

Summary of Major Revisions Made to the Bylaws of the EHOPAC January 2010

Date: 1-27-15

Unresolved Issues/Questions

- **Overall outline of Bylaws.** Document organized into 3 Articles. Articles further sub-organized into Sections. Article I – Committee Operations follows slightly different organization. It is organized by Article, sub-article, then Sections. Suggest to re-organize?
 - *Reorganized to Table of Contents, 3 main articles, sections, items, Appendix.*
- **Article III. Section 1.(f)i-ii.** Questions raised concerning why non-voting members limited to serving on more than one subcommittee at a time, and why limit terms of service on any one subcommittee to three years. How shall limitations be enforced? How will subcommittee chairs know which members belong to which subcommittees? Are limitations spelled out in SOPs? How are members made aware of these terms of service?
 - *No changes made to this section. These were new additions to 2010 bylaws that previous EHOPAC voting memberships*

General Changes

- Numerous editing changes were made throughout the document for internal consistency and clarification, and to accurately reflect current EHOPAC operations and Charter (revised Sept 2014).
- All references to Membership and Nominations subcommittee were removed and replaced with either EHOPAC or Vice Chair (membership functions will be responsibility of Vice Chair).
- All references to CEHO (Chief Environmental Health Officer) were removed and replaced with CPO (Chief Professional Officer).
- All references to “committee” members were removed and replaced with “voting” members.
- Improved formatting, including adding table of contents and appendix of forms/templates.
- Changed order of a few items for clarity and improvement of flow.
- Kept date of bylaws December 2014 to reflect the work of the 2014 voting membership.

Section-Specific Changes

Article I. Committee Operations

I. Membership

Sec. 3. Organizational Representation

- Amended to specify time of year that all CC in the EHO category will be counted (in June during election years).

Sec. 5. Nomination Process

- Changed nomination solicitation dates from June and July 15 to July and August 30.
- Removed “resume” as acceptable submission item for nomination. Only CV accepted.
- Amended to clarify that Agency/OPDIV nomination responses due back to EHOPAC Chair or Vice Chair.
- Changed Agency/OPDIV representative nomination response deadline from Oct 31 to Sept 30.
- Removed paragraph (d) to clarify that that agency approval is not required before EHOPAC can vote on new members.
- Changed date when CPO will send final list of nominees to SG (from Nov 15 to Nov 1).

Sec. 6. General Membership

- Removed paragraph (b) Unexpired Terms, and addressed in new paragraph (b) Alternates.
- Amended paragraph (b) “Alternates” to clarify Alternate selection, expected duties, assumption of EHOPAC privileges due to premature termination of voting member tenure, and clarification that years served as an alternate will not be included in accumulated service years on EHOPAC.

Sec. 8. Ex-officio Membership (Non-Voting)

- Amended to add EHO JOAG representative as ex-officio member.

Sec. 10. Membership Pro Tem

- Amended to add that alternate will assume privileges of PAC members when voting member transfers to different agency. Clarifies that alternate will serve as agency/OPDIV representative until next election cycle.

Sec. 11. Resignations

- Amended to add that alternate will assume membership privileges if voting member’s resignation request is approved.

II. Meetings

Sec. 3 Special Meetings

- Removed entire section. Situations requiring special meetings are no longer applicable.

Article II. Duties of Officers

Sec. 1 Chair

- Revised duties. Added six new duties. Removed eight.

Sec. 2. Vice Chair

- Revised duties. New duties include being responsible for all membership functions.

Sec. 4. Secretary

- Revised duties. Added new duty of receiving/tallying Committee member votes.

Sec. 5. Treasurer

- Revised duties. Added new duty of tracking anticipated EHOPAC expenses for the year to ensure availability of funds.

Article III. Subcommittees

Sec. 1. Standing Committees

- Combined two standing committees (“Charter, Bylaws and Policy Review”; “Professional Image & Standards”). Renamed to “Policies and Standards”.
- Renamed “Environmental Health Professional Mentoring & Orientation” to “Mentoring & Orientation”.
- Renamed “Environmental Health Readiness” to “Readiness”.
- Removed “Membership & Nomination” Committee.
- Added “Training”.
- Amended to specify eligibility of subcommittee leadership (Chair must be current voting member, Co-Chairs can be voting or non-voting member).
- Updated activities/functions of the following subcommittees: Career Development, Mentoring & Orientation, History, Marketing & Recruitment, Policies & Standards