2. Meeting - The convening of a governing body of a public body for which a quorum is required.

3.3. Quorum - A simple majority of the constituted members of the board.

§10-5-4. Regular Meetings

4.1. The board meets in regular session during the months of February, June and October. The length of each meeting is determined by the amount of business to be addressed by the board. A majority of the board members shall agree upon specific meeting dates. Meeting dates are determined for one (1) year in advance beginning July 1, and ending June 30. The first regular meeting after January 1 shall include as an agenda item dates for meetings for the next fiscal year.

4.2. The executive secretary shall provide notice of the date, time, location and purpose of each regular meeting to the Secretary of State, Capitol News Service, all programs of practical nursing, appropriate professional associations and state agencies, as well as persons and organizations requesting such information, at least fifteen (15) days in advance of a regularly scheduled meeting.

4.3. The board shall convene all regular meetings at ten o'clock a.m. unless otherwise changed by a majority vote of those board members present and voting.

4.4. The board shall convene all regular meetings at the board office unless otherwise changed by a majority vote of those board members present and voting.

4.5. The board may move the location of the meeting without notice in the event the meeting room cannot accommodate members of the public who wish to attend.

4.6. All regular meetings are general meetings for the consideration of any and all matters which may properly come before the board.

4.7. The executive secretary shall send a topical agenda to each board member at least three (3) weeks prior to each regularly scheduled meeting. The executive secretary shall send an annotated agenda to each board member at least one (1) week prior to each regularly scheduled meeting.

4.8. Board members may submit agenda items at any time prior to mailing of the annotated agenda.

4.9. Individuals may submit items for board consideration. The items should be submitted not less than thirty (30) days prior to the date of a regularly scheduled meeting. The chairperson makes the final determination on whether an item submitted less than thirty (30) days in advance shall be considered.

4.10. Individuals who desire to address the board may do so by making the wish known to the chairperson at any time prior to the call to order.

OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

RULES AND REGULATIONS - BPM - OPEN MEETINGS AND BYLAWS

4.11. The chairperson may cancel a meeting if a quorum cannot be convened or if there are no items of business to be conducted by the board.

§10-5-5. Special Meetings

5.1. The chairperson, the secretary or any two (2) members of the board may call a special meeting.

5.2. The executive secretary shall send a written notice setting forth the time, place and matters to be considered to each member of the board at least ten (10) days in advance of a special meeting.

5.3. The executive secretary shall file a written notice containing the time, place, and matters to be considered at least ten (10) days in advance of any special meeting, with the Secretary of State and Capitol News Service.

§10-5-6. Emergency Meetings

6.1. The chairperson may call a meeting in the event of an emergency requiring immediate official action by the board.

6.2. The executive secretary shall notify members by telephone or other expedient method.

6.3. The executive secretary shall file a written notice containing time, place, purpose of the meeting and facts and circumstances of the emergency prior to the meeting, with the Secretary of State and Capitol News Service.

§10-5-7. Executive Sessions

The board may hold executive sessions, as provided in West Virginia Code, §6-9A-4., for the purpose of discussing employment promotion, resignation, discipline, discharge, or compensation of any public officer or employee unless the public officer or employee requests an open meeting; or to discuss issues effecting denial, suspension or revocation of a license unless the licensee requests an open meeting; or to discuss matters which would be likely to adversely effect the reputation of any person; or to discuss an official investigation; or to discuss matters relating to development, administration, storing or security of a licensure examination.

§10-5-8. Minutes

8.1. The board shall prepare written minutes of all meetings. Minutes are available to the public within a reasonable time after the meeting and include:

- a. the date, time and place of the meeting,
- b. the name of each board member present or absent,
- c. the name of each staff member and guest present,
- d. all motions, proposals, resolutions, orders, ordinances and measures proposed, the name of the person proposing the same, and their disposition, and,
- e. the results of all votes and, upon request of a member, the vote of each member by name.

8.2. Minutes of executive sessions may be limited to material which is not inconsistent with the provisions of West Virginia Code, §6-9A-4.

8.3. A board member may request that a minority report be included in the minutes.

§10-5-9. Quorum

9.1. A quorum for conducting business at a regular or special meeting of the board shall be a simple majority of the constituted members.

9.2. Each member has one vote on all matters of business.

9.3. The vote of a majority of all members present at any meeting of the board shall be necessary to take any action.

9.4. The board may hold regular or special meetings with one or more members participating by telephone conference call, video conference or other interactive means of conducting conference communications. Minutes shall reflect the names of participating members and a report of a roll call on each vote.

RULES AND REGULATIONS - BPM - OPEN MEETINGS AND BYLAWS

9.5. Proxy voting is prohibited.

9.6. The board may authorize a mail vote providing the issue to be voted on has been presented in a regular meeting of the board. Matters for vote by mail are limited to acceptance of editorial revisions or those matters where more detail is requested prior to final approval. All issues voted on by mail shall be discussed and the vote ratified at the next regular meeting of the board following the vote.

9.7. The board may authorize a telephone conference call. Limitations that apply to mail vote also apply to voting by telephone conference call as provided in 9.6, above.

§10-5-10. Records of the Board

All records and proceedings of the board are public records and shall be available to the public during the usual and customary business hours of the board, except as provided by West Virginia Code, §29B-1-4.

§10-5-11. Election of Officers

11.1. The board shall elect officers during the last regular meeting in each calendar year.

11.2. The elected officers shall be chairperson, vice-chairperson and secretary. The executive secretary shall act as treasurer while employed by the board and is not subject to election procedures.

11.3. The executive secretary shall be an ex-officio member of the board and has no voting privileges.

11.4. Officers serve for one (1) year.

11.5. Officers may be re-elected to serve one (1) additional term, but in no instance shall an officer serve more than two (2) successive terms.

11.6. Newly elected officers assume the duties of office fifteen (15) calendar days following the date of the regular meeting during which they are elected.

11.7. Duties of Officers

a. Chairperson. Presides at all meetings of the board, appoint all committees of the board, serves as or designates the chairperson for all committees and perform other duties incidental to the office.

b. Vice-Chairperson. Presides over meetings of the board in the absence of the chairperson and perform other duties as requested by the chairperson.

c. Secretary. Records minutes of the board meetings, authorizes distribution of minutes following meetings, and perform other duties as requested by the chairperson.

d. Treasurer. The executive secretary, as the appointed employee of the board, keeps an accounting of all monies received and spent on behalf of the board and provides a report of receipts and expenditures at each regular meeting of the board.

11.8. Vacancies in Elected Offices

a. Chairperson. In the event that the chairperson is unable to complete his or her term of office, the vice-chairperson shall become chairperson for the remainder of the unexpired term.

b. Vice-Chairperson. In the event the vice-chairperson is unable to complete his or her term of office a new vice-chairperson shall be elected to serve the unexpired term.

c. Secretary. In the event that the secretary is unable to complete his or her term of office, a new secretary shall be elected serve the unexpired term.

§10-5-12. Resignation of Members

A member who wishes to resign should send a letter of resignation to the Governor with a copy to his or her respective association and a copy to the chairperson of the board.

§10-5-13. Committees

13.1. Examination Item Review Committee

a. Composition. The Examination Item Review Committee shall be comprised of the two (2) registered nurse and two (2) licensed practical nurse members.

RULES AND REGULATIONS - BPM - OPEN MEETINGS AND BYLAWS

b. Terms. The term of service extends for the duration of the individuals' terms on the board.

c. Duties. The Examination Item Review Committee reviews items used in construction of the licensure examination to assure compliance with scope of practical nursing practice.

13.2. Disciplinary Review Committee

a. Composition. The committee shall be comprised of the chairperson and two (2) additional members of the board who shall be appointed by the chairperson.

b. Terms. The term of service is one (1) year beginning with the adjournment of the regular meeting during which elections are held.

c. Duties. The committee may issue reprimands, accept voluntary surrender of a license and enter into consent agreements as appropriate for individuals found in violation of West Virginia Code §30-7A-1 et. seq., or rules and regulations of the board.

d. Meetings. The committee shall meet immediately prior to each regularly scheduled meeting of the board. The chairperson may call additional meetings as needed to complete the duties of the committee. At the discretion of the chairperson, the committee may transact business by electronic communication or by mail, providing that a report of each action is made available to each committee member at the next meeting of the committee.

e. Reports. The committee reports all actions at the next regularly scheduled meeting of the board. The board shall ratify all actions taken by the committee.

13.3. Ad Hoc Committees

The chairperson of the board appoints ad hoc committees as needed to accomplish the objectives established by the board. Appointment to committees is not limited to members and may include any individual who will best serve a particular committee.

13.4. Committee Meetings:

a. Meetings of committees of the board are open to the public, except as provided in West Virginia Code, §6-9A-4.

b. Committees may conduct meetings with one or more members participating by telephone conference call, video conference or other interactive means of conducting conference communications. Minutes shall reflect the names of participating members and a report of a roll call on each vote. The public may attend meetings held by means of telecommunications devices. The location for public attendance shall be the board office unless otherwise announced.

13.5. Notice of Committee Meetings

The executive secretary shall file a written notice containing the time, place, and matters to be considered at least ten (10) days in advance of any meeting of a committee of the board, with the Secretary of State and Capitol News Service, except as provided in West Virginia Code, §6-9A-4.

13.6. Committee Reports

Each committee shall present a report of activities and any recommendations for action to the board at a regularly scheduled meeting as directed by the board.

13.7. Contested Case Hearings

7.1. Contested case hearings shall be held before a quorum of the board or before an independent hearing examiner.

7.2. All contested case hearings are open to the public.

7.3. Contested case hearings shall be held as provided in West Virginia Code §29A-5-1. et. seq., and §30-1-1. et. seq.

10-6-14. Parliamentary Authority.

Roberts' Rules of Order Newly Revised shall govern the meetings of the board in applicable situations not addressed in these rules.

KEN HECHLER
Secretary of State

MARY P. RATLIFF
Deputy Secretary of State

STEPHEN N. REED
Deputy Secretary of State

CATHERINE FREROTTE
Executive Assistant

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WILLIAM H. HARRINGTON
Chief of Staff

JUDY COOPER
Director, Administrative Law

RENNEY BARKER
Supervisor, Corporations

(Plus all the volunteer help we can get)

RECEIVED
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WVA BOARD OF
MEDICAL NURSES

*Pl. hand proof
J.S.A.*

TO: Nancy R. Wilson, RN

AGENCY: WV State Board of Examiners

FROM: JUDY COOPER, DIRECTOR, ADMINISTRATIVE LAW DIVISION

DATE: April 19, 1996

THE ATTACHED RULE FILED BY YOUR AGENCY HAS BEEN ENTERED INTO OUR COMPUTER SYSTEM. PLEASE REVIEW, PROOF AND RETURN IT WITH ANY CORRECTIONS. IF THERE ARE NO CORRECTIONS, PLEASE SIGN THIS MEMO AND RETURN IT TO THIS OFFICE. YOU WILL BE SENT A FINAL VERSION OF THE RULE FOR YOUR RECORDS.

PLEASE RETURN EITHER THE CORRECTED RULE OR THIS FORM WITHIN TEN (10) WORKING DAYS OF THE DATE YOU RECEIVED THIS REQUEST. CALL IF YOU HAVE ANY QUESTIONS.

SERIES: 5 TITLE: 10 WV State Board of Examiners

* THE ATTACHED RULE HAS BEEN REVIEWED AND IS CORRECT.

SIGNED: _____

TITLE OF PERSON SIGNING: _____

DATE: _____

* THE ATTACHED RULE HAS BEEN REVIEWED AND NEEDS CORRECTING. THE CORRECTIONS HAVE BEEN MARKED.

SIGNED: Janette L. Anderson

TITLE OF PERSON SIGNING: Assistant Executive Secretary

DATE: 4/26/96

NOTE: IF YOU ARE NOT THE PERSON WHO HANDLES THIS RULE, PLEASE FORWARD TO THE CORRECT PERSON.