UNITED STATES PUBLIC HEALTH SERVICE (USPHS)

ENVIRONMENTAL HEALTH OFFICER PROFESSIONAL ADVISORY COMMITTEE (EHOPAC)

BYLAWS

December 2014
Article I. Committee Operations

Section 1 – Selection of New Voting Members

(a) Basic Eligibility Requirements

(i) See Charter, Para V (1) for eligibility requirements for initial appointment as a Public Health Service (PHS) Environmental Health Officer (EHO) or Civil Service (CS) representative to the Environmental Health Officer Professional Advisory Committee (EHOPAC).

(ii) Commissioned Corps (CC) Officers nominated and appointed to the EHOPAC must meet the Force Readiness Standards for the Commissioned Corps of the U.S. Public Health Service (PHS).

(b) Size of the EHOPAC

The EHOPAC shall have a maximum of twenty (20) voting members and a minimum of seven (7).

(c) Organizational Representation

(i) The Charter, Para V, Item (4), defines the rationale for distributing voting members by Operating Divisions (OPDIV).

(ii) All CC in the EHO category in each Agency/OPDIV shall be counted in June during election years. Using these numbers, the EHOPAC shall prepare an Agency/OPDIV Distribution Table. The EHOPAC shall utilize the Charter, Para V (1 thru 11) in determining the distribution of the twenty (20) voting members of the EHOPAC.

(iii) At-large memberships shall be given to applicants of agencies that do not have a standing seat on the EHOPAC in order to fulfill the intent of the Charter, Para V, Item (4).

(d) Professional Seniority

In addition to the provisions of the Charter, Para V, Item (8), at least one (1) voting member of the EHOPAC will be a CC Officer at the O-3 grade or below, or a civil servant at the GS-11 level or below.

Section 2 – Nomination Process

(a) General Process

The Charter, Para VI generally describes the nomination process.
(b) EHOPAC Process

(i) Nominations will be solicited in July and self-nomination forms will be accepted through August 30.

(ii) Nominations, self or otherwise, shall include a copy of the nominee's current curriculum vitae to aid in the selection process. The EHOPAC will review the nominations and make recommendations for membership appointment.

(iii) The name(s) of all nominees will be transmitted by the Chief Professional Officer (CPO) through the nominees respective Agency/OPDIV Representatives by October 15. The Agency/OPDIV representative may endorse or reject the nominee(s) or provide alternate or additional nominations meeting the general representation requirements demonstrated by the original nominee(s). Agency/OPDIV representative responses shall be due back to the EHOPAC Chair or Vice Chair by September 30.

(iv) A final list of nominees considered by the EHOPAC to be highly qualified, who are endorsed by their Agency/OPDIV representatives and meet representational criteria in the EHOPAC Charter, will be sent to the CPO.

(v) The CPO will send the final list to the Surgeon General (SG) for approval by November 1. SG approval shall be sought prior to December 15 for terms beginning January 1 of the following year.

Section 3 – Membership Terms

(a) Term of Appointment

(i) In accordance with Charter, Para VII (2), term duration, one term will be defined as a three (3) year appointment.

(ii) A member may serve a total of two (2) terms (6 years) in consecutive or non-consecutive order.

(iii) A voting member interested in serving consecutive terms may opt for renewal of their membership by submitting a membership renewal form and obtaining approval of the EHOPAC Chair along with a majority vote by the EHOPAC membership. These renewals will be determined in the meeting prior to formal elections in order to determine the number of seats eligible during elections.

(b) Alternates
(i) Each voting member is responsible for identifying an alternate during his/her term in office. When acting in the capacity of the voting member, the alternate is responsible for fulfilling duties otherwise expected of the voting member.

(ii) Alternates shall be identified using the memorandum found in Attachment A. The EHOPAC voting member is responsible for obtaining all required signatures.

(iii) The alternate cannot be someone that has completed a six (6) year appointment to the EHOPAC.

(iv) Except for the EHOPAC at-large members, the designated alternate should be from that EHOPAC member's OPDIV/Agency.

(v) The alternate will assume the privileges of EHOPAC membership should the voting member's tenure be prematurely terminated.

(vi) Service as an alternate to a voting member will not be included in the accumulated years of services on the EHOPAC.

(c) Ex-officio Membership (Non-Voting)

(i) The EHOPAC defines the following members as ex-officio members. These members do not have voting privileges and do not count toward the maximum size of the EHOPAC.

- The current CPO as defined by Charter Para V, Item (10) and Para IX, Item (1).
- The departing EHOPAC Chair as defined by Charter Para V, Item (10) and Para VIII, Item (3).
- The current EHO serving as the elected Junior Officer Advisory Group representative.
(ii) Ex-officio membership appointments will be reviewed and modified, if necessary, every two (2) years.

(d) Liaison Membership (Non-Voting)

(i) The EHOPAC may identify and request other individuals to serve as liaison members in accordance with Charter Para V, Item (11). Liaisons have no voting privileges and do not count toward the maximum size of the EHOPAC.

(ii) Example liaison member organizations include the American Academy of Sanitarians, the National Environmental Health Association, the Commissioned Officers Association, and retirees.

(iii) Changes to liaison membership appointments will be approved by the EHOPAC voting membership.

(e) Membership Pro Tem

(i) The EHOPAC may have up to two (2) members pro tem. This classification of membership will accommodate members of the EHOPAC who would otherwise have to resign because of a change in Agency/OPDIV, typically a result of the member transferring to a different Agency/OPDIV. This will allow EHOPAC members to complete their term of appointment.

(ii) Membership pro tem will be allowed if the receiving Agency/OPDIV will continue to support the individual’s membership on the EHOPAC. EHOPAC members reassigned to this classification of membership must complete a self-nomination form that indicates supervisor and program manager support.

(iii) Members pro tem completing their term of appointment on the EHOPAC under the provisions of this section are not eligible to continue the appointment in this membership classification.

(iv) The alternate will assume the privileges of EHOPAC membership should the voting member representing the Agency/OPDIV transfer to a different Agency/OPDIV. The alternate shall serve as the Agency/OPDIV representative until the next election cycle for that Agency/OPDIV.

(f) Resignations
(i) Voting members seeking to terminate their positions on the EHOPAC before their term expires must submit a written request for resignation to the EHOPAC Chair, the CPO, and to the Agency/OPDIV representative. The resignation request shall include the reasons for leaving, effective date, and the name/updated contact information of the alternate.

(ii) The EHOPAC Chair and the CPO in consultation with the Agency/OPDIV representative will review requests for resignation. Written approval/disapproval will be prepared by the Chair or CPO and sent to the requestor in a timely manner.

(iii) The alternate will assume membership privileges if the voting member’s resignation request is approved by the EHOPAC Chair.

Section 4 – Meetings

(a) Operational Year

(i) The operational year for the EHOPAC shall begin on January 1 and end on December 31.

(b) Frequency

Meetings will be held a minimum of six (6) times per year when practical and will be scheduled by the EHOPAC Chair.

(c) Attendance

Any EHOPAC member who misses two (2) consecutive or four (4) meetings in a year without just cause can, at the discretion of the EHOPAC, be asked to voluntarily resign from the EHOPAC, or the EHOPAC can initiate a request to the SG to terminate voting member’s appointment and so inform the OPDIV representative. Provision of an alternate by an EHOPAC member does not solely constitute just cause in fulfilling the attendance requirements.

(d) Agenda

A meeting agenda, with appropriate background material, shall be distributed to EHOPAC members before each meeting.
(e) Records and Reporting

(i) The EHOPAC meeting minutes will be developed by the secretary in accordance with the Charter, Para X (2)(a).

(ii) The EHOPAC members will review the minutes within fourteen (14) working days after the meeting.

(iii) Once reviewed by the EHOPAC Chair, minutes shall be labeled “final draft” and distributed to EHOPAC members for final review.

(iv) Once the EHOPAC meeting minutes are approved by the EHOPAC Chair, final minutes will be sent to the CPO for approval.

(v) Approved minutes and reports of the EHOPAC will be posted on the EHOPAC website.

(vi) The EHOPAC may provide an annual EHOPAC Accomplishment and Ongoing Activities Reports to the CPO for distribution.

Section 5 – Elections of Officers

(a) Chair

(i) During normal operations of the committee, the Chair may be succeeded by the Vice Chair at the expiration of the Chair’s term of office with the endorsement of the EHOPAC.

(ii) The Chair serves a one (1) year term of office. An additional one (1) year term may be granted by the EHOPAC membership as long as EHOPAC appointment term limits are not exceeded.

(iii) Chair candidates will hold the rank of O-5 or above at the time of nomination.

(b) Vice Chair

(i) The Vice-Chair is elected annually for a one (1) year term of office and may be re-elected for an additional term.

(ii) Candidates for Vice Chair should have a minimum of one (1) year remaining in the EHOPAC appointment.

(iii) Vice Chair candidates will hold the rank of O-5 or above at the time of nomination.
(iv) The Vice Chair will assume the office of EHOPAC Chair when the office is vacated with the endorsement of the EHOPAC. If the endorsement of the Committee is not given to the incoming Chair, an election will be held according to the same criteria for electing the Vice Chair.

(v) Nominees for Vice Chair will be solicited by the EHOPAC Chair and presented to the EHOPAC and voted upon in an election. The 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. The election of the Vice Chair will be held on or about the November committee meeting.

(c) Secretary and Treasurer

(i) The Secretary and Treasurer are elected annually for a one (1) year term of office and may be re-elected for an additional term.

(ii) Candidates for Secretary and Treasurer should have a minimum of one (1) year remaining in their EHOPAC appointment.

(iii) The candidates for Secretary and Treasurer will be selected from the voting EHOPAC members.
Article II. Duties of Officers

Section 1 – CHAIR

The Chair is responsible for leading the EHOPAC in fulfilling its mission. The Chair’s major duties and responsibilities are:

- ensure EHOPAC operates within the scope of the Charter and bylaws;
- review annual subcommittee work plans and subcommittee reports on progress;
- ensure that subcommittees follow and update SOPs as appropriate;
- oversee topics for discussion and voting as needed;
- regularly communicate information about the EHOPAC and its functions to the category through the EHO listserv;
- maintain roster of voting members and their term information;
- prepare and submit memos to OSG through the CPO regarding matters such as new member appointments, terminations, awards, etc.;
- preside over meetings of the EHOPAC, working with the Vice Chair to coordinate meetings and agenda topics;
- serve as ex-officio member of all subcommittees;
- monitor all subcommittee functions and appoint subcommittee chairpersons;
- attend USPHS Leadership meetings with the SGPAC, CPOs, and PAC Chairs;
- provide advice and consultation to CPO on matters related to professional activities and personnel issues affecting environmental health professionals;
- establish and maintain close relationships with representatives from other PACs and consult with those organizations as necessary to ensure the attainment of PHS objectives;
- represent the EHOPAC at Environmental Health Professional functions and the annual COA Conference;
- orient new EHOPAC voting members on their roles and responsibilities; and,
- send letters of appreciation to EHOPAC voting members and others as necessary.

Section 2 – VICE CHAIR

The primary duty of the Vice Chair is to acquaint themselves with the ongoing business of the EHOPAC and the duties of the Chair to ensure a smooth transition upon assuming the office of Chair. The Vice Chair is also responsible for certain EHOPAC operational and membership functions. The Vice Chair will:

- assist the Chair in the execution of EHOPAC business as described in Section 1 above.
- represent the Chair when he/she is not available to attend meetings or other official functions that require the presence of the Chair.
• coordinate annual membership solicitations, nominations, and elections;
• assist with the logistics of meeting locations and conferencing technology;
• assist with generating meeting agenda topics, guest speakers, and special functions;
• meet with the EHOPAC Chair regarding Environmental Health Professional related matters that require immediate attention; and
• assist the EHOPAC Chair in drafting, preparing, and presenting special EHOPAC resolutions and correspondence.

Section 3 – IMMEDIATE PAST CHAIR

The immediate past Chair provides advice and counsel as requested by the Chair and is an ex-officio member of the EHOPAC.

Section 4 – SECRETARY

The primary duty of the Secretary is to document and record the ongoing business activities of the EHOPAC. The Secretary is responsible for EHOPAC records and correspondence. The Secretary:

• keeps accurate records of the EHOPAC meetings and activities;
• receives and tallies votes from Voting Members
• prepares meeting agendas after receiving agenda topics from the Vice Chair and Chair;
• records EHOPAC member attendance at scheduled meetings;
• records detailed minutes of all official EHOPAC meetings and provides draft minutes to the EHOPAC members; and
• makes necessary edits and forwards the final version to the Chairperson, the CPO, and to the Chair of the Information Technology Subcommittee for posting on the EHOPAC website.

Section 5 – TREASURER

The primary duty of the Treasurer is to record and report the ongoing financial activities of the EHOPAC. The Treasurer is responsible for EHOPAC financial records and coordinating EHOPAC account activity and maintenance. The Treasurer:

• coordinates with the Commissioned Officers Association *(COA) Foundation Accountant to monitor EHOPAC account activity;
• keeps accurate financial records related to the EHOPAC account;
• provides routine financial reports to the EHOPAC during regularly scheduled EHOPAC meeting or as requested by the EHOPAC Chair;
• coordinates in writing, requests for funding that are submitted to the COA Accountant*;
• processes accounts payable and accounts received related to EHOPAC activity
- processes requests and payments for the EHO Coins
- keeps a running list of anticipated EHOPAC expenses for the year to ensure availability of funds for expenses.
- conducts an audit of the EHOPAC account(s) at the beginning of each operation year. Any discrepancies noted during the audit will be coordinated with the previous treasurer and resolved. Accounting discrepancies that cannot be resolved will be reported to the EHOPAC. Between 30 – 90 days after the new treasurer is elected, he or she will report the results of the audit to the EHOPAC; and in the absence of an elected Treasurer, the EHOPAC Chair, Vice Chair, or appointed alternate will serve in the role, until a new treasurer can be elected by the EHOPAC

* The COA Foundation supports the EHOPAC by holding funds generated by EHO coin sales in a bank account and disperses those funds for EHOPAC-related activities, as directed by the EHOPAC.*
ARTICLE III Subcommittees

Sec. 1. Standing Subcommittees

(a) At a minimum, the EHOPAC shall have the following standing subcommittees:

- Awards & Recognition,
- Career Development,
- Mentoring & Orientation,
- Readiness,
- History,
- Information Technology,
- Marketing & Recruitment,
- Policies & Standards
- Training

(b) The EHOPAC Chair may recommend the establishment of a new subcommittee or the retirement of an existing subcommittee. The EHOPAC membership will review and approve any such recommendations from the Chair prior to taking action.

(c) The EHOPAC Chair will appoint all subcommittee chairpersons. Subcommittee chairpersons must be a current voting member. Subcommittee co-chairs may be a voting member as assigned by the EHOPAC Chair or a non-voting member chosen by the
subcommittee Chair, depending on the needs of the EHOPAC. Subcommittees will develop internal standard operating procedures (SOPs) that outline nomination and appointment of subcommittee members, term lengths, meeting frequency, provisions for a work plan, and general operating procedures that are consistent with the Charter and Bylaws.

(d) Each subcommittee will submit a prioritized listing of subcommittee responsibilities/work assignments in a work plan (see Attachment B for example) at least annually for review and approval. In developing these priorities, the subcommittee chairperson will consult with their respective subcommittee members and the EHOPAC.

(e) Each subcommittee chairperson will prepare and submit an appointment letter to each subcommittee and or workgroup member in accordance with subcommittee SOPs.

(f) In order to achieve maximum participation by the greatest number of environmental health officers:

i. voting members and non-voting members shall not be granted official membership on more than one subcommittee at one time. Subcommittees may have liaisons, ex-officio members, and ad-hoc members that are also official members of another subcommittee if these roles have been defined as a need in the subcommittee’s standard operating procedures and/or approved by the EHOPAC Chair.

ii. The maximum term for official membership on one subcommittee shall be limited to three (3) years as a non-voting member, and three (3) years as a voting member. The officer may serve additional terms on different subcommittees. Subcommittees
may have liaison, ex-officio members, and ad-hoc members serve beyond the 3-year term if these roles have been defined as a need in the subcommittee’s standard operating procedures and/or approved by the EHOPAC Chair. When necessary, the EHOPAC Chair may also approve a voting member to exceed the maximum three (3) year term if the voting member is needed to chair the subcommittee.

(g) The functions of the standing subcommittees shall be as follows:

i. The Awards and Recognition Subcommittee serves the following functions:

- evaluates Environmental Health Professional nominees for awards
- prepares guidance and coordinates awards nominations;
- evaluates nominees for the John G. Todd Career Achievement Award, Edward Moran Award, John C. Eason Award, and the Thomas E. Crow Mentor Award;
- advises the EHOPAC on ways to proactively encourage supervisors to submit EHOs for awards (both CC and CS);
- provide for distribution, notices and reminders of awards schedules;
- drafts memoranda recognizing outgoing EHOPAC Members, EHOPAC Chair, and CPO upon the expiration of appointments; and
- develops draft example individual and group award write-ups for EHOs and their supervisors to assist them in submitting successful award nominations.

ii. The Career Development Subcommittee
The Career Development Subcommittee serves the following functions by advising the EHOPAC on issues affecting both CC and CS EHOs career activities, related to assignments, evaluations, promotions and job satisfaction. Activities may include the following:

- advises the EHOPAC on issues affecting both CC and CS EHOs career activities;
- provides guidance and recommendations for billet utilization;
- provides career development resources and services to EHOs for the promotion process;
- advises EHO category on Commissioned Officers Effectiveness Reports (COERs);
- provides recommendations for EHO position classifications and development of career improvement tracks;
- identifies additional opportunities to augment training and experience for Environmental Health Professionals to include credentialing, certifications, and advanced degree programs;
- assesses and reviews performance evaluation factors (benchmarks);
- provides career counseling and improves retention through career development activities;
- partners with other subcommittees to enhance resources and services for Environmental Health Professionals; and

iii. The Mentoring & Orientation Subcommittee

The Mentoring and Orientation Subcommittee serves the following functions:
• monitor and Administer the Mentoring Program for the Environmental Health Officer (EHO) Category periodically reporting to the EHOPAC the numbers on new and existing active mentoring pairs;
• provide documentation annually for successful mentors (and protégés) for eOPF;
• pair up junior officers (protégés) with senior officers (mentors) in ways as to maximize the effectiveness of the mentoring process;
• maintain a database of paired mentors and mentees;
• provide guidance and training to senior officers (mentors) in order to make the protégé/mentor relationship more effective;
• conducts satisfaction surveys to evaluate officer’s satisfaction with the mentoring services being offered;
• survey the training needs for mentors and collaborate with other subcommittees of the EHOPAC to address them;
• develop and disseminate aids that are designed to give new and junior officers the opportunity to receive career guidance;
• perform other duties as assigned by the EHOPAC.

iv. The Readiness Subcommittee

The Environmental Health Readiness Subcommittee serves the following functions:

• provides guidance in preparing EHO for environmental health fieldwork during deployments;
• develops documentation to help EHO maintain basic readiness, and also prepare documents to help prepare EHO for deployments;
• promotes readiness within the EHO category;
• reviews and updates EHO Utilization Handbook annually;
• reviews and updates Environmental Health Readiness Guide annually;
• liaison between EHOPAC and other PAC Readiness Workgroups
• coordinates final reports/lessons learned for emergency responses with significant EHO involvement; and
• advances the role of environmental health in emergency response.

v. The History Subcommittee

The History Subcommittee’s main function is to preserve historical facts, documents, and photos from the EHO Category, by maintaining and updating the following categories of information in electronic archives and the EHOPAC Website:

• historical narratives of the beginning of our category, with updates to major milestones over time;
• lists of CPOs and PAC Chairs;
• historical EHOPAC meeting minutes; and
• pictures, files and letters of historical significance.

vi. The Information Technology Subcommittee

The Information Technology Subcommittee serves the following functions:

• maintains the EHOPAC website, including page design and content;
• administers and moderates the "EHOPAC-L" listserv; and
• works with subcommittees to design subcommittee specific pages to be included on the EHOPAC website.
vii. The Marketing & Recruitment Subcommittee

The Marketing and Recruitment Subcommittee serves the following functions:

- develops audio-visual marketing and recruitment information;
- reviews printed and professional exhibit material to assist in EHO recruitment;
- maintains contact with various academic and environmental health organizations/programs;
- works closely with and serves as liaison to the Division of Commissioned Corps Personnel and Readiness to determine the status of the application process, number of applicants, and other relevant information related to EHO applicants.
- communicates with past and present officers in the EHO category and all pertinent partners on recruitment information and marketing opportunities while using all available technology and following all applicable protocols.

viii. The Policies & Standards

The Policies and Standards Subcommittee serves the following functions:

- promotes the professional image of environmental health professionals by providing a forum for discussing and making
recommendations for revisions of professional standards for both the Civil Service and the EHO category;

- establishes and coordinates revisions of EHO appointment standards;
- makes recommendations for professional registration and certifications appropriate for the EHO category;
- discusses issues relevant to operating procedures for the EHOPAC;
- evaluates and makes recommendations on issues that may arise which do not fit the responsibilities of another standing subcommittee;
- reviews and revises the EHOPAC Charter and Bylaws;
- serves as the Nominating Committee whenever needed;
- ensures “Robert Rules of Order” are followed during EHOPAC meetings;
- stays current with policy decisions from DCCPR;
- refers emerging issues to other subcommittees for review/action/comment.
- assists CPO, Appointment Boards, applicants, and general EHOs with questions about appointment standards, including qualifying degree eligibility and work experience credit.

Sec. 2. Ad hoc workgroups and task forces

The EHOPAC Chair may create ad hoc work groups/task forces to assist in accomplishing the mission of the EHOPAC. Each ad hoc workgroup or task force will be provided with a statement of purpose and general guidance on work assignments at the time of creation. Ad hoc workgroups and task forces shall have a working life of not more than one (1) year unless otherwise extended by the EHOPAC.
ARTICLE IV Rules of Order

The general procedure of meetings of the EHOPAC may follow the most current version “Roberts Rules of Order”.

ARTICLE V
Amendments

These Bylaws may be amended at any regular meeting of the EHOPAC by two thirds (2/3) vote of a quorum of the membership. A written proposal to amend the bylaws must be submitted by a member at the meeting immediately preceding that at which the amendment is to be voted on.
Date: <Current date>
From: <EHOPAC Voting Member Name>
To: <EHOPAC Chair Name>
Subject: Designation of Alternate

I am appointing the following individual to serve as my alternate for my 3-year term. I have chosen an alternate from the agency I represent or from the at-large eligibility if I was elected at-large. Alternates cannot be someone that has already completed a 6-year term on the EHOPAC.

Name: 
Agency: 
Address: 
Email: 
Phone: 

Signature of EHOPAC Voting Member

The purpose of an alternate is to attend and vote at EHOPAC meetings when the Voting Member cannot attend, and report back any pertinent information to the Voting Member. Alternates will also be used in the case of an unexpected resignation by that Voting Member. The alternate will fill that slot until the vacancy can be solicited for in the annual EHOPAC election.

Signature of Alternate (and date)

Signature of Alternate’s Supervisor (and date)

--------------------Concurrence (to be completed by EHOPAC Leadership)--------------------

Signature of Chief Environmental Health Officer (and date)

Signature of EHOPAC Chair (and date)
Sub-committee Responsibilities and Work Assignments

DATE: February 14, 2005

TO: CAPT Jane Doe, EHOPAC Chair

FROM: CDR Bill Smith, Subcommittee Chairperson, Policy and Standards

SUBJECT: Annual listing of subcommittee responsibilities/work assignments The Charter and Bylaws Subcommittee

The Policy and Standards Sub-committee shall be responsible for discussing issues relevant to operating procedures for the EHOPAC; handling and recommending actions necessary for smooth administrative operation; evaluate and make recommendations on issues that may arise which do not fit the responsibilities of the other standing subcommittees.

Examples:
1) Tri-annual reevaluation of the EHOPAC Charter.
2) Issues relevant to the Surgeon Generals EHOPAC Maintenance Agreement.
3) EHOPAC Membership, review of potential EHOPAC members, evaluates distribution of EHOPAC members.
4) Commissioning Standards.
5) Bylaws, election procedures, general operations.
6) Serves as Nominating Committee whenever needed.
7) Insuring Robert Rules of Order are followed at EHOPAC Meetings.

Submitted By:

______________________________________________ Date
(Policy and Standards Subcommittee Chairperson)

Concurrence:

______________________________________________ Date
(EHOPAC Chair)