

**Prevention through Active Community Engagement (PACE) Program
Rules and Membership Subcommittee**

PACE MEMBERSHIP

STANDARD OPERATING PROCEDURE (SOP) VERSION 1.0

REFERENCES:

- 1) Charter and Bylaws for the Black Commissioned Officers Advisory Committee Group
 - 2) Charter and SOP for the Scientist Professional Advisory Committee
 - 3) Bylaws of the District of Columbia Metropolitan Area Branch of the Commissioned Officers Association of the USPHS, Inc.
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1. PURPOSE

This document provides membership guidance for United States Public Health Service Commissioned Corps (PHS) Officers participating in the Surgeon General's Chartered Organizations-Prevention through Active Community Engagement (PACE) Program. The following documentation includes the process for seeking voting, non-voting membership as well as selection for the positions of Executive Director (ED) and Director Elect. From this point on, EDs refer to the ED and Director Elect unless a distinction is made. This documentation also provides an overview of Operations and Procedures.

2. PROCEDURES FOR VOTING MEMBERSHIP

1. Nominations of voting members should begin on February 1st and end on March 1st. The number of active voting members is up to twenty (20) not including the EDs, Chief of Staff, and Subcommittee (SC) leads.
2. The selection of new voting members is finalized by June. A final list of nominees will be sent by the ED to the Surgeon General for approval. The final nomination package for new voting members is submitted to the ED no later than May 15th.
 - 2.1 Voting members will be selected by the EDs, Chief of Staff, Senior Advisor/Chief Professional Officer (CPO), Liaison, and immediate past executive directors (if available).
 - 2.2 The final nominations will be available for the Surgeon General's consideration no less than sixty (60) calendar days prior to the expiration of the term of the regular member.

3. Voting members are formally introduced to the general body during the first meeting of the operational year.
4. Voting members are expected to serve in the following manner:
 - 4.1 Dedicate the necessary time to attend meetings and perform duties related to PACE
 - 4.2 Actively participate in discussions with a willingness to listen to and respect other viewpoints
 - 4.3 Accept and follow through on assignments
 - 4.4 Actively participate in at least one PACE event annually
 - 4.5 Actively participate in meeting discussions and provide input to PACE leadership in a timely manner
 - 4.6 Assist in the maintenance of their SC SOP
5. Voting members are expected to serve on the PACE Executive Committee (EC) and serve as SC leads and to assist PACE activities.
6. Voting members are expected to attend all official PACE meetings except in case of excused absences (such as deployments, etc.).
 - 6.1 If both voting members from a SC are unable to attend, it is the voting members' responsibility to inform the Chief of Staff of the reason for the lack of attendance. Additionally, voting members are to provide updates for the meeting minutes.
 - 6.2 In order to meet quorum for the meeting, voting members should appoint an alternate.
 - 6.3 To encourage the participation of PACE general members, the alternate should be a non-voting member who is familiar with the voting member's responsibilities in PACE.
7. Diversity Representation: Every effort will be made to include a diverse group of officers in the composition of its membership.
8. Professional Discipline Composition: Every effort will be made to ensure that PACE has at least one (1) voting member who possesses credentials from each of the eleven (11) professional categories.

9. Ex-Officio Members (non-voting): The former PACE Directors may serve one (1) additional year as an ex-officio member. The PACE EC may identify other officers and request that they serve as ex-officio members, including the Senior PACE Advisor and the PACE CPO Liaison.
10. Liaison Members (non-voting): Each category is encouraged to identify an individual to act as a liaison with the PACE program. This liaison will help coordinate the flow of information to and from the respective category including but not limited to: calls for SME for presentation development, general activity requests, after action report submission and other duties as requested.

3. PROCEDURE FOR NON-VOTING MEMBERS

This type of membership is open to all individuals who are supportive of the mission of PACE and interested in assisting PACE in achieving its objectives. Non-voting members may participate or lead any activities but do not have voting privileges. Non-voting members are requested to assist in leading various SC until those positions are filled with voting members over the initial 3 years.

4. TERMS OF APPOINTMENT FOR VOTING MEMBERS

1. PACE voting members will be selected to serve three (3) year terms by the Surgeon General. Voting membership term is not specific to a subcommittee, but to the PACE program overall. Voting members may change SCs at their request and the needs of the program. PACE has established June 1st as the start of its operational year. Appointments will become effective at the start of an operational year.
2. Once a member has accumulated two (2) terms as a PACE voting member, they are not eligible for reappointment.
3. Any voting member of PACE who misses three (3) meetings without just cause can, at the discretion of the PACE EDs, be officially warned or asked to voluntarily resign from PACE or the PACE ED can initiate a request to the Surgeon General to terminate said membership and so inform the OPDIV Head. PACE can initiate a request to terminate membership of a voting member if the member does not meet their responsibilities as a voting member.

4. Voting members who are absent but have arranged for an alternate to serve in his/her capacity will have their absence excused and will be marked “absent with an alternate” or “AWA” on their attendance record.
5. Voting members who do not make arrangements will be marked as having an “unexcused absence, which will count against their attendance record.
6. Voting members with unforeseen circumstances or emergencies and who are unable to contact the PACE Chief of Staff prior to a meeting may have their attendance marked “absence excused” after discussion of the circumstances with the Chief of Staff and at the discretion of the PACE Eds.
7. A voting member who wishes to resign from the PACE must submit a formal letter to the PACE ED and the Office of the Surgeon General (OSG) for resignation and must give a two (2) week notice to allow time for a replacement to be found.
8. Replacement of a PACE voting member can be due to permanent or short-term vacancies to include resignations, medical or other circumstances. In these incidences, the PACE ED may appoint an alternate voting member to ensure duties continue to be achieved.

5. PROCEDURE FOR SELECTION OF PACE EDs

1. The PACE EDs shall be elected as the Director-Elect in the year prior to serving as Director. If the Director-Elect is unable to progress to Director, PACE may choose to elect an ED without serving first as Director-Elect.
2. Alternately, PACE voting members may choose to re-elect an incumbent ED if the Director- Elect is unwilling or unable to progress to ED in the subsequent year for one additional year until regular elections can be held.
3. At the expiration of the ED’s membership term, the ED will serve an additional year on the EC in the position of Immediate Past Director as an ex-officio member.
4. If the term of the ED coincides with the expiration of that individual’s voting membership to PACE, the Director may serve one (1) additional year as an voting member of PACE provided the individual’s supervisor is informed and concurs with the extension, unless reappointed as a voting member.

6. PROCEDURE FOR SELECTION OF PACE DIRECTOR ELECT

1. The PACE Director-Elect shall be elected from among the voting membership.
2. The Director-Elect serves a three-year term (first year as Director-Elect, the second and third as Director).
3. There is no re-election of the Director-Elect position.
4. There will be an as needed election for Director-Elect.
5. The Director-Elect must be a voting member.

7. EXECUTIVE COMMITTEE

1. The Executive Committee (EC) shall be comprised of the ED, Director- Elect, Chief of Staff, Senior Advisor/Chief Professional Officer (CPO), Liaison, and immediate past executive directors.

8. OPERATIONS AND PROCEDURES

PACE shall develop Bylaws that address internal operational procedures to include:

1. Operational year: The operational year corresponds to the calendar year, beginning on June 1st ending May 31st.
2. Frequency of meetings: Meetings will be held once per quarter at a minimum.
3. Agenda: A meeting agenda and appropriate background material will be made available to the members.
4. Records and Reporting: Minutes of each PACE meeting will be developed and approved by the voting members.
5. Permanent records: All minutes and reports for PACE are to be kept on the established electronic file system on the <https://community.max.gov/x/YQXpTQ> website.
6. Chief of Staff: The Chief of Staff must be a PACE voting member and prepares meeting minutes.

7. Quorum: Quorum consists of at least 50 percent (50%) of the PACE voting membership.
8. Voting: Where voting is required or appropriate, the simple majority of those voting members present will determine action.
9. Subcommittees: Where PACE elects to establish standing or ad hoc subcommittees, said membership may include PACE non-voting members provided that the chairman of the subcommittee is a voting member of the PACE. Subcommittees are created at the need of the program as designated by the EDs.

8. STANDING PACE SUBCOMMITTEES

1. Recognition SC: shall determine eligibility for PACE members to be recognized for various individual and unit PHS awards.
2. Regional Lead East and West Coordinators: shall plan and execute outreach activities for regions 1-5 and regions 6-10, respectively for East and West Regions.
3. Rules and Membership: shall be responsible for overseeing PACE governance documents, updating the SOP of operations, determining the process of appointing the voting and non-voting members of PACE, maintaining count and contact information of all voting members, developing recruitment material and maintaining recruitment efforts.
4. SG Education Teams (SGET) (in development): shall provide leadership and oversight for SG's priority activities as performed through the Surgeon General Education Teams.
5. Presentation Development: SC shall create and maintain uniform presentations representative of the public health messages by the SG's office to be accessed and used by all PACE members.
6. Outreach and Retention SC: shall advise PACE on organizational issues related to PACE outreach and retention of members.
7. Communications SC: shall communicate PACE events to connect with Commissioned Corps Officers nationwide and to assist PACE SC produce publication of events and services.
8. Information Technology SC: shall maintain the PACE public facing website, as well as a secured shared website (max.gov) for internal PACE documents.

APPROVED BY:

Executive Director,
**Prevention through Active Community Engagement
(PACE) Program**

Date

Executive Director,
**Prevention through Active Community Engagement
(PACE) Program**

Date

Acronyms Page

AWA	Absent with an Alternate
CPO	Chief Professional Officers
EC	Executive Committee
ED	Executive Director
PACE	Prevention Through Active Community Engagement
SC	Subcommittee
SME	Subject Matter Expert
SOP	Standard Operating Procedure