

Bylaws of the Administrative Committee on Public Health

(Adopted – 7 September 2007)

Article I. Membership

The membership of the Administrative Committee on Public Health (ACOPH), established through action of the Board of Regents on January 13, 2004, will be comprised of the University System of Georgia's vice chancellor for academic affairs and the senior academic officers (e.g., provost, vice-president for academic affairs) and the deans/directors or their designees from each of the colleges or programs in graduate public health at the institutions within the University System of Georgia (USG).

Article II. General Function

The general function of the ACOPH shall be to serve as the strategic planning and advisory body for public health programs across the system and to foster intercollegiate and interdisciplinary cooperation, assistance, and growth, ensuring planning and cooperation so that all six public health programs in the System will prosper in their respect areas of emphasis and responsibility. The ACOPH will provide guidance to the USG in matters dealing with public health education, research and service and will aide in the exchange of information and ideas to facilitate articulation and coordination among the public health programs within University System. Any additional matters requested by the Chancellor, his/her representative, or a member of the committee will be considered by the ACOPH.

Article III. Voting

Each institution represented on the ACOPH, along with the Chancellor's office, will have one vote on any matter brought before the committee. All votes will be cast by the official representative or the designee of the institution. A majority of institutions represented on the ACOPH (4 of 7) shall constitute a quorum.

Article IV. Officers

Effective July 1, 2007, a chair shall be selected by the USG designee from among the institution's represented on the ACOPH. Beginning July 1, 2008, an election for chair of the ACOPH shall be held from among the institutions represented on the committee. The term of chair shall be one year, with the option of serving two consecutive terms as chair.

Article V. Meetings

The ACOPH will meet officially at least once each year. Additional meetings may be scheduled during the year and may be conducted by electronic format. The membership of the committee shall be notified a minimum of two weeks in advance of a regular or a called meeting of the committee and of the tentative agenda of the meeting. As needed, meetings will be conducted following Robert's Rules of Order.

Article VI. Reports of the Academic Advisory Committee

The USG shall provide program support for the ACOPH and shall ensure that minutes are recorded at each

meeting of the committee. All minutes, reports, studies, and recommendations of the ACOPH shall be developed in consultation with and submitted to the official designated by the vice chancellor for academic affairs, who will direct their dissemination to the appropriate person(s).

Article VII. Adoption and Amendment of Bylaws

These bylaws shall be adopted by two-thirds of the ACOPH as voting membership. Amendments to the bylaws must be approved by two-thirds of the ACOPH as voting membership. Proposed amendments to the bylaws must be distributed to the membership a minimum of two weeks prior to a vote.

Adopted at the meeting of the ACOPH on September 7, 2007.

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