

Working document: Bylaws CCNF

Critical Care Nurses Forum: Substructure / Special Interest Group of CCSSA

Original document drafted by R Gillespie 09/07/2007

Revised August 2017 to align with proposed new constitution of CCSSA

Revised January 2022 for final comments and adoption

1) CCNF structure:

All current, i.e. paid up, nursing members of CCSSA form part of the CCNF

1.1) CCNF committee: 8

- ✓ 1 Representative from each branch / region of CCSSA [Suggest 2 members from each branch- to ensure active work groups if one person cannot attend branch represented by other member]
- ✓ All members must have a critical care qualification
- ✓ Committee members to be voted for at branch level by branch members
- ✓ 1 Representative from Council, i.e. the nurse elected council member
- ✓ 1 WFCCN representative
- ✓ CCNF Chair and deputy -chair to be elected by the CCNF committee, (not an additional position but an elected member of CCNF committee)
- ✓ Term of office: Align to CCSSA constitution, i.e. 3 years; stagger initial terms; may stand for two terms and must then stand down
- ✓ Co-opt members for working groups; will not having voting rights/powers

1.2) Eligibility Criteria: [Chair and co-chair]

- ✓ Fully paid member of CCSSA
- ✓ Term of office: 3 years
- ✓ Maximum of two terms [Max 6 years]
- ✓ Actively involved in critical care- practice (clinical), education and training
- ✓ An active member of the local branch, which may be seen as regular attendance at meetings
- ✓ Registered with SANC
- ✓ Critical Care qualification
- ✓ Willing to work and promote critical care in South Africa
- Attend scheduled CCNF meeting

1.3) World Federation of Critical Care Nurse Rep:

- ✓ Nominations by CCNF committee and voted for by CCNF with inputs from the Branches
- ✓ Nomination will be ratified by CCSSA Council
- ✓ Term of office: 3 years or align to WCCNF guideline
- ✓ Maximum of two terms [Max 6 years]
- ✓ If according to the CCSSA Council and CCNF the person is not performing their responsibilities; the representation to WFCCN will be terminated

1.4) Eligibility Criteria:

- ✓ As for CCNF committee: paid CCSSA member; active within branch; registered with SANC; CC qualification
- ✓ Does not have to be a CCNF committee member
- ✓ Credible person: sound academic record and current clinical practice; an opinion leader

2) **CCNF Roles and portfolios:**

- ✓ Subject to the CCSSA constitution
- ✓ Chair
- ✓ Deputy -chair
- ✓ Outreach
- ✓ Education
- ✓ Research
- ✓ Clinical Practice / Regulatory / Accreditation / Standard Setting
- ✓ Marketing

3) **CCNF committee Meetings:**

- ✓ Two face to face meetings during the year e.g. February and September
- ✓ Two meetings via virtual communication [May and July]
- ✓ Additional meetings as required for working groups
- ✓ Formal meeting at Congress [One of the face-to-face meetings]
- ✓ Venue to be arranged by host Branch
- ✓ Activity to be arranged by CCNF committee
- ✓ Members should attendance at least 50% of all scheduled meetings

Note:

Please feel free to add comments and suggestions please. Please add in a different colour so that I can see the suggestions. I will then collate al the suggestions and resend Bylaws.

Please don't delete anything just add if you don't agree and indicate why not please.

Kinds regards and keep safe

Isabel