

**Committee on Bylaws**  
**2023 Annual Report to the Governing Council**

The Committee on Bylaws (CoB) has three matters to report to the Governing Council. These include:

- Edit of Article V. Governing Council, Section 7. Nominations Committee, Nominations and Elections, I. [INFORMATION ONLY]
- Request from the Membership Committee to consider amendment to Bylaws re: membership of Membership Committee [INFORMATION ONLY]
- Request from Staff to modify Bylaws to bring into alignment with current practice related to the Affiliate Representative to the Caucus Collaborative [ACTION]

A brief overview of each item follows:

- 1) Affiliated Associations have been added where inadvertently omitted from Article V. Governing Council, Section 7. Nominations Committee, Nominations and Elections I. Provision shall be made for voting by proxy by the Executive Board, Sections, **Affiliated Associations** [added], Special Interest Groups, and the Student Assembly. Considered an editorial change not requiring vote of the Governing Council.
- 2) Request from the Membership Committee to alter the description of its committee in the Bylaws to reflect a change in committee structure was considered at the May 11, 2023 CoB meeting. The Bylaws Committee voted unanimously not to recommend changes at this time. Rationale for action includes: a. current strategic planning process may affect structure of standing committees, including Membership Committee which would warrant more extensive modifications to the bylaws, b. details regarding committee process are better suited to an operations manual where changes can be made more agilely, and c. the effect on Executive Board, InterSectional Council, Council on Affiliates, and Staff warrants additional discussion.
- 3) Request from Staff to add the Affiliate Representative to the Caucus Collaborative in Article IX. Section 4. Council of Affiliates, B. was considered at the July 26, 2023, CoB meeting. This would align Bylaws with current practice of having an affiliate representative to the Caucus Collaborative who sits as an ex-officio member on the CoA and also attend Caucus Collaborative meetings. The Affiliate Representative to the Caucus Collaborative also needs to be reflected in Article IX, Section 8, Caucus Collaborative, Paragraph B.

The proposed bylaws changes, with annotated explanations in grey boxes, are presented below. Full bylaws draft with annotated explanations are attached.

Item 1: Editorial change. No action required.

Item 2: No action required.

Item 3: **Article IX. Section 4. Council of Affiliates, B.** (Bylaws, pages 23-24)

The CoA shall consist of the Regional Affiliate Representatives, the members of the leadership, an Affiliate Representative at Large, the Executive Board appointed members and an Affiliate Representative to the Caucus Collaborative.

~~The Affiliate Representatives to the Action Board are ex-officio members.~~ [redundant of Section 4.B.v.]

**Section 4.B.vi (new)**

The Affiliate Representative to the Caucus Collaborative, appointed by the CoA for a two-year term, is a CoA ex-officio member without a vote.

- Adds the Affiliate Representative to the Caucus Collaborative to the membership of the CoA; bring Bylaws into congruent with current practice. Enhances communication between the two groups.
- Strikes a clause that duplicates what is in Section 4.B.v.
- Explains how the Affiliate Representative to the Caucus Collaborative is appointed.

Source: Staff

**Article IX, Section 9, Caucus Collaborative, Paragraph B.**

Nonvoting members shall include the Chair, Chair-elect, Immediate Past Chair, and Affiliate Representative.

Adds the Affiliate Representative Caucus Collaborative to the Caucus Collaborative listing of members per current practice.

Source: Staff

Guidelines for Proposing Changes to the APHA Bylaws, amended in 2022, are available at: [https://www.apha.org/-/media/Files/PDF/governance/Guidelines\\_ByLaws\\_Proposals\\_2022.ashx](https://www.apha.org/-/media/Files/PDF/governance/Guidelines_ByLaws_Proposals_2022.ashx)

Please note that any member or unit of APHA or APHA staff may propose an amendment to the association bylaws (presented to the CoB at least 3 months prior to annual meeting). Such a proposal includes: 1) general idea or concept, 2) rationale for proposed change, 3) unit representing (if applicable), and 4) preliminary list of affected membership units. Potential responses from the Bylaws Committee include: 1) no change required at this time, and 2) change required and all affected units engaged. If a change is required language is drafted and voted on by the Committee on Bylaws. The proposed amendment is then brought to the Governing Council for action.

Respectfully submitted,

**Committee on Bylaws:**

Pamela Aaltonen, PhD, RN, Chair

Rhonda BeLue, PhD

Betty Daniels, PhD, RN

Bobby Hutchison, DHSc, MA, MS, MSc, FRSPH, CPH

Resa Jones, PhD, MPH

Rachel Reed, DrPH, MPH

Aaron Guest, PhD, MPH, MSW (ex officio – Speaker of the Governing Council)

Greg Ullrich, JD (ex officio - Parliamentarian)

**APHA Staff**

James Carbo (Chief of Staff)

Courtney Taylor, MSc (Governance Liaison)

**Attachments:**

1. Committee on Bylaws “Guidelines for Proposing Changes to the APHA Bylaws”  
(Revised 7.21.22)
2. APHA Bylaws with November 2023 Proposed Amendments & Annotated Explanations