



Guidelines for Proposing Changes to the APHA Bylaws

Adopted by vote 7 to 0- March 11, 2021

Amendments to the Bylaws are covered under Article XIV of the Bylaws which are available through the APHA website <https://www.apha.org/>

The APHA Committee on Bylaws is charged with reviewing and modifying the Bylaws as needed. Refer to

<https://www.apha.org/about-apha/governance/apha-committees/committee-on-bylaws>

Current APHA Bylaws- https://apha.org/-/media/Files/PDF/governance/GC/APHA_Bylaws.ashx

A. The process for submitting a proposal to amend the bylaws is initiated as follows:

- Proposals for bylaws amendments/changes may be initiated by any member or unit of APHA.
- APHA staff may also point out the need for a bylaws change and work with either an APHA unit or the Committee on Bylaws (CoB) to have a change proposal advanced.

It is requested that the CoB be informed of the intent to amend the bylaws at least two months ahead of the Governing Council meeting in which the proposed amendment is intended to be raised.

B. The recommended sequence for submitting a proposed Bylaws change includes the following two preliminary actions:

1. Review the applicable section of the most current version of the [Bylaws](#).
2. Contact the Chair of the CoB in writing to determine if your considered proposal requires a Bylaws change. You may want to discuss your ideas with the CoB Chair before submitting in writing. The communication should include:
 - a. The general idea or concept of the proposed change
 - b. Rationale for proposed change
 - c. APHA member unit you are representing in the request (if applicable)
 - d. Preliminary list of member units that may be affected by the bylaws change

The CoB Chair will pass the notification to the full CoB and Governing Council staff.

C. The response to your proposal from the CoB chair will be one of the following:

1. A bylaws change is not required. Chair of CoB will provide guidance regarding any further action required by the proposal submitter.
2. A bylaws change is required (proceed to drafting the proposal, see below).
3. A bylaws change is required and other units need to be involved (proceed to drafting the proposal, see below).
4. Additional information is required before the CoB can determine whether a bylaws change is required or conflicts with other units of APHA. The specifics as to what

information is required would accompany this response.
This may include consultation with other units.

D. Draft the proposal including:

1. Original bylaws language (excerpting only relevant sections into a Word document).
2. Proposed change (“track changes” is requested).
3. Rationale/justification for the change (Why is this proposed change needed?).
4. APHA member or member unit who is requesting change.
5. Also include what other member units of APHA would potentially be affected by this change. The CoB will confirm that that all potentially affected APHA member units are identified. Provide any written support or opposition from these units as requested by the CoB.

The CoB will assist in drafting your bylaws changes upon request.

E. Review by the Committee on Bylaws (approximately 30 days before next Governing Council meeting)

1. Review and editing by the full CoB.
2. The CoB will draft language for changes required to other sections of the bylaws.
3. The CoB will craft the final language in consultation with all relevant parties and address any disagreements or objections.
4. The CoB will present final proposed changes to all relevant parties for their approval prior to forwarding to Governing Council.

F. Submission of Proposal to the Governing Council

1. Chair of CoB submits final proposal to the Governing Council staff.

2. The CoB report to the Governing Council will include the proposal with explanation of changes.

G. Presentation of Motion to Amend the Bylaws at Governing Council Meeting

1. If the CoB supports the proposal, the Chair will make a motion to approve at the Governing Council. A credentialed member of the Governing Council may speak in favor of or in opposition to the amendment during the discussion of the proposal.
2. If the CoB does not support the amendment, the proposal may still be brought to the floor of the Governing Council with a motion and a second from credentialed members of the Governing Council. In such a case, the CoB chair would explain to the Governing Council why the CoB did not support the proposed change. A credentialed member of the Governing Council may speak in favor of or in opposition to the amendment during the discussion of the proposal.
3. A bylaws amendment requires approval by a 2/3 majority of the Governing Council.