



WEST VIRGINIA PUBLIC HEALTH ASSOCIATION, INC.

OPERATING CODE

**DUTIES
OF
THE
EXECUTIVE COUNCIL**

ACCEPTED:

January 28, 1999

REVISED:

April 22, 2005

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WEST VIRGINIA PUBLIC HEALTH ASSOCIATION, INC.

CODE 1

Operating Code for Immediate Past President

- I. Name origin: The name of this office shall be Immediate Past President of the West Virginia Public Health Association, Inc.
- II Purpose: The purpose of this code is to provide the Immediate Past President with an outline of the duties and responsibilities of the office of Immediate Past President of the West Virginia Public Health Association, Inc.
- III Organization:
 - A How elected: After serving one year as President, succeeds to the office of Immediate Past President.
 - B Term of office: The Immediate Past President shall serve for one year. Shall assume office after the close of the annual banquet and serve until his successor has been duly elected and qualified for office.
 - C Vacancy: In the case of death or resignation of the Immediate Past President, the Executive Council will appoint a Past President, if available, or other member in good standing to fill the unexpired term.
- IV Duties:
 - A Shall be Chairperson of the **Hall of Fame and Awards** Committee.
 - B Shall advise the President, President-Elect, and Vice President on matters of importance to the Executive Council.
 - C Shall be a member of the Executive Council.
 - D Shall develop and/or revise all Operating Codes of the Association, Executive Council, standing committees and others as needed.
 - E Furnish copies of the Operating Codes to the President at the first meeting of the Executive Council.

WEST VIRGINIA PUBLIC HEALTH ASSOCIATION, INC.

CODE 2

Operating Code for President

- I Name: The name of this office shall be President of the West Virginia Public Health Association, Inc.
- II Purpose: The purpose of this code is to provide the President with an outline of the duties and responsibilities of the office of the President of the West Virginia Public Health Association, Inc.
- III Organization:
 - A How elected: After serving one year as President Elect, succeeds to the office of President.
 - B Term of office: The President shall serve for one year. Shall assume office after the close of the annual banquet and serve until his successor has been duly elected and qualified for office. The President shall succeed to the office of Past President without other election at the annual meeting following his election.
 - C Vacancy: In the case of death or resignation of the President, the President Elect shall fill the unexpired term and the following full term of office.
- IV Duties:
 - A Shall conduct and oversee all of the business of the West Virginia Public Health Association.
 - B Shall act as Ex-Officio on all committees except the nominating committee.
 - C Shall advise and assist the President-Elect and Vice President on how to best prepare for his/her duties.
 - D Shall conduct all Executive Council meetings.

WEST VIRGINIA PUBLIC HEALTH ASSOCIATION, INC.

CODE 3

Operating Code for President Elect

- I Name: The name of this office shall be President Elect of the West Virginia Public Health Association, Inc.
- II Purpose: The purpose of this code is to provide the President Elect with an outline of the duties and responsibilities of the office of the President Elect of the West Virginia Public Health Association, Inc.
- III Organization:
 - A How elected: After serving one year as Vice President, succeeds to the office of President Elect.
 - B Term of office: The President Elect shall serve for one year. Shall assume office after the annual banquet and serve until his successor has been duly elected and qualified for office. The President Elect shall succeed to the office of President without other election at the annual meeting following his election.
 - C Vacancy: In the case of death or resignation of the President Elect, the Vice President shall fill the unexpired term and the following full term of office.
- IV Duties (See Appendix for examples of what is expected to carry out these):
 - A Shall serve as ~~Chair~~ Chairperson of the Budget Committee and prepare the Annual Budget for the Executive Council prior to the first meeting of the following year.
 - B Shall, serve as ~~Chair~~ Chairperson on the Conference Planning and Local Arrangements Committee, preparing the program and handling all incidentals for the annual conference each year.
 - C Advise and assist the Vice President on how to best prepare for his/her duties.
 - D Shall act as Ex-Officio on all committees except the nominating committee.
 - E Shall conduct the business of the West Virginia Public Health Association in the absence of the President.
 - F Shall serve as a member of the Executive Council of the West Virginia Public Health Association, Inc.

WEST VIRGINIA PUBLIC HEALTH ASSOCIATION, INC.

CODE 4

Operating Code for Vice President

- I Name: The name of this office shall be Vice President of the West Virginia Public Health Association, Inc.
- II Purpose: The purpose of this code is to provide the Vice President with an outline of the duties and responsibilities of the office of the Vice President of the West Virginia Public Health Association, Inc.
- III Organization:
 - A How elected: The Vice President shall be elected by the membership of the West Virginia Public Health Association, Inc. at the annual conference each year.
 - B Term of office: The Vice President shall serve for one year. Shall assume office after the close of the annual meeting and serve until his successor has been duly elected and qualified for office. The Vice President shall succeed to the office of President Elect without other election at the annual meeting following his election.
 - C Vacancy: In the case of death or resignation of the Vice President, the Executive Council will appoint a member of the organization to fill the unexpired term until the next election of the officers of the Association.
- IV Duties:
 - A Shall serve as ~~Chair~~ Chairperson of the Audit Committee, performing the annual audit of the account books.
 - B Shall serve as ex-officio on all standing committees except the nominating committee.
 - C Shall assist the President as requested, and to act in the absence of the President and President Elect.
 - D Shall serve as a member of the Executive Council of the West Virginia Public Health Association, Inc.

WEST VIRGINIA PUBLIC HEALTH ASSOCIATION, INC.

CODE 5

Operating Code for Treasurer

- I Name: The name of this office shall be Treasurer of the West Virginia Public Health Association, Inc.
- II Purpose: The purpose of this code is to provide the Treasurer with an outline of the duties and responsibilities of the office of the Treasurer of the West Virginia Public Health Association, Inc.
- III Organization:
 - A How elected: The Treasurer shall be appointed by the President of the West Virginia Public Health Association, Inc., and approved by the Executive Council at the first meeting following the annual conference.
 - B Term of office: The Treasurer shall serve for one year. Shall take office on January 1 of the year following appointment.
 - C Vacancy: In the case of death or resignation of the Treasurer, the President shall appoint a member of the organization to fill the unexpired term and the Executive Council shall approve that appointment.
- IV Duties:
 - A Shall be responsible for all monies of the Association.
 - B Shall make payment on all invoices approved by the Executive Council, by check. Each check shall be signed by two persons. The Treasurer and one of the following: President, President-Elect, Vice-President, Immediate Past President or Executive Secretary.
 - C Shall make monthly financial reports to each Executive Council Member and give a verbal report at each Executive Council meeting.
 - D Shall be responsible for the annual audit performed by the Vice President.
 - E Shall publish a list of all members in good standing with the Association, annually.
 - F Shall be responsible for the registration process at any meeting of the Association.
 - G Shall present a concise financial report at each annual meeting of the Association. A written copy of this report shall be filed with the Executive Secretary.
 - H Shall serve as a member of the Conference Planning and Local Arrangements Committee.
- V. Salary: Shall receive, for service to the Association, an annual salary set by the Executive council.

WEST VIRGINIA PUBLIC HEALTH ASSOCIATION, INC.

CODE 6

Operating Code for Executive Secretary

- I Name: The name of this office shall be Executive Secretary of the West Virginia Public Health Association, Inc.
- II Purpose: The purpose of this code is to provide the Executive Secretary with an outline of the duties and responsibilities of the office of Executive Secretary of the West Virginia Public Health Association, Inc.
- III Organization:
 - A How elected: The Executive Secretary shall be appointed by the President of the West Virginia Public Health Association, Inc., and approved by the Executive Council at the first meeting following the annual conference.
 - B Term of office: The Executive Secretary shall serve for one year. Shall take office on January 1 of the year following appointment.
 - C Vacancy: In the case of death or resignation of the Executive Secretary, the President shall appoint a member of the organization to fill the unexpired term and the Executive Council shall approve that appointment.
- IV Duties:
 - A Prepare lists of new Executive Council Members' addresses, fax and phone numbers, and provide copies of the list to each as soon after the annual meeting as possible.
 - B Attend Executive Council meetings and take minutes by tape and written notes, transcribe, type, and send copies to members of Executive Council.
 - C Maintain Executive Secretary File Binder, inserting all correspondence and reports accumulated at meetings and various correspondence received and responded to throughout the month.
 - D Assist President with miscellaneous duties like phone calls, scheduling of meetings, etc. whenever possible.
 - E Compose, type and mail correspondence for President as needed.
 - F Have signature authority to co-sign checks with Treasurer.
 - H Assist members of Executive Council when needed to call special meetings.
 - I Shall notify the membership of the program at least sixty (60) days prior to the annual meeting.
 - J Shall present a final report of the Executive Council activities for the preceding year at the Annual Conference. A written copy of this report shall be placed in the permanent records of the Association.
 - K Shall act as Ex-Officio on all committees except the nominating committee.
- V. Salary: Shall receive, for service to the Association, an annual salary set by the Executive council.

WEST VIRGINIA PUBLIC HEALTH ASSOCIATION, INC.

CODE 7

Operating Code for Executive Council

- I Name: The name shall be Members of the Executive Council of the West Virginia Public Health Association, Inc.
- II Purpose: The purpose of this code is to provide the Members of the Executive Council with an outline of the duties and responsibilities of the office of Member of the Executive Council of the West Virginia Public Health Association, Inc.
- III Organization:
 - A How elected: A person can be designated as Member of the Executive Council in one of three ways. Each section shall elect or designate one member to represent that section's membership on the Executive Council. The President shall appoint one person to serve as Committee Chairperson for standing and Special Committees. The third way to become a member of the Executive Council is to hold an elected office.
 - B Term of office: Each appointment shall be for one year with the exception of the elected offices.
 - C Vacancy: In the case of death or resignation of a Member of the Executive Council, the President will appoint a member of the organization to fill the unexpired term. This new appointment must be approved by the Executive Council.
- IV Duties:
 - A The Executive Council shall conduct the business affairs of the Association between the annual meetings.
 - B The Executive Council shall approve all rules and regulations relating to the establishment and government of each Section.
 - C New sections may be established by the Executive Council in any occupational area upon a minimum membership of 10 active Association members who signify their willingness to affiliate with it.
 - D Shall dissolve a section upon the recommendation of the section or upon their failure to maintain the numerical criterion required for establishment of that section.
 - E Shall have the authority to approve all officers and appointments made to the Executive Council according to the By-Laws of the Association.
 - F Shall suspend or expel any member of the Association for improper conduct as may be determined by the Executive Council.
 - G Shall approve all standards which are to be adopted by the Association.
 - H Shall work closely with the President and the Program Committee in making arrangements for the annual meeting.

- I Shall fix the place and time for the annual meeting.
- J Shall receive from the Constitution and By-Laws committee any proposed amendments for consideration and approval prior to submission to the full membership thirty (30) days prior to the annual meeting.

WEST VIRGINIA PUBLIC HEALTH ASSOCIATION, INC.

CODE 8

Operating Code for Delegate to the American Public Health Association, Inc.

- I Name: The name of this office shall be Delegate to the American Public Health Association, Inc. for the West Virginia Public Health Association, Inc.
- II Purpose: The purpose of this code is to provide the Delegate to the American Public Health Association, Inc. with an outline of the duties and responsibilities of the office of the Delegate to the American Public Health Association, Inc. for the West Virginia Public Health Association, Inc.
- III Organization:
 - A How elected: The Delegate to the American Public Health Association, Inc. shall be elected by the membership of the West Virginia Public Health Association, Inc. at the annual conference.
 - B Term of office: The Delegate to the American Public Health Association, Inc. shall serve for three years. Shall assume office on January 1 of the following year and serve until his successor has been duly elected and qualified for office.
 - C Vacancy: In the case of death or resignation of the Delegate to the American Public Health Association, Inc., the Executive Council will appoint a member of the organization to fill the unexpired term.
- IV Duties:
 - A Shall represent the Association at official meetings of the American Public Health Association, Inc.
 - B Shall be a member of the Executive Council.
 - C Shall present a final report for the year at the annual meeting. A written copy of this report shall be filed in the permanent records of the Association with the Executive Secretary.

WEST VIRGINIA PUBLIC HEALTH ASSOCIATION, INC.

CODE 9

Operating Code for Alternate Delegate to American Public Health Association, Inc.

- I Name: The name of this office shall be Alternate Delegate to American Public Health Association, Inc. for the West Virginia Public Health Association, Inc.
- II Purpose: The purpose of this code is to provide the Alternate Delegate to American Public Health Association, Inc. with an outline of the duties and responsibilities of the office of the Alternate Delegate to American Public Health Association, Inc. for the West Virginia Public Health Association, Inc.
- III Organization:
 - A How elected: The Alternate Delegate to American Public Health Association, Inc. shall be elected by the membership of the West Virginia Public Health Association, Inc. at the annual conference.
 - B Term of office: The Alternate Delegate to American Public Health Association, Inc. shall serve for three years. Shall assume office on January 1 of the following year and serve until his successor has been duly elected and qualified for office.
 - C Vacancy: In the case of death or resignation of the Alternate Delegate to American Public Health Association, Inc., the Executive Council will appoint a member of the organization to fill the unexpired term.
- IV Duties:
 - A Shall represent the Association in the event the Delegate is indisposed, at official meetings of the American Public Health Association, Inc.
 - B Shall be a member of the Executive Council.
 - C Shall present a final report for the year at the annual meeting if the Delegate could not report. A written copy of this report shall be filed in the permanent records of the Association with the Executive Secretary.

WEST VIRGINIA PUBLIC HEALTH ASSOCIATION, INC.

CODE 10

Operating Code for Member-at-Large

- I Name: The name of this office shall be Member-at-Large of the West Virginia Public Health Association, Inc.
- II Purpose: The purpose of this code is to provide the Member-at-Large with an outline of the duties and responsibilities of the office of Member-at-Large of the West Virginia Public Health Association, Inc.
- III Organization:
 - A How elected: The Member-at-Large shall be elected by the membership of the West Virginia Public Health Association, Inc. at the annual conference. There shall be three (3) Members-at-Large each year. One (1) is elected each year.
 - B Term of office: The Member-at-Large elected each year shall serve for three years. Shall assume office at the close of the annual meeting and serve until his successor has been duly elected and qualified for office.
 - C Vacancy: In the case of death or resignation of the Member-at-Large, the Executive Council will appoint a member of the organization to fill the unexpired term.
- IV Duties:
 - A Represent the Association as required by the President and the Executive Council.
 - B Prepare and conduct regional meetings as determined by the President and the Executive Council.
 - C Shall be a member of the Executive Council.
 - D Shall present a final report for the year at the annual meeting. A written copy of this report shall be filed in the permanent records of the Association with the Executive Secretary.

WEST VIRGINIA PUBLIC HEALTH ASSOCIATION, INC.

CODE 11

Operating Code for Advertisement and Exhibit Procurement Committee

- I Name: The name of this office shall be Advertisement and Exhibit Procurement Committee of the West Virginia Public Health Association, Inc.
- II Purpose: The purpose of this code is to provide the Chairperson with an outline of the duties and responsibilities of the Advertisement and Exhibit Procurement Committee of the West Virginia Public Health Association, Inc.
- III Organization:
 - A How elected: The Advertisement and Exhibit Procurement Committee shall be appointed by the President of the West Virginia Public Health Association, Inc.
 - B Term of office: The Advertisement and Exhibit Procurement Committee shall serve for one year. Shall assume office upon appointment or within 60 of the close of the annual meeting.
 - C Vacancy: In the case of death or resignation of the Chairperson of the Advertising and Exhibit Procurement Committee, the Executive Council will appoint a member of the organization to fill the unexpired term.
 - D Members: President appoints 2 members to assist the Chairperson
- IV Duties:
 - A Shall send letter to companies that might be interested in advertising in the annual program or having an exhibit booth at the annual conference.
 - B Shall send a follow-up letter to companies that no response has been received.
 - C Shall submit the names of companies who have responded to the Program Chairperson for inclusion in the annual program.
 - D Shall oversee the exhibits at the annual conference.
 - E Shall be a member of the Executive Council.
 - F Shall submit a written report at the annual meeting. A copy shall become part of the permanent record.
 - G Shall serve as Ex-Officio member of Conference Planning and Local Arrangements Committee.

WEST VIRGINIA PUBLIC HEALTH ASSOCIATION, INC.

CODE 12

Operating Code for Audit Committee

- I Name: The name of this committee shall be Audit Committee of the West Virginia Public Health Association, Inc.
- II Purpose: The purpose of this code is to provide the Chairperson with an outline of the duties and responsibilities of the Audit Committee of the West Virginia Public Health Association, Inc.
- III Organization:
 - A How elected: The Chairperson shall be the Vice President of the West Virginia Public Health Association, Inc.
 - B Term of office: The Vice President shall serve for one year. Shall assume office at the close of the annual meeting and serve until his successor has been duly elected and qualified for office.
 - C Vacancy: In the case of death or resignation of the Vice President, the Executive Council will appoint a member of the organization to fill the unexpired term.
 - D Members: Treasurer, outgoing and incoming (if both are the same, the President shall appoint a Past President to be the third member of this committee)
- IV Duties:
 - A Prior to the first Executive Council meeting following the annual meeting each year, shall review the accounting books for the Association, checking to make sure all information required by the Constitution and Bylaws are adhered to.
 - B Shall report to the Executive Council any irregularities, problems, and recommendations. A written copy of this report shall be filed in the permanent records of the Association with the Executive Secretary.
 - C Shall present a final report for the year at the annual meeting. A written copy of this report shall be filed in the permanent records of the Association with the Executive Secretary.

WEST VIRGINIA PUBLIC HEALTH ASSOCIATION, INC.

CODE 13

Operating Code for Budget Committee

- I Name: The name of this committee shall be the Budget Committee of the West Virginia Public Health Association, Inc.
- II Purpose: The purpose of this code is to provide the Chairperson with an outline of the duties and responsibilities of the Budget Committee of the West Virginia Public Health Association, Inc.
- III Organization:
 - A How elected: The Chairperson shall be the President Elect of the West Virginia Public Health Association, Inc.
 - B Term of office: The President Elect shall serve for one year. Shall assume office at the close of the annual meeting and serve until his successor has been duly elected and qualified for office.
 - C Vacancy: In the case of death or resignation of the President Elect, the Executive Council will appoint a member of the organization to fill the unexpired term.
 - D Members: Current Treasurer, Vice President, President Elect as Chairperson and/or any newly appointed Treasurer.
- IV Duties:
 - A Shall meet with the Treasurer and Vice President to prepare an annual budget for the following year.
 - 1 Shall review the expenditures from the preceding year to approximate what will be needed for the next year.
 - 2 Shall submit a tentative budget to the Executive Council within sixty (60) days.
 - 3 Shall make any revisions to the budget deemed necessary by the Executive Council.
 - 4 Shall submit the approved budget to be filed in the permanent records of the Association with the Executive Secretary.
 - B Shall be an Ex-Officio member of the Conference Planning Committee.

WEST VIRGINIA PUBLIC HEALTH ASSOCIATION, INC.

CODE 14

Operating Code for Bylaws Committee

- I Name: The name of this committee shall be the Bylaws Committee of the West Virginia Public Health Association, Inc.
- II Purpose: The purpose of this code is to provide the Chairperson with an outline of the duties and responsibilities of the Bylaws Committee of the West Virginia Public Health Association, Inc.
- III Organization:
 - A How elected: The Chairperson shall be appointed by the President of the West Virginia Public Health Association, Inc. at the annual conference.
 - B Term of office: The Chairperson shall serve for one year. Shall assume office upon appointment or within sixty (60) days of the close of the annual meeting and serve until his successor has been duly elected and qualified for office.
 - C Vacancy: In the case of death or resignation of the Chairperson, the Executive Council will appoint a member of the organization to fill the unexpired term.
 - D Members: Chairperson appointed by the President and a minimum of two (2) members.
- IV Duties:
 - A Shall be responsible for the Constitution and By-Laws of the West Virginia Public Health Association, Inc.
 - B Shall be responsible for any amendments that need to be made to the Constitution and By-Laws.
 - C Shall notify all members of good standing of any changes that need to be made to the Constitution and By-Laws, at least thirty (30) days prior to the annual conference.
 - D Shall explain any changes to the Constitution and By-Laws at the annual conference prior to voting.
 - E Shall count the ballots after voting is completed, then notify the President of the results.
 - F Shall be a member of the Executive Council.

WEST VIRGINIA PUBLIC HEALTH ASSOCIATION, INC.

CODE 15

Operating Code for Conference Planning and Local Arrangements Committee

- I Name: The name of this Committee shall be Conference Planning and Local Arrangement Committee of the West Virginia Public Health Association, Inc.
- II Purpose: The purpose of this code is to provide the President Elect with an outline of the duties and responsibilities of the Conference Planning and Local Arrangements Committee of the West Virginia Public Health Association, Inc.
- III Organization:
 - A How elected: The Chairperson shall be the President Elect of the West Virginia Public Health Association, Inc.
 - B Term of office: The President Elect shall serve for one year. Shall assume office at the close of the annual meeting and serve until his successor has been duly elected and qualified for office.
 - C Vacancy: In the case of death or resignation of the President Elect, the Executive Council will appoint a member of the organization to fill the unexpired term.
 - D Members: Each Section shall appoint/elect one representative
 - E Two (2) full members shall be chosen to coordinate local arrangements.
- IV Duties:
 - A Shall prepare the program for the annual meeting of the Association.
 - B Shall report to the Executive Council at meeting during the year to keep them informed as to the progress in finalizing the program.

WEST VIRGINIA PUBLIC HEALTH ASSOCIATION, INC.

CODE 16

Operating Code for Coordinator of Local Arrangements

- I Name: The name of this Committee shall be Coordinator of Local Arrangements for the West Virginia Public Health Association, Inc.
- II Purpose: The purpose of this code is to provide the Chairperson with an outline of the duties and responsibilities of the Coordinator of Local Arrangements for the West Virginia Public Health Association, Inc.
- III Organization:
 - A How elected: Two (2) full members of the Conference Planning and Local Arrangements Committee shall be chosen to coordinate local arrangements for the committee by the Chairperson of the Conference Planning and Local Arrangements Committee at the first meeting of the Conference Planning and Local Arrangements Committee.
 - B Term of office: The Coordinator shall serve for one year. Shall assume office upon appointment or within sixty (60) days of the close of the annual meeting and serve until his successor has been duly elected and qualified for office.
 - C Vacancy: In the case of death or resignation of the Coordinator, the Executive Council will appoint a member of the organization to fill the unexpired term.
- IV Duties:
 - A Shall assist the President Elect in making arrangements at the site of the annual meeting.
 - B Shall be a member of the Executive Council.

WEST VIRGINIA PUBLIC HEALTH ASSOCIATION, INC.

CODE 17

Operating Code for Fund Raising Committee

- I Name: The name of this committee shall be the Fund Raising Committee of the West Virginia Public Health Association, Inc.
- II Purpose: The purpose of this code is to provide the Chairperson with an outline of the duties and responsibilities of the Fund Raising Committee of the West Virginia Public Health Association, Inc.
- III Organization:
 - A How elected: The Chairperson shall be appointed by the President of the West Virginia Public Health Association, Inc. at the annual conference.
 - B Term of office: The Chairperson shall serve for one year. Shall assume office upon appointment or within sixty (60) days of the close of the annual meeting and serve until his successor has been duly elected and qualified for office.
 - C Vacancy: In the case of death or resignation of the Chairperson, the Executive Council will appoint a member of the organization to fill the unexpired term.
 - D Members: Two (2) appointed by the Chairperson, plus anyone that would like to assist the Chairperson.
- IV Duties:
 - A Shall be responsible for any fund raising efforts of the West Virginia Public Health Association, Inc.
 - B Shall make recommendations to the Executive Council as to ways to raise funds.
 - C Shall submit a report at each Executive Council meeting as to the amount and ways funds were raised for the West Virginia Public Health Association, Inc.
 - D Shall be a member of the Executive Council.

WEST VIRGINIA PUBLIC HEALTH ASSOCIATION, INC.

CODE 18

Operating Code for Hall of Fame and Awards Committee

- I Name: The name of this committee shall be the Hall of Fame and Awards Committee of the West Virginia Public Health Association, Inc.
- II Purpose: The purpose of this code is to provide the Immediate Past President with an outline of the duties and responsibilities of the Hall of Fame and Awards Committee of the West Virginia Public Health Association, Inc.
- III Organization:
 - A How elected: The Chairperson shall be Immediate Past President of the West Virginia Public Health Association, Inc.
 - B Term of office: The Immediate Past President shall serve for one year. Shall assume office at the close of the annual meeting and serve until his successor has been duly elected and qualified for office.
 - C Vacancy: In the case of death or resignation of the Immediate Past President, the Executive Council will appoint another Past President of the organization to fill the unexpired term.
 - D Members: Each Section shall appoint/elect one representative
- IV Duties:
 - A Shall include forms for nominations in the Spring issue of **News & Views** and the WVPHA website.
 - B Shall have a meeting at least sixty (60) days prior to the annual meeting to review nominations to vote on the new inductees.
 - C Shall notify the program/planning committee Chairperson of recipient(s) so the special program can be printed at the same time as the annual program.

WEST VIRGINIA PUBLIC HEALTH ASSOCIATION, INC.

CODE 19

Operating Code for Historical Committee

- I Name: The name of this committee shall be the Historical of the West Virginia Public Health Association, Inc.
- II Purpose: The purpose of this code is to provide the Chairperson with an outline of the duties and responsibilities of the Historical Committee of the West Virginia Public Health Association, Inc.
- III Organization:
 - A How elected: The Chairperson shall be, as a matter of good practice, a member of the Retiree's Section appointed by the President of the West Virginia Public Health Association, Inc. along with two (2) full members in good standing.
 - B Term of office: The Chairperson shall serve for one year. Shall assume office upon appointment or within sixty (60) days of the close of the annual meeting and serve until his successor has been duly elected and qualified for office.
 - C Vacancy: In the case of death or resignation of the Chairperson, the Executive Council will appoint a member of the organization to fill the unexpired term.
- IV Duties:
 - A Shall review the history of the West Virginia Public Health Association.
 - B Shall keep the historical information in an assessable format.
 - C Shall be a member of the Executive Council.

WEST VIRGINIA PUBLIC HEALTH ASSOCIATION, INC.

CODE 20

Operating Code for Legislative and Resolutions Committee

- I Name: The name of this committee shall be the Legislative and Resolutions Committee of the West Virginia Public Health Association, Inc.
- II Purpose: The purpose of this code is to provide the Chairperson with an outline of the duties and responsibilities of the Legislative and Resolutions Committee of the West Virginia Public Health Association, Inc.
- III Organization:
 - A How elected: The Chairperson shall be appointed by the President of the West Virginia Public Health Association, Inc.
 - B Term of office: The Chairperson shall serve for one year. Shall assume office upon appointment or within sixty (60) days of the close of the annual meeting and serve until his successor has been duly elected and qualified for office.
 - C Vacancy: In the case of death or resignation of the Chairperson, the Executive Council will appoint a member of the organization to fill the unexpired term.
 - D Members: Each Section shall appoint/elect one representative
- IV Duties:
 - A Shall be responsible for keeping the Executive Council abreast of any issues of interest during the legislative session.
 - B Shall recommend to the Executive Council for approval the services of a lobbyist to follow issues of interest through the legislative session.
 - C Shall submit a report to the Executive Council on the lobbying activities during the legislative session.
 - D Shall be a member of the Executive Council.
 - E Shall be appointed by the President Elect by April each year to serve in an Ex-Officio capacity.

WEST VIRGINIA PUBLIC HEALTH ASSOCIATION, INC.

CODE 21

Operating Code for Membership Committee

- I Name: The name of this committee shall be the Membership Committee of the West Virginia Public Health Association, Inc.
- II Purpose: The purpose of this code is to provide the Chairperson with an outline of the duties and responsibilities of the Membership Committee of the West Virginia Public Health Association, Inc.
- III Organization:
 - A How elected: The Chairperson shall be appointed by the President of the West Virginia Public Health Association, Inc.
 - B Term of office: The Chairperson shall serve for one year. Shall assume office upon appointment or within sixty (60) days of the close of the annual meeting and serve until his successor has been duly elected and qualified for office.
 - C Vacancy: In the case of death or resignation of the Chairperson, the Executive Council will appoint a member of the organization to fill the unexpired term.
 - D Members: Appointed by the Chairperson as needed.
- IV Duties:
 - A Shall receive from the treasurer a list of mailing labels of all current members of the West Virginia Public Health Association.
 - B Shall send a letter, in December of each year, to each member reminding them it is time to renew their dues.
 - C Shall be a member of the Executive Council.

WEST VIRGINIA PUBLIC HEALTH ASSOCIATION, INC.

CODE 22

Operating Code for Nominating Committee

- I Name: The name of this committee shall be Nominating Committee of the West Virginia Public Health Association, Inc.
- II Purpose: The purpose of this code is to provide the Chairperson with an outline of the duties and responsibilities of the Nominating Committee of the West Virginia Public Health Association, Inc.
- III Organization:
 - A How elected: The Chairperson shall be appointed by the President of the West Virginia Public Health Association, Inc.
 - B Term of office: The Chairperson shall serve for one year. Shall assume office upon appointment or within sixty (60) days of the close of the annual meeting and serve until his successor has been duly elected and qualified for office.
 - C Vacancy: In the case of death or resignation of the Chairperson, the Executive Council will appoint a member of the organization to fill the unexpired term.
 - D Members: Each Section Chairperson shall appoint/elect one Representative
- IV Duties:
 - A Present forms to general membership for nominations.
 - B Shall select two (2) or more qualified nominees for each elected office. Candidates must meet requirements in the By-Laws prior to being placed on the ballot.
 - C Candidates must supply written acceptance prior to being placed on the ballot.
 - D Candidates must supply written bio (short) along with a picture.
 - E Publish ballot and bio's in **News & Views** and the WVPHA website.
 - F Mail ballot and information to each paid member at least thirty (30) days prior to the Annual meeting.
 - 1. Ballots that are mailed and ballots at conference should be different colors.
 - 2. Stamp signature/verification line on top left hand corner. Place stamped self-addressed envelope with ballot to be mailed.
 - 3. Obtain labels and alphabetical listing of paid members from Treasurer.
 - 4. Place returned ballots **UNOPENED** locked receptacle until conference.
 - 5. Select committee to count ballots after closing.
 - a Committee shall consist of at least two (2) Past Presidents, Committee Chairman Chairperson, and two (2) members in good standing of the Association.

AT CONFERENCE

- G. Ballot box shall be open during all hours registration is open.
- H. Ballot box shall have a committee member in attendance during all open hours.
 - 1. Check envelopes against alphabetical listing of paid members to make sure dues are paid.
 - 2. Highlight name of paid members when ballot is received.
 - 3. Check alphabetical listing of paid members, if name is not listed, member must show proof of dues paid prior to receiving ballot.
 - 4. **NO ONE** is to open ballot box until votes are to be counted.
 - 5. If there are unreadable names on mailed in ballot envelope, have President make an announcement during a general session to have everyone check with the voting booth. If a member comes and claims the ballot as theirs, they must show proof of membership and then sign and print their name on the envelope.
- I. Prepare a board with pictures and bio's of all nominees to be placed at the voting booth during conference.
- J. Shall be a member of the Executive Council.

WEST VIRGINIA PUBLIC HEALTH ASSOCIATION, INC.

CODE 23

Operating Code for Planning/Operations Committee

- I Name: The name of this committee shall be the Planning/Operations Committee of the West Virginia Public Health Association, Inc.
- II Purpose: The purpose of this code is to provide the Chairperson with an outline of the duties and responsibilities of the Planning/Operations of the West Virginia Public Health Association, Inc.
- III Organization:
 - A How elected: The Chairperson shall be appointed by the President of the West Virginia Public Health Association, Inc.
 - B Term of office: The Chairperson shall serve for one year. Shall assume office upon appointment or within sixty (60) days of the close of the annual meeting and serve until his successor has been duly elected and qualified for office.
 - C Vacancy: In the case of death or resignation of the Chairperson or a member of the committee, the Executive Council will appoint a member of the organization to fill the unexpired term.
 - D Members: Shall be appointed by the President. There shall be five (5) members each year. One appointed each year. The new member shall serve for a term of five (5) years.
- IV Duties:
 - A Shall recommend to the Executive Council any place where the annual conference should be held.
 - B Shall secure the contract for where the future annual conference will be held. (This committee will make sure there are at least four contracts each year)
 - C Shall be a member of the Executive Council.

WEST VIRGINIA PUBLIC HEALTH ASSOCIATION, INC.

CODE 24

Operating Code for Public Information Committee

- I Name: The name of this committee shall be the Public Information Committee of the West Virginia Public Health Association, Inc.
- II Purpose: The purpose of this code is to provide the Chairperson with an outline of the duties and responsibilities of the Public Information Committee of the West Virginia Public Health Association, Inc.
- III Organization:
 - A How elected: The Chairperson shall be appointed by the President of the West Virginia Public Health Association, Inc.
 - B Term of office: The Chairperson shall serve for one year. Shall assume office upon appointment or within sixty (60) days of the close of the annual meeting and serve until his successor has been duly elected and qualified for office.
 - C Vacancy: In the case of death or resignation of the Chairperson, the Executive Council will appoint a member of the organization to fill the unexpired term.
 - D Members: Three (3) members chosen by the Chairperson.
- IV Duties:
 - A Publish **NEWS AND VIEWS** at least 2 time annually (3-4 time if possible), including an update from the executive council meeting and other committee updates.
 - B Exhibit for WVPHA at other related conference, including but not limited to SHEC, Rural Health, and EMS.
 - C Coordinate Public Health Day at the Legislature.
 - D Write and distribute press releases as needed.
 - E Work closely with Public Health Awareness Week Committee.
 - F Coordinate any other public information, publications, etc. for the Association.
 - G Serve as a member of the Executive Council.

WEST VIRGINIA PUBLIC HEALTH ASSOCIATION, INC.

CODE 25

Operating Code for Coalition for a Tobacco Free West Virginia Committee

- I Name: The name of this committee shall be the Coalition for a Tobacco Free West Virginia of the West Virginia Public Health Association, Inc.
- II Purpose: The purpose of this code is to provide the Chairperson with an outline of the duties and responsibilities of the Coalition for a Tobacco Free West Virginia Special Committee of the West Virginia Public Health Association, Inc.
- III Organization:
 - A How elected: The Chairperson shall be appointed by the President of the West Virginia Public Health Association, Inc.
 - B Term of office: The Chairperson shall serve for one year. Shall assume office upon appointment or within sixty (60) days of the close of the annual meeting and serve until his successor has been duly elected and qualified for office.
 - C Vacancy: In the case of death or resignation of the Chairperson, the Executive Council will appoint a member of the organization to fill the unexpired term.
 - D Members: Appointed by Chairperson as needed.
- IV Duties:
 - A Shall represent the Association at all meeting of the Coalition for a Tobacco Free West Virginia.
 - B Shall present a final report for the year at the annual meeting. A written copy of this report shall be filed in the permanent records of the Association with the Executive Secretary.
 - C Shall be a member of the Executive Council.

WEST VIRGINIA PUBLIC HEALTH ASSOCIATION, INC.

CODE 26

Operating Code for Public Health Awareness Week Committee

- I Name: The name of this committee shall be Public Health Awareness Week of the West Virginia Public Health Association, Inc.
- II Purpose: The purpose of this code is to provide the Chairperson with an outline of the duties and responsibilities of the Public Health Awareness Week Special Committee of the West Virginia Public Health Association, Inc.
- III Organization:
 - A How elected: The Chairperson shall be appointed by the President of the West Virginia Public Health Association, Inc.
 - B Term of office: The Chairperson shall serve for one year. Shall assume office upon appointment or within sixty (60) days of the close of the annual meeting and serve until his successor has been duly elected and qualified for office.
 - C Vacancy: In the case of death or resignation of the Chairperson, the Executive Council will appoint a member of the organization to fill the unexpired term.
 - D Members: Appointed by the Chairperson as needed.
- IV Duties:
 - A Shall organize and distribute information from the American Public Health Association and other health agencies concerning public health issues.
 - B Shall oversee the Public Health Awareness Week's activities, held the first week of April each year.
 - C Shall distribute information to all health departments and legislative representatives regarding Public Health Awareness Week.
 - D Committee shall choose the recipient of the annual Public Health Awareness Week Award, given at the annual banquet each year, and purchase award.
 - E Shall prepare certificates for all other participants in Public Health Awareness Week.
 - F Shall be a member of the Executive Council.
 - G Resolution created to be signed by the Governor on/or before January 1.

WEST VIRGINIA PUBLIC HEALTH ASSOCIATION, INC.

CODE 27

Operating Code for Educational Scholarships Committee

- I Name: The name of this special committee shall be Educational Scholarships of the West Virginia Public Health Association, Inc.
- II Purpose: The purpose of this code is to provide the Chairperson with an outline of the duties and responsibilities of the Educational Scholarship Special Committee of the West Virginia Public Health Association, Inc.
- III Organization:
 - A How elected: The Chairperson shall be appointed by the President of the West Virginia Public Health Association, Inc.
 - B Term of office: The Chairperson shall serve for one year. Shall assume office upon appointment or within 60 days of the close of the annual meeting and serve until his successor has been duly elected and qualified for office.
 - C Vacancy: In the case of death or resignation of the Chairperson, the Executive Council will appoint a member of the organization to fill the unexpired term.
 - D Members: Five (5) appointed by the President representing each Region of the state.
- IV Duties:
 - A Shall keep updated on the Scholarship Investment Fund.
 - B Shall make sure the requirements for Scholarships do not affect the non-profit status of the Association.
 - C Shall publish scholarship applications after January 1 each year.
 - D Shall receive each scholarship application for completeness, correctness, deadlines, and eligibility.
 - E Shall have a committee meeting prior to the annual conference to decide on awards each year.
 - F Shall give the names of awards to the Treasurer to have check made out.
 - G Shall have the choice of making the award at the annual banquet or asking someone to make the presentation.
 - H Shall be a member of the Executive Council.

WEST VIRGINIA PUBLIC HEALTH ASSOCIATION, INC.

CODE 28

Operating Code for Scholarships to Conference Committee

- I Name: The name of this committee shall be the Scholarships to Conference of the West Virginia Public Health Association, Inc.
- II Purpose: The purpose of this code is to provide the Chairperson with an outline of the duties and responsibilities of the Scholarships to Conference Special Committee of the West Virginia Public Health Association, Inc.
- III Organization:
 - A How elected: The Chairperson shall be appointed by the President of the West Virginia Public Health Association, Inc. The President shall appoint five (5) members of the association, in good standing, to serve on the scholarship awards committee.
 - B Term of office: The Chairperson and Committee shall serve for one year. Shall assume office upon appointment or within sixty (60) days of the close of the annual meeting and serve until his successor has been duly elected and qualified for office.
 - C Vacancy: In the case of death or resignation of the Chairperson, the Executive Council will appoint a member of the organization to fill the unexpired term.
 - D Members: Five (5) appointed by the Chairperson.
- IV Duties:
 - A Shall publish scholarship applications after January 1 each year.
 - B Shall receive each scholarship application for completeness, correctness, deadlines, and eligibility.
 - C Shall have a committee meeting thirty (30) days prior to the annual conference to decide on awards each year and notify recipient(s).
 - D Shall give the names of awards to the Treasurer so he/she will be able to write a check made out to the recipient after they have turned in their travel request.
 - E Shall be a member of the Executive Council.
 - F Shall make reservations for retirees at conference.
 - G All requests for reimbursement must be made thirty (30) days after the last day of Conference

WEST VIRGINIA PUBLIC HEALTH ASSOCIATION, INC.

CODE 29

Operating Code for Sections

- I Name: The name shall be "Section" of the West Virginia Public Health Association, Inc.
- II Purpose: The purpose of this code is to provide the Executive Council with an outline of the duties and responsibilities of each "Section" of the West Virginia Public Health Association, Inc.
- III Organization:
 - A How elected: Each section shall elect or appoint a person to represent that section on the Executive Council of the West Virginia Public Health Association, Inc.
 - B Term of office: Each section shall designate the amount of time of the election/appointment for their section.
 - C Vacancy: In the case of death or resignation of the Section representative, the Section will appoint a member of the organization to fill the unexpired term.
- IV Duties:
 - A Shall represent each "Section" on the Executive Council.
 - B Shall make recommendations in relation to the annual meeting.
 - C Shall advise "Section" membership on section policies and programs.
 - D Shall act promptly upon application for membership to the "Section".
 - E Shall report to the Executive Council the plans, scope and policy of the "Section".
 - F Shall arrange for "Section" meeting at the annual meeting and preside at these meetings.
 - G Shall plan programs and invite all speakers and participants.
 - H Shall appoint any committees to conduct the work of the "Section".
 - I Shall submit a final report of the "Section" activities for the year at the annual meeting. A written copy of this report shall be filed with the Executive Secretary.