

1 **BYLAWS**
2 **of the**
3 **NATIONAL PUBLIC HEALTH LEADERSHIP DEVELOPMENT NETWORK**
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6 **PREAMBLE**

7 The National Public Health Leadership Development Network is a consortium of organizations
8 and individuals from academic institutions; national and international organizations; public and
9 private sectors, and local, state, and federal agencies dedicated to advancing the practice of
10 public health leadership in order to achieve optimal health outcomes in communities. The
11 mission of the Network is to build public health leadership capacity by sustaining a collaborative
12 and vibrant learning community of leadership programs in order to improve health outcomes.
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14 **ARTICLE I. NAME**

15 The name of this organization is the NATIONAL PUBLIC HEALTH LEADERSHIP
16 DEVELOPMENT NETWORK, hereinafter, the Network.
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18 **ARTICLE II. OBJECT**

19 The objects of the Network are:

- 20 (A) To increase the accessibility of public health leadership development programs, and
21 (B) To improve the quality of education and training programs for public health leaders.
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23 **ARTICLE III. MEMBERS**

24 Full Member Organizations:

25 Full member organizations include any established state, regional, national, or international
26 public health leadership development program, institute or organization. Full member
27 organizations will designate two representatives to the Network. These representatives will have
28 voting rights (only one vote per full member organization), may hold office, and chair
29 committees or workgroups (Note: Only committee chair representatives will sit on the Executive
30 Committee). Full member organizations may designate alternate representatives with proxy
31 privileges. Any individuals (staff, scholars, alumni, etc.) from full member organizations may
32 serve on Network committees/workgroups and participate in any and all Network meetings.
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34 An established state, regional, national, or international public health leadership development
35 program, institute or organization is defined as including three or more of the following five
36 criteria:

- 37 1) an appointed/hired Institute Principal Investigator or Director; 2) obtained/received funding
38 for the Institute; 3) be currently recruiting or have already recruited Institute scholars/fellows;
39 4) have a developed Institute curriculum, and/or; 5) an established Institute schedule.
40

41 Affiliate Members:

42 There are three categories of affiliate members: 1) organizations planning to or in the process of
43 developing a public health leadership institute or program; 2) organizations interested in
44 supporting public health leadership development and promoting linkages among public health
45 leadership institutes/programs; and 3) individuals who are interested in public health leadership
46 development and who want to keep apprised of developments in public health leadership.

47 Affiliate members may hold office, participate in any and all Network meetings, serve on
48 Network committees or workgroups, and chair Network committees or workgroups (Note: Only
49 committee chair representatives will sit on the Executive Committee), Affiliate member
50 organizations will identify at least one contact person for Network business and communications.
51 Affiliate members may become a full member organization with voting privileges when they
52 meet the criteria.

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54 **ARTICLE IV. OFFICERS**

55 The Officers of the Network shall be Chair, Chair-elect, Immediate Past Chair, Committee Chair
56 Representatives, and PHLs Council Chair. The Officers and two at-large members shall be
57 nominated through a process by 1) soliciting recommendations of Officers from the Network
58 membership, 2) the Nominating Committee determining a slate of officers from those
59 recommendations, 3) conducting an election by ballot with the Network Membership, and 4)
60 presenting the final slate to the Network Membership at the Annual Meeting of the Network. All
61 Officers shall assume office upon final approval of the slate from the Network Membership. The
62 Chair-elect shall assume office upon election and succeed the Chair the following year. The
63 Chair shall assume the Immediate Past Chair position immediately upon relinquishing the Chair
64 position to the Chair-elect.

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66 A vacancy in the office of Chair shall be filled by the Chair-elect. A vacancy in the office of
67 Chair-elect shall be filled by election until the next Annual Meeting or interim appointed by the
68 Executive Committee.

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70 The duties of the officers shall include those duties normally associated with the office and any
71 other duties as may be prescribed by the Executive Committee.

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73 **ARTICLE V. MEETINGS**

74 The Network shall hold an Annual Meeting of the Membership and other Membership meetings
75 as determined necessary or desirable by the membership or the Executive Committee. Notice of
76 a Membership meeting shall be provided to all Members not less than fourteen days prior to the
77 date of the meeting.

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79 Voting on any item of business, including the election of officers, Executive Committee
80 members and amendments to these Bylaws, may be conducted at meetings of the membership.
81 A majority of the Network full member organizations shall constitute a quorum. When a quorum
82 is not present, the members present may function as a committee of the whole. Any action taken
83 when meeting as a committee of the whole shall be ratified at the next meeting of the
84 Membership at which a quorum is present or through an e-mail or mail vote by a majority of the
85 Network membership.

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87 **ARTICLE VI. EXECUTIVE COMMITTEE**

88 The Executive Committee shall be responsible for the affairs of the Network between meetings
89 of the Membership to assure oversight and guidance of the Network activities. The Executive
90 Committee will keep records of its actions and report its actions to the Membership. The
91 Executive Committee shall be composed as follows:

93 VOTING:

- 94 • The Officers of the Network (i.e., Chair, Chair-Elect, Immediate Past Chair, Chair of
- 95 each standing committee, and PHLS Council Chair),
- 96 • Two at-large members.

97 NON-VOTING:

- 98 • The Principal Investigator of any cooperative agreement, grant, contract or other financial
- 99 agreement that provides funding for Network activities. The Principal Investigator is also
- 100 known as the Executive Director of the Network.
- 101 • The Project Coordinator of any Network activities.
- 102 • The Technical Advisor of the grantor of any financial agreement.

103
104 The Chair of the Network shall serve as the Chair of the Executive Committee.

105
106 The chairs of each standing committee and two at-large members shall be nominated through a

107 process conducted by the Nominating Committee (as described above) and approved at the

108 Annual Meeting by the Membership. The term of office for each committee chair and at-large

109 member shall be two years. Executive Committee members may be re-elected to successive

110 terms. The term of office for the Chair and Chair-Elect shall be one year.

111
112 An Education Committee Co-Chair may be appointed by the Chair-Elect with approval of the

113 Executive Committee for the priority purpose of assisting with the planning of the annual

114 conference.

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116 Meetings of the Executive Committee may be called by the Chair upon forty-eight hours notice

117 to all Committee members. Executive Committee meetings may be in-person or by telephone or

118 video conference call.

119
120 A majority of the Executive Committee shall constitute a quorum. When a quorum is not

121 present, the members present may function as a committee of the whole. Any action taken when

122 meeting as a committee of the whole shall be ratified at the next meeting of the Executive

123 Committee at which a quorum is present.

124
125 Executive Committee members shall serve without salary or other compensation except that they

126 may be reimbursed expenses for attendance at Network Executive Committee meetings.

127 Nothing contained herein shall be construed to preclude any Executive Committee member,

128 when serving the Network in any capacity other than as an Executive Committee officer or

129 member, from receiving reasonable compensation for such services.

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131 The unexcused absence of an Executive Committee member from two consecutive meetings

132 shall be considered a resignation from the Committee.

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134 Voting on any item of business may be conducted in face to face meetings, by mail or e-mail

135 ballot.

138 **ARTICLE VII. COMMITTEES**

139 All standing, special or ad hoc committees (also known as workgroups) shall be chaired by a
140 Network member. The Chair of each committee is elected by the Network membership in
141 collaboration with the Nominating Committee and approved at the Network Annual Meeting.
142 The number of committee members and terms of the committee members shall be determined by
143 the committees themselves. Committees may be comprised of individuals who volunteer to
144 serve and individuals who are asked to serve. The standing committees of the Network are:
145 Executive Committee, Nominating Committee, Education Committee, Balderson Leadership
146 Awards Committee, Research and Evaluation Committee, and the Futures Committee.

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148 The Chair of the Executive Committee shall be an *ex officio* member of all committees.

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150 Individuals serving on committees shall serve without compensation, but may be reimbursed
151 necessary expenses.

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153 The membership or the Executive Committee may establish such special or ad hoc committees as
154 may be deemed necessary or appropriate to carry out the objects of the Network. Such
155 committees shall confine their work to the purpose(s) for which they were appointed and shall
156 report to the Executive Committee. They shall not have the power of action unless such is
157 specifically granted by the action which created the committee.

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159 **ARTICLE VIII. PARLIAMENTARY AUTHORITY**

160 The parliamentary authority for all meetings of the Network and the Executive Committee shall
161 be the most recent edition of Robert's Rules of Order except where they are inconsistent with the
162 standing rules and orders of the Network or are contrary to these Bylaws or any existing laws of
163 the United States.

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165 **ARTICLE IX. AMENDMENTS**

166 These Bylaws may be amended at any meeting of the Network membership by a two-thirds vote
167 of the members present providing written notice of the proposed amendment shall have been
168 provided to all members with the notice of the meeting. Unless specified differently in a
169 resolution proposing the amendment, any amendment adopted by the Network membership shall
170 become effective immediately upon its approval.

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173 **ARTICLE X. EFFECTIVE DATE**

174 These Bylaws shall be adopted by a two-thirds vote of the members present at a meeting of the
175 membership providing that notice of these proposed Bylaws shall have been provided to all
176 members with the notice of the meeting. These Bylaws shall become effective immediately
177 upon approval.

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179 Adopted: November 18, 2000

180 Amended: March 21, 2005

181 Amended: December 15, 2005

182 Amended: April 22, 2009

183 Amended: February 1, 2010

184 Amended: May 23, 2011