



# Colorado Directors of Environmental Health

## BYLAWS

### **Article I: Name of Organization**

The name of the organization shall be the Colorado Directors of Environmental Health (CDEH).

### **Article II: Office**

The principal office of the organization shall be located at Public Health Alliance of Colorado office.

### **Article III: Purpose**

The purpose of the organization is to foster and promote:

1. Dialogue among local public health agencies on environmental health issues of statewide or local significance.
2. Dissemination of environmental health information among local public health agencies statewide.
3. Consistency and enhancement in environmental health programs statewide.
4. Development of policies or regulations that result in the enhancement of environmental health conditions statewide.

### **Article IV: Membership**

The following may be members:

1. Environmental Health Directors of local health departments.
2. Individuals responsible for the overall management of environmental health programs in cities, counties or regions.

### **Article V: Expectations of Membership**

Member agencies/members will:

1. Assure payment of fees in a timely manner.
2. Support and/or respect the decisions made by the organization.
3. Assure participation in the organization and in voting.

### **Article VI: Officers**

1. The officers of the organization shall be President, Vice-President, Secretary and Treasurer.
2. In addition to the officers listed above, the organization shall appoint a designee to serve a three-year term on the Board of Directors / Executive Committee for the Colorado Association of Local Public Health Officials (CALPHO).
3. With exception of number 2 above, the officers shall be elected at the fourth quarter meeting of the year and will hold office for the next calendar year.

4. The officers shall be elected by a simple majority of the members present, and shall ensure their organization is in good standing (paid annual fees).
5. The President shall sit on the Governing Council of the Public Health Alliance during his/her term or designate someone to attend a meeting in his/her absence.
6. The Vice-President will assume all powers of the President in his/her absence.

**Article VII: Executive Committee**

1. The purpose of the Executive Committee is to develop positions for the organization only in those circumstances that require immediate action that otherwise precludes a vote of the organization.
2. The Executive Committee is made up of the Officers of the organization.
3. The terms of individuals on the Executive Committee expire when their Officer positions expire.

**Article VIII: Meetings**

The organization will meet quarterly at locations determined by the membership. Additional meetings can be held as needed and as agreed by the members.

**Article IX: Fees**

Fees will be determined and assessed prior to the first meeting of the year and members will be billed accordingly. Members are expected to pay fees before the second meeting of the year. Meeting costs are to be collected at each meeting if the fees do not cover the costs of the organization.

**Article X: Decision-making**

The association may develop positions on environmental and public health issues. The positions are to be drafted and presented to the members during a regular meeting, via electronic mail or as directed and agreed upon by the membership. Each member local public health agency in good standing shall have one vote. Voting shall take place for issues as determined by the membership.

1. Voting shall be determined by a simple majority vote of those voting by the indicated deadline on a decision from a fees paying agency in good standing.
2. The President may direct that a mail, electronic mail, fax, or telephone ballot be taken on matters requiring immediate decision.
3. Positions of policy issues, such as on legislation, shall be made through a polling of the membership (using the voting criteria listed in #1 above). In the event of an issue of timeliness (and only in the event of timeliness), the Executive Committee shall be authorized to determine the position of the organization. All decisions made by the Executive Committee shall be shared with the organization.

**ADOPTED:** July 30, 1998

**REVISED:** October 21, 2010