



ANNA
American Nephrology
Nurses Association

Policy	2.18
Revised Policy	New
Revised Procedure	8/24
Bylaws & Policy Committee	8/24
BOD Reviewed and Approved ...	9/24
DEI Reviewed	2022-23
Substituted for	10/23
Original Date	6/14

POLICY & PROCEDURE

TOWN HALL MEETING

POLICY

The function of the Town Hall Meeting will be consistent with and supportive of the American Nephrology Nurses Association's (ANNA) mission and philosophy. Members will use the Town Hall Meeting to ask questions and share ideas related to clinical practice, education, research, and representation of nephrology nursing and the operations of ANNA. The Board of Directors (BOD) is the representative of the Association. The National President is the Chairperson of the Town Hall Meeting and will follow *Robert's Rules of Order*. The Town Hall Meeting may be offered on-site at the annual National Symposium, annual Nephrology Nursing Summit, or via virtual technology at the discretion of the National President.

PROCEDURE

1. On-site Meeting

- a. Members must wear badges issued at registration at all times to be admitted to the Town Hall Meeting.
- b. A member desiring to address the BOD shall go to the microphone, address the Chairperson, and state their name and chapter affiliation. The member must await recognition by the Chairperson before addressing the BOD.
- c. No member shall speak more than twice to the same question or issue, longer than two (2) minutes, without permission of the President. Members may not speak for a second time during discussion of a topic until all those wishing to speak for a first time have been recognized.
- d. Total discussion on any item of business shall be at most ten (10) minutes.
- e. The BOD will take all comments and concerns under advisement for possible future discussion and action.
- f. Cell phones and pagers shall be turned off or on vibrate during ANNA meetings.

2. Virtual Town Hall Meeting

- a. At the discretion of the National President, a Virtual Town Hall Meeting may be offered instead of an onsite meeting. The virtual meeting may be conducted via a communication system determined by ANNA.
- b. The timing of when members will receive email notification of the Virtual Town Hall Meeting is to be determined.
- c. Issues should be submitted via email to www.annanurse.org by the deadline established. The ANNA President is notified of issues submitted by the deadline prior to the Virtual Town Hall Meeting.
- d. Responses to the issues/concerns raised will be communicated to ANNA members.