
HISPANIC OFFICERS ADVISORY COMMITTEE (HOAC) BYLAWS

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Supplement to HOAC Charter



REVISION DATES:

JULY 2001, JULY 2003, JANUARY 2006, APRIL 2010,
APRIL 2014, AUGUST 2017, NOVEMBER 2019, DECEMBER 2021, MARCH 2023

FOREWORD

The Hispanic Officers Advisory Committee (HOAC) was established in 1990 as an advisory group to the Minority Officer's Liaison Council (MOLC), to represent the interest and concerns of Hispanic Officers within the United States Public Health Service (USPHS). The mission of HOAC is to inform and advise the Office of the Surgeon General (OSG) on matters concerning the Hispanic/Latino community, offer professional development opportunities, educate, encourage community outreach, and provide a network of support for officers committed to promoting, advancing, and protecting the health and safety of Hispanic/Latino communities throughout the nation and globally.

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I. General

The HOAC Charter defines and governs the role and functions of the Committee. The purpose of this document is to supplement the HOAC Charter and to further clarify and define the general operational responsibilities of the HOAC Executive Committee and Subcommittees.

A. Meetings

HOAC general meetings are to be held monthly. The first HOAC meeting of the year will be held in January. Meetings are held on the third Thursday of the month from 1200H to 1300H ET. Subcommittee meetings are held at least every two months or shall occur more frequently if needed, to meet Subcommittee goals and objectives. Additional Executive Committee (EC) and Voting Member meetings can be scheduled by the HOAC Chair, as needed.

B. Governing Body

The Executive Committee (EC) is the governing body of HOAC and consists of the following officers: Chair, Vice Chair/Chair-Elect, Secretary, Treasurer, and two MOLC Representatives. The Subcommittees, established under the EC, are responsible for managing and carrying out specific functions and duties.

C. Operating Year

The operating year corresponds to the calendar year that begins on January 1st and ends on December 31st.

D. Election

The election of the EC officers is held in the month of December each year. Standing Subcommittee Chairs will be appointed directly by the upcoming year's HOAC Chair from

the current pool of Voting Members.

II. Membership

A. Voting Members

1. Voting Members are appointed for a three-year term by the United States Surgeon General. Voting Members will not serve more than two consecutive terms.
2. In order to serve more than two terms, a waiting period of one year would have to be incurred.
3. Voting Members are formally introduced at the first meeting of the operational Year by the Chair.
4. Voting Members are expected to serve in a leadership capacity on HOAC Subcommittees, such as subcommittee chair and co-chair, and to assist HOAC Executive Committee members and other Subcommittee chairs and co-chairs.
5. Voting Members are expected to serve in the following manner:
 - a. Actively participate in discussions with a willingness to listen and to respect other viewpoints.
 - b. Accept and complete assignments.
 - c. Actively participate in meeting discussions and provide input to HOAC leadership in a timely manner.
6. Voting Members are expected to attend all official HOAC meetings. If a voting member is unable to attend, it is that Voting Member's responsibility to appoint an alternate. However, Voting Members on deployment will be exempt from this rule and will be responsible for notifying the HOAC EC of their deployment. The alternate should be a non-Voting Member who is familiar with the Voting Member's

responsibilities in HOAC, to encourage the participation of HOAC general members.

While acting on behalf of the Voting Member, the alternate has the full rights and privileges of the Voting Member. If an alternate cannot be found to attend the meeting for the Voting Member, an excused absence may be requested from the Chair prior to the meeting.

7. If a member has two unexcused absences in the calendar year, their Voting Member status and privileges may be revoked.

B. General Members

General members have the status of non-Voting Members. This type of membership is open to USPHS Commissioned Corps Officers and Civil Servants who are supportive of the HOAC mission and interested in assisting HOAC in achieving its objectives. Non-voting members may serve as Subcommittee Co-chairs or Subcommittee members and may participate in any activity.

Ad hoc Members (non-voting): HOAC may select individuals to serve in a support capacity such as providing advice on technical or policy information and assisting with HOAC activities. The term of the appointment as an ad hoc member is typically one year and varies with the type and number of services requested by HOAC. Ad hoc members typically continue the current leadership cycle and need to be approved by vote of the incumbent HOAC leadership. The HOAC Chair or Subcommittee Chair(s) may identify HOAC ad hoc members as needed; with the expectation that the ad hoc members will conduct themselves according to the HOAC bylaws, to assist the various Subcommittees. The HOAC Chair may identify ad hoc members to assist the various Subcommittee Chairpersons. Selection shall be consistent with Federal Equal Employment Opportunity Policy. The HOAC Chair should be informed of all ad hoc members appointed by the Subcommittee Chair(s).

C. Ex-Officio Members

Former HOAC Chairs may continue to serve as ex-officio members. They serve in an advisory capacity to assist the new EC officers.

D. Resignation of Voting Members

A Voting Member who intends to resign from their term will be required to complete the following procedures:

1. Submit a formal letter to the HOAC Chair and the OSG for resignation from a HOAC position.
2. Provide a minimum of two weeks' notice to allow HOAC sufficient time to find a replacement.

E. Revocation of Voting Member Status

The HOAC Secretary will notify the EC when a Voting Member has two or more unexcused absences. On behalf of the HOAC EC, the HOAC Secretary will notify the Voting Member that their Voting Member status is in jeopardy due to absences without proper justification. The member will have the opportunity to affirm sustained interest as a HOAC Voting Member, as well as provide explanations to explain their absences. Notice will be provided by e-mail, with copies to the HOAC EC. If the HOAC Voting Member is not responsive, or continues to have unexcused absences, the HOAC Chair may initiate motion to terminate. This motion will be confirmed by unanimous HOAC vote. EC shall initiate a request to the OSG through MOLC to terminate Voting Membership. The officer's supervisor will be notified of the officer's dismissal or resignation from HOAC. Notification of removal will be submitted to the officer's electronic Official Personnel Folder (e-OPF).

F. Replacement of a HOAC Voting Member

In the event of a permanent HOAC Voting Member's vacancy, as a result of a resignation or revocation, the HOAC Chair will select a new Voting Member within 30 days to ensure that the duties of the vacant position are achieved. A new Voting Member will be selected from the pool of HOAC Voting Member applicants reviewed during the most recent membership selection cycle. Voting Member application packages will be kept on file for one year. These files will be sent to the incoming Chair and Vice Chair/Chair-Elect by January 1 and kept in electronic form (e-mail or centralized storage mechanism). If all applicants were selected as Voting Members during the most recent membership application cycle, then a new call for Voting Member applications will be open to fill the vacancy. The process and criteria for selection of replacement Voting Members will follow the guidelines articulated in the Nomination & Membership Subcommittee section below.

III. Executive Committee

The EC members serve as the HOAC governing body, managing the daily operations of HOAC.

The EC members must be HOAC Voting Members and may be expected to devote extra time and effort in addition to attending to the minimum core duties and responsibilities stated below (III.B).

A. Election and Term of Appointment

The EC members are elected from among the Voting Members by a simple majority vote.

Nominations begin in October and elections are held in December of each year.

Appointments, for a given role, are for a one-year term with the possibility of serving one additional consecutive term.

1. Chair

The HOAC Chair shall be elected as the Vice Chair/Chair-Elect in the year prior to

serving as Chair. If the Chair-Elect is unable to progress to Chair, HOAC will hold a new election for the Chair position and only Voting Members are eligible to be nominated for this election. HOAC may choose to elect a Chair without serving first as Chair- Elect. Alternately, HOAC may choose to re-elect 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 HOAC Chair. At the expiration of the Chair's membership term, the Chair may serve an additional year as a member of the EC.

2. Vice-Chair/Chair-Elect

The HOAC Vice-Chair/Chair-Elect shall be elected from among the voting membership. The Chair-Elect serves a two-year term (first year as Chair-Elect, the second as Chair). On a given year, only the position of Vice Chair/Chair-Elect will be open for nomination since the position of Chair will be occupied by the previous year's Vice Chair/Chair-Elect.

B. Duties and Responsibilities

1. Chair

- a. Lead the HOAC membership in carrying out and implementing the mission, goals, objectives, and functions of HOAC as indicated in the HOAC Charter.
- b. Develop annual goals for HOAC with input from the EC, HOAC membership, and in coordination with MOLC.
- c. Set the agenda for and preside over all HOAC general and Executive Committee meetings.
- d. Monitor implementation of action items and oversees all HOAC activities.
- e. Submit the Special Assignment Award and Recognition

- Certificates for HOAC Officers, via MOLC, to the OSG for approval.
- f. Provide an End-of-Year Summary Report and other reports, as requested, to HOAC members, MOLC, and via MOLC to the OSG.
 - g. Assume responsibilities for representing HOAC at USPHS and other functions as appointed by the OSG via MOLC.

2. Vice-Chair/ Chair-Elect

Assist the Chair with the responsibilities and duties listed above, specifically to:

- a. Set the agenda for all HOAC meetings.
- b. Prepare reports (e.g., End-of-year Summary Report).
- c. Monitor activities and other deliverables of all HOAC Subcommittees.
- d. Oversee development and provision of yearly HOAC Orientation.**Error!**

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- e. Assume the responsibilities of the Chair in the event the Chair is unavailable.
- f. Provide additional support as needed.

3. Secretary

- a. Set up conference call and secure a room, if needed, for HOAC meetings.
Disseminate HOAC agenda, minutes, and all other correspondence to HOAC members in a timely manner.
- b. Record attendance, all meeting discussions, and prepare meeting minutes in a timely manner.
- c. Manage the HOAC listserv.
- d. Maintain the current list of HOAC Voting Members.

¹ See Section VI A

- e. Maintain permanent records containing the HOAC minutes, reports, and all other documents pertinent to HOAC operations.
- f. Assist the HOAC Chair and Vice-Chair in preparation of the End- of-Year Summary Report.
- g. Assume the responsibilities of the Vice-Chair in the event the Vice Chair is unavailable.
- h. Provide additional support as needed.

4. Minority Officers Liaison Council (MOLC) Representative

Two MOLC representatives will be designated to:

- a. Represent HOAC at all MOLC meetings.
- b. Fulfill the rotational responsibilities within MOLC (Chair, Vice- Chair, Secretary, and Liaison).²
- c. Report pertinent information from MOLC and all related meetings to HOAC.
- d. Report pertinent information from HOAC and all related meetings to MOLC.

5. Treasurer

- a. Correspond with the Commissioned Officers Foundation (COF) for management of HOAC funds.
- b. Maintain a record of all financial transactions.
- c. Prepare financial reports for the HOAC Chair.
- d. Provide treasury report at HOAC meetings.

² Refer to MOLC Charter for details.

- e. Prepare a budget plan for the year.
- f. Manage, hold, and disburse HOAC items sold at cost to build esprit de corps.
- g. Ensure disbursement of monies only by prior approval via majority vote of the HOAC Voting Members.

6. Immediate Past Chair

- a. Following a term as Chair, the individual will serve a one-year term as Past Chair, regardless of their previous voting membership term.
- b. The Immediate Past Chair will provide advice and assistance to HOAC and its EC.

IV. Subcommittees

Subcommittees are created to better serve the mission of HOAC. A Subcommittee may be either standing, in response to the on-going assignments, or ad-hoc, in response to specific (or short-term) assignments.

A. Term of Appointment

The standing Subcommittee Chairs are selected from among the HOAC Voting Members by the incoming HOAC Chair. It is a one-year term with the option of serving one additional term. Ad-hoc Subcommittee Chairs are selected by the HOAC Chair from the pool of Voting Members, in concurrence with the HOAC EC. All Subcommittee Co-Chairs are determined by each respective Subcommittee Chair. The Co-Chairs shall exercise all the rights and responsibilities that are granted to the Subcommittee Chair by the HOAC Charter and Bylaws in the absence of the Chair. The Subcommittee Co-Chair can be a nonVoting Member.

B. Duties and Responsibilities

Subcommittee Chairs provide leadership and direction to committee members in order to meet specific goals and objectives. Subcommittee chairs are responsible for establishing subcommittee goals for the operational year. Also, they are responsible for developing and implementing a plan to achieve goals by the end of operational year. Subcommittee Chairs are responsible for maintaining records on the HOAC Max.gov site related to their Subcommittee work. All ad-hoc Subcommittees created in response to specific assignments are not listed in these Bylaws, but their function and accomplishments will be described in the End-of- Year Summary Report of HOAC activities and accomplishments. The following are descriptions of standing Subcommittees within the HOAC.

1. Awards and Recognition Subcommittee

The Awards Committee shall:

- a. Solicit yearly nominations for the Dr. Juan Carlos Finlay Award (categories of Sustained Service Award and Significant Achievement Award), the VADM Antonia C. Novello Award, and the VADM Richard Carmona Award through a variety of forums, for example, an announcement sent to all Professional Advisory Committees, other CMAGs, the CC Bulletin, or other USPHS media.
- b. Awards SC assists HOAC EC in submitting USPHS Group Awards for actions performed as part of HOAC activities.
- c. Utilize a standardized process or scoring mechanism to select awardees.
- d.. Once selections have been finalized, notify the HOAC EC, the award recipients and the award nominators via e-mail of their selection.

- e. Submit names of award recipients to MOLC representatives who will forward this information to the MOLC Chair.
- f. Prepare letters for awardees in time for presentation at the MOLC awards ceremony held yearly during the USPHS Commissioned Officers Foundation Scientific Symposium.
- g. Develop awards to give at year's end to acknowledge efforts made by HOAC members (e.g., certificates or letters of appreciation), in consultation with the Chairs.
- h. Provide a report to the Chair of yearly accomplishments by the last meeting in December.
- i. Prepare the Special Assignment Award nomination package and submit to the Chair who shall forward it to OSG via MOLC.
- j. Develop other recognition strategies, as appropriate.
- k. Report changes in procedures or Subcommittee operations on an ongoing basis to the Charter and Bylaws Subcommittee.

2. Charter and Bylaws Subcommittee

The Charter and Bylaws Subcommittee shall:

- a. Review and revise the HOAC Charter every three years using a systematic approach:
 - i. Develop a first draft of revisions to the HOAC charter, maintaining alignment with the MOLC charter.
 - ii. Distribute draft revisions of the HOAC charter to Voting Members for input and review.
 - iii. Following Voting Member review, distribute draft revisions

of the charter to the HOAC general membership for input and review.

iv. Incorporate recommended changes as appropriate and create a final version of the revised HOAC charter.

v. Distribute final version of the revised HOAC charter to HOAC Voting Members.

vi. Solicit votes of approval or disapproval from all HOAC voting members.

vii. Based on approval by a single majority of HOAC voting members, the final version of the revised HOAC Charter will be sent to OSG via MOLC for review and approval.

viii. Distribute the final OSG-approved HOAC charter to all HOAC members.

b. Review and revise, as needed, the HOAC Bylaws every three years.

c. Collaborate with HOAC Subcommittee Chairs and the EC to track and document procedural changes in HOAC operations throughout the year.

d. Ensure the current HOAC Charter and Bylaws documents are accessible to all HOAC members on max.gov.

3. Communications and Public Relations Subcommittee

The Communications and Public Relations Subcommittee shall:

a. Evaluate and maintain the HOAC website.

b. Evaluate and maintain the HOAC Max.gov site.

c. Monitor and disseminate a wide range of career development, community engagement, and deployment related information.

d. Encourage HOAC EC and Subcommittee Chairs and HOAC members

to share HOAC related activities, awards, special events, or community outreach efforts.

e. Develop and publish “La Gaceta”, the biannual HOAC Newsletter.

f. Develop methods and tools to enhance HOAC visibility within the Commissioned Corps, the Hispanic/Latino community, and in the general public (e.g., social media, newsletters, writing articles).

g. Review and update the HOAC brochure as needed.

4. Nomination and Membership Subcommittee

The Nomination and Membership Subcommittee shall:

a. Coordinate all activities related to the nomination of Voting Members to HOAC.

b. Solicit support and interest from general HOAC members in recruiting activities.

c. Prepare the Membership Packet for nominated Voting Members and submit to the HOAC Chair to forward to OSG by the date designated by MOLC.

d. Collaborate with the HOAC Secretary to obtain current HOAC membership roster and appointment terms.

e. Ensure receipt of OSG Appointment Letters.

f. Coordinate all activities related to the nomination and selection of EC members and Subcommittee Chairs to HOAC.

5. Recruitment and Retention Subcommittee

The Recruitment and Retention Subcommittee shall:

a. Collaborate with MOLC in minority recruitment and retention activities.

- b. Work with Communications and Public Relations and Nomination and Membership Subcommittees in recruiting Hispanic Officers to the USPHS and HOAC.
- c. Collaborate with MOLC to try to obtain statistical reports from the Commissioned Corps Headquarters on the number of Hispanic Officers serving in the USPHS, by categories and by agencies at least annually.
- d. Participate in Officer Basic Course Open House or other similar activities to increase HOAC visibility and recruitment of new officers.

6. Education and Outreach Subcommittee

The Education and Outreach Subcommittee shall:

- a. Work on HOAC activities that highlight and promote the role of Hispanics in the USPHS during selected events (e.g., Hispanic Heritage Month).
- b. Collaborate with HOAC's EC and MOLC to obtain prior approval from OSG for any education and outreach activities.
- c. Support, assist, and coordinate activities that reach out to the Hispanic/Latino community and that demonstrate the positive impact of HOAC and the USPHS in the community.
- d. Identify opportunities at local and national health events to advocate and promote the importance of Hispanic/Latino health issues.
- e. Maintain a record of participation and involvement in education and outreach activities, which can be used to plan future outreach events.
- f. Provide guidance and support to HOAC members in career development.
- g. Monitor issues and concerns that may affect career development and

advancement.

7. Deployment Subcommittee

The Deployment Subcommittee shall:

- a. Serve as a leading informational source for deployment related educational and training resources for officers interested in serving Hispanic/Latino individuals/communities.
- b. Serve as a resource and support network for HOAC officers interested in enhancing their deployment skills or learning more about deployment teams, roles, and opportunities.
- c. Identify language proficiency standards to be used by Commissioned Corps Headquarters in rostering individuals for deployments and work to ensure that all USPHS officers will have access to language proficiency testing.
- d. Maintain an active roster of HOAC officers available for deployment to include language proficiency, basic readiness, deployment roles, and any other information requested by RDB.
- e. Collaborate with RDB on language learning tools and contribute articles to the monthly DOG House Newsletter targeted at how officers can more effectively serve Hispanic/Latino individuals/ communities.
- f. Sponsor a HOAC APFT event during Hispanic Heritage Month.
- g. Monitor issues and concerns related to USPHS deployments served by HOAC officers and lead a HOAC level after-action review of those deployments.
- h. Support the PHS Athletics – SG’s Fitness Team Roll Call.

V. Senior Advisor Selection

A. Objectives/Functions:

The Senior Advisor (SA) will be a resource, advisor, and liaison to assist in the development and coordination of activities related to HOAC. The Senior Advisor will be a consultant to HOAC, advising on HOAC-related issues, concerns, policies, and procedures. The Senior Advisor may advocate for HOAC but does not officially represent HOAC. The Senior Advisor selection will follow the Senior Advisor selection protocol established in the HOAC Standard Operating Procedure. (See Appendix Item #10).

VI. Transitioning and New Member Orientation

A. Yearly HOAC Orientation:

During the first meeting of each year, HOAC's EC will provide an orientation on the following topics:

1. The history of HOAC.
2. An overview of MOLC and the role of HOAC within MOLC.
3. HOAC Charter and Bylaws.
4. Subcommittee descriptions.
5. HOAC prior year accomplishments.
6. The expectations of Voting Members and the minimum criteria to maintain good

standing as a HOAC Voting Member.

B. Orientation of EC Members and Subcommittee Chairs:

Before the first HOAC meeting in January, each EC member and Subcommittee Chair shall conduct an orientation for new EC

members and Subcommittee Chairs. This orientation should include a review of the following:

1. The mission and objectives of the EC or Subcommittee.
2. All the duties and responsibilities of the EC members or Subcommittee Chairs/members.
3. The MOLC Charter, HOAC Charter and Bylaws, and any policies, practices, and procedures relevant to the EC or Subcommittee role.
4. Prior year accomplishments and current work of the EC or Subcommittees Members.

VII. Awards and Certificates

A. USPHS Citation

The HOAC Chairperson may qualify to receive the USPHS Citation after completion of their term.

B. Special Assignment Service Award

Voting Members who have successfully completed the three-year term with significant contributions may qualify to receive this award.

C. HOAC Awards

HOAC offers three awards annually to be presented at the annual USPHS Scientific and Training Symposium: the Dr. Juan Carlos Finlay Award, the VADM Antonia C. Novello Award, and the VADM Richard Carmona Award.

1. Dr. Juan Carlos Finlay Award (categories of Sustained Service Award and Significant Achievement Award)

These awards honor a member of the USPHS Commissioned Corps or equivalent Civil Service professionals who have made significant contributions to the advancement of the nation's health. Current members of the HOAC Executive Committee or Awards Subcommittee Voting Members are not eligible to receive this award. Any non-VM officer may be nominated for this award. Nominations will be received in February. Recipients will be notified in March/April. The award will be presented at the annual USPHS Scientific and Training Symposium.

2. VADM Antonia C. Novello Award

This award honors the exemplary qualities of leadership, loyalty, and service to the USPHS, the HOAC mission, and the community. HOAC presents the VADM Antonia C. Novello Award to a HOAC voting, non- Voting Members, reserve, or retired junior officers, O-4 and below, who have shown outstanding leadership progression in their careers as USPHS officers, HOAC members, and community advocates. Nominations will be received in August. Recipients will be notified during Hispanic Heritage Month. The award will be presented at the annual USPHS Commissioned Officers Foundation Scientific and Training Symposium.

3. VADM Richard Carmona Award

This award honors the exemplary qualities of leadership, loyalty, and service to the USPHS, the HOAC mission, and the community. HOAC presents the VADM Richard H. Carmona Exemplary Leadership Award to active duty, reserve, or retired senior officers, O-5 and above, who have shown outstanding leadership progression in their careers as USPHS officers, HOAC members, and

community advocates. Nominations will be received in August.

Recipients will be notified during Hispanic Heritage Month. The

award will be presented at the annual USPHS Commissioned Officers Foundation

Scientific and Training Symposium.

D. Certificate of Appreciation

Certificates of Appreciation from the HOAC EC are presented annually to members who

make significant contributions to HOAC. These certificates may also be presented, as

appropriate, to anyone who has significantly contributed to the mission of HOAC. The

Certificates of Appreciation are prepared by the Award Subcommittee and signed by the

HOAC Chair.

VIII. Standard Operating Procedures

Standard Operating Procedures (SOP) will be maintained as appendices to the HOAC Charter and

Bylaws. All SOPs should be reviewed annually by the Executive Committee and Subcommittee

members. In an effort to maintain transparency within the organization, The Charter & Bylaws

(C&BL) Subcommittee shall maintain the official HOAC Charter & Bylaws documents.

Therefore, although SOPs do not require a vote, any new document changes shall be submitted to

C&BL Subcommittee for purposes of documenting any discussion by Voting Members regarding

the proposed changes, the approval from the HOAC Chair, as well as for the purpose of

documenting the inclusion of said changes into the appendices portion of the official HOAC

Charter & Bylaws.

IX. Bylaws Revision

HOAC Bylaws will be reviewed every three years. Any out of cycle revision/amendments may

be proposed by any Voting Member. Proposed revisions or amendments shall be submitted in

writing to the C&BL Subcommittee for review no less than 90 days prior to the end of the calendar year. The C&BL Subcommittee will track Voting Member edits to the proposal, post the final version for final review, and capture the votes for the approval or rejection of the proposed changes to the Bylaws. Approval of proposed changes will be by simple majority of voting members and signed by the HOAC Chair.

X. Version Control

This is version: March 2023

XI. Approval Submitted

By: CDR Cristina Cardemil, Chair Charter and Bylaws Subcommittee

Approved by: CDR Cesar Perez, Chair, 2023 HOAC