



ADVISORY COMMITTEE ON NURSING EDUCATION

BYLAWS

DELEGATION OF AUTHORITY

Pursuant to South Carolina Code of Laws Sections 40-1-70, 40-33-10 and South Carolina Code of Regulations Chapter 91, Article 2, the State Board of Nursing for South Carolina (The Board) wishes to delegate certain specific and limited tasks to the Advisory Committee on Nursing Education (ACONE). Based upon the number of licensees served by The Board, this limited scope delegation is necessary to better serve the citizens of South Carolina and to protect the public.

PURPOSE

The scope of the ACONe is strictly advisory and does not exceed the authority of The Board. The purpose of the Committee is:

- To advise and make recommendations to The Board regarding nursing education, including articulation and quality
- To review, according to prescribed guidelines as promulgated in regulation, applicant Nursing Education Programs and specifically to make recommendations to The Board concerning the approval of a program application
- To provide periodic reports on the Committee's projects and progress of the Committee to The Board

The Nurse Consultant for Education will facilitate the process for submission of evidence and materials regarding Nursing Education Program applications, concerns and issues for each meeting, along with arranging for the appearance of the matter's requestor.

APPLICANT PROGRAM REVIEW

With respect to the review of Nursing Education Programs (within the prescribed guidelines) as promulgated in regulation (South Carolina Code of Regulations Chapter 91), the ACONe shall either recommend approval of the program applicant to The Board or, in the alternative, table the application and provide specific and objective feedback to the applicant concerning the application. In these instances, the ACONe's feedback must include specific reference to the part(s) of the regulation which the applicant is requested to address further.

MEMBERSHIP

Members to the ACONe will be vetted and appointed by The Board. Nominations for membership will be submitted by individuals or organizations using the *Committee Nomination Form*. (APC/ACON/NPSC)

COMPOSITION

The ACONE is composed of following specialties:

- Two (2) Graduate Educators
- Three (3) Bachelors of Science in Nursing Educators
- Three (3) Associate Degree Nursing Educators
- Three (3) Practical Nurse Educators
- Representative from SC Deans & Directors Council of Nursing Education

EX-OFFICIO MEMBERSHIP

Ex-Officio membership will include one representative each from the State Board of Nursing for South Carolina, the South Carolina Nurses Association, the South Carolina Organization of Nurse Leaders and the Nurse Consultant for Education.

CONSULTANTS

The South Carolina Hospital Association, the South Carolina Health Care Association, the South Carolina Department of Education, the South Carolina State Board for Technical and Comprehensive Education, the South Carolina Nurses Association, the South Carolina Medical Association, the South Carolina Commission on Higher Education, The South Carolina Organization of Nursing Leaders, and the South Carolina Federation of Licensed Practical Nurses may be consulted as needed.

REQUIREMENTS/QUALIFICATIONS

- A fully completed board approved nomination form
- A current curriculum vitae
- Experience - must have a minimum of 2 years' experience with an approved nursing education program and currently working as an Educator
- Must hold an active, unencumbered nursing license in South Carolina. The Board may deny membership based on prior disciplinary history
- Geographical diversity will also be taken into consideration
- Education - must have a minimum of a Master's Degree in Nursing or Post-Secondary Education related field as approved by the Board or a BSN if serving as faculty in a practical nursing education program
- Participate in a minimum of one (1) Site Visits per term of service

Members must have the appropriate preparation and experience to review nursing education program applications. They must also be willing and able to make recommendations to The Board to include participating in site surveys. Inability to do so will result in replacement.

TERMS OF MEMBERSHIP

Terms will be for a two-year period. Members may serve one subsequent two-year term. Members will serve until they are replaced or resign from service. Must sit out one two-year term before application for re-appointment. Ex-Officio representatives will serve as designated by their organization

OFFICERS:

The officers will be a Chair, Vice Chair and Secretary. The officers must be members of the ACONE.

TERMS OF OFFICERS:

Officers will serve for one year and may serve for two consecutive terms. Officers will be elected annually in December and will take office in January of each year.

DUTIES OF OFFICERS

All officers shall perform duties as usually pertain to their offices and prescribed in the bylaws.

- Chair
 - Preside at all meetings of the ACONE
 - Appoint subcommittees and task forces as necessary to assist the ACONE in the fulfillment of its duties
- Vice- Chair
 - Preside in the absence of the President
 - Assume all such functions or responsibilities as may be delegated by the Chair
- Secretary
 - Attest to the minutes of all meetings of the ACONE

NOMINATIONS

Members to the ACONE will be vetted and appointed by The Board. Nominations for membership will be submitted by individuals or organizations using the *Committee (APC/ACON/NPSC) Nomination Form*.

MEETINGS

The ACONE meets in February, April, June and October, the last Tuesday in August and the first Tuesday of December at The Board's offices. An official agenda is prepared by the Chair, the Nursing Consultant for Education, and The Board Administrator and provided to all of the ACONE Members and interested parties. The agenda will include the date, place, and time of meeting as well as the items for discussion or action in order to be in compliance with the Freedom of Information Act (FOIA). All approved agendas will be posted on The Board's website. The operational year will be January 1 through December 31. Meetings will be held in the opposite months of The Board meetings.

ATTENDANCE

Members' perspectives and participation is valued and necessary for continuity. A member who fails to attend 50% of scheduled meetings in a twelve-month period, whether excused or unexcused, shall receive a letter from the Chair requesting attendance and a reaffirmation of a willingness to continue serving. A member with two consecutive absences shall be encouraged by the Chair of The Board to submit his or her resignation. Any member who has recorded two consecutive unexcused absences

shall be deemed to have vacated his or her seat. An annual attendance report will be forwarded to The Board at the January meeting each year.

VOTING:

Designated members in attendance at meetings may vote. There is no absentee or proxy voting. Each appointed member has one vote. Ex-officio members have a voice, but no vote. Non-members in attendance shall be given an appointed time to make presentations to the committee. However, this shall not be interpreted to preclude the committee from consenting to hear persons making presentations without prior notice.

CONFLICT OF INTEREST

Voting members shall disqualify themselves from voting on any questions if they determine the issues to have a real or perceived conflict of interest. However, they may participate in the business of the committee relative to such questions or issues, except for voting; in so doing they are presumed to act in good faith and in public interest.

SUBCOMMITTEES

The Chair may appoint subcommittees to facilitate the work of the ACONE. Members of the subcommittee may be selected from individuals outside of the ACONE structure. Each subcommittee will include at least two ACONE members.

MINUTES AND REPORTING

In collaboration with The Board staff, minutes of previous meeting are recorded and e-mailed with the agenda for the next meeting to all committee members.

PARLIAMENTARY PROCEDURE

Roberts Rules of Order, Revised Edition, governs the conduct of the meetings. A simple majority determines a quorum.

EXPENSES/REIMBURSEMENT

Travel is reimbursed by The Board in accordance with state laws and regulations as well as agency policy. The Board provides for the operating expenses of the committee.

CONFIDENTIALITY

All printed and electronically transmitted materials provided to members of the ACONE by the ACONE and/ or The Board staff concerning Nursing Education Programs are confidential and are not to be disseminated and/ or distributed to individuals who are not members of the ACONE.

Adopted this 29th date of September, 2023 at a regular meeting of the Board of Nursing.