



Interstate Medical Licensure Compact

Administrative Memo DRAFT

Adopted by the Rules & Administrative Procedures Committee: XX/XX/XXXX

Reviewed and Endorsed by the Executive Committee: XX/XX/XXXX

Effective Date: XX/XX/XXXX

Revised: N/A

ADMINISTRATIVE PROCEDURE NO. 12 – IMLCC Transparency

AUTHORITY: The Interstate Medical Licensure Compact Commission (IMLCC) is created in the statute of the member states. The model IMLCC Statute, Section 11, outlines the purpose and function of the IMLCC.

ISSUE: Establish a procedure to ensure that the public have access to and information about the activities of the IMLCC within a set established written guidance.

GENERAL:

- The IMLCC pays staff on the 15th and last day of each month.
- Payroll is generated via a payroll system which ensures payments are made timely.
- Leave requests must be approved by the employee's supervisor using the designated software.
- Annually the executive director establishes a paid holiday schedule.

DEFINITIONS:

Ad Hoc Committee – Formed for a specific purpose and is generally time or task limited, which can be formed by the Commission or the executive committee, with the chair and membership determined as part of the formation process.

Closed Session – A portion of a meeting where only members and invited guests are allowed to participate as permitted by IMLC Statute, Section 11. Motions and action items may not be made during closed session. Compliance with the requirements of a closed session is the responsibility of the legal counsel.

Commission – The Interstate Medical Licensure Compact Commission comprised of all representatives of the member states as established by IMLC Statute, Section 11.



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Committee – Formed by the Commission for the governance and administration of the Compact as outlined in IMLC Bylaws, Article VII.

Executive Committee – Formed by the Commission with the power to act on behalf of the Commission, except for rulemaking, during periods when the Commission is not in session, including the oversight of the administration of the Commission.

Interested Parties – Persons or organizations who have expressed an interest in being notified of the public meetings, notices, and publications of the Commission. The executive director is charged with maintaining the list of emails provided by the interested parties and providing the required notice.

Minutes – A written record and the official voice of the Commission and executive committee.
Meeting notes – A written record of the business and discussion during a meeting of committee, excluding the executive committee, that is less formal than minutes.

Public Notice – The meetings of the Commission and the executive committee require public notice and final agenda be published prior to the meeting as established by IMLC Bylaws, Article VI. Public notice is provided on the Commission's webpage and via email to the established list of "Interested Parties"

REQUIREMENTS:

- A. All meetings of the Commission and its committees shall be open to the public in accordance with IMLC Statute, Section 11.
- B. An opportunity to provide comment from the public and Commissioners shall be provided at each meeting of the Commission.
- C. Information about attending a meeting of the Commission or its committees shall be posted on the Commission's webpage, including the date and time of the meeting and how to attend, either in-person or virtually. Notice about a meeting is governed by IMLC Bylaws, Article VI.
- D. All meetings of the Commission and its committees shall provide an opportunity to participate virtually.
- E. Minutes shall be kept for all Commission and executive committee meetings and those minutes will be made available on the Commission webpage, to be archived after ten (10) years.
- F. All other committees, including ad hoc committees, shall keep a written record of the meeting, including any votes taken by the committee. These written records will be retained for a minimum of 12 months.
- G. Portions of any Commission or committee meetings may be closed in accordance with IMLC Statute, Section 11, by a 2/3rd majority vote.



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- a. Only members of the body that is meeting, special invitees, and such employees/staff members as necessary shall be included in closed sessions.
 - b. The chair of the meeting body may invite non-members, to join the closed session as special invitees.
 - c. Confidentiality is specifically imposed on the attendees of the closed meeting. Matters discussed, statements made, and information provided in the closed session is privileged and may not be divulged without permission of the chair of the committee.
 - d. Reference Robert's Rules of Order Newly Revised, 12th Edition.
- H. The decision to record a meeting of the Commission or a committee, shall be the decision of the chair. Any recording of meetings shall be retained, and available for review, until the minutes or meeting notes are approved.
- I. The executive director shall provide information to the public and commissioners within a requested deadline and provide notice to the requestor when a requested deadline cannot be met with an alternative response date. Responses to request for information may include providing links to information that is available on the Commission's webpage.

Effective Date: These administrative procedures shall be effective immediately. Amendments to these procedures shall be noted with the effective date of the amendment.