



**AMERICAN ASSOCIATION OF COLLEGES OF NURSING
DIVERSITY, EQUITY, AND INCLUSION LEADERSHIP NETWORK**

OPERATIONAL RULES AND PROCEDURES

Diversity, Equity, and Inclusion Leadership Network
A Leadership Network of the American Association of Colleges of Nursing

NAME

The name of this Network shall be the Diversity, Equity, and Inclusion Leadership Network (DEILN), a Network of the American Association of Colleges of Nursing (AACN).

PURPOSE

The purpose of the Diversity, Equity, and Inclusion Group Leadership Network (DEILN) is to inform and contribute to the advancement of diversity, equity, and inclusion in academic nursing.

The goals of the DEILN will align with the strategic diversity, equity, and inclusion goals and objectives of AACN and will amplify the dissemination and adoption of diversity, equity, and inclusion as appropriate to local settings.

MEMBERSHIP

- 3.1 Members. The *Dean* of the AACN member school shall recommend a representative to DEILN who brings expertise, knowledge, and experience in advancing innovative approaches to enhancing diversity, equity, and inclusion in academic nursing and the nursing workforce. Individual membership is open to all faculty, administrators, and staff from member schools.
- 3.2 Privileges of Membership.
 - 3.2.a. The designated representative shall:
 - 3.2.a.1. Members shall have the right to vote and hold office on the Steering Committee. Voting may occur at the annual meeting or via electronic vote
 - 3.2.a.2. have the right to hold office in the DEILN

- 3.2.b. All members:
 - 3.2.b.1 have the right to participate in committees
 - 3.2.b.2. shall be added to and may participate in the DEILN Collaboration Community.

3.3 Dues. AACN will establish and collect membership dues annually.

OFFICERS

- 4.1 Officers. Officers of the DEILN shall be the Chair, Chair-Elect, Secretary and Immediate Past Chair. The officers shall direct and execute the activities of the DEILN in accordance with these Operational Rules and Procedures. Business may be transacted by a majority of the Officers present at a meeting.
- 4.2 Duties of Officers.
 - 4.2.a. The Chair shall:
 - 4.2.a.1. preside at all meetings of the DEILN.
 - 4.2.a.2. serve as a liaison to AACN Diversity and Inclusion Committee.
 - 4.2.a.3. responsible for coordinating the goals and activities of DEILN.
 - 4.2.b. The Chair-Elect shall:
 - 4.2.b.1. preside at meetings of the group in the absence of the Chair
 - 4.2.b.2. assume the responsibilities of the chair if the Chair cannot fulfill the term of office and continue through the original appointed term.
 - 4.2.b.3. assist the Chair in coordinating the goals and activities of the DEILN.
 - 4.2.c. The Secretary, or a designee shall:
 - 4.2.c.1. record minutes of all DEILN meetings.
 - 4.2.c.2. responsible for submitting a complete set of minutes to AACN at the end of their term of office.
 - 4.2.d. The Immediate Past Chair shall serve in a consulting role for the officers.
- 4.3 Nominations and Election of Officers. Nominations for officer positions may be made during or prior to the annual meeting each year. Nominees shall be selected from the membership of the group. Elections shall be held electronically.
- 4.4 Term of Office. The term of office for all officers shall be (1) year. Each term in office shall commence on July 1 of each calendar year.
 - 4.4.a. The term of office shall be one (1) year except for the Secretary who will serve a two (2) year term.
 - 4.4.b. The Chair-Elect shall serve three (3) consecutive one (1) year terms as Chair-Elect, Chair, and Immediate Past Chair, respectively.

- 4.5 Unexpired Term of Office. If there is a vacancy in an officer position, the Steering Committee will designate a member to complete the unexpired term. If the Chair-Elect cannot fulfill the term, a special election will be held to fill the position.
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MEETINGS

- 5.1 The membership shall meet at least annually.
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STEERING COMMITTEE

- 6.1 Members. The Steering Committee shall consist of the DEILN Officers and standing Committee Chairs. Business may be transacted by a majority of at least two-thirds (2/3) of the Steering Committee members present at the meeting.
- 6.2 Responsibility. The Steering Committee shall provide voice to the membership, recommend revisions to the Operational Rules and Procedures, and recommend initiatives that advances the purpose of the DEILN.
- 6.3 Meetings. The Steering Committee shall convene at the annual meeting and at least once more between July 1 and June 30.
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STANDING COMMITTEES

- 7.1 Standing Committees. The following standing committees are established for the DEILN:
- 7.1.a Planning Committee. The Planning Committee shall develop the program content for the annual meeting or webinar in consultation with the AACN and the DEILN Steering Committee.
 - 7.1.b Nominating Committee: The Nominating Committee shall seek nominations for persons to serve as officers and committee chairs, present the names of nominees to the members for election by majority vote of

those in attendance and voting at the annual meeting and assist with conducting the balloting at the annual meeting.

7.1.c Communications/Collaboration Community Committee. The Communications Committee shall support and promote the network and facilitate member engagement.

7.1.d Ad Hoc Committee(s): The DEILN Chair, with the advice and consent of the Steering Committee may establish special or ad hoc committees of the network and appoint Chairpersons to those committees for whatever purposes are deemed necessary in the best interests of the network. The Committee shall function as a standing committee when serving, including chair participation on the Steering Committee.

7.2 Chairpersons and Committee Members. The Chairperson for each standing committee shall come from volunteers to serve and be elected/appointed by the committee. Members for each committee shall volunteer to serve for a two-year term, up to a total of 4 years.

7.3 Additional Duties and Responsibilities of Committees. The Chair of the DEILN may assign additional duties and responsibilities to Committees, if necessary, to further the purposes and activities of the group.

AMENDMENTS AND ADDITIONS

Amendments and additions to the Operational Rules and Procedures may be proposed and approved by the Steering Committee or by any member of the Steering Committee on behalf of a committee or the DEILN officers.