

By-Laws of the Public Health Nursing (PHN) Organization of Montana

Article I:

History

In the fall of 1999, an informal meeting of public health nurse directors from across the state was held in conjunction with the Montana Public Health Association meeting in Butte. As a result of the meeting, the attendees identified four essentials of a successful public health organization:

- The capacity to be effective is based upon a commitment from every member to actively participate and share in the responsibility to impart expertise and leadership.
- A structured organization is necessary to function as a cohesive unit.
- Shared concerns and needs must be identified and prioritized.
- Effective interlocal communication is best accomplished through an organized and open system.

Article II:

Mission

To promote united and dynamic public health nursing leadership, discover innovative solutions, and influence public health in support of our mission, we are committed to:

- Promotion of Public Health Nursing in the provision of core public health functions. We are acknowledged as a respected partner and an informed resource.
- Building coalitions and collaborative working relationships with other health disciplines, and other supportive collaboration with each other.
- Professionalism, respect, teamwork, and caring as we work together.

Article III:

Membership

- Each local health department in Montana is invited to have representation within the PHN section Montana Public Health Association (MPHA). It is the intent of the membership to have consistent representation from each local agency.
- Membership will be comprised of health professionals in leadership roles, on staff, or who participate in administration and formulation of policies for community health programs in local health departments.

- The organization will maintain representation and communication with the MPHA and Confluence Boards.

Article IV:

Leadership Roles

- PHN Section Lead, representative on the MPHA Executive Board
 - work with MPHA Executive Board as voting member & Confluence team as needed.
 - attend monthly board meeting.
 - serve on Confluence Committee – resource, communications, etc...,
 - Review/update section bylaws & contribute to overall organization/section development & momentum.
- Training and Education Coordinator
 - Conference Planning Coordinator
 - Assist Confluence conference planning team with training applicable to PHNs.
 - Plan & facilitate the annual PHN Section meeting at the conference.
- Project Coordinator
 - Lead projects – the sky is the limit on project possibilities, the first I would propose would be compiling an email list of all PHNs, survey participation interest & needs, connect with one another; PHN mentorship program; standard forms/tools, orientation program, etc...)
- PHN Section Leader, Training and Education Coordinator and Project Coordinator will make up the executive team
- Past leadership team members will be Ad Hoc members if they desire to be.

Terms of Service and Elections

- The above leadership roles will serve for a term of 2 years.
- Elections will be held every 2 years at the Confluence meeting.
- Terms of service are unlimited.

Article V:

Meetings

- The Executive Team will meet monthly or as determined by the team.
- Membership will meet yearly at Confluence Meeting

Article VI:

Voting

- A simple majority of the membership present or respond to online voting will determine the results of the vote.

Article VII:

Revisions of Bylaws Steps

- Revisions of Bylaws will be submitted to the Leadership team for approval.
- Revisions will be sent to the PHN membership for feedback and vote.
- Revisions will be presented to the MPHA board.

Article VII:

Ground Rules

- All members will be treated equally without regard to rank or title.
- Time frames for meetings will be set and followed.
- All members will have input which is of equal value.
- There will be open communication without retaliation.
- There will be no criticism of input.
- All comments will be expressed in the group rather than outside.
- There will be no interrupting the speaker.
- There will be follow-through on identified issues.
- There will be no hidden agendas.
- All members will be courteous and respectful.
- All members will be honest.
- Topics may be re-introduced if new information is available.

Adopted: May 17, 2001

Revised: August 7, 2023