

**MICHIGAN ASSOCIATION OF LOCAL ENVIRONMENTAL
HEALTH ADMINISTRATORS**

**BY-LAWS
MICHIGAN ASSOCIATION OF LOCAL ENVIRONMENTAL HEALTH
ADMINISTRATORS, INC.
(Also Identified as MALEHA)**

MISSION STATEMENT

*The mission of MALEHA is to advocate for the protection, promotion and enhancement of
Environmental Health in Michigan*

PURPOSE

We, the Local Environmental Health Administrators of Michigan, assembled at Mount Pleasant, Michigan on December 10, 1976, do hereby join in the creation of an association of Environmental Health Administrators of local health departments. The purpose of this organization shall be to promote and strengthen all facets of environmental health delivery systems. This shall be accomplished through the promulgation of effective and efficient administrative policies and procedures and the coordination of administrative effort at the local level through close cooperation with other health agencies, associations and individuals having similar objectives.

The Michigan Association of Local Environmental Health Administrators shall also constitute the Environmental Health Forum of the Michigan Association of Local Public Health (MALPH). A person appointed by his or her health officer in accordance with MALPH By-laws to serve as the environmental health forum member may participate and vote in any meeting convened in the name of the Environmental Health Forum (E.H. Forum).

ARTICLE I - MEMBERSHIP

SECTION 1 – REGULAR MEMBERSHIP

The membership of MALEHA shall be composed of city, county, district and regional Environmental Health Administrators who provide administrative services to a broad range of environmental health programs. Membership shall be retained if dues are paid and the member continues to perform the duties of his or her employment in a local health department in Michigan. Only members qualified under this section have the right to vote.

SECTION 2 - ASSOCIATE MEMBERSHIP

Individuals not meeting with the conditions for membership specified in Section 1 may be nominated and invited into the association as an associate member on recommendation of a regular member and approval by the Board of Directors. Any regular member can request consideration for an associate member by submitting a written request to the MALEHA President. This request will be distributed to the Board and voted on for approval. Upon approval, the MALEHA Secretary shall inform the associate member and requesting regular member. The MALEHA Secretary shall inform all MALEHA members via the list serve and have this person added to the official membership roster and list serve maintained by MALPH. These members have no vote except in the absence of the regular member from their respective agency. If a regular member will not be present at a meeting they must assign the voting privilege to the associate by informing the MALEHA Board prior to the said meeting. A local health department shall have no more than one (1) vote at a general membership meeting. A local health department shall have not more than two (2) associate members unless otherwise authorized by the Board of Directors.

SECTION 3 – ADJUNCT MEMBERSHIP

Individuals who administer or have administered local Environmental Health programs and practices and wish to participate in MALEHA, and who would not otherwise qualify for membership, may be nominated by a current member. The nominating member shall be in good standing at the time of nomination. The nomination shall come in written format to the MALEHA president. The nomination shall consist, at minimum, of a detailed explanation of how the person meets the above definition. For a nomination to be approved by the Executive Board the person nominated must receive a simple majority of affirmative votes from members of the Board. Adjunct Members must pay the current associate membership fee and may have listserv access.

ARTICLE II - OFFICERS AND DIRECTORS

SECTION 1 – OFFICERS AND DIRECTORS

There shall be elected at the September or October general membership meeting four officers who shall serve for one year or until their successor shall be qualified. The officers of the association shall be: President, President Elect, Past President, Secretary and Treasurer and shall be known as the executive board of MALEHA.

The membership shall endeavor to ensure regional representation of Michigan when electing Directors.

The President or President Elect shall serve as the officer of the E.H. Public Health Forum of MALPH if MALPH accepts MALEHA as the EH Public Health Forum.

There shall be elected at the September or October general membership meeting five Directors whose 3-year term have expired who shall serve for three years or until their successor shall be qualified.

The officers and the five Directors shall be known as the Board of Directors of MALEHA.

SECTION 2 - ELECTION

1. The Officers and eligible Directors shall be elected annually and serve until their successors have been elected and taken office. The election shall take place each year at a general membership meeting. Officers shall be elected for a 1-year term; Directors shall be elected for a 3-year term.
2. Persons having regular membership may vote by either absentee ballot or at the general membership meeting. Associate members are not allowed any voting privileges for the annual election of officers. Absentee ballots must be requested from the secretary. Completed absentee ballots must be received by the secretary at least twenty-four hours prior to the beginning of the meeting.
3. The Board of Directors may order a mail ballot if deemed necessary.

SECTION 3 - VACANCY

In the event that any officer or director, for whatever reason, leaves office of the association, the president, with the approval of the Board of Directors, shall appoint a member to fill the vacated position.

If the vacated position is that of the president of the association, the president-elect will automatically become the president of the organization and the membership will elect a new President Elect. These actions should be instituted by the Board of Directors within sixty days of the vacancy.

SECTION 4 – BOARD OF DIRECTORS DUTIES

The Board of Directors is charged with the following duties and responsibilities:

1. A Presidential transition process shall be in place to enhance leadership and allow for the smooth changeover of the presidential office. This “mentorship process” will allow the President Elect to begin in-house training with the current President. Immediately upon election, the President Elect shall attend all meetings with the President, as feasible, including monthly MALPH meetings and any quarterly/special MALPH/State Official meetings. This would also include emerging issue meetings with key State Partners. Upon expiration of the President’s term of office, the new Past-President shall be available as needed to continue the “mentorship process” with the new President.

The following is a list of common tasks that are the responsibility of the President-elect:

- a. Attend all MALEHA Board of Directors meetings during the elect year
 - b. Attend MALPH monthly and MALPH/State Partner quarterly meetings with the President
 - c. Act as the President’s Special Liaison to MALEHA Standing Committees and Ad-hoc Committees as requested and/or needed.
2. The President shall prepare the agenda for and preside at all meetings of the Forum. In the absence of the President, the President Elect shall perform the duties of the President. In the absence of both the President and President Elect, any member of the Board may perform the duties of the President. The President Elect shall succeed to the office of the President at the expiration of the President’s term of office, or earlier should that office become vacant.

The following is a list of common tasks that are the responsibility of the President:

- a. Attend all MALPH and State Partner meetings as indicated and dictated by the current environment and events.
 - b. Review and maintain contact with MALEHA Committee projects. Support the projects, as needed, with resources, materials and stakeholder contact.
 - c. Provide feedback to the general Forum concerning Board discussions on various topics, including committee project recommendations, State partner requests, and other pertinent issues.
 - d. Prepare White Papers, Resolutions and position rationales, as needed.
 - e. Provide In-Training and mentorship activities to the President-elect
 - f. Assign Board Members the various tasks and responsibilities at the beginning of the term, as needed, based on pre-existing assignments, board member status, expertise, retirements, etc.
 - g. At the beginning of the President’s term, but no later than the October MALEHA forum meeting, schedule a Board of Directors meeting. This meeting shall accomplish two primary goals.
 - i. Develop strategic goals to be accomplished and/or continued during the President’s term
 - ii. Assign chairs/co-chairs for the various committees and/or liaison appointments
3. The Secretary shall record the minutes of the meetings, coordinate mailings to the members, and maintain a file of MALEHA records including but not limited to agendas, minutes, treasurers

report, correspondence, motions and committee reports. The Secretary is also responsible for the proper storage and handling of the MALEHA laptop utilizing the following criteria:

- a. The laptop shall not be stored where it is subjected to extreme temperatures.
- b. The laptop shall be stored in a secure manner.
- c. The laptop is not to be utilized for any purpose other than for the business of the association.

The following is a list of common tasks that are the responsibility of the Secretary:

- a. Research and prepare administrative reports related to Insurance, legal issues, etc. as needed and determined by the President and Board of Directors.
 - b. Provide all appropriate documents to the designated Board of Directors member for posting on the MALEHA Forum website. Documents to be posted will include meeting minutes, committee reports and other key information from the General Membership meetings as approved by the President and the Board of Directors.
 - c. Maintain the Committee Project Spreadsheet Review excel document
 - d. Other documentation needs as they occur.
4. The Treasurer shall be responsible for the collection and disbursement of funds of MALEHA as authorized by the voting membership and/or Board of Directors, maintain a record of all transactions, and prepare a brief written financial statement for presentation at general membership MALEHA meetings. An audit of all records shall be performed in 2011 by the Board of Directors and thereafter every two years or when a new Treasurer is elected.

The following is a list of common tasks that are the responsibility of the Treasurer:

- a. Provide support to the organizer of the Annual Directors Conference such as; reserving rooms, determining budgets, sending and collecting registrations, and processing payables.
 - b. Provide guidance to the President concerning out of state conference budgeting guidelines
 - c. Other financial related processes or documentation as they occur.
 - d. Shall maintain an accurate list of members and associate members who shall be included on a list serve to receive all electronic communications.
5. The President Elect shall fill a vacancy in the office of the President. A vacancy in the office of the President Elect may be filled through a special election to be conducted at the discretion of the Board of Directors. A vacancy in the office of Secretary/Treasurer may be filled for the remainder of the term by Board of Directors appointment.
6. The Board of Directors shall convene at a minimum of four times annually (quarterly) for oversight and planning of the Association. The President may call more frequent meetings, as necessary.
7. The Board of Directors shall also have such duties, responsibilities and authority as is usually delegated to such bodies under parliamentary law in common practice. The rules of parliamentary procedure as laid down in Robert's "Rules of Order" shall govern all meetings.

The following is a list of common tasks that are the responsibility of the Board of Directors and may be assigned by the President to any Board of Director member, as appropriate:

- a. Research of special topics/areas as determined and directed by the President.
- b. Prior to the election of new officers, provide an annual overview of year to date accomplishments to the MALEHA general membership. This report shall also be provided as a document and submitted to the Secretary and retained for reference.

- c. Act as a liaison to the MALPH Member Services Director/Event Coordinator for the posting of general membership meeting documents, standing and ad-hoc committee documents, and other pertinent documents to the MALEHA Forum website.
 - d. As requested by the President, assist in the development of White Papers and Position Rationales.
 - e. All Board of Director members shall serve on at least one MALEHA committee and act as the liaison between the committee and the Board.
 - f. Serve as the MALEHA liaison to MEHA. The appointed Board member will work with the designated MEHA Board representative to MALEHA to further communications and cooperation between the two associations.
 - g. Approve the President's conference registration and travel costs as provided in Section 8.
 - h. The appointed Board members shall request and receive annual MALEHA award nominations and provide a list of candidates for Board of Directors consideration.
 - i. The Board of Directors shall provide oversight for award nominations and selection of recipients for such awards as provided below:
 - i. Nominations are submitted by a regular member of MALEHA. All nominations must be submitted on the nomination form provided by MALEHA and include supporting documentation (see Appendix A).
 - ii. Only regular MALEHA members can be recipients of the V. Harry Adrounie Founder's Award, Distinguished Service Award and Past President's Award.
 - iii. Nominations will be considered for any nominee for the Outstanding Achievement Award for Public Health Service.
 - iv. Nominators must supply current basic biographical data of the nominee.
 - v. Nominators must provide a narrative statement detailing the accomplishments and achievements of the nominee. The statement should describe the nominee's worthiness of the award.
 - vi. Nominators may supply letters of support describing how the nominee meets award criteria. Multiple nominators can co-sign a joint letter of support.
 - j. The appointed Board member shall coordinate with the Treasurer to order award plaques for distribution at the annual Director's Conference.
8. The term of office for elected officials of the Association shall commence at the close of the Annual Business Meeting.

SECTION 5 - REPORTS TO MEMBERSHIP

The Board of Directors, at least once a year, shall report to the full membership by voice or in writing or both, such action or actions that have been taken for the association throughout the year.

SECTION 6 – COMMITTEE APPOINTMENTS

The President, with the approval of the Board of Directors, shall from time to time appoint committees and/or subcommittees to address issues of interest to the association. The President may also appoint a member to represent MALEHA on any committee, task force or other group with Board of Directors approval. Committee members of MALEHA must be regular, associate or adjunct members and do have voting privileges within the committee. The chairs of committees may request programmatic expertise from member agencies or professional partners; however; these individuals do not have voting privileges.

SECTION 7 - ALTERNATES

Alternates are permissible for Officers and Board of Directors. The President must be informed of the name of the alternate in advance of a Board meeting. The alternate shall have the right to vote on issues brought before the Board of Directors and must be an employee of a local health department and be a member of the association. Proxies are prohibited.

SECTION 8 – DELEGATES TO ASSOCIATE AND AFFILIATE ORGANIZATION EVENTS

The President or appointed replacement shall represent the Association at the National Environmental Health Association Annual Education Conference and Michigan Environmental Health Association Annual Education Conference or the UPEHA AEC. Therefore, with Executive Board approval, expenses incurred on behalf of the Association to attend approved conferences shall be paid or reimbursed as follows:

1. Expenses may include but not limited to, conference registration fees, travel and hotel/accommodations/lodging.
2. When possible, conference registration fees, travel reservations and accommodations/lodging reservations shall be made and paid in advance of the scheduled event. If expenses are incurred that require reimbursement, a record, receipt or invoice of date, destination and purpose of the expense shall be completed and submitted to the Treasurer. The record is to be submitted to the Treasurer within 30 days after completion of the trip.
3. Travel expenses may include airfare, baggage/luggage fees, parking, mileage, shuttle, taxi, fuel and/or rental car and associated fees, taxes and gratuities.
4. Mileage will be reimbursed at the published IRS rate for mileage reimbursement when using a personal vehicle to attend an approved conference in state. A record of date, destination and purpose of the trip shall be completed and submitted to the Treasurer. The record is to be submitted to the Treasurer within 30 days after completion of the trip.
5. The Treasurer will submit any respective expenses incurred, for Executive Board approval, at the next Executive Board Meeting or via an electronic approval following submission. It is expected that the President or appointed replacement is fiscally responsible when making these reservations and make every reasonable effort to minimize expenses.
6. In the event the President cannot attend one or both conferences he/she may appoint the President Elect or Immediate Past President to represent the Association and shall receive the same benefits and reimbursement to attend an approved conference as defined in these Bylaws. If none of these Officers can attend a particular conference, no Association representation costs will be approved that particular year.

ARTICLE III - VOTING

Persons having regular membership may vote by voice in person or on teleconference for a general membership meeting. Upon the discretion of the President, a voice vote may be recorded by roll call. Any regular member may request that voice votes on teleconference be recorded by roll call.

Under special circumstances, the President may request and direct a vote by electronic means.

ARTICLE IV - MEETINGS

SECTION 1 – GENERAL MALEHA MEETINGS

General membership meetings of the association shall be held monthly on the third Thursday of each month unless scheduled otherwise (as allowed in these By-laws). Other meetings may be called by the President as often as deemed necessary for the good of the association. Special meetings may also be called by the President when requested by the Board of Directors or by the signed statements of five members thirty days prior to the time set for the meeting. The term of office of the Officers and Directors begins with the adjournment of the September or October general membership meeting.

SECTION 2 - MALEHA QUORUM

A quorum shall be present if at least thirty percent of the regular members of the association are present either in person or by teleconference at any meeting of the general membership.

SECTION 3 - BOARD OF DIRECTOR MEETINGS

A meeting of the Board of Directors may be called by the President or by the signed statements of any two members of the Board of Directors within thirty days' notice.

SECTION 4 – BOARD OF DIRECTORS QUORUM

Any five voting members of the board, including alternates, shall constitute a quorum at any official Board of Directors meeting either in person or by teleconference.

ARTICLE V - DUES

Regular and associate members will be assessed an annual or special fee to meet expenses necessary for conducting the business of the association. Annual dues shall be \$30.00 for a regular member and \$20 for an associate or adjunct. Dues shall be due and paid in full by January 31 of each year. Failure to submit annual dues will result in loss of voting rights and access to the MALEHA list serve may be limited to dissemination of State Department information only. Special fees may be required by the Board of Directors when the associations' monetary balance is below \$2000.00 or if approved by the Board of Directors.

ARTICLE VI - AMENDMENTS

These By-Laws may be amended by a two-thirds vote of the voting members present at a general membership meeting, provided that a thirty day written notice has been given the membership and such contemplated action has been incorporated in the notice of the meeting.

Amended 3-21-78; 9-16-81; 9-23-86; 3-25-87; 9-15-00; 9-9-05; 4-21-11; 3-27-12; 1-24-12;
4-18-13, 9-25-15