**BYLAWS**

**EMERGENCY PREPAREDNESS AND RESPONSE SECTION**

**NORTH CAROLINA PUBLIC HEALTH ASSOCIATION, INC.**

**Article I: Name**

The name of this Section of the North Carolina Public Health Association, Inc. (NCPHA) shall be known as the EMERGENCY PREPAREDNESS AND RESPONSE SECTION.

**Article II: Mission Statement**

The mission of the Emergency Preparedness and Response Section is to promote and protect the health of North Carolina residents before, during, and after all-hazard events through an integrated public health preparedness system that is robust and scalable that builds resilient communities.

**Article III: Purpose**

The purpose of the Emergency Preparedness and Response Section of NCPHA is to provide an opportunity for Public Health Preparedness and Response Coordinators to share knowledge, provide support to one another, foster regular communication and collaboration within the disciplines of public health, to serve as a lead resource on public health emergencies and to strengthen the role of NCPHA to protect and promote the health of all people living in North Carolina.

**Article IV: Membership**

Any member of NCPHA is eligible for membership in the Section. A minimum of 25 persons is required to maintain Section status. All persons belonging to the section are entitled to all membership privileges including, but not limited to, the right to make motions, vote, and hold a Section office. To exercise these privileges, members must have current dues paid with NCPHA.

**Article V: Officers and Executive Committee**

Section 1: Officers

The officers (“Executive Committee”) of the Section shall be Chairperson, Vice Chairperson, and Secretary/Treasurer.

Section 2: Election

Officers shall be elected for two-year terms to begin at the close of the Annual Meeting and to continue through until the next Annual meeting (except for the first election, the first term of the chairperson will be three years to result in staggered terms moving forward). Elections at each Annual Meeting shall be conducted either by written ballot, by voice vote, or be electronic vote at the discretion of the Chairperson. Candidates for office shall be deemed duly elected once they have received the most votes cast.

Any office vacated during its term for whatever reason will require a special election with the elected person serving the remainder of the term. If this person of time is very short or a special election cannot be held then the Chair may appoint an interim officer until the election is held.

Section 3: Responsibilities of Officers

1. **Chairperson**
2. Preside over all meetings of the section and Executive Committee.
3. Serve as a member of the NCPHA Governing Council.
4. Serve on the NCPHA Annual Meeting Committee.
5. Appoint chairs of ad-hoc committees, as necessary.
6. Ensure that the Section Report Form is completed and submitted to the NCPHA Administrative Assistant before leaving annual meeting.
7. **Vice-Chairperson**
	1. Exercise the powers of the Chairperson in their absence.
	2. Perform additional duties as delegated by the Chairperson.
	3. Chair the Ad-hoc section committees, as necessary.
8. **Secretary/Treasurer**
9. Record minutes of all Section meetings.
10. Maintain and reconcile the financial records of the Section.
11. Present a statement of receipts, expenditures, and balances to the Section membership at each annual meeting.
12. Submit requests for payment of bills of the Section to NCPHA including appropriate documentation of expenses.
13. Maintain appropriate, legible records for the Section archives.
14. Serve as the liaison to the NCPHA webmaster to ensure that Section priorities are addressed in the NCPHA website.
15. Notify the NCPHA Secretary of members that need to be removed from list.
16. **Additional Responsibilities of Officers**
	1. Direct the administrative work of the Section.
	2. Act as trustee of the properties of the section.
	3. Carry out activities of the Section between the Annual Meetings. Any action of a project involving reference to, or participation by NCPHA shall not be undertaken until submission in writing and approval by the NCPHA Executive Committee.
	4. Recommend budgets for the work of the Section.
	5. Transmit a report of its proceedings to the Section membership.
	6. Monitor and suggest revisions to by-laws.
	7. Ensure recruitment of new and recurrent members.

**Article VI: Committees, Representatives, Liaison Persons**

As the Section grows, the officers or section members may recommend other standing committees which would be established by changes to by-laws. Ad-hox committees may be established by the chair with volunteers from membership.

**Article VII: Meetings**

The Section of the NCPHA shall hold regular meetings in conjunction with NCPHA Annual Education Conference(s) and at other times as deemed necessary throughout the year. All meetings held in relation to this Section are open to all Section members.

**Article VIII: Quorum to Vote**

Section 1: A quorum of the Section shall consist of not less than one-third of the membership.

Section2: Section members shall be permitted to vote by proxy.

**Article IX: Rules of Order**

Business sessions of the Section shall be conducted in accordance with Robert’s Rules of Order (Current Edition).

**Article X: Amendments to the Bylaws**

The bylaws may be amended by two-thirds vote of the members present and voting at any meeting if the amendment(s) have been (1) reviewed/approved by the Section membership; (2) approved by the NCPHA Bylaws and Manual Procedures Chair and the NCPHA Governing Council to assure compliance with NCPHA bylaws; and (3) transmitted to the membership by the Section Secretary-Treasurer at least 15(15) days before the Annual Meeting. Bylaws approved at an Annual Meeting of the Section shall become effective immediately upon approval.

Governing Council Approval \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date

Preparedness and Response Section Approval \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date