

ASLP-IC

Audiology & Speech-Language Pathology
Interstate Compact



**Audiology and Speech-Language
Pathology Interstate Compact Commission
Bylaws**

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Article I: Commission Purpose, Function and Bylaws

Section 1. Purpose.

Pursuant to the terms of the Audiology and Speech-Language Pathology Interstate Compact, (the "Compact"), the Audiology and Speech-Language Pathology Interstate Compact Commission (the "Commission") is established as a quasi-governmental and joint public entity of the member state to fulfill the Compact objectives through a means of joint cooperative action among the member states. This is accomplished by developing a comprehensive process that facilitates the exchange of information in the areas of licensure and investigative authority of state boards of audiology and speech-language pathology and providing for mutual recognition of audiology and speech-language pathology licenses by all member states, through the issuance of privileges to practice, thereby enhancing the portability and mobility of a audiology or speech-language pathology license and promoting public protection.

Section 2. Functions.

In pursuit of the fundamental objectives set forth in the Compact, the Commission shall, as necessary or required, exercise all of the powers and fulfill all of the duties delegated to it by the member states. The Commission's activities shall include, but are not limited to, the following: the promulgation of rules; enforcement of Commission Rules and Bylaws; provision of dispute resolution; coordination of training and education; and the collection and dissemination of information concerning the activities of the Compact, as provided by the Compact, or as determined by the Commission to be warranted by, and consistent with, the objectives and provisions of the Compact. The provisions of the Compact shall be reasonably and liberally construed to accomplish the purposes and policies of the Compact.

Section 3. Bylaws.

As required by the Compact, these Bylaws shall govern the management and operations of the Commission. As adopted and subsequently amended, these Bylaws shall remain subject to the terms of the Compact.

Article II: Membership

The Commission membership shall be comprised as provided by the Compact. Each member state shall have and be limited to two Delegates selected by that member states licensing and regulatory authority. The delegates shall be current members of the licensing and regulatory authority. One shall be an audiologist and one shall be a speech-language pathologist. Each member state shall forward the names of its Delegates to the Chair of the Commission or designee.

A Delegate may designate a person to serve in place of the Delegate as the Delegate's designee with respect to Commission business, including attending Commission meetings and voting. A Delegate must notify the Chair of the Commission or temporary representative of the scope and duration of the representation, prior to the meeting.

The Chair of the Commission shall promptly advise the member state of the need to appoint a new Commissioner whenever a vacancy occurs. Any delegate may be removed or suspended from office as

provided by the law of the state from which the delegate is appointed. The member state board shall fill any vacancy occurring on the Commission, within 90 days.

In accordance with Section 8(B)(2) of the Audiology and Speech-Language Pathology Interstate Compact entitled, "Establishment of the Audiology and Speech-Language Pathology Compact Commission," an additional five (5) delegates, who are either a public member or board administrator from a member state, shall be chosen by the Executive Committee upon receiving nominations from the Commission at large. Nominations shall include the candidate's bio and a brief statement of interest seeking to serve as an at-large delegate for consideration by the Executive Committee. The Executive Committee shall fill the five additional delegate positions by a majority vote of the Executive Committee. Upon a vacancy of any of the five at-large delegate positions, the Executive Committee shall issue a call for nominations from the Commission at Large. The Executive Committee shall choose a replacement to fill the vacancy from the list of individuals nominated by majority vote. Individuals chosen by the Executive Committee shall serve at the pleasure of the Executive Committee.

Article III: Executive Committee

Section 1: Composition

The Commission shall establish an Executive Committee, which shall be empowered to act on behalf of the Commission between Commission meetings, except for rulemaking or amendment of the Compact. The Commission shall determine the procedures, duties and budget of the Executive Committee. The power of the Executive Committee to act on behalf of the Commission shall be subject to the Bylaws, Compact or the Commission.

The Executive Committee shall consist seven (7) voting members who are elected by the Commission from the current membership of the Commission; two (2) ex-officios, consisting of one nonvoting member from a recognized national audiology professional association and one nonvoting member from a recognized national speech-language pathology association; and one (1) ex-officio, nonvoting member from the recognized membership organization of the audiology and speech-language pathology licensing boards. The ex-officio members shall be selected by their respective organizations. Of the seven (7) voting members elected to the Executive Committee, four (4) members shall be designated as Chair, Vice-Chair, Secretary and Treasurer of the Commission. Members of the Executive Committee shall serve a term of two years or until a successor is elected. No person shall serve more than two (2) terms in the same office. Three (3) remaining voting members of the Executive Committee shall be members-at-large chosen from and elected by the Commission.

Section 2. Duties and Qualifications.

The Commission's officers shall perform all duties of their respective offices as the Compact and these Bylaws provide. Their duties shall include, but are not limited to, the following:

- a. Chair: The Chair shall call and preside at Commission and Executive Committee meetings; prepare agendas for the meetings; act on Commission's behalf between Commission meetings.

- b. Vice Chair: The Vice Chair shall perform the duties of the Chair in their absence or at the Chair's direction. In the event of a vacancy in the Chair's office, the Vice Chair shall serve until the Commission elects a new Chair.
- c. Treasurer: The Treasurer, with the assistance of the Executive Director of the Compact, shall monitor the Commission's fiscal policies and procedures.
- d. Secretary: The Secretary shall keep minutes of all Commission meetings and shall act as the custodian of all documents and records pertaining to the status of the Compact and business of the Commission. The Commission may allow for the Executive Director, if hired, to serve as Secretary of the Commission provided that the Executive Director will not be a member of the Commission.

The Executive Committee shall:

- a. Recommend to the entire Commission changes to the rules or bylaws, changes to this Compact legislation, fees paid by Compact member states such as annual dues, and any commission Compact fee charged to licensees for the compact privilege;
- b. Ensure Compact administration services are appropriately provided, contractual or otherwise;
- c. Prepare and recommend the budget in consultation with the Treasurer;
- d. Maintain financial records on behalf of the Commission;
- e. Monitor Compact compliance of member states and provide compliance reports to the Commission;
- f. Establish additional committees as necessary; and
- g. Other duties as provided in rules or bylaws.

Section 4. Removal of Executive Committee Members.

Any Executive Committee member may be removed from office for good cause by a two-third (2/3rd) majority vote of the Commission.

Section 5. Vacancies

Upon the resignation, removal, or death of a member of the Executive Committee, such vacancy shall be announced to the Commission by the Chair or designee.

An Elections Committee shall send a call for nominations 30 days prior to the election, shall announce a slate of candidates to the Commission 20 days prior to the election, shall announce voting by electronic ballot 10 days prior to the election and shall verify and report the results of the election to the Commission.

Any election resulting in a tie vote will be decided by runoff election between the Delegates with the highest votes. No Commissioner shall be nominated or eligible to serve on the Executive Committee if from a member state in default of its obligations under the Compact.

Article IV: Commission Personnel

Section 1. Duties of the Executive Director.

The Commission, through its Executive Committee, may contract for a Executive Director of the Compact. As the Commission's principal administrator, the Executive Director shall also perform such other duties as may be delegated by the Commission or required by the Compact and the Bylaws, including, but not limited to, the following:

1. Serve at its discretion and act as Secretary to the Commission, but shall not be a Member of the Commission;
2. Hire and supervise such other staff as may be authorized by the Commission;
3. Establish and manage the Commission's office or offices as determined by the Commission;
4. Recommend general policies and program initiatives for the Commission's consideration;
5. Recommend for the Commission's consideration administrative personnel policies governing the recruitment, hiring, management, compensation and dismissal of Commission staff;
6. Implement and monitor administration of all policies, programs, and initiatives adopted by the Commission;
7. Prepare draft annual budgets, in consultation with the Treasurer, for the Commission's consideration;
8. Monitor the Commission's financial performance for compliance with approved budgets and policies, and maintain accurate records of the Commission's financial account(s);
9. Execute contracts on behalf of the Commission as directed;
10. Receive service of process on behalf of the Commission;
11. Prepare and disseminate all required reports and notices directed by the Commission;
12. Assist the members of the Executive Committee in the performance of its duties;
13. Speak on behalf and represent the Commission;
14. In collaboration with legal counsel, ensure the legal integrity of the Commission; and
15. Report about policy, regulatory, political, legal or other developments of relevance to the Commission's operation.

Article V: Meetings of the Commission

Section 1. Meetings and Notice.

The Commission shall meet at least once a year at a time and place as determined by the Delegates. Additional meetings shall be held as determined by the Executive Committee. Members may participate in meetings in person or by electronic means as is necessary. Special meetings may be scheduled at the discretion of the Chair or shall be called upon the request of a majority of Delegates.

All Delegates shall be given notice of Commission meetings at least thirty (30) days prior to the scheduled date. Agendas shall be provided to all Delegates no later than seven (7) days prior to any meeting of the Commission. If an amendment to an agenda is made after an agenda has been noticed, but forty-eight (48) hours prior to a regular meeting, or twenty-four (24) hours prior to a special meeting, then the agenda is amended upon the posting of the amended agenda.

All Commission meetings shall be open to the public, except as set forth in Commission Rules or as otherwise provided by the Compact. Prior public notice shall be as follows: publication of notice of each meeting will be posted at least thirty (30) days prior to the meeting on the Commission's website or another website designated by the Commission and distribution by e-mail to interested parties who have requested in writing to receive such meeting notices. A meeting may be closed to the public if the Commission determines by a majority vote of the Delegates that there exists at least one of the conditions for closing a meeting, as provided by the Compact or authorized Rules.

Section 2. Quorum.

A majority of Delegates shall constitute a quorum for the transaction of business, except as otherwise required in these Bylaws. The presence of a quorum must be established before any vote of the Commission can be taken.

Section 3. Voting.

Each Delegate is entitled to one vote. A Delegate shall vote on their own behalf and shall not delegate the vote to another Delegate, except as permitted by a designation allowed under Article II. Any question submitted for a vote of the Commission shall be determined by a simple majority, except as otherwise required by the Compact or the Bylaws.

Section 4. Procedure.

The rules contained in the then current edition of Robert's Rules of Order Newly Revised shall govern the parliamentary procedures of the commission and its committees in all cases not provided for in these Bylaws or in any policies and procedures or any special rules of order which are duly adopted by the Commission.

Section 5. Public Participation in Meetings.

Upon prior written request to the Commission, any person who desires to present a statement on a matter on the agenda shall be afforded an opportunity to present an oral statement to the Commission at an open meeting. The Chair may, depending on the circumstances, allow any person who desires an

opportunity to present a statement on a matter that is on the agenda even in the absence of a prior written request to the Commission. The Chair may limit the time and manner of public statements at any open meeting.

Article VI : Committees

Section 1. Creation of Committees.

1. The Executive Committee shall determine the need for the creation of a committee and appointment of its members as needed and provide a list of charges to the committee.
2. A committee shall be designated as either Ad Hoc or Standing.
3. Committees are established in the Bylaws; the addition of a standing committee requires a Bylaws amendment. Committees shall have 7-9 voting members unless greater or fewer members are deemed necessary by the Executive Committee in consultation with the committee or its chair.
4. The Commission establishes the following standing committees to carry out its objectives:
 - a. Rules Committee: A Rules Committee shall be established as a standing committee to develop uniform Compact rules for consideration by the Commission and subsequent implementation by the states and to review existing rules and recommend necessary changes to the Commission for consideration.
 - b. Compliance Committee: A Compliance Committee shall be established as a standing committee to monitor a member state's compliance with the terms of the Compact and its authorized rules.
 - c. Finance Committee: A Finance Committee shall be established as a standing committee to provide financial oversight and ensure the Commission is operating within its budget and is developing financial resources to achieve its purposes.
 - d. Nominations/Elections Committee: An Election Committee shall be established as a standing committee to:
 - i. Inform the Commissioners on the responsibilities of the office;
 - ii. Encourage participation by the Commissioners in the elections process;
 - iii. Announce nominations deadline and anticipated vacancies of the Executive Committee of the Commission;
 - iv. Communicate with incumbents to determine if they wish to run for re- election.
 - v. Accept qualified nominees and prepare a slate of candidates for the election of the officers or members at large of the Executive Committee;
 - vi. Present a list of candidates to the Commission including the terms of office

expiration dates; and

- vii. Tally/verify the election results and report to the Commission.
- e. Training/ Public Relations and Communications Committee shall be a standing committee to:
 - i. Onboard new member state delegates and administrative staff;
 - ii. Create press releases;
 - iii. Communicate with media;
 - iv. Suggest updates to the website and media sources.

Section 2. Appointment of Committee Members.

1. The Executive Committee shall direct the secretariat staff or Executive Director to request volunteers from member states to serve as committee members, which may include board staff, members, counsel, or commissioners.
2. The Executive Committee shall appoint chairs, interim chairs, vice chairs, and members to committees to provide the expertise needed to fulfill committee charges.
3. Volunteers for committee membership shall be required to provide personal bios and all relevant experience and interest with respect to the committee position and duties.
4. Committees may recommend a member of the committee to the Executive Committee to serve as chair and vice chair (excepting Executive and Finance Committees).
5. An Executive Committee member may not serve in a voting capacity on any committee other than the Executive Committee unless deemed necessary by the Executive Committee to achieve the purposes of the Compact. The Executive Committee shall make all reasonable efforts to ensure diversity of membership among Committee members.
6. In consultation with committee chairs, the Executive Director shall staff the committee and shall provide other staff or consultants as needed to provide support and expertise.
7. The Committee chair or designee will be responsible for reporting on the progress and/or recommendations of the committee at Executive Committee and full Commission meetings, as requested by the Executive Committee.

Section 3. Terms of Appointment.

1. As long as they remain eligible to serve, chairs, vice chairs, and committee members will be appointed to a two-year term, which can be renewed once or for the duration of the committee, whichever comes first.
2. Members who do not wish to be reappointed must notify the Executive Director within two

months of the conclusion of the member's first term; and

3. Committee members may serve more than two terms on any committee other than the Executive Committee if deemed necessary by the Executive Committee to achieve the purposes of the Compact.
4. A vacancy on a committee may be filled by the Executive Committee at its discretion.
5. The member state shall notify the Executive Director when committee members are no longer affiliated with their party state.

Other standing and ad hoc committees may be created by the Commission as they are determined to be necessary by the Commission by 2/3 vote. The composition, procedures, duties, budget and tenure of all committees (if not outlined in bylaws) shall be determined through policies approved by the Commission. The Commission may dissolve any committee it determines is no longer needed.

In consultation with the Executive Committee, the chairperson of the Commission shall appoint the chair of each established committee and establish the composition of each committee, except that the Treasurer shall serve as the chair of the Finance Committee. The chairperson, vice-chairperson, and executive director of the commission shall be considered ex-officio members of each established committee. The Commission may dissolve any committee it determines is no longer needed and may determine duties and budgets of all committees. Notice for committee shall be made on the commission website seven days prior to the scheduled committee meeting.

These committees are not subject to the requirements of Section 8. E. 4. of the ASLPIC and Article V of these Bylaws.

Article VII: Finance

Section 1. Fiscal Year.

The Commission's fiscal year shall begin on July 1 and end on June 30. Membership fees in an amount to be determined by the Commission, are payable by July 1 of each year.

Section 2. Budget.

The Commission shall operate on an annual budget cycle and shall, in any given year, adopt budgets for the following fiscal year or years as provided by the Compact.

Section 3. Accounting and Audit.

The Commission, with the assistance of the Executive Director, shall keep accurate and timely accounts of its internal receipts and disbursements of the Commission funds. The receipts and disbursements of Commission funds are to be audited annually by an independent certified or licensed accountant. The independent audit report shall be made available to the public.

Section 4. Costs and Expense Reimbursement.

Subject to the availability of budgeted funds and unless otherwise provided by the Commission, Delegates shall be reimbursed for any actual and necessary expenses incurred pursuant to their attendance at all duly convened meetings of the Commission or its committees as provided by the Compact.

Article VIII: Adoption and Amendment of Bylaws

Any Bylaw may be adopted, amended or repealed by a majority vote of the Delegates, provided that written notice and the full text of the proposed action is provided to all Delegates at least thirty (30) days prior to the meeting at which the action is to be considered. Failing the required notice, a two-third (2/3rd) majority vote of the Delegates shall be required for such action.

Article IX: Qualified Immunity, Defense, and Indemnification

Section 1. Immunity

The Commission, its Delegates, officers, Executive Director, and employees shall be immune from suit and liability, either personally or in their official capacity, for any claim for damage to or loss of property or personal injury or other civil liability caused or arising out of or relating to any actual or alleged act, error, or omission that occurred, or that such person had a reasonable basis for believing occurred within the scope of Commission employment, duties, or responsibilities; provided, that any such person shall not be protected from suit or liability, or both, for any damage, loss, injury, or liability caused by the intentional or willful and wanton misconduct of any such person.

Section 2. Defense

Subject to the provisions of the Compact and Rules promulgated thereunder, the Commission shall defend the Delegate of a Member State, his or her representatives or employees, or the Commission, and its representatives or employees in any civil action seeking to impose liability against such person arising out of or relating to any actual or alleged act, error or omission that occurred within the scope of Commission employment, duties, or responsibilities or that such person had a reasonable basis for believing occurred within the scope of Commission employment, duties or responsibilities; provided, that the actual or alleged act, error, or omission did not result from gross negligence or intentional wrongdoing on the part of such person.

Section 3. Indemnification

The Commission shall indemnify and hold the Delegate of a Member State, his or her representatives or employees, or the Commission, and its representatives or employees, harmless in the amount of any settlement or judgement obtained against such person arising out of or relating to any actual or alleged act, error, or omission that occurred within the scope of Commission employment, duties, or responsibilities that such person had a reasonable basis for believing occurred within the scope of Commission employment, duties, or responsibilities; provided, that the actual or alleged act, error, or omission did not result from gross negligence or intentional wrongdoing on the part if such person.

Article X: Withdrawal

Member states may withdraw from the Compact only as provided by the Compact.

Article XI: Dissolution of the Commission

The Compact shall dissolve effective upon the date of the withdrawal or the termination by default of a member state, which reduces membership in the Compact to one member state as provided by the Compact.

Upon dissolution, the Compact becomes null and void and shall be of no further force or effect, and the business and affairs of the Commission shall be concluded in an orderly manner and according to applicable law.