

DIRECTORS OF PUBLIC HEALTH NURSING

BYLAWS

March 2015

Introduction

The Directors of Public Health Nursing (DPHN) is composed of the designated Directors of Nurses representing local health jurisdictions in the State of California. DPHN is formally affiliated with the California Conference of Local Health Officers (CCLHO) as an “Affiliate Organization” and as such, contributes to the preparation of and support of the CCLHO platform on Public Health Nursing.

ARTICLE I: Purpose

- A. To serve as a mechanism through which the Directors of Public Health Nursing:
 - 1. Set the direction for Public Health Nursing in California.
 - 2. Share information and education about common problems.
 - 3. Promote planning, improvement and effectiveness of Public Health Nursing and other health services.
 - 4. Facilitate and evaluate changes in the delivery of health care services.
 - 5. Promote professional development in Public Health Nursing.
 - 6. Make available educational opportunities and Continuing Education Units (CEU) information to those desiring to pursue a professional career in nursing.
 - 7. Formulate and take appropriate action regarding specific needs for (but not influencing) legislative changes and joint agreements for nursing practice benefiting the general public.
- B. To provide a mechanism for Directors of Public Health Nursing in local official health agencies to communicate, educate and lend charitable assistance to the general public in coordination with the California Conference of Local Health Officers (CCLHO).
 - 1. Support and advise CCLHO about issues related to Public Health Nursing practice.
 - 2. Collaborate with CCLHO and County Health Executive Association of California (CHEAC) to develop a Public Health agenda for California.
 - 3. Make recommendations relating to Public Health Nursing issues and practice.
- C. To represent Public Health Nursing on health related committees at the national, state and regional level. Such representation is to be of a charitable nature with no fees to be charged.
- D. To provide input on health matters to State Health Agency, Legislature, Conference affiliates, the Board of Registered Nurses and other groups concerned with the health and welfare of the general public.
- E. To collaborate with Nursing Educators to expand and strengthen the relationship with nursing practice and make recommendation regarding curriculum for community and public health nursing programs.

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ARTICLE II: **Membership**

Section 1 **Membership:** Members in DPHN shall include the Directors of Public Health Nursing or designated professional who fulfills the requirements under Title 17- Director of Public Health Nursing. This individual represents the interests of Public Health Nursing in a local health jurisdiction.

ARTICLE III: **Associates**

Section 1 **Membership:** Associate membership in the DPHN organization is open to individuals who are interested in supporting the goals of the organization, such as public health nurses, nurse educators, and retired Public Health Nursing Directors. Associate members may not hold office or vote.

Section 2 **Categories of Associate Membership:** There shall be four categories for associate membership:

1. PHN - a public health nurse who supports PHN practice and goals.
2. Retired PHN Professional- a retired nurse who has previously served as a Director of Public Health Nursing or in a leadership role in a public health jurisdiction.
3. Nurse Student- a current nursing student who is interested in supporting the goals of the DPHN.
4. Non-Nurse - A non-nurse professional who supports DPHN practice and goals.

ARTICLE IV: **Executive Committee**

Section 1 **Composition:** The Executive Committee is composed of the President, President-Elect, the immediate Past-President, and four Regional Representatives. The President and the President-Elect do not fulfill the role of Regional Representative and serve one year with each term beginning July 1 and ending June 30.

Section 2 **The President-Elect:** The President-Elect is elected by the general membership and will serve a term of one year prior to the presidency. It is strongly recommended that the President-Elect nominee will have served one year as a Regional Representative. The President-Elect nominee will also have been a Public Health Nursing Director in a local health agency for a minimum of one, preferably three years.

Section 3 **President:** The President is elected by the general membership as the President-Elect the year prior to their term and will serve as President for one year. The President shall be rotated among the four regions in the following order: South, North, Central, Bay. If no Public Health Nursing Director in the assigned region meets the criteria for President-Elect or if all Directors decline to serve, the nomination to fill the position will move to next region. If the President-Elect is unable to assume the Presidency, the office of President will be filled by the Regional Representative from the same region, if qualified, and will serve through the end of the calendar year. If no qualified Regional Representative is available or declines to serve, the Office of President will move to the next region in the normal rotation and will be filled by the Regional Representative from that region to serve through the end of the calendar year.

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Section 4 **Regional Representatives:** Each region will elect a regional representative to serve on the Executive Committee for a period of two years, with regions alternating election years, North and South in even years and Bay and Central in odd years. If a Regional Representative becomes President-Elect before the two-year term is completed, the region will choose another representative to complete the term of office. If a Regional Representative is unable to fulfill the term for any reason, the region will choose another representative to complete the term of office.

Section 5 **Association of Public Health Nursing (APHN) State Representative:** The DPHN Executive Committee will appoint a DPHN member who has previously served as president of DPHN to serve as the California State Representative to APHN. The California State Representative to APHN will serve for a period of 3-years. If the California State Representative to APHN is unable to complete the term, another DPHN member who formerly served as president of DPHN will be appointed by the Executive Committee to complete the 3-year term. The APHN representative will participate as a non-voting member of the Executive Committee and will provide business updates or a written report prior to the meeting.

Section 6 **Secretary:** The nominating committee, in collaboration with the Executive Committee, will nominate the Secretary. The Secretary will serve for a minimum of one year but may hold the position for two or more years. The Secretary will be a non-voting member of the Executive Committee. If the office of Secretary becomes vacant during the term, the President will appoint a new Secretary.

Section 7 **Treasurer:** The nominating committee, in collaboration with the Executive Committee, will nominate the Treasurer. Treasurer will serve for a minimum of one year but may hold the position for two or more years. The Treasurer will be a non-voting member of the Executive Committee. If the office of Treasurer becomes vacant during the term, the President will appoint a new Treasurer.

Section 8 **Past President:** The Past President will have been the President the year prior to the Past-Presidency. The immediate past president will serve for one year. The past president will have served a total of three years on executive committee holding one year in each of the offices of president elect, president, and past president.

ARTICLE V: Nominating Committee and Elections

Section 1 **Composition:** The Nominating committee consists of four members, one elected by each region at the regional meeting prior to the Spring Conference. Their names will be announced at the Spring Conference. The Committee will elect a chairman and prepare a slate of candidates for the Office of President-Elect and other vacated offices for the following year.

Section 2 **Election:** The election will be held, and the results reported, at the business session of the Spring Conference. Officers assume office the following July 1. The current and newly elected officers will meet together at the Executive Committee meeting near the beginning of the next term to assist in the transition of officers.

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Section 3 **Other Committees:** The President shall appoint other committees, as DPHN deems necessary, to carry out the work of DPHN. The President shall be an ex officio member of all committees except the Nominating Committee.

Section 4 **Representatives to CCLHO committees and affiliated organizations:** The Nominating committee, in collaboration with the DPHN Executive Committee, will call for representatives to CCLHO committees and other organizations that DPHN identifies as a priority and which has common goals with DPHN. Representatives may be an active DPHN Member or Associate Member, whose membership is in the category of PHN or Retired Professional, and who regularly participates in the regional meetings and the statewide conferences.

ARTICLE VI: Finances

Section 1 **Use of Membership Funds:** Dues and conference revenues shall be used for DPHN expenses as identified in the approved budget. Elected officers and/or appointed committee members may be reimbursed for expenses necessary to conduct the business of DPHN, as approved by the Executive Committee. Elected officers and appointed committee members will submit an estimate of annual expenses to the treasurer by February 1, following the Fall conference.

Section 2 **Dues:** The term for membership shall be from July 1 to June 30. The amount of dues shall be assessed annually, recommended by the Executive Committee, and voted on by DPHN members at the Fall Meeting. LHJs that have not paid annual dues by December 31 will not be counted as voting members of DPHN. Members in good standing with the organization, who pay their dues after December 31, may be re-instated as a voting member.

Section 3 **Annual Conference Registration Fees:** The Executive Committee determines conference registration fees. Members shall be notified of registration fee no later than two months prior to each conference. The registration fee is payable at the time of conference registration.

ARTICLE VII: Regional Responsibilities

Section 1 **Representative Duties:** Regional Representatives shall meet within their regions at least quarterly and, when directed by the President, will serve on DPHN committees. Regional Representatives are responsible for apprising the executive committee of important regional activities and shall also be responsible for preparing a written annual report for the fall meeting. The regional representative that is responsible for bylaws revisions will serve as parliamentarian at DPHN statewide meetings.

Section 2 **Regional Responsibilities** The regions shall be responsible for orienting new Directors of Nursing to DPHN structure and resources within the region and state. The regions shall be responsible for arranging recognition of a Director of Nursing upon that person's retirement. In years which a Regional Representative position is up for election, representatives will be elected at the last regional meeting prior to the Spring Conference.

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ARTICLE VIII: **Meetings**

Section 1 **Meetings**: There shall be two to three statewide meetings each year, one of which is an annual statewide fall meeting. Those members present shall constitute a quorum.

Section 2 **Executive Committee Meetings**: The Executive Committee will present the schedule of meeting dates and locations for the upcoming year at the fall conference for membership approval.

ARTICLE IX: **Amendments**

Section 1 **Amendments**: By-laws shall be amended by majority vote of responses from the full membership. At least thirty (30) days prior to the vote, written notice shall be presented by surface or electronic mail to the full membership. Ballots will be included in the mailing and will include the date that the votes are due to be returned.

Section 2 **Minor Modifications**: A voice vote of those in attendance at a statewide meeting may be conducted for minor modifications of the by-law.

ARTICLE X: **Quorums and Parliamentary Authority**

Section 1 **Quorums**: At any meeting of DPHN, the members present shall constitute a quorum for the transaction of business. A majority of the voting Executive Committee shall constitute a quorum.

Section 2 **Parliamentary Authority**: Unless otherwise specified in these by-laws, parliamentary procedures for all DPHN meetings shall be conducted in accordance with the latest edition of Robert's Rules of Order.

Revised	March 2015
Revised	October 2013
Revised	January 2011
Revised	June 2007
Revised	November 2004
Revised	September 1999 (CCLHDND)