

BYLAWS OF PHYSICIAN'S PROFESSIONAL ADVISORY COMMITTEE (PPAC)

Approved October 27, 2005

In accordance with the directive "Guidelines and Procedures for the Professional Advisory Committees/Chief Professional Officers" dated July, 2001 and modified March 7, 2002, each PAC shall develop its own internal operating procedures, i.e. bylaws. The specific internal operating procedures listed below remain within the scope of the PPAC Charter, yet can be modified at the PPAC level without requiring approval at the level of the Office of the Surgeon General. These bylaws allow the PPAC flexibility to meet specific category requirements and changing circumstances, while maintaining a level of consistency among all PACs.

I. RECOGNITION OF OFFICER'S CONTRIBUTIONS:

The PAC Chair, Committee Chairs, Committee or Sub-committee members may be nominated to receive the appropriate Individual or Unit awards at any time for noteworthy contributions. Any PPAC participant is eligible for nomination by the PPAC Chair for the Surgeon General's Certificate of Appreciation for exceptional contributions to the PPAC.

Assignments to special initiatives of the Surgeon General qualify officers for the Surgeon General's Special Assignment Award. These special initiatives include functioning as a Chief Professional Officer or a member of a Professional Advisory Committee, or appointment to other special initiatives or activities, as determined by the Surgeon General.

The PPAC Chair is eligible to receive the PHS Citation upon submission of a nomination memorandum to the OSG by the Chief Professional Officer.

II. PPAC MEMBERSHIP:

These bylaws remain compliant with the PPAC Charter Sections V, VI, and VII.

The intent of the Bylaws is to specify various categories of participation in the Physicians PAC, to encourage the broadest participation possible, and to recognize the efforts and achievements of officers who contribute to the Physicians PAC.

Membership in the PPAC includes 7 categories of participation. Meetings are open and participation from all USPHS Agency's CC and CS physicians is welcomed.

1) Official Members (voting):

- a. Official Members will be appointed to 3-year terms. Terms will be staggered so that approximately one third of the members' terms will expire annually.
- b. Official members may serve one additional 3-year term. If desired, such request must be forwarded to the membership committee at the end of their first term for consideration.
- c. Once an Official member has accumulated a lifetime total of 6 years active service on the PPAC, they are not eligible for reappointment as a voting member.
- d. To increase PPAC membership, while retaining PPAC experience and knowledge base, Official members have the option of stepping down after their first three-year term and serving as an ex officio member. They remain eligible for serving another 3-year term at a later date.
- e. Official members who have completed 3 years of service to the PPAC may be nominated by the CPO to receive the Surgeon General's Special Assignment Award. This would be contingent on active participation and fulfillment of qualifications.

2) Ex Officio Members: (non-voting)

- a. In accordance with the PPAC Bylaws, the Chief Professional Officer serves as an ex-officio member of the PPAC. The former chair may serve 1 additional year as an ex-officio member of the PPAC. The PPAC Executive secretary position may be filled by an ex-officio member. Also, the PPAC may identify other individuals and request that they serve as ex-officio members.
- b. Ex Officio members also include officers who have completed 3 years as an active voting member and desire to remain active in the PPAC, to assist the PAC in maintaining a body of officers with past PPAC knowledge and expertise.
- c. Officers who have been designated by the PAC chair as Ex-officio members voluntarily participate on the PAC, but are not formally appointed by the Surgeon General.
- d. Designation as an ex-officio member signifies a level of commitment to the PAC and a Letter of Designation will be placed in the officer's file. Ex-officio members who regularly participate on the PPAC and its committees and subcommittees will be eligible for a Chief Professional Officer's Certificate of Appreciation after participating for 3 years.

3) Emeritus Members: (non-voting)

- a. Emeritus members are those members who have previously served 6 years as an Active Member.
- b. Emeritus members are welcome and encouraged to participate and guide the PPAC with the wisdom generated through their years of previous service.

4) Affiliate Members: (non-voting)

- a. Affiliate members are those officers without prior Official Voting membership, who are active participants in the PPAC and its committees and subcommittees.
- b. Officers may request an appointment to Affiliate membership status to the membership committee. Appointment will be based on past PPAC participation.
- c. Designation as an Affiliate member signifies a level of commitment to the PAC and letter of designation will be awarded to the officer.

5) Alternate Members: (Voting)

- a. In compliance with the PPAC Charter, and cognizant of the demands of the Active members' primary work responsibilities and the PPAC's need to conduct business, the PPAC has established procedures to allow each voting member to appoint and inform the chairperson of a single individual who can serve as his/her alternate.
- b. Such alternates shall have voting privileges when serving in the place of a primary member.
- c. It is the responsibility of the primary PPAC member to keep the alternate fully informed and knowledgeable of the PPAC's activities.
- d. Active voting members are encouraged to seek Affiliate or Ex officio members to serve as their Alternates when needed.

6) Participants: (non-voting)

- a. These are non-voting members that promote the objectives listed in the PPAC Charter.
- b. These members periodically participate in PPAC functions, but have not made the same level of commitment as members in other categories.
- c. All PPAC Meetings and committees are open for participation to all USPHS CC and CS Physicians.

7) Liaison: (non-voting)

- a. Non-Physician PAC representatives that act as liaisons between the Physician PAC and other entities.
- b. It is not necessary for Liaisons to be members of the Physician category.