

BOARD POLICY
Complaints

**Rescheduling of Informal
Conferences**

POLICY: It is the policy of the Maine State Board of Nursing that Board Staff will make every effort to schedule all Informal Conferences two-weeks prior to the Board Meeting date. If a Licensee is unable to make the scheduled meeting, the Licensee is to notify Board Staff in writing as soon as possible, but no later than 24 hours prior to the scheduled meeting, with the reason for the request to reschedule. If deemed a reasonable request, the Licensee will be rescheduled for an Informal Conference the next available Board Meeting. Should the Licensee be unable to attend the next available Board Meeting, the Licensee must submit a request for further continuance in writing. The Board's Executive Director reserves the right to deny any request not deemed reasonable. If a Licensee fails to notify the Board 24 hours prior to the meeting, or if the Licensee does not appear at the meeting, the Board may decide on the pending matter without the Licensee present.

EFFECTIVE DATE: March 29, 2018