



NTCA Bylaws: Frequently Asked Questions (FAQs)

1. What are the new categories of NTCA membership?

NTCA recognizes the importance of distinguishing the fact that the organization represents TB programs, not the individuals who have the title of TB Controller/TB Program Manager or the responsibilities associated with this position within the state. This approach is similar to the structure of membership in our sister organizations, i.e., NASTAD, ASTHO, and NACCHO. Although the governance of the organization relies on representative individuals and the organization is comprised of individual members, the work conducted by the NTCA staff and Board is on behalf of TB programs and any success accrues to ALL programs, not the leadership.

The new bylaws seek to align our membership structure accordingly and outline the following membership categories:

Institutional Member: All TB programs at the state, big city, territorial, and local level shall be eligible for institutional membership. There are two types of institutional membership.

(a) Institutional Member Program: A state, big city, or territorial TB program receiving federal cooperative agreement funding is eligible to join as an Institutional Member Program. In this category of membership, the TB controller or his/her designee will serve as the Institutional Member Representative and may run for NTCA officer positions (President, Secretary, Treasurer, President-elect), Board member Incidence-Level Representative, or any representative category established by the Association (Section President leadership).

(b) Local Institutional Member Program: A local TB program not receiving cooperative agreement funding is eligible to join as a Local Institutional Member Program. This membership carries voting privileges but not the ability to run for NTCA officer positions (President, Secretary, Treasurer, President-elect), Board member Incidence-Level Representative. However, these members may serve in other representative categories established by the Association (Section President leadership).

Individual Member: This category includes any individual not included as an Institutional Member. This category includes students, retired Association members, other professionals engaged in TB work or interested in TB, and CDC DTBE employees. These members are considered non-voting members

and may not run for any Board-level office. However, if an individual member also is a member of one of the NTCA sections, that individual has voting privileges within the section and may run for elected office within that section.

2. What are the fees associated with these membership categories?

The NTCA Board will determine membership fees on an annual basis and communicated to the TB programs and individuals in advance of the January 1 renewal date.

It is expected that states joining in the Institutional Member category will provide payment for the membership fee, as opposed to the individual paying the membership fee under the current structure. The membership fee will be for membership of the TB controller and other key staff within the TB program although only the TB controller or his/her designee will be a voting member.

3. What if my state will not support the institutional member fee?

Although the Board hopes that this is not the case, the bylaws have provisions for this situation. In the event that a state does not initially (or ever) embrace the new membership structure, a TB controller/TB program manager may still join the organization as an Individual Member and pay the associated fee for that membership category. Those individuals who are the controller or his/her designee from federally funded programs may still serve as in a NTCA officer positions (President, Secretary, Treasurer, President-elect) or as a Board member Incidence-Level Representative, or any representative category established by the Association (Section President leadership).

4. Who has voting privileges according to the new bylaws?

Voting privileges to (1) elect NTCA officers and incidence-level representatives and (2) for voting on governance related decisions such as bylaws changes are given to the TB controller (or his/her designee) as the Institutional Member Program Representative or as an Individual Member from a federally funded TB program at the state, big city, or territorial level whose agency does not join as an Institutional Member Program.

In addition, the new bylaws give these same voting privileges to TB controllers (or his/her designee) as the Local Institutional Member Program (for local TB control programs not receiving federal cooperative agreement funding).

Voting privileges within the Association's Sections are granted to any member declaring interest in and participation with the activities of the Section.

5. What changes to the Board governance and structure are outlined in the new bylaws?

Historically, the governance of the organization has included elected officers (President, President-elect, Secretary and Treasurer) and incidence level representatives. There have been 3 incidence level representatives for each of three levels: high, medium and low incidence based on case rate averages over a 3-year period and a At-Large Representative.

The Immediate Past President also serves on the Board, as does the President of each of the NTCA sections, but these individuals have not been voting Board members.

In recognition of the desire to be more inclusive of other professionals working in TB programs, while wanting to keep the size of the Board to a minimum, the new bylaws allow for the Section Presidents to be voting members of the Board and thus participate in the governance of the organization. With this change, the number of incidence level representatives was decreased from three to two for each of the three levels.

The Immediate Past President will continue not to be a voting member of the Board. The Representative-at-Large position will only be filled when there is a need for an odd number of Board members to prevent tie votes.

6. How are the sections of NTCA addressed in the new bylaws?

The sections and their membership will now become a formal part of the Association's governance. The Section Presidents will serve on the NTCA Board as voting members.

In addition, the NTCA bylaws now include the sections, outlining leadership positions, terms of office, election parameters and timeframe, and process for the creation of and dissolution of a section. In addition, the bylaws outline the relationship between the sections and the Association's Board, section membership and dues, and the need for a work plan to be developed and submitted annually to the Board.

7. How will incidence level representation be determined?

The new bylaws give the NTCA Board the discretionary ability to define how the incidence levels will be determined. However, the bylaws do specify that

there will be two representatives for each incidence level (total of 6) and that the number of states represented by each level will be approximately equal.

8. Why did the number of incidence level representatives' decrease from 3 at each level to 2?

This decrease in incidence level representation was done to accommodate the addition of the section leadership (Section Presidents) as voting members of the Board while maintaining a Board size that facilitates discussion, participation and action.

9. Who is on the Executive Committee?

The Executive Committee (EC) consists of the President, the President-elect, the Immediate Past President, Secretary and Treasurer. The Immediate Past President, however, is not a voting member of the EC.

10. What are the standing NTCA committees according to the new bylaws?

There are 4 standing committees: Executive Committee, Bylaws Committee, Finance Committee and Membership Committee. The Board may approve the development of other special committees and work group as the need arises.

11. Who can run for office, be elected as an incidence level representative or serve on the Board?

Only those TB controllers, or his/her designees, from programs receiving federal cooperative agreement funding may run for NTCA officer positions (President, Secretary, Treasurer, President-elect) or be elected as an incidence level representative. However, individuals in these positions may be NTCA members via two mechanisms, the Institutional Member Program Representative or as an Individual Member from one of the federally funded programs (when the TB program does not join as an Institutional Member). See FAQ #1 for additional information related to this question.

Any eligible member running for office or Board representation must be a member in good standing (dues paid).

12. What mechanism exists for the Sections to participate on the Board?

As described elsewhere, the NTCA sections have their own leadership structure which includes, at a minimum, a President, President-elect and a Secretary, positions that are voted on by the section membership. The

Section Presidents are also NTCA Board members and have voting privileges on the NTCA Board.

As such, the Board will now be more inclusive of professionals working within TB control programs or alongside TB control program staff.

13. How often will the incidence level classification mechanism be examined and changed, if necessary?

Although the mechanism for determining the incidence level classification is at the discretion of the Board, the bylaws do address the need for a periodic realignment of the levels. Every three years, the Board is required to realign the levels as necessary using morbidity data provided by CDC.

Board membership in one of these incidence level representative positions will continue for the three-year cycle despite changes in individual state incidence levels, should this occur.

14. What if I no longer work/don't work for a TB control program. Can I still join NTCA?

The NTCA welcomes all those interested in TB control efforts, even those who no longer serve in a professional capacity. Although a separate membership category for retirees was not included, the hope is that membership in the organization is seen as an important professional identity, regardless of one's current employment status. Joining as an Individual Member allows for participation in all activities of the organization but without the ability to run for office or Board membership.

15. When will the new bylaws become effective?

Immediately upon approval by the voting membership, the bylaws will be adopted by the NTCA. However, some of the implications of the new bylaws will not be realized immediately. For example, related to Board governance, the section Presidents, as voting members of the Board, will immediately be effective. However, the changes to the incidence level representation (from 3 to 2 per incidence level) will not fully be realized until the next nomination/voting period. In addition, the implementation of the new funding structure and Institutional Membership categories will not be implemented until January 2015.