

**GUIDELINES FOR GOVERNANCE  
NURSING SECTION  
SOCIETY OF CRITICAL CARE MEDICINE**

1.0 NAME

The section name is the Nursing Section, herein referred to as the Section.

2.0 PURPOSE

Vision

The Section envisions a multiprofessional model that ensures optimal outcomes for all critically ill patients.

Mission

The Section is a diverse group of professionals whose mission is to provide preeminent leadership and collaboration in critical care practice, education and research.

3.0 MEMBERSHIP

Society of Critical Care Medicine (SCCM) members who designate Nursing as their Section shall constitute the members of this Section.

4.0 MEETING

4.1 The annual business meeting of the Section will be held at a date and time selected by the Steering Committee in collaboration with the Society staff. It will coincide with the Society's Annual Congress.

4.2 The place and time of the annual Section meeting will be announced to the Society and Section prior to the meeting and will appear in the annual Congress meeting program.

4.3 Special meetings of the Section may be called by the Steering Committee.

4.4 The members present shall constitute a quorum for transitory business. Business items will be approved or rejected by a simple majority vote of Section members.

5.0 STEERING COMMITTEE

5.1 The Steering Committee of the Section will consist of the Chair, Chair-Elect, Immediate Past Chair, Secretary/Treasurer and 3 Members-at-large (MAL). The Council Representative or holder of the Designated Seat will serve as ex-officio member of the Steering Committee.

5.2 The affairs of the Section shall be managed by the Steering Committee.

5.2.1 The Steering Committee shall oversee the functioning of the Section.

**GUIDELINES FOR GOVERNANCE  
NURSING SECTION  
SOCIETY OF CRITICAL CARE MEDICINE**

- 5.2.2 The Steering Committee Members-at-large will serve a 2-year term.
- 5.2.3 The Steering Committee Secretary/Treasurer will serve a 2-year term.
- 5.2.4 The Steering Committee will ensure the orderly transfer of administration from retiring to incoming officers and Steering Committee members.
- 5.2.5 The Steering Committee will formulate long range plans of the Section.
- 5.2.6 The Steering Committee will act on behalf of the Section between annual meetings.
- 5.3 Candidates for the Steering Committee shall be nominated by a committee known as the Nominations Committee
  - 5.3.1 The Nominations Committee shall prepare a slate of candidates who have indicated their willingness to serve. The slate should be chosen by October 1 of each year. The slate of candidates will be recommended to the Steering Committee for approval, then presented to the Section members for election. The Immediate Past-Chair will chair this committee. Members of this committee will include the following: Chair, Chair-Elect, and Immediate Past Chair.
  - 5.3.2 Consistent with SCCM Best Practices, priority for nominees for chair-elect will be a minimum of two active section Members-at-Large. If less than two Members-at-Large demonstrate interest, nominations can be extended to previous Section Members-at-Large within the past two years. If there are still less than two nominees, then nominations can be extended to section members who are actively involved at the Committee level.
  - 5.3.3 All Steering Committee members must be members of the Section.
  - 5.3.4 Elections: An election will be held each year for vacant offices and Steering Committee members. The election may be performed using any available technology, which may include mail, facsimile, electronic mail, and electronic balloting systems or in person at the annual section business meeting. It is the responsibility of the Steering Committee to ensure that all Nursing Section members have access to and adequate opportunity to vote in this election. A plurality of votes cast elects the officers and Steering Committee members. Any Nursing Section election that results in a tie will be resolved at the discretion of the Nursing Section Steering Committee. Special elections may be called by the

**GUIDELINES FOR GOVERNANCE  
NURSING SECTION  
SOCIETY OF CRITICAL CARE MEDICINE**

Steering Committee as necessary to fill vacant offices or to transact the business of the Section.

5.3.4.1 Timing: Notification to all Section members of the election, the slate of candidates and issues, and the mechanism of voting must occur one month prior to the close of the election.

- 5.4 To conduct business of the Section, a simple majority of the Steering Committee must be present.
- 5.5 The annual meeting of the Steering Committee shall be held in conjunction with the annual Society Congress and shall precede the annual meeting of the Section.
- 5.6 Special Meetings: Special meetings of the Steering Committee may be called by the Chair or Chair-Elect at any time or place.
- 5.7 Reports of any Steering Committee meetings shall be prepared and distributed by the Secretary/Treasurer or his/her designee via any available technology, and prior to the next annual business meeting.
- 5.8 Vacancies: Any vacancy occurring in the Steering Committee Member-at-Large positions shall be filled by appointment by the Chair with confirmation by two-thirds (2/3) majority of the Steering Committee. The appointee shall serve the remaining term of the predecessor in office. If there is a vacancy in the Chair position, the Chair-Elect will become Chair, and serve for the remainder of the term. If there is a vacancy in the Chair-Elect position, a special election shall be called by the Steering Committee, as described in section 5.3.4.
- 5.9 Council may remove any officer or Steering Committee member for cause by an affirmative action of no less than a two-thirds (2/3) majority vote of Council members. Prior to removal, a letter signed by the President, the Executive Committee or any six (6) Council members stating their recommendation for removal of the officer or Steering Committee member in question will be sent to all Council members by the Executive Office. This letter will be sent at least sixty (60) days prior to the meeting at which time the vote will be taken regarding the proposed removal. The notice will contain, at a minimum, the reason(s) for the proposed action at the Council meeting where this matter is to be considered and the officer or Steering Committee member in question will be given the opportunity to address the Council prior to voting on removal. The vote for removal must be taken at an official meeting of the Council, and not by fax or mail ballot. However, the Secretary of the Council will take the vote for removal in writing, and the vote will be tabulated by an ad-hoc teller committee of three (3) Council members before the adjournment of the meeting. The Secretary will announce the

**GUIDELINES FOR GOVERNANCE  
NURSING SECTION  
SOCIETY OF CRITICAL CARE MEDICINE**

results of the action to the Council immediately and to the membership within sixty (60) days.

5.9.1 In the event the section chair does not fulfill his/her chair responsibilities, the following process shall be followed:

1. Discussion with the Chair by the Section Past Chair and Chair Elect outlining responsibilities, expectations and responsiveness including a list of tangible items.
2. Discussion with the Chair by Council liaison if no improvement
3. Discussion with the Chair by the SCCM president if no improvement
4. The chair is removed from the Chair position; the Chair Elect will become the Chair and serve for the remainder of the term as outlined in Section 5.8 Vacancies above.

6.0 OFFICERS

6.1 Officers of the Section shall be the Chair, Chair-Elect, and the immediate Past-Chair.

6.1.1 The term of office shall be 1 year each for Chair-Elect, Chair, and Immediate Past Chair. At the end of the Annual Congress each year, the chair-elect position will assume the chair position. The chair position will assume the immediate past chair position.

6.1.2 If the Steering Committee has reason to feel that the Chair-Elect ascension into the Chair position is not in the best interest of the nursing section, then a special election may be called by the Steering Committee as outlined in section 5.3.4.

6.2 Nominations: Nominations shall be made by the Nominations Committee as outlined in Section 5.3.1 and must be confirmed by the Steering Committee prior to the annual meeting of the section.

6.3 Elections: Elections shall be held as described in Section 5.3.4.

6.4 Vacancies in offices will be filled as outlined in Section 5.8.

6.5 Duties:

6.5.1 Chair: The chair shall be responsible for (1) maintaining communication within the section and (2) reporting on activity of the section to the Council and to the members at least on an annual basis. He/she will be responsible for assuring continued workflow of the section, consistent with the long range, strategic

**GUIDELINES FOR GOVERNANCE**  
**NURSING SECTION**  
**SOCIETY OF CRITICAL CARE MEDICINE**

plan. He/she will conduct the annual Steering Committee Meeting and any meetings called throughout the year.

- 6.5.2 Chair-Elect: The Chair-Elect will provide support to the Chair in conducting the business of the section throughout the year. He/She will be responsible for conducting section business via meetings in the absence of the chair.
- 6.5.3 Secretary/Treasurer: The Secretary/Treasurer will take the minutes of the section Business Meeting and Steering Committee meetings and provide a copy of those minutes to the chair within 30 days. He/she will also oversee the budget in conjunction with the SCCM Executive Office, assuring adequate funds are available for Section activities; support the forecasting of revenue/expenditures for long range planning of the section; maintain the central list of committee members and update on an annual basis; provide an annual report on the section membership as well as provide an annual update to Council. Finally, he/she will otherwise provide support to the chair in conducting the business of the section.
- 6.5.4 Members-at-Large (MAL): Each member-at-large will be assigned a subcommittee(s) for which he/she will act as a liaison to the steering committee and work with the subcommittee chair/chair elect to strategize project work to meet the strategic goals of the section. The MAL will collect a subcommittee member list from the chair of each subcommittee on an annual basis to provide to the secretary/treasurer. The MAL shall otherwise lend assistance to the Officers of the Section. This assistance may include chairing committees or an any other task that the officers deem appropriate. The term of office shall be two (2) years.

7.0 COMMITTEES

- 7.1 Eligibility: All members in good standing may serve on committees of the Section.
- 7.2 The Steering Committee may appoint as many committees as necessary to fulfill the needs of the Section.
- 7.3 Committee Chairs will serve 2-year terms. Committees may be structured to maintain Chair-Elect and Immediate Past-Chair positions, or Members-at-Large, to assure continuity in transition of committee work. The committee chair will also work collaboratively with the assigned member-at-large to assure that ongoing charges and deliverables are consistent with the Section's strategic plan.
- 7.4 Each committee will prepare a document titled, "Nursing Section Committee", which will include the committee background and purpose, ongoing charges, and committee

**GUIDELINES FOR GOVERNANCE  
NURSING SECTION  
SOCIETY OF CRITICAL CARE MEDICINE**

roles and responsibilities. These documents will be approved by the committees and then the Section Steering Committee.

7.4.1 The committee chair will be responsible for developing a list of deliverables to meet the ongoing charges for the committee and update at least annually.

7.5 The committee chair will be responsible for developing a written report at least quarterly to submit to the steering committee and his/her assigned MAL on progress towards meeting the ongoing charges.

**8.0 REPORTS**

8.1 Minutes: Minutes of all Steering Committee and Section business meetings shall be prepared by the Secretary/Treasurer or his/her designee and submitted to the SCCM Executive Office within 60 days following each business meeting. The Executive Offices of SCCM will serve as repository for Section Records.

8.2 Activities Reports: A summary of Section activities and a list of current Steering Committee members, officers and committee chairs shall be prepared and submitted at least annually to Council in a timely fashion by the Section Chair.

8.3 Routine Communication with Section Members: The Steering Committee shall communicate regularly with the section members on the activities of the section and other items of interest.

**9.0 FUNDS**

9.1 If the Section wishes to add additional dues, Council approval is required.

9.2 Voluntary donations designated to the Section with SCCM dues returns may be used for Section activities.

9.3 Record keeping, disbursement, and auditing will be the responsibility of the Executive Office of SCCM.

**10.0 SECTION GUIDELINES FOR GOVERNANCE**

10.1 The Section will be governed by these Guidelines for Governance.

10.2 In a case of conflict, the bylaws of SCCM shall take precedence over Section Guidelines for Governance.

**GUIDELINES FOR GOVERNANCE  
NURSING SECTION  
SOCIETY OF CRITICAL CARE MEDICINE**

- 10.3 Changes in the Guidelines for Governance may be proposed by any member of the Section. Proposed changes must be approved by the Steering Committee. After Steering Committee approval, proposed changes will be circulated to Council for approval.
  
- 10.4 Guidelines for Governance Review: Guidelines for Governance of the Section shall be reviewed on a regular basis.

2009 Approved by Council

Revision Approved by Council September 2019