

# National Network of State Adolescent Health Coordinators

## Bylaws

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### **ARTICLE I: NAME**

The name of the organization shall be the National Network of State Adolescent Health Coordinators: hereafter called NNSAHC or the Network.

### **ARTICLE II: MISSION**

NNSAHC unites those designated as state adolescent health coordinators (SAHCs), and others responsible for coordinating adolescent health program direction in their state Title V/ Maternal and Child Health (MCH) Programs, and other programs in state public health agencies.

### **ARTICLE III: MEMBERSHIP**

#### ***Section 1. Eligibility Criteria***

NNSAHC membership is open to individuals designated by the State and Territorial Title V /MCH Director as the State Adolescent Health Coordinator (SAHC) plus one additional person (identified by the SAHC or the Title V/MCH Director) for a maximum of two individuals per state/territory. In the event that a state/territorial Title V/MCH program does not have a formal/designated SAHC, or the historical position has moved to another program/funding source in the state/territorial health department, individuals eligible for membership should be confirmed by Title V/MCH Directors as the most appropriate person to serve as SAHC or state adolescent health contact to the NNSAHC and to national resource partners that serve SAHCs. NNSAHC leadership may, at their discretion, identify additional state/territorial contacts or partner representatives eligible for membership privileges in order to accomplish network goals.

#### ***Section 2. Membership Privileges***

NNSAHC members shall be formally listed in a roster of SAHCs/other designated state contacts to the Network. Confirmed Network members are eligible to: (1) participate in the NNSAHC meetings, online forums, and other activities; (2) subscribe to the NNSAHC listserv; (3) receive technical assistance from Network partners; and (4) vote in Network matters requiring a vote of the full membership. Members may receive regular written, phone or email communication from or on behalf of the Network and may be eligible for other assistance and resources from national partners.

### **ARTICLE IV: LEADERSHIP TEAM**

#### ***Section 1. Leadership Team***

The Leadership Team of the Network shall be composed of elected Officers and Appointed Chairs of Network Committees. The Leadership Team may, at their discretion, designate key planning or funding partners as ex officio members of the Leadership Team.

#### ***Section 2: Executive Committee***

The Executive Committee of the Network shall be comprised of elected Officers. The Executive Committee has oversight in all matters (voting and non-voting) related to bylaws, nominations, Committee Chair appointment, and in the event of a tie breaker in voting matters of the Leadership Team.

#### ***Section 3. Regular Meetings***

Regular Meetings of the Leadership Team shall be held at least quarterly. These meetings may occur in person, via conference call, or via webinar or other online mechanism as resources allow.

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### **Section 4. Quorum**

A quorum shall consist of a majority of the Leadership Team members.

### **Section 5. Voting**

Each member of the Leadership Team (except ex officio members) shall have one vote. A simple majority vote of the Leadership Team members present at a meeting shall be required for the general transaction of business.

### **Section 6. Network Representation**

The Leadership Team shall respond to requests to represent the Network or delegate an appropriate representative.

## **ARTICLE V: ELECTED OFFICERS**

### **Section 1. Elected Officers**

Elected officers of the Network include the positions of President, President Elect, Past President, Secretary, Members-at-Large, and Regional Representatives (when operationalized). At the discretion of the Executive Committee, two individuals may be designated to share the role of one Office (e.g. Co-Presidents). No individual shall fill two (2) offices in the same term. The exact responsibilities of elected Officer Positions may be revised as needed to accomplish Network goals and activities without revision of bylaws. Major/standing responsibilities of Elected Officers are outlined below. Elected Officers comprise the Executive Committee of the Network, and members of the NNSAHC Leadership Team.

### **Section 2. Requirements for Nomination for Officer Positions**

The President and President Elect shall have been a member of the Network for a period of two (2) years, or have served in a state level MCH position, or similar position with responsibilities for adolescent health, for a period of two (2) years. The Secretary, Member-at-Large and Regional Representative positions may be filled by SAHC with one (1) year experience in the Network or have served in a state level MCH position, or similar position with responsibilities for adolescent health, for a period of one (1) year.

### **Section 3: President**

The President shall be the principal executive officer providing leadership to other Officers, the Leadership Team, and the Network at-large. In consultation with the Executive Committee, the President shall guide the Leadership Team on appointment of Committee Chairs and liaison representatives to specific organizations. The President shall also: (1) moderate all Executive Committee, Leadership Team, and All Network calls; (2) facilitate the process of welcoming new SAHCs to the Network; (3) work with the Secretary to ensure that the SAHC roster is up-to-date; (4) facilitate other duties as needed among NNSAHC Leadership Team; and (5) mentor the President Elect to impart Network history and guidance on operations to prepare President Elect for their term as President.

### **Section 4: President Elect**

The President Elect shall serve as second in command to in leading the Network. In this role, the President Elect shall: (1) support and assist the President; (2) assume the duties of the President in his/her absence; (3) perform other duties as may be assigned by the President; and (4) seek opportunities for mentoring from the President and Past President on Network history and operations to prepare for their second year of leadership rotation as President.

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### ***Section 5: Past President***

The Past President supports the President to lead NNSAHC. In this role, the Past President shall: (1) mentor the President Elect and President on Network history and operations to support their leadership of the Network; (2) serve on Committees as needed; and (3) perform such other duties as may be assigned by the President.

### ***Section 6: Secretary***

The Secretary supports administrative and operational functions of the Network and the Leadership Team. In this role the Secretary shall: (1) take roll and notes at Leadership Team meetings; (2) keep and distribute minutes of the Network meetings; (3) maintain a file of essential records (including, but not limited to: minutes, reports, by-laws, NNSAHC Roster, and other correspondence requested by the President); and (4) coordinate with owners/administrators of the NNSAHC website, listserv and other online/electronic forums on changes to Network membership, including additions and deletions to the membership.

### ***Section 7: Members-at-Large***

Two Members-at-Large shall represent overall membership of the Network; one representing Regions I-V, and one representing Regions VI-X. In this role, Members-At-Large: (1) ensure that the interests and needs of states in their assigned regions are represented to the Leadership Team; (2) serve as liaisons between Regional Representatives and/or individual SAHCS in their regions and the Leadership Team; (3) provide technical assistance to their five assigned regions via email and/or phone calls; (4) provide support to the Leadership Team for welcoming and orientation new AHCs in their assigned regions; and (5) serve on Network committees as assigned by the Leadership Team. In the absence of Regional Representatives, Members-At-Large shall also assume responsibilities noted below.

### ***Section 8: Regional Representatives***

When operationalized (at the discretion of the Executive Committee), Regional Representatives shall act as the information conduit between the Leadership Team, Members-At-Large and the SAHCs of their regions. Responsibilities may include: (1) maintaining contact with HRSA regional staff, AMCHP staff liaison's to HRSA regions, and other national partners providing support and technical assistance to the Network and individual SAHCs; (2) disseminating information to SAHCs in their region; (3) working with their Member-At-Large to welcome and orient new SAHCs to the Network; (4) organizing and facilitating opportunities for SAHCs in their region to network and share; and (5) serving on Network committees as needed.

## **ARTICLE VI: VACANCIES, NOMINATIONS & ELECTIONS**

### ***Section 1. Vacancies***

The President-Elect shall assume a vacancy in the office of President. A vacancy in any other office may be filled by appointment at the discretion of the Executive Committee. Persons so appointed shall serve for the remainder of the original position term or until the next voting meeting of the membership, at which point an election shall be held to fill the vacancy for the rest of the original term, if term is not yet completed.

### ***Section 2. Nominations***

When necessary to fill open Officer positions through voting of membership, a Nominating Committee shall be formed to present a slate of offices to be filled. The Nominating Committee will issue a call for nominations from among the membership (self-nominations or nomination of others) via an in-person meeting of the members or electronically as resources allow. A Call for Nominations will be issued with at least 30 days notice to the

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membership. At the close of the call for nominations, the Nominating Committee will review all nominations and accept or decline nominated individuals, this includes seeking *consent to be nominated* from individuals nominated by another person. The Nominating Committee shall present a final slate of candidates for the offices to be filled to the Executive Committee for review and approval.

### **Section 3. Elections**

Following Executive Committee approval of Nominating Committee's slate of candidates, Network membership shall be notified of the slate of candidates and the process and deadline for voting (in person or online). An online voting process should remain open for at least two weeks. At the close of voting, the Nominating Committee will notify the Executive Committee and full membership of the outcomes of the election.

### **Section 4. Elected Officer Terms**

Newly elected or appointed officers shall assume their duties immediately or at a time designated by the existing Executive Committee, and shall serve through the completion of their position's term. Officer terms are as follows:

- *President Elect / President / Past President*: 3 years total in leadership rotation (President Elect in year 1, President in year 2, Past President in year 3).
- *Secretary*: 2 year term
- Two Members-at-Large serve 2 year terms, ideally staggered so that one new position is filled each year.
- *Regional Representatives (when applicable)*: 2 year terms

## **ARTICLE VII: COMMITTEES**

### **Section 1. Establishing Committees**

Network committees may be established at any time to accomplish Network goals and activities. Committees may be long term (e.g. Communications) or short-term (e.g. Nominations) as needed.

### **Section 2: Committee Chairs**

The Executive Committee may appoint, at its discretion, Committee Chairs, Co-Chairs or other leadership roles to direct the activities of committees. Committee Chairs are selected from among the NNSAHC membership. Committee Chairs become members of the NNSAHC Leadership Team.

### **Section 3: Committee Membership**

Committee Chairs/leaders will identify committee members in conjunction with the Leadership Team.

### **Section 4: Standing Committees**

Standing committees may not operate continually, but are operationalized when needed to enforce bylaws or accomplish major Network goals and activities. Standing committees include a Nominating Committee, Bylaws Committee and an Annual Meeting. The structure of these is included in the appendix for consistency in committee functioning over time.

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### **Section 5: Ad Hoc and Operational Committees**

Additional committees may be established as needed to accomplish Network goals and activities (e.g. Communications, Partnership). Upon establishing such committees, the purpose, structure and composition of the committee is at the discretion of Committee Chairs/leaders and the Leadership Team.

## **ARTICLE VIII: MEMBERSHIP MEETINGS**

### **Section 1. Regular Meetings**

Regular meetings of the full membership (All-Network meetings) shall be held at least annually (face to face, via teleconference, or via webinar or other online technology as resources allow) for the purpose of orienting new members to the Network, reviewing Network accomplishments, conducting business and voting if needed. Notice of Annual Meetings shall be issued at least 30 days in advance.

### **Section 2. Special Meetings**

The Leadership Team may call special meetings of the membership for any purpose deemed necessary with at least 10 days advance notice. The purpose of the meeting shall be stated in writing prior to the meeting. These meetings may be held face to face, via teleconference, or via webinar or other online technology as resources allow..

### **Section 3. Quorum**

A quorum shall consist of a majority of NNSAHC members.

### **Section 4. Voting**

Each state or territory represented in NNSAHC membership shall have one vote. In the event of 2 (or more) formally designated state representatives or contacts, one vote should be submitted representing their consensus on the voting matter. A majority vote of the NNSAHC members present at a meeting shall be required for the general transaction of business.

## **ARTICLE X: PARLIAMENTARY PROCEDURE**

*Robert's Rules of Order: Newly Revised* shall be the parliamentary authority for all matters and procedures not specifically covered by the By-laws. At the discretion of the Leadership Team, Roberts Rules of Order may be waived at the beginning of any Network meeting.

## **ARTICLE XI: AMENDMENTS**

These By-laws may be amended by a majority vote of NNSAHC members provided the proposed amendment has first been presented to the Leadership Team and then presented in writing to members at least thirty (30) days prior to the voting date.

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### Appendix - Standing Committees Descriptions

#### ***Nominating Committee***

- **Chair:** NNSAHC Past President (or in absence of, another elected Officer designated by the Leadership Team).
- **Term:** This committee is operationalized and remains active to fulfill nomination and election needs of the Network as needed.
- **Duties Include (but are not limited to):** Responsible for leading nomination and election processes as outlined in *Article V, Section 4: Nominations & Elections*.
- **Membership:** This committee shall be made up of at least three (3) voting members of the Network (solicited or appointed by Leadership Team), plus the Chair as a non-voting member. Members may be solicited from among full membership or appointed at the discretion of the Leadership Team. Ex-Officio members of the Leadership Team may participate in Committee work as a non-voting member.

#### ***Bylaws Committee***

- **Chair:** NNSAHC President Elect (or in absence of, another elected Officer designated by the Leadership Team).
- **Term:** This committee is operationalized and remains active as needed to fulfill bylaw review and amendment needs of the Network.
- **Duties Include (but are not limited to):** Responsible for reviewing and making recommendations for changes to Network Bylaws as outlined in *Article XI: Amendments*.
- **Membership:** This committee shall be made up of at least three (3) voting members of the Network (solicited or appointed by Leadership Team), plus the Chair as a non-voting member. Members may be solicited from among full membership or appointed at the discretion of the Leadership Team. Ex-Officio members of the Leadership Team may participate in Committee work as a non-voting member.

#### ***Annual Meeting Planning Committee***

- **Chair:** Co-chaired by an elected Officer and a non-Leadership Team member (both designated by The Leadership Team).
- **Term:** This committee is operationalized and remains active as needed to fulfill annual meeting planning duties.
- **Duties Include (but are not limited to):** Responsible for oversight of annual meeting planning, including coordinating with partners who provide resources and planning support, developing agendas and other materials, and facilitating or designating a facilitator for the meeting. Throughout the planning of the meeting, the Co-Chairs shall report progress to and seek guidance and approval on major agenda/content decisions from the Leadership Team.
- **Membership:** This committee shall be made up of as many voting members of the Network (solicited or appointed by Leadership Team), plus the Co-Chairs, as needed to plan and implement the Annual Meeting. Committee composition should strive for an equal number of members from the Leadership Team as from the General membership to ensure equitable division of the work. Members may be solicited from among full membership or appointed at the discretion of the Leadership Team. Ex-Officio members of the Leadership Team may participate in Committee work as a non-voting member. Representatives of planning and resource partner organizations may also be solicited by the Leadership Team to serve on this committee.