

**American Indian/Alaska Native
Commissioned Officers Advisory Committee
of the United States Public Health Service**

2013 Bylaws

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Section I

Name

The American Indian/Alaska Native Commissioned Officers Advisory Committee (AI/ANCOAC).

Section II

Purpose

In accordance with the AI/ANCOAC Charter, the purpose of the AI/ANCOAC is to provide advice and consultation to the Surgeon General (SG) through the Minority Officer Liaison Council (MOLC) on issues relating to the professional practice and personnel activities of American Indian/Alaska Native professionals who are either commissioned officers or civil service employees. (AI/ANCOAC 2008 Charter, Section I, Mission). In collaboration with the MOLC, the AI/ANCOAC will provide advisory assistance, upon request, to the Operating Divisions (OPDIVs) or Staffing Divisions (STAFFDIVs) of the Public Health Service (PHS) and to non-PHS Programs that routinely use PHS personnel.

The AI/ANCOAC will develop and approve its own specific internal operations and procedures referred to as Bylaws as described in the Professional Advisory Committee (PAC) Model Charter, May 2007. The AI/ANCOAC Bylaws will be reviewed no less than every three years. While these internal operating procedures must stay within the broad scope outlined by the model charter, they can be used by the AI/ANCOAC to adapt to changing circumstances without requiring SG approval.

Section III

Objectives

1. Identifying and facilitating resolution of issues of concern as they relate to the professional development of American Indians and Alaska Natives in PHS.
2. Assessing PHS personnel needs and assisting in meeting these needs through activities in recruitment, training, and recognition of American Indians and Alaska Natives.
3. Providing assistance in developing position papers, statistical reports, and/or guidelines where appropriate, to advise and comment on personnel issues and professional practices related to American Indians and Alaska Natives.
4. Promoting the development and utilization of American Indians and Alaska Natives by the PHS and other Government programs.

5. Promoting cooperation and communication among American Indians and Alaska Natives in the PHS and other health professionals.
6. Promoting all aspects of professional and personal development of American Indians and Alaska Natives throughout the OPDIVs and programs of the PHS.
7. Providing liaison among American Indians and Alaska Natives within and among PHS components, and advice and consultation to the OPDIV Heads and operating programs upon request.
8. Advocating for best practices within the PHS.
9. Facilitating relationships with professional organizations and academia to promote the linkage between public health and the professions and disciplines of the USPHS.

Section IV

Subcommittees

1. AI/ANCOAC standing subcommittees and designated ad hoc subcommittees will report their findings, conclusions, and recommendations to the full AI/ANCOAC when necessary and where appropriate. In addition, each subcommittee and ad hoc subcommittee will submit an annual report to the AI/ANCOAC at least two months before the end of the operational year. The reports will be placed on the AI/ANCOAC website (<http://www.usphs.gov/corpslinks/aiancoac/>)
2. Where the AI/ANCOAC elects to establish standing or ad hoc committees, said membership may include non-AI/ANCOAC members provided that the chairman of the subcommittee is a voting member of the AI/ANCOAC. The following will be standing subcommittees of the AI/ANCOAC:

Awards: The Awards Subcommittee coordinates all activities related to the awards identified in Charter Section IV, 4. Functions. The Awards committee identifies, establishes and helps administer awards to AI/ANs. The awards are either Honor Awards to Commissioned Officers, Merit Awards to Civil Servants, or Special Awards to non-PHS individuals. The specific awards are the Annie Dodge Wauneka Award, Leadership Awards, Flag Officer Award, and the Senior Officer Award.

Goals of the Subcommittee are:

- (a) Facilitate and support efforts that ensure AI/AN are recognized through the awards process for their outstanding contributions and noteworthy accomplishments;

- (b) Encourage award nominations in order to recognize the accomplishments of AI/AN professionals;
- (c) Maintain cognizance of existing CC and CS award programs and opportunities to encourage the nomination of qualified individuals for such awards.
- (d) Facilitate and improve the awards process of both CS and CC AI/ANs through overall education and training; and
- (e) Recognize the value of public acknowledgement of award presentations.
- (f) Obtain support for awards.

Communications and Publications: The Communications and Publications Subcommittee plans, implements, and evaluates communication needs among AI/AN personnel including the website for AI/ANCOAC.

Goals of the Subcommittee are:

- (a) Develop and implement a plan to assist AI/ANs in preparing manuscripts for publication, and increase the quality and quantity of professional publications by AI/ANs.
- (b) Maintain a website that is available to all AI/AN CC and/or CS personnel and provide them a method of communication;
- (c) Maintain a listserv and encourage participation by AI/ANCOAC members;
- (d) Post updates when new officers are elected.

Cultural Subcommittee: The Cultural Subcommittee will coordinate all AI/ANCOAC-sponsored cultural activities and the annual COA meeting.

Goals of the Subcommittee are:

- (a) To plan and implement specific events. Ad hoc event subcommittees may include: Commissioned Officers Association Annual conference;
 - * AISES;
 - * Change of command ceremonies;
 - * Retirement events;
 - * Meet and greet sessions with the Surgeon General or other dignitaries; or
 - * Welcome for newcomers to AI/ANCOAC meetings.
- (b) To identify and announce educational conferences, meetings, or sessions of interest to AI/AN professionals. This includes maintaining the Events listing on the AI/ANCOAC website (<http://www.usphs.gov/corpslinks/aiancoac/>)

Fundraising, Endowment, and Visibility: The Fundraising, Endowment, and Visibility Subcommittee will establish infrastructure to raise funds and support for the AI/ANCOAC, and will enhance visibility of the AI/ANCOAC.

Membership and Nominations Subcommittee: The Membership and Nominations Subcommittee will coordinate all activities related to membership in the AI/ANCOAC in accordance with Section IV of the Charter, and all activities related to the nomination and selection of members to the AI/ANCOAC in accordance with Section V of the Charter.

Policy, Charter, Bylaws, and Standard Operating Procedure Subcommittee: This Subcommittee will review and revise the Charter no less than every three years and submit it for review and approval to the AI/ANCOAC membership. Upon approval by the voting members of the AI/ANCOAC, the revised Charter will be forwarded to the Surgeon General for review and approval according to instructions outlined in the Model Charter (2007). The revised bylaws will be adopted and implemented upon approval by the voting members of the AI/ANCOAC.

Recruitment and Retention: The Recruitment and Retention Subcommittee will coordinate all AI/ANCOAC-sponsored activities related to recruitment and retention of AI/ANs.

Goals of the Subcommittee are:

- (a) Participate in HHS agency recruitment opportunities;
- (b) Facilitate contacts with HHS agency recruiters and contacts;
- (c) Serve as a resource for potential applicants regarding the Commissioned Corps and the application process; and
- (d) Visibility

Mentoring and Career Development Subcommittee: The Mentoring and Career Development Subcommittee will coordinate AI/ANCOAC activities related to mentoring AI/AN employees to facilitate a smooth transition into the U.S. Public Health Service and its support activities.

Goals of the Subcommittee are:

- (a) Provide AI/AN mentors to provide information and serve as a resource to fellow AI/AN CC or CS personnel throughout their career;
- (b) Promote career development and provide a rewarding experience for both the mentor and mentee;
- (c) Identify resources within HHS personnel systems that facilitate career development;

- (d) Develop additional resources as necessary to facilitate career development for AI/AN CS and CC personnel;
- (e) Work in collaboration with other minority committees to enhance the career development of AI/AN CS and CC personnel; and
- (f) Match mentors with mentees

Section V

Membership

1. In accordance with Section V of the 2013 AI/ANCOAC Charter, the voting membership of the AI/ANCOAC will be limited to professionals who are either full-time PHS Commissioned Corps officers or civil service personnel.
2. The AI/ANCOAC will make a concerted effort to include civil service personnel in the composition of its membership. (AI/ANCOAC Charter, Section V).
3. At the time of nomination and appointment to the AI/ANCOAC as a voting member, a professional will meet the eligibility requirements for initial appointment to either the PHS Commissioned Corps or civil service personnel system. CC personnel who meet the Division of Commissioned Corps Personnel and Readiness (DCCPR) basic readiness standards at the time that they are nominated will be given preference for appointment. CC personnel are expected to maintain this readiness status when appointed to the AI/ANCOAC and throughout their term of service on the AI/ANCOAC.
4. The AI/ANCOAC voting members will consist of representatives from PHS and non-PHS agencies and programs where CC or CS are assigned or detailed. The voting members of the AI/ANCOAC will consist of not less than seven formal representatives and no more than twenty.
5. In order to provide the range of experiences and perspectives necessary for addressing issues before the AI/ANCOAC, every effort will be made to have the broadest representation possible among all agencies.
6. The number of voting AI/ANCOAC members per OPDIV, agency, or program will be fluid and is reasonably proportionate to the number of CC or CS personnel assigned among agencies.
7. The AI/ANCOAC will have at least 2 voting members whose regular duty station is geographically removed by a distance of 75 miles or more from the Washington D. C. Metropolitan Area. (AI/ANCOAC Charter, Section V).
8. The AI/ANCOAC will have at least 1 voting member who, at the time of appointment to the AI/ANCOAC, has less than 5 years of professional experience. (See AI/ANCOAC Charter, Section V).

9. The AI/ANCOAC will make a concerted effort to include both men and women and racial and ethnic minorities in its membership. (AI/ANCOAC Charter, Section V).
10. Each voting AI/ANCOAC member is to appoint, and inform the Chairperson and Secretary in writing at the start of the term of, a single individual who can serve as his/her alternate in their absence. Such alternates will have voting privileges when serving in the place of the primary member. It is the responsibility of the voting AI/ANCOAC member to keep the alternate fully informed and knowledgeable of the AI/ANCOAC's activities. Any Agency clearance or approval requirements for travel/per diem will have to be handled within the Agency by the primary AI/ANCOAC member. (AI/ANCOAC Charter, Section VII). Serving as an alternate will not count against an individual's 6-year limit of serving in a voting member capacity on the AI/ANCOAC.
11. Staff from the Office of the Secretary (OS) and the Office of Public Health and Science (OPHS) may serve on the AI/ANCOAC providing that they excuse themselves from voting on issues and decisions that may have the appearance of a conflict of interest with respect to their duty assignments.
12. Individuals assigned to either the Office of Surgeon General (OSG) or the Division of Commissioned Corps Personnel and Readiness (DCCPR) are not eligible to be voting representatives on the AI/ANCOAC while in such assignments. (AI/ANCOAC Charter, Section V).
13. Representatives of other minority officer committees in the Minority Officers Liaison Council (MOLC) are ex-officio members of the AI/ANCOAC. The former chair of the AI/ANCOAC may serve one additional year as an ex-officio member of the AI/ANCOAC. The AI/ANCOAC may appoint other individuals as ex-officio members if warranted. (AI/ANCOAC Charter, Section V).
14. The AI/ANCOAC may appoint liaison members to serve in a liaison capacity to provide information or assist with activities, e.g. staff from OSG or DCCPR. (AI/ANCOAC Charter, Section V).

Section VI

Nomination Process

The nomination process will be conducted in accordance with the nomination process guidelines set out in the Section VI of the AI/ANCOAC Charter.

Section VII

Term of Appointment

1. For any individual, a term is three years with a maximum of two terms.

2. A selection for membership counts as a term regardless of the length of years in the term.
3. A member must have two years left on a term to be elected as Co-Chair.
4. In accordance with Section VII of the AI/ANCOAC Charter, once a member has accumulated a lifetime total of six years of service on the AI/ANCOAC, they are not eligible for reappointment as a voting member. Terms of office may be served consecutively at the discretion of the AI/ANCOAC.
5. Pro Tempore Members. If a voting member of the AI/ANCOAC is reassigned to a different OPDIV or non-PHS agency/program during his/her term of appointment, the individual will be allowed the option to complete the year, or to complete the entire term. This will be allowed only if the new supervisor and agency approves participation. If an officer transfers to a new position during a term of office and finds that the AI/ANCOAC is too much work, the officer will be allowed to resign the Committee. In this event, the unexpired term will be filled with a new applicant ASAP according to the nomination process guidelines set out in the Section VI of the AI/ANCOAC Charter.
6. To effectively operate and maintain a quorum at meetings, an AI/ANCOAC voting member and their designated alternate must attend no fewer than eight meetings per year. Any voting AI/ANCOAC member who misses two meetings during an operational year without prior approval will receive a written notice from the AI/ANCOAC Chair. The notice will advise the voting member of the attendance issue and offer two choices: 1) the member continues serving on the AI/ANCOAC and fully participates in all AI/ANCOAC activities or, 2) the member voluntarily resigns from the AI/ANCOAC. If the member does not resign and indicates an intention to fully participate as an AI/ANCOAC member, the individual will be allowed to continue serving on the AI/ANCOAC with all the rights and responsibilities of said membership. If the AI/ANCOAC member misses an additional two meetings during the same operational year for a total of four missed meetings, the AI/ANCOAC may again ask the member to voluntarily resign. Alternatively, the AI/ANCOAC may initiate a request to the Surgeon General to terminate the individual's AI/ANCOAC membership and provide notice of said termination to the individual's Agency Head.
7. Every AI/ANCOAC voting member is expected to actively participate in activities of the AI/ANCOAC through Subcommittees or workgroups during their tenure on the AI/ANCOAC.
8. Any AI/ANCOAC member who fails to represent the interests of their PHS OPDIV/Agency/Program or fails to keep their constituents informed of AI/ANCOAC activities may be asked to voluntarily resign at the discretion of the AI/ANCOAC. In the alternative, the AI/ANCOAC may initiate a request to the Surgeon General to terminate the individual's AI/ANCOAC membership and provide notice of said termination to their Agency Head.
9. No member will hold more than one office at a time.

10. MOLC representatives: Two voting members of the AI/ANCOAC will be elected to serve on the MOLC in accordance with the MOLC Charter. Each representative will designate an alternate to attend any MOLC meetings the representative is unable to attend.
11. Ex-Officio Membership on AI/ANCOAC: Members of the MOLC shall be non-voting ex-officio members of AI/ANCOAC.

Section VIII

Officers

1. The officers of the AI/ANCOAC will be the Chairperson, Vice Chairperson, Secretary, and Treasurer. These officers will perform the duties prescribed by the AI/ANCOAC Charter and these bylaws.
2. It will be the duty of the AI/ANCOAC to accept and act upon candidates for the offices of Chairperson, Vice Chairperson, Secretary, and Treasurer. In accordance with Section VIII of the AI/ANCOAC Charter, these officers will be voted on in November. Voting members will cast their vote to the reigning Chair who will inform the member of the election results at the December regular meeting. The Vice Chairperson will be elected in December calendar year.
3. As set out in Section VIII the AI/ANCOAC Charter, the Officers will be elected annually for a one-year term with the option of being elected for an additional year. The AI/ANCOAC may elect the Chairperson for a two-year term, without the option for re-election to that post.
4. The Chairperson will preside over all meetings, manage the work of the other officers and subcommittees, represent the AI/ANCOAC at meetings and business-related gatherings, and appoint subcommittee membership and special work groups.
5. In the absence of the Chairperson, the Vice Chairperson will fulfill the duties of the Chairperson. The Vice Chairperson will have all the rights, and will exercise all the responsibilities that are granted to the Chairperson by the AI/ANCOAC Charter and Bylaws.
6. The Vice Chairperson will be responsible for monitoring compliance with the AI/ANCOAC Charter and Bylaws and will notify the AI/ANCOAC if discrepancies occur.
7. The Secretary will be elected for a one-year term. The principle responsibility of the Secretary is to maintain records of the meetings of the AI/ANCOAC, and its Subcommittees and workgroups. The secretary will send a notice of meetings with an agenda at least one week in advance of each meeting of the voting membership. The Secretary shall record the minutes of the meetings, prepare the

agenda, and maintain a file of all committee records. He/She will handle and file all correspondence and committee documents.

8. The Treasurer will be elected for a one-year term. The principle responsibility of the Treasurer is to maintain records of the financial accounts and all fund raising activities. The Treasurer will send the balances from the previous statement at least one week in advance of each meeting to the voting membership.
9. The former Chairperson will serve as a resource to the current Chairperson and Vice Chairperson for the year following the end of their term as Chairperson.
10. As provided for by Section VIII of the AI/ANCOAC Charter, if the term of the Chairperson coincides with the individual's membership on the AI/ANCOAC, they may serve one additional year as an ex-officio member of the AI/ANCOAC. The Agency Head is informed and concurs with the extension, unless reappointed as a regular member for a second term.

Section IX

Advocates

1. Advocates serve as formal supporters of the AI/ANCOAC and its mission.
2. The primary distinction between advocates and members is that advocates cannot introduce or vote on AI/ANCOAC motions unless the advocate is a duly appointed alternate for the voting member.
3. Advocates must meet the same membership eligibility criteria as members, except advocates are not limited to two, three year terms.
4. Requests to be an advocate should be submitted in writing in June to the AI/ANCOAC Officers for consideration and approval.
5. Advocates are expected to participate in monthly meetings. Advocates are expected to attend 50% or more of meetings and to provide excused absences if they are unable to be present.
6. Advocates are required to belong to at least one committee.
7. Advocates serve for three-year terms.
8. The same considerations to advocate selections apply to member selection including the necessity to have broad, balanced representation of agencies, geography, gender, minority status and professional discipline.

Section X

Operations and Procedures

1. Operational year: The AI/ANCOAC will begin its operational year on the first day of January.
2. Frequency of meeting: AI/ANCOAC regular meetings will be held at least quarterly in accordance with the AI/ANCOAC Charter. It is however, the expressed goal, and has been the usual practice, of the AI/ANCOAC to have a meeting on the fourth Thursday of each month in which the regular meetings are held (a meeting is not usually scheduled the month of the Annual COA meeting). These meetings will be for the purpose of electing officers and members, receiving reports from officers, subcommittees, and workgroups, and for any other business that may arise. In November and December the meetings will be held on the third Thursday.
3. Special meetings: Special meetings may be called by the Chairperson or upon the written request of at least seven AI/ANCOAC voting members. The purpose of the meeting will be stated in the call and, unless it is an emergency, notice will be given at least two weeks in advance.
4. Agenda: A meeting agenda and appropriate background material will be made available to all voting members preferably **at least one week** prior to each regularly scheduled meeting or at each meeting. (AI/ANCOAC Charter, Section X).
5. Reporting: Minutes of each AI/ANCOAC meeting will be developed by the Secretary, distributed via the membership list, and approved by the AI/ANCOAC voting members at a regularly scheduled AI/ANCOAC meeting. Approved minutes will then be posted on the Listserv and on the AI/ANCOAC Web site (<http://www.usphs.gov/corpslinks/aiancoac/>) for availability to other PAC's, JOAG, MOLC, AI/ANCOAC members, and the Surgeon General.
6. Records: All official output of the AI/ANCOAC whether it is correspondence, reports, minutes of its proceedings, or any other form of communication will be maintained either electronically or in hard copy for a minimum of one year by the secretary.
7. Quorum: A quorum consists of at least 50 percent of the total voting membership of AI/ANCOAC. An alternate attending in lieu of the member will be counted in determining the quorum requirement. (AI/ANCOAC Charter, Section X).
8. Voting: AI/ANCOAC business will be conducted by consensus among those participating in the meeting (either in person or on the telephone), except for elections or other circumstances where voting is deemed appropriate. A passing vote will consist of a simple majority of those voting AI/ANCOAC members or alternates present and constituting a quorum.
9. Subcommittees: The AI/ANCOAC may establish standing and ad hoc subcommittees to address issues that are relevant to the mission, objectives and function set out in the AI/ANCOAC Charter. All voting members must chair or

co-chair a subcommittee. In addition to voting members, ex-officio members and advocates may also serve as members of subcommittees.

10. Inter-Advisory Group Liaisons: A voting or non-voting member of AI/ANCOAC will be assigned by the Chairperson to their respective category professional advisory committee (PAC) to serve as Inter-Advisory Group Liaison Officer between the two chartered advisory organizations. This Inter-Advisory Group Liaison Officer will attend meetings and report activities each and to advisory group at the next regularly scheduled meetings of each group.
- 11 An Executive Secretary may be appointed to assist the Chair and Vice-Chairperson to conduct business. The individual must be an AI/ANCOAC member, but is not required to be a voting member of the AI/ANCOAC. (AI/ANCOAC Charter, Section X).
- 12 AI/ANCOAC funds may be used to support the cost of awards. Requests for other uses of funds should be forwarded to the Chair for consideration and will require the concurrence of the voting AI/ANCOAC membership.