

By-Laws of the Lesbian, Gay, Bisexual, Transgender, & Queer Health Caucus

The LGBT Caucus was established in official relations with the American Public Health Association in 1975.

Approved:

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Originally Organized

November 1975

Article I. Name

The name of this Caucus is the Lesbian, Gay, Bisexual, Transgender, & Queer Health Caucus, hereinafter referred to as LGBTQ Health Caucus.

Article II: Object.

The object of the LGBTQ Health Caucus is to provide a forum for the supportive educational interchange among Lesbian, Gay, Bisexual, Transgender, and Queer identified APHA members and public health professionals and to provide the opportunity for APHA members and other public health professionals to learn about Lesbian, Gay, Bisexual, Transgender, and Queer health issues. The LGBTQ Health Caucus will work to exercise leadership in the realm of public health, to improve the health of sexual and gender minority identified individuals, and to combat homophobia and heterosexism within public health through the development of policies and recommendations

Article III. The American Public Health Association

Section 1: About The American Public Health Association

The American Public Health Association is the oldest, largest and most diverse organization of public health professionals in the world and has been working to improve public health since 1872. The American Public Health Association works to advance the health of all people and all communities. As the nation's leading public health organization, APHA strengthens the impact of public health professionals and provides a science-based voice in policy debates too often driven by emotion, ideology or financial interests. APHA is at the forefront of efforts to advance prevention, reduce health disparities and promote wellness.

Section 2: Objective of the American Public Health Association

The object of APHA is to protect and promote the health of the public, using a public health framework and guided by the core principles and activities of public health. APHA shall exercise leadership with public health workers, health professionals, policy makers, and the general public in health policy development and action, with particular focus on the factors that impact health including social determinants of health, social and environmental justice, and health equity. APHA shall promote and support evidence-based policies and practices at all levels, including national health policy, public health practice, and health services delivery.

Article IV. Membership

There shall be two classes of individual constituents to be designated as Individual Members and Distinguished Lifetime Membership

Section 1: Individual Membership

- A. Individual membership will be composed of two classes.
- B. Regular Members: Membership in the Caucus is open to any public health professional who express an interest in Lesbian, Gay, Bisexual, Transgender, and Queer health issues.
- C. Student Members: Membership in the Caucus is open to any APHA student member and other students who express an interest in Lesbian, Gay, Bisexual, Transgender, and Queer health issues.

- D. Any individual shall be eligible to hold office and committee appointments in the LGBTQ Health Caucus and to vote on all matters in any and all activities of the LGBTQ Health Caucus. No LGBTQ Caucus Member may hold multiple Executive Board simultaneously within the Caucus.

Section 2: Distinguished Lifetime Membership

- A. Distinguished Lifetime Membership is conferred as a recognition on those leaders who have devoted their time, knowledge and abilities to the advancement of Lesbian, Gay, Bisexual, Transgender, and Queer public health.
- B. Membership in the Caucus is not required
- C. Candidates for the award may be nominated by any Caucus member.
- D. The nomination should provide background material including a concise statement of accomplishments and rationale for the nomination to the Executive Committee no later than July 1 of each year.
- E. No more than two (2) individuals may be forwarded to the Caucus Executive Committee for consideration.
- F. Distinguished Life Membership will be approved by a majority vote of the Caucus Executive Committee.
- G. The award will be presented personally and the recipient is encouraged to be present at the Caucus Business Meeting during the APHA Annual Meeting for appropriate recognition.
- H. The Distinguished Life Members are not required to pay membership dues.
- I. No candidate shall be selected for an award posthumously

Section 3: Membership Year/Dues:

- A. The Executive Committee shall set the annual dues.
- B. The Caucus Membership year will run from the opening of each year's Caucus Business Meeting through the opening of the following year's Caucus Business Meeting.
- C. Dues renewals, or new memberships occurring after July 30th will continue to be valid until the next annual meeting.

Section 4: Discontinuance of Membership

- A. Nonpayment of dues shall be a cause for discontinuance of membership of any constituent after a grace period to be determined by the Executive Board, provided that constituents in arrears have been notified prior to the expiration of the grace period by electronic or other media transmission. Constituents whose membership has been discontinued for nonpayment of dues may be reinstated, provided such person or organization complies with the eligibility requirements then effective.
- B. If, in the opinion of the Executive Board, any Caucus member acts in a manner as to reflect discredit upon the Caucus, membership or affiliation with shall be terminated.

Article V. Executive Committee (EC)

Section 1: Officers

The Caucus Executive Committee will be composed of the Caucus Chair; Caucus Chair-Elect; Immediate Past Chair; Program Chair; Program Chair-Elect; Secretary; Treasurer;

Communications Chair; Membership Chair; Student Chair; Policy Chair; Immediate Past Student Chair

Section 2: Officer Election

The officers, with the exception of the Caucus Chair, Immediate Past Chair, and Program Chair will be elected by the active dues-paying membership of the Caucus. The roles of Caucus Chair, Immediate Past Chair, and Program Chair are offices that a person matriculates into after serving in the Chair-elect and Program chair-elect offices.

Section 3: Officer Eligibility

- A. Members of the Executive Committee must be current dues-paying members of the Caucus.
- B. In order to run for a seat on the Executive Committee one must in good faith plan to register as a due paying member within one (1) week of election. It is the incumbent's responsibility to pay dues, and if they are found to have not paid dues they may be stripped from their position and a special election will be held.
- C. Candidates for Chair-Elect should have previously served in an elected Executive Committee roll.
- D. Candidates for office must not be currently elected Executive Committee members with remaining time on their terms.

Section 4: Purpose

- A. The Executive Committee acts as the governing body of the caucus and the duties of the Executive Committee are to
- B. Formulate the rules of procedures for the Caucus to promote the Mission of the Caucus.
- C. Assist in development and final approval of the Caucus program for the annual meeting.
- D. Approve the annual budget no later than 3 calendar months following the Annual Meeting.
- E. Cultivate and act on coalition building, networking, and promoting and advancing policies and position within APHA that support sexual and gender minority researchers and public health research.
- F. The identification of these specific duties does not preclude any other responsibilities that may fall within the domain of the Caucus Executive Committee.

Section 5: Executive Committee Meetings

- A. The business of the Caucus shall be conducted through a series of monthly meetings of the Executive Committee and at the Annual Meeting of the American Public Health Association.
- B. The Executive Committee of the Caucus shall meet prior to the Caucus Business meeting at the Annual Meeting of the American Public Health Association. The meeting is held to:
- C. Review Caucus generated/supported resolution(s), position paper(s), issue(s); and,
- D. Attend to business related to the Annual Meeting and to review Caucus needs and developments.
- E. The Executive Committee shall call a Business Meeting for all Caucus members attending the Annual Meeting to report on Caucus Activities,
- F. A quorum of the Executive Committee shall consist of a majority of voting members.

- G. The Caucus Chair shall facilitate all meetings. If the Chair is unavailable to facilitate, the duties shall first fall onto the Chair-Elect / Immediate-Past Chair. If they are not able to facilitate, duties of meeting facilitation will then be passed onto the Secretary.
- H. An agenda for all meetings shall be distributed to all EC members no less than 24 hours in advance of the meeting.

Section 6: Executive Committee Member Attendance Requirements

- A. An EC attendance issue occurs if the following condition exists in regard to an EC member's attendance at meetings:
- B. Executive Committee Members are required to be present for 80% of all scheduled Executive Committee in a twelve-month period.
- C. The Caucus Business Meeting held during the APHA Annual Meeting is Excluded from this requirement.
- D. If a member attends less than 80% of scheduled Executive Committee meetings the Chair will promptly contact the member to discuss the problem.
- E. The Executive Committee member's response will be shared by the Chair with the entire Executive Committee at the next scheduled Executive Committee meeting.
- F. At that meeting the Executive Committee will decide what action(s) to take regarding the member's future membership as part of the Executive Committee, up to and including removal from duty. The challenged individual will be provided the opportunity to offer a rebuttal to the charges.

Article VI. Elections

- A. Only those individuals who are current members of both the American Public Health Association and the Caucus can serve as a Caucus Executive Committee member.
- B. Only those individuals who are current dues-paying members of the Caucus can vote in Caucus elections.
- C. Election of Caucus Executive Committee Members will occur prior to the Annual Meeting of the Caucus.
- D. Executive Committee Nominees must consent to being added to the ballot.
- E. EC Members are elected by a simple majority of the eligible voting caucus members.
- F. No one can serve in more than one Executive Committee position at a time.
- G. Special elections can occur, as needed, for vacant positions
- H. Upon either the removal of an officer or the inability of an officer to complete their term of office, and if no officer-elect is available, the Caucus Chair shall designate another Caucus member for the remainder of the vacated term.
- I. The Caucus will retain the right to hold a special election to fill the vacated position. The special election shall be only for the remainder of the vacated term.

Article VII. Executive Committee Members Duties and Terms of Office

Section 1: Chair

Two (2) year term; voting. The duties of the Chair are to:

- A. Provide leadership for Caucus activities, including implementation of plans and policies formulated by the Executive Committee.

- B. Collaborate with the Program Committee Chair in determining the time and place of the Caucus Business Meeting.
- C. Preside at meetings of the Caucus and Executive Committee, which include chairing the Caucus Business Meeting.
- D. Register Caucus for designation as being “in official relations” with APHA, annually.
- E. Monitor budget expenditures in consultation with the Executive Committee, where appropriate.
- F. Work with the Executive Committee to select a meaningful strategic plan with goals, objectives and related activities, where appropriate.
- G. Acknowledge and reward Caucus Leaders and members for their contributions.
- H. Respond to APHA requests for input/feedback on issues in consultation with the Executive Committee and/or Caucus members, where appropriate.
- I. Ensures the Caucus develops slates for Officer elections.
- J. Receive and assure appropriate response to all correspondence relating to the business of the Caucus.
- K. Serve as liaison with professional and consumer groups, related government organizations and individuals interested in Lesbian, Gay, Bisexual and Transgender Public Health related issues.
- L. Public Health related issues.
- M. Assure that members are kept informed of Caucus activities via e-mail and the Caucus website.
- N. Review and submit for approval for the entire EC all change in the Caucus website before they are published.
- O. Work to assure growth in membership of Caucus.
- P. Promote the role of the Caucus in contributing to APHA deliberations and actions in relation to matters that are of special concern to members of the Caucus.
- Q. Orient Chair-Elect.
- R. Distribute Caucus historical documents to the new chair and the Caucus identified historical organization.
- S. Notify the Caucus EC of the date and time for each of the monthly EC meetings, by distributing a schedule of meetings for the next calendar year, no later than 3 weeks following the Annual Meeting.
- T. Represent the Caucus at the APHA Governing Council. If unable to make a meeting, designate an EC member to participate in said meetings.
- U. Represent the Caucus on various APHA Section, SPIG and Caucus meetings. If unable to attend a meeting being held by a Section, SPIG or Caucus, designate an EC member to represent the Caucus.
- V. Attend Governing Council inauguration and training.

Section 2: Chair-Elect

- A. The Chair-Elect is elected at the end of the first year of the Chair’s two-year term.
- B. The Chair-Elect will serve a two-year (2) term followed by a two-year (2) term as Chair and an additional two-year (2) term as the Immediate Past Chair requiring a four (6) year commitment
- C. One (1) year term; voting. The duties of the Chair-Elect are to:
 - a. The Chair-Elect is elected at the end of the first year of the Chair’s two-year term.
 - b. The Chair-Elect will serve a two-year (2) term followed by a two-year (2) term as Chair and an additional two-year (2) term as the Immediate Past Chair requiring a four (6) year commitment.

- c. Act for the Chair in their absence, during the second year of the Chair's term.
- d. Assist the Chair in conducting the Executive Committee meetings.
- e. Attend Executive Committee and Business meetings during their term.
- f. Assume position of Chair at the end of term.
- g. Eligibility Criteria: It is desirable for Chair-Elect to have previously held a position as an LGBT Caucus Officer.
- h. Preside over meetings in the absence of the Caucus Chair.
- i. Develop an Addendum to the Strategic Plan in conjunction with other EC members to be discussed at the Annual meeting at the conclusion of their first term. Or, if recommended by the EC, to propose an update of the Caucus Strategic Plan, including the creation of a Strategic Planning Committee for that year.
- j. Serve as the Caucus representative at the APHA Caucus Collaborative meetings.
- k. Oversee the administration of the Grant W. Farmer Scholarship.

Section 3: Immediate Past-Chair

One (1) year term; voting. The duties of the Immediate Past-Chair are to:

- A. The term expires at the beginning of first Caucus Business Meeting of the APHA Annual Meeting of the year immediately following their last year in office as Chair.
- B. The duties of the Immediate Past Chair are to:
- C. Aid as needed to the current Chair or other Executive Committee member, as needed.
- D. Attend, all Caucus Executive Committee meetings during their term.
- E. Act for the Chair in their absence, during the first year of the Chairs two-year term.
- F. Preside over meetings in the absence of the Caucus Chair.
- G. Serve as the Caucus representative at the APHA Caucus Collaborative meetings.
- H. Oversee the administration of the Grant W. Farmer Scholarship (see Article XII).

Section 4: Secretary

Two (2) year term; voting. The duties of the secretary are to:

- A. Prepare the minutes of the Caucus Business Meeting and Executive Committee meetings as soon as practicable after each meeting and submit them to the Chair for review and approval before sending to the EC.
- B. Orient the new Secretary to the responsibilities of the Secretary and transmit/transfer to incoming Secretary all records and files of Caucus.
- C. Ensures appropriate content is provided to the contracted Caucus Searchable Database in consultation with the Chair and Webmaster.
- D. Attend Executive Committee and Business meetings.
- E. Prepare and update an EC contact list for internal distribution.
- F. Distribute proposed amendment(s) of the Caucus By-Laws to the membership as describe in article XV, section 1.8. Update and make available, as necessary, By-laws upon approval at the Annual Meeting
- G. Preside over meetings in the absence of the Caucus Chair and the Caucus Chair-Elect / Immediate-Past Chair.

Section 5: Treasurer

Two (2) year term; voting. The duties of the treasurer are:

- A. Collect membership dues at the Annual Meeting and throughout the year.
- B. Keep an accurate account of all financial transactions.

- C. Submit monthly checking account statements to the Caucus Chair and provide a description of all income and expenses.
- D. Communicate with Caucus Chair regarding financial issues of the Caucus.
- E. Prepare an annual report of all caucus transactions and present it to the Executive Committee and the entire Caucus during the Annual Caucus Business Meeting.
- F. Sign the License Agreement with the Caucus contracted host company and ensure relevant Caucus content, in consultation with the Chair, Secretary and Webmaster, gets distributed to the company, as necessary.
- G. Open a new, separate checking account for the Caucus at a place of their convenience with the approval of the Executive Committee.
- H. Transfer to incoming Treasurer all Caucus financial records.
- I. Attend Executive Committee and Business meetings.

Section 6: Program Chair

Two (2) year term; voting. The duties of the Program Chair are to:

- A. Represent the Caucus at the Program Planning Committee Meeting, which occurs immediately following the Annual Meeting, and provide recommendations for the following year's program to the APHA Manager of Scientific Sessions.
- B. Create and publish the Caucus' Call for Abstracts soliciting presentations for the Caucus' scientific sessions at the annual meeting.
- C. Establish criteria for abstract review and coordinate blinded, peer review of submitted abstracts.
- D. Determine criteria for acceptance and assign accepted abstracts to scientific sessions.
- E. Arrange the Caucus' scientific sessions, moderators, and room requests.
- F. Meet all deadlines for the APHA Program Planning Committee.
- G. Keep in close communication with the Caucus Chair.
- H. Respond to APHA Program related correspondence as appropriate.
- I. Submit the final program to the Executive Committee and to the APHA in a timely fashion.
- J. Orient Program Chair-Elect.
- K. Attend Executive Committee and Business Meetings
- L. Utilize the Executive Committee Members to review and grade abstracts eligible for the Walter J. Lear Outstanding Student Research Award.
- M. Coordinate the ordering and purchasing of the student research award plaque for presentation at the Annual Meeting.
- N. Notify the Caucus and EC of the time and location of the Business meeting

Section 7: Program Chair-Elect

- A. The Program Chair-Elect will serve a two-year (2) term followed by a two-year (2) term as Program Chair requiring a four (4) year commitment. The duties of the Program Chair-elect are to:
- B. Two (2) year; voting. The duties of the Program Chair-Elect are to:
 - a. Assist Program chair in developing Caucus Program.
 - b. Attend Executive Committee Meetings and Business Meetings.
 - c. Act in Program Chair's absence.
 - d. Coordinate the Caucus social events at the APHA Annual Meeting in consultation with the EC.

- e. Recruit, as necessary, additional Caucus and other volunteers to assist in coordinating the above events.
- f. Coordinate all payments with the Treasurer.
- g. Assists in coordinating the ordering and purchasing of the student research award plaque for presentation at the Annual Meeting.

Section 8: Membership Chair

Two (2) year term; voting. The duties of the Membership Chair are to:

- A. Maintain the database of all Caucus members, and provide a copy of the membership list to each Executive Committee member.
- B. Originate and execute, with EC approval, strategies to increase Caucus membership.
- C. Assist the Student Chair in their efforts to outreach to students.
- D. Prepare an annual membership update to be presented during the Annual Caucus Business Meeting.
- E. Utilize the electronic payment system to engage, recruit and retain membership.
- F. Provide orientation and welcoming emails to all those who pay membership dues.
- G. Maintain a list of individuals who hold “Lifetime Membership” status.
- H. Attend Executive Committee and Business Meetings.

Section 9: Communications Chair

Two (2) year term; voting. The duties of the Communications Chair are to:

- A. Maintain the external public relations of the caucus
- B. Update the Caucus website as directed by the EC and/or the Chair.
- C. Coordinate the social events, as agreed upon by the Executive Committee, at the APHA Annual Meeting,
- D. Recruit, as necessary, additional caucus and other volunteers to assist in coordinating Caucus social events.
- E. Coordinate all contacts and payments related to the Caucus social(s) with the
- F. Treasurer.
- G. Coordinate the location and reservation of the Caucus Booth in the exhibit hall of the APHA Annual Meeting. This responsibility is to be coordinated with the Caucus Chair as appropriate.
- H. Ensure Caucus booth staffing during the APHA Annual Meeting in consultation with the Treasurer.
- I. Ensure booth set-up, staffing and tear down and all associated materials during the APHA Annual Meeting. This responsibility is to be coordinated with the Caucus Chair as appropriate.
- J. Coordinate and ensure booth materials, including the Caucus banner, are available for each APHA Annual Meeting. If unable to attend an APHA Annual Meeting, they will coordinate with the Chair regarding the distribution of these responsibilities among the EC members as appropriate.
- K. Organize, maintain, update, and refresh the LGBT Caucus Facebook page (and other instances of online and offline social media as they may become relevant as a communication outlet)
- L. Attend Executive Committee and Business Meetings

Section 11: Student Chair

- A. Two (2) year term. One (1) year term voting “Student Chair”; and one (1) year term, non-voting "Immediate-Past Student Chair".
- B. The duties of the Student Chair are to:
 - a. Maintain an outreach program to students in collaboration with the Membership Chair
 - b. Initiate and convene a meeting of individuals concerned with issues that affect student members, as appropriate.
 - c. Attend Executive Committee and Business Meetings.
 - d. Work to enhance and evaluate the Caucus Mentoring Program.
 - e. Work to enhance student involvement in the Caucus.
 - f. Attend Executive Committee and Business Meetings.

Section 12: Immediate-Past Student Chair

The duties of the Immediate-Past Student Chair are to:

- A. Advise successor on Caucus Mentoring Program and program components.
- B. Advise successor on student involvement and concerns.
- C. Attend Executive Committee and Business Meetings, as needed, or if the Student Chair is unable to attend.

Section 13: Policy Chair

Two (2) year term; voting. The duties of the policy chair are to:

- A. Actively engage Caucus members to determine pressing policy needs, and develop strategies to best address these needs.
- B. Consult with the Caucus EC to coordinate activities regarding LGBT policy issues within and outside the APHA as necessary.
- C. Conceptualize and/or facilitate policy statements on behalf of the LGBTQ Health Caucus.
- D. Develop Caucus policy dissemination and implementations strategies, as necessary.
- E. Monitor APHA policy statement development, and recommend endorsements and sponsorships, as necessary, to the Caucus EC.
- F. Attend the Joint Policy Council (JPC) meetings during the APHA Annual Meeting. If the Policy Chair is not available to attend, they shall choose a current Caucus member to serve as a representative in their place.
- G. Attend Executive Committee and Business Meetings.

Article VIII. Provision for Replacement of Officers

Section 1: Removal from Duty

- A. Any Executive Committee member may recommend that an officer be removed. Recommendations for removal may include, but are not limited to, failure to meet the Executive Committee attendance policy and/or failure to conduct the duties of their office.
- B. The discussion of removal from duty shall occur at the next scheduled meeting of the Caucus Executive Committee. The indicted individual will have the opportunity to provide in writing or speech their rebuttal to the charges.
- C. Removal requires a 2/3-majority approval of all returned Executive Committee ballots.
- D. Upon consensus by a majority of the Executive Committee, the Chair, or their designee, will notify the Caucus membership in writing with an explanation as to why the officer is to be removed from their position. The officer being removed shall have the right to insert a statement in the written notification to the Caucus membership.

Article IX. Walter J. Lear Outstanding Student Research Award

Section 1: Definition and History

The Walter J. Lear Outstanding Student Research Award was established in 2003 to recognize exceptional work by undergraduate or graduate students on LGBT-related issues.

Section 2: Guidelines

- A. Students must select that they want to be considered for the award when submitting their abstract(s) to the Caucus for review.
- B. The Program Chair will distribute student abstracts to the Executive Committee for blinded review and grading.
- C. The Program Chair, in consultation with the Executive Committee, will determine the grading system.
- D. No more than one (1) individual will be awarded each year.
- E. The student(s) selected for the award will be given a stipend to use for costs associated with the Annual Meeting, and free student membership in the Caucus for one year, and a commemorative plaque.
- F. The Executive Committee will determine the stipend according to the finances of the Caucus.
- G. No student will be given the award more than once, regardless of degree program.

Section 3: Physical Description of Award

A plaque, one year of free Caucus membership and a stipend will be presented at the Annual Meeting of the Caucus.

Article X. Grant W. Farmer Scholarship for APHA Attendance

Section 1: Definition and History

The Grant W. Farmer Memorial Scholarship is an annual competitive award, established in 2015, to support at least one deserving undergraduate or graduate student to attend the APHA Annual Meeting.

Section 2: Guidelines

- A. The Caucus Chair-Elect / Immediate-Past Chair will put forth a call for the Scholarship, no less than three (3) months prior to that year's Annual Meeting.
- B. The Caucus Chair-Elect / Immediate-Past Chair, in consultation with the Executive Committee, will determine the grading system.
- C. The Caucus Chair-Elect / Immediate-Past Chair, will form a review committee to select qualified students, including Grant's widow Dan Mertens (dbjm1962@hotmail.com) who generously donated to the scholarship and select at least one additional committee member, preferably someone who was a colleague of Grant's to help in selection.
- D. Students will be notified that their applications have been received in a timely manner. A decision deadline will be made publicly available so that students have time to make plans if this funding was the deciding factor in their meeting attendance.

- E. The Caucus Chair-Elect / Immediate-Past Chair will provide the selection committee at least three weeks to review applications, and will provide a timeline to the review committee at the time of announcing the call for applications.
- F. The student(s) selected for the award will be given a stipend to use for costs associated with the Annual Meeting, and free student membership in the Caucus for one year.
- G. The Executive Committee will determine the stipend according to the finances of the Caucus.
- H. No student will be given the award more than once, regardless of degree program.

Article XI. Caucus Committees

- A. As needed, Caucus Committees can be established by the Caucus Chair or the Executive Committee.
- B. Each Committee will have a specific purpose and responsibility.
- C. Continuation/discontinuation of existing committees and inauguration of new committees may be determined by the Executive Committee at any regularly scheduled meeting.
- D. Committee membership does not grant a seat on the Executive Committee of the Caucus.

ARTICLE XII. Meetings.

Section 1: Caucus Meetings

There shall be one general meeting of the Caucus, to be known as the annual meeting, which shall be held each year in conjunction with the American Public Health Association Annual Meeting. However, the Executive Committee may determine by voting, at or outside a regular meeting, that the annual meeting for a stated calendar year shall not be held. Special meetings of the Caucus may be called by a majority vote of the Executive Committee or Caucus members.

Section 2: Transparency

The Caucus supports transparency and the inclusion of its members.

- A. The meetings of its Boards and Committees whether in-person or virtual shall be open and requests to observe will be accommodated to the extent feasible.
- B. The Caucus shall establish a written internal policy describing the circumstances when a closed executive session may be held, persons who may attend the sessions, and documentation that is required and to whom it may be distributed. Special provisions shall be included in consultation with constituents to address their unique circumstances. This internal policy shall be made accessible to the full Caucus membership.
- C. The annual reports and open meeting minutes of the Caucus and Boards will be made available at the Annual Business Meeting of the Caucus.

ARTICLE XIII. Parliamentary Authority.

The rules contained in the current edition of the Robert's Rules of Order Newly Revised are the accepted parliamentary authority of the Caucus and its constituents. These rules shall govern where they are applicable and where they are not inconsistent with these bylaws and any special rules of order that the Caucus may adopt.

ARTICLE XIV. Amendments.

- A. The bylaws may be amended by a two-thirds vote of those voting at the Executive Committee during the annual meeting, provided that forty-eight hours prior written notice has been given. The bylaws may further be amended by a two-thirds vote of those voting at any other meeting of the Executive Committee, provided that notice has been given at least twenty days prior to such meeting.
- B. Any member of the Caucus may offer a proposed amendment to these by-laws so long as they have the support of 10% of the Caucus membership.
- C. By-Laws Amendments will be incorporated into the text of the existing bylaws.