



National Association for
Program Information and
Performance Measurement

NATIONAL ASSOCIATION FOR PROGRAM INFORMATION AND PERFORMANCE MEASUREMENT BYLAWS

These bylaws apply to the following Affinity Group organization as established within the American Public Human Services Association (APHSA). These bylaws are intended to support the Affinity Group in carrying out its purpose, serving its target audience, organizing its leadership body and establishing its operating processes. These bylaws are in conformance with and subject to the APHSA governing bylaws.

ARTICLE I – Name

The name of this Affinity Group established within the American Public Human Services Association shall be the National Association for Program Information and Performance Measurement (hereinafter referred to as NAPIPM).

ARTICLE II – Purpose

To promote and enhance excellence and integrity in the development, collection, analysis, and evaluation of program data, outcomes and performance information for use in informed decision making, planning, and administration of public human services programs. NAPIPM participates with APHSA and its Affinity Groups in furthering the goals and objectives of APHSA and the broader human services sector.

ARTICLE III – Membership and Voting

Section 1. Membership



NAPIPM is composed of public human services employees who are responsible for quality control, program evaluation, analysis, data collection, corrective action, or related duties. Members of NAPIPM are full members of APHSA. Membership is usually held by a state or territory.

Section 2. Voting

Affinity Group Executive Advisory Council members shall have voting rights, unless otherwise specified in the bylaws. (See Section 6 for Council definition.)

Section 3. APHSA Liaison

NAPIPM shall be staffed by an APHSA liaison to assist with member communication, coordination of meetings, and organizing day-to-day work.

Article IV – Meetings

Section 1. Annual Meetings

The annual business meeting of the Affinity Group membership shall be held in conjunction with the Annual Conference at a time and place specified by the Chair, with the advice of the NAPIPM Executive Advisory Council and APHSA staff. In the event that an annual conference is not held, the Chair will designate a date and time for a meeting via teleconference or other electronic real-time means for a business meeting to be held. By majority vote, the Executive Advisory Council may, under its own authority, call a special meeting of the Affinity Group.

Section 2. Notice of Meetings

At least sixty (60) days prior to each annual business meeting, or thirty (30) days prior to a special meeting, the Secretary shall send a written notice of the time and place.

Section 3. Agenda

A final agenda shall be sent to members prior to each meeting.

Section 4. Majority Vote for Business Items

A majority vote of those present and eligible to vote at the business meeting shall be necessary for the transaction of business items raised and discussed at the meeting.

Section 5. Regional Meetings

After sufficient notice to the states, a Regional Director may call a regional meeting of the membership of a region via teleconference or other virtual means at any time except that it shall not conflict with the annual business meeting of the Affinity Group. Regional meetings may be at the same location before or after the annual business meeting.



Section 6. Vote by Proxy

At any meeting of the members, a member may vote either in person or by proxy executed in writing by the member, but no such proxies shall be valid for more than one meeting.

ARTICLE V – Composition of Executive Advisory Council/Advisory Members

Section 1. Executive Advisory Council

The Executive Advisory Council, hereafter referred to as the EAC or Council, shall consist of the Chair, Vice Chair, Secretary, and Regional Directors. In addition, the immediate past Chair may serve as an EAC member with all rights and privileges until replaced by the next immediate past Chair.

- (a) The Executive officers of the EAC shall be: Chair, Vice Chair, and Secretary, all of whom shall be nominated and elected from among the members of the Affinity Group.
- (b) States and territories within each of the USDA Food and Nutrition Services (FNS) regions shall elect a Regional Director from the NAPIPM membership in their respective regions.
- (c) Any two or more offices on the EAC may be held by the same person, except the offices of Chair.
- (d) Advisory Members of the EAC (non-voting) shall include the chairpersons of TAGs and committees established by Article X and two At-Large representatives.

Section 2. Qualifications

All officers described in Section 1 (a) and (b) above must be voting members of the Affinity Group in good standing. Elections of Officers described in Section 1 (a) will take place at an annual meeting or by electronic ballot. Election of Regional Directors described in Section 1 (b) may take place at regional meetings or by electronic ballot.

Section 3. Term of Office and Vacancies

The term of office for all officers shall be one term consisting of two (2) years. No officer may serve more than two (2) consecutive terms except for the Regional Directors who may be elected to continuous consecutive terms as necessary. The term of office begins on the first day of the calendar year following the election. In the event of death, resignation, refusal to serve, or other circumstances, the Vice Chair shall succeed the Chair. In the event of a similar disability on the

part of another officer, the EAC will appoint a successor to serve for the remainder of the term of such officers. If a Regional Director is unable to complete the term of office, the states and territories in that region shall elect a new Regional Director to complete the remainder of the unexpired term.

Section 4. Nomination and Election

In advance of the annual business meeting, the Nominating Committee will have responsibility for proposing that at least one candidate for each of the offices described in Section 1 (a), who will stand for election at the annual meeting. The Secretary shall distribute a list of the candidates along with the annual meeting notice. Voting shall be by secret ballot and all NAPIPM members in attendance at the business meeting, regardless of whether they currently serve on the EAC, shall be entitled to vote. The person receiving the majority of votes shall be declared elected. If only one candidate is nominated and no other candidates are proposed from the floor, that candidate shall be considered elected on nomination without the necessity of voting by ballot. If there are three or more candidates, there will be a runoff of the top two candidates. The additional positions in sections 1 (b) and 1 (d) shall be appointed by the Chair.

Section 5. Removal

The EAC may remove any Executive Officer elected or appointed whenever, in its judgment, the best interest of the Affinity Group would be served. Such removal shall be made only with the affirmative vote of not less than two thirds (2/3) of the EAC.

Section 6. Duties

(a) Chair

The Chair shall be the principal executive officer of NAPIPM and shall oversee the business and affairs of the Affinity Group. This individual presides at all meetings of the members of the EAC; may express the position of the Affinity Group as authorized by the EAC or the membership as long as it is consistent with the strategic direction set by the APHSA Executive Governing Board; and, in general, shall perform all duties incidental to the office of Chair and such other duties as from time to time may be prescribed by the EAC.

(b) Vice Chair

In the absence of the Chair or in the event of that officer's inability or refusal to act, the Vice Chair shall perform the duties of the Chair, and when so acting, shall have all the powers of and be subject to the restrictions upon the Chair. Unless otherwise determined by the EAC and Chair, the Vice Chair shall serve as the Annual Conference Program Planner. The Vice Chair shall perform other such duties as are assigned from time to time by the Chair or by the EAC.

(c) Secretary



The Secretary shall keep the minutes of the annual meeting of the Affinity Group and of the EAC; see that all notices are duly given in accordance with the provisions of these by-laws; and, in general, perform all duties incidental to the office of Secretary, and such other duties, from time to time, as assigned to the Secretary by the Chair or by the EAC.

(d) Regional Directors

Each Regional Director shall serve as a member of the EAC. They shall assist the Chair and other officers in coordinating the activities within their Region with those of the Affinity Group. They shall give all possible assistance to members of their Region who are asked to perform or who are assigned to carry out any Affinity Group duty or responsibility. They shall keep the Affinity Group officers and the EAC informed of regional plans, developments, and accomplishments, including those of the individual states composing their region. They shall provide leadership within the Region in all matters relating to Affinity Group responsibilities, activities, and interests. They shall communicate with other Regional Directors for the purpose of identifying inconsistent or incomplete instructions transmitted by federal authorities and may seek to resolve these directly or escalate more significant issues for consideration and resolution by the full Affinity Group.

Each Regional Director may appoint an Assistant Regional Director to assist in their duties. The Regional Director has the right to terminate this appointment at any time. If the Regional Director is absent during a meeting in which a vote is required, the Assistant Regional Director may vote in their stead.

(e) Advisory Members of the EAC

The non-voting Advisory Members of the EAC shall serve in advisory roles to the EAC and may attend all EAC meetings and assist the Vice Chair on the annual conference planning committee.

Section 7. Compensation of the Officers

No officer of the Affinity Group shall receive compensation for services as such officer, except that with prior authorization any officer may be reimbursed for the actual expenses incurred in the performance of duties upon the approval of such expenses by either the Chair and APHSA finance department; provided, however, that the Chair shall not approve their own expenses.

ARTICLE VI - Duties and Operation of the Executive Advisory Council

Section 1. General Powers



The Executive Advisory Council shall manage the affairs of the Affinity Group alongside APHSA staff.

Section 2. Regular Meetings

A regular meeting of the EAC shall be held without other notice at the same time and place as the annual business meeting of members prior to the annual meeting. The EAC may provide by resolution for the holding of any additional regular meeting of the EAC without other notice than such resolution.

Section 3. Special Meetings

Special Meetings of the EAC may be called by or at the request of the Chair or of any three (3) EAC members.

Section 4. Notice

Reasonable notice and the purpose of any special meeting shall be given by written notice, via e-mail or other reasonable means to each EAC member at their address as shown in the records of the Affinity Group.

Section 5. Quorum

A majority of the members of the EAC shall constitute a quorum for the transaction of business at any meeting of the EAC, provided that if less than a quorum of EAC members is participating at said meeting, a majority of the members present may adjourn the meeting.

ARTICLE VII - Committees

Section 1. Establishment

Committees may be established by the EAC as needed.

Section 2. Chairs or Co-Chairs

The chairperson(s) of committees shall be nominated by the Chair and approved by the EAC at the annual meeting or as soon as possible following said meeting and shall serve until the conclusion of the next annual meeting. Committees may be co-chaired at the Chair's discretion.

Section 3. Members



Following confirmation by the EAC, the committee chairpersons shall select committee members whose terms shall continue until the conclusion of the next annual meeting. As soon as all committee appointments have been made, a notice of the membership of each standing committee shall be forwarded to the Secretary. Committee reports are to be made quarterly to the Chair as necessary.

Section 4. Assessments

The EAC will review the roles and necessity of existing committees, or the need to establish new committees at least every two (2) years. The Chair and EAC may form special committees and work groups as needed.

ARTICLE VIII - Miscellaneous

Section 1. Contracting Authority

Neither the Affinity Group, nor any of its leaders or members, may directly enter into a contract or otherwise bind APHSA.

Section 2. Fiscal Year

The fiscal year of the Affinity Group shall be the same as the APHSA fiscal year, beginning on the first day of January and ending on the last day of December in each year.

ARTICLE IX - Amendments

These bylaws may be altered, amended, or repealed and new bylaws may be recommended by action of a majority of the members of the EAC consisting of a quorum at any regular or special meeting of such EAC, provided that at least sixty (60) days written notice is given of intention to alter, amend, or repeal, or to adopt new bylaws at such meetings. Such amendments will be forwarded for approval to the APHSA Executive Governing Board.