

Operating Guidelines of the Program Directors' Constituency Group of the National AHEC Organization

I. Purpose

The Program Director's Constituency Group (PDCG) shall provide a forum for all AHEC Program Directors to network as well as share and discuss common issues and concerns. Further, the PDCG shall serve as the vehicle through which Program Directors meet with Federal Staff to ensure appropriate federal staff participation in the cooperative agreement program.

Goals:

1. Assess issues and concerns at the national level that affect the future of the AHEC program;
2. Develop legislative strategies for the national AHEC program;
3. Provide timely communication to PDCG members regarding the national AHEC program and other information of service and interest to AHEC Program Directors;
4. Communicate regularly with the Center Directors Constituency Group (CDCG) on topics of joint interest, particularly federal AHEC legislation and communication with legislators;
5. Communicate regularly with federal AHEC staff;
6. Facilitate the mission and goals of the NAO.

II. Membership

A. Eligibility

1. The membership shall consist of AHEC Program Directors and/or their designees whose Programs hold membership in good standing with the National AHEC Organization;
2. Dues, as determined by the National AHEC Organization Board of Directors, shall be paid and an AHEC Program's membership shall be in good standing with the NAO in order for its Program Director or designee to vote, hold office or serve on any PDCG or NAO Committee, and or to receive communications and other PDCG resources and membership benefits.

B. Voting Privileges

Each AHEC Program Director or designee who's Program holds membership in good standing with the National AHEC Organization shall be eligible to vote. Only one vote may be cast per AHEC Program.

III. PDCG Meetings

A. Frequency of Meetings

The PDCG shall meet a minimum of two times each year (once in conjunction with the National AHEC Workshop/Leadership Meeting; this meeting shall be considered the PDCG Annual Meeting).

B. Notice

Notice of all meetings shall be prepared and distributed by the PDCG Leadership to all PDCG members at least 45 days in advance of each meeting. Notice can be sent electronically.

C. Agenda

An agenda shall be prepared by the Chair of the PDCG and distributed to all Program Directors at least 14 days prior to each meeting. The agenda can be sent electronically.

- D. Quorum
A quorum shall consist of a simple majority of the Program Directors in good standing who attend the meeting in question.
- E. Majority
A majority shall consist of a simple majority of the Program Directors present at the meeting. However, 2/3rds of the Program Directors present shall be required for amendments to these Operating Guidelines of the PDCG.
- F. Minutes
Minutes of the meetings shall be prepared and, upon conditional approval by the PDCG Executive Committee, shall be placed on the NAO website for review by PDCG members.

IV. Executive Committee

- A. Purpose and Function
 - 1. The PDCG Executive Committee shall function as the governing body of the PDCG and is authorized to act on behalf of the PDCG in all matters;
 - 2. The Executive Committee shall direct and oversee the activities and resources of the PDCG in accordance with these Operating Guidelines.
- B. Frequency of Meetings
The Executive Committee shall meet on an 'as needed' basis at a time and place agreed upon by the Executive Committee membership. Meetings may occur via conference call and may be called as deemed appropriate by the Chair and/or other members of the Executive Committee.
- C. Notice
 - 1. The Chair shall provide at least two weeks notice either personally, by telephone, mail or email prior to a regular Executive Committee meeting;
 - 2. Special meetings of the Executive Committee may be called by the Chair with two (2) days' notice given to each Executive Committee member, either personally, by telephone, mail or email.
- D. Agenda
The Chair shall develop and distribute an agenda prior to all Executive Committee meetings.
- E. Quorum
A quorum shall consist of a simple majority of the Executive Committee.
- F. Minutes
Minutes from all Executive Committee meetings shall be prepared and distributed to the Executive Committee members within 14 days of a meeting.
- G. Composition and Term:
 - 1. The Executive Committee shall consist of at least eight (8) members (three officers and four [4] members-at-large, duly elected by the PDCG membership, and the past PDCG Chair) who will serve two-year terms. In addition, in years when a Program Director is serving as NAO President, that Program Director shall be considered an ex-officio member of the PDCG Executive Committee;
 - 2. The members at-large may serve no more than two two-year terms in that position;
 - 3. Executive Committee members will serve as representatives to the NAO Board of Directors, based on available PDCG openings on the Board.

V. Officers

The officers shall consist of the Chair, a Vice Chair and a Secretary who shall be elected by the membership at the Annual Meeting in odd-numbered years.

Officer responsibilities are as follows:

- A. The Chair shall be the principal officer of the PDCG and shall be authorized by the Executive Committee to represent them and/or the PDCG in conducting business.
- B. The Chair shall preside at all meetings of the PDCG Executive Committee and the PDCG.
- C. The Vice Chair shall preside at all Executive Committee and PDCG meetings in the absence or disability of the Chair. The Vice Chair shall assume all the duties and responsibilities of the Chair during such absence or disability.
- D. If the Chair ceases to serve for any reason during his or her term, the Vice Chair shall succeed to the office of Chair and shall serve for the remainder of the former Chair's term. A Vice Chair shall then be appointed by the Executive Committee.
- E. The Secretary shall attend and record the minutes of all meetings of the PDCG and the Executive Committee. The Secretary shall also maintain the record of members of the Executive Committee and their terms.

VI. Nominating Committee and Elections:

- A. The Nominating Committee shall be responsible for the recruitment of qualified and willing members to serve on the PDCG Executive Committee and NAO Board.
- B. The Nominating Committee shall be composed of a minimum of three members of the PDCG, appointed by the Chair of the PDCG Executive Committee with the approval of the Executive Committee.
- C. The immediate Past Chair of the PDCG Executive Committee shall serve as Chair of the Nominating Committee.
- D. No member of the Nominating Committee may be placed in nomination.
- E. Prior to developing the slate, the Nominating Committee shall issue a general call for nominations to the membership.
- F. The Nominating Committee shall meet as needed via conference call or email to develop a slate of nominees. The slate shall include a nominee for each of the following positions: Chair, Vice Chair, Secretary and member-at-large.
- G. Elections shall be held at the PDCG Annual Meeting with results announced to the membership at that meeting.

VII. Removal or Vacancies

- A. In the event a member of the Executive Committee vacates his or her position or ceases to serve for any reason and there is more than six months remaining on the term of office, the vacancy shall be filled by an appointment by the majority of the remaining members of the Executive Committee, except in the case of the Chair;
- B. An Executive Committee member may be removed from office upon failure to attend two or more consecutive meetings of the Executive Committee and when such absences were without prior notification;
- C. Any Executive Committee member may be removed from office by a 3/5ths vote of all of the Executive Committee when, in their judgment, the best interest of the PDCG will be served.

VIII. Committees

- A. The Executive Committee shall establish working or ad hoc committees as needed to conduct the business of the PDCG;
- B. Committee Chairs shall be appointed by the Executive Committee Chair with the approval of the Executive Committee;
- C. The Chair of the Executive Committee shall serve as an ex officio member of all PDCG committees.

Accepted by PDCG membership, June 29, 2005, Tulsa, OK

Revisions accepted by PDCG membership, April 26, 2007, Washington DC

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