



# National Environmental Health Science & Protection Accreditation Council

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## EHAC ANNUAL MEETING MINUTES

**JUNE 20-21, 2008**

- 1.0 Call to Order** -- Chair Carolyn Harvey called the annual meeting of EHAC to order at 8:45 a.m. on Friday, June 20, 2008.

Council members present were Phil Kneller, Gary Silverman, Vince Radke, Diana Rawlings, Tom Hatfield, Tim Ryan, Don Williams, Mike Fletcher, Fan Robinson, Pat Bohan, Keith Krinn, Alice Anderson, Jim Dingman, Priscilla Oliver, Steve Johnson, Chuck Tresser, Sharron LaFollette, Lynn Burgess, Randy Bentley, and Carolyn Harvey.

Staff present were Megan Parish and Yalonda Sindé.

Guests present at different times during the meeting were: Charles Otto, Michelle Morone, Eli Bermudez, Sharunda Buchanan, Mel Knight and David Gilkey.

- 2.0 Approval of the Agenda** -- The meeting agenda was approved as written.

- 3.0 Nominating Committee Report** -- Don Williams presented the nominating committee report.

Council Election -- Twenty percent of the Council was up for election or re-election. The Council is relatively stable with respect to composition and membership for the next several years.

Board of Directors Election -- Board elections are open and nominations will be accepted through today. The Board of Directors election will be tomorrow morning.

- 4.0 Undergraduate Guidelines Conference** -- Randy Bentley presented an overview of the undergraduate guidelines revision conference that took place earlier this week. He presented an overview of the journey: including participants (composition and selection criteria), timeline, transparency, methods, discussion, and results. Comments were made by Council members regarding participants paying their own expenses out of pocket, and funding for the meeting.

- 5.0 Annual Update on Programs** -- Yalonda Sindé provided the Council with an annual update of programs. The report form was revised so that it could be electronically submitted, and also included new questions that were needed by EHAC. All schools returned the survey.

There were 31 accredited programs as of June 2008. One new program (West Chester University) is seeking accreditation this year. Enrollment over the past 10 years shows a slight increase. Graduate student enrollment is rising much faster than undergraduate enrollment. Diversity trends are increasing (18%). Nearly 45% of current students are minorities. The largest programs are: California State University, Northridge (CSUN), California State University, Fresno (CSUF), and Eastern Kentucky University (EKU). Next year, more new programs will probably be seeking accreditation due to the AEHAP mentoring program, and the minority serving institution (MSI) conference.

There was general discussion regarding identifying the programs with declining enrollment (programs in trouble) early on, so that actions can be taken to address the issue in a proactive manner.

## **6.0 Policy Updates**

1. Site Visit Reimbursement -- The Board re-visited the Site Visitor & Associated Expenses policy, and prepared a revision for Council approval. The revisions dealt with reimbursements, and made it the responsibility of the college / university, instead of EHAC. The policy also included potential remedies if funds are not reimbursed in a timely manner. The Council proposed changes to the policy. Under Procedure #1, it is the responsibility of the university to pre-arrange all travel and living expenses if possible. If not, it is their responsibility to directly reimburse ... A motion was made to table further discussion / action on this issue until later today so that the suggested changes could be incorporated into the policy and brought back to the Council for discussion and action. Motion was taken off the table later in the day, and further discussion on the revised policy was heard. Motion and second to accept revised policy. Motion passed. [A copy of this policy is available from the EHAC office, and is included in these minutes as Attachment #1.](#)

New Policy -- There has not been an Annual Update and Dues Policy. The Board of Directors developed this proposed policy to insure timeliness in annual report submission, and dues payments. The Council proposed changes to this policy. Under Policy #A(c), it was requested to add, "return receipt requested." An additional change was to change the word "probation" to "conditional." There should not be a site visit if the update and dues are in arrears. A motion was made and seconded to accept policy with above-changes. Motion passed. [A copy of this policy is available from the EHAC office, and is included in these minutes as attachment #2.](#)

**7.0 AEHAP Update** -- Purpose of AEHAP is to support EHAC. There are currently 41 member programs in AEHAP, including 13 Minority Student Institutions (MSI). Some of the AEHAP projects include: student recruitment and retention grants (MSI's), NSF scholarship program, annual student research competition, new program workshop, minority recruitment grants, MSI conference, mentoring program, annual survey of EHAC accredited programs, recruiting high schools students, and exhibitions.

**8.0 EHAC Bylaws** -- Jim Dingman led the discussion on several proposed changes to the Bylaws. With some minor clean up of wording, all but 4 of the proposed changes were

approved by the required 2/3 majority of Council members. [A copy of the revised Bylaws is available on the EHAC website, and is included in these minutes as Attachment #3.](#) .

- 9.0 Financial Report** -- Priscilla Oliver presented the financial report for 2007 and 2008, including the 2008 budget vs. actual report as well as a proposed budget for 2009. [Copies of these documents are available from the EHAC office.](#) A motion to approve the proposed budget was made by Randy Bentley, with second by Tim Ryan. Motion passed unanimously.

There was discussion regarding the Board's decision to spend money not included in the current budget. A motion was made by Gary Silverman, and seconded by Keith Krinn, that the Board of Directors cannot spend anything in excess of the approved budget without Council approval. The motion passed with 10 affirmative votes, and 8 negative votes.

- 10.0 West Chester Accreditation** -- The Council considered the accreditation application from West Chester University. Jim Dingman and Alice Anderson presented the site visit report. Dr. Charles Shorten (WCU) addressed the Council and highlighted the changes in course options that were made in order to comply with EHAC requirements. Discussion between Council members and Dr. Shorten addressed the following issues: (1) epidemiology course, (2) relationship with public health departments vs. industry [vast majority of students go to industry, but there are now a few that are doing work in the public sector], (3) focus of faculty on industrial hygiene-related programs, (4) timeline for inclusion of course changes into program, (5) advisory committee, (6) relationship with Pennsylvania Environmental Health Association and NEHA, (7) potential for adding new courses in other areas (e.g.: food, vector control, etc.) in the future, and (8) introductory course content [may be able to include food, vector control, etc in this course].

The Council went into closed session. Motion by Alice Anderson to **grant conditional accreditation for up to 2 years, with full accreditation for a total of 6 years, upon satisfactory completion of the following conditions: (1) development of a stand-alone Epi course [usually this consists of a 3-hour course], and (2) course changes noted in their Program Action Form needs to be incorporated and documented for the Council.** Second by Don Williams. Motion passed.

The Council returned from closed session and informed WCU of its decision.

- 11.0 Missouri Southern Accreditation** -- The Council considered the re-accreditation application from Missouri Southern University. Randy Bentley and Pat Bohan provided an overview of the site visit. Michael Kennedy (MSU) provided some general comments. Discussion followed between Council members and Mike Kennedy and Mike Fletcher regarding release time for faculty.

The Council went into closed session. Motion by Pat Bohan to **grant full accreditation for 6 years.** Second by Keith Krinn. Motion was approved unanimously.

The Council returned from closed session and informed MSU of its decision.

- 12.0 USPHS COSTEP Program** – Captain Craig Shepherd provided an update of the COSTEP program. There are currently 116 students in the COSTEP program. It is a good recruiting tool for PHS. Twenty-eight students were selected in 2008. Supply of students did not meet the demand. Suitability issues (alcohol, drugs, firearms, physical fitness) were higher this year. Pay is about \$3800.00 / month, before taxes. Tax-free allowances are also provided for housing and subsistence. The application process is on form PHS-50, and, although quite involved, it can be completed on-line. The application deadline is December 31<sup>st</sup>. Students are notified of the decision in March-April. There were a number of questions regarding problems with the application process this year. Various parts, and in some cases, even the entire application packets from students at several EHAC programs were lost. Capt. Shepherd acknowledged that there were problems and indicated that they are working to reduce these.

**MISCELLANEOUS ITEM:** An issue was brought to the floor addressing the addition of another practitioner to the Council to fill the vacancy that was not filled during this past election. There was one vacancy this year that was not filled due to an error of omission. The general consensus of the Council was that this should not be a problem, but there was nothing in the Bylaws addressing this issue. A motion was made by Don Williams to write a new bylaw regarding “special elections.” Second by Tom Hatfield. Motion passed. The Board of Directors will prepare this new Bylaw and circulate it to the Council for a vote. If approved, a special election will be held via e-mail to fill this vacancy, so that an additional practitioner will be on the Council for the next annual meeting.

- 13.0** The meeting was recessed for the day at 6:00 PM.

Meeting was re-convened on Saturday June 21 at 8:40 AM by Chair Harvey.

- 14.0 Visit from NEHA** -- NEHA President-Elect, Dick Pantages expressed thanks for EHAC efforts. NEHA is trying to get student affiliate, the Student National Environmental Health Association, back up and running. He reminded the Council that there is a student link on NEHA website. He also noted that for the 2008 AEC, a sponsor provided 15 scholarships (tuition plus a couple hundred dollars) for student attendees. Unfortunately, it doesn't cover all costs. FDA also provided scholarship open to any attendees, not just students.

Discussion with the Council followed. It was suggested that AEHAP work with NEHA to facilitate networking rather than re-creating the wheel. Also appreciate any resources NEHA may have available.

- 15.0 Outcome Assessment Results** - Gary Silverman reported on the Outcome Assessment Survey. He presented a summary of the assessment instrument and validation internally and externally. The goal of the survey is to evaluate our guidelines. He was disappointed that these data were not used for guidelines conference. The survey tool lists key competencies. It uses behavior anchored rating scales to evaluate competencies.

Results of the survey. There were close to 700 responses, which were collected at the time of self-study submittals. However, we don't know the percent of return. It is suspect that it is near 20%. We also don't know how many received notice of the survey. We need to provide more encouragement of the alumni to complete survey. Survey numbers indicate we are doing pretty well. Professional involvement and professional development are always the lowest. Gets to question, are we preparing practitioners or future leaders. We need to do better on the latter. The survey measures how well they are doing not how important they think the skill is.

The data also allow schools to compare themselves to a national level. It is not statistically significant; rather it just shows whether the school is in line nationally. This information might be useful in discussions with school administrators. However, we don't use these data for evaluating individual programs.

There is also a need to look at the technical areas of the guidelines. Do they line up well with what they do on the job? Risk assessment and risk communication lined up the best. Lowest are global environmental health, housing, hydrogeology, recreational EH, (all less than 40%). This information, however, has not been reviewed for regional differences.

Remember data are cumulative over the entire years of the survey. Chuck Tresser pointed out that lower percentage is usually in general programmatic areas rather than skills. Tom Hatfield noted that the results also reflect where students that have answered survey find employment. .

Specialty areas were looked at. Epidemiology is on top (95%), with the lowest in EH Economics and Hydrogeology (59%). When looking at any individual program's data compared to national data, you can see differences in regional needs.

The survey also looked at relevance, over-preparation, deficiency, and efficiency. Linked alumni job and relevance of education. Greatest deficiencies: Law and Public Policy, Risk Communication, Hazardous Materials, Risk Assessment, all above 80%. Tim Ryan noted that the table shows flaw in the approach. It shows  $\frac{3}{4}$  important associated competencies - which may show students inability to retain information from course to course, day to day. Lynn Burgess noted that when specific skills are integrated throughout coursework, the student might not understand they have the skill unless they actually took a course. Gary Silverman noted that we can't discount the survey. Maybe we (faculty) didn't teach them to think, rather than the students didn't remember.

Fan Robinson suggested that we get information like this ahead of time so we have time to digest it before discussion.

Overall conclusions – (1) meeting competency objectives, (2) large variability (3) greatest need is leadership skills, and (4) most needed tech areas are soils, hydrogeology, law and public policy, and environmental planning.

Two recommendations: (1) put more “teeth” into guidelines to get data from their graduates, and (2) add questions to learn about employer.

**16. Undergraduate Programs Report** -- The Undergraduate report was given by Tim Ryan.

1. Update on Programs Receiving Conditional Accreditation

a. *Indiana University – Purdue University Indianapolis*. Met criteria. Reported changes in 2007, but the changes for condition took until Jan 2008 to get faculty approval. Recommendations have all been officially and formally approved by the faculty. Recommend that Chair write letter to notify of full accreditation till 2012.

b. *New Mexico State University*. Met criteria. Recommended we grant full accreditation until 2010. Chair to write letter. Bill Linderman - department through out all options in environmental sciences and now all students graduate with EH requirements – degree says BS in Environmental Sciences but it is an EH degree.

c. *East Central University, Oklahoma*. Met criteria. Recommend full accreditation till 2013. Chair to write letter.

2. Programs Up for Reaccreditation in 2009

- a. Mississippi Valley State University
- b. Colorado State University

Volunteers for Primary Reviewers: Sharron LaFollette, Alice Anderson, Don Williams, Randy Bentley, Lynn Burgess, Carolyn Harvey, Chuck Tresser, Mike Fletcher, Steve Johnson, Pricilla Oliver, Fan Robinson, and Jim Dingman.

Volunteers for Site Visitors: Chuck Tresser, Sharron LaFollette, Randy Bentley, Don Williams, Alice Anderson, Mike Fletcher, Lynn Burgess, Diana Rawlings, Gary Silverman, Carolyn Harvey, Pricilla Oliver, Steve Johnson, Fan Robinson, and Jim Dingman.

**17.0 Graduate Programs Report** -- The Graduate report was given by Sharron LaFollette.

- 1. The annual report from University of Wisconsin, Eau Claire was never received.

2. Programs Up for Reaccreditation in 2009

University of Findlay.

Volunteer Site Visitors are: Alice Anderson, Tim Ryan, Carolyn Harvey, Sharron LaFollette, and Jim Dingman.

Volunteers for Primary Reviewers are: Tom Hatfield, Carolyn Harvey, Chuck Tresser, Pricilla Oliver, Fan Robinson, Sharron LaFollette, and Steve Johnson.

- 18.0 Election of Officers** -- Nominees for election of officers (Board of Directors) were due by 11 am. Due to the small number of Council members present, the time was deferred to 1:00 p.m. to provide for a larger number of Council members to participate.

Nominations received by the revised deadline were considered, and a slate of candidates was developed as follows:

Chair - Sharron LaFollette -  
Graduate Chair - Alice Anderson  
Undergraduate Chair - Tim Ryan  
Treasurer - Pricilla Oliver  
Secretary - Jim Dingman

Gary Silverman moved to accept the slate as presented. Second by Fan Robinson. Motion approved unanimously.

Motion by Don Williams to support writing a proposed by-law change to allow for elections off-cycle. Second by Tom Hatfield. Motion passed unanimously.

- 19.0 Old Dominion Accreditation** - The site visit report for Old Dominion University was given by Gary Silverman. This is a small program, with no pressure to grow, and is quite visible in the University. There are two dedicated UG faculty with graduate faculty also teaching UG courses. Grad programs are not taking away resources from UG. There is a problem with the required physics course. The UG guidelines require physics of all students. The ODU program has waived this requirement for a handful of students coming into the program with a strong science background (e.g.: geology). This is something that the Council needs to talk about.

A discussion of the program was conducted with Jim English via phone, and with Dr. Jeng, who was present at the meeting. Jim English noted that the issue with physics only happened on a very few occasions, and that it applied to some community college transfers who had already taken science requirements for general education. This has applied to a total of 6 students in the last 3 years. All were working students. Jim English promised that the program would not do it again. He would, however, like the Council to consider this flexibility in the new guidelines.

There were Council questions regarding this issue as it related to costs, number of graduates not taking physics, and number currently enrolled who have had this course waived.

Dr. Jeng also spoke about how much she enjoying seeing their students making a difference in the local workforce.

Motion by Tom Hatfield to **grant full accreditation for 6 years, with a note that the Physics issue is a serious problem and it is important to stick with guidelines, and also thanking them for correcting problem prior to deliberation.** Second by Vince Radke. Motion was approved unanimously. Council returned from closed session and informed ODU of its decision.

20. Not used
21. **Guidelines Revision Discussion** -- The Council reviewed the proposed undergraduate program guidelines developed at the recently completed guidelines conference, section by section. There was considerable discussion about a number of the proposed revisions. Most were recommended for adoption by the Council, but several were either modified or rejected. See guidelines draft for a full accounting of the proposed changes.
22. **Guidelines Revision Discussion 2** (As above.).
23. **Guidelines Revision Discussion 3** (As above.).
24. **Guidelines Revision Discussion 4**. At the conclusion of the section-by-section review, Chuck Treser moved that the revised guidelines now be formally submitted to each of the programs for their review and comment. The programs should be given a reasonable amount of time to submit their comments. If the comments are generally favorable and there are few objections, the Board of Directors shall be empowered to make the guidelines final and see to their implementation for the next round of accreditations or re-accreditations. However, if there are significant challenges or objections, these should be compiled and submitted to the entire Council for their review. The motion was seconded by Gary Silverman and passed.
25. **Acknowledgements** -- Chair Harvey presented awards to several Council members for their service to the Council in 2008.

**MISCELLANEOUS ITEM:** There is an issue with education requirements for EH professionals working on Indian reservations. The consensus of the Council is that proper education is essential and must be required. Fan Robinson will submit a draft letter for the Chair to edit, and send to Council members for their review and vote in support of accreditation of Indian Health Services requirement of BS degree.

Respectfully submitted,



Secretary

**ATTACHMENT #1**

*National Environmental Health Science & Protection Accreditation Council*

**POLICY & PROCEDURES MANUAL**

Title:	<b>Site Visit Expense Policy</b>		
Policy No.	<b>3.04.01</b>	Chapter:	<b>External Operations</b>
Proposed:	April 1, 2008	Proposal No.:	2008-01
Adopted:	June 20, 2008	Adopted By:	Vote of the Executive Committee

**Purpose:**

To provide guidance to EHAC Site Visitors, EHAC staff and accredited program administration regarding billing and reimbursement procedures for expenses incurred in connection with the performance of a site visit.

**Policy:**

The National Environmental Health Science and Protection Accreditation Council reviews environmental health academic programs for both accreditation and reaccreditation status. This review always involves a site visit to the College or University.

The site visit team normally consists of two site visitors – an academician and a practitioner. EHAC may decide to add an additional team member, a “site-visitor in training,” at Council’s expense. Other than those expenses associated with an additional site visitor added at EHAC’s behest, the expenses incurred by the site visitors and any other associated costs are the responsibility of the College or University being reviewed.

1. It is the responsibility of the College or University to directly reimburse site visitors for all expenses associated with their visit. Universities are encouraged to directly pay for all expenses associated with the site visit for no financial burden on the site visit team.
2. The College or University will provide the site visitors all necessary forms and specify receipts or other documentation needed to enable a timely reimbursement. Unless otherwise negotiated with the site visitors, this reimbursement should occur within 30 days following the site visit.
3. If the College or University has not reimbursed the site visitors within 30 days following the site visit, site visitors may seek assistance from EHAC.

4. EHAC may seek to expedite payment or reimburse the site visitors with EHAC funds and bill the College or University.

5. The following process shall be used to secure reimbursement from a College or University for which EHAC has provided reimbursement to the site visitors.

a. EHAC will bill the College or University.

b. The College or University has 30 days from the receipt of the invoice to reimburse EHAC.

c. If no payment is received within 30 days, EHAC may begin to charge a processing fee of \$50 for each month, or part of each month, until payment is received.

d. If the University fails to reimburse EHAC, the Council may withdraw accreditation.

**ATTACHMENT #2**

*National Environmental Health Science & Protection Accreditation Council*

**POLICY & PROCEDURES MANUAL**

Title:	<b>Annual Update and Dues Policy</b>		
Policy No.		Chapter:	<b>External Operations</b>
Proposed:	<b>April 28, 2008</b>	Proposal No.:	<b>2008-06</b>
Adopted:	June 20, 2008	Adopted By:	Vote of the Executive Committee

**Purpose:**

To provide guidance to Council staff and accredited programs regarding the notification for and submittal of annual reports and dues.

**Policy:**

The National Environmental Health Science and Protection Accreditation Council (EHAC) requires each accredited program to file an annual update report and pay yearly dues. Failure to do so may result in revocation of accreditation. EHAC will not deploy site visit teams to programs up for reaccreditation that fail to file an annual update report and pay early dues by March 15.

**Procedures:**

1. Annual Update Survey
  - a. The Annual Update Survey shall be completed and submitted electronically no later than March 15<sup>th</sup> of each calendar year.
  - b. EHAC office will notify program directors (and appropriate associated administrator) via e-mail of the web link to the Annual Update Survey tool. This notification will be e-mailed no later than January 15<sup>th</sup> of the calendar year.
  - c. EHAC office will send out a letter reminder no later than February 15<sup>th</sup> to all program directors (and appropriate associated administrators) that have yet to complete and submit their surveys. This letter will alert them that failure to complete the survey by March 15<sup>th</sup> will result in the program automatically being put on conditional accreditation.
  - d. On March 15<sup>th</sup>, a certified letter from the general chair will be send to delinquent program directors and associated administrators. The letter will inform them that they are now on probation and at jeopardy of loosing accreditation.

- e. Programs not completing and submitting their surveys by April 15 will be referred to the Board of Directors for review. The BOD shall meet within one week to review delinquent programs.
  - f. The BOD may decide to remove accreditation from delinquent programs at this meeting.
2. Annual Dues
- a. Annual dues are reviewed and set by Council at the annual meeting:
  - b. The EHAC office will send out an invoice for annual accreditation dues on the first working day after the New Year. The invoice will be mailed to the program director with copies to the appropriate associated administrator.
  - c. Thirty days after the original invoice, a reminder invoice will be sent to delinquent programs (director and appropriate associated administrator). This reminder invoice will accompany a letter in which this policy will be referenced along with consequences of failure to pay annual dues.
  - d. A third invoice to all parties will be sent via certified mail 60 days after original invoice. Programs delinquent after 90 days will be put on conditional accreditation.
  - e. Programs delinquent after 5 months (150 days) will be referred to the Board of Directors for review. The BOD shall meet within one week of this referral.
  - f. Programs without extenuating circumstances for the late dues will lose accreditation after this review.

## **ATTACHMENT #3**

### **EHAC Bylaws**

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### **Article I. Membership**

#### 1.0 Elected Members

Any person qualified by academic training and/or professional experience in environmental health may become a member of the Council upon being elected by the general Council membership. Elected Council members must have a minimum of ten years experience, except that a master's degree in an appropriate discipline may substitute for two years experience, and a doctorate in an appropriate discipline may substitute for an additional three years. All elected Council members must have a minimum of five years of experience at a supervisory or academic level.

#### 2.0 Election of Council Members

2.1 A three (3) person Nominations Committee will be appointed by the General Chair from the membership of the Council. The General Chair will designate the Nominations Committee Chair.

2.2 The Nominations Committee Chair will canvas Council members, accredited program directors and stakeholder organizations for the name of potential candidates who have knowledge of undergraduate and/or graduate education in environmental health and/or the educational needs of personnel employed in an environmental health-related occupation. All persons nominated must be willing to serve a three-year term on the Council and to make a commitment to attend all sessions of the Council and to participate on a site visitation team.

2.3 The Nominations Committee will review all names submitted, and develop a slate of candidates and a ballot, which will assure a Council membership with:

- A. Geographic representation and balance;
- B. A balance (the required ratio) of academicians and practitioners;
- C. A balance of graduate and undergraduate faculty to assure that the Council may effectively relate to undergraduate and graduate environment health academic programs; and,
- D. The rotation of membership so as to maintain a balance of experienced and lesser experienced members.

The Nominations Committee will consider diversity in membership regarding gender and minorities.

2.4 The Nominations Committee will conduct the election by mail or electronic ballot so that the election will be completed 60 days prior to the annual meeting of the Council.

2.5 A person may serve only two consecutive terms as a Council member; however, an individual may be eligible for re-election to the Council after one-year off the Council.

### 3.0 Appointed Members

3.1 One or more public representatives may be appointed at the discretion of the Board of Directors. The representatives will not be environmental health science and protection professionals or academicians, and will be selected on the basis of personal credentials and interest in higher education and the accreditation process.

3.2 The Board of Directors shall appoint the public representatives for one (1) three-year term. Public representatives may be appointed for shorter terms if a three-year appointment would result in the two representatives completing their terms simultaneously.

3.3 Any Council Member may submit nominations for Appointed Member positions to the Nomination Committee. The Nominations Committee will prepare a list of candidates nominated for Appointed Members and submit the list to the General Chair for selection.

3.4 Appointed Members may vote on all matters except those affecting the Council constitution and bylaws.

### 4.0 Resignations

4.1 Resignations must be submitted to the General Chair in writing and must state the effective date of such resignation.

4.2 Members resigning from the Council may not be reinstated; however, they may be considered for election to the Council provided that the resignation did not occur during the last year of their second consecutive term. If a resignation occurs during the last year of a second term, at least one year must elapse before that individual can be considered for election to the Council.

### 5.0 Term of Office

5.1 The term of office for newly elected members of the council shall begin at the close of the annual meeting immediately following their election.

5.2 A member who fails to attend in two consecutive meetings of the Council will normally be considered to have resigned from the Council and will be replaced in accordance with these bylaws.

## **Article II. Officers and Executive Director**

6.0 The Officers of the Council shall be the General Chair, Vice-Chair for Undergraduate Programs, Vice-Chair for Graduate Programs, Secretary and Treasurer. An Executive Director shall administer the Council's affairs.

6.1 Officers of the Council and the Executive Director shall perform the duties prescribed by these Bylaws and the adopted parliamentary authority.

### 7.0 Selection of Officers and Executive Director

7.1 All officers are elected by secret ballot by the voting Council membership at the annual meeting of the Council. All officers shall be elected for one year. The chair may serve no more than two consecutive terms.

7.2 The Nominations Committee will submit a slate of nominees for each position to the General Chair prior to the annual meeting. The General Chair will also take nominations from the floor.

7.3 In developing the slate of nominees the Nominations Committee will consider maintaining continuity in the operations and function of the Council.

7.4 The Chair will see that a final ballot is prepared for voting, and shall issue the ballot to all Council members present for voting. The Chair and the Nominations Committee Chair will tally the votes and immediately announce the results. At the conclusion of the annual meeting the newly elected officers will immediately assume their positions.

7.5 The Executive Director shall serve at the pleasure of the Board of Directors. The Executive Director shall also be the Executive Director of the Association of Environmental Health Academic Programs.

## 8.0 Duties of Officers and Executive Director

### 8.1 General Chair

8.1.1 The Chair carries out all of the normal functions of the Chair and is the presiding officer of all meetings of the Council. The Chair shall: (1) be an ex-officio member of all committees except the Nominating Committee, (2) have the authority to act as the official representative of the Council between meetings of the Council and the Board of Directors, (3) appoint with the approval of the Council, ex-officio members of the Council, (4) appoint chairpersons and members of committees, and (5) have other such duties appropriate.

8.1.2 It is the duty of the General Chair to call all meetings to order at the appointed time, to preside at all meetings, to announce the business before the Council in its proper order, to state and put all questions properly brought before the Council, to preserve order and decorum, and to decide all questions of order (subject to appeal). The General Chair will be responsible for notifying the school of the Council's action regarding the accreditation of the school.

8.1.3 The General Chair appoints Council members to various tasks and assignments during the year.

8.1.4 The Chair can initiate Board of Directors and / or Council action between regularly scheduled meetings.

### 8.2 Vice-Chair for Undergraduate Programs

8.2.1 The Vice-Chair for Undergraduate Programs shall serve as General Chair in his/her absence and shall assist the General Chair.

8.2.2 The Vice-Chair is responsible for coordinating all Council matters regarding undergraduate programs.

### 8.3 Vice-Chair for Graduate Programs

8.3.1 The Vice-Chair for Graduate Programs shall serve as General Chair in the absence of the General Chair and the Vice-Chair for Undergraduate Programs.

8.3.2 The Vice-Chair for Graduate Programs is responsible for coordinating all Council matters regarding graduate programs.

### 8.4 Secretary

8.4.1 The Secretary shall act as secretary of the Council, and the Board of Directors, shall keep a list of members of the Council with dates of their election and the expiration date of the term on the Council, shall keep a list of committee chairpersons and the members of committees and dates of appointment, and shall keep a file of committee meeting minutes provided by committee chairpersons. The Secretary shall prepare minutes of all Council meetings and distribute copies of minutes to all Council members in a timely manner.

8.4.2 The Secretary shall be responsible for maintaining all files, records, equipment and memorabilia of the Council. The Secretary shall maintain an inventory of all Council equipment.

8.4.3 The Secretary shall conduct such a part of the correspondence of the Council as is usually conducted by the Secretary of similar organizations.

#### 8.5 Treasurer

8.5.1 The Treasurer shall: (1) ensure that all funds collected and distributed are properly accounted for, (2) and approve all orders on said funds in conjunction with any one of the following persons: Chair, Vice-Chair for Undergraduate Programs, or Vice-Chair for Graduate Programs.

8.5.2 The Treasurer will furnish a financial statement of the Council at each annual meeting and at such times as called on by the Council or Board of Directors. The Treasurer will review the contract for administrative services on a yearly basis and make any recommendations for changes to the Board of Directors. The Chair shall sign any administrative support contracts after Board approval. The Council may call for a financial statement through the Chair.

#### 8.6 Executive Director

8.6.1 The Executive Director shall maintain the corporate registration, and keep and preserve the minutes and records of the Association.

8.6.2 The Executive Director shall handle financial transactions as directed by the Treasurer in accordance with the budget approved by the Board of Directors. The Executive Director shall prepare regular financial statements as requested by the Treasurer and prepare a financial report for the annual Council meeting.

8.6.3 The Executive Director shall be an ex-officio member of all committees, without vote.

8.6.4 The Executive Director shall serve as a member of the Board of Directors, without vote.

8.6.5 The Executive Director reports to the Chair.

### **Article III. The Board of Directors**

#### 9.0 Composition

9.1 The Chair, Vice-Chair for Undergraduate Programs, Vice-Chair for Graduate Programs, Treasurer, Secretary and Executive Director shall constitute the Board of Directors.

9.2 General Powers. The business and affairs of the Council will be managed by its Board of Directors. The Directors shall, in all cases, act as a Board and may adopt such rules and regulations for the conduct of their meetings and the management of the Council, as they deem proper, not inconsistent with these Bylaws and the laws of the State of Oregon.

9.3 Removal of a Director. A Director may be removed from an office by an affirmative vote of a majority of the Council taken at a meeting for that purpose.

9.4 Notice. Notice of any Special Meeting of the Board of Directors shall be given to each Director not less than seventy-two (72) hours prior to such meeting either:

9.4.1 By written notice delivered personally or mailed or emailed or faxed or given by telegram, cable or radiogram to such Director at his business address or at such other address as said Director shall have designated in writing and filed with the Secretary of the Council; or by word of mouth, telephone or radiophone personally to such Director in each case. If mailed, the notice shall be deemed delivered when the notice is given to the transmitting company.

9.4.2 Whenever any notice is required to be given to any Director of the Council under the Articles of Incorporation or these Bylaws, or provision of any law, a waiver thereof, in writing, signed at any time, either before or after the time of meeting, by a Director entitled to such notice, shall be deemed equivalent to the giving of such notice. The attendance of a Director at a meeting shall constitute a waiver of notice of such meeting, except where a Director attends a meeting and objects to the transaction of business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of any annual, regular or Special Meeting of the Board of Directors need be specified in the notice of waiver nor the notice of such meeting, except as other provided for in these Bylaws.

9.5 Quorum. At any meeting of the Directors, a majority of the total number of elected Directors shall constitute a quorum for the transaction of business at such meeting, but a majority of the Directors present (though less than such quorum) may adjourn the meeting without further notice.

9.6 Manner of Acting. The act of the majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number is required by law or by the Articles of Incorporation or by these Bylaws.

9.7 Compensation. No compensation shall be paid to the Directors, as such, for their services, with the exception of the Executive Director, but, by resolution of the Board of Directors. Directors may receive reimbursement for their expenses incurred for actual attendance at each regular meeting or Special Meeting of the Board of Directors and/or other expenses incurred by said Director in the course of duties on behalf of the Council. Nothing herein contained shall be construed to preclude any Director from serving the Council in any other capacity and receiving compensation there for, provided such action does not violate the provisions of the Oregon Nonprofit Code.

9.8 Resumption of Assent. A Director of the Council who is present at a meeting of the Board of Directors or a committee thereof of which the Director is a member in which any action on any corporate matter is taken shall be presumed to have assented to the action taken, unless that Director's dissent shall be entered in the minutes of the meeting or unless the Director files written dissent of such action with the person acting as the Secretary of the meeting before adjournment thereof or forward such dissent by registered mail to the Secretary of the Council immediately after the adjournment of the meeting. Such right to dissent shall not apply to a Director who voted in favor of such action.

9.8.1 Executive and Other Committees. The Board, by resolution, may designate from among its Members a special committee and such other committees, each consisting of two or more Directors. Each such committee shall serve at the pleasure of the Board of Directors.

9.8.2 Unanimous Consent without Meeting. Any action required or permitted by the Articles of Incorporation or Bylaws or any provision of law, to be taken by the Board of Directors or any committee thereof, at a meeting by resolution, may be taken without a meeting if consent in writing, setting forth the action so taken, shall be signed by all of the Directors entitled to vote with respect to such action.

10.0 Vacancies and/or Resignations

0.10.1 If a vacancy and/or resignation of a Board member occurs before the expiration of a term, the Board of Directors shall fill the vacancy for the remainder of the term.

#### 11.0 Duties

0.11.1 The Board of Directors shall meet upon call of the Chair or upon written request of two members of the Board. The Executive Committee shall function to the extent of the direction and authority given them by the Council

0.11.2 The Board of Directors can take action on the accreditation status of programs if an immediate decision is vital. Any action taken on such matters must be by unanimous vote of the Board. Such actions will be based on the recommendation to the Chair, from the undergraduate or graduate chair that the program has fulfilled the requirements of its conditional accreditation.

#### **Article IV. Meetings**

12.0 When practical, the Council shall meet annually in conjunction with the National Environmental Health Association's Annual Educational Conference. This meeting shall be the annual meeting of the Council. The agenda for this meeting shall include the election of officers and the annual reports of officers and standing committees.

13.0 The Board of Directors may call special meetings as needed to properly conduct Council business. At least forty-five (45) days notice is required for special Council meetings. Only business as specified in the call of the meeting may be transacted, unless the Board of Directors declares that specific additional business is an emergency requiring immediate action of the Council.

14.0 Quorum. A simple majority of the Council membership shall constitute a quorum.

15.0 Voting. Unless the matter being voted upon requires, under the Constitution and these bylaws, the vote of two-thirds or greater of the Council a simple majority of Council voting in person or by proxy shall be required for adoption of any motion.

0.15.1 Proxies. Members unable to attend a meeting may vote by proxy on any matter specified in the meeting notice. Proxies shall be submitted in writing to the Secretary prior to the meeting. Electronic requests are acceptable.

16.0 Voting between meetings. The Chair may instruct the Secretary to conduct a mail, e-mail, web or facsimile vote of the Council, when in his/her opinion; a pending matter requires immediate Council action. Each ballot shall carry a return date not less than 10 days after the mailing date. The total ballots timely returned shall constitute the quorum for the purpose of mail, electronic or facsimile voting provided that at least one-half of the Council membership responds.

#### **Article V. Committees**

17.0 The Council shall have a Bylaws standing committee. This committee is responsible to ensure that Bylaws are reviewed at a minimum on a six-year basis.

0.17.1 Additional standing committees may be authorized by the Board of Directors, and appointments to these standing committees are made by the General Chair.

#### **Article VI. Parliamentary Procedure**

18.0 Meetings of the Council and all other business shall be conducted in accordance with these Bylaws and in accordance with the latest revision of Robert's Rules of Order.

#### **Article VII. Amendments**

19.0 These Bylaws may be amended by 2/3 vote of voting members present at any annual, or special called meeting, provided notice of the proposed amendment(s) has been given in writing to the Secretary, and provided to Council members for review, at least fourteen (14) days prior to the meeting.

#### **Article VIII. Indemnification**

20.0 Every member of the Council shall be indemnified by EHAC against all expenses and liabilities, including counsel fees, reasonably incurred or imposed upon such members of the Council in connection with any threatened, pending, or completed action, suit or proceeding to which she/he may become involved by reason of her/his being or having been a member of the Council, or any settlement thereof, unless adjudged therein to be liable for negligence or misconduct in the performance of her/his duties. In the event of a settlement the indemnification herein shall apply only when the Board of Directors approves such settlement and reimbursement as being in the best interest of EHAC. The foregoing right of indemnification shall be in addition to, and not exclusive of, all other rights to which the member of the Council is entitled.

#### **Article IX. Use of Name**

21.0 The policies and program of EHAC shall be binding on all members. No member of the Council shall use the EHAC name, without its authorization, to obligate the Council or to oppose the Council's policies and procedures.

#### **Article X. Property**

22.0 The title to all property, funds, and assets of EHAC, shall at all times be vested in the Council for the joint use of members. No Council member or group of members shall have any severable right to all or any part of such property. The Board of Directors shall have complete control over the acquisition, administration, and disposition of its property. In the event of the dissolution of EHAC, all assets shall be liquidated, and delivered to the American Academy of Sanitarians. In the event that this occurs, these funds shall be used only for scholarships.

#### **Article XI. Financial Practices**

23.0 Any member authorized by the Council or the Chair to conduct a site visit, examination, or other business or representation of the Council shall receive reimbursement for travel and reasonable subsistence incurred in the performance of such authorized duties. Where appropriate, and in order to provide training, a third site visit member may be authorized. Expenses incurred by this individual will be funded by the Council.

24.0 Fiscal Year. The fiscal year shall begin on October 1 of each year.

25.0 Budget. The General Chair and the Treasurer shall prepare an annual budget for the Council. The budget shall be presented to the Council membership for approval at the annual meeting.

26.0 No indebtedness, except those in accordance with the budget or those incurred in the conduct of a site visit, in excess of \$ 200 shall be incurred by a member except on approval of the Board of Directors.

#### **Article XII. Reporting Requirements**

27.0 The Council will ensure that its accreditation decisions will be made available to the appropriate individuals or institutions through a timely reporting process.

28.0 Minutes of the annual Council meeting will be prepared and made available to all Council members.

#### **Article XIII. Consultants and Employees**

0.29 As needed, the Executive Director may hire consultants and employees, with prior approval to do so from the Board of Directors. The Council may hire consultants and employees, as needed, to carry out the responsibilities of the Council