

Committee on Bylaws

2022 Annual Report to the Governing Council

The Committee on Bylaws has three matters and follow-up considerations to report to the Governing Council. These include:

- Revision of the “Guidelines for Proposing Changes to the APHA Bylaws.” [INFO ONLY]
- Request from the Caucus Collaborative for representation on the Executive Board. [ACTION]
- Request from the Executive Board to change the Joint Policy Committee co-chairs’ status on the Executive Board from non-voting to voting. [ACTION]

A brief overview of each item follows:

- 1) Revision of the Guidelines for Proposing Changes to the APHA Bylaws:
These Guidelines were first developed and distributed by the Committee on Bylaws (CoB) in 2021 and were intended to clarify the process that should be followed when making suggested changes to the APHA Bylaws. Upon review of these Guidelines in 2022, the CoB felt that revisions were needed in order to clarify certain steps taken by the submitter versus those taken by the CoB; and to modify the timeline for submission of changes, as well as the timeline by which the CoB will finalize any proposed amendments in advance of the next meeting of the Governing Council. The updated Guidelines (as amended by the CoB in July 2022) are now located on the APHA website- https://www.apha.org/-/media/Files/PDF/governance/Guidelines_ByLaws_Proposals_2022.ashx
- 2) Request from the Caucus Collaborative (CC) for representation on the Executive Board (EB):
In January of 2022, the CC requested that the APHA Bylaws be amended to allow a representative of the CC a seat on the EB. After reviewing the request, the CoB responded to the CC and asked that they meet with the EB to determine whether they were both in agreement with respect to this need, and then communicate back to the CoB for follow-up action as required. The EB, led by the Governance Committee, took the proposal under advisement. In September, the EB decided to not support adding a CC seat on the EB at this time. In its response to the CoB, the EB stated that it was unclear as to what specific needs with respect to the CC were not currently being addressed and also pointed out that the CC had opportunities to use existing communication channels within APHA to address concerns. Based on the recommendation of the EB, the CoB voted to not proceed with proposing an amendment to add a seat to the EB for the CC.

However, the EB did make a request of the CoB to amend the Bylaws to include a requirement for the CC to submit an annual report to the EB. The CoB is recommending that the Bylaws be amended to include a report, upon request, by the CC to the EB. In reviewing the current language of the Bylaws regarding annual reporting by the Council of Affiliates (CoA) and the Intersectional Council (ISC) some variations in language were seen. The recommendation by the CoB is to make the Bylaws language regarding annual reporting consistent with respect to the CC, the CoA and the ISC.

- 3) Request from the Executive Board (EB) to change the Joint Policy Committee (JPC) co-chairs' status on the EB from non-voting to voting member:

In June of 2022, the EB requested that the Bylaws be amended to change the status of the three JPC co-chairs from non-voting members of the EB to voting members of the EB. This proposed amendment was discussed at the July meeting of the CoB and the CoB voted in favor of this change. The recommendation of the CoB is to change the JPC co-chairs status on the EB to voting members. For clarification, this would not alter the status of the JPC Co-chairs with respect to their status on the Governing Council where they serve in an *ex officio* status without a vote.

The proposed bylaws changes, with annotated explanations in grey boxes, are presented in this report and the Updated Guidelines and full bylaws draft with annotated explanations are attached.

Item 1: Revisions of Guidelines for Proposed Bylaws Changes

This item (see attached) is for informational purposes only and requires no changes to the Bylaws.

Item 2: Caucus Collaborative Report to the Executive Board

ARTICLE IX.

Section 9. Caucus Collaborative.

A. There shall be a Caucus Collaborative (CC) whose functions shall be:

- v. To report, upon request, to the Executive Board on its activities and deliberations.

-Adds a fifth function to the Caucus Collaborative. This function involves reporting to the Executive Board. The Executive Board requested that the Caucus Collaborative report at least annually but this change, as proposed, provides the Executive Board with discretion as to when the Caucus Collaborative is requested to report.

Source: Executive Board

ARTICLE IX.

Section 2. Intersectional Council.

A. There shall be an Intersectional Council (ISC) whose functions shall be:

- iv. To report, [upon request](#), to the Governing Council on its activities and deliberations.

-This standardizes the language of the Bylaws with respect to the reporting function of the ISC, the CoA and the CC.

Source: Committee on Bylaws

Article IX.

Section 4. Council of Affiliates.

A. There shall be a Council of Affiliates (CoA) whose functions shall be:

- iv. To report, [upon request](#), to the Governing Council [on](#) its [activities and](#) deliberations.

-This standardizes the language of the Bylaws with respect to the reporting function of the ISC, the CoA and the CC.

Source: Committee on Bylaws

Item 3: Joint Policy Committee (JPC) co-chairs' as voting members on the EB.

ARTICLE VI. Executive Board.

Section 1. Composition.

There shall be an Executive Board consisting of the President, the President-elect, the Immediate Past President, the Treasurer, Speaker of the Council, and twelve members to be known as the Elective Members, elected from among individual constituents of APHA for terms of four years each by the Governing Council. The Chairs of the [Action Board, the Science Board, The Education Board, the](#) Council of Affiliates, Intersectional Council, and Student Assembly shall serve as members of the Executive Board ex officio with vote. The Executive

~~Director and the Chairs of the Action Board, the Science Board, and the Education Board~~ shall serve as ~~members~~a member of the Executive Board ex officio without vote.

-This reflects the change in the Executive Board composition which will convert the status of the JPC Co-chairs from non-voting members to voting members.

Source: Executive Board

ARTICLE VII. Boards.

Section 1. Action Board.

- B. There shall be seventeen voting members of the Action Board including the Student Assembly Representative and two representatives of the Affiliated Associations appointed from names submitted by the Council of Affiliates. In addition, the Chairs of the Science Board and the Education Board, and the Executive Director shall serve as members ex officio without vote. The Chair of the Action Board shall serve as co-chair of the Joint Policy Committee and as a member of the Executive Board ex officio ~~without~~with vote.

-This reflects the change in the Executive Board composition which will convert the status of the JPC Co-chairs from non-voting members to voting members.

Source: Executive Board

Section 3. Education Board.

- B. There shall be seventeen voting members of the Education Board including the Student Assembly representative. In addition, the Chairs of the Action Board and the Science Board, and the Executive Director shall serve as members ex officio without vote. The Chair of the Education Board shall serve as co-chair of the Joint Policy Committee and as an Executive Board member ex officio ~~without~~with vote.

-This reflects the change in the Executive Board composition which will convert the status of the JPC Co-chairs from non-voting members to voting members.

Source: Executive Board

Section 5. Science Board.

- B. There shall be seventeen voting members of the Science Board including the Student Assembly representative. In addition, the Chairs of the Action Board and the Education Board, and the Executive Director shall serve as members ex officio without vote. The

Chair of the Science Board shall serve as co-chair of the Joint Policy Committee and as an Executive Board member ex officio ~~without~~with vote.

-This reflects the change in the Executive Board composition which will convert the status of the JPC Co-chairs from non-voting members to voting members.

Source: Executive Board

Respectfully submitted,

Committee on Bylaws:

Burton Wilcke, PhD (Chair)

Pamela Aaltonen, PhD, RN

Rhonda BeLue, PhD

Betty Daniels, PhD, RN

Rita Munley Gallagher, PhD, RN

Resa Jones, PhD, MPH

Aaron Guest, PhD, MPH, MSW (ex officio - Speaker)

Greg Ullrich, JD (ex officio - Parliamentarian)

APHA Staff

James Carbo (Chief of Staff)

Courtney Taylor, MSc (Governance Liaison)

Attachments:

1. Committee on Bylaws “Guidelines for Proposing Changes to the APHA Bylaws”
(Revised and adopted Jul21, 2022)
2. APHA Bylaws with Oct 2022 Proposed Amendments & Annotated Explanations