

BYLAWS OF THE
HEALTH EDUCATION & PROMOTION FORUM
OF THE
MICHIGAN ASSOCIATION FOR LOCAL PUBLIC HEALTH

ARTICLE I
NAME

This organization shall be known as the Health Education & Promotion Forum (HEPF) of the Michigan Association for Local Public Health (MALPH). This organization will hereinafter be referred to as the Forum.

ARTICLE II
PURPOSE

The purpose of the Forum is to provide an organization through which the members may:

- A. Monitor and offer guidance to MALPH concerning technical issues and developments in areas pertaining to health education and promotion.
- B. Monitor legislative developments pertaining to health education and promotion concerns, develop consensus positions, and offer guidance to MALPH concerning same.
- C. Address such issues and carry out such duties as may be assigned by the President, the Board of Directors of MALPH, or their designee of MALPH.
- D. Collaborate and maintain dialogue for the purpose of benefiting members programmatically and to advance the Health Education & Promotion professions

ARTICLE III
MEMBERSHIP

Forum membership shall be obtained according to the MALPH Bylaws, Article VII, Section 1, whereas each organizational member which is up to date in its MALPH dues payment shall be entitled to appoint representatives of that member to be members of the Health Education and Promotion Forum.

Voting membership of the Forum shall consist of those individuals who, under the provisions of the MALPH Bylaws Article VII Section 1, have attended at least 2 HEP Forum meetings in the previous 12 months. In the absence of such a designated person, each health department jurisdiction shall be entitled to an alternate representative. Voting members shall be entitled to all privileges of membership, which shall include attendance at all meetings, voting, holding office, serving on committees, and representing the Forum

when elected or appointed to do so. Rules for membership will not conflict with the MALPH bylaws.

Associate membership* in the Forum shall be through application to the Executive Committee. Associate members may serve on Forum committees but may not vote or hold office.

*Associate membership is any eligible individual or organization interested in supporting the mission of the Forum and applies to become an associate member. However, this type of membership is not open to local public health departments, their governing bodies or employees.

ARTICLE - IV OFFICERS

The officers of the Forum shall be the Chairperson, Chairperson Elect, Immediate Past Chairperson and Secretary/Treasurer. The term of office for all Officers shall be from 10/01-09/30. The term of office for the Chairperson, Chairperson Elect and Immediate Past Chairperson shall be one (1) year and no member shall be eligible for more than two (2) consecutive terms in office. The term of office for the Secretary/Treasurer shall be two (2) years. The Secretary / Treasurer position can be held by one person, or divided into two positions at the Forums discretion.

A Chairperson changeover transition process shall be in place to enhance leadership. Two (2) six-month time periods shall be utilized for this transition. For a six-month period before the Chairperson Elect assumes his or her duties as Chairperson, he or she shall be in training with the current Chairperson. The six-month period following the Chairperson, for a regular term, will be used to facilitate a mentorship process between the Immediate Past Chairperson and the new Chairperson.

The Chairperson shall perform such duties as: preparing the agenda for and presiding at all meetings of the Forum; participating in monthly MALPH Board of Director meetings to report HEPF activities (as described in Article III, Section 2 of MALPH Bylaws); communicate regularly with MALPH staff regarding legislative issues, evidence-based practices, website updates, etc.; and regularly communicate with Forum members regarding Forum tasks, MALPH updates, legislative updates, etc. In addition, per MALPH's Bylaws, Article III, Section 3, each Public Health Forum shall have one vote on the Board of Directors by appointing one voting Director (ie. Chair) and one alternate. In the absence of the Chairperson, the Chairperson Elect shall perform the duties of the Chairperson. In the absence of both the Chairperson and Chairperson Elect, any member of the Executive Committee may perform the duties of the Chairperson. The Chairperson Elect shall succeed to the office of the Chairperson at the expiration of the Chairperson's term of office, or earlier should that office become vacant.

If the Chairperson Elect must fill a vacancy in the office of the Chairperson, the vacancy in the office of the Chairperson Elect may be filled through a special election to be conducted at the discretion of the Executive Committee. A vacancy in the office of

Secretary/Treasurer may be filled for the remainder of the term by Executive Committee appointment.

The Secretary/Treasurer shall record the minutes of the meetings, coordinate mailings to the members, and maintain a file of Forum records; be responsible for the collection and disbursement of funds of the Forum as authorized by the voting membership and/or Executive Committee, and shall maintain a record of all transactions and prepare a brief written financial statement for presentation at Forum meetings.

ARTICLE V ELECTIONS

The Chair-Person Elect will facilitate obtaining nominations and conducting elections in September. Elections may be conducted either by electronic ballot or by in-person/telecommunication link, determined by whichever method is deemed most appropriate by the voting members at time of the election period.

ARTICLE VI MEETINGS

The Forum shall meet no less than four (4) times per year.

The Chairperson or the Executive Committee may call other meetings. A motion may be passed by a simple majority of the participating membership.

A quorum shall consist of twenty percent (20%) of the voting membership. Refer to Article III to determine voting member eligibility. Voting members who participate in meetings via adequate telecommunications shall be judged present for purposes of a quorum. Their votes are to be counted as if present. A motion may be passed by a simple majority vote of a membership quorum.

ARTICLE VII COMMITTEES

The standing committee of the Forum shall be the Executive Committee. The Chairperson or the Executive Committee may appoint other committees as needed on an Ad hoc basis.

The Executive Committee shall consist of the officers of the Forum and may also include two (2) members-at-large as appropriate. The member-at-large positions shall be elected by the membership through the election process conducted by the Elections Committee. The member-at-large positions shall be one year terms and may be renewed.

The Executive Committee shall meet by call of the Chairperson or by call of a majority of its members. The Executive Committee shall develop the annual goals and budget for approval by the Forum members.

Should an Elections Committee be created and utilized, it shall be chaired by the Chair-Person Elect and would function in this manner: The Elections Committee shall prepare a slate of nominees for officer and member-at-large positions, mail ballots to voting members, receive and tally votes, and announce election results to the Executive Committee and to the nominees.

Should an Education Committee be created and utilized, it would function in this manner: The Education Committee shall be chaired by an appointee of the Chairperson, shall assess the educational needs of the membership, develop the Forum's educational offerings and plan such other educational activities as appropriate.

ARTICLE VIII DUES

Forum dues shall be assessed annually (FY 10/1-9/30) at a rate of \$50 per local health department jurisdiction. The Executive Committee shall be responsible for presenting recommendations to the Forum membership regarding any assessment or change in dues.

ARTICLE IX AMENDMENTS

Forum Bylaws shall be reviewed on an annual basis and amended as needed. Bylaws may be amended by a two-thirds (2/3)-majority vote of the voting membership. Refer to Article III to determine member eligibility to vote. The vote on amendments shall be conducted either by emailed an electronic version of the proposed Bylaws and ballot to the voting members and/or be voted upon at a meeting should eligible voting members be present.

Amended:

HLL:Bylaws\bhsf.September 2007

August 2015, Chelsea Moxlow, Chair. Approved: August 21, 2015.

June 2018, Julie Weisbrod, Chair. Approved: June 27, 2018

September 2019, Tracey Wood, Chair. Approved: September 27, 2019