

**BY-LAWS**  
**OF THE**  
**NEW JERSEY ASSOCIATION OF**  
**COUNTY AND CITY HEALTH OFFICIALS**

Approved 04-18-13  
***Approved 6-16-2016***  
***Proposed 2022***

## **ARTICLE I NAME**

### **1.1 Name.**

The name of the association shall be the New Jersey Association of County and City Health Officials (NJACCHO). It shall also be known as the New Jersey Health Officers Association (NJHOA).

### **1.2 Offices.**

The President shall designate the principal office of the Association. The President is to announce the location of the office at the Annual Meeting of the Association.

## **ARTICLE II MISSION STATEMENT**

### **2.1 Mission Statement.**

The New Jersey Association of County and City Health Officials advances the art and science of public health, and ensures conditions that promote health, prevent disease and protect the health of the state's population through leadership, advocacy, collaboration and the assurance of workforce competencies.

## **ARTICLE III VALUES**

### **3.1 Values**

NJACCHO embraces the values as stated in the Strategic Map approved by the membership.

## **ARTICLE IV GOALS AND OBJECTIVES**

### **4.1 Goals**

The goals of the Association shall be as described in the Strategic Map approved by membership.

### **4.2 Objectives.**

The President of the Association will establish the activities of his/her Presidency at the Annual Meeting of the Association. Identified activities should align with Objectives of the Association, based on the Strategic Map approved by membership.

## **ARTICLE V CODE OF ETHICS**

### **5.1 Code of Ethics.**

Members agree to adhere to a strong and distinguished professional code as provided in the Association's Operations Manual, approved annually by the Board of Directors.

## **ARTICLE VI MEMBERSHIP OF THE ASSOCIATION AND MEETINGS OF MEMBERS**

### **6.1 Membership Classes.**

The Association shall have members. Members in good standing shall meet the requirements of Sections 6.8 and 6.9 below and any other relevant sections pertaining to membership. The Association shall include six (6) classes of membership: Organization, Individual, Retired, Affiliate, Honorary and Corporate members.

### **6.2 Organization.**

All NJ State Department of Health recognized Local Health Departments in New Jersey are eligible for Organization Membership. Membership entitles all employees of the department to the benefits of the Association, except as specified below. Active Organization Members shall be represented by their appointed full time licensed Health Officer, or his/her designee, who shall be an employee and a member of the management team of the member department.

Each member Organization shall be entitled to one vote on all Association business. The vote shall be cast by the duly recognized full time Health Officer or his/her designee.

### **6.3 Individual Members.**

All persons who hold an active license as Health Officer issued by the State of New Jersey as provided in N.J.S.A Title 26 shall be eligible for Individual membership.

Individual members shall be entitled to vote on all Association business

### **6.4 Retired Members**

All persons who held a license as Health Officer issued by the State of New Jersey as provided in N.J.S.A Title 26 and is retired in good standing from a public health agency in New Jersey shall be eligible for Retired membership

Retired members shall be entitled to vote on all Association business

### **6.5 Affiliate Members.**

Any persons who are not eligible for any other recognized membership category.

Affiliate members shall have the same rights and privileges as Organization or Individual members except, the right to vote.

#### **6.6 Honorary Members**

All persons who meet the following criteria shall be eligible for *Honorary* membership. The Board of Directors shall review all applications for *Honorary* membership, confirm eligibility and decide if the person is worthy of Honorary Membership. The criteria to be considered for Honorary membership is as follows:

1. Individual or Affiliate member who has retired from employment from a public health agency in New Jersey or a representative of an Organization member and who has held membership in the Association for not less than ten (10) consecutive years and who is in good standing at the time of retirement., and
2. President of the Association, or
3. 2 or more terms on the Board of Directors (formerly, Executive Committee) or as an Officer and at least 5 years of service to the Association as a Committee Chairperson or organizational representative, or
4. Service to the Association in a capacity that warrants special consideration.

Honorary members shall have the same rights and privileges as Organization or Individual members except, the right to vote.

Upon approval by the Board of Directors, the State Commissioners of Health and Environmental Protection, or their designees, may be designated as *Honorary* members in the Association.

#### **6.7 Corporate members.**

Any corporation or business that espouses the vision, mission and goals of the New Jersey Association of County and City Health Officials and its members may apply for corporate membership. Membership is contingent upon Board of Director approval. Corporate members have a choice of paying an annual membership fee or a one-time Lifetime membership fee.

Corporate members shall have the same rights and privileges as Organization or Individual members except the right to hold an elected position and to vote.

#### **6.8 Application to membership.**

Application for membership and annual renewal of membership shall be completed online for Organization, Individual, Retired, Affiliate, Honorary and Corporate memberships. The application shall state the full name and residence of the applicant, class of membership applied for, type of professional license and date issued, if any, and all information deemed appropriate and necessary by the Board of Directors. Annual dues shall accompany each application. Each applicant shall, as part of the application, and by his/her name, or designee, agree to this Association's By-laws. An application for membership shall be considered by the Executive Committee, as needed, to ensure membership criteria are met.

#### **6.9 Dues.**

1. The dues will be set annually by the Board of Directors at their meeting prior to the Annual Meeting of the Association.

2. The dues for each class of membership shall be paid by March 31<sup>st</sup> of each calendar year.
3. Dues are payable to the Treasurer no later than March 31<sup>st</sup>.
4. Membership shall automatically cease whenever dues are three (3) months in arrears.

#### **6.10 Termination of Membership.**

1. Any member may withdraw from the Association at any time by giving written notice to the Secretary.
2. Any member may be expelled from the Association for just cause, following such recommendation by the Board of Directors and by a two-thirds vote of those members in good standing with the right to vote, present, and voting at any general membership meeting of the Association. Any member whose expulsion has been recommended by the Board of Directors shall be notified via electronic mail, or in writing if the member requests, of the proposed action at least twenty (20) days in advance of the meeting by the Secretary, or his/her designee, at which the recommendation is to be considered.
3. An expelled member may not apply for reinstatement of membership in the Association for a period of two years after expulsion. The approval of the Board of Directors shall be required before any proposal for reinstatement after expulsion shall come before the Association, and a two-thirds vote of those members in good standing with the right to vote, present, and voting at a general membership meeting of the Association shall be required for such reinstatement.

#### **6.11 General Membership Meetings.**

The Association will hold at least three (3) general membership meetings each year. A meeting will be held in November and shall be the Annual Meeting of the Association. The Board of Directors shall determine the exact date, time, and place of all regular meetings. The Secretary, or his/her designee, shall announce the dates, times and places of the general membership meetings to the membership via electronic mail, as early as possible subsequent to the first Board of Directors meeting that follows the Annual Meeting of the Association. The Board of Directors shall approve the program for all general membership meetings.

#### **6.12 Special Meetings.**

Special meetings may be held at the call of the President, but no business shall be transacted at any special meeting except that which is announced in the call for the meeting. The President shall call a special meeting, if requested, in writing by a majority of the members of the Board of Directors, or by ten (10) or more members in good standing with the right to vote. The Secretary, or his/her designee, shall provide notice of any special meeting, including the business at hand, location of meeting and starting time via electronic mail, to all members of the Association no less than ten (10) days in advance of the meeting.

#### **6.13 Quorum.**

Twenty-five (25) members in good standing with the right to vote present at any general membership or special meetings of the Association shall constitute a quorum.

## **ARTICLE VII ELECTIONS**

### **7.1 Eligibility**

Only Licensed Health Officers who are members in good standing shall be eligible to hold an elected position. Licensed Health Officers of Organization Members who are not the duly recognized appointed Health Officer will need written approval from the appointed Health officer to be eligible for nomination to an elected position.

### **7.2 Nominating Committee.**

At least one hundred twenty (120) days prior to the date of the Annual Meeting, the President shall appoint a Nominating Committee of five (5) members in good standing with the right to vote , at least two (2) of whom shall be former Presidents of the Association, one (1) of which will be the current Past-President and one (1) of which shall be the Vice President. The President-Elect will serve as the Chairperson of the Nominating Committee. The Nominating Committee shall consider eligible candidates for officers and members of the Board of Directors and shall present a slate of candidates that assures equity and diversity of the leadership of the Association, consistent with the guidelines provided in the Association's Operations Manual. The Nominating Committee shall submit the completed slate of nominations for officers and members of the Board of Directors to the Secretary at a Board of Director's meeting at least twenty-one (21) days prior to the date of the Annual Meeting; along with a certification that all candidates have accepted nomination and have agreed to serve, if elected. The Secretary, or his/her designee, shall post copies of the slate of nominations on the Members Only Forum and via email to all members of the Association along with the notice of the Annual Meeting of the Association, at least twenty (20) days before the date of the Annual Meeting.

Other nominations shall be made only by petition, signed by at least ten (10) members in good standing with the right to vote , and containing the consent of the nominee to be a candidate and to serve, if elected. All such petitions shall be filed with the Secretary at least ten (10) days prior to the date of the Annual Meeting. The Secretary, or his/her designee, will send notice to all members via the Members Only Forum and email of the receipt of a petition as quickly as possible.

### **7.3 Election of Officers.**

Election of Officers and at large members of the Board of Directors shall be held at the Annual Meeting of the Association. Nominations presented by the Nominating Committee, together with all nominations made by petitions, shall be voted upon, and a majority vote of the members in good standing with the right to vote and present, shall be required for election. If there are nominations by petition it shall be the duty of the Secretary, or his/her designee, to prepare written ballots. Positions on the ballot will be determined by a drawing by the Secretary, or his/her designee, in the presence of at least two (2) members of the Association who are not candidates for office. The President of the Association will appoint two (2) members of the Association in attendance to act as Tellers. The two (2) Tellers will tabulate the ballots with the Secretary, or his/her designee, of the Association. The Secretary, or his/her designee, will announce the name of the elected person(s) with confirmation from the Tellers.

## **ARTICLE VIII OFFICERS AND OTHER ELECTED POSITIONS**

### **8.1 Officers.**

The Officers of this Association shall consist of a President, President-Elect, Vice President, Secretary, Treasurer, and Immediate Past President. No person may hold more than one (1) office at a time. Only licensed NJ Health Officers can be an Officer.

### **8.2 Term.**

The term of Office for all officers shall be one (1) year, but shall continue until their successors are duly elected. The President, President-Elect, Vice President, and Immediate Past President shall not be eligible to serve more than two (2) consecutive terms in office.

### **8.3 President.**

The President shall be chief presiding Officer of the Association and shall preside at all general membership meetings of the Association. He/she shall appoint all committees provided for in these By-laws and shall designate the Chairperson of each Committee. He/she shall have the power to appoint any committee of three (3) or more members to consider any question that may come before the Association. The President shall serve ex-officio on all forums, workgroups, and committees of the Association. The President shall serve as a member of the Executive Committee for the Association. The President shall do and perform other duties as may be assigned by the Board of Directors . The President shall provide a written report to the General Membership by the Annual Meeting of each year documenting the activities, successes, and challenges the Association experienced in the prior year.

### **8.4 President-Elect.**

The President-Elect shall preside at all meetings of the Association in the absence of the President. He/she shall assume the office of President in the event a vacancy occurs in that office. He/she shall automatically assume the office of President at the end of the President's term. The President-Elect shall serve as Chairperson of the Nominating Committee and as a member of the Executive Committee for the Association

### **8.5 Vice President.**

The Vice President shall preside at all meetings of the Association in the absence of the President and President-Elect. He/she shall assume the office of President-Elect in the event a vacancy occurs in that office. He/she shall automatically assume the office of President-Elect at the end of the President-Elect's term. The Vice President will serve as Program Committee Co-Chairperson and be a member of the Nominating Committee and the Executive Committee for the Association

### **8.6 Secretary.**

The Secretary shall conduct the official correspondence of the Association and the Board of Directors and shall be in charge of the Association books, documents, and papers as the Board of Directors may determine. The Secretary shall maintain accurate minutes of all general membership, special and Board of Director meetings. The Secretary shall be responsible for any notices to the membership, including, but not limited to; general membership meetings, special meetings, elections,

removal actions and By-laws revisions as specified in other sections of these By-laws. The Secretary shall serve as a member of the Executive Committee for the Association.

### **8.7 Treasurer.**

The Treasurer shall assure the completion of the following tasks and any other activities to maintain the financial integrity of the Association.

1. Make prompt bank deposits of all monies received in a bank approved by the Board of Directors,
2. Make prompt payments on all demands against the Association with approval of the Board of Directors ,
3. Keep accurate and proper account of all receipts and expenditures and giving a report of same at the Annual Meeting of the Association and at the Board of Directors Meetings,
4. Transfer funds between the accounts of the Association in accordance with the approved fiscal and accounting procedures of the Association,
5. Meet with the Finance Committee, at least two (2) times per year in advance of the Annual Meeting, providing a full review of all transactions, with applicable vouchers and receipts, and financial accounts of the Association, and will submit all financial records, as requested, to the Certified Professional Auditor. The Treasurer will also make him/herself available to the Auditor for any questions or interpretations necessary for the Auditor to complete the audit. The Treasurer will make sure the results of the audit are submitted to the Finance Committee, President, and Secretary.
6. File all IRS reports and other requirements of the Association's non-profit status.

The accounts of the Treasurer shall be audited at least annually and as warranted or required by grant provisions and/or as directed by the Board of Directors. The results of the audit will be filed with and approved by the Board of Directors. The Treasurer shall serve as a member of the Executive Committee for the Association.

### **8.8 Immediate Past President**

The Immediate Past President shall be recognized as an officer of the Association and shall provide continuity of knowledge, experience, and service to the Association and the other elected Officers. The Immediate Past President will be available and assist as a leader of the Association. The Immediate Past President shall serve as Award Committee Chairperson and as a member of the Executive Committee for the Association.

### **8.9 Board of Directors Members at Large**

The general membership shall elect members at large to serve on the Board of Directors for a two year term at the annual meeting of the Association and as otherwise described in the by-laws. At Large Members of the Board shall have the duties, authorities, and responsibilities as described in the by-laws and the Association's Operations Manual. Members at Large shall be representative of the local public health system. At Large Members, along with Officers, of the Board of Directors shall represent, equitably and justly, the general membership of the Association.

### **8.10 Executive Committee Members at Large**

At Large Members of the Executive Committee shall be elected by the Board of Directors at the first meeting following the Annual meeting of the Association for a one-year term. At Large Members, along with Officers, of the Executive Committee shall represent, equitably and justly, the Board of Directors and the general membership of the Association.

### **8.11 Vacancies.**

In the event that any Officer position of the Association becomes vacant by death, resignation, retirement, removal, disqualification, or any other cause, the Board of Directors may appoint any active member of the Board of Directors to fill such vacancy. The Officer so appointed shall hold office and serve until the earlier of the next annual meeting or the date on which a successor is elected and assumes office; provided, however, that if the office of President of the Association becomes vacant, the President-Elect shall serve as President for the remainder of the term. If the office of President-Elect becomes vacant, it shall remain vacant until the next annual election or as provided above. In the event that any Officer cannot conduct the duties of his or her office for a period exceeding sixty (60) days, the Board of Directors has the authority to determine the position to be vacant.

### **8.12 Removal.**

In order to remove an Officer or other elected member of the Association for just cause, such member must receive notice from the Secretary or from the President, in the case that the Secretary is being considered for removal, that such action may be considered, at least twenty (20) days in advance of the meeting at which this matter may be considered. An affirmative vote of at least two-thirds (2/3) of the Board of Directors is required for removal.

## **ARTICLE IX BOARD OF DIRECTORS**

### **9.1 Authority.**

All corporate powers of the Association shall be exercised by or under the authority of the Board of Directors, and the activities and affairs of NJACCHO shall be managed by or under the direction, and subject to the oversight, of its Board of Directors, except as otherwise expressly provided by applicable law.

### **9.2 Composition.**

The Board of Directors shall be composed of the President, the President-elect, the Vice President, the Secretary, the Treasurer, the Immediate Past President, and thirteen (13) ~~class~~ additional members in good standing with the right to vote to be referred to as Members-at-large, approximately half (6 or 7) of whom shall be elected upon alternate years at the Annual Meeting of the Association .

### **9.3 Presiding Officer.**

The President shall serve as Chairperson of the Board of Directors . In his/her absence the following shall preside, in the order named, at meetings of the Board of Directors : President-Elect, Vice President, Secretary and Treasurer.

#### **9.4 Terms of Office.**

The terms of office of the members at large of the Board of Directors shall be two (2) years. Approximately half (6 or 7) members at large terms will expire each year.

#### **9.5 Meetings.**

The Board of Directors shall meet in the month immediately following the Annual Meeting and thereafter at least four (4) more times prior to the next Annual Meeting. There will be reasonable attempts to meet on all months that do not contain a general membership meeting. Special meetings of the Board of Directors may be called at the request of the Chairperson of the Board of Directors , or at the written request of five (5) members, provided that appropriate notice stating the purpose of the meeting is given to all members of the Board of Directors via electronic mail, at least ten (10) days in advance of the meeting.

#### **9.6 Electronic Voting.**

The Chairperson of the Board of Directors has the authority to utilize electronic means to secure a vote on a matter affecting the Association, providing:

1. the matter is within the purview of the Board of Directors ,
2. it is unreasonable to wait on a formal action at a regularly scheduled Board of Directors Meeting and it is not feasible to convene a Special Meeting of the Board of Directors ,
3. every effort is made to provide Board of Directors membership with background information relating to the vote at least twenty-four (24) hours ahead of the actual vote being taken, and
4. there is a mechanism for discourse and/or debate related to the topic of the electronic vote.

The Secretary, or his/her designee, will manage the vote to maintain an open exchange of ideas, comments and questions pertaining to the matter at hand. All electronic communications shall be shared with all participating members. The voting shall be subject to quorum rules and a summary report will be filed with all Board of Directors members and a full report of all electronic communications will be filed by the Secretary of the Association. Electronic voting will not be permitted for any action which seeks to remove or add an officer or Board of Director member.

#### **9.7 Quorum.**

Ten (10) members, at least two (2) of which shall be officers of the Association, shall constitute a quorum of the Board of Directors .

#### **9.8 Removal.**

A member of the Board of Directors other than an officer of the Association may be removed from office for the following reasons:

1. Just cause. Upon recommendation by the President, a member of the Board of Directors may be removed for just cause. The member must receive notice from the Secretary that such action may be considered, at least twenty (20) days in advance of the Board of Directors meeting at which

this matter may be considered. An affirmative vote of at least two-thirds (2/3) of the Board of Directors is required for removal.

2. Three (3) unexcused absences from properly announced meetings of the Board of Directors . Unexcused absence is defined as any absence where the Board of Directors member fails to advise the Chairperson of the Board of Directors in advance of a properly announced meeting of their inability to attend the meeting.

### **9.9 Vacancy.**

Excluding Officers, a vacancy of the Board of Directors may be filled by an election. A vacancy of a Member at Large may be filled by the holding of an election at any general membership meeting of the Association. For elections of a Member at Large, the Secretary, or his/her designee, of the Association will provide notice to all members via the members only forum and email to all members of the opening at least twenty (20) days in advance of the general membership meeting when the filling of a vacancy will be considered. Nominations will be taken from the floor. If there is more than one (1) nominee then a ballot will be distributed. The President of the Association will appoint two (2) members of the Association in attendance to act as Tellers. The two (2) Tellers will tabulate the ballots with the Secretary, or his/her designee, of the Association. The Secretary, or his/her designee, will announce the name of the elected person with confirmation from the Tellers. This vacancy will be filled until the next Annual Meeting.

## **ARTICLE X EXECUTIVE COMMITTEE**

### **10.1 Authority**

The Executive Committee shall have and may exercise the full authority of the Board in between meetings of the Board of Directors. The Executive Committee shall report, in writing, to the full Board on any proceedings and actions taken in between meetings of the Board of Directors, no later than the next meeting of the Board. Notwithstanding the automatic members of the Executive Committee, as defined below, it shall be constituted such that it is representative of the Board of Directors, the membership, and the diversity of local health departments.

### **10.2 Composition.**

The Executive Committee shall be composed of the President, the President-elect, the Vice President, the Secretary, the Treasurer, the Immediate Past President and three (3) additional members of the Board of Directors. Three members of the Board of Directors shall be elected by the Board of Directors to serve on the Executive Committee at the first meeting of the Board following the Association Annual meeting. The Executive Committee shall make every attempt to ensure equitable representation from different sized and department structures, as well as geographical location within the State.

### **10.3 Presiding Officer.**

The President shall serve as Chairperson of the Executive Committee. In his/her absence the following shall preside, in the order named, at meetings of the Board of Directors : President-Elect, Vice President, Secretary and Treasurer.

#### **10.4 Term of Office.**

Executive Committee members shall serve for a term of one year, beginning immediately after the close of the meeting of the Board at which they are elected and until the close of the meeting of the Board following the annual meeting of the Association. At-large representatives may be re-elected to one subsequent term , but at no time will be allowed to serve more than two consecutive years.

#### **10.5 Meetings.**

The Executive Committee shall meet as needed, and not less than once between meetings of the Board of Directors.

#### **10.6 Quorum.**

A majority of the members of the Executive Committee shall constitute a quorum.

#### **10.7 Vacancy**

Excluding Officers, a vacancy of the Executive Committee may be filled by an election by the Board of Directors. A vacancy of an Executive Committee member, other than Officer, may be filled by holding an election at the next regularly scheduled Board of Director's meeting. Changes to the Executive Committee will be reported to the full membership upon taking effect.

### **ARTICLE XI AGENTS AND REPRESENTATIVES**

#### **11.1 Executive Director.**

The Association may employ, or otherwise secure the services of, an Executive Director or an Executive Assistant selected by the Board of Directors, who shall manage or assist the President with the day-to-day affairs of the Association. He or she shall be given the necessary authority and responsibility to oversee the Association's affairs, subject to the direction of the President and the policies established by the Board of Directors.

#### **11.2 Authority.**

The Board of Directors may appoint additional agents and representatives of the Association with powers to perform acts or duties on behalf of the Association as the Board of Directors may see fit, so far as may be consistent with these By-laws, and to the extent authorized or permitted by law.

#### **11.3 Professional Liaison**

The President may appoint members to serve as NJACCHO representatives to other professional organizations, agencies, and groups of a civic or governmental nature as the President sees fit. The representative(s) shall be responsible to report to the President and Board of Directors a summary of all business relevant to the NJACCHO in a timely fashion and/or schedule designated by the President.

The President shall submit to the Board of Directors within ninety (90) days of taking office, a list of all appointed representatives. The list is to be updated and resubmitted, as necessary.

## **ARTICLE XII FORUMS**

### **12.1 Forums**

There shall be three forums of the Association as described below. All prospective and renewing members will self-select their preferred forum upon application to be a member of the Association. Forum members will be responsible for determining their own agendas and meeting schedules.

### **12.2 Purpose**

The purpose of the forum is to allow and facilitate like-minded members from similarly structured/sized local health departments an open space to share experiences, practices, and matters. Through a Forum Leader, the forum can communicate their deliberations in a structured manner to the Board of Directors for further consideration and/or action, when deemed warranted. The forums shall have no bearing on the leadership structure of the Association other than to help assure equity of representation on the Executive Committee and suggestions for future leaders of the Association. Forums will be permitted to suggest potential Association leaders to the Nominating Committee and potential Workgroup and Committee members to the President. The forums are primarily offered to encourage communication and sharing amongst similar local health departments and foster communication of matters to the leadership of the Association for their consideration.

### **12.3 Forum Leaders**

Following the Annual Membership renewal period in 2023, the Secretary, President or designee will coordinate an initial meeting of each forum. Each forum will appoint a leader at this meeting who will be responsible for preparing meeting agendas, arranging regular meeting dates for the balance of the year, and reporting on their forum to the Executive Committee and Board of Directors. Each year following the initial year 2023, the forum will appoint a leader and report the leader to the Secretary, President, or designee by May 1 of each year. The forum leader will notify the Secretary, President, or designee, and members of the forum of the meeting dates for the balance of the year and report from on their forum to the Executive Committee and Board of Directors.

### **12.4 Small/Rural Forum**

This forum will consist of and focus on the needs of small health departments and health departments serving rural communities. Small may be defined by population served and/or extent of health department resources (staff, budget, etc.)

### **12.5 Medium Forum**

This forum will consist of medium sized health departments, defined by population served and/or extent of health department resources (staff, budget, etc.)

### **12.6 Large/County/LINCS Forum**

This forum will consist of and focus on the needs of local health departments serving large County communities, LINCS agencies, and local health departments serving other large populations.

## **ARTICLE XIII**

### **WORKGROUPS OF THE ASSOCIATION**

#### **13.1 Workgroups.**

There shall be workgroups of the Association as follows. When available, workgroups will utilize the services of specialized Association staff to execute their work.

1. Communicable Disease: The Communicable Disease Workgroup provides guidance to the Association on the subject of communicable diseases. The Chairperson and workgroup monitor statewide issues, keep abreast of relevant matters, update the Association on legislative and policy issues that are current or being proposed in the State, and serve as the primary liaison to the State of New Jersey on matters presented to the Association on issues regarding communicable disease. They shall also develop and recommend policy relative to their subject to the Board of Directors .
2. Chronic Illness and Disease: The Chronic Illness and Disease Workgroup provides guidance to the Association on the subject of chronic illness and disease. The Chairperson and workgroup monitor statewide issues, keep abreast of relevant matters, update the Association on legislative and policy issues that are current or being proposed in the State and serve as the primary liaison to the State of New Jersey on matters presented to the Association on issues regarding chronic illness and disease. They shall also develop and recommend policy relative to their subject to the Board of Directors .
3. Environmental and Consumer Health: The Environmental and Consumer Health Workgroup provides guidance to the Association on environmental and consumer health concerns. The Chairperson and workgroup monitor statewide issues, keep abreast of relevant matters, update the Association on legislative and policy issues that are current or being proposed in the State, and serve as the primary liaison to the State of New Jersey on matters presented to the Association on issues regarding environmental and consumer health. They shall also develop and recommend policy relative to their subject to the Board of Directors .
4. Maternal and Child Health: The Maternal and Child Health Workgroup provides guidance to the Association on maternal and child health issues. The Chairperson and workgroup monitor statewide issues, keep abreast of relevant matters, update the Association on legislative and policy issues that are current or being proposed in the State, and serve as the primary liaison to the State of New Jersey on matters presented to the Association on issues regarding maternal and child health. They shall also develop and recommend policy relative to their subject to the Board of Directors.
5. Emergency Preparedness: The Emergency Preparedness Workgroup provides guidance to the Association on matters of public health emergency preparedness. The Chairperson and workgroup monitor statewide issues, keep abreast of relevant matters, update the Association on legislative and policy issues that are current or being proposed in the State, and serve as the primary liaison to the State of New Jersey on matters presented to the Association on issues regarding emergency preparedness. They shall also develop and recommend policy relative to their subject to the Board of Directors.
6. Advocacy: The Advocacy Workgroup identifies priority health issues and advocates for resources and science-based policies that improve public health for New Jersey residents. The Chairperson

and committee, with consent of the Board of Directors , prepare policy statements, draft legislation/regulations to be considered, write letters to legislative representatives and State and Federal regulators, and mobilize the Association and its members for action, media advocacy and other activities as appropriate. The Chairperson and committee alert the Association of legislation and advocacy issues that are current or being proposed.

7. **Membership and Marketing:** The Membership and Marketing Workgroup develops the application(s) for membership in accordance with the By-laws, assures management of the membership database and the renewals of membership, and assists with recruitment and retention of members of the Association. The Committee develops public relations strategies and materials to promote the Mission and Objectives of the Association, to aid in recruitment and retention of members, and that express the value of the profession and the services of local public health in the State of New Jersey.
8. **Workforce Development:** The Workforce Development Workgroup provides guidance to the Association on the public health infrastructure and public health workforce for the purpose of developing a robust, resilient, and highly educated system. The Chairperson and workgroup monitor statewide issues, keep abreast of relevant matters, update the Association on legislative and policy issues that are current or being proposed in the State, and serve as the primary liaison to the State of New Jersey, and other partners, on matters presented to the Association on issues regarding public health's infrastructure and its workforce. They shall also develop and recommend policy relative to the public health workforce to the Board of Directors.
9. **Program:** The Program Workgroup is responsible for developing the program content for all general membership meetings of the Association. The Workgroup is responsible for securing all the logistic arrangements of these meetings including but not limited to; facilities, speakers, refreshments, A/V equipment, program preparation, advertising and promotion and continuing education credits. The Workgroup shall secure the approval of the Board of Directors prior to confirming the program with speakers and the membership. The Workgroup will be Co-Chaired by the Vice President of the Association.

### **13.2 Role.**

The roles for each Workgroup are as follows:

1. Provide for communication, discussion and peer consultation amongst members with similar specialized issues.
2. Identify issues that are important to the membership of any particular Workgroup to the Association.
3. Develop and recommend policy relative to their subject to the Board of Directors .

### **13.3 Scope.**

Guidelines for the function, scope, and operation of each standing Workgroup will be established by the Board of Directors and memorialized in the Association's Operations Manual.

### **13.4 Membership**

Membership in any Workgroup is open to all persons who are a member in good standing.

### **13.5 Workgroup Chairpersons**

Each Workgroup shall have a Chairperson. The Chairperson shall be responsible to facilitate the work of the Workgroup and submit reports to the Board of Directors at their meetings and the General Membership at their meetings.

## **ARTICLE XIV COMMITTEES OF THE BOARD OF DIRECTORS**

### **14.1 Committees.**

There shall be the following standing Committees of the Board of Directors:

1. By-Laws: The By-laws Committee prepares, reviews, and proposes amendments to the By-laws of the Association as needed or as directed by the President.
2. Finance: The Finance Committee reviews and recommends the annual budget for adoption by the Board of Directors at the initial meeting of the Board of Directors following the Annual Meeting of the Association. The Committee periodically reviews, but not less than two (2) times per year in advance of the Annual Meeting of the Association; financial statements, transactions, vouchers and receipts to determine their compliance with stated objectives of the Association. The Committee reviews all budget modifications for funded projects of the Association and arranges for and obtains an audit of the Corporation by an independent auditor at a frequency as determined by the Board of Directors. The Finance Committee will be chaired by the Immediate Past President of the Association. The Treasurer of the Association shall not be a member of the Committee but will meet with the Committee and assist the Committee in fulfilling its requirements.
3. Nominating: The Nominating Committee's roles and responsibilities are defined in Section 7.2 of these By-laws.
4. Awards: The Awards Committee is responsible for recommending to the President and Board of Directors those persons who have provided extraordinary service to the Association or the profession of public health or have made meritorious contributions to the state of public health in New Jersey. The Committee shall be responsible for soliciting names for consideration of the Osborne Award and for making recommendations to the Board of Directors for approval of a nominee. The Committee shall be chaired by the Immediate Past President. There shall be four (4) additional members, including the President-Elect and the Chair of the Advocacy Workgroup.

### **14.2 Scope.**

Guidelines for the function, scope, and operation of each standing Committee will be established by the Board of Directors and memorialized in the Association's Operations Manual.

### **14.3 Appointment of Other and Special Committees.**

For subjects that come before the Association that do not fit into any of the existing standing committees, additional or special committees of the Association may be appointed by the President or provided by resolution adopted at a regular meeting of the Board of Directors . Special committees are hereinafter used for subjects that are expected to be resolved in short order.

### **14.4 Term.**

Committees of the Board, standing and otherwise, shall serve until the next Annual Meeting following their appointment. Special committees shall serve until their purpose is accomplished, or until discharged by the President.

### **14.5 Chairpersons of Committees.**

The Chairperson of each committee, standing and otherwise, shall report to the Association at each general membership meeting of the Association and shall also submit a report, in writing, to the Secretary prior to the Annual Meeting. The Chairpersons of each committee, standing and otherwise, shall report to the Board of Directors as requested by the Chairperson of the Board of Directors . The President shall appoint the Chairpersons annually.

## **ARTICLE XV RULES OF ORDER**

### **15.1 Robert's Rules.**

The rules, as contained in the most current edition of "Robert's Rules of Order," shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with the provisions of these By-Laws.

## **ARTICLE XVI AMENDMENTS**

### **16.1 Amendment to By-laws.**

Proposed amendments to these By-Laws shall be submitted in writing by the By-laws Committee to the Board of Directors and, if approved by the Board of Directors , shall be presented to the general membership for a vote at the next general membership meeting of the Association. The Secretary, or his/her designee, shall send a copy of the proposed amendment via the members only forum and email to each member of the Association, at least twenty (20) days prior to the meeting at which the proposed amendment is to be considered for final adoption, along with a notice that the proposed amendment is to be considered at the next general membership meeting. A four fifths (4/5) majority vote of the Active members present and voting shall be required for the adoption of any amendment.

**ARTICLE XVII  
FISCAL YEAR**

**17.1 Fiscal Year.**

The fiscal year of the Association shall be January 1 through December 31.

**ARTICLE XVIII  
DISTRIBUTION OF ASSETS**

**18.1 Distribution of Assets.**

In the event of dissolution of the Association, assets of the corporation will be distributed only to such organization or organizations that enjoy exemptions under Sec. 501-C6 of the United States Internal Revenue Code.