

# United States Public Health Service

## ENGINEER PROFESSIONAL ADVISORY COMMITTEE BYLAWS

Approved April 24, 2023 by EPAC vote





## ARTICLE I

### I. MEMBERSHIP

#### Section 1. Basic Eligibility Requirement

See Charter Section V.1 for eligibility requirements for initial appointment as a Public Health Service (PHS) Engineer to the Engineer Professional Advisory Committee (EPAC).

#### Section 2. Size of the EPAC

The EPAC will have a maximum of 20 and a minimum of 7 Members. The EPAC will reserve an additional 2 seats for special terms designated for an incoming Chair-elect only. The EPAC may have an unlimited number of "EPAC volunteers" who serve to support subcommittee activities (see Section 10).

#### Section 3. Organizational Representation

- a. The Charter Section V.3 defines the rationale for distributing EPAC Members by Agency. All Commissioned Officers in the Engineering category will be counted. The Rules Subcommittee will use this information to prepare and submit to the EPAC for approval, an Agency Distribution Table showing the recommended EPAC composition by Agency. The Rules Subcommittee will consider the Charter Section V.3 through 7 in determining the distribution of the Members of the EPAC. In addition:
- b. Three of the EPAC Members will be selected "At-Large", without consideration of Agency affiliation.
- c. After one EPAC Member is allocated to each agency with 10 or more total engineers, the remaining Members will be apportioned by the Rules Subcommittee. Adjustments to the number of Members apportioned to a specific agency will be made only as Member terms are completed.

#### Section 4. Professional Seniority

In addition to the provisions of the Charter Section V.6, at least one Member of the EPAC will be a commissioned officer at the O-3 grade or below.

#### Section 5. Ex-officio Members and Liaisons

- a. The following may be ex-officio members of the EPAC:
  - i. Chief Engineer Officer
  - ii. Assistant(s) to the Chief Engineer Officer
  - iii. Executive Secretary of the EPAC
  - iv. Immediate previous EPAC Chair; except when the individual is a Member of the EPAC
- b. The following USPHS Engineer Category representatives may be liaisons to the EPAC:
  - i. Commissioned Officers Association (COA) Representative
  - ii. Junior Officer Advisory Group (JOAG) Representative
  - iii. Society of American Engineers (SAME) Representative
  - iv. Commissioned Corps Women's Issues Advisory Board (CCWIAB) Representative
  - v. Commissioned Corps Headquarters (CCHQ) Representative

- c. Additional ex-officio members or liaisons may be recommended to the EPAC by the EPAC Chair as needed. The affiliation of the liaisons and continuation of ex-officio members other than those named in a) and b) above, will be approved by the EPAC Membership annually.

#### Section 6. Executive Committee

The EPAC Executive Committee will consist of the Chair, Vice Chair, Executive Secretary and additional EPAC Members, as needed. The Executive Committee is established to provide a small, agile body that can coordinate on issues of importance to EPAC as a whole and who can respond quickly to requests for information from the Chief Engineer. The Executive Committee will convene or correspond as needed.

#### Section 7. Term of Appointment

- a. Each EPAC voting member term shall be 3-years. EPAC voting membership is limited to a total of 9 years and a maximum of 8 years in any 10-year period. A special 2-year term will be granted to former voting members who are elected to EPAC Chair-elect but are not serving a standard 3-year voting member term. All other exceptions to term limits must be approved by the Office of the Surgeon General.
- b. The EPAC will maintain a published list of the current EPAC Membership and their respective term of appointment. Should a Member transfer to another Agency during his/her term in office, the Member must obtain the written approval of the new Agency's Commissioned Corps Liaison for continued participation on the EPAC.

#### Section 8. Alternates

- a. Each EPAC Member is responsible for identifying an Alternate during his/her term in office. The alternate serves on behalf of the Member for EPAC votes and discussions but is unrelated to the Member's role in subcommittee leadership. Attachment A is a sample memorandum for obtaining all required supervisory approval and signatures.
- b. Service as an alternate to an EPAC Member will not be included in the accumulated years of service on the EPAC.

#### Section 9. Nomination Process

The Charter Section VI generally describes the nomination process. More specifically for the EPAC:

- a. Nominations will be solicited in April and May and accepted through June 30<sup>th</sup>. Self-nominations are accepted.
- b. The current self-nomination announcement and form (maintained by the Chair) will be submitted by those interested in serving as an EPAC Member. Nominations, self or otherwise, will include a copy of the nominee's current Curriculum Vitae (CV) Cover Page to aid in the selection process.
- c. After the EPAC vote is completed, the Chief Engineer will transmit the name(s) of the recommended new voting members to the nominees' respective Agency Representative to the OSG. Agency Representative endorsement will be requested by October 15<sup>th</sup>.
- d. The Rules Subcommittee will review the Agency Representative responses to ensure the nominations meet representation criteria. To prevent an appearance of conflict of interest, Subcommittee members up for EPAC Membership will be excluded from participating in this review. Subcommittee members up for EPAC Membership renewal

may be excluded from participating in this review at the discretion of the Subcommittee Chair. The Rules Subcommittee will organize formal review of applicants and submit applications to at least a five-person review panel. The review panel will ideally consist of former EPAC Chairs. If not enough EPAC Chairs are available, additional EPAC assistance may be sought as necessary by the Subcommittee Chair. The Subcommittee will present its findings and recommendations regarding approval of the nominees to the EPAC Membership at the September EPAC meeting.

- e. A final list of nominees considered by the EPAC to be highly qualified, who are endorsed by their Agency Representatives, and meet representational criteria in the EPAC Charter, will be sent by the Chief Engineer to the Surgeon General for selection no later than November 1<sup>st</sup>. Surgeon General approval will be sought prior to December 15<sup>th</sup>.
- f. Alternates may fulfill the requirements of their EPAC Member if the Member is unable to continue their Membership for the current year of the term. Unexpected vacancies will be filled through the annual nomination process. The EPAC Chair may recommend, in consultation with the Rules Subcommittee, that an EPAC Membership remain unfilled for up to two years in order to maintain the appropriate rotational balance (Charter Section VII.1). The EPAC will approve the final decision to leave any positions unfilled for any remaining term.
- g. Upon completion of their third year as an EPAC Member, Members who fulfill their duties and remain in good standing as recognized by the CPO and EPAC chair, are eligible for a Special Assignment Award.

## Section 10. Participation

### a. EPAC Members

- i. Each EPAC Member will participate in scheduled EPAC meetings as outlined in the Charter Section VII.4. Accordingly, any Member of the EPAC who frequently misses meetings (e.g., two consecutive meetings or four meetings in a year) without just cause, does not vote on EPAC business items, does not participate in required activities, or does not complete assigned tasks in accordance with the EPAC Bylaws, can, at the discretion of the EPAC Chair in consultation with the Chief Engineer, be asked to voluntarily resign from the EPAC, or the EPAC Chair in consultation with the Chief Engineer can initiate a request to the Surgeon General to terminate said Membership and so inform the DIV Head. Provision of an alternate by an EPAC Member does not solely constitute just cause in fulfilling the attendance requirements.
- ii. Each EPAC Member must meet the subcommittee participation requirements described below. EPAC Members who do not meet this requirement or fail to participate in substantive manner, can, at the discretion of the EPAC Chair in consultation with the Chief Engineer, be asked to voluntarily resign from the EPAC. The EPAC Chair in consultation with the Chief Engineer can also initiate a request to the Surgeon General to terminate said Membership and so inform the DIV Head.
- iii. During the first year of an EPAC Member's first 3-year term, they must serve as a Member of at least two Subcommittees, if not serving as a Subcommittee Chair or Vice-Chair. Current Subcommittee Chairs and Vice-Chairs will actively engage in succession planning. Ideally, Subcommittee Chairs and Vice Chairs will have served at least one year on the subcommittee prior to serving as Chair or Vice Chair. At the discretion of the Chair, and for succession purposes, the Chair may assign first-year EPAC Members to specific Subcommittees.

- iv. During the second and third year of an EPAC Member's first 3-year term, they must serve as a Subcommittee Chair or Vice-Chair, except in extenuating circumstances per the Chair's discretion.
  - v. If an EPAC Member is reappointed for a second or third 3-year term, the Member must serve as a Subcommittee Chair or Vice-Chair during each year of the 3-year term, except in extenuating circumstances per the Chair's discretion.
  - vi. Participation as Executive Secretary of the EPAC will meet the EPAC Member requirements at any point in a term.
- b. EPAC Volunteers
- i. Each EPAC Subcommittee Chair reserves discretion to determine the appropriate number of volunteers to support each initiative.
  - ii. EPAC Volunteers may serve more than one subcommittee, may support more than one initiative per subcommittee, and may support subcommittees for an unlimited number of years. However, each volunteer will receive at most one Letter of Appreciation or Certificate of Appreciation per EPAC Subcommittee at the end of each operational year.
  - iii. EPAC Volunteers may state on their CV and in other promotion-related documents that they are an "EPAC Volunteer" if and only if they receive a Letter of Appreciation or Certificate of Appreciation signed by the EPAC Subcommittee Chair.

## II. MEETINGS

Section 1. Meetings will be held 8 to 12 times per year when practical and will be scheduled by the Chair.

Section 2. Special meetings may be called by a majority vote at any regular meeting at which a quorum is present, or by the Chair.

Section 3. A meeting agenda, with appropriate background material, will be distributed to the EPAC Members before each meeting.

Section 4. Records and Reporting

- a. In accordance with the Charter Section IX.2.a, minutes of each EPAC meeting will be developed. The EPAC Chair will review the minutes prior to distribution.
- b. Once reviewed by the EPAC Chair, minutes will be labeled "draft" and distributed to EPAC Members for review and further distribution to PHS Engineers within 2 weeks of the meeting.
- c. Draft minutes will be presented to the EPAC for approval at the next EPAC meeting.
- d. Draft minutes will be submitted to the PHS Chief Engineer for review and comment concurrent to EPAC Member review.
- e. Approved minutes will be posted on the EPAC website and distributed to the Engineer Listserv via email following approval by EPAC Members.
- f. *Ad hoc* EPAC reports will be made available at the request of the PHS Chief Engineer. The

PHS Chief Engineer can request reports on specific topics within the EPAC, or summaries of broad topics of relevance to the EPAC.

### III. ELECTIONS OF OFFICERS

#### Section 1. Chair-Elect

To be eligible for appointment, an individual must have served at least one year as an EPAC member. At the time of the election, the nominees must either be a current Member or have served one prior term as a Member with evidence of receiving within the last 6 years or having a pending Special Assignment Award (SAA) for the qualifying prior term. An EPAC member will not be eligible for appointment the third year of their third term without Office of the Surgeon General approval for the term limit exception. Nominees should submit their CV Cover Page and a completed EPAC Application form to the EPAC Chair. The EPAC Chair will send the CV Cover Page and Application to the EPAC Members for review prior to Election Day. On Election Day, the nominees will be allowed to give a speech in support of their candidacy before the EPAC. The presentations will be limited to a maximum of ten minutes. The election should be held no later than October of the election year. If a former or current member is elected as EPAC Chair-elect but not selected for a new 3-year term as an EPAC Member, the incoming Chair-elect will default to a special 2-year EPAC Member term to coincide with the Chair-elect and Chair terms.

#### Section 2. Chair

The Chair must be an EPAC Member. If the term of the Chair coincides with the expiration of that individual's membership on the EPAC, the EPAC must vote and approve recommendation to the SG an extension of that individual's EPAC Membership for one additional year so that they may serve as the Chair (e.g., if approved an individual may serve as the Chair during their 4<sup>th</sup>, 7<sup>th</sup>, or 10<sup>th</sup> year as an EPAC member). If the term of the Chair coincides with the expiration of that individual's membership on the EPAC, the former Chair may serve one additional year as an ex-officio member of the EPAC provided the DIV Head is informed and concurs with the extension, unless reappointed as a regular member per the provisions of Section (VI).

## ARTICLE II

### DUTIES OF OFFICERS

#### Section 1. Chair

The Chair is responsible for leading the EPAC in fulfilling its mission. The Chair's duties and responsibilities are to: preside at meetings of the EPAC; work with the Executive Secretary to coordinate meeting agenda and agenda topics; serve as an ex-officio member of all Subcommittees; monitor all Subcommittee functions and appoint Subcommittee Chairs, Vice Chairs, Subcommittee Members and Liaisons; attend Chief Professional Officer/Professional Advisory Committee (CPO/PAC) meetings; meet regularly and on an impromptu basis with OSG staff in such matters as Engineer billets, long term training, appointment standards for Engineers, etc.; guide efforts to influence policy development affecting engineers including utilization, training, recruitment, orientation, compensation, professionalism, and award recognition; provide advice and consultation to the Chief Engineer on matters related to professional activities and personnel issues affecting Engineers; work closely with the Office of the Chief Engineer in planning, arranging and presenting the Engineer Career Development Seminar; establish and maintain close relationships with representatives from other PACs and consults with those organizations as necessary to ensure the attainment of PHS objectives; serve as the contact point to the PHS awards coordinator for categorical awards (Society of American Military Engineers (SAME), National Society of Professional Engineers (NSPE), etc.); serves as the contact point for the Engineer category for PHS Recruitment; regularly discusses CC Engineer applicant issues and recruitment issues with designated Engineer recruits; represent the EPAC at the Engineering functions at the annual USPHS Training and Scientific Symposium; and orient new EPAC Members. When representing the EPAC, the Chair will act in the best interest of the EPAC. The Chair will also direct the process to select new EPAC Chair-Elect.

#### Section 2. Chair-Elect

The primary duty of the Chair-Elect is to acquaint themselves with the ongoing business of the EPAC and the duties of the Chair to ensure a smooth transition when the Chair-Elect assumes the office of EPAC Chair. The Chair-Elect will assist the Chair in the execution of EPAC business as described in Section 1 of this Article. These duties include: representing the Chair at the EPAC or EPAC related meetings in their absence; actively participating with the Chair in fulfilling the EPAC mission; custody of the EPAC's Charter and Bylaws and all other records and documents of the EPAC; and orienting new EPAC Members and officers in their duties and responsibilities. The Chair-Elect also serves as the Chair of the EPAC Rules Subcommittee and is responsible for amending and updating the EPAC Charter and Bylaws; and managing Rules Subcommittee meetings and minutes. The Chair-Elect will also facilitate and oversee the EPAC New Member Nomination Process. The Chair-Elect will assume the duties of the EPAC Chair, if the Chair is unable to complete their term. This interim period will not alter the new Chair's term.

#### Section 3. Executive Secretary

The Executive Secretary is responsible for the EPAC records regarding Member decisions and other pertinent matters. The Executive Secretary: keeps an accurate record of the meetings and activities of the EPAC; is responsible for recording the EPAC Member attendance at scheduled meetings; and is available to meet with the EPAC Chair and Chair-Elect regarding Engineer related matters. The Executive Secretary is also responsible for tracking the status and completion of EPAC action items, developing meeting agendas, and setting up web conferences and/or teleconferences. The Executive Secretary also assists the EPAC Chair with preparing special EPAC resolutions, and intramural and extramural



correspondence; and other administrative duties.

#### Section 4. Immediate Past Chair

The Immediate Past Chair provides advice and counsel as requested by the Chair and is an ex-officio member of the EPAC until such time that there is a new immediate past Chair.

#### Section 5. Communications Liaison

The Liaison shall liaise with the EPAC and the CPO to gather announcements and distribute them to the engineer category. The EPAC may recommend one or more officers for consideration by the CPO to serve in the role of communications liaison. However, the CPO has discretion to appoint whoever they wish to select for this role. The Liaison will train their successor.

## ARTICLE III

### SUBCOMMITTEES

#### Section 1. Standing Subcommittees

- a. The EPAC will have the following standing Subcommittees:
  - i. Awards
  - ii. Career Development
  - iii. Events
  - iv. Information
  - v. Mentoring
  - vi. Public Health and Engineering Practice
  - vii. Readiness
  - viii. Recruitment and Retention
  - ix. Rules
- b. All Subcommittee Chairs should be EPAC Members and will be appointed by the EPAC Chair annually (except the Rules Subcommittee Chair, as this role is assigned to the Chair-Elect). In the situation when there is not an EPAC Member able to serve as the Subcommittee Chair, the EPAC Chair may appoint an EPAC Volunteer.
- c. The EPAC Chair, with the assistance of the Subcommittee Chairs, will present to the EPAC for review and approval, a prioritized listing of Subcommittee responsibilities, work assignments, and project initiatives at the beginning of each year. Each Subcommittee Chair will provide periodic updates on the process throughout the year and submit the Subcommittee accomplishments near the end of the year to the EPAC Chair.
- d. Annually each subcommittee Chair will be responsible for reviewing and providing updated materials as needed for the EPAC website to the Chair of the Information Subcommittee.

#### Section 2. Ad-hoc Subcommittees

The EPAC Chair may create Ad-hoc Subcommittees to assist in accomplishing the mission of the EPAC. Each additional Subcommittee will be provided with a statement of purpose and prioritized listing of responsibilities/work assignments at the time of creation. Additionally, these Subcommittees will have a working life of no more than one year, unless otherwise extended by the EPAC Chair.

#### Section 3. Awards Subcommittee

- a. The Awards Subcommittee will evaluate Engineer nominees for awards (such as the PHS Engineer of the Year, PHS Engineer Responder of the Year, PHS Engineer Literary Awards, and any other similar awards where one PHS nominee must be selected from among many).
- b. The Subcommittee will advise the EPAC on ways to pro-actively encourage supervisors to submit both CC and Civil Service (CS) engineers for awards; and will provide for distribution, notices and reminders of award schedules.
- c. Responsibilities of this subcommittee include but are not limited to the following:
  - i. Evaluate award nominations submitted to the EPAC, and provide recommended awardees to the Chief Engineer;

- ii. Prepare and manage schedule of annual award nominations;
- iii. Develop and communicate to the Category award review and selection criteria;
  
- iv. Draft memoranda recognizing outgoing EPAC Members such as the Special Assignment Award (SAA), EPAC Chair, and CPO upon the expiration of appointments;
  
- v. Develop draft or example award write-ups for engineers' supervisors to assist them in submitting award nominations.

#### Section 4. Career Development Subcommittee

- a. The Career Development Subcommittee will advise the EPAC on issues affecting engineers regarding mentoring, career progression, evaluations, promotions, and job satisfaction. The Subcommittee Vice-Chair will oversee and administer the EPAC Mentoring Program for CC engineers.
  
- b. Responsibilities of this Subcommittee include but are not limited to the following:
  - i. Manage category mentoring program by pairing participants with one another and constantly monitoring the program based on participant feedback for improvement;
  
  - ii. Increase PHS support for continuing education and registration;
  
  - iii. Provide guidance regarding the following documents: promotion benchmarks, Commissioned Officers' Effectiveness Reports (COERs), Curriculum Vitae (CV) and CV Cover Page, Officer Statements (OS), and Reviewing Official's Statements (ROS);
  
  - iv. Monitor and report to the Category about CCHQ issued policies and directives impacting career development.

#### Section 5. Readiness Subcommittee

- a. The Readiness Subcommittee will advise the EPAC on matters affecting the readiness and support of CC Engineers to meet the needs of public health.
  
- b. Responsibilities of the Subcommittee include but are not limited to the following:
  - i. Assist and promote the effective use of engineers in addressing public health needs;
  
  - ii. Inform CC engineers about and assist with emergency response training opportunities and deployment processes;
  
  - iii. Promote coordination among related disciplines and Agencies to ensure a multidisciplinary approach to public health emergency response;
  
  - iv. Develop communication materials that highlight Category deployment roles;
  
  - v. Develop training curriculum to guide Category members on relevant trainings that enhance deployment readiness.

#### Section 6. Events Subcommittee

- a. The Events Subcommittee will advise the EPAC and conduct planning and implementation of engineer related events at the request of the EPAC Chair, including the Category Day Agenda at the annual USPHS Training and Scientific Symposium sponsored by the

Commissioned Officers Foundation (COF), Engineer Week Breakfast and Annual Awards Ceremony, and other special events and conferences.

- b. Responsibilities of this Subcommittee include but are not limited to the following:
  - i. Develop event agendas, including identifying appropriate speakers;
  - ii. Coordinate event activities and programs with the appropriate event planning committees;
  - iii. Manage activities during the events e.g., Awards Ceremony, Symposium, etc.;
  - iv. Complete all after-action items to ensure all presenters and participants are properly recognized, as appropriate.

#### Section 7. Information Subcommittee

- a. The Information Subcommittee will advise the EPAC on ways to inform CC engineers of the activities, accomplishments, and opportunities available in engineering throughout the PHS by disseminating information and effectively utilizing technology. The Subcommittee will ensure the webpage is updated as needed with relevant information provided through the EPAC.
- b. Responsibilities of this Subcommittee include but are not limited to the following:
  - i. Actively curate, maintain and update the EPAC Website;
  - ii. Respond to questions, inquiries, and feedback received via the EPAC website;
  - iii. Coordinate with the Communications Liaison (see Article II, section 6) to ensure maintenance of the Engineer Listserv, to be inclusive of all PHS Engineer officers and those civilian employee engineers who request to be on the Listserv;
  - iv. Develop and disseminate Engineer Newsletter;
  - v. Collaborate with other PACs to ensure related information is disseminated to the EPAC;
  - vi. Represent the EPAC on the Information Chartered Advisory Committee (ICAC).

#### Section 8. Public Health Engineering Practice Subcommittee

- a. The Public Health Engineering Practice (PHEP) Subcommittee will advise the EPAC on issues related to the public health engineering practice. The Subcommittee will promote a forum to discuss common concerns and provide a professional practice network, both between PHS OPDIVs and with outside agencies and organizations.
- b. Responsibilities of the Subcommittee include, but are not limited to the following:
  - i. Develop resources for PHS agencies and CS and CC engineers and OSG approved partner organizations, expanding the understanding and direction of current engineering topics affecting the future health and safety of the nation;
  - ii. Enhance the work of CC and CS engineers by:

1. Sharing experiences and lessons learned on issues related to various areas of engineering;
  2. Sharing new and emerging technologies in use by CC and CS Engineers;
  3. Promoting discussion and seeking input from PHEP members regarding potential solutions to any engineering issues encountered or anticipated in CC and CS Engineer daily work;
  4. Disseminating best public health engineering practices.
- iii. Present public health engineering practice issues, with analysis, information and possible solutions to the EPAC;
  - iv. Review public articles or papers from CC and CS engineers who request assistance. However, the Subcommittee cannot review specific individual work-related documents;
  - v. Liaise with the HHS Prevention Through Active Community Engagement chartered advisory group and facilitate EPAC and engineer category involvement.

#### Section 9. Recruitment and Retention Subcommittee

- a. The Recruitment and Retention Subcommittee will advise and support EPAC goals to advance the recruitment and retention of engineers.
- b. Responsibilities of this Subcommittee include but are not limited to the following:
  - i. Identify human resource needs for engineers;
  - ii. Identify opportunities and work to:
    1. Increase information sharing concerning recruiting, retention and development;
    2. Increase the number of engineer applications;
    3. Increase the retention of junior engineers;
    4. Increase the recruitment of prior military service engineers;
    5. Increase the use of and retention of COSTEPS;
    6. Increase the number of engineer positions;
    7. Increase the recruitment of CS Engineers;
    8. Collaborate and aid CCHQ in the recruitment process of new Engineers.

#### Section 10. Rules Subcommittee

- a. The Rules Subcommittee will be responsible for discussing issues relevant to the operating procedures for the EPAC; to handle and recommend to the EPAC actions necessary for effective administrative operation; and to evaluate and make recommendations on those issues that may arise which do not fit the responsibilities of other standing Subcommittees.
- b. Responsibilities of this Subcommittee include but are not limited to the following:

- i. Tri-annual reevaluation of the EPAC Charter and Bylaws;
- ii. Coordinate development and revision of Standard Operating Procedures (SOPs) as well as review of general operations;
- iii. Chair Oversight of election procedures of new EPAC Members;
- iv. Review EPAC Member nominations, in consultation with former and current EPAC Chairs.

#### Mentoring Subcommittee

- a. The Mentoring Subcommittee will be responsible for establishing, maintaining, supporting, and improving mentoring events, resources, and a formal EPAC Mentoring Program.
- b. Responsibilities of this Subcommittee include but are not limited to the following:
  - i. Mentoring resource development;
  - ii. Mentoring event development;
  - iii. Program development and refinement (i.e. database refinement, website buildout, metrics reporting);
  - iv. Strategic partnerships with other EPAC Subcommittees to leverage Mentoring to achieve their strategic goals;
  - v. Subcommittee process and procedure management.

## ARTICLE IV

### RULES OF ORDER

Section 1. The general procedure of meetings of the EPAC will follow the "Robert's Rules of Order Newly Revised" on parliamentary procedure, insofar as they do not conflict with any provisions of the EPAC's Charter and Bylaws.

#### Section 2. Voting

- a. Matters that require a vote include those that affect how the operations of EPAC will be conducted, result in distribution of public-facing documents, and matters that result in formal recommendations to the CPO, OSG, and other stakeholders of USPHS Engineers, among other items as the Chair maintains discretion to determine which items require a vote. For example, substantive changes to the Bylaws, recommendations regarding new requirements for USPHS engineers, etc. would require a vote.
- b. The Chair shall preside over matters requiring a vote, declare a quorum for matters requiring a vote, and postpone the vote if a quorum is not achieved. A quorum of EPAC Membership, in accordance with Section X.4 of the EPAC Charter must be present for voting on any actions. A Quorum consists of at least 50 percent of the EPAC Membership. An alternate attending in lieu of the Member shall be counted in determining the quorum requirement.
- c. When voting is required or appropriate (e.g., election of the Chair), action will be determined by the simple majority of EPAC Members and Alternates present.
- d. All motions must provide a reasonable period of consideration by EPAC Members prior to voting, depending on the significance of the motion, as determined by the EPAC Chair.

## ARTICLE V

### AMENDMENTS

Section 1. These Bylaws may be amended verbally at any regular meeting of the EPAC, at the discretion of the EPAC Chair, with unanimous consent of the members present. Otherwise, such amendment must be proposed in writing by a member at the meeting immediately preceding that at which the amendment is to be voted. A proposed amendment will be considered adopted only if a quorum is achieved and a simple majority of present members signify support for the amendment. The amended Bylaws maintained by the Rules Subcommittee Chair will be distributed to all EPAC members when amended and distributed annually to all PHS engineers on the mailing list.



ATTACHMENTS

A – SAMPLE - Designation of Alternate Memorandum

**ATTACHMENT A**

**Designation of Alternate Memorandum**

Date:

From:

Subject: Designation of Alternate

To: Chair, Engineer Professional Advisory Committee (EPAC)

As an EPAC Member, I understand that I am responsible for identifying an Alternate during my term in office. My Alternate will fulfill my voting requirements as an EPAC Member if I am unable to attend a regular EPAC meeting or continue my membership for the current year of the term.

I am appointing the following individual to serve as my Alternate to the EPAC

Name:

Agency:

Address:

Phone:

E-mail Address:

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EPAC Member

CONCURRENCE:

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Alternate

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Alternate's Supervisor