



# **BYLAWS OF THE COMMISSION ON ACCREDITATION OF ALLIED HEALTH EDUCATION PROGRAMS**

A Not for Profit Organization incorporated in the State of Illinois

## **ARTICLE I - NAME**

The name of this organization shall be Commission on Accreditation of Allied Health Education Programs (CAAHEP or Commission).

## **ARTICLE II - PURPOSES**

The purposes of CAAHEP are to:

1. Promote and support the education of competent and compassionate allied health professionals who will provide the highest quality of care for their patients;
2. Promote the continued improvement of allied health education programs;
3. Inform the public of the status of the educational programs accredited by the Commission;
4. Establish standards of accreditation based on input from the professions and other communities of interest;
5. Recognize allied health education programs that meet or exceed the CAAHEP Standards of accreditation for each allied health profession;
6. Maintain the integrity and ensure the credibility of the process of accrediting allied health education programs;
7. Enhance and promote dialogue among all parties and accrediting agencies in the allied health professions regarding the issues that affect the accreditation of allied health education programs, and to take a leadership role in coordinating a collective approach to resolving problems in the allied health professions;
8. Provide, at the request of any institution maintaining an allied health education program, accreditation and related coordination services for programs seeking initial or continuing CAAHEP accreditation;

9. Compile, analyze, and disseminate information and data on allied health education and accreditation within the allied health educational system and to prospective/current students and the public;
10. Promote the study of critical issues in allied health education and accreditation and respond to the changing health care needs of society by assisting institutions that offer allied health education programs to respond creatively and appropriately to public policy initiatives;
11. Engage in charitable, educational, or other substantially related activities.

### **ARTICLE III - MEMBERSHIP**

**Section 1: Categories.** CAAHEP shall have six categories of membership, four of which are organization-based and two of which are individual-based. The designation and qualifications of the members of each category shall be as described in Appendix Table 1

**Section 2: Membership.** Membership in CAAHEP shall be as described in Appendix Table 1, including the designation and qualifications of each member.

**Section 3: Representation.** The representation of the Commission shall consist of the following:

- A. Each member, either individually or as part of a member organization, has the right to the number of representatives ("Commissioner(s)") as described in Appendix Table 1. All Commissioners are selected in accordance with the procedures described in Appendix Table 1. Each member or member organization, whichever is applicable, shall designate in writing the individual(s) to serve as its Commissioner(s). The Board of Directors shall designate in writing the Commissioner(s) selected by the Board of Directors. Commissioner(s) shall have full authority to vote on behalf of and act for the member or member organization represented in all matters before CAAHEP.
- B. For each Commissioner so designated, an Alternate may be designated in writing by the appointing body, who, in the absence of the Commissioner, shall have full authority to vote for such member or member organization at any meeting of the Commission at which the relevant Commissioner has the right to vote if present. An Alternate may not serve in the place of the applicable Commissioner in any other elected or appointed position of CAAHEP held by the Commissioner.

**Section 4: Voluntary Membership Termination.** Any individual or organizational member may terminate their membership; however, organizational members shall be obligated to pay all dues, assessments, and any other indebtedness to CAAHEP for the fiscal year in which it terminates its membership. Such termination notice shall be delivered to the Executive Director in writing.

## **Section 5: Involuntary Membership Termination.**

- A. Any individual member may be suspended or expelled, for cause, by a two-thirds vote of the Board of Directors.
- B. Any organizational member may be suspended or expelled, for cause, by a two-thirds vote of the entire Commission, provided that the organizational member shall have been furnished a complete statement of the charges against such member and shall have been afforded an adequate opportunity for a hearing to be conducted by the Board of Directors in accord with CAAHEP policies as established by the Commission and Article IX, Rules of Order.

## **ARTICLE IV - COMMISSION**

**Section 1: Commission.** The Commission shall be composed of Commissioners duly appointed/elected by a member, member organization, or the Board of Directors as described in Appendix Table 1.

**Section 2: Powers, Duties, and Responsibilities.** In addition to any powers, duties, and responsibilities of the Commission set forth elsewhere in these Bylaws, the powers, duties, and responsibilities of the Commission include the following:

- A. Approval of CAAHEP's bylaws, mission, and vision statements.
- B. Approval of certain members of the Commission, as described in Appendix Table 1.
- C. Determining whether a profession is eligible to participate in the CAAHEP system.
- D. Monitoring the Board of Directors' development of accreditation standards and activities to ensure the quality and fairness of CAAHEP's accreditation practices.
- E. Maintaining or seeking national recognition as an accrediting agency through appropriate national or internationally recognized agencies as deemed necessary.

**Section 3: Term and Tenure of Commissioners.** The terms of Commissioners shall be three years. All terms of office due to expire do so at the close of CAAHEP's fiscal year (June 30). There is no limit on the number of terms an individual may serve as a Commissioner.

**Section 4: Vacancies.** Commission vacancies resulting from the expiration of a term, resignation, termination, death, or any other reason shall be filled by either the organizational member that appointed/elected that Commissioner or the Board of Directors, in accordance with the selection procedures described in Appendix Table 1. A Commissioner selected to fill such a vacancy shall serve for the remainder of the full term as described in Article IV, Section 3.

**Section 5: Loss of Powers, Rights, Privileges, and Benefits.** A Commissioner (either a member or member organization) that has not paid its dues within 30 days of its membership renewal date shall lose all the powers, rights, privileges, and benefits of a Commissioner and shall be reinstated as a Commissioner only upon payment of dues by the delinquent member. Upon reinstatement, the Commissioner shall serve the remainder of the term as originally appointed/elected. A loss of privileges under this Section shall not constitute a vacancy as described in Article IV, Section 4.

**Section 6: Censure, Suspension, and Expulsion.** A Commissioner representing a member organization may be censured, suspended, or expelled for cause by a two-thirds vote of the Commission, provided that the member shall have been furnished a complete statement of the charges against such Commissioner and shall have been afforded an adequate opportunity for a hearing to be conducted by the Board of Directors in accordance with CAAHEP policies as established by the Commission and Article IX Rules of Order. Before the procedure for censure, suspension, or expulsion is begun for a Commissioner representing a member organization, the Board of Directors shall have the option of informing the member organization of the reasons for the potential censure, suspension, or expulsion of the Commissioner representing the member organization. In such a case, the member organization member shall have the option of replacing its Commissioner.

**Section 7: Commission Meetings.** The following shall constitute Commission meetings:

- A. Annual Meeting - The Annual Meeting of the Commission shall be held on such day, time, and place as the Board of Directors shall designate. The President shall preside at all meetings of the Commission.
- B. Special Meetings - Special meetings of the Commission may be called by the President, a majority of the Board of Directors, or a majority of Commissioners.

**Section 8: Notice of Meetings.** The following meeting notices shall be observed:

Annual Meeting: Written notice stating the place, day, hour, and purpose(s) of the annual meeting of the Commission shall be delivered at least 30 but not more than 60 days in advance by or at the direction of the person(s) calling the meeting to each Commissioner of record or Board of Directors member entitled to vote at such meeting.

Special meetings: Written notice stating the place, day, hour, and purpose(s) of the special meeting shall be delivered at least 5 but not more than 60 days in advance by or at the direction of the person(s) calling the meeting to each Commissioner of record or Board of Directors member entitled to vote at such meeting.

If the purpose of the special meeting is the removal of one or more members of the Board of Directors or a merger, consolidation, dissolution or sale, lease, or exchange of assets of the organization, the

written notice shall be delivered at least 20 but not more than 60 days in advance of the meeting, through the process stipulated above.

**Section 9: Quorum.** At least 25% of Commissioners – including at least one Commissioner representing an Educational Institution Member, one Commissioner representing a Sponsoring Organization, and one Commissioner representing a Committee on Accreditation– shall constitute a quorum.

**Section 10: Voting.** All actions of the Commission shall be by majority vote at a meeting of the Commission (a meeting may be held via interactive electronic means). Except as otherwise provided by these Bylaws or required by law, voting by Commissioners shall be in person or via interactive electronic means, and each Commissioner is entitled to one vote. An Alternate may only vote in the place of a Commissioner at Commission meetings.

**Section 11: Action.** Any act of a majority of the Commissioners present and voting at a meeting in which a quorum is present shall be an act of the Commission, except as otherwise provided by law or these Bylaws.

**Section 12: Records.** CAAHEP shall keep correct and complete books and records of accounts and minutes of the meetings of the Commission, Board of Directors, and any other committees having any of the authority of the Commission or Board of Directors. CAAHEP shall keep a record of the names and addresses of the Commissioners and corresponding Alternates entitled to vote. All CAAHEP books and records may be inspected by any Commissioner entitled to vote or that Commissioner's agent or attorney for any purpose at any reasonable time.

**Section 13: Compensation.** Except as otherwise provided herein, all Commissioners shall serve without pay and shall not be reimbursed by CAAHEP for expenses of attendance at meetings of the Commission. CAAHEP may reimburse the Public Members and the Recent Graduate member for reasonable expenses incurred in attending meetings of the Commission.

## **ARTICLE V - BOARD OF DIRECTORS**

**Section 1: Board of Directors.** The Board of Directors is the body of CAAHEP that awards or denies program accreditation after a review of accreditation recommendations made by the Committees on Accreditation and is the governing body that implements the mission and vision adopted by the Commission. The Board of Directors shall have fifteen (15) members as described in the Appendix, Table 2.

**Section 2: Selection, Status, and Representation.** A candidate for the Board of Directors shall be a Commissioner or Commissioner-Designate at the time of nomination, except for Public Members. If elected, the candidate shall continue as a Commissioner and remain a Commissioner to continue serving on the Board of Directors. While serving on the Board of Directors, a Commissioner may change representation provided the composition described in Appendix Table 2 is maintained. The election of

the Board of Directors is conducted as described in Appendix Table 2. If the Board of Directors position is elected by the Commission, it will occur during a meeting of the Commission. The terms of Board of Directors members shall begin on July 1 following the election.

**Section 3: Power, Duties, and Responsibilities.** The Board of Directors of CAAHEP is responsible for implementing the mission and vision of the organization adopted by the Commission. Its duties include strategic planning, policy decisions, and monitoring their execution thereof. Members must be willing to attend the requisite meetings, follow through on commitments, and participate fully in the decision-making process. The Board also represents the organization's image to CAAHEP's communities of interest and solicits its support in achieving its goals.

### **Responsibilities**

#### ***Fiscal***

- Review revenues and expenses at least quarterly to ensure the organization's mission is upheld within specified fiscal guidelines.
- Participate in strategic planning and the setting of long-term goals.

#### ***Legal***

- Act on behalf of the organization and its interests, with a fiduciary duty to the Commission, putting aside personal interests, affiliations, or constituencies.
- Set procedures and policies and ensure that they are administered in compliance with applicable laws and regulations.
- Obtain and approve legal counsel for CAAHEP.

#### ***Ambassadorship***

- Promote CAAHEP's mission, generate goodwill for the organization, and encourage support for the efforts of CAAHEP staff and volunteers.
- Make introductions to new communities, member organizations, health professions educators, and others in support of CAAHEP's mission and vision.

#### ***Staff***

- Hire the executive director and review performance annually.

In addition to any powers, duties, and responsibilities of the Board of Directors set forth elsewhere in these Bylaws, the Board of Directors shall:

- A. Provide a report of its activities for the preceding year to the Commissioners at the Commission's annual meeting.

- B. Approve, on behalf of CAAHEP, the Standards of accreditation submitted by the Committees on Accreditation.
- C. Confer, deny, withhold, or withdraw, on behalf of CAAHEP, the statuses of public recognition related to education program accreditation after reviewing the recommendations submitted by a Committee on Accreditation.
- D. Fulfill any other duties and responsibilities assigned by the Commission.

**Section 4: Conflicts of Interest.** A conflict of interest shall be deemed to exist with respect to a particular matter when any member of the Board of Directors would be involved in consideration of any accreditation action having a direct bearing on a profession or an educational program in that profession or any other specific interest represented by an individual or organizational member. Any member having such a conflict of interest shall be recused from any and all consideration, discussion, decision, and voting upon the matter.

**Section 5: Fiduciary Duty.** When acting in the capacity of a member of the Board of Directors, each member shall have a fiduciary duty to act in the best interests of CAAHEP, regardless of that member's obligations to any other organization.

**Section 6: Term and Tenure.** The terms of the Board of Directors members shall be three years. Each member may be elected to serve a maximum of two consecutive terms. Terms of office shall begin on July 1 following the election. Each member of the Board of Directors shall hold office for the period for which they are elected and until their successor has been qualified and elected.

**Section 7: Vacancies.** The Board of Directors shall fill Board of Directors vacancies occurring between annual meetings. The Board of Directors shall appoint a Commissioner representing the same constituency represented by the Commissioner whose departure created the vacant position on the Board of Directors. The appointed Commissioner shall serve for the remainder of the predecessor's term. For the purpose of re-election, the completion of an appointed term shall not constitute an elected term.

**Section 8: Removal.** Any member of the Board of Directors elected by the Commission may be removed for cause by a two-thirds vote of the Commission. Such removal shall not constitute termination as a Commissioner, absent a separate vote by the Commission, as described in Article IV, Section 6.

**Section 9: Resignation.** A member of the Board of Directors may resign at any time by written notice delivered to the President or Board of Directors. A resignation is effective when the notice is delivered unless the notice specifies a future date. The pending vacancy may be filled before the effective date, but the successor shall not take office until the effective date.

**Section 10: Board of Directors Meetings.** Board of Directors meetings shall be held at least twice a year. The Board of Directors may provide by resolution the time, day, hour, and place of any additional regular meetings. The President or a quorum of members of the Board of Directors may call for a special meeting of the Board of Directors. Any authorized person who calls a special meeting must designate the time and place for such a meeting.

**Section 11: Notice of Meetings.** Written notice stating the place, day, hour, purpose(s) of, and business to be transacted at any meeting of the Board of Directors shall be delivered to each member of the Board of Directors at least 15 days in advance by or at the direction of the person(s) or entity(ies) calling the meeting.

**Section 12: Quorum.** For purposes of the transaction of business at any meeting of the Board of Directors, a quorum shall be constituted by a simple majority of the Board, two of whom shall be officers of the Board. The simple majority shall include at least one representative each from the membership category representing Sponsoring Organizations, Committees on Accreditations, Educational Institution Members, and the Public.

**Section 13: Action.** Any act of a majority of the members present and voting at a meeting at which a quorum is present shall be the act of the Board of Directors except where otherwise provided by law or these Bylaws.

Action may also be taken without a meeting if consent in writing is received from all members of the Board of Directors. The consent is evidenced by a written approval that sets forth the proposed action and includes a written approval record. The approvals will be received by the Secretary and recorded as board meeting minutes. The action taken is effective when all of the members of the Board of Directors have approved the consent unless the consent specifies a different effective date.

**Section 14: Compensation.** Board of Directors members shall not receive any salaries or other compensation for their CAAHEP services but may be reimbursed for authorized expenses connected with the business of the Board of Directors if approved through the budgetary process of CAAHEP.

**Section 15: Officers.** The members of the Board of Directors shall elect officers from among Board of Directors members as follows: President, Vice President, Secretary, and Treasurer. Officer terms shall be one year in length, and officers may be reelected.

**Section 16: President.** The President shall preside at all meetings of the Commission and the Board of Directors. The President or the Executive Director, within the policy guidelines established by the Board of Directors, may sign—with the Secretary, Treasurer, or any other proper individual duly authorized by the Board of Directors—any deeds, mortgages, debts, contracts, or other instruments that the Board of Directors has authorized to be executed and shall perform all duties incident to the office of President and such other duties as may be assigned from time to time by the Commission or the Board of Directors.



**Section 17: Vice President.** In the absence or inability of the President to serve, the Vice President shall exercise all the powers and discharge all the duties of the President and shall perform such other duties and have such other powers as may from time to time be assigned by the Commission.

**Section 18: Secretary.** The Secretary shall record and maintain written minutes of all Board of Directors and Commission meetings. The Secretary shall perform all duties incident to the office of the Secretary.

**Section 19: Treasurer.** The Treasurer shall be responsible for preparing and distributing to the Commission at the annual meeting an annual budget for the upcoming year and a report on the status of CAAHEP's funds. Reports on the finances of CAAHEP are to be made at each meeting of the Board of Directors.

## **ARTICLE VI - COMMITTEES**

**Section 1: Committees of the Board.** The Board of Directors shall have five standing committees: Governance, Performance Oversight, Planning and Development, Recommendation Review, and Standards. The President shall appoint members of the Committees of the Board. Committees of the Board must include at least one member of the Board of Directors.

- A. **Governance** is chaired by the President and consists of the Board officers, the chairs of the other Board Standing Committees, and the Executive Director, is responsible for the effective functioning of the CAAHEP Board and the maintenance and development of the Board/Executive Director working relationship.
- B. **Performance Oversight** oversees CAAHEP's operational performance, image-building, and stakeholder relations efforts.
- C. **Planning and Development** develops and leads the Board in CAAHEP operational planning and guides the development and implementation of the strategic plan.
- D. **Recommendation Review** assures thorough, consistent review of all accreditation recommendations submitted by the Committees on Accreditation and works to continuously improve the review process.
- E. **Standards** collaborates with the Committees on Accreditation as they review and propose revisions to Standards, conduct open hearings on proposed revisions to Standards, and make final recommendations for approval of Standards to the Board of Directors.

**Section 2: Non-Board Committees.** The Board of Directors shall annually appoint members of non-board committees.

- A. **Audit/Finance** is responsible for the oversight of CAAHEP's financial reporting and monitoring process on behalf of the Board of Directors.
- B. **Bylaws** creates and maintains CAAHEP's bylaws to ensure that they accurately include the rules guiding its operations and activities. Membership on this committee includes at least one member of the Board of Directors.
- C. **International Accreditation Review** oversees CAAHEP policies and processes to ensure that CAAHEP and its Committees on Accreditation have the adequate capacity and competence to engage in international accreditation activities.
- D. **Nominating and Elections** identifies qualified candidates from CAAHEP membership and the Public to serve on the Board of Directors, seeks nominations for Board Officers, and presents qualified candidates for the Board and Officer positions to the voting body as described in Appendix Tables 1 and 2.

**Section 3: Special Committees.** Membership on any special committees shall be by annual appointment by the Board of Directors. In addition, the Commission may identify issues and appoint special committees as deemed advisable, in accordance with CAAHEP policy and procedures, to study these issues and report recommendations to the Commission.

**Section 4: Voting.** A majority of any committee shall constitute a quorum, and a majority of committee members present and voting at a meeting at which a quorum is present is necessary for committee action. A committee may act by unanimous consent in writing without a meeting by a vote of its members.

## **ARTICLE VII - FINANCES**

**Section 1: Fiscal Year.** CAAHEP's fiscal year shall be July 1 through June 30.

**Section 2: Dues.** The annual dues and any assessments and initiation fees of members shall be determined from time to time by the Board of Directors and paid in accordance with the procedures established by the Board of Directors and deposited in the treasury.

**Section 3: Budget.** An annual operating budget covering all activities of CAAHEP shall be prepared by the Audit/Finance Committee, approved by the Board of Directors, and forwarded to the Commission for its information.

**Section 4: Financial Statements.** A report on CAAHEP's finances shall be prepared and submitted by the Treasurer to the Commission at the annual meeting.

**Section 5: Audit.** A financial audit shall be performed by professional auditors annually, and a summary will be published and distributed annually to each Commissioner. A copy of the complete auditor's report will be available for review by any Commissioner upon request.

**Section 6: Funding.** The Board of Directors and committees of CAAHEP will be funded in accordance with policy, procedures, and guidelines established within the budget of the organization.

## **ARTICLE VIII - RESPONSIBILITIES OF ACTS, OMISSIONS, AND LIABILITIES**

**Section 1:** Neither the member organizations nor any other societies or organizations that are qualified and authorized to name Commissioners shall be in any manner whatsoever responsible or liable for any act, omission, or liability of CAAHEP, its individual Commissioners, officers, committees, employees, or agents.

**Section 2:** CAAHEP shall indemnify and hold harmless all Board of Directors members, officers, agents, employees, or other persons acting on behalf of CAAHEP to the fullest extent permitted by the General Not-For-Profit Corporation Act of Illinois; and shall be entitled to purchase, if the Commission so authorizes, insurance on behalf of such persons and CAAHEP against any liability that arises from their actions in such capacities.

## **ARTICLE IX - RULES OF ORDER**

In the absence of any provisions to the contrary in the Article of Incorporation and Bylaws, all meetings of CAAHEP, the Commission, and the Board of Directors shall be governed by the parliamentary rules and usages contained in the current edition of Robert's Rules of Order, Newly Revised (latest edition).

## **ARTICLE X - DISSOLUTION**

**Section 1:** A motion to dissolve CAAHEP must be approved by a two-thirds vote of the Board of Directors. The Board of Directors must notify in writing all CAAHEP members about the Board of Directors' approval of the motion to dissolve. Such dissolution shall become effective only if a majority of Commissioners, within 90 calendar days following transmittal of the written notice to dissolve, do not object in writing to the Board of Directors.

**Section 2:** Upon dissolution of CAAHEP, the Board of Directors shall, after paying or making provision for the payment of all its liabilities, dispose of all its assets to such organization or organizations organized and operated exclusively for educational or scientific purposes as shall at the time be an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code as the Board of Directors shall determine.

## **ARTICLE XI - AMENDMENTS TO BYLAWS**

**Section 1:** Amendments to the Bylaws of CAAHEP shall be submitted in such a form as the Bylaws Committee may from time to time prescribe, and each amendment proposed by any party other than the Committee itself shall be filed with the Committee at least 90 days prior to the annual meeting. The Committee shall present each proposed amendment to the Commission in the form presented to the Committee, with such technical changes and amendments to the proposal as the Committee deems necessary or desirable. The proposed amendment shall be distributed in writing to each Commissioner at least 30 days prior to the annual meeting.

**Section 2:** A two-thirds vote of the Commissioners at a Commission meeting shall be required to adopt an amendment to the Bylaws for which written notice shall have been given at least 30 days prior to the annual meeting.

**Section 3:** Any proposal to amend the Bylaws without prior notice may be made and acted upon by an 80 percent vote of the Commission.

## **ARTICLE XII - COURT JURISDICTION**

Any organization appointing members to CAAHEP, any member of CAAHEP, any member(s) of the Board of Directors, or any other entity that files a lawsuit in which CAAHEP is named as a defendant agrees and consents to the jurisdiction of the State of Florida. The venue of any action brought against CAAHEP shall be deemed to be Pinellas County, Florida.

## Appendix

Table 1. Commission Membership

Category of Membership	Definition	Membership type	Number	Selection
1. Sponsoring Organization	Establishes or supports one or more Committee(s) on Accreditation and supports the accreditation system	Organization	1 per Sponsoring Organization	Member Organization <sup>1</sup>
2. Committee on Accreditation	A health science profession-specific peer review committee that evaluates allied health education program compliance with published Standards of Accreditation, policies, and participation in continuous program improvement.	Organization	1 per Committee on Accreditation	Member Organization <sup>1</sup>
3. Educational Institutions	Higher education professionals associated with an institution that maintains a CAAHEP-accredited educational program.			
A. Four-year institutions	Association of Schools Advancing Health Professions (ASAHP)	Organization	5 per ASAHP	Member Organization <sup>1</sup>
B. Two-year institutions	National Network of Health Career Programs in Two-Year Colleges (NN2)	Organization	5 per NN2	Member Organization <sup>1</sup>
C. Hospitals and the Department of Veterans Affairs	An educator associated with a CAAHEP-accredited program whose program is hospital-based or housed within the Department of Veterans Affairs.	Individual	3	Board of Directors <sup>2</sup>
D. Department of Defense, proprietary institutions, and vocational/technical institutions	An educator associated with a CAAHEP-accredited program, whose program is at a proprietary institution, vocational/technical institution, or the Department of Defense.	Individual	3	Board of Directors <sup>2</sup>
E. Four-year and two-year institutions	An educator associated with a CAAHEP-accredited program, who is not a representative or appointee of an Educational Organizational member.	Individual	2	Board of Directors <sup>2</sup>
4. Public	Representative of the public	Individual	2	Board of Directors <sup>2</sup>
5. Recent Graduate	Recent graduate of a CAAHEP-accredited program (within three years of the date of appointment).	Individual	1	Board of Directors <sup>2</sup>
6. Associate	A national organization that has requested of the Commission the addition of a health science discipline to the CAAHEP system and is working toward the formation of a new Committee on Accreditation for that discipline	Organization	1 per association	Member Organization <sup>1</sup>

<sup>1.</sup> appointed/elected by the Member Organization in accordance with that body's appointment/election procedures

<sup>2.</sup> elected by the Board of Directors from nominations received from the constituency represented by the Commissioner

Table 2. CAAHEP Board of Directors Composition

CAAHEP Member Type	Commissioner Category	Description	Number of seats on the Board of Directors (N= 15)*	Selection
Organizational members	Sponsoring Organizations	Commissioner representing a sponsoring organization	4 <sup>a</sup>	Elected by the Commission
	Committees on Accreditation	Commissioner representing a Committee on Accreditation	4 <sup>b</sup>	
	Educational Institutions	ASAHP Commissioner	2 <sup>c</sup>	Selected by member group, appointed by the Board of Directors
		NN2 Commissioner	2	
Individual members	At-Large Education Representative	<p>A commissioner representing one of the following individual membership categories as described in Table 1.3.C.-. E.</p> <ul style="list-style-type: none"> <li>Hospitals and the Department of Veterans Affairs</li> <li>Department of Defense, proprietary institutions, and vocational/technical institutions</li> <li>Four-year and two-year institutions</li> </ul>	1	Elected by the Commission
	Public Members	Member of the Public that meets CAAHEP qualifications selected by the Board of Directors	2	Elected by the Board of Directors

\*: This composition shall be accomplished by adding two Board members in July of 2024 for an increase to thirteen (13) members and two Board members in July of 2025, to reach a total of fifteen (15) members of the Board of Directors.

<sup>a</sup>: One Commissioner will be elected to the Board of Directors to begin the term starting July 1, 2024; A second Commissioner will be elected to the Board of Directors to begin the term starting July 1, 2025.

<sup>b</sup>: One Commissioner will be elected to the Board of Directors to begin a term starting July 1, 2025.

<sup>c</sup>: One ASAHP Commissioner will be appointed to the Board of Directors to begin the term starting July 1, 2024.