

United States Public Health Service Commissioned Corps

Junior Officer Advisory Group

Bylaws

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ARTICLE I

NAME

The Junior Officer Advisory Group shall be referred to as JOAG (or Group).

ARTICLE II

PURPOSE

Section 1. Purpose of JOAG: The purpose of JOAG is to provide advice and consultation to the Office of the Surgeon General (OSG), Chief Professional Officers (CPOs), Professional Advisory Committees (PACs), and other United States Public Health Service Commissioned Corps (USPHS) groups on issues relating to professional practice and personnel activities affecting Junior Officers in the USPHS. JOAG also serves as a resource to junior officers to promote successful careers as Commissioned Officers, in the USPHS.

Section 2. Purpose of the Bylaws: JOAG Bylaws provide internal guidance for the operations, policies, and procedures of the Group. Additionally, the Bylaws provide specific guidance on matters not addressed by JOAG Charter.

ARTICLE III

MEMBERSHIP

Section 1. Basic Eligibility Requirement of Voting Membership: At the time of appointment or extension of appointment (Article VII, Section 2), each incoming JOAG Voting Member shall be an active duty officer at or below the temporary rank of Lieutenant Commander (O-4), and not be eligible to pin-on the rank of Commander (O-5) prior to July 1st of the second year of their appointment term (unless selected for only a one year term). All JOAG Voting Members must meet Basic Readiness Standards, as defined by the Division of Commissioned Corps Personnel and Readiness (DCCPR) and maintain basic readiness throughout their terms, per Manual Circular No. 377: Basic Level of Force Readiness Standards. JOAG members may hold a simultaneous membership in their respective PAC, if permitted by the PAC. If a Voting Member is promoted to O-5 prior to the end of their JOAG term, the Voting Member is expected to complete the remainder of JOAG operational year in which the officer was promoted.

Section 2. Size of JOAG Voting Membership: JOAG shall have 21 Voting Members to ensure that all of the Committees are led by Voting Members. If in the event that there is a new Committee established or one that is dissolved, JOAG shall

increase or decrease the voting membership to ensure that there are Voting Members leading all Committees.

- Section 3.** Professional Representation among Voting Members: JOAG voting membership shall include at least one junior officer for each USPHS category. One designated officer will be the category liaison. If there are multiple JOAG Voting Members from a category, the remaining JOAG Voting Members shall serve in member-at-large positions. In the event that designated category membership positions cannot be filled through the nomination process, or if the Membership Committee cannot reach consensus on a top candidate from the pool of applicants, the Membership Committee reserves the right to re-open the nomination process for that category. All nominees forwarded by the Membership Committee must receive final approval by JOAG Executive Committee (EC).
- Section 4.** Organizational Representation among Voting Members: JOAG shall make every effort to ensure that members are selected from a variety of the USPHS Department of Health and Human Service (DHHS) agencies, including those members from non-HHS agencies and programs to which USPHS officers are detailed. Every effort also shall be made to ensure that JOAG membership includes prior military service members representative of the population of junior officers.
- Section 5.** Geographic Considerations among Voting Members: JOAG shall have, as Voting Members, at least two individuals whose regular duty stations are geographically removed by a distance of 75 miles or more from the Washington D.C. metropolitan area. JOAG's goal is to have approximately half (50%) of the voting membership composed of individuals whose regular duty station is geographically removed by a distance of 75 or more miles from the perimeter of Washington, D.C. or Atlanta, Georgia.
- Section 6.** Gender and Minority Representation among Voting Members: No selection is made solely on the basis of gender or race. JOAG shall make every effort to ensure that the voting membership does not consist 1) entirely of men or women, and 2) entirely of one race or ethnicity.
- Section 7.** Liaison Members: JOAG shall have formal and informal liaisons that interact with the OSG, DCCPR, categorical PACs, the Minority Officer Liaison Committee (MOLC), the Commissioned Officers Association (COA) Board of Directors, and the Commissioned Corps Women's Issues Advisory Board (CCWIAB). Liaisons may be identified and selected, as needed, to address ad-hoc issues of importance to JOAG. JOAG Chair shall assign one junior officer to serve as the liaison to each of these groups. Each liaison shall appoint a single individual to serve as his/her alternate for the operational year. The liaison must submit, via e-mail, an alternate form (see Appendix I) to the Chair and Executive Secretary at the beginning of the operational year. Alternates are not required to be of the same category or rank as the liaison.

Section 8. Ex-Officio Members (non-voting): The former JOAG Chair may serve one year as an Ex-Officio member, regardless of rank.

Section 9. JOAG Senior Advisor: The Senior Advisor to JOAG is an Ex-Officio member with a three-year term. The term shall be consistent with JOAG Voting Member term. In the event of a discrepancy between the start of an incoming or the completion of an outgoing term of a Senior Advisor and JOAG operational year, the EC shall have the power to extend or shorten a Senior Advisor's term (in conjunction with the Senior Advisor's willingness and ability to serve) as needed to best serve the interests of JOAG. The Senior Advisor must demonstrate a willingness and ability to serve as needed to best address the interests of JOAG.

The Senior Advisor must be an officer ranked O-6 or above, can work for any agency, and is expected to be a consultant to JOAG, advising on JOAG-related issues, concerns, policies and procedures. The Senior Advisor may advocate for but does not officially represent JOAG.

JOAG Voting Members shall review and discuss all application packets received by nominees for the position of Senior Advisor. Qualified nominees shall be reviewed and ranked in order of preference by JOAG Voting Members and when possible, the top candidates will be interviewed by the EC. JOAG shall provide to the Surgeon General or Deputy Surgeon General, a list of qualified candidates for final selection and appointment as Senior Advisor to JOAG.

Section 10. Role of JOAG Voting Members: Voting Members consist of active duty junior officers who have been endorsed by their PACs and Agency, as the official representative for their professional category, and who have been appointed in accordance with the process outlined in Article VII. Each Voting Member shall serve as a chair of a JOAG committee, and/or serve on JOAG EC. The Chair-Elect shall serve as the Chair of the Policy and Procedures Committee. Refer to Article V for JOAG Committees.

Section 11. Role of JOAG Non-Voting Members (General Members): Non-Voting Members of JOAG consist of junior officers who are actively involved in at least one committee, but who do not have a voting status. Non-Voting Members are encouraged to participate on at least one committee. Non-Voting Members, when promoted to O-5, may continue to serve on a committee until the end of the operational year.

Section 12. Recognition of JOAG Voting Members: JOAG Voting Members serving a two-year term are eligible for the USPHS Special Assignment Award (SAA) as long as they meet the eligibility requirements as outlined in Commissioned Corps Policy, CC27.1.1 sec d.3 (also see Awards Committee's Standard Operating Procedures). JOAG Senior Advisor, with concurrence from JOAG Chair, may, at his/her discretion, nominate a JOAG Voting Member for an individual USPHS award, if deemed appropriate.

ARTICLE IV

EXECUTIVE COMMITTEE

Section 1. JOAG Executive Committee: JOAG EC shall be comprised of a Chairperson (Chair), Vice-Chairperson (Vice-Chair), Chairperson-Elect (Chair-Elect), Executive Secretary, and Financial Liaison. The EC shall facilitate the execution of the vision, mission, and objectives developed by JOAG membership. Each EC member shall serve as the Executive Committee Liaison to one or more JOAG committees in order to facilitate communication between the committees and the EC.

Section 2. Role of JOAG Chair: JOAG Chair facilitates, organizes, and maintains order in meetings of the Group and meetings of the EC. The Chair also acts as a liaison between the Group and the following entities: OSG, CPO Board, and PAC Chairs Group. The Chair may choose to delegate another EC member to participate as a JOAG Liaison to any entity listed above, or any additional group. No EC member shall assign themselves as a JOAG liaison to any external professional advisory group without approval from the Chair.

The Chair shall preside for matters requiring a vote, declare a quorum for matters requiring a vote, and postpone the vote if quorum is not achieved. The Chair shall cast a vote only in the event of a tie among Voting Members.

Section 3. Role of JOAG Vice-Chair: JOAG Vice-Chair shall act as Chair in the Chair's absence, serve as the official JOAG liaison to the COA Board of Directors, and act as the official JOAG liaison to specific Commissioned Corps entities mentioned in Article IV, Section 2 and other groups as assigned by the Chair. The Vice-Chair shall exercise all the rights and responsibilities that are granted to the Chair by JOAG Charter and Bylaws in the absence of the Chair.

Section 4. Role of JOAG Chair-Elect: The Chair-Elect shall act as Chair in the absence of the Chair and Vice-Chair. The Chair-Elect shall exercise all the rights and responsibilities granted to the Chair by JOAG Charter and Bylaws in the absence of the Chair and Vice-Chair. The Chair-Elect shall work closely with the Chair to keep abreast of the policies and procedures required to Chair JOAG. Additionally, the Chair-Elect shall serve as the Chair of the Policy and Procedures Committee. In the event that the Chair-Elect holds the position of a JOAG PAC Liaison, the Chair-Elect shall relinquish his/her role as PAC Liaison and become an at-large Voting Member at the beginning of his/her term as JOAG Chair.

Section 5. Role of the Executive Secretary: The Executive Secretary shall inform the membership (via listserv and through JOAG website) of meeting times and call-in information. The Executive Secretary shall also establish meeting agendas in

collaboration with the Chair and EC and distribute the agendas as appropriate, prepare and distribute the approved minutes, record and track attendance during JOAG General Member and Voting Member meetings, facilitate EC review of committee documents and maintain JOAG max.gov EC and Voting Member child pages.

Section 6. Role of the Financial Liaison: The Financial Liaison shall keep the voting and general membership informed about JOAG financial matters and act as JOAG point of contact to the COF, where JOAG financial account is held. Additionally, the Financial Liaison will oversee all matters related to JOAG finances, including maintaining a fiscally-responsible budget and processing deposits and reimbursements through COF.

Section 7. Election and Term of Each Officer:

- A. *Chair:* JOAG Chair shall be elected as the Chair-Elect in the year prior to serving as Chair. If the Chair-Elect is unable to progress to Chair, JOAG Voting Members may choose to elect a Chair without that officer serving first as Chair-Elect. Alternately, JOAG may choose to re-elect the term of an incumbent Chair if the Chair-Elect is unwilling or unable to progress to Chair in the subsequent year. Under no circumstances will any officer be allowed to serve more than two years as JOAG Chair. At the expiration of the Chair's membership term, the Chair may serve an additional year as an Ex-Officio member, regardless of rank.
- B. *Vice-Chair, Executive Secretary and Financial Liaison:* JOAG Vice-Chair, Executive Secretary, and Financial Liaison shall be elected by the Voting Members and may serve a one-year term, with the opportunity to be re-elected.
- C. *Chair-Elect:* JOAG Chair-Elect shall be elected by the Voting Members. The Chair-Elect serves a two-year term (first year as Chair-Elect, the second as Chair). There is no re-election of the Chair-Elect position.

Section 8. Vacant Executive Committee Position: In the event of a permanent, in-term EC vacancy, as a result of resignation or other unforeseen situations, then: 1) the position may remain vacant until the next regular election, or 2) the Chair may, at her or his discretion, appoint an alternate to ensure the duties of the vacant position are fulfilled. The appointed alternate shall be a JOAG Voting Member.

In the event of a short-term vacancy, as a result of medical, maternity leave, work detail, deployment, or other reason, then: 1) the position may remain vacant until the EC member is available to return to their duties, or 2) the Chair may, at her or his discretion, appoint an interim alternate for the period of time necessary to ensure the duties of the vacant position are fulfilled. The appointment of the

interim alternate will expire when the original EC member is available to return to their duties. The appointed alternate shall be a JOAG Voting Member.

Section 9. Recognition of JOAG Chair:

At the end of JOAG operational year, JOAG Senior Advisor shall nominate the outgoing Chair for a USPHS-level award.

Section 10. Removal of an Executive Committee Member:

Any member of JOAG EC who is found to be neglectful of his/her duties as an EC member may be subject to disciplinary action. See Article IV, Sections 2-6 for description of duties. JOAG Chair, in concert with the EC and in consultation with the Senior Advisor, shall make the final determination as to whether EC members have fulfilled their duties. JOAG Chair, in concert with the EC and consultation with the Senior Advisor, may: 1) reassign the officer to another JOAG position; 2) request the resignation of the Voting Member; or 3) initiate a request to the Surgeon General to terminate said membership and so inform the Agency and CPO.

ARTICLE V

JOAG COMMITTEES

Section 1. Purpose: JOAG may form or dismantle committees based on the needs of the Group. Each committee shall define its specific mission(s) and develop, update, and abide by the committee's SOPs. The Committee Chair/Co-Chairs must be a JOAG Voting Member. Committees shall report their findings, conclusions, and/or recommendations to the full JOAG membership when necessary and where appropriate. Each JOAG Committee Chair/Co-Chair should provide the Executive Secretary with an electronic committee report by the requested date prior to a JOAG meeting.

Section 2. Appointment and Role of the Committee Chairperson (Chair) or Co-Chairs: The Committee Chair/Co-Chairs must be a Voting Member(s) and are the liaison between the Voting Members and committee members. The Committee Chair/Co-Chairs shall be appointed by JOAG Chair with input from the EC. The Committee Chair/Co-Chairs will follow the guidance of JOAG governing documents, comply with the Committee SOP and provide leadership and direction to committee members in order to meet its specific goals and objectives. The Policy and Procedures Committee does not have a Co-Chair, therefore JOAG Chair-Elect is the de facto Chair.

Section 3. JOAG shall have the following standing committees with respective missions (each mission may change with evolution of JOAG):

A. *Executive Committee*

Mission: To serve the general JOAG membership in the execution of JOAG vision, mission, and objectives.

B. *Awards Committee*

Mission: To facilitate the awards process and recognize junior officers for their accomplishments and commitment to the mission of the USPHS.

C. *Communications and Publications Committee*

Mission: To facilitate the dissemination of Corps-related information to junior officers. The CPC is responsible for providing junior officers with pertinent information in a timely and efficient manner.

D. *Membership Committee*

Mission: To facilitate the annual selection of JOAG Voting Members through the nomination and appointment processes outlined in Article VI of JOAG Bylaws and to increase the general membership of JOAG, as established in JOAG General SOP, Article II.

E. *Outreach Committee*

Mission: To connect and recruit newly-commissioned and current junior officers to the activities of JOAG through JOAG-sponsored activities at events such as the USPHS Scientific and Training Symposium and COTA open houses/graduations.

F. *Policy and Procedures Committee*

Mission: To establish and update guidance documents and operating procedures governing JOAG. The Policy and Procedures Committee is also responsible for providing junior officers with updates on PHS policies.

G. *Professional Development Committee*

Mission: To provide and promote opportunities for junior officers' professional growth and development.

H. *Public Health and Community Service Committee*

Mission: To enhance health and wellness of junior officers in the USPHS and their communities by providing information and tools that promote health and wellness, and by implementing and supporting community service activities that will promote public health, enhance the visibility of USPHS and interact with other uniformed services.

I. *Readiness and Deployment Committee*

Mission: To promote officer fitness and readiness and provide opportunities to increase deployment related knowledge, expertise and training.

J. *Recruitment and Retention Committee*

Mission: To develop projects and programs that aid in the recruitment and retention of junior officers in the United States Public Health Service.

Section 4. Recognition of JOAG Committee Contributions and Participation: Officers may self-nominate and/or be nominated for JOAG-sponsored awards, including, but not limited to, JOAG Junior Officer of the Year and JOAG Excellence Award. Recognition for individual contributions and participation in JOAG activities, committees, and workgroups will be recognized with awards such as letters of appreciation as deemed appropriate by Committee Chairs. JOAG Executive Committee, Committee Chairs, and Voting Members do not nominate officers for Corps-level awards, such as PHS Unit Commendation, PHS Citation and PHS Achievement awards. However, accomplishments and activities with JOAG may be included in nominations for Corps-level awards submitted by an officer's supervisor or peers.

Note: For committee members (i.e. General Members), the Committee Chairs/Co-Chairs may utilize JOAG's internal recognition processes (contact the Awards Committee for the awards guidance and recognition templates). A General Member's activities and accomplishments within JOAG may be included in nominations for Corps-level awards submitted by the officer's supervisor or peers to recognize that officer's contributions to the Corps. Within that narrative, the nominee may include JOAG accomplishments. However, a General Member cannot be nominated for a USPHS award based solely on JOAG work.

ARTICLE VI

NOMINATION PROCESS

Section 1. Solicitation: Annually, JOAG shall solicit applicants for voting membership through JOAG listserv, Agency/Operating Division (OPDIV) Liaisons, CPO Board, PAC Chairs, MOLC and its four Core Minority Advisory Groups (Black Commissioned Officers Advisory Group (BCOAG), Hispanic Officers Advisory Committee (HOAC), Asian Pacific American Officers Advisory Committee (APAOAC), and American Indian/Alaska Native Commissioned Officers Advisory Committee (AI/ANCOAC), and other appropriate channels.

Section 2. Mechanism for Nomination: Prospective JOAG nominees may self-nominate or may be nominated by their respective CPO.

- A. All nominees shall at least provide the following information to JOAG Membership Committee:
 - 1. JOAG Voting Member Application Form
 - 2. Responses to narrative questions
 - 3. One page CV summary (using JOAG template)
 - 4. Supervisory Approval Form
 - 5. Printed copy of Promotion Information Report (PIR)
 - 6. A screen shot of your Direct Access page showing you are basic ready

- B. Officers applying for a second term must resubmit the aforementioned information in Section A to be eligible for consideration.

- C. Preference of membership shall be given to junior officers who have proven to be active participants in JOAG committees and meetings. Basic readiness, as defined by DCCPR, is a requirement for an officer to be eligible for JOAG voting membership.

- D. The Membership Committee will contact JOAG Committee Chair/Co-Chairs to verify the level of participation on committees that the applicant states in their nomination.

- E. The process for selection of JOAG Voting Members is outlined in the Membership Committee's SOP. Neither JOAG Chair nor the Membership Committee Chair overseeing the selection process participates in voting membership selections. Additionally, any Voting Members applying for a second term shall not be eligible to participate in voting membership selections.

Section 3. Following voting membership selections, the Membership Committee will submit its recommendations to the EC. The EC shall act upon the recommendations of the Membership Committee and will, by a majority vote, endorse the recommendations. The EC may also conduct its own review of nominees' qualifying experience. The EC reserves the right to ask the Membership Committee to reconsider its recommendations if they do not reflect the professional, organizational, and geographic diversity of JOAG as outlined in Article III. If approved, the Membership Committee Chair shall provide the names of selected officers to the appropriate Agency Liaisons for endorsement of the officer. The Membership Committee will also seek Supervisory approval for those selected officers who have changed supervisors since the time of application/nomination. Upon Agency Liaison endorsement (and new supervisory approval if applicable), JOAG Membership Committee, in coordination with JOAG Chair, shall forward the voting membership selections to the OSG for appointment. The process for submitting the final membership selection package to the OSG will be outlined in the Membership Committee's SOP.

Section 4. All application packets, regardless of nomination mechanism, must be received on or before the date designated in the Call for Nominations distributed by the Membership Committee.

Section 5. This nomination process shall be conducted so that the final nomination package is available for consideration by the OSG no less than thirty calendar days prior to the expiration of any regular term of membership.

ARTICLE VII

TERM OF APPOINTMENT FOR VOTING MEMBERS

Section 1. Initial Term: The term of appointment for a Voting Member shall be two years, except for the following categories, where a junior officer may serve a one-year term if ineligible for a two-year term: Dentist, Dietician, Therapist, and Veterinarian. Terms shall be staggered so that approximately one-half of the terms will expire annually. JOAG operational year shall commence October 1.

Section 2. Term Extensions: If the election of a member to the position of Chair-Elect on JOAG would necessitate an extension beyond the officer's initial membership term, their term will be automatically extended. The extension can be up to one year in length pending he/she meets basic readiness and promotion eligibility standards. The current Chair-Elect (not the newly-elected officer) is responsible for contacting the promotion coordinator at DCCPR to verify the eligibility. However, once a member has accumulated four years of service on JOAG, he/she is not eligible for term extensions, regardless of circumstance.

Section 3. Reappointment: A member completing his/her term is eligible for reappointment for one additional two-year term, not to extend four years of service. Those seeking reappointment must reapply.

Section 4. Alternates: Each Voting Member shall appoint a single individual, who is in compliance with DCCPR standards for basic readiness, to serve as his/her alternate for the operational year. The Voting Member must submit, via e-mail, an alternate form (see Appendix I) to the Chair and Executive Secretary at the beginning of the operational year. The alternate shall serve as an active non-Voting Member of JOAG for the appointment at hand. Appointed alternates may be another officer already designated as a Voting Member; however, this does not instill additional voting capacity to this member. He/she would still serve as a Voting Member as per his/her original appointment and a non-Voting Member as the alternate appointment. Alternates are not required to be of the same category or rank as the Voting Member. If an officer is unable to locate an alternate, JOAG Chair shall assist in identifying a qualified alternate among active non-

Voting Members. Alternates do not have voting privileges and must inform the respective Voting Member of proceedings during the Voting Member's absence.

Section 5. Proxy Voting: Voting Members who are unable to vote due to absence may designate a proxy to vote on their behalf. The designated proxy must also be a Voting Member. The Voting Member must submit, via e-mail, a proxy form (see Appendix I) to the Chair and Executive Secretary at the beginning of the operational year. If the designated proxy is unable to vote for any reason, the Chair may select a Voting Member to vote on behalf of the absent member, who will cast two votes for that meeting only.

Section 6. Attendance & Absenteeism: Any JOAG Voting Member who misses 3 meetings (cumulative of both general meeting and Voting Member meeting) in an operational year without just cause may, at the discretion of JOAG, be asked to voluntarily resign from JOAG. See JOAG General SOP.

- A. Voting Members who are absent, but who have arranged for an alternate or proxy to attend a meeting in their place shall not have an unexcused absence levied against their attendance record and be noted as "absent with alternate," or AWA.
- B. Members who have a work or personal emergency shall attempt to reach their alternate and leave a message for the Chair and Executive Secretary regarding their situation and be noted as "approved absence", or AA.
- C. Members who do not make such arrangements as those mentioned above shall have an unexcused absence levied against their attendance record ("unapproved absence," or UA), which shall count toward their removal from JOAG.
- D. Officers who, due to unforeseen circumstances or emergencies, are unable to make contact with the Chair, may have their absence excused after discussing the situation with the Chair.

Section 7. Removal: JOAG Chair, in concert with the EC and consultation with the Senior Advisor, shall have the option to remove or request the resignation of Voting Members who are unable to fulfill their duties for at least three months, due to personal reasons (including, but not limited to injury or other unforeseen circumstances), or are found to be neglectful in their duties as Voting Members. JOAG Chair, in concert with the EC and consultation with the Senior Advisor, shall make the final determination as to whether Voting Members have fulfilled their duties. Refer to Article III, Section 10 and Article VII Section 6 for description of duties. The OSG and the officer's respective CPO and supervisor will be notified of the officer's dismissal or resignation from JOAG. Any Voting Member who is removed from his/her position as a Voting Member will not be eligible to receive a SAA.

Section 8. Replacement: In the event of a permanent Voting Member vacancy due to a JOAG Voting Member being asked to resign, or voluntarily resigning due to personal circumstances (including, but not limited to personal injury or other unforeseen circumstances), JOAG Membership Committee, by direction and at the discretion of the EC, may fill the membership vacancy from the pool of most recent, qualified Voting Member applicants or recruit an active non-Voting Member from within that Committee to serve the rest of the operational year as the Committee Chair/Co-Chair. Alternatively, the position may remain vacant until the next regular election or may be filled by a non-Voting Member.

In the event of a short-term vacancy of three months or less, as a result of medical, maternity leave, work detail, deployment, or other reason, then: 1) the position may remain vacant until the Voting Member is available to return to their duties, or 2) the Committee Chair with approval by the EC may recruit an active non-Voting Member from within that Committee to serve in a temporary role until the Voting Member is available to return to their duties.

ARTICLE VIII

OPERATIONS AND PROCEDURES

Section 1. JOAG operational year shall commence October 1.

Section 2. Frequency of Meetings: JOAG meetings shall be held at least once per quarter; however, monthly meetings are recommended.

Section 3. Agenda: A meeting agenda, with appropriate background material, shall be made available to the members prior to each meeting. The agenda of each meeting shall be posted to JOAG Listserv at least one week in advance of the official JOAG meeting.

Section 4. Records and Reporting:

- A. The Executive Secretary shall prepare the meeting minutes for the general member, and Voting Member meetings.
- B. Draft minutes and reports of JOAG shall be distributed to the EC at least one week prior to each JOAG General Meeting. Preparation and approval of the meeting minutes shall follow the process below:
 - a. JOAG General Meeting Minutes: Within 7-10 days the Executive Secretary will prepare draft minutes and distribute to Voting Members for review, allowing one week for review. The Executive Secretary shall send revised minutes to Voting Members for vote, allowing one

week for final review and approval. Once the majority of the voting membership approves the minutes, they shall be distributed via JOAG listserv (ideally within two weeks of the general meeting).

b. JOAG Voting Member Meeting Minutes: The Executive Secretary shall send Voting Member meeting minutes to all Voting Members within one week after the meeting (allowing one week for edits to be submitted). The Executive Secretary shall make any changes and send revised minutes to Voting Members only, not JOAG listserv. There is no need for approval/disapproval.

C. JOAG shall maintain a permanent file of the official minutes and reports on the Max.gov and JOAG website (https://dcp.psc.gov/osg/JOAG/meetings_minutes.aspx). The Max.gov policy is detailed further in JOAG General SOP.

D. In order to be eligible for a Special Assignment Award (SAA), JOAG Voting Membership shall maintain a record of time performing officially assigned JOAG duties. This record shall be submitted when requested by the Awards Committee prior to the expiration of the Voting Member's two-year term. The Awards Committee will compile these reports and submit to EC for archiving and award recognition purposes (per Article III section 12).

Section 5. Quorum: A quorum consists of fifty percent of JOAG's voting membership. An alternate member attending in lieu of the member shall be counted in determining the quorum requirement.

Section 6. Voting: Voting shall be determined by the simple majority of those Voting Members present. A quorum is required for matters requiring a vote and will be postponed if not achieved. Voting may be by roll call, voice vote, e-mail, or other survey mechanism. The Chair shall cast a vote only in the event of a tie among Voting Members.

Section 7. Charter Update and Approval:

A. Modifications to the Charter require the review and approval of the OSG.

B. JOAG is required to review its Charter and update as needed every three years.

Section 8. Bylaws Update and Approval:

A. JOAG voting membership must formally review and ratify these Bylaws at a minimum of once every three years.

- B. These Bylaws have been ratified by a quorum of the voting membership in June 2016.

Section 9. Strategic Plan:

- A. JOAG Strategic Plan for 2015-2020 has been adopted by the Voting Members.
- B. The Strategic Plan is a static 5 year document.
- C. The Operational Plan is a fluid document that will be updated yearly (except for the year that the Strategic Plan is updated) to account for any changes in JOAG structure and committee modifications.
- D. A new Strategic Plan should be adopted no later than December 31, 2020.

Section 10. Rules of Order: JOAG shall conduct meetings of the general body in a manner that gives members a formal opportunity to discuss and debate on issues of concern brought before it. Robert's Rules of Order or an appropriate simplification of the standard shall be followed.



JOAG | JUNIOR
OFFICER
ADVISORY
GROUP

PROXY/Alternate FORM

I am identifying a: (check all that apply)*

- Proxy (must be a Voting Member)
- Committee Alternate (may be a voting or non-Voting Member)
- Liaison Alternate (may be a voting or non-Voting Member)

*if the selected proxy/alternate is a Voting Member, they may serve in multiple roles

Proxy:

KNOW ALL those present, that I, the undersigned Voting Member of the Junior Officer Advisory Group (JOAG), hereby constitute and appoint _____ my proxy, true and lawful attorney, and agent, at any meeting of JOAG in my absence. I will request my proxy attend in my place in advance and will notify the Chair and Executive Secretary of my expected absence.

My proxy shall act for me and in the transaction of business that may come before the meeting, as fully as I could do if personally present, including voting on my behalf.

Committee Alternate:

KNOW ALL those present, that I, the undersigned Voting Member of the Junior Officer Advisory Group (JOAG), hereby constitute and appoint _____ my alternate, true and lawful attorney, and agent, at any meeting of JOAG in my absence. I will request my alternate attend in my place in advance and will notify the Chair and Executive Secretary of my expected absence.

My alternate shall provide any reports due of me during the transaction of business that may come before the meeting, but shall not have voting privileges.

Liaison Alternate:

KNOW ALL those present, that I, the undersigned hereby constitute and appoint _____ my alternate, true and lawful attorney, and agent, at any meeting of JOAG in my absence. I will request my alternate attend in my place in advance and will notify the Chair and Executive Secretary of my expected absence.

My alternate shall provide any reports due of me during the transaction of business that may come before the meeting.

Date: _____

Print Name: _____

Signature: _____