

Advisory Committee
of the
Minnesota Board of Social Work (BOSW)
Bylaws

Approved by Board
September 16, 2011

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Revised and Approved by Advisory Committee June 10, 2011

Considered and Approved by Board September 16, 2011

Part 1. General Provisions

Section A. Mission of the Advisory Committee

The purpose of the Advisory Committee is to:

1. Advise the Board of Social Work (BOSW) on professional and policy issues affecting the profession.
2. Facilitate effective communication between the BOSW and the professional organizations representing its licensees.

Section B. Duties of the Advisory Committee

1. The Advisory Committee will consider and make timely recommendations to the BOSW on policy and issues as requested by the BOSW.
2. The Advisory Committee will bring issues and make recommendations to the BOSW.
3. The Advisory Committee is not intended to provide an oversight function for the BOSW.
4. The BOSW is not obligated to follow the recommendations of the Advisory Committee.
5. The Advisory Committee and BOSW will bi-annually review the Advisory Committee's role, its effectiveness, and its relationship to the BOSW.

Section C. Advisory Committee Composition

1. The Advisory Committee was created in 1994 and consists of representatives of various professional social work organizations.
2. The BOSW Chair will identify the organizations to be represented.
3. At least one member of the board and the executive director or designated staff person shall serve as liaisons to the Advisory Committee and attend meetings.

Section D. Data Practices and Open Meeting Law

1. The Minnesota Government Data Practices Act, Minnesota Statutes, and Chapter 13 govern the collection, creation, receipt, maintenance and dissemination of data maintained by the Advisory Committee and BOSW.
2. All meetings of the BOSW, its committees, and advisory committee are subject to the Minnesota Open Meeting Law, Minnesota Statutes, Chapter 13D, and shall be open to the public, unless closer is required or authorized by law. Observers at all meetings will be given an opportunity to provide input for Advisory Committee consideration.

Part 2. Committee Members

Section A. Committee Membership

1. Each of the professional social work organizations will provide representation to the Advisory Committee.
2. These professional social work organizations include:
National Association of Black Social Workers, MN Chapter;
Organization of Macro Practice Social Workers;
Minnesota Coalition of Licensed Social Workers;
Minnesota Conference on Social Work Education;
Minnesota Nursing Home Social Workers Organization;
Minnesota School Social Workers Organization;

Minnesota Society for Clinical Social Work;
Minnesota Association of Home Care Social Workers;
National Association of Social Workers – MN Chapter;
Social Workers in Marketing (SWIM).

3. The Chair of the BOSW:
 - A. May appoint one or more individuals who bring special knowledge to the Advisory Committee.
 - B. May add additional organizations to the Advisory Committee.

Section B. Code of Conduct

1. Advisory Committee members will adhere to the BOSW standards of practice for licensees and will comply with all pertinent state laws and regulations.
2. If an Advisory Committee member has a conflict of interest in a matter before the Advisory Committee, the member shall declare the conflict, refrain from discussion and will not vote on the matter.

Section C. Duties of Members Representing Professional Organizations

1. The representative will report appropriate BOSW issues to his/her organization.
2. The representative will represent the views of his/her professional organization to the Advisory Committee.
3. The representative will bring professional issues from his/her organization to the attention of the Advisory Committee.
4. Representatives are expected to attend meetings as scheduled or send a designated representative in his/her place.
5. Representatives or Member Organizations shall notify the BOSW Executive Director and the Advisory Committee Chair in the event a new representative is assigned.

Part 3. Committee Officers

Section A. Officers

1. The Advisory Committee shall elect a chair from its membership bi-annually.

Section B. Elections

1. The officers shall be elected by majority vote of the members of the Advisory Committee at the Committee's last regular meeting bi-annually.
2. A member may be re-elected for a second term. A member may not serve more than two consecutive terms in the same office.
3. Vacancies shall be filled by majority vote of the members of the Advisory Committee for the balance of the two year calendar year.

Section C. Duties of the Chair

1. The chair shall preside at Advisory Committee meetings.
2. The chair has the responsibility to call for agenda items and set and distribute the agenda.
3. The chair shall serve as principal spokesperson for the Advisory Committee.
4. The Chair or another member of the Advisory Committee shall attend and present as needed at each BOSW meeting.

5. The Chair shall call special meetings of the Advisory Committee as necessary.
6. The Chair and the BOSW Executive Director shall provide orientation for new members of representatives to the Advisory Committee.

Section D. Duties of the Secretary

1. The duty to take minutes at each meeting will be rotated among the members of the Advisory Committee.
2. The draft minutes will be submitted by the recording member to the BOSW Executive Director and the Advisory Committee chair prior to the next Board meeting. The draft minutes will be provided to the BOSW at its next meeting.

Part 4. Meetings

Section A. Regular Committee Meetings

1. The Advisory Committee shall select regular meeting dates and times at the last meeting held in the calendar year for the upcoming calendar year. A minimum of six meetings will be scheduled per year.
2. The Advisory Committee will meet on alternate months of the regularly scheduled BOSW meetings dates.
3. If the Advisory Committee decides to hold a regular meeting at a time or place different from that which is stated in the regular meeting posting, it shall give, at a minimum, the same notice that is required for special meetings. All meetings of the BOSW, its committees, and advisory committee are subject to the Minnesota Open Meeting Law, Minnesota Statutes, Chapter 13D, and shall be open to the public, unless closer is required or authorized by law. Observers at all meetings will be given an opportunity to provide input for Advisory Committee consideration.
4. The chair may cancel any meeting due to inclement weather, hazardous travel conditions or other unforeseen circumstance.

Section B. Quorum and Voting at Committee Meetings

1. Quorum shall consist of attendance of 51% of Member Organizations.
2. When a quorum is present at meetings, the Advisory Committee may take action on items by a majority of the voting members present.
3. Each Member Organization shall have one vote.
4. Member Organizations shall vote on the election of officers, any recommendations to the BOSW Board, and other significant actions.
5. The BOSW Executive Director and BOSW Board Member liaisons shall not vote.

Section C. Minutes of Committee Meetings

1. Minutes will be taken at each Advisory Committee meeting.
2. Draft minutes will be presented to the BOSW at its subsequent meeting.
3. The minutes are effective after having been submitted and approved by the Advisory Committee at its next meeting.
3. Approved minutes will be archived at the BOSW Office.

Section D. Roberts Rules of Order, Newly Revised

1. Proceedings of the Advisory Committees are governed by Roberts Rules of Order, Newly Revised, except as superseded in these bylaws and applicable law.

Part 5. Board of Social Work Duties Related to Advisory Committee

Section A. Board Duties

1. The BOSW Executive Director will arrange meeting space for the Advisory Committee.
2. The BOSW Executive Director will maintain a membership list of the Committee members and it shall be posted at the BOSW office and on the BOSW web site.
3. The BOSW will notify the Advisory Committee of meeting times, location, and electronically supply the membership with meeting documents, as needed.
4. The BOSW will provide written response to any written Advisory Committee recommendations.
5. All members of the Advisory Committee shall receive, prior to each BOSW meeting, an agenda and any other public materials relating to the BOSW meeting.
6. A schedule of the regular meetings of the Advisory Committee shall be posted at the BOSW office and on the BOSW web site.
7. The BOSW Executive Director will provide a copy of the Advisory Committee Bylaws to each Professional Organization represented on the Advisory Committee.