

BYLAWS

WEST VIRGINIA PUBLIC HEALTH ASSOCIATION, INC.

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WEST VIRGINIA PUBLIC HEALTH ASSOCIATION, INC.

Amended September 20, 2001

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BYLAWS

ARTICLE I

NAME

The name of this organization shall be the West Virginia Public health Association, Inc., hereinafter referred to as “the Association” or “this Association”.

ARTICLE II

OBJECT

The object of this organization shall be as set forth under the Articles of Incorporation which are filed with the Office of the Secretary of the State of West Virginia.

- Article II Section 1. To promote a better understanding of the concepts of community health with a special emphasis upon prevention of illness and promotion of well being
- Article II Section 2. To extend membership in the Association to include groups as well as individuals who have as one of the objectives the promotion of better health.
- Article II Section 3. To assist the State Department of Health in determining local attitudes, needs, and resources
- Article II Section 4. To hold one or more statewide meetings annually, for the purpose of bringing prominent speakers and consultants to address the membership and for other educational reasons

ARTICLE III

MEMBERS

- Article III Section 1. There shall be four (4) classes of membership. The classes shall be full, life, honorary, full-time student.
- Article III Section 2. Any person shall be eligible for membership who is engaged in the practice of public health, either directly or indirectly, or who is interested in the advancement of public health.
- Article III Section 3. Applicants shall make application in writing on forms provided for this purpose and accompanied by the required membership fee. Applications shall be submitted to the membership committee.

- Article III Section 4. The title of honorary member may be conferred to any person who has rendered outstanding service to the health profession or this Association or who has made valuable contribution to the practice of public health. Nominations for honorary membership will be considered by the Executive Council upon recommendation by the awards committee.
- Article III Section 5. Full and life members shall be entitled to all the rights and privileges of members including, but not limited to, the right to vote, to hold office, and attend all meetings of the Association.
- Article III Section 6. Honorary and full-time student members shall enjoy all the rights and privileges of full members except the right to vote and hold office.
- Article III Section 7. The dues of full members shall be \$15 per calendar year if paid by the first day of April, increasing to \$20 thereafter. First year members may pay up to the annual meetings without penalty for late payment.
- Article III Section 8. Life, honorary and full-time students shall be exempt from the payment of dues.
- Article III Section 9. A full member whose dues have not been paid by the opening day of the annual meeting shall cease to be a member of the organization.
- Article III Section 10. A member in good standing is a member who has paid their current dues. Annual dues shall be due and payable by the first day of January of the current year.
- Article III Section 11. A former member of the Association may be reinstated upon payment of the current annual dues.
- Article III Section 12. Executive Council members shall have annual dues paid by the first day of January of the current year to hold their seat and have voting privileges.
- Article III Section 13. Any member of the Association may be suspended or expelled from the Association for improper conduct as may be determined by the Executive Council.
- Article III Section 14. A member who has been suspended or expelled by the Association may appeal to the Association at its next annual business meeting provided they have filed due notice with the president at least fifteen (15) days prior to the annual meeting. The case shall be heard in full by the membership. The vote of the Association on such occasion

shall be by “secret ballot” for “confirmation of the findings of the Executive Council”. A majority of the votes cast will decide the question.

- Article III Section 15. A full member who has reached age sixty (60) and has paid association dues for the past ten (10) consecutive years shall be eligible for life membership in the Association.
- Article III Section 16. A full-time student member is an individual enrolled as a full-time student in a public health related discipline as an undergraduate or graduate student in an accredited college or university.

ARTICLE IV

OFFICERS

- Article IV Section 1. The elected officers of the Association shall be the president, president-elect, vice president, immediate past president, and three members-at-large. All officers shall take office at the close of the annual meeting when elected.
- Article IV Section 2. The appointed officers of the Association shall be the executive secretary and treasurer. The treasurer shall be actively engaged in or have a thorough understanding of accounting and budgetary matters. Other appointed officers of the Association may be made when deemed necessary upon resolution of the Executive Council.
- Article IV Section 3. Appointed officers shall be appointed by the president and affirmed by the Executive Council. Affirmation shall take place by the first meeting of the Executive Council following the annual meeting and shall be by secret ballot. Appointed officers shall serve at the will and pleasure of the Council and shall serve for a term of one (1) year.
- Article IV Section 4. The nominating committee shall consist of a chairman appointed by the president and one (1) member appointed by each section of the Association. The committee shall select two (2) or more qualified nominees for each elected office. Candidates shall have been a full member in good standing with the Association or with an allied state or national association for the past three (3) years. The nominating committee shall secure the acceptance of each nominee prior to publishing their names. The names of the candidates shall be furnished the membership at least thirty (30) days prior to the annual meeting.

Article IV Section 5. Each full or life member in good standing with the Association shall have the right to vote for the candidates for elected office. Ballots shall be mailed to the membership at least thirty (30) days prior to the first day of the annual meeting. Ballots may be returned to the nominating committee or brought to the conference and deposited in a locked receptacle at the registration desk. Ballots will also be available at the registration desk. Measures shall be taken to ensure each qualified member casts only one (1) ballot. Write-in candidates will NOT be accepted.

Article IV Section 6. If any member of the Executive Council departs from the State of West Virginia and/or is unable to personally attend meetings of this Association and fulfill the responsibilities of his or her office, that person shall cease to be a member of Council.

Article IV Section 7. Duties of officers:

a) The president shall preside at all meetings of the Association and the Executive Council and shall supervise and direct the business of the Association. In the initial year and upon creation of new committees, the president shall, within sixty (60) days after the annual meeting, appoint a chairman and two (2) or more active member(s) in good standing to all standing committees whose makeup is not specifically called for in the bylaws of the Association. The chairman shall serve for one (1) year, one of the appointed members shall serve for two (2) years, and the other appointed member(s) shall serve for one (1) year; thereafter, the newly elected president shall appoint a chairman and one (1) member to the committees for a term of two (2) years. If additional members are needed, they shall be appointed for a term of one year. The president may also appoint special committees as needed. The forming of special committees shall be subject to the ratification of the Executive Council. In the case of death or resignation of the president, the president-elect shall fill the unexpired term and the following full term of office.

Article IV Section 7. b) The president-elect shall perform the duties of the president in his/her absence or at his/her request and shall succeed to the office of the president without other election at the next annual meeting following his/her term as president-elect. The president-elect shall serve as chairman of both the budget committee and the conference planning and local arrangements committee. In the case of death or resignation of the president-elect, the vice president shall fill the unexpired term and the following full term of office.

Article IV Section 7. c) The vice president shall assist the president as requested; shall perform the duties of the president and/or president-elect in their absence or at their request; and shall succeed to the office of the president-elect without other election at the next annual meeting following his/her term of office as vice president. In the case of death or resignation of the vice president, the Executive Council shall appoint an active member to fill the unexpired term until the next election of officers of the Association. The vice president shall serve as chairman of the audit committee.

Article IV Section 7. d) After serving one year as president, he/she shall succeed to the office of immediate past president and shall serve for one year. The immediate past president shall serve as chairman of the awards and hall of fame committees and shall assume such duties as the president may assign; shall serve on the bylaw committee and assist with the development and/or revision of all bylaws and Operating Codes of the Association, Executive Council, standing committees and others as needed and shall file all reports with the executive secretary. The immediate past president shall see the president has copies of all the codes to distribute to new personnel after the election. In the case of death or resignation of the immediate past president, the Executive Council shall appoint a past president, if available, or other member in good standing with the Association to fill the unexpired term.

Article IV Section 7. e) The three (3) members-at-large shall serve staggered terms. The first year, three (3) members-at-large shall be elected. One (1) shall be elected for one (1) year; one (1) shall be elected for two (2) years; and one (1) shall be elected for three (3) years. Thereafter, at each annual meeting, one (1) member-at-large shall be elected for a three-year term. They shall perform such duties as may be assigned by the president.

Article IV Section 7. f) A new executive secretary shall take office on the first day of January following the annual meeting. The executive secretary shall keep the minutes of all meetings of the Association and the Executive Council; keep the roll of membership; be the custodian of all books and records; prepare a written report for presentation at the annual meeting; notify the membership of the program at least sixty (60) days prior to the annual meeting; provide Executive Council members sufficient notification of all meetings and a copy of the minutes within thirty (30) days following any meeting of the Association or the Executive Council; and shall perform other duties as may be assigned by the Executive Council. For such services, the executive secretary shall receive a salary as set by the

Executive Council. The executive secretary shall maintain a listing of all committee appointments and any remaining terms of committee members and shall supply a copy to the president-elect at least sixty (60) days prior to the annual meeting.

- Article IV Section 7. g) A new treasurer shall take office on the first day of January following the annual meeting. The treasurer shall have custody of the funds of the Association and pay all the bills of the Association by check which is countersigned by one (1), or two (2) elected officers who have signature authority on the Association's checking account. In addition to the treasurer, the president, president-elect, vice president and immediate past president shall have signature authority. The treasurer shall make financial reports at each Executive Council meeting, present a financial report for the year-to-date at the annual meeting, file copies of all reports with the executive secretary, shall be responsible for the registration at all annual and special meetings of the Association, and shall serve as a member of the conference planning and local arrangements committee. A quarterly treasurer's report showing expenditures and deposits to date shall be mailed to members of Executive Council and filed with the executive secretary. The treasurer shall be responsible for maintaining a minimum balance of \$500.00 in the Association's checking account for the orderly transaction of business and emergencies. The treasurer shall have a completed yearly expenditure schedule with receipts and disbursement records in detail ready for review by the audit committee by the first day of January following the annual meeting. The treasurer shall file all appropriate forms with the Internal Revenue Service. For such services, the treasurer shall receive a salary as set by the Executive Council.

- Article IV Section 7. h) In the event of a vacancy in the offices of member-at-large, the Executive Council shall appoint an active member in good standing to fill the vacancy until a successor is duly elected at the next annual meeting in accordance with the bylaws.
- Article IV Section 7. i) In the event of a vacancy in the offices of executive secretary or treasurer, the president shall appoint, and the Executive Council shall affirm, an active member in good standing to fill the vacancy by the next scheduled meeting of the Council.
- Article IV Section 7. j) Other appointed officers shall perform such duties as assigned by the Executive Council.

ARTICLE V

MEETINGS

- Article V Section 1. The annual meeting of the Association shall be held at such place and time as determined by the Executive Council.
- Article V Section 2. A special meeting of the membership of the Association shall be called by the president upon the direction of the majority of the members of the Executive Council or upon the request of 25% or more of the voting membership in good standing. A written notice of the purpose, time, and place of the meeting shall be sent to all members by the executive secretary at least fifteen (15) days prior to the date set. No business shall be transacted at such special meetings except as indicated on the notice.
- Article V Section 3. Twenty-five (25) voting members who are in good standing with the Association shall constitute a quorum for the transaction of business of any annual or special meeting of this Association. One of the voting members shall be the president, president-elect, or vice president of the Association.

ARTICLE VI

EXECUTIVE COUNCIL

- Article VI Section 1. The Executive Council shall consist of the elected officers, appointed officers, section chairmen, standing committee chairmen, and the immediate past president.

- Article VI Section 2. The Executive Council shall be the governing body of the Association between meetings and hereinafter shall be referred to as “the Executive Council” or “the Council”.
- Article VI Section 3. A majority of the members of the Executive Council, one of whom shall be the president, president-elect, or vice president, shall constitute a quorum for the transaction of business at any meeting of the Council.
- Article VI Section 4. All members of the Executive Council shall be entitled to one vote on the Council.
- Article VI Section 5. A member of the Executive Council may hold two (2) offices on the Council concurrently, i.e., a member-at-large as well as a chairman or president of one of the sections, etc. In such cases, that person shall be entitled to only one vote.
- Article VI Section 6. The Executive Council shall meet at least quarterly. The first meeting shall be held within sixty (60) days following the annual election of officers.
- Article VI Section 7. The Executive Council shall ratify all appointed officers and all special committee appointments. The council shall also make other appointments as provided for in the bylaws.
- Article VI Section 8. The Executive Council shall work closely with the president and the conference planning and local arrangements committee in making arrangements for the annual meeting and shall determine the place and time for the annual meeting.
- Article VI Section 9. The Executive Council shall receive from the bylaws committee any proposed amendments for consideration and approval. The Council shall see that the proposed amendments receiving approval are properly sent to the active membership.
- Article VI Section 10. A majority of any standing committee or special committee, one of whom shall be the chairman or his/her designated representative, shall constitute a quorum for the transaction of business at any meeting.

ARTICLE VII

COMMITTEES

- Article VII Section 1. The standing committees of the Association shall be the advertisement and exhibit procurement, awards, audit, budget, bylaws, conference

planning and local arrangements, fund raising, hall of fame, historical, legislative and resolutions, membership, nominating, planning and operations, public information, coalition for a tobacco-free WV, public health awareness week, scholarships to conference, and educational grants.

- Article VII Section 2. In the event of a vacancy of a chairman or member of a standing committee, the president shall appoint a full member in good standing to fill the vacancy by the next scheduled meeting of the Executive Council.
- Article VII Section 3. The president shall make all committee appointments within sixty (60) days after the annual meeting.
- Article VII Section 4. The advertisement and exhibit procurement committee shall be responsible for actively soliciting advertisement for the annual meeting program and any Association newsletters or other publications, and for procuring exhibitors at the annual meeting or other meetings of the Association. The committee shall recommend rates, policies, and procedures to the Executive Council. The committee will coordinate closely with the conference planning and local arrangements committees and its chairman shall serve as an ex-officio member of that committee.
- Article VII Section 5. The audit committee shall audit the accounts of the Association annually. A statement of the financial condition of the Association shall be submitted to the Executive council and filed with the executive secretary. The vice president shall serve as chairman of the committee.
- Article VII Section 6. Each year the president shall appoint three (3) past presidents and two (2) full members of the Association in good standing to the awards committee. The immediate past president shall serve as chairman of the committee. Appointments shall be for a term of one (1) year. The committee shall be responsible for the recommendation of individuals for honorary membership in the Association and the selection of individuals to be honored by the Association for outstanding and meritorious service in the field of public health. The awards are to be presented to the recipients during the annual meeting.
- Article VII Section 7. The budget committee shall be responsible for the preparation of the annual budget and shall submit a tentative budget to the Executive Council within sixty (60) days after the annual meeting. The committee shall see that the expenditures of the Association are kept within the budget. The president-elect shall serve as chairman of the

committee. The vice president, current treasurer, and/or any newly appointed treasurer shall serve as members of the committee.

Article VII Section 8. The bylaws committee shall make a continuing study of the rules and regulations governing the Association. The committee shall receive recommendations and shall consider all proposals. The committee shall make recommendations to the Executive Council for possible submission to the membership for their action.

Article VII Section 9. The conference planning and local arrangements chairman shall be the president-elect of the Association and the committee shall be comprised of at least one (1) full member in good standing representing each section of the Association. Two (2) full members shall be chosen to coordinate local arrangements for the committee and may be chosen from the committee. The committee shall be responsible for making arrangements for the annual meeting of the Association and shall work closely with the president, Executive Council, and the various sections. The committee shall coordinate all aspects of the program in connection with the annual meeting.

Article VII Section 10. The fund-raising committee shall have the overall responsibility for raising funds for special projects of the association, as approved and directed by the Executive Council. The committee will present a plan for special fund-raising activities within ninety (90) days after the annual meeting and at other times as directed by the Executive Council.

Article VII Section 11. The hall of fame committee shall function in accordance with the Guidelines and General Information as found in Appendix A. The immediate past president shall serve as chairman of the committee. It is recommended the chairman solicit at least one (1) nominee from every affiliate section of the Association. Nomination forms shall be mailed to each affiliate section within sixty (60) days of the end of the annual meeting and shall be made available to all Association members upon request.

Article VII Section 12. The historical committee shall prepare a narrative account of the Association's activities during the year. It shall also be the responsibility of the committee to salvage as much past history of the Association as can be properly documented. The chairman shall submit a narrative account to the Executive Council at the end of his/her term as chairman. Upon approval of the Executive Council, the narrative account shall become a permanent part of the Association's official history.

- Article VII Section 13. The legislative and resolutions committee shall consist of a chairman appointed by the president and at least one (1) full member selected by each section of the Association. Appointments shall be for one (1) year. In addition, the president-elect shall select the legislative chair by the first day of April each year to serve in an ex-officio capacity until it becomes time for them to assume office. The existing chairman may be reappointed. The committee shall inform the membership on matters of legislation by revising proposed legislation, surveying the membership as to interest, preparing position statements, requesting hearings, and speaking for the Association.
- Article VII Section 14. The membership committee shall strive to enlist as members of the Association those engaged in the practice of public health as well as full-time students and part-time graduate students and others who have shown interest in the advancement of public health.
- Article VII Section 15. The planning and operations committee shall maintain close liaison with West Virginia Department of Health and Human Resources, and other official and unofficial organizations concerned with public health in West Virginia. The committee shall serve as a long-range planning committee to keep abreast of current health-related developments, and to ensure that the Association is dynamic, proactive, and anticipates progressive change. The committee shall also evaluate and make recommendations to the Executive Council in appropriate locations for annual meetings. The committee shall also initiate and assist in the development of balanced activities by the Association in all aspects of public health. No standards shall be promulgated as official except with the approval of the Executive Council. Initially the president shall appoint five (5) full members for staggered terms to the committee. Each year thereafter, the newly elected president shall appoint a chairman and a new member to the committee. The new member shall serve for a term of five years. In the event of a vacancy on the committee, the president shall be empowered to appoint another member in good standing for the un-expired term.
- Article VII Section 16. The public information committee shall be in charge of all public information for the Association and shall maintain a close relationship with the various news media so that information concerning the activities of the Association may be disseminated to the public. The committee shall have charge of the publication of any bulletin, newsletter, or other publication issued under the name of the Association.
- Article VII Section 17. The coalition for a tobacco-free West Virginia committee will represent the Association at all meetings of the Coalition for a

Tobacco Free West Virginia. The Committee shall make a final report at the annual meeting for the year.

- Article VII Section 18. The public health awareness week committee shall oversee Public Health Awareness Week's activities, held the first week of April each year.
- Article VII Section 19. The scholarships to conference committee shall be responsible for the review of all applications and selections of conference scholarships as long as funding is available.
- Article VII Section 20. The educational scholarships committee shall be responsible for reviewing and recommending recipients to the executive council for awards at the annual meeting as long as funds are available.
- Article VII Section 21. The nominating committee shall be responsible for selecting at least two (2) qualified nominees for each elected office and presenting the ballot to the membership for a vote.
- Article VII Section 22. The president, president-elect, vice president, and executive secretary shall be ex-officio members of all committees except the nominating committee. They shall have the right, but not the obligation, to participate in the proceedings of the committees and shall not be considered in the determination of a quorum nor have voting privileges.

ARTICLE VIII

SECTIONS

- Article VIII Section 1. Sections of the Association may be established by the Executive Council in any occupational area of public health. The minimum membership of any section shall be ten (10) active members who signify their willingness to affiliate with the Association by petition to the Executive Council.
- Article VIII Section 2. The Executive Council shall approve rules and regulations relating to the establishment and government of sections. Each section shall elect a chairman, have a recorder (secretary), and shall name its respective section committees.
- Article VIII Section 3. Each section chairman shall represent the section on the Executive Council; make recommendations in relation to the annual meetings; and report to the Council the plans, scope, activities, and policy of the section.

Article VIII Section 4. A section shall maintain a membership of at least ten (10) full members to remain affiliated with the Association and shall be dissolved by the Executive Council upon recommendation of the section or upon failure to maintain the numerical criterion required for establishment of the section.

ARTICLE IX

ARTICLE IX

PARLIAMENTARY AUTHORITY

Article X Section 1. The Parliamentary Authority shall be Robert's Rules of Order Newly Revised for all matters not covered in these bylaws.

ARTICLE X

AMENDMENT TO BYLAWS

Article XI Section 1. These bylaws may be amended at any annual or special meeting of the Association by a two-thirds (2/3) vote of the members present and entitled to vote, provided that notice of the proposed amendment has been submitted in writing to the bylaws committee for consideration, approved by the Executive Council, and the full and life members eligible to vote are notified by mail or electronic means at least thirty (30) days prior to the voting date. Publication of the proposed changes of the bylaws in the Association's official publication shall satisfy this requirement.

APPENDIX A

WVPHA HALL OF FAME

GENERAL INFORMATION

PURPOSE OF THE WEST VIRGINIA PUBLIC HEALTH HALL OF FAME is to recognize individuals who have helped make this nation great by outstanding contributions to the establishment, development, advancement, or improvement of Public Health in West Virginia.

LETTERS FROM INDIVIDUALS OR ORGANIZATIONS which add significant information to the nominee's accomplishment are to be encouraged. However, general letters merely in support of the nomination are to be discouraged.

RECIPIENTS MUST HAVE MADE their major contributions with rare exception in West Virginia and should have had long tenure association with Public Health. Those contributions which are considered "direct" are of greater importance than those that are indirect.

THE NUMBER OF AWARDS for any one year will be decided on the basis of merit, which means the nominee has demonstrated high standards in accomplishments and merit.

IF THE NOMINEE IS SELECTED for recognition, a black and white photograph suitable for enlargement will be needed. Do not send photo with the nomination.

NOMINATIONS may be made by any individual or organization in West Virginia by completing a nomination form and returning it to the Immediate Past President of the WVPHA, Inc. Exception to who may nominate: No member of the Review Board may place a person in nomination.

All nominations for any given year must be in the hand of the Review Board within 90 days of annual meeting of WVPHA.

WVPHA HALL OF FAME

GUIDELINES

Purpose

The purpose of the West Virginia Public Health Hall of Fame is to provide recognition for outstanding accomplishment, dedication, and contributions in Public Health.

Quality

The West Virginia Public Health Hall of Fame should not be viewed as a replacement for the recognition provided by the Citizens Award and the Public Health Merit Award. However, induction into the Hall of Fame should be viewed as the ultimate in recognition.

The quality of each nominee presented to the Review Board should reflect dignity and prestige to the membership. It is most important that this honor maintain high standards and does not become a vehicle of favoritism. The number of awards for any one year will be decided on the basis of merit, which means the nominee has demonstrated high standards in accomplishment and merit.

Eligibility

Nominees for induction into the West Virginia Public Health Hall of Fame should meet the following criteria:

- a) Nominations may not be made by anyone on the Review Board.
- b) The nominee may have been employed by a government agency or may have achieved his/her accomplishments individually or within the realm of the private sector.
- c) The nominee will not be required to be a native of West Virginia. A minimum of 20 years of activity in Public Health in West Virginia would be required; however, the 20 years may be waived by a 2/3 affirmative vote of the Review Board.
- d) The term "Public Health" shall apply to all phases of health-related activities. These activities and achievements may have been performed in government, industry, the private sector, or individually.
- e) After the initial induction process, the Review Board shall meet at least annually, 60 days or more prior to the WVPHA meeting, for the purpose of reviewing nominations and selecting inductees for the Hall of Fame. The nominations for inductees must be submitted 90 days prior to the annual meeting. Nominees received after the annual closing date may be retained by the Review Board for consideration for the following year.
- f) A nominee who is not inducted into the Hall of Fame may be resubmitted for consideration in the future.

Review Board

The Review Board shall be composed of a member from each affiliate section of the WVPHA.

- a) The immediate past president of the WVPHA shall serve as chairman of the WV Public Health Hall of Fame Review Board for a one-year term and shall have voting privileges. Each section of the WVPHA will nominate one member and one alternate (to serve only in absence of regular member) to serve on the Review Board. These nominees must be full members of WVPHA. The current president of the WVPHA shall sit on the Review Board and vote only in case of a tie.

The initial term of office of the Review Board will be determined by a draw of the hat for the first year as follows:

3 members for 3 years	Immediate Past President
3 members for 2 years	Past President
2 members for 1 year	

Each year thereafter the new member will be appointed for 3 years.

- b) In case of death or resignation of a member of the Review Board, the president of the WVPHA will appoint a member of the organization to fill the unexpired term from within the section that the vacancy occurs.

Voting - Review Board

All voting of the Review Board for induction into the Hall of Fame shall be by ballot or e-mail. The nominee will require a simple majority vote of attendees to be inducted. A member of the Review Board, or their alternate, shall be present at the meeting or teleconference at the time of voting to cast a vote. There shall be no voting by proxy.

Induction

No more than a total of 50 inductees shall be installed in the WV Public Health Hall of Fame for the years 1984, 1985, and 1986. Each year thereafter, a maximum of one (1) inductee will be installed into the WVPHA Hall of Fame in any one year.

Quorum

A quorum shall be a simple majority.