

DIRECTORS OF PUBLIC HEALTH NURSING

BYLAWS

Introduction

The California Directors of Public Health Nursing (DPHN) organization is composed of the designated Director of Public Health Nursing from each of California’s local health jurisdictions (LHJ). Legal authority for local public health agencies is established in the California Health and Safety Code, Chapter 2, Sections 101100 – 101115, and the California Code of Regulations, Title 17, Section 1253. Title 17, Section 1301 of the California Code of Regulations further mandates that: “public health nursing staff will be under the supervision of a Director of Public Health Nursing.” As an organization, DPHN is committed to promoting public health nursing and supporting the local directors by providing leadership, education, collaboration, and advocacy.

ARTICLE I: Purpose

Section 1 Leadership:

1. Shape the role and establish standards of practice for Public Health Nursing
2. Promote innovation and evaluate the effectiveness of Public Health Nursing practice in California
3. Support practices to recruit and retain a diverse and skilled Public Health Nursing workforce
4. Offer opportunities for support and leadership development at the regional and state levels

Section 2 Education:

1. Promote professional development and continuing education in Public Health Nursing
2. Partner with Nursing Educators to expand and strengthen the relationship between academia and practice
3. Make recommendation regarding curriculum for Community and Public Health Nursing programs

Section 3 Collaboration:

1. Represent Public Health Nursing on health-related committees at national, state, and regional levels
2. Collaborate with the Board of Registered Nursing (BRN), California Conference of Local Health Officers (CCLHO), and the County Health Executive Association of California (CHEAC) to address issues of mutual concern

Section 4 Advocacy:

1. Inform, educate, and advocate at state and regional levels about issues affecting public / community health

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2. Advocate for policy change and joint agreements affecting the nursing workforce, nursing practice, and the public's health

ARTICLE II: Membership

Section 1 Membership:

Members in DPHN shall include the Directors of Public Health Nursing or other designated nursing 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 (LHJ).

Section 2 Members in Good Standing:

Members in good standing are those who regularly participate in regional and state meetings and have paid their annual membership dues.

Section 3 Voting:

Each LHJ shall have one vote in elections and other matters before the DPHN membership. The DPHN must be a member in good standing to exercise the voting privilege on behalf of the LHJ and may appoint an Assistant or Deputy DPHN to vote as a proxy if the DPHN is not present to vote.

ARTICLE III: Associate Members

Section 1 Membership:

Associate membership in the DPHN organization is open to individuals who are interested in supporting the goals of the organization.

Section 2 Categories of Associate Membership:

There are six categories of associate membership:

1. Assistant / Deputy Director of Public Health Nursing
2. Retired Director of Public Health Nursing
3. Academic Faculty or Nurse Educator
4. Public Health Nurse (PHN) or Registered Nurse (RN) – active or retired
5. Student Nurse
6. Non-Nurse - A professional who supports DPHN practice and goals

Section 3 Associate Member Rights and Privileges:

1. Voting:
 - An Assistant / Deputy Director of Public Health Nursing may vote on matters before the DPHN membership if the Director of Public Health Nursing for their LHJ is unavailable to vote. Each LHJ will only be allowed one vote on an issue.

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- All other Associate Members may participate in DPHN Business Meetings; however, voting on issues before the membership is limited to Directors of Public Health Nursing representing an LHJ or their proxy.
2. Holding Office:
Some Associate Members may hold office, following established election or appointment procedures:
- An Assistant / Deputy Director of Public Health Nursing may serve as a DPHN regional representative, treasurer, secretary, or committee representative.
 - A Retired Director of Public Health Nursing may serve as treasurer, secretary, or committee representative.
 - An Academic Faculty or Nurse Educator, PHN or RN may serve as a committee representative.
 - Student Nurse and Non-nurse members may not hold office or serve as a committee representative.

ARTICLE IV: Executive Committee

Section 1 Composition:

The Executive Committee is composed of the president-elect, president, immediate past president, treasurer, secretary, four regional representatives, with the Association of Public Health Nursing (APHN) representative participating as a non-voting member. To serve on the Executive Committee, a member must be in good standing. The president and the president-elect do not fulfill the role of regional representative and serve one year in each office, with each term beginning July 1 and ending June 30.

Section 2 The President-Elect:

The president-elect is proposed by their region (according to the established rotation), nominated by the Nominating Committee, and 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 at least one year as a regional representative. The president-elect nominee will also have been a Director of Public Health Nursing in a local health jurisdiction 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 Director of Public Health Nursing 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 the next region.

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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, who will serve through the end of the anticipated term of office. If no qualified regional representative is available from this region, or they all decline 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 anticipated term of office.

If the office of the president is vacated mid-term, the president-elect will assume the office and will remain president until their anticipated term ends. If the president-elect is unable to assume the office of president in the event of a vacancy, the Executive Committee may make a temporary appointment until the next Business Meeting of the membership.

Section 4 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 the Executive Committee holding one year in each of the offices of president-elect, president, and past president.

Section 5 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 6 Secretary:

The nominating committee will nominate the secretary. The secretary will serve for a two-year term, with transitions in even years. The secretary will be a 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 will nominate the treasurer. The treasurer will serve for a two-year term, with transitions in odd years. The treasurer will be a 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 Association of Public Health Nursing (APHN) State Representative:

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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 President to complete the 3-year term. If no past-president is available to serve as the APHN representative, the president will appoint a new APHN representative. 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.

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 Nominating Committee will elect a chair and prepare a slate of candidates for the office of president-elect each year, secretary in even years, treasurer in odd years, and other vacated offices and / or committee representatives to serve 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 jointly at the Executive Committee meeting scheduled near the beginning of the next term to assist in the transition of officers.

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 Committees and Affiliated Organizations:

1. CCLHO - The DPHN president will serve as representative to CCLHO.
2. Other Committees
 - Representatives to other committees may be an active DPHN member or associate member in good standing. To serve as a committee or affiliate representative, an associate member must be an Assistant / Deputy Director of Public Health Nursing, Retired Director of Public Health Nursing, Academic Faculty or Nurse Educator, PHN, or RN who regularly participates in the regional meetings and the statewide conferences.

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- At the spring conference, the Nominating Committee, in collaboration with the DPHN Executive Committee, will call for representatives to committees and other organizations that DPHN identifies as a priority, and which have common goals with DPHN. Committee representatives serve a one-year term, July 1 to June 30, and may be re-nominated for consecutive terms. If vacancies occur, the president may appoint a representative to fulfill the responsibilities until the anticipated end of term.
- Periodically, the Executive Committee will review the list of committees and determine the value of DPHN's continued participation and representation. Committees may be added or deleted to accomplish DPHN's mission, vision, and strategic plan objectives.

ARTICLE VI: Finances

Section 1 Use of Membership Funds:

Dues and conference revenues shall be used for DPHN expenses as identified in the annual budget and approved by the Executive Committee. Elected officers and/or appointed committee members may be reimbursed for expenses necessary to conduct the business of DPHN, as approved in the annual budget or approved by the Executive Committee when not budgeted. Elected officers and appointed committee members will submit an estimate of annual expenses to the treasurer by November 1 for the next budget cycle.

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 conference. LHJs that have not paid annual dues will not be counted as voting members of DPHN. Voting status will be reinstated once dues are paid.

Section 3 Conference Registration Fees:

The Executive Committee determines conference registration fees. Members shall be notified of registration fees no later than two months prior to each conference. The registration fee is payable at the time of conference registration. Members may not attend the conference without payment of the registration fee. Information regarding refunds for non-attendance or conference cancellations is addressed through DPHN Fiscal policies and included in registration materials.

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ARTICLE VII: Regional Responsibilities

Section 1 Representative Duties:

Regional representatives shall convene a meeting 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 conference.

Section 2 Regional Responsibilities:

The regions shall be responsible for orienting new Directors of Public Health Nursing to DPHN structure and resources within the region and state. In years in which a regional representative position is up for election (North and South in even years, Bay and Central in odd years), representatives will be elected at the last regional meeting prior to the spring conference.

ARTICLE VIII: Meetings

Section 1 Statewide Meetings:

There shall be two statewide meetings each year, a spring business meeting / conference and a fall conference. The spring meeting will be coordinated by the Executive Committee, and the fall conference will be coordinated by one of the regions, with meeting venues rotating throughout the regions. Those members present shall constitute a quorum.

Section 2 Executive Committee Meetings:

The Executive Committee will meet at least bi-monthly and shall have the authority to conduct the business of DPHN between general membership meetings. A joint meeting for exiting and incoming officers and regional representatives will be held during June or July of each year.

Section 3 Regional Meetings:

Regional representatives will convene meetings in each region at least quarterly.

ARTICLE IX: Amendments

Section 1 Amendments:

Bylaws shall be amended by majority vote of responses from the full membership of members in good-standing. At least thirty (30) days prior to the vote, written notice shall be presented by surface or electronic mail to the full membership. Ballots or polls will be included in the mailing and will include the date that the votes are due to be returned.

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Section 2 Minor Modifications:

A voice vote of those in attendance at a statewide meeting may be conducted for minor modifications of the bylaws.

ARTICLE X: Quorums and Parliamentary Authority

Section 1 Quorums:

1. DPHN Meetings

At any meeting of DPHN, the members present who are in good standing shall constitute a quorum for the transaction of business.

2. Executive Committee Meetings

A majority of the voting Executive Committee shall constitute a quorum.

Section 2 Parliamentary Authority:

Unless otherwise specified in these bylaws, parliamentary procedures for all DPHN meetings shall be conducted in accordance with the latest edition of Robert's Rules of Order.

Revised	May 2022
Revised	May 2021
Revised	March 2018
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