

## **VIRGINIA BOARD OF MEDICINE**

### **BYLAWS**

#### **PART I: THE BOARD**

##### **Article I – Members**

The appointment and limitations of service of the members shall be in accordance with Section 54.1-2911 of the Code of Virginia.

##### **Article II - Officers of the Board**

Section 1. Offices and Titles – Officers of the Board shall consist of a president, vice-president and secretary/treasurer. All shall be elected by the Board for a term of one year. The term of each office shall begin at the conclusion of the June Board meeting and end at the conclusion of the subsequent June Board meeting.

- A. President: The president shall preserve order and preside at all meetings according to parliamentary rules, the Virginia Administrative Process Act, and the Virginia Freedom of Information Act. The president shall appoint the members of the Executive Committee, Credentials Committee, Finance Committee, Committee of the Joint Boards of Medicine and Nursing, and ad hoc committees of the Board. He shall sign his name as president to the certificates authorized to be signed by the president.
- B. Vice President: The vice president shall act as president in the absence of the president. The vice president shall preserve order and preside at all meetings of the Legislative Committee according to parliamentary rules, the Virginia Administrative Process Act, and the Virginia Freedom of Information Act. He shall, in consultation with the president, appoint the members of the Legislative Committee and shall sign his name as vice-president to the certificates authorized to be signed by the vice-president.
- C. Secretary/Treasurer: The secretary/treasurer shall be knowledgeable of budgetary and financial matters of the Board. The secretary/treasurer shall preserve order and preside at all meetings of the Finance Committee according to parliamentary rules, the Virginia Administrative Process and the Virginia Freedom of Information Act. He shall sign his name as secretary/treasurer to the certificates authorized to be signed by the secretary/treasurer.
- D. The officers of the Board shall faithfully perform the duties of their offices and shall coordinate with staff regularly on matters pertaining to their offices.
- E. Order of succession: In the event of a vacancy in the office of president, the vice president shall assume the office of president for the remainder of the term. In the event of a vacancy in the office of vice president, the secretary/treasurer shall assume the office of vice president for the remainder of the term. In the event of a vacancy of

the office of secretary/treasurer, the president shall appoint a board member to fill the vacancy for the remainder of the term.

- F. The Executive Director shall keep true records of all general and special acts of the Board and all papers of value. When a committee is appointed for any purpose, he shall notify each member of his appointment and furnish any essential document or information at his command. He shall conduct the correspondence of the Board when requested and shall sign certificates authorized to be issued by the Board and perform all such other duties as naturally pertain to his position.

### **Article III - Meetings**

Section 1. Frequency of meetings: The Board shall meet at least three times a year.

Section 2. Order of Business Meetings - The order of business shall be as follows:

Call to order

Roll call

Approval of minutes of preceding regular Board meeting and any called meeting since the last regular meeting of the Board

Adoption of Agenda

Public Comment Period

Report of Officers and Executive Director:

President  
Vice President  
Secretary/Treasurer  
Executive Director

Report of Committees:

Executive Committee  
Legislative Committee  
Credentials Committee  
Finance Committee  
Other Standing Committees  
Ad Hoc Committees

Report of Advisory Boards

Acupuncture  
Athletic Training  
Midwifery  
Occupational Therapy  
Physician Assistant  
Radiological Technology

Respiratory Care  
Behavior Analysis  
Polysomnographic Technology  
Genetic Counseling

Old Business

New Business

Election of Officers

#### **Article IV – Committees**

Section 1. Standing committees. The standing committees of the Board shall consist of the following:

Executive Committee  
Legislative Committee  
Credentials Committee  
Finance Committee  
Committee of the Joint Boards of Medicine and Nursing  
Other Standing Committees

- A. **Executive Committee.** The Executive Committee shall consist of the president, vice-president, the secretary-treasurer and five other members of the board appointed by the president. The Executive Committee shall include at least two citizen members. The president shall serve as chairman of the Executive Committee. In the absence of the Board, the executive committee shall have full powers to take any action and conduct any business as authorized by § 54.1-2911 of the Code of Virginia. Five members of the executive committee shall constitute a quorum.
- B. **Legislative Committee.** The Legislative Committee shall consist of seven Board members appointed by the vice-president of the Board in consultation with the President. The vice president of the Board or his designee will serve as chair. The committee shall consider all questions bearing upon state and federal legislation, and regulations. The Legislative Committee shall recommend changes in the law and regulations as it may deem advisable and, at the direction of the Board, shall take such steps as may further the desire of the Board in matters of legislation and regulations. The committee shall submit proposed changes in the rules and regulations of the Board in writing to all Board members prior to any scheduled meeting of the Board.
- C. **Credentials Committee.** The Credentials Committee shall consist of nine members of the Board appointed by the President and shall satisfy itself that applicants for licensure by endorsement or by examination fulfill the requirements of the Board. The Committee shall review the credentials of the applicants who may fail to meet the requirements of the Board as specified in statute or regulation. The Committee may hear credentialing issues in accordance with §2.2-4019, §2.2-4020 and §2.2-4021 and guidelines adopted by the Board.

- D. **Finance Committee**. The Finance Committee shall consist of the secretary/treasurer, two other members appointed by the president and the Executive Director shall act ex officio to the committee. This committee shall be responsible for making recommendations to the Board regarding all financial matters. The committee shall meet as necessary.
- E. **Committee of the Joint Boards of Medicine and Nursing**. The Committee shall be appointed in accordance with § 54.1-2957 of the Code of Virginia and shall function as provided in the Regulations Governing the Licensure of Nurse Practitioners (18VAC 90-30-30).
- F. Members appointed to a committee shall faithfully perform the duties assigned to the committee. Committee chairs shall regularly communicate with staff on matters pertaining to the committee.

## Section 2. Ad Hoc Committees.

- A. The Board or any of its standing committees may establish such ad hoc committees as are deemed necessary to assist the Board or committee in its work.
- B. The members of an ad hoc committee shall be appointed by the chair of the board or committee creating the ad hoc committee. The chair may appoint members to an ad hoc committee who are not members of the board when it serves the purpose of the committee.
- C. All members of an ad hoc committee shall have full and equal voting rights.
- D. Members appointed to a committee shall faithfully perform the duties assigned to the committee. Committee chairs shall regularly communicate with staff on matters pertaining to the committee.

## Article V – Elections

The Board shall appoint a Nominating Committee at its February meeting. The committee shall present the names of candidates for office to the Board for election at its June meeting. In the event that the offices are vacated and succession is not possible, the Board shall appoint the Nominating Committee which will develop a slate of candidates for the Board's consideration at its next meeting.

## Amendments to Bylaws

Amendments to these bylaws may be proposed by presenting the amendments in writing to all board members seven calendar days prior to any scheduled board meeting.