

Tuberculosis Program Evaluation Network (TB PEN)

Bylaws

"Bringing together TB evaluation professionals"

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ARTICLE I. Name

The name of this organization shall be the Tuberculosis Program Evaluation Network, hereafter referred to as “TB PEN.”

ARTICLE II. Vision, Mission and Goals

Section A. Vision

TB programs use program evaluation as a mechanism to reach the goal of TB elimination.

Section B. Mission

The mission of TB PEN is to develop and strengthen the capacity of state and local TB programs to monitor and evaluate their programs and use findings to enhance effectiveness of prevention and control activities.

Section C. Goal

The goal of TB PEN is to build capacity for TB program evaluation activities in state and local TB programs and increase the number of programs that are evaluating their program activities through the following means:

1. Engaging TB control professionals to monitor and evaluate TB control activities
2. Providing expertise and technical assistance for conducting TB program evaluation
3. Identifying and sharing effective program evaluation strategies

ARTICLE III. Membership

TB PEN membership is open to anyone who has an interest in TB program evaluation issues. There are no membership fees and new members may join at any time.

There are three types of membership: organizational, voting, and non-voting.

Timely notification of the CDC PEN Technical Advisor of changes or additions to these memberships and particularly the voting Evaluation Focal Points is very much appreciated and can be done any time by contacting TB PEN at TBPEN@cdc.gov.

Section A. Organizational Membership

This category is designed to bring a means of communication across organizational lines through the TB PEN mission and vision. Organizational members are represented on the TB PEN Steering Committee and include:

- National Tuberculosis Controllers Association (NTCA)
- Division of Tuberculosis Elimination (DTBE)
- Regional Training and Medical Consultation Centers (RTMCCs)
- Tuberculosis Education and Training Network (TB ETN)
- Tuberculosis Epidemiologic Studies Consortium (**TBESC**)/Translating Research into Practice (TRIP)
- Tuberculosis Trials Consortium (TBTC)

Organizational members have the opportunity to participate in all TB PEN activities. Organizational members are not eligible to vote on TB PEN business-related issues.

Members of organizations listed as organizational members may also hold individual TB PEN memberships

Section B. Voting Membership

This category is for individuals who are the designated Evaluation Focal Points for the federally funded TB control jurisdictions. Voting members have the opportunity to participate in all TB PEN activities, vote on TB PEN business-related issues and receive priority registration for all TB PEN meetings and activities.

Section C. Non-Voting Membership

This category is for individuals who wish to participate in TB PEN activities but who are not a designated Evaluation Focal Point. Those in this category may choose not to actively participate in TB PEN activities but still wish to receive information regarding PEN meetings and activities. Non-voting members also have the opportunity to participate in all TB PEN activities. . Non-voting members are not eligible to vote on TB PEN business-related issues.

ARTICLE IV. Contact Information

The location, mailing address, and contact information of TB PEN are as follows:

TB Program Evaluation Network (TB PEN)
Field Services and Evaluation Branch
Division of Tuberculosis Elimination
National Center for HIV/AIDS, Viral Hepatitis, STD, and TB prevention
Centers for Disease Control and Prevention
1600 Clifton Road, NE

Mailstop E-10
Atlanta, GA 30333

Phone: (404) 639-6272
Fax: (404) 718-8308
E-mail: TBPEN@cdc.gov

ARTICLE V. Officers

Section A. Composition and Terms

A. Steering Committee Composition

The Steering Committee guides the TB PEN by:

- Reviewing and assessing applicability of program findings
- Advising DTBE on national evaluation focus
- Identifying evaluation projects for TB Leads
- Identifying needs for evaluation training, technical assistance, and tools
- Promoting communication between and involvement of TB control programs

The Steering Committee is a diverse group of TB and evaluation professionals whom are representative of the TB PEN membership. The Steering Committee will include a representative sample from voting and organizational membership categories (groups identified in the membership database). New categories will be identified as the membership grows.

Composition of Steering Committee:

- State TB Programs (three each from high, medium, and low incidence areas as defined by the most recent NTCA designation)
- Local/County/City TB Programs (two from CDC funded programs)
- Regional Training and Medical Consultation Centers (one RTMCC- appointed by RTMCCs)
- NTCA (one appointed by NTCA)
- TB ETN (one appointed by TB ETN)
- TBESC (one appointed by TBESC/TRIP)
- TBTC (one appointed by TBTC)
- CDC (Four: three appointed by the DTBE and one by SEOIB)

No individual shall fill more than one seat on the Steering Committee at any given time.

B. Steering Committee Terms

Steering Committee members shall serve a two-year term, with the exception of the Regional Training and Medical Consultation Centers (RTMCC) representative who rotates every year. Steering Committee members, including the RTMCC representative, shall serve from January 1 through December 31.

Election/Appointment Cycles: The Steering Committee shall select a chair person-elect during the first meeting of the year who will then be elevated to chairperson the following January. For the first year, a chairperson and a chairperson-elect shall be selected at the first meeting in order to establish rotation.

Half of the Steering Committee will be elected or appointed in odd number years and half will be elected or appointed in even number years.

- Odd number years (i.e., the year in which elections occur):
 - State TB Programs – two high, two medium, one low incident representative(s)
 - Local/County/City TB Programs – one representative
 - NTCA representative
 - TBESC representative
 - CDC – one representative
- Even number years (i.e., the year in which elections occur):
 - State TB Programs – one high, one medium, two low incident representative(s)
 - Local/County/City TB Programs – one representative
 - TBETN representative
 - TBTC representative
 - CDC – two representatives

No member shall serve more than two consecutive full terms. In some instances, a current Steering Committee member may be elected to serve as chair-elect during year 2 of their 2 year term. They are still eligible to serve as chair-elect. In the event this occurs, the Steering Committee member will be elevated to chair in the year following the end of their 2 year term and will not need to be elected a representative of an incidence area or big city. The Steering Committee member remains eligible for elections as an incidence area representative barring he/she has not served more than two consecutive full terms.

Section B. Elections

A. Election Procedures

Elections are held once a year for members interested in serving in a leadership position on the TB PEN Steering Committee. Members may nominate themselves or other members.

1. Election Committee

The Election Committee is responsible for conducting all related election activities to include: soliciting and verifying nominations, managing elections, declaring election results and, when necessary, conducting tie-break elections.

The Election Committee will be comprised of three Steering Committee members, one of which must represent DTBE/CDC. All active and voting TB PEN members are eligible to be nominated or self-nominated to serve on the Steering Committee, with the exception of any active Steering Committee member who is coordinating the nominations and election process. Members of the Election Committee shall not be eligible for election to the Steering Committee.

2. Self-nominations

Nominees must:

- Be an active or voting member of TB PEN
- Send an email to TBPEN@cdc.gov by November 1 of the given year including contact information and desired Steering Committee position. Nominees must submit a brief paragraph indicating current job responsibilities and evaluation-related experience (work responsibilities, or other) and why they wish to serve on the Steering Committee.

This information will be included in the e-ballot sent to the voting membership for voting purposes.

3. Nomination of TB PEN members

To nominate other members, TB PEN members must:

- Ensure the nominee is an active or voting member of TB PEN
- Send an email to TBPEN@cdc.gov by October 15 of the given year including nominee's contact information and the Steering Committee position for which they are being nominated.

Nominees will be contacted by November 1 to formally accept or decline their nomination for a Steering Committee position. Interested nominees will then be required to submit a brief paragraph indicating the nominee's current job responsibilities and evaluation-related experience (work responsibilities, or other) and reasons why the nominee should serve on the Steering Committee.

Interested nominees' names and relevant information will be included in the e-ballot sent to the voting membership for voting purposes.

4. Voting

Voting shall take place as scheduled by the Election Committee (e.g., November 15-30). Only voting TB PEN members are eligible to vote for Steering Committee

members; and these members may do so by returning the e-ballot via e-mail to TBPEN@cdc.gov. The Election Committee will tally the votes and send emails confirming the new Steering Committee members on the date designated by the Election Committee (e.g., by December 15).

The election is won by the candidates who receive the majority of the votes submitted to TBPEN@cdc.gov during the voting period. In the case of a tie, a tie-break election between tied candidates will determine the result. Tie-break voting shall take place within 2 weeks of the initial election on a date designated by the Election Committee (e.g., December 16-31). The Election Committee will tally the votes and send emails confirming the new Steering Committee members (e.g. by January 15).

Section C. Vacancies

Should any of the positions for the Steering Committee become vacant, the Steering Committee shall have the power to appoint a replacement to fill the vacancy for the unexpired term.

ARTICLE VI. Duties of the Steering Committee

Section A. Steering Committee Members

- Guide TB PEN activities to ensure TB PEN is meeting its goals
- Develop, implement and assure compliance with a plan for the advancement of the TB PEN mission and vision
- Participate in regularly scheduled conference calls at least quarterly
- Participate in Ad Hoc Meetings
- Vote on issues during Steering Committee conference calls
- Each year (January 1 – December 31), designate an individual and a back up person or assign a schedule to rotate taking minutes of the conference calls during the year
- Review and provide feedback on minutes
- Represent and promote TB PEN at other events, meetings, and conferences
- Create, empower and dissolve workgroups, committees or task forces as needed to meet the Mission, Vision and Goals of the TB PEN
- Provide technical assistance to state and local programs and assist DTBE staff in implementing NTIP and evaluation activities
- Host joint training conferences in collaboration with TB ETN
- Manage the Tools Wiki
 - 1) Maintain an active indicator library and make it easily accessible
 - 2) Collect and review the repository of evaluation tools or instruments developed by the TB programs
 - 3) Foster the development and distribution of evaluation tools

ARTICLE VII. Meetings and Conferences

Section A. Program Evaluation Conference

The TB PEN conference includes committee meetings, as well as a workshop with lectures and skill-building sessions. The lectures provide opportunities for discussion and learning topical issues within TB program evaluation and other TB PEN issues, while the skills-building workshops focus on the application of TB program evaluation methods.

1. Conference Planning Committee

The Conference Planning Committee will assist the Steering Committee in developing the conference curriculum, identifying conference faculty, and evaluation of the conference. The evaluation data from the previous year's conference as well as suggestions made to the Conference Planning Committee are considered during the conference curriculum planning.

The Conference Planning Committee shall consist of at least 6 members to include 2 representatives each from the Steering Committee, Evaluation Focal Points, and DTBE (one of which must be a program consultant). The members of the committee will be selected by October 31. The planning committee will meet at least once a month and provide a status report to the Steering Committee Chairs as soon as available.

Section B. Steering Committee Meetings

The Steering Committee shall meet no less than quarterly. The Steering Committee holds a conference call no less than once per quarter to discuss the progress of TB PEN activities and to make decisions regarding the direction of and approach to future activities.

A quorum of 60 percent of the Steering Committee must be present for official business actions to occur. A simple majority vote by the Steering Committee is required in order to pass a motion, unless a greater standard is established for the action elsewhere in these bylaws.

CDC will arrange for a toll free telephone conference call number for the Steering Committee. The Steering Committee Chairperson should contact CDC with desired meeting dates. CDC will send a reminder e-mail message to Steering Committee two weeks prior to the telephone conference call.

ARTICLE VIII. Communication Activities

Section A. Correspondence

CDC will provide the official TB PEN correspondence.

Section B. Presentations and Publications

- TB Notes, a publication of the CDC Division of Tuberculosis Elimination, is published quarterly (January, April, July, and October). Each issue features a TB PEN section which includes a spotlight on a TB PEN member and a TB PEN-related issue. Suggestions for TB PEN articles should be submitted to TBPEN@cdc.gov. Deadline for article submissions are two months before scheduled publication date. TB Notes articles must be approved by the Steering Committee before publication.
- Abstracts or manuscripts representing the opinion of TB PEN must receive approval from the Steering Committee prior to presentation or publication.

ARTICLE IX. Bylaw Review and Amendments

Section A. Review of Bylaws

The Steering Committee shall review TB PEN bylaws annually. The review shall take place each year during the January Steering Committee conference call.

Section B. Process of Amendment

Voting and active members may submit proposed amendments to the bylaws at any time throughout the year. These proposals will be referred to the Steering Committee for study and necessary revisions. If the Steering Committee concurs with the proposed amendment, the amendment will be voted upon by the voting TB PEN members.

Section C. Voting For or Against Proposed Amendments

The voting opportunity will be announced by an e-mail message to voting TB PEN members. The voting period shall be two weeks. TB PEN members will vote on the proposed amendment by sending an e-mail message to TBPEN@cdc.gov.

Passage of an amendment to the bylaws shall occur if two-thirds of the votes received from voting TB PEN members are in favor of the amendment. Thirty percent (30%) of registered TB PEN voting members must vote in order for the voting result to be considered certified and valid. In the event that this quorum is not reached, the proposed amendment will be decided by the Steering Committee following the voting and quorum requirements governing the Steering Committee.