
UNITED STATES PUBLIC HEALTH SERVICE (USPHS)

Bylaws of the Environmental Health Officer Professional Advisory Committee (EHOPAC)



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Acronyms and Definitions

Agency The term Agency is used in these Bylaws to define organizational diversity. Within the Department of Health and Human Services, each individual operational division is a separate agency. Within the Department of Health and Human Services (DHHS) Office of the Secretary (OS), the Program Support Center (PSC) staff division shall be treated as a separate agency. All other staff divisions shall be considered the OS, and the OS shall be treated as one agency. Other departments which have organizational units to which EHOs can be assigned shall be treated as separate agencies, including the Department of Homeland Security (DHS), Department of Justice (DOJ), Department of Commerce (DOC), Department of Defense (DOD), Department of the Interior (DOI), and United States Department of Agriculture (USDA). Any independent agency, including the Environmental Protection Agency (EPA), shall be treated as one agency.

APAN All Partners Access Network – home of the EHOPAC SharePoint worksite

Executive Committee (EC) The EC is comprised of the EHOPAC Chair, Chair-Elect, Immediate Past Chair, Special Assistant to the Chair, Executive Secretary, and the EC Liaison.

1. General Administration

1.1 Operational Year

The operational year for the EHOPAC shall begin on 01 January and end on 31 December.

1.2 Meetings

1.2.1 Frequency

Meetings shall be held each month, on the second (2nd) Tuesday 1300-1500 Eastern time zone.

- a. General meetings will be held four times per operational year, in March, June, September, and December.
- b. Business meetings will be held all other months.

1.2.2 Attendance and Participation

- a. General meetings are open to the entire category, the CPO, Voting Members, Alternates, representatives to external organizations, and guests (approved by the Chair).
- b. Business meetings are open to the CPO, Voting Members, Alternates (as appropriate), and guests (approved by the Chair).
- c. Voting Members shall attend and participate in all EHOPAC meetings (i.e., general and business) unless the Voting Member has provided an excuse to the EHOPAC Chair and Executive Secretary in advance.
- d. An **excused absence** for a Voting Member requires advanced notification to the Executive Secretary and EHOPAC Chair and a request for their Alternate's attendance in their place. For an Alternate, an excused absence requires advanced notice to the Voting Member, Executive Secretary, and EHOPAC Chair. Reasons for an excused absence include previously scheduled annual leave, sick leave (previously scheduled medical appointments or illness), maternity/paternity leave, bereavement, mission critical work, Agency-required travel, and deployment.
- e. An **unexcused absence** for a Voting Member occurs when the Voting Member does not have an acceptable justification, fails to notify the EHOPAC Chair and Executive Secretary in advance that they will not be present for a meeting, and/or does not arrange for their Alternate to attend in their place. An unexcused absence for an Alternate occurs when the Alternate has been requested to attend on behalf of the Voting Member and either does not have an acceptable justification or fails to provide advanced notice to the Voting Member, Executive Secretary, and EHOPAC Chair of an absence. Exceptions to this can be made by the Chair in extenuating circumstances.
- f. Meetings must have a quorum of Voting Members present, defined as a majority of the Voting Members or their Alternates.

1.2.3 Agenda

The EHOPAC Executive Secretary, in coordination with the EHOPAC Executive Committee (EC), shall develop and distribute a meeting agenda and any necessary background material to Voting Members before each meeting. The Executive Secretary will also send meeting agendas to the EHOPAC listserv to prepare category officers for each quarterly general meeting.

1.2.4 Presentations, Records, and Reporting

- a. Presenters (e.g., EC members, Subcommittee Chairs, Liaisons, and others) must provide final versions of their presentations to the Executive Secretary by close of business the Friday immediately *before* the meeting.

- b. Presenters shall provide bullets highlighting items covered during the meeting to be used for the drafting of minutes to the Executive Secretary by close of business the Friday immediately *following* the meeting.
- c. The Executive Secretary will draft meeting minutes and provide Voting Members the draft document for review on APAN.
- d. All EHOPAC Voting Members should review and provide any edits/comments on the draft within ten (10) days of receipt from the Executive Secretary.
- e. Upon finalization, all Voting Members will vote to approve or reject the minutes, as outlined in the Voting Section below.
- f. De minimus edits may be made to the minutes during and after the voting period without requiring a revote.
- g. Finalized meeting minutes will be posted to the EHOPAC website and linked in an email through the EHOPAC listserv.

1.3 Bylaws

- a. These Bylaws shall be reviewed at least every three (3) years. This responsibility shall be assigned by the Chair.
- b. Significant changes will be proposed during an EHOPAC business meeting. A vote will be required to implement significant changes.
- c. Voting Members will be notified of proposed de minimus changes to the Bylaws. If there is no call for a vote by any Voting Member within five (5) business days of the notification, the changes will become immediately effective.

1.4 Voting

- a. Voting members will be given at least five (5) business days to consider items prior to a vote.
- b. All voting calculations will be performed by using the total number of eligible votes cast, not the number of eligible voters, as the denominator.
- c. The following votes will be determined by greater than or equal to two-thirds (2/3) approval for passage:
 - i. Bylaws changes.
- d. The following votes will be determined by majority (>50%) approval for passage:
 - i. meeting minutes and
 - ii. all votes not otherwise specified in these Bylaws.

In the event of a tie, the Chair will cast the deciding vote.
- e. The following votes will be determined by relative majority (plurality):
 - i. Voting Member elections;
 - ii. EC elections; and
 - iii. EHOPAC awards.

In the event of a tie, there will be a runoff vote limited to the tied nominees. If the runoff vote is unable to resolve the tie(s), the Chair will cast the deciding vote(s).
- f. For relative majority votes, Voting Members will receive sensitive information, including details in the nomination packages, which shall remain strictly confidential to the EHOPAC Voting Members.
- g. Voting recusals for relative majority votes:
 - i. For the purposes of voting recusals, a recusal covers a single vote, such as a vote for a specific EC position, a vote consisting of a list of candidates for Voting Member elections, or a vote for a specific EHOPAC award.
 - ii. A voting member must recuse themselves from voting if a nominee is: 1) a current or former member of the Voting Member's immediate family, 2) the Voting Member's

- immediate Agency supervisor or 3) the Voting Member's rating or reviewing official. If a Voting Member fails to recuse themselves when required, their vote will be removed if the results of the election/selection have not been announced, and this will be considered a failure to follow policy (See section [2.7\(b\)\(ii\)\(c\)](#)).
- iii. A Voting Member may recuse themselves from voting if 1) the Voting Member is unable to objectively evaluate a nominee or 2) a reasonable 3rd party would question the Voting Member's ability to objectively evaluate any nominee.
 - iv. A Voting Member shall notify the administrator (i.e., person responsible for conducting the solicitation and receiving the votes) of the vote as soon as possible in the event of a recusal, and the administrator shall notify all other voting members. In the event of a recusal where a Voting Member does not vote, but fails to notify the administrator of the recusal, this will be considered a failure to vote (See section [2.7\(b\)\(ii\)\(c\)](#)).
 - v. Recusal shall totally disqualify the Voting Member from casting any votes, and the recused member shall not engage in any election-related discussions pertaining to that specific vote with any Voting Members or Alternate.
 - vi. The Voting Member's Alternate shall assume the voting responsibilities in the event of a recusal unless the Alternate is themselves recused.
 - vii. In the event the administrator is recused, the Chair shall assume the administrator's responsibilities or delegate them to a non-recused EC member.

2. Voting Membership

2.1 Voting Member Responsibilities/Duties

Voting Members are expected to fulfill the following responsibilities and duties to remain in good standing and ensure the EHOPAC can efficiently and effectively conduct business:

- a. Voting;
- b. Filling a leadership role on the EHOPAC:
 - i. Chairing/Co-Chairing a Subcommittee - including the management of volunteers and tasks outlined in the Subcommittee Standard Operating Procedure (SOP) and/or as directed by the EC (See section [4](#)); or
 - ii. Serving in a position on the EC; or
 - iii. Serving in another role determined by the EHOPAC Chair.
- c. Identifying an Alternate Voting Member and related responsibilities under section [2.6.4](#); and
- d. Attending EHOPAC monthly meetings.

2.2 Voting Member Distribution

The EHOPAC shall strive to ensure a Voting Member distribution consistent with all factors in the charter. To ensure organizational diversity, the number of available seats for Voting Members shall be determined as follows:

- a. Prior to the annual Voting Member election cycle, the Chair-Elect, in consultation with the Chair, shall determine the number of Voting Members needed to meet the organizational needs of the EHOPAC for the next operational year in compliance with the charter. Factors under consideration should include vacancies created by resignations, removals, term-limits and adequate staffing for the EC and Subcommittees Chairs/Co-chairs. The number of Voting Members determined by the Chair-Elect shall not be below the number of retained Voting Members, such that no Voting Member will lose their seat as a result of this determination.

- b. All seats on the EHOPAC are at-large seats, and as such, all seats can be filled with any officer in the category, regardless of agency. No Voting Member shall lose their voting rights or seat solely due to a change in agency.
- c. The annual Voting Member election process shall ensure the EHOPAC Voting Membership consists of officers assigned to at least six (6) different agencies (the “organizational diversity requirement”). The organizational diversity requirement is met when an election results in the next operational year’s EHOPAC consisting of EHOs from at least six (6) different agencies. The agencies are not predetermined, and representation from any six agencies meets the requirement. For the purposes of calculating organizational diversity, an EHO’s agency is their agency at the time of each election. The organizational diversity requirement can be met by any combination of retained members and members-elect. The organizational diversity requirement shall only be waived in the rare circumstance that there are an insufficient number of candidates to meet this requirement.

Unless the Chair-Elect increases the total number of Voting Members above twenty-three (23), there shall not be more than seven (7) voting members assigned to any given agency. If Chair-Elect decides to increase the number of Voting Members, the Chair-Elect may increase the maximum number of Voting Members per agency. However, the maximum number of Voting Members per agency may never be more than one-third (1/3) of the total number of Voting Members. When performing calculations, results shall be rounded to the nearest whole number. The maximum number of Voting Members per agency shall only be waived in the rare circumstance that there are an insufficient number of candidates to meet this requirement.

2.3 Voting Member Eligibility

- a. Voting Members must be active-duty Public Health Service Officers, specifically Environmental Health Officers.
- b. An officer is not eligible if their election would result in the officer serving a term that would result in greater than six (6) years of total service as a Voting Member.
- c. Commissioned Corps (CC) Officers appointed to the EHOPAC shall not have actionable Administrative Action Flags (AAFs) per Commissioned Corps Instruction (CCI) 211.07.
- d. A nominee for a Voting Member position must have served as a volunteer or Voting Member Alternate on the EHOPAC for a minimum of one (1) year within the last three (3) years.
- e. The nominee must have never been removed as a Voting Member from the EHOPAC by the Surgeon General per sections 2.7(b), (c).

2.4 Voting Member Nomination and Election

The Chair-Elect is responsible for administering the nomination and election process in accordance with the charter, these Bylaws, and the Chair-Elect SOP.

- a. All nominations must be self-nominations.
- b. Voting Members will review the nomination packages and evaluate nominees.
- c. Voting Members shall vote in the form of a (non-ranked) list of nominees corresponding to the number of open positions. Voting members may not vote for more or fewer nominees than open seats (unless there are fewer nominees than positions).
- d. New Voting Members will be elected in compliance with sections 1.4 and 2.2 of these Bylaws.

2.5 Voting Member Terms

- a. Each term is a three (3) year appointment.
- b. A member may serve up to two (2) consecutive or non-consecutive terms, totaling up to six (6) years.

- c. Each EHOPAC Voting Member is eligible to earn up to two (2) Special Assignment Awards (SAA) for their service as a Voting Member on the EHOPAC, one following the successful completion of each term.
- d. Voting Members wishing to serve two (2) consecutive terms must notify the Chair-Elect by 31 MAY of their third (3rd) year of service to the EHOPAC by submission of a Voting Member renewal form indicating the officer's supervisor continues to support the Voting Member's position on the EHOPAC. The appointment for the second term must have agency concurrence from the officer's agency liaison and be submitted with the appointment package for approval by the Office of the Surgeon General (OSG).

2.6 Voting Member Alternates

Each Voting Member is responsible for identifying an Alternate to the Chair before the start of the Voting Member's term.

2.6.1 Eligibility

- a. The Alternate may only serve for one Voting Member at a time.
- b. Alternates shall not have actionable AAFs per [CCI 211.07](#).
- c. A selectee must have never been removed as an Alternate from the EHOPAC by the Chair per sections [2.6.6\(b\)](#), [\(c\)](#).

2.6.2 Service Terms

- a. Each Alternate is approved for a three (3) year term of service corresponding to the Voting Member who selected them and may serve a total of two (2) full terms as an Alternate. If an Alternate resigns or is removed per section [2.6.4\(c\)](#), a full-service term is considered complete.
- b. An Alternate will serve a partial term when the Voting Member resigns or is removed. A partial term will not count towards the service term limits in section [2.6.2\(a\)](#). The partial term ends when the Voting Member vacancy is filled per section [2.7\(h\)](#).
- c. Service as an Alternate Voting Member, including assuming voting privileges in the event the Voting Member's appointment is resigned or terminated, does not count toward the accumulated years of service on the EHOPAC as a Voting Member.
- d. The Alternate is not eligible for a Special Assignment Award.

2.6.3 Selection

- a. Once a Voting Member has selected an Alternate who meets the eligibility requirements, the Alternate must complete the Voting Member Alternate Form obtaining their supervisor's signature to confirm supervisory approval. The form should be submitted by the Voting Member to the EHOPAC Chair.
- b. Alternates must also be approved by the CPO (including confirming the officer has no actionable AAFs per [CCI 211.07](#) and EHOPAC Chair with signatures on the Voting Member Alternate Form. The EHOPAC Executive Secretary is responsible for maintaining these forms in APAN.
- c. If the Alternate is to serve a subsequent term, a new Voting Member Alternate Form must be fully completed. All eligibility and selection requirements apply for subsequent terms.

2.6.4 Voting Member Responsibilities Regarding Alternates

Voting members are responsible for:

- a. Ensuring the Voting Member Alternate is aware of all responsibilities;
- b. Notifying the Executive Secretary, Chair, and Alternate of any expected absence in advance of the meeting or vote, securing the attendance and/or vote of the Alternate, providing meeting information, meeting agendas, and/or voting materials to the Alternate; and

- c. Informing the Chair and the Executive Secretary if their Alternate wishes to resign or otherwise needs to be replaced (e.g., see section [2.6.6](#)). In this case, the Voting Member must identify a new Alternate and must notify the Chair and the Executive Secretary. All eligibility and selection requirements apply.

2.6.5 Alternate Responsibilities

- a. An Alternate must attend all EHOPAC meetings the Voting Member cannot attend.
- b. If a vote is taken and the Voting Member is unavailable, the Alternate must vote within the prescribed time frame.
- c. The Alternate will assume Voting Member duties outlined in section [2.1\(a\), \(d\)](#) for the remainder of the calendar year if:
 - i. The Voting Member resigns appointment.
 - ii. The Voting Member's appointment is terminated.

The Alternate Voting Member who has assumed voting privileges and or duties as a result of resignation or termination will not have an Alternate.

2.6.6 Alternate Resignations/Removals

- a. Alternates seeking to resign before their term expires must submit a written notice of resignation to the Voting Member. The resignation notice shall include the effective date and may include the reason for resignation.
- b. Alternates may be removed for reasons including:
 - i. Actionable Administrative Action Flags (AAFs) per [CCI 211.07](#) or
 - ii. Failure to fulfill the responsibilities and/or duties of an Alternate, including:
 - a. When requested to attend on behalf of the Voting Member - one (1) or more **unexcused absences** (See section [1.2.2](#)) from EHOPAC meetings during a calendar year,
 - b. When requested to attend on behalf of the Voting Member - two (2) or more **excused absences** (See section [1.2.2](#)) from EHOPAC meetings during any calendar year,
 - c. When requested to vote on behalf of the Voting Member - failure to vote on one (1) or more EHOPAC business items (e.g., minutes, awards, elections) during a calendar year, or
 - d. Other failure to comply with the policies and/or procedures of the EHOPAC.
- c. For removals, the Voting Member will make a recommendation to the EHOPAC Chair. If the Chair concurs with the recommendation, the Alternate will be removed.

2.7 Voting Member Resignations/Removals

- a. A Voting Member seeking to resign their position on the EHOPAC before their term expires must submit a written notice of resignation to the EHOPAC Chair, the CPO, and to their agency liaison. The resignation notice shall include the effective date and may include the reason for resignation. The resignation notice will be sent to the OSG through the CPO.
- b. Voting Members may be removed from the EHOPAC for reasons including:
 - i. Actionable Administrative Action Flags (AAFs) per [CCI 211.07](#) or
 - ii. Failure to fulfill the responsibilities and/or duties of Voting Membership, including:
 - a. Two (2) or more **unexcused absences** (See section [1.2.2](#)) from EHOPAC meetings during a calendar year,
 - b. Four (4) or more **excused absences** (See section [1.2.2](#)) from EHOPAC meetings during any calendar year,

- c. Failure to vote on two (2) or more EHOPAC business items (e.g., minutes, awards, elections) during a calendar year,
 - d. Failure to participate in required activities or complete assigned tasks, including those as a Subcommittee Chair/Co-chair, or
 - e. Other failure to comply with the policies and/or procedures of the EHOPAC.
- c. For removals, the Chair will make a recommendation to the CPO. If the CPO concurs with the recommendation, the CPO will in turn make the recommendation to the Surgeon General to terminate the appointment. The Surgeon General will make the final decision whether to terminate the appointment.
 - d. Voting Members who resign or are removed will lose their appointment and its privileges.
 - e. Voting Members who resign or are removed will not be eligible for receiving a Special Assignment Award for that term.
 - f. Responsibilities of the resigned or removed Voting Member as Chair/Co-chair of a Subcommittee will be delegated to the Co-Chair and/or a member of the EC as determined by the EHOPAC Chair.
 - g. Voting Member responsibilities of the resigned or removed Voting Member in sections [2.1\(a\)](#), [\(d\)](#) will be assigned to the Alternate in accordance with section [2.6.5\(c\)](#).
 - h. The EHOPAC will solicit to fill the vacated seat during the next Voting Member application window.

2.8 Ex-Officio Membership

Ex-officio members do not have voting privileges and do not count toward the maximum size of the EHOPAC.

The EHOPAC defines the following members as ex-officio members (or eligible for ex-officio membership):

- a. The CPO;
- b. The Immediate Past Chair - may serve in an ex-officio capacity if their service term has expired prior to the first day in their position as Immediate Past Chair. Otherwise, the officer retains rights and responsibilities of a Voting Member; and
- c. The Chair - may serve in an ex-officio capacity in the rare circumstance that the Voting Member's service term has expired prior to the first day in their position as the Chair (See section [3.1.1](#)). Otherwise, the officer retains rights and responsibilities of a Voting Member.

2.9 External Organization Representatives to the EHOPAC

The EC Liaison may approve other individuals (officers and/or civilians) to serve as a representative of their chartered groups and/or professional organizations to the EHOPAC for the purpose of communicating relevant information between the two groups. These representatives do not have voting privileges and do not count toward the maximum size of the EHOPAC. These representatives are not volunteers as defined by these Bylaws.

2.9.1 Eligibility

- a. Representatives to the EHOPAC may include individuals from chartered groups and professional organizations including the Environmental Health Accreditation Council (EHAC), Commissioned Corps Women's Issues Advisory Board (CCWIAB), the National Environmental Health Association (NEHA), the Commissioned Officers Association (COA), Junior Officer Advisory Group (JOAG), the American Academy of Sanitarians (AAS), the Minority Officer Liaison Council (MOLC), and others.
- b. If representatives are not meeting the needs of the EHOPAC, the EC will address these concerns with the chartered group or professional organization.

- c. Representatives cannot also serve as Voting Members on the EHOPAC unless approved by the CPO and EHOPAC Chair.

2.9.2 Service Terms

Representatives to the EHOPAC shall not have service terms that exceed the representing organization's requirements

2.9.3 Selection

Representative selections will be overseen by the EC Liaison in coordination with the chartered group or professional organization. Where Environmental Health Officers are members of the external organizations, the EC Liaison shall advocate for selection of those officers over civilians.

2.9.4 Representative Responsibilities

The representative's responsibilities include:

- a. Representatives shall attend general meetings of the EHOPAC to provide updates of interest to the category's officers and
- b. Submit any pertinent updates, reports, and/or information as requested by the EC Liaison.

3. Executive Committee (EC)

The EHOPAC EC consists of the Chair, Immediate Past Chair, Chair-Elect, Executive Secretary, Special Assistant to the Chair, and EC Liaison.

The EC should meet weekly with the CPO to review outstanding EHOPAC actions, organize EHOPAC projects, and address any urgent assignments.

3.1 Chair-Elect

3.1.1 Eligibility

Chair-Elect nominees shall be voting members who have a minimum of two (2) years of remaining eligible service to the EHOPAC at the time of nomination unless, upon the call for nominations, there are no nominees who meet this requirement.

Chair-Elect nominees must hold the rank of full officer (O-4) or above at the time of nomination. Nominees must have been on the EHOPAC for at least one (1) year before beginning their term.

3.1.2 Service Term

The Chair-Elect's term begins 01 January, and the Chair-Elect may only serve a one (1) year term of office. The Chair-Elect will be required to serve in the Chair and Immediate Past Chair positions for the two (2) years immediately following the officer's Chair-Elect year.

3.1.3 Election

The Chair-Elect is elected annually. The EHOPAC Chair will administer the election. Current Voting Members must self-nominate via notification to the Chair no later than 01 October for the next operational year unless a different nomination deadline is communicated to members by the Chair with at least 5 business days advanced notice. The election of the Chair-Elect will be held on or about the November business meeting. Nominees will be allowed to give a candidacy speech to the EHOPAC membership prior to the election. The presentations will be limited to five (5) minutes each. If the Chair does not receive any self-nominations and/or no Voting Members meet the eligibility criteria, then the Chair will notify the Voting Members that the minimum remaining service time specified in section [3.1.1](#) is being waived. This

will extend the self-nomination deadline for those in this expanded group to the Friday *before* the November EHOPAC business meeting.

3.1.4 Responsibilities

The Chair-Elect's responsibilities include:

- a. Learning the ongoing business of the EHOPAC and the duties of the EC;
- b. Assisting the Chair in the execution of EHOPAC business as described in section [3.2.3](#);
- c. Representing the Chair when the Chair is not available to attend meetings or other official functions that require the presence of the Chair;
- d. Attending Combined PAC Chair Group meetings as a representative of the EHOPAC;
- e. Administering Voting Membership solicitations, nominations, and elections and appointments for renewal for second terms;
- f. Appointing the Subcommittee Chairpersons before the beginning of the operational year; and
- g. Serving as a direct POC for two (2) or three (3) Subcommittees for the EC.

3.2 Chair

3.2.1 Eligibility

The Chair-Elect assumes the role of Chair at the end of their term as Chair-Elect or upon resignation/removal of the Chair.

3.2.2 Service Term

The Chair's term begins 01 January, and the Chair may only serve a one (1) year term of office in normal circumstances. In the event the Chair resigns or is removed during their term, the Chair-Elect will assume the position and will also serve the following full year (i.e., the full term for which the person was elected). In the event the EHOPAC fails to identify a new Chair-Elect by the expiration of the current Chair's term, the existing Chair's term may be extended for (1) additional year at the discretion of the CPO.

3.2.3 Responsibilities

The Chair's responsibilities include:

- a. Ensuring EHOPAC operates within the scope of the charter and these Bylaws;
- b. Regularly communicating information about the EHOPAC and its functions to the category;
- c. Serving as the primary approver or rejecter of all messages sent to the EHOPAC listserv;
- d. Preparing and submitting reports to OSG through the CPO regarding business matters;
- e. Presiding over EHOPAC meetings and working with the EC to coordinate agenda topics;
- f. Directing and monitoring Subcommittee operations;
- g. Attending USPHS Commissioned Corps Leadership meetings with the CPOs, Chairs of other chartered groups, and others as requested;
- h. Providing advice and consultation to the CPO on matters related to professional activities and personnel issues affecting environmental health professionals;
- i. Attending Combined PAC Chair Group meetings as the representative of the EHOPAC;
- j. Representing the EHOPAC at the annual Commissioned Officer Foundation Scientific and Training Symposium;
- k. Orienting new EHOPAC Voting Members regarding their roles and responsibilities;
- l. Administering the EC nomination and election;
- m. Leading and assigning special projects for the Special Assistant, and
- n. Serving as, or delegating duties within the EC to serve as, a direct POC for Subcommittees for the EC.

3.3 Immediate Past Chair

3.3.1 Eligibility

The Chair assumes the role of Immediate Past Chair at the end of their term as Chair except in circumstances where the Chair was removed or resigned. The Immediate Past Chair position is not required to be a Voting Member on the EHOPAC. If the Chair is serving in their final year as a Voting Member on the EHOPAC, the officer would rotate into the Immediate Past Chair position as ex-officio (See section [2.7](#)).

3.3.2 Service Term

The Immediate Past Chair's term begins 01 January, and the Immediate Past Chair may only serve a one (1) year term in normal circumstances. If the Chair resigns or is removed during their Chairpersonship, the EHOPAC will not have an Immediate Past Chair the following operational year. In the event the EHOPAC fails identify a new Chair-Elect by the expiration of the current Chair's term and the existing Chair's term is extended for (1) additional year at the discretion of the CPO, the EHOPAC will not have an Immediate Past Chair during that one-year extension.

3.3.3 Responsibilities

The Immediate Past Chair's responsibilities include:

- a. Providing advice and counsel to the Chair and rest of the EC, providing background on decisions made and historical context of operations from the previous year(s);
- b. Directing and coordinating EHOPAC Environmental Health month events; and
- c. Serving as a direct POC for two (2) or three (3) Subcommittees for the EC.

3.4 Special Assistant to the Chair

3.4.1 Eligibility

Nominees for Special Assistant to Chair should have a minimum of one (1) year remaining in their EHOPAC appointment. No prior voting member experience is required to apply for the Special Assistant to the Chair position.

3.4.2 Service term

The Special Assistant to the Chair's term begins 01 January, and the Special Assistant to the Chair may serve up to two (2) one (1) year terms of office, consecutively or non-consecutively. A Special Assistant to the Chair choosing to serve a second consecutive term may do so without a reelection and if the Voting Member's service term on the EHOPAC has not otherwise expired. If the Special Assistant to the Chair wishes to renew for a second consecutive year, the Voting Member will request an extension on or before 01 September of the calendar year to the Chair. The extension will be granted at the discretion of the Chair.

3.4.3 Election

The EHOPAC Chair will administer the election. Current Voting Members must self-nominate via notification to the Chair no later than 01 October for the next operational year unless a different nomination deadline is communicated to members by the Chair with at least 5 business days advanced notice. The election of the Special Assistant to the Chair will be held on or about the November business meeting. Nominees will be allowed to give a candidacy speech to the EHOPAC membership prior to the election. The presentations will be limited to five (5) minutes each.

3.4.4 Responsibilities

The Special Assistant to the Chair's responsibilities include:

- a. Ensuring Subcommittees update SOPs as appropriate and approving SOPs;

- b. Verifying the EHOPAC website is up-to-date and overseeing the updates by Subcommittee Chairs;
- c. Verifying overall currency of the EHOPAC APAN site and overseeing the updates by Subcommittee Chairs;
- d. Managing other special projects as assigned by the Chair; and
- e. Serving as a direct POC for two (2) or three (3) Subcommittees for the EC.

3.5 Executive Secretary

3.5.1 Eligibility

Nominees for Executive Secretary should have a minimum of one (1) year remaining in their EHOPAC appointment. No prior voting member experience is required to apply for the Executive Secretary position.

3.5.2 Service term

The Executive Secretary’s term begins 01 January, and the Executive Secretary may serve up to two (2) one (1) year terms of office, consecutively or non-consecutively. An Executive Secretary choosing to serve a second consecutive term may do so without a reelection and if the Voting Member’s service term on the EHOPAC has not otherwise expired. If the Executive Secretary wishes to renew for a second consecutive year, the Voting Member will request an extension on or before 01 September of the calendar year to the Chair. The extension will be granted at the discretion of the Chair.

3.5.3 Election

The EHOPAC Chair will administer the election. Interested current and incoming Voting Members must self-nominate via notification to the Chair no later than 01 October for the next operational year unless a different nomination deadline is communicated to members by the Chair with at least 5 business days advanced notice. The election of the Executive Secretary will be held on or about the November business meeting. Nominees will be allowed to give a candidacy speech to the EHOPAC membership prior to the election. The presentations will be limited to five (5) minutes each.

3.5.4 Responsibilities

The Executive Secretary’s responsibilities include:

- a. Keeping accurate records of the EHOPAC meetings;
- b. Receiving and tallying votes from Voting Members/Alternates and tracking voting participation;
- c. Managing the logistics of meeting locations and conferencing technology;
- d. Managing new volunteer solicitation and placement for the EHOPAC;
- e. Overseeing maintenance of the volunteer roster in coordination with Subcommittee Chairs, including reminders for compliance with term-limits;
- f. Maintaining Voting Member roster; and
- g. Serving as a direct POC for two (2) or three (3) Subcommittees for the EC as assigned by the EHOPAC Chair.

3.6 EC Liaison

3.6.1 Eligibility

Nominees for EC Liaison should have a minimum of one (1) year remaining in their EHOPAC appointment. No prior voting member experience is required to apply for the EC Liaison position.

3.6.2 Service term

The EC Liaison’s term begins 01 January, and the EC Liaison may serve up to two (2) one (1) year terms of office, consecutively or non-consecutively. An EC Liaison choosing to serve a second consecutive term may do so without a reelection and if the Voting Member’s service term on the EHOPAC has not otherwise expired. If the EC Liaison wishes to renew for a second consecutive year, the Voting Member will request

an extension on or before 01 September of the calendar year to the Chair. The extension will be granted at the discretion of the Chair.

3.6.3 Election

The EHOPAC Chair will administer the election. Interested current and incoming Voting Members must self-nominate via notification to the Chair no later than 01 October for the next operational year unless a different nomination deadline is communicated to members by the Chair with at least 5 business days advanced notice. The election of the EC Liaison will be held on or about the November business meeting. Nominees will be allowed to give a candidacy speech to the EHOPAC membership prior to the election. The presentations will be limited to five (5) minutes each.

3.6.4 Responsibilities

The EC Liaison's responsibilities include:

- a. Liaising with chartered groups and professional organizations and their liaisons to the EHOPAC;
- b. Advocating for Environmental Health Officers to serve as representatives to external organizations;
- c. Administering the anonymous feedback system for EHOs to submit questions, comments, and concerns to the EHOPAC;
- d. Facilitating answers for the questions to be presented at general meetings and through the EHO Assessment; and
- e. Serving as a direct POC for two (2) or three (3) Subcommittees for the EC as assigned by the EHOPAC Chair.

4. Subcommittee Responsibilities and Administration

4.1 Standing Subcommittees

At a minimum, the EHOPAC shall have the following standing Subcommittees:

- a. Awards & Recognition
- b. Communications
- c. History
- d. Information Technology
- e. Mentoring & Career Development
- f. Readiness
- g. Recruitment & Orientation
- h. Training & Events

Voting Members may recommend the establishment of a new Subcommittee or the retirement of an existing Subcommittee.

4.2 Subcommittee Administration

- a. The EHOPAC Chair-Elect will appoint all Subcommittee Chairpersons prior to the operational year.
- b. Subcommittees are managed by the Subcommittee Chair(s).
- c. When a Subcommittee has more than one Chair, any disagreements in management of the Subcommittee that arise will be decided upon by the EHOPAC Chair.
- d. Public-facing documents produced by the Subcommittees must have EC review and EHOPAC Chair approval.

- e. Subcommittees Chair(s) will maintain an SOP in compliance with the EHOPAC template. Each year Subcommittee Chair(s) will review the existing SOP, update as needed, and send to the EHOPAC Special Assistant to the Chair for final review and approval. Once final, the Subcommittee Chair(s) will post their current SOP on APAN. This shall be accomplished before the December general meeting.
- f. Subcommittee records should be stored and maintained on APAN for a historical account of the work of the EHOPAC, for continuity of operations, and for accessibility of the records. This includes SOPs, work products, etc. The Subcommittees must establish a filing plan that is sustainable and effective for ease of maintenance and access of the records, including archival of non-current records (e.g., retired versions of SOPs). The plan will be documented in the Subcommittee's SOPs.
- g. At the start of each calendar year the Subcommittee Chair(s) will update the roster of Subcommittee volunteers in APAN in coordination with the Executive Secretary. The Subcommittee Chair(s) will work with one another and the Executive Secretary to resolve any conflicts with the roster.
- h. By December, each Subcommittee Chair(s) will prepare a thank you letter using the EHOPAC template for Subcommittee volunteers at the end of each year's service if the volunteer's service warranted an official thank you letter.
- i. Subcommittee meeting frequency and SOPs shall be in accordance with the charter and these Bylaws.
- j. The Subcommittee Chair(s) will make reports of operational status, including accomplishments, tasks, and needs, to the EC POC regularly and at all EHOPAC business meetings. Business meeting reports may be delivered via email if an absence is unavoidable. The Voting Member's Alternate is not expected to serve in this capacity unless the Alternate is also identified as a Subcommittee representative and serves as a volunteer on the Subcommittee already.
- k. The EHOPAC website will be maintained by the respective Subcommittees.

4.3 Subcommittee Volunteers

- a. Volunteers may only participate on one (1) Subcommittee or ad hoc working group at one time.
- b. A volunteer service term is generally a three (3) year consecutive term on a single Subcommittee. However, non-consecutive three years of service on a single Subcommittee is permissible with the approval of the Subcommittee Chair(s). Volunteers may serve no more than three (3) years on each individual Subcommittee in their career unless a one (1) year extension for special circumstances is approved by both the Subcommittee Chair(s) and the EHOPAC Chair.
- c. The number of volunteers needed must be considered by each Subcommittee Chair prior to solicitation and must match the workload.
- d. Prior to providing volunteer needs to the Executive Secretary each year, the Subcommittee Chair(s) should consider which volunteers will be rotating off, if there are needs to extend anyone, if any volunteers are stepping down early, and the workload, including any known special projects for the coming year. The Subcommittee Chairs are responsible for equitably employing volunteers.
- e. The term volunteer does not include EHOs who choose to participate in EHOPAC activities outside the volunteer recruitment process, such as mentors/mentees, mentoring round table panelists, required counseling volunteers, Adopt-A-School representatives, OBC Open House or Graduation category representatives, category day presenters, etc.

4.4 Subcommittee Responsibilities

Subcommittees are responsible for ensuring compliance with the charter, these Bylaws, and SOPs governing their workload obligations. Subcommittees may also be responsible for ad hoc assignments from the Chair, including events and activities related to Environmental Health Month. General responsibilities for each Subcommittee include:

4.4.1 Awards and Recognition (A&R)

- a. Administering and maintaining records of category awards: the John G. Todd Award, Edward (Ted) Moran Award, John C. Eason Award, Thomas E. Crow Mentor Award and the EHO Responder of the Year Award;
- b. Administering the retiree recognition program;
- c. Administering the recognition program for EHOs offered through the EHO Assessment; and
- d. Preparing the nomination package and the Special Assignment Awards for all Voting Members, meeting the requirements as outlined in the SOP and in coordination with the Chair and CPO.

4.4.2 Communications (COMMS)

- a. Overseeing EHOPAC Communications via the social media sites;
- b. Developing and publishing the EHO Assessment;
- c. Overseeing Officer Leader Profiles; and
- d. Overseeing publication of the annual EHOs in Action Photobook on behalf of the CPO, which serves as the annual report from the CPO to Commissioned Corps Headquarters (CCHQ) leadership on the activities of the category.

4.4.3 History

- a. Preserving historical facts, documents, and photos documenting the EHO Category and EHOs;
- b. Production of an annual EHOPAC Yearbook; and
- c. Collecting, housing, and storing pictures, files, and letters of historical significance to support the EHOPAC as a data repository.

4.4.4 Information Technology (IT)

- a. Maintaining the EHOPAC website, page design, and content and providing accessibility verification for all EHOPAC documents in accordance with §508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794(d));
- b. Ownership of EHOPAC related listservs; and
- c. Administering the EHOPAC SharePoint Worksite on the All-Partners Access Network (APAN).

4.4.5 Mentoring & Career Development (M&CD)

- a. Administering the EHOPAC mentoring program;
- b. Develops and maintains guidance for career development;
- c. Planning and coordinating all aspects of Mentoring and Career Development Events, including:
 - i. Mentoring Session at USPHS Scientific and Training Symposium
 - ii. EHOPAC Roundtable Series
- d. Assisting CPO with required career counseling

4.4.6 Readiness

- a. Reviewing readiness policy updates and changes to Readiness Self-Service or automated readiness notifications to keep EHOs apprised of these developments and maximize their availability to deploy;
- b. Drafting and sending monthly readiness reminder e-mails via the EHOPAC listserv to provide readiness information;
- c. Providing technical assistance and readiness resources to help EHOs who are not “Basic Ready” or meeting the requirements of the Retention Weight Standards to come into compliance with these policies;
- d. Developing, scheduling, and delivering deployment role-specific training seminars in coordination with the Training Subcommittee; and

- e. Representing the EHO category on the Cross Category Readiness Workgroup (CREW)

4.4.7 Recruitment and Orientation (R&O)

- a. Administering the EHOPAC recruitment program, including:
 - i. Maintaining contact with various academic and environmental health organizations/programs and
 - ii. Promoting the COSTEP program among accredited schools that meet the EHO appointment standards; and
- b. Administering the orientation program for officers completing OBC.

4.4.8 Training and Events (T&E)

- a. Planning and coordinating EHO activities during the annual USPHS Scientific and Training Symposium;
- b. Coordinating with the M&CD Subcommittee to host an annual EHO Mentoring Session during the USPHS Scientific and Training Symposium;
- c. Planning and designing training and networking events for the EHO category;
- d. Developing EHO events associated with other professional meetings;
- e. Maintaining a list of training events, and conferences, and EHO resources on the EHOPAC website and training calendar to support continued education and credentialing.

4.5 Ad hoc workgroups

The EHOPAC Chair may create ad hoc work groups to assist in accomplishing the mission of the EHOPAC. Each ad hoc workgroup will be provided with a statement of purpose and general guidance on work assignments at the time of creation. Ad hoc workgroups will be led by a Voting Member. Ad hoc workgroups shall have a working life of not more than one (1) year unless otherwise extended by the EHOPAC Chair. If extended, ad hoc workgroups cannot exist for more than two (2) years. The Chair must decide before the expiration of the two (2) years whether to recommend to the Voting Membership that the workgroup be converted to a Subcommittee and shall introduce corresponding Bylaws changes to the Voting Members.