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**Proposed Operating Guidelines  
Public Relations, Development and Marketing (PRDM) Section  
of the United Methodist Association of Health and Welfare Ministries**

**Article I. Name**

The name of this Membership Section shall be the Public Relations, Development and Marketing (PRDM) Section of the United Methodist Association of Health and Welfare Ministries (UMA), referred to hereafter in these guidelines as the PRDM Section.

**Article II. Authority**

The PRDM Section derives its authority from the Board of Directors, and Bylaw Article IX of the UMA, and as such is accountable to the Board of Directors of the UMA.

**Article III. Purpose**

**Section 1.** The Public Relations, Development and Marketing Section shall provide a forum for exchange of information and ideas among the members of this section. The section will provide leadership, training, professional expertise, communication and fellowship opportunities for Association members.

**Section 2.** The PRDM Section recognizes individual members who have demonstrated leadership and accomplishments in their practice of professional public relations, development and marketing disciplines in their employment with a health or human service organization.

**Section 3.** The PRDM Section will provide leadership, service, representation and professional expertise to the Association.

**Article IV. Membership**

**Section 1.** Membership in the PRDM Section consists of individuals whose primary focus is the practice of public relations, development and/or marketing who are individual UMA members or who are employed by a UMA member organization.

**Section 2.** An annual business meeting shall be held to conduct elections and to transact other business during the Annual UMA Convention. The Chairperson, upon one week's notice may call other regular or special meetings of the Section. The members of the PRDM Section present at any regular or special meeting shall constitute a quorum for voting purposes. Each member shall have one (1) vote.

**Section 3.** Educational and training events for members of the PRDM Section will be conducted during the Annual UMA Convention. These events will be coordinated with the UMA Training Committee.

**Section 4.** Other educational and training events may be conducted during other times of the year if supported by interest of the PRDM Section Executive Committee and/or PRDM Section membership in consultation with the UMA. These may be in connection with other related organizations on a national, regional and/or local level. Workshops may be held jointly with other UMA sections.

**Article V. Officers**

**Section 1.** The officers of the PRDM Section shall be the Chairperson, the Chairperson elect, the Secretary and the Immediate Past Chair. Other officers may be elected by the PRDM Section as deemed necessary according to Article VII, Segment 1 of these Guidelines.

**Section 2.** The duties of the Section Chairperson shall be to serve as a member of the Board of Directors of the UMA, to encourage and nurture the development of future leaders within the section, to serve as a member and/or appoint persons to serve as members of the Association Work Centers, Committees and Task Forces, to guide the work of the Section as prescribed in these Guidelines and to approve disbursements for the Section.(See Article IX, Sections 3 & 4 of the UMA Bylaws). The Chairperson shall rise to this office after serving as Chairperson-Elect, and shall serve a two-year term. The Chairperson shall serve no more than two consecutive terms.

**Section 3.** The duties of the Chairperson Elect shall be to serve on the Executive Committee of the Section and to perform such duties as from time to time may be assigned by the Section Chair.

**Section 4.** The duties of the Secretary shall be to take minutes of all meetings of the PRDM Executive Committee meetings and all meetings of the PRDM Section, to be available to the Chair of the Section to draft or edit documents related to Section business, to send appropriate notices and agenda for all meetings at the request of the Section Chair, and to perform all duties incidental to the office of Secretary and such other duties as from time to time may be assigned by the Section Chair.

**Article VI. The Executive Committee and Duties**

The Executive Committee of the PRDM Section shall be composed of the officers of the Section and any other individuals whom the Chair may appoint to serve for specific purposes or for a set term, not to exceed the term of the Chair.

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### **Article VII. Nominations and Elections**

The Executive Committee is responsible for the identification and nurture of future leaders of the Section and in the Association. Nominations for officers of the Section may be made by any member of the Section through a member of the Executive Committee or from the floor of the Section business meeting during which elections are held. Elections of officers will be conducted by the Chair of the Section during the annual business meeting of the Section as defined in Art. IV, Sec. 2.

### **Article VIII. UMA Work Center and Standing Committee Representatives**

PRDM Representatives to the UMA Work Centers, Standing Committees and Task Forces are recommended by the PRDM Section and appointed by the Chairperson of the UMA Board of Directors.

### **Article IX. Amendments and Revision**

**Section 1.** These guidelines may be amended and revised by a special or regularly scheduled meeting of the PRDM Section provide that such proposed changes are made available to the membership in writing prior to said meeting.

**Section 2.** The members of the PRDM Section present at any regular or special meeting shall constitute a quorum for voting purposes. Each member shall have one (1) vote. Adoption shall be made by a simple majority affirmative vote, pending final approval by the UMA Board of Directors.