

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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15 **ARTICLE I. NAME**

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

21 The objects of the Network are:

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

27 Full Member Organizations:

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

- 40 1) an appointed/hired Institute Principal Investigator or Director; 2) obtained/received funding  
41 for the Institute; 3) be currently recruiting or have already recruited Institute scholars/fellows;  
42 4) have a developed Institute curriculum, and/or; 5) an established Institute schedule.  
43

44 Affiliate Members:

45 There are three categories of affiliate members: 1) organizations planning to or in the process of  
46 developing a public health leadership institute or program; 2) organizations interested in

47 supporting public health leadership development and promoting linkages among public health  
48 leadership institutes/programs; and 3) individuals who are interested in public health leadership  
49 development and who want to keep apprised of developments in public health leadership.  
50 Affiliate members may serve on Network committees/workgroups and participate in any and all  
51 Network meetings. Affiliate member organizations will identify at least one contact person for  
52 Network business and communications. Affiliate members may become a full member  
53 organization with voting privileges when they meet the criteria.  
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#### 55 **ARTICLE IV. OFFICERS**

56 The Officers of the Network shall be Chair, Chair-elect and Immediate Past Chair. The Chair-  
57 elect shall be nominated through a process conducted by the Nominating Committee, and elected  
58 by ballot, by majority vote of the Membership, at the Annual Meeting of the Network. The  
59 Chair-elect shall assume office upon election and succeed the Chair the following year. The  
60 Chair shall assume the Immediate Past Chair position immediately upon relinquishing the Chair  
61 position to the Chair-elect.  
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63 A vacancy in the office of Chair shall be filled by the Chair-elect. A vacancy in the office of  
64 Chair-elect shall be filled until the next Annual Meeting by election by the Executive  
65 Committee.  
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67 The duties of the officers shall include those duties normally associated with the office and any  
68 other duties as may be prescribed by the Executive Committee. The routine duties of a  
69 secretary/treasurer shall be vested in staff designated by the Chair.  
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#### 71 **ARTICLE V. MEETINGS**

72 The Network shall hold an Annual Meeting of the Membership and other Membership meetings  
73 as determined necessary or desirable by the membership or the Executive Committee. Notice of  
74 a Membership meeting shall be provided to all Members not less than fourteen days prior to the  
75 date of the meeting.  
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77 Voting on any item of business, including the election of officers, Executive Committee  
78 members and amendments to these Bylaws, may be conducted at meetings of the membership.  
79 A majority of the Network full member organizations shall constitute a quorum. When a quorum  
80 is not present, the members present may function as a committee of the whole. Any action taken  
81 when meeting as a committee of the whole shall be ratified at the next meeting of the  
82 Membership at which a quorum is present or through an e-mail or mail vote by a majority of the  
83 Network membership.  
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#### 85 **ARTICLE VI. EXECUTIVE COMMITTEE**

86 The Executive Committee shall be responsible for the affairs of the Network between meetings  
87 of the Membership to assure oversight and guidance of the Network activities. The Executive  
88 Committee will keep records of its actions and report its actions to the Membership. The  
89 Executive Committee shall be composed as follows:  
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- 93 • The Officers of the Network
- 94 • Two at-large members
- 95 • The Chair of each of the standing committees and ad hoc committees
- 96 • The Principal Investigator of any cooperative agreement, grant, contract or other financial
- 97 agreement that provides funding for Network activities. The Principal Investigator is also
- 98 known as the Executive Director of the Network.
- 99 • The Project Manager of any financial agreement for Network activities.
- 100 • The Technical Advisor of the grantor of any financial agreement.

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102 The Chair of the Network shall serve as the Chair of the Executive Committee.

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104 The two at-large members shall be nominated through a process conducted by the Nominating

105 Committee and elected at the Annual Meeting. The term of office shall be one year. Executive

106 Committee members may be re-elected to successive terms.

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

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

110 video conference call.

111  
112 A majority of the Executive Committee shall constitute a quorum. When a quorum is not

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

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

115 Committee at which a quorum is present.

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

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

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

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

121 member, from receiving reasonable compensation for such services.

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

124 shall be considered a resignation from the Committee.

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

127 ballot.

## 128 129 **ARTICLE VII. COMMITTEES**

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131 All standing, special or ad hoc committees (also known as workgroups) shall be chaired by a

132 Network member. The Chair of the committee, number of committee members and terms of the

133 committee members shall be determined by the committees themselves. Committees may be

134 comprised of individuals who volunteer to serve and individuals who are asked to serve. The

135 standing committees of the Network are: Executive Committee, Nominating Committee and

136 Meeting Planning Committee.

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

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140 Individuals serving on committees shall serve without compensation, but may be reimbursed  
141 necessary expenses.  
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143 The membership or the Executive Committee may establish such special or ad hoc committees as  
144 may be deemed necessary or appropriate to carry out the objects of the Network. Such  
145 committees shall confine their work to the purpose(s) for which they were appointed and shall  
146 report to the Executive Committee. They shall not have the power of action unless such is  
147 specifically granted by the action which created the committee.  
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150 **ARTICLE VIII. PARLIAMENTARY AUTHORITY**

151 The parliamentary authority for all meetings of the Network and the Executive Committee shall  
152 be the most recent edition of Robert's Rules of Order except where they are inconsistent with the  
153 standing rules and orders of the Network or are contrary to these Bylaws or any existing laws of  
154 the United States.  
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157 **ARTICLE IX. AMENDMENTS**

158 These Bylaws may be amended at any meeting of the Network membership by a two-thirds vote  
159 of the members present providing written notice of the proposed amendment shall have been  
160 provided to all members with the notice of the meeting. Unless specified differently in a  
161 resolution proposing the amendment, any amendment adopted by the Network membership shall  
162 become effective immediately upon its approval.  
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165 **ARTICLE X. EFFECTIVE DATE**

166 These Bylaws shall be adopted by a two-thirds vote of the members present at a meeting of the  
167 membership providing that notice of these proposed Bylaws shall have been provided to all  
168 members with the notice of the meeting. These Bylaws shall become effective immediately  
169 upon approval.  
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171 Adopted: November 18, 2000

172 Amended: March 21, 2005

173 Amended: December 15, 2005