



MINNESOTA

BOARD OF SOCIAL WORK

Protecting the Public

BOSW Advisory Committee

BYLAWS

Updated on February 2, 2024

Approved by Board May 19, 2017

335 Randolph Ave Ste 245

Saint Paul, MN 55102-5502

612-617-2100 | 651-215-0956 (fax)

social.work@state.mn.us | mn.gov/boards/social-work

Table of Contents

Part 1. General Provisions	3
Section A. Mission of the Advisory Committee (AC)	3
Section B. Duties of the Advisory Committee	3
Section C. Advisory Committee Composition.....	3
Section D. Data Practices and Open Meeting Law	3
Part 2. Committee Members.....	4
Section A. Committee Membership	4
Section B. Code of Conduct	4
Section C. Duties of Members Representing Professional Organizations.....	5
Part 3. Committee Officers	5
Section A. Officers	5
Section B. Elections or Appointment.....	5
Section C. Duties of the Chair.....	5
Part 4. Meetings.....	6
Section A. Regular Committee Meetings.....	6
Section B. Quorum and Voting at Committee Meetings.....	6
Section C. Minutes of Committee Meetings	6
Section D. Roberts Rules of Order, Newly Revised.....	7
Part 5. Board of Social Work Duties Related to Advisory Committee	7
Section A. Board Duties	7

Part 1. General Provisions

Section A. Mission of the Advisory Committee (AC)

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 and or members.

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 consider 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 identifies organizations to be represented on the Advisory Committee.
- 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 closed meeting 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) Professional social work organizations, named to the Advisory Committee by the BOSW Chair are encouraged to provide representation to the Advisory Committee.
- 2) Advisory Committee professional social work organizations include, but are not limited to:
National Association of Black Social Workers, MN Chapter;
Association of Macro Practice Social Workers;
Minnesota American Indian mental health Advisory Council;
Minnesota Coalition of Licensed Social Workers;
Minnesota Hmong Social Workers Coalition;
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;
- 3) The Chair of the BOSW:
 - A) May appoint one or more individuals who bring special knowledge to the Advisory Committee.
 - B) May appoint additional organizations to the Advisory Committee as needed to represent emerging groups or practice.
 - C) A member organization shall be removed from Advisory Committee if representative inform BOSW that the organization is no longer active.
 - D) If a member organization have not participated with Advisory Committee meetings for up to 1 year and have not fulfill its member duties outlined in Part 2 Section C of the Advisory Committee Bylaws, the Advisory Committee members may take action and recommend to the BOSW Chair to remove the member organization from the 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 or appoint a Chair from its membership bi-annually.

Section B. Elections or Appointment

- 1) The Advisory Committee Chair shall be elected by majority vote of the members or appointed by the Advisory Committee at the Committee's last regular meeting bi-annually.
- 2) A member may be re-elected or reappointed for a second term. A Chair 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 is encouraged to 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.
- 7) Draft minutes will be submitted by BOSW staff to the BOSW Executive Director and Advisory Committee chair prior to the next board meeting. The draft minutes will be provided to Advisory Committee member for approval.

Part 4. Meetings

Section A. Regular Committee Meetings

- 1) 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 closed meeting is required or authorized by law. Observers at all meetings will be given an opportunity to provide input for Advisory Committee consideration.
- 2) The Advisory Committee shall select regular meeting dates and times at the last meeting held in the calendar year for the upcoming calendar year. The number of meetings per year shall be determined by Advisory Committee members.
- 3) The Advisory Committee will meet on alternate months of the regularly scheduled BOSW meetings dates or other dates approved by Advisory Committee members. The committee approved dates are posted on BOSW website.
- 4) 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 under Open Meeting Law.
- 5) The Chair or Board of Social Work Executive Director, when chair is unavailable, may cancel any meeting due to inclement weather, hazardous travel conditions, quorum is not present, or other unforeseen circumstance.

Section B. Quorum and Voting at Committee Meetings

- 1) Quorum is 51% of the number of organizations appointed by the BOSW Chair with current representation, not the number of members in attendance at a given meeting.
- 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 or appoint officers, any recommendations to the BOSW Board, and other significant actions.
- 5) The BOSW Executive Director, BOSW Staff, 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 Advisory Committee at its subsequent meeting.
- 3) The minutes are effective after having been submitted and approved by the Advisory Committee at its next meeting.
- 4) Approved minutes will be presented to the BOSW at its subsequent meeting and 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 and Staff will arrange meeting space or use interactive technology for the Advisory Committee meetings.
- 2) The BOSW Executive Director will maintain a membership list of the Committee members and it shall be posted on the BOSW web site.
- 3) The BOSW will notify the Advisory Committee of meeting times, physical location and/or interactive technology, and electronically supply the membership with meeting documents, as needed.
- 4) The BOSW will provide a response to any written Advisory Committee recommendations.
- 5) All members of the Advisory Committee shall receive, prior to each BOSW Advisory Committee meeting, an agenda and any other public materials related to the BOSW meeting.
- 6) A schedule of the regular meetings of the Advisory Committee shall be posted at the BOSW office if meeting in person and on the BOSW web site.
- 7) The Advisory Committee Bylaws is posted on BOSW website. BOSW staff will provide a printed copy of the Bylaws to Advisory Committee Member organization if requested.