

NCALHD Bylaws

Article I. Name and Objectives

Section 1:

This Association shall be known as the North Carolina Association of Local Health Directors.

Section 2:

The mission of this Association shall be: "To promote health, prevent disease, and protect the environment in order to ensure the public's health in North Carolina through leadership, vision, advocacy, and commitment to the principles of public health practice in our local communities and throughout the state."

The objectives of the Association are:

1. Strengthen the capacity of local public health and implement the principles of public health practice;
2. Promote improvements in laws and regulations to support the mission;
3. Seek public and private resources necessary to accomplish the mission and to assure an equitable allocation of resources to address community health needs in North Carolina communities;
4. Provide leadership and advocacy in support of public health issues;
5. Represent local public health on a statewide basis and build coalitions with other related statewide organizations and associations; and
6. Foster innovation in local health departments through the exchange of ideas and consultation among local directors.

Article II. Membership

Section 1:

Any duly appointed local health director, director of a consolidated human services agency that includes public health or an appointee by the director of a consolidated human services agency that includes public health who meets the statutory minimum education and experience qualifications for a local health director may become an active member of the Association upon payment of dues established by the Association with the annual budget.

Section 2:

An interim local health director or interim director of a consolidated human services agency that includes public health or an appointee by the interim director of a consolidated human services agency that includes public health who meets the statutory minimum education and experience qualifications for a local health director whenever the position of local health director or local human services director is vacant, may become an active member of the Association during the time they are appointed as interim provided the Secretary-Treasurer is presented with a written statement from the chairman of the local board of health, the local board of county commissioners or the local board of the consolidated human service agency stating that this person is appointed as interim health director or interim director of a consolidated human services agency that includes

public health or is the appointee of the interim director of a consolidated human services agency that includes public health.

Article III. Officers and Elections

Section 1:

The officers of the Association shall be the President, the Vice-President, the President-Elect, the Secretary-Treasurer, and the Immediate Past President.

Section 2:

The officers of the Association shall be elected at the November Association meeting except that the President-Elect shall automatically become President upon the completion of each President's one-year term and the immediate Past President shall assume the office of Past President at the conclusion of his/her term as President. The officers shall hold office for a period of one (1) year (from the close of the last Association meeting of the calendar year until the close of the last Association meeting of the following year) or until their successors are elected and seated. No person shall be eligible to hold any office unless at the time of election they are an active member of the Association and serving as the local human services director or the local health director of a local health department. Active members who are serving due to the interim appointment are not eligible to hold office or serve on the Executive Committee. Should any officer cease to be a local health or human service director, the office they hold shall immediately become vacant. No officer of the Association shall be allowed to succeed themselves in the same office for more than two consecutive terms.

Should the November meeting become an Executive Committee meeting due to lack of attendance of 30% of the membership, the election will be held at the next meeting deemed to be a full Association meeting. (See Section VI)

Section 3:

Nominations for elective offices shall be made by the Nomination and Bylaws Committee designated at least sixty (60) days prior to the November Association meeting and composed of five Association members. The immediate Past President, or in their inability to serve, the preceding Past-President, shall serve as Chairman and shall select four additional committee members. Prior to filing the nominations with the Secretary-Treasurer, the Nomination and Bylaws Committee shall explain the duties of office to each nominee and obtain their consent to serve, if elected. The names of persons duly nominated by the Nomination and Bylaws Committee shall be filed with the Secretary-Treasurer at least sixty (60) days prior to the November Association meeting. The membership shall receive prior notification of meetings of the Nomination and Bylaws Committee and said meetings are open to all members. Nominations may also be made by petition of at least nine (9) active members of the Association, which petition shall be filed with the Secretary-Treasurer at least thirty (30) days prior to the date of the November Association meeting. Motion of the names of all persons nominated and on file with the Secretary-Treasurer shall be mailed or e-mailed to all active members of the Association at least fifteen (15) days prior to the date of the association meeting. Those nominees receiving the largest number of votes at the November Association meeting shall be deemed elected to office. This process does not apply to the Executive Committee members elected from each of the ten Regions cited in Article V.

Section 4:

Vacancies for any cause shall be filled for the unexpired term by the Executive Committee.

Article IV. Duties of Officers and Regional Representatives

Section 1:

The President shall preside at the Annual Association meeting and at all meetings of the Association and of the Executive Committee. The President may arrange for presiding officers for any other meetings. The President shall appoint all committees unless otherwise provided for in these Bylaws and shall perform such other duties as are usually incumbent upon that office or as may be directed by resolution of the Association membership. In case of absence or disability of the President, the President-Elect, the Vice-President, or the Secretary-Treasurer in the order named shall exercise the duties of the presidential office. The Immediate Past-President, or the President-Elect, or the Vice-President, or someone designated by the President (in this specific order) will serve as Parliamentarian at all Association meetings.

Section 2:

The Secretary-Treasurer shall keep the minutes of the Association, receive and disburse all monies, keep an accurate account of all financial transactions of the Association, and submit at each Annual Meeting a report of all receipts and disbursements during the preceding year. The Secretary-Treasurer may delegate the receipt and disbursement of monies to the Association Executive Director.

The Secretary-Treasurer shall also keep the minutes of all meetings of the Executive Committee and perform such duties as are usually incumbent upon that office and such other duties as the Association may by resolution direct. The Secretary-Treasurer is responsible for mailing or e-mailing the ballots to elect the regional representatives to the Executive committee 60 days prior to the fall full-association meeting. This duty may be delegated to the Association Executive Director.

Section 3:

The regional representatives shall co-ordinate regular opportunities for communication among the local health directors in the respective region they represent in order to give input to the Executive Committee, to share ideas and foster innovation and collaboration. Regional representatives shall serve two year terms (Odd numbered regions [1,3,5,7 & 9] will elect regional representatives in odd numbered years and even numbered regions [2,4,6,8 & 10] will elect regional representatives in even numbered years.)

Article V. Standing and Special Committees and Their Duties

Section 1:

The Standing Committees of the Association shall consist of:

A. An Executive Committee to be composed of the President, the Vice-President, the President-Elect, the Secretary-Treasurer, the immediate Past-President, committee chairs and ten (10) active members nominated and elected as follows: one from each of the ten regional areas of the state (see attached listing of regions and counties) shall be nominated and elected by the local health directors of that region.

Regional representatives assume their duties as Executive Committee members at the end of the last meeting of the calendar year. Executive Committee members cannot serve more than two consecutive terms in the same office.

B. Subject to these Bylaws and to such action as may be taken from time to time by the Association at any annual or special meeting, the Executive Committee shall have general control and supervision over the Association and shall be empowered to act on behalf of the Association on policy which may arise during the interval between meetings. Notice of the regular meeting, the preliminary agenda and the minutes of the previous meeting shall be mailed or made available electronically to the membership no less than seven (7) days prior to the meeting date. Special meetings of the Executive Committee may be called by the President or any other three (3) Executive Committee members. A simple majority of Executive Committee members constitutes a quorum. Active participation of Executive Committee members is vital to the Association; and any Executive Committee member who misses three (3) consecutive meetings without prior notification to the President will be removed from the Executive Committee and replaced by another local health director appointed by the President with the approval of the Executive Committee.

C. A committee on Nomination and Bylaws shall be appointed. The Past President shall preside over these meetings.

Section 2:

The President shall appoint such special committees as may be necessary for the Association. All special committees shall consist of three or more members. The chairman of each committee shall be appointed by the President.

The President may also elect to have regular meetings or conference calls with the officers of the Association and/or with leadership from other state agencies or associations in order to achieve the objectives of the Association. Official Association business shall not be undertaken at these additional meetings other than as the President deems necessary because of time constraints. An example of necessary business is the time sensitive approval of a letter of support for another agency or association.

Section 3:

It is the responsibility of the President to inform the membership of the composition of all committees.

Article VI. Meetings

Section 1:

The Annual Meeting of the Association shall be held in January at the time and place designated by the Executive Committee. Special meetings of the Association may be held at such times and places as determined by the President with the approval of the Executive Committee or at the written request of no less than nine (9) active members of the Association with fifteen days notice to the full membership.

A quorum will be thirty percent (30%) of dues paying members present at any meeting and the meeting will be declared a "Full Association Meeting." Each member present shall have one (1) vote. If a quorum is not established, the meeting will be declared an "Executive Committee Meeting" provided there is a quorum of Executive Committee members.

Article VII. Voting

Section 1:

On all questions, including the election of officers, each active member shall have one (1) vote, which vote shall be cast by the member if present or by any person holding the written proxy of the members. Except as otherwise provided, a majority vote shall govern in all cases.

Section 2:

No business may be conducted without a quorum. Unrestricted proxies shall be counted towards the requirements of a quorum so long as they have been registered with the Secretary-Treasurer prior to the meeting.

Article VIII. Financial Support

Section 1:

The annual membership dues and/or other related fees shall be established by the Association at the Annual Meeting as part of the approved budget. Assessments shall be established by the Association, when necessary.

The Executive Committee shall exercise full control over the necessary revenues expenditures of the Association.

Section 2:

The member (reference Article II) will retain membership in the Association as long as he/she is the local appointee and dues are current and applicable assessments paid. If he/she is no longer appointed, the membership is retained by the department/agency and transferred to the Director appointed to fill the vacancy.

Section 3:

Non-Payment of Dues or Assessments: The director of a department/agency who has not paid annual Association dues by April 30 of any year shall not be considered a member of such Association, shall not serve as a member of any committee, shall not have voting

rights or be included on the NC Health Director list serve maintained by the Association until notification of payment of said dues has been received by the Secretary-Treasurer.

Article IX. Amendments

Section 1:

These Bylaws may be amended at any meeting of the full Association by two-thirds vote of all members voting provided such amendment(s) shall first have been submitted to the President at least sixty (60) days prior to the meeting. The President shall refer any proposed amendment(s) to the Nomination and Bylaws Committee. The proposed amendment(s) and the report of the Nomination and Bylaws Committee must be distributed to the entire membership no less than fifteen (15) days prior to the full Association meeting.

Updated August, 2009

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