

**BYLAWS OF THE ENVIRONMENTAL HEALTH OFFICER
PROFESSIONAL ADVISORY COMMITTEE (EHOPAC) JANUARY
2010**

ARTICLE I

Committee Operations

I. Membership

Sec. 1. Basic Eligibility Requirements

- (a) See Charter, Para V (1) for eligibility requirements for initial appointment as a Public Health Service (PHS) Environmental Health Officer (EHO) or Civil Service (CS) representative to the Environmental Health Officer Professional Advisory Committee (EHOPAC).
- (b) Basic Readiness Standards: Commissioned Corps (CC) Force Readiness Standards: Commissioned Corps (CC) Officers nominated and appointed to the EHOPAC must meet the Force Readiness Standards for the Commissioned Corps of the U.S. Public Health Service (PHS).

Sec. 2. Size of the EHOPAC

EHOPAC shall have a maximum of twenty (20) voting members and a minimum of seven (7).

Sec. 3. Organizational Representation

The Charter, Para V, Item (4), defines the rationale for distributing voting members by Operating Divisions (OPDIV). All CC in the EHO category in each Agency/OPDIV shall be counted. Using these numbers, the Membership/ Nominations Subcommittee shall prepare and submit to the EHOPAC for approval, an Agency/OPDIV Distribution Table. The Membership Subcommittee shall utilize the Charter, Para V (1 thru 11) in determining the distribution of the twenty (20) voting members of the EHOPAC.

Sec. 4. Professional Seniority

In addition to the provisions of the Charter, Para V, Item (8), at least one (1) voting member of the EHOPAC will be a CC Officer at the O-3 grade or below; or a civil servant, at the GS-11 level or below.

Sec. 5. Nomination Process

The Charter, Para VI generally describes the nomination process. The process for the EHOPAC is:

- (a) Nominations will be solicited in June and self-nomination forms will be accepted through July 15.
- (b) Nominations, self or otherwise, shall include a copy of the nominee's current curriculum vitae or resume to aid in the selection process. The Membership/Nomination Subcommittee and the EHOPAC will review the nominations and make recommendations for membership appointment.
- (c) The name(s) of all nominees will be transmitted by the Chief Environmental Health Officer (CEHO) through the nominees respective Agency/OPDIV Representatives by October 15. The Agency/OPDIV representative may endorse or reject the nominee(s) or provide alternate or additional nominations meeting the general representation requirements demonstrated by the original nominee(s). Agency/OPDIV representative responses shall be submitted by October 31.
- (d) The Membership/Nomination Subcommittee shall review the Agency/OPDIV Representative responses to ensure the nominations meet representation criteria. To prevent potential conflicts of interest, subcommittee members up for membership renewal may be excused from participating in this review at the discretion of the Subcommittee Chairperson. The Subcommittee Chairperson may seek additional EHOPAC assistance, if necessary. The subcommittee shall present its findings and recommendations regarding selection of the nominees to the EHOPAC membership at the following EHOPAC meeting.
- (e) A final list of nominees considered by the EHOPAC to be highly qualified, who are endorsed by their Agency/OPDIV representatives and meet representational criteria in the EHOPAC Charter, will be sent to the CEHO.
- (f) The CEHO will send the final list to the Surgeon General (SG) for approval by November 15. SG approval shall be sought prior to December 15.

Sec. 6. General Membership

- (a) Term of Appointment: In accordance with Charter, Para VII (2), term duration, one term will be defined as a three (3) -year appointment. A member may serve a total of two (2) terms (6 years) in consecutive or non-consecutive

order. A committee member interested in continuing their appointment to the EHOPAC may, at the end of a term with remaining eligibility, opt for renewal of their membership by submitting a membership renewal form and obtaining approval of the EHOPAC Chair and a majority vote by the EHOPAC membership. These renewals will be determined in the meeting prior to formal elections in order to determine the number of seats eligible during elections.

- (b) Unexpired Terms: Should the need arise to fill an unexpired term, the same process used for regular term appointments will be followed, except the nomination package will be conveyed to the SG as soon as possible for action. Nominees serving the remainder of the unexpired term may be selected from the list of candidates identified during the most recent annual appointment cycle.
- (c) Alternates: Each EHOPAC member is responsible for identifying an alternate during his/her term in office. Refer to Attachment – A for an example memorandum that will be used to identify an alternate. The EHOPAC member is responsible for obtaining all required signatures. The alternate cannot be someone that has completed a six (6) year appointment to the EHOPAC and should be from that EHOPAC member's OPDIV/Agency.
- (d) Current membership listing: The EHOPAC shall maintain a published list of the current EHOPAC members and their respective terms of appointment. Should a committee member transfer to another OPDIV/Agency during his/her term in office, the member's appointment shall convert to membership pro-tem.

Sec. 7. At-Large (Voting_

- (a) At-large memberships shall be given to applicants of agencies that do not have a standing seat on the EHOPAC in order to fulfill the intent of the Charter, Para V, Item (4).

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

- (a) The current CEHO as defined by Charter Para V, Item (10) and Para IX, Item (1).
- (b) The departing EHOPAC Chair as defined by Charter Para V, Item (10) and Para VIII, Item (3).
- (c) Ex-officio membership appointments will be reviewed and modified, if necessary, every two (2) years.

Sec.9. Liaison Membership (Non-Voting)

- (a) The EHOPAC may also identify and request other individuals to serve as liaison members of the EHOPAC in accordance with Charter Para V, Item (11) (such as Office of Commission Corps Operations (OCCO), a representative of the American Academy of Sanitarians, the National Environmental Health Association (NEHA) and/or the Commissioned Officers Association (COA), retirees, etc.). Changes to liaison membership appointments will be approved by the EHOPAC voting membership.

Sec.10. Membership Pro Tem

- (a) The EHOPAC may have up to five (5) members pro tem. This classification of membership will accommodate members of the EHOPAC who would otherwise have to resign because of a change in Agency/OPDIV, typically a result of the member transferring to a different Agency/OPDIV. This will allow EHOPAC members to complete their term of appointment.
- (b) Membership pro tem will be allowed if the receiving Agency/OPDIV will continue to support the individual's membership on the EHOPAC. EHOPAC members reassigned to this classification of membership must complete a self-nomination form that indicates supervisor and program manager support.
- (c) Members pro tem completing their term of appointment on the EHOPAC under the provisions of this section are not eligible to continue the appointment in this membership classification.

Sec. 11. Resignations

- (a) Committee members seeking to terminate their positions on the EHOPAC before their term expires must submit a written request for resignation to the EHOPAC Chair, the CEHO, and to the Agency/OPDIV Representative. The resignation request shall include the reasons for leaving, effective date, and the name/updated contact information of the alternate.
- (b) The EHOPAC Chair and the CEHO in consultation with the Agency/OPDIV representative will review requests for resignation. Written approval/ disapproval will be prepared by the Chair or CEHO and sent to the requestor in a timely manner within 60 days.

II. Meetings

Sec. 1. Frequency

Meetings will be held a minimum of four (4) times per year when practical and will be scheduled by the EHOPAC Chair.

Sec. 2. Attendance

Any EHOPAC member who misses two (2) consecutive or four (4) meetings in a year without just cause can, at the discretion of the EHOPAC, be asked to voluntarily resign from the EHOPAC, or the EHOPAC can initiate a request to the SG to terminate committee member's appointment and so inform the OPDIV representative. Provision of an alternate by an EHOPAC member does not solely constitute just cause in fulfilling the attendance requirements.

Sec. 3. Special Meetings

Special meetings may be called by a majority vote at any regular meeting at which a quorum is present or by the EHOPAC Chair.

Sec. 4. Agenda

A meeting agenda, with appropriate background material, shall be distributed to EHOPAC members before each meeting.

Sec. 5. Records and Reporting

- (a) The EHOPAC meeting minutes will be developed in accordance with the Charter, Para X (2.)(a.). The Secretary will prepare meeting minutes. The EHOPAC members will review the minutes within fourteen (14) working days after the meeting.
- (b) Once reviewed by the EHOPAC Chair, minutes shall be labeled "final draft" and distributed to EHOPAC members for final review.
- (c) Once the EHOPAC Meeting minutes are approved by the EHOPAC Chair, final minutes will be sent to the CEHO for approval.
- (d) Approved minutes and reports of the EHOPAC will be posted on the EHOPAC website and made available to other PAC Chairs, Chief Professional Officers (CPOs), and to the OSG.
- (e) The EHOPAC officers may provide an annual EHOPAC Accomplishment and Ongoing Activities Reports to the CEHO for distribution to all PHS CS and CC EHOs as a separate mailing or part of the EHO CPO Report.

III. Elections of Officers

During normal operations of the committee, the Chair may be succeeded by the Vice Chair at the expiration of the Chair's term of office with the endorsement of the EHOPAC.

- (a) Chair Term of Office: The Chair serves a one (1) year term of office. An additional one (1) Year term may be granted by the EHOPAC membership as long as EHOPAC appointment term limits are not exceeded.
- (b) Vice Chair Term of Office: The Vice-Chair is elected annually for a one (1) year term of office and may be re-elected for an additional term. Candidates for Vice Chair should have a minimum of one (1) year remaining in the EHOPAC appointment. The Vice Chair will assume the office of EHOPAC Chair when the office is vacated with the endorsement of the EHOPAC. If the endorsement of the Committee is not given to the incoming Chair, an election will be held according to the same criteria for electing the Vice Chair (III.c.).
- (c) Secretary: The secretary is elected annually for a one (1) year term of office and may be re-elected for an additional term. Candidates for the Secretary should have a minimum of one (1) year remaining in their EHOPAC appointment. The secretary will be selected from the voting EHOPAC members.
- (d) Treasurer: The treasurer is elected annually for a one (1) year term of office and may be re-elected for an additional term. Candidates for the treasurer should have a minimum of one (1) year remaining in their EHOPAC appointment. The treasurer will be selected from the voting EHOPAC members.
- (e) Vice Chair election: Nominees for Vice Chairperson will be solicited by the Membership and Nominations Subcommittee and presented to the EHOPAC and voted upon in an election. The nominees will be allowed to give a candidacy speech to the EHOPAC membership prior to the election. The presentations will be limited to five (5) minutes. The election of the Vice Chair will be held on or about the December committee meeting.
- (f) EHOPAC Chair and Vice Chair Qualifications: Chair and Vice Chair candidates will hold the rank of O-5 or above at the time of nomination.

IV. Operational Year

The operational year for the EHOPAC shall begin on January 1 and end on December 31.

ARTICLE II Duties of Officers

Sec. 1. Chair

The Chair is responsible for leading the EHOPAC in fulfilling its mission. The Chair's duties and responsibilities are:

- presiding over meetings of the EHOPAC and working with the Vice Chair to coordinate meetings and agenda topics;
- serving as ex-officio member of all subcommittees;
- monitoring all sub-committee functions and is instrumental in appointing Subcommittee Chairperson;
- attending SGPAC/CPOs/PAC Chairs meetings;
- meeting regularly and on an impromptu basis with Office of Commissioned Corps Force Management (OCCFM) and Office of Commissioned Corps Operations (OCCO) staff to address administrative matters such as environmental health professional billets, long term training, and appointment standards for environmental health professionals;
- guiding efforts to influence policy development affecting environmental health professionals including utilization, training, recruitment, orientation, mentoring, readiness, professionalism, and award recognition;
- providing advice and consultation to CEHO on matters related to professional activities and personnel issues affecting environmental health professionals;
- establishing and maintaining close relationships with representatives from other PACs and consults with those organizations as necessary to ensure the attainment of PHS objectives;
- serves as the contact for categorical awards (Todd Award, American Academy of Sanitarians, NEHA, etc.);
- establishing an ad hoc committee to review, rank, and recommend the commissioning of a PHS nominee;
- serving as the contact point for the Environmental Health Professional category to the Division of Commissioned Corps Recruitment;
- discussing CC Environmental Health Professional applicant and recruitment issues with designated Environmental Health Professional recruiters;
- representing the EHOPAC at Environmental Health Professional functions and the annual COA Conference;
- acting in the best interests of the EHOPAC while representing the committee
- orientating new EHOPAC members;
- endorsing an active duty officer as the official representative for the EHO category to the Junior Officer Advisory Group (JOAG) as necessary.
- establishing and maintaining close contact with EHO Representatives

- to the JOAG as necessary.
- sends letters of appreciation to EHOPAC members and others as necessary.

Sec. 2. Vice Chair

The primary duty of the Vice Chair is to acquaint themselves with the ongoing business of the EHOPAC and the duties of the Chair to ensure a smooth transition upon assuming the office of Chair. The Vice Chair will assist the Chair in the execution of EHOPAC business as described in Section 1, Article II. The Vice Chair will represent the Chair when he/she is not available to attend meetings or other official functions that require the presence of the Chair. These duties include, but are not limited to: representing the Chair at EHOPAC or EHOPAC-related meetings in their absence; and actively participating with the Chair in fulfilling the EHOPAC mission.

The Vice Chair is responsible for EHOPAC operational functions. The Vice Chair:

- coordinates the logistics of meeting locations and conferencing technology;
- coordinates meeting agenda topics, guest speakers, and special functions;
- meets with the EHOPAC Chair regarding Environmental Health Professional related matters that require immediate attention;
- assists the EHOPAC Chair in drafting, preparing, and presenting special EHOPAC resolutions, and intramural and extramural correspondence

Sec. 3. Immediate Past Chair

The immediate past Chair provides advice and counsel as requested by the Chair and is an ex-officio member of the EHOPAC.

Sec 4. SECRETARY

The primary duty of the Secretary is to document and record the ongoing business activities of the EHOPAC as described in Section 1, Article II.

The Secretary is responsible for EHOPAC records and correspondence. The Secretary:

- keeps accurate records of the EHOPAC meetings and activities;
- transmits the records to the CEHO;
- prepares meeting agendas after receiving agenda topics from the Vice Chair and Chair;
- records EHOPAC member attendance at scheduled meetings;
- records detailed minutes of all official EHOPAC meetings, provides draft minutes to the EHOPAC members, makes necessary edits and forwards the final version to the Chairperson, the CEHO, and to the Chair of the Information Technology Subcommittee for posting on the EHOPAC website.

Sec 5 TREASURER

The primary duty of the Treasurer is to record and report the ongoing financial activities of the EHOPAC.

The Treasurer is responsible for EHOPAC financial records and coordinating EHOPAC account activity and maintenance. The Treasurer:

- Coordinates with the Commissioned Officers Association *(COA) Foundation Accountant to monitor EHOPAC account activity;
- Keeps accurate financial records related to the EHOPAC account;
- Provides routine financial reports to the EHOPAC during regularly scheduled EHOPAC meeting or as requested by the EHOPAC Chair;
- Coordinates in writing, requests for funding that are submitted to the *COA Accountant;
- Processes accounts payable and accounts received related to EHOPAC activity
- Processes all issues related to requests and payments for the EHO Coins
- At the beginning of each new treasurer's term, he or she will conduct an audit of the EHOPAC account(s). Any discrepancies noted during the audit will be coordinated with the previous treasurer and resolved. Accounting discrepancies that can not be resolved will be reported to the EHOPAC. Between 30 – 90 days after the new treasurer is elected, he or she will report the results of the audit to the EHOPAC.
- In the absence of an elected Treasurer, the EHOPAC Chair, Vice Chair, or appointed alternate will serve in the role, until a new treasurer can be elected by the EHOPAC.

** - The COA Foundation supports the EHOPAC by holding funds generated by EHO coin sales in a bank account and disperses those funds for EHOPAC related activities, as directed by the EHOPAC.*

ARTICLE III Subcommittees

Sec. 1. Standing Committees

(a) At a minimum, the EHOPAC shall have the following standing subcommittees:

- Awards & Recognition,
- Career Development,
- Charter, Bylaws and Policy Review,
- Environmental Health Professional Mentoring & Orientation,
- Environmental Health Readiness,
- History,
- Information Technology,
- Marketing & Recruitment,
- Membership & Nomination,
- Professional Image & Standards.

- (b) The EHOPAC Chair may recommend the establishment of a new subcommittee or the retirement of an existing committee. The EHOPAC membership will review and approve any such recommendations from the Chair prior to taking action.
- (c) The EHOPAC Chair will appoint all subcommittee chairpersons. Subcommittees will develop internal operating procedures that outline nomination and appointment of subcommittee members, term lengths, meeting frequency, provisions for a work plan, and general operating procedures that are consistent with the Charter and Bylaws.
- (d) Each subcommittee will submit a prioritized listing of subcommittee responsibilities/work assignments (see Attachment B for example) at least annually for review and approval. In developing these priorities, the subcommittee chairperson will consult with their respective subcommittee members and the EHOPAC.
- (e) Each Subcommittee Chairman will prepare and submit an appointment letter to each subcommittee and or workgroup member in accordance with subcommittee internal operating procedures.
- (f) In order to achieve maximum participation by the greatest number of environmental health officer:
1. voting members and non-voting members shall not be granted official membership on more than one subcommittee *at one time*. Subcommittees may have

- liaisons, ex-officio members, and ad-hoc members that are also official members of another subcommittee if these roles have been defined as a need in the subcommittee's standard operating procedures and/or approved by the EHOPAC Chair.
2. the maximum term for official membership on one subcommittee shall be limited to three (3) years as a non-voting member, and three (3) years as a voting member. The officer may serve additional terms on different subcommittees. Subcommittee members may have liaison, ex-officio members, and ad-hoc members serve beyond the 3-year term if these roles have been defined as a need in the subcommittee's standard operating procedures and/or approved by the EHOPAC Chair. When necessary, the EHOPAC Chair may also approve a voting member to exceed the maximum three (3) year term if the voting member is needed to chair the subcommittee.

(g) The functions of the standing subcommittees shall be as follows:

- i. The Awards and Recognition Subcommittee serves the following functions:
 - evaluates Environmental Health Professional nominees for awards (such as the NSPE Federal Environmental Health Professional of the Year and any other similar award where one (1) PHS nominee must be selected from amongst many);
 - prepares guidance and coordinates awards nominations;
 - evaluates nominees for the John G. Todd Career Achievement Award, Edward Moran Award, John C. Eason Award, and the Thomas E. Crow Mentor Award;
 - advises the EHOPAC on ways to proactively encourage supervisors to submit EHOs for awards (both CC and CS);
 - provide for distribution, notices and reminders of awards schedules;
 - drafts memoranda recognizing outgoing EHOPAC Members, EHOPAC Chair, and CPO upon the expiration of appointments;
 - develops draft example award write-ups for Environmental Health Professional's supervisors to assist them in submitting award nominations.

ii. The Career Development Subcommittee

The Career Development Subcommittee serves the following functions by advising the EHOPAC on issues affecting both CC and CS EHOs career activities, related to assignments, evaluations, promotions and job satisfaction. Activities may include the following:

- Billets;
- Promotions;
- Commissioned Officers Effectiveness Reports (COERs);
- Position classification for Environmental Health Professionals;
- Special pay for critical need positions;
- Research grade evaluation for Environmental Health Professionals;
- Performance evaluation factors (benchmarks) for Environmental Health Professionals;
- Career counseling and retention;
- Maintains the EHO Resource Handbook;

iii. The Charter, Bylaws and Policy Review Subcommittee

The Charter and Bylaws Subcommittee serve the following functions:

- discusses issues relevant to operating procedures for the EHOPAC;
- handles and recommends actions necessary for smooth administrative operation;
- evaluates and make recommendations on issues that may arise which do not fit the responsibilities of the other standing sub-committee;
- tri-annual reevaluates of the EHOPAC Charter;
- issues relevant to the SG's EHOPAC Maintenance Agreement;
- reviews potential EHOPAC members and assists with the evaluating distribution of EHOPAC members;
- commissioning standards;
- bylaws, election procedures, general operations;
- serves as the Nominating Committee whenever needed;
- ensures "Robert Rules of Order" are followed at EHOPAC Meetings;
- Stays current with policy decisions from OCCFM or

OCCO;

- Refers emerging issues to other subcommittees for review/action/comment

iv. The Environmental Health Mentoring and Orientation Subcommittee

The Environmental Health Professional Mentoring and Orientation Subcommittee serve the following functions:

- maintains the Environmental Health Mentoring Resource Book and Operating Guidelines;
- facilitates the transition of recently appointed professionals appointed in the EHO category (CC and CS);
- pairs mentors with protégés; • obtains and evaluates EHO mentoring feedback forms;
- updates and maintains protégé roster and post on EHOPAC website.

v. The Environmental Health Readiness Subcommittee

The Environmental Health Readiness Subcommittee serves the following functions:

- provides guidance in preparing CC for environmental health fieldwork in emergency response;
- develops response tools and resource information;
- promotes readiness within the EHO category;
- reviews and updates EHO Utilization Handbook annually;
- reviews and updates Environmental Health Readiness Guide annually;
- liaison between EHOPAC and other organizations regarding EHO response assets;
- coordinates final reports/lessons learned for emergency responses with significant EHO involvement;
- advances the role of environmental health in emergency response.

vi. The History Subcommittee

The History Subcommittee serves the functions for developing and maintaining an EHOPAC web page. The web page may include:

- a historical narrative proudly describing our "roots";
- when our category was established (where, why, etc);

- service dates along with photos of all prior USPHS CEHOs;
11
- all current and archived PACs minutes;
- pictures, memos and letters of historical significance.

vii. The Information Technology Subcommittee

The Information Technology Subcommittee serves the following functions:

- maintains the "ehopac.org" website, including page design and content;
- administers the "EHOPAC-L" listserv;
- advises the EHOPAC on the use of electronic technology to improve communication with the members of the EHO category and other Environmental Health Professionals throughout DHHS;
- works with subcommittee to design subcommittee specific pages to be include on the website;
- shares job vacancy information with EHO's via the listserv.

viii The Marketing and Recruitment Subcommittee

The Marketing and Recruitment Subcommittee serves the following functions:

- develops audio-visual marketing and recruitment information;
- reviews printed and professional exhibit material to assist in EHO recruitment;
- maintains contact with various academic organizations/programs;
- works closely with Associate Recruitment Program leaders for the EHO category.

ix. The Membership and Nominations Subcommittee

The Membership/Nominations Subcommittee serves the following functions:

- maintains a pool of qualified applicants who have expressed a desire to serve and who have the support of their supervisors;
- annually soliciting membership applications through the CC

Bulletin and the category listserv as well as the website (www.ehopac.org);

- maintains and distributing curriculum vitae of the membership pool;
- maintains the contact information for all EHOPAC members including Ex-officio and pro tem members;
- maintains current EHOPAC membership OPDIV/Agency distribution roster;
- maintains EHOPAC membership OPDIV/Agency distribution allocation chart and proposes membership distribution changes in accordance with the EHOPAC Charter and Bylaws;
- prepares agency/OPDIV distribution tables annually;
- actively solicits nominees for Committee officers annually.

x. The Professional Image and Standards Subcommittee
The Professional Image and Standards Subcommittee serves the following functions:

- promotes the professional image of environmental health professionals by providing a forum for discussing and making recommendations for revisions of professional standards for both the CS and CC EHOs;
- establishes EHO appointment standards;
- makes recommendations for professional registration and certifications for the category;
- makes recommendations to the EHOPAC for initiatives aimed at enhancing the image and professionalism of the category.

Sec. 2. Ad hoc workgroups and task forces

The EHOPAC Chair may create ad hoc work groups/task forces to assist in accomplishing the mission of the EHOPAC. Each ad hoc workgroup or task force will be provided with a statement of purpose and general guidance on work assignments at the time of creation. Ad hoc workgroups and task forces shall have a working life of not more than one (1) year unless otherwise extended by the EHOPAC.

ARTICLE IV Rules of Order

The general procedure of meetings of the EHOPAC may follow the most current version "Roberts Rules of Order".

ARTICLE V

Amendments

These Bylaws may be amended at any regular meeting of the EHOPAC by two thirds (2/3) vote of a quorum of the membership. A written proposal to amend the bylaws must be submitted by a member at the meeting immediately preceding that at which the amendment is to be voted on.

ATTACHMENT A

SAMPLE - Designation of Alternate Memorandum

DATE: February 14, 2005

TO: CAPT Jane Doe, EHOPAC Chair

FROM: CDR Bill Smith, (EHOPAC Member)

SUBJECT: Designation of Alternate

I am appointing the following individual to serve as my alternate to the Environmental Health Professional Advisory Committee (EHOPAC).

Name: CDR Jon Doe

Agency: Food and Drug Administration

Address: 123 Pharmaceutical Way
Orlando, Florida 44543

Phone: (555) 123-1321, ext. 281

Facsimile: (555) 123-3214

CONCURRENCE:

(Alternate's Supervisor)

Date

Agency/OPDIV Head

Date

Chief EHO

Date

ATTACHMENT B

Sub-committee Responsibilities and Work Assignments

DATE: February 14, 2005

TO: CAPT Jane Doe, EHOPAC Chair

FROM: CDR Bill Smith, Subcommittee Chairperson, Charter and Bylaws

SUBJECT: Annual listing of subcommittee responsibilities/work assignments

The Charter and Bylaws Subcommittee

The Charter and Bylaws Sub-committee shall be responsible for discussing issues relevant to operating procedures for the EHOPAC; handling and recommending actions necessary for smooth administrative operation; evaluate and make recommendations on issues that may arise which do not fit the responsibilities of the other standing subcommittees.

- Examples:
- 1) Tri-annual reevaluation of the EHOPAC Charter.
 - 2) Issues relevant to the Surgeon Generals EHOPAC Maintenance Agreement.
 - 3) EHOPAC Membership, review of potential EHOPAC members, evaluates distribution of EHOPAC members.
 - 4) Commissioning Standards.
 - 5) Bylaws, election procedures, general operations.
 - 2) Serves as Nominating Committee whenever needed.
 - 3) Insuring Robert Rules of Order are followed at EHOPAC Meetings.

Submitted By:

(Charter and Bylaws Subcommittee Chairperson) Date

Concurrence:

(EHOPAC Chair) Date