

# **SECTION MANUAL**

## **Chiropractic Health Care Section**

**of the**

## **American Public Health Association**

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## **I. PREAMBLE**

The Chiropractic Health Care (CHC) Section was established in 1996 as the 25th section of the American Public Health Association. This manual is a guide for the discharge of the responsibilities delegated to the Section and its representatives by the By-Laws (BL) of the American Public Health Association (APHA).

## **II. MISSION STATEMENT**

The mission of the CHC Section is to enhance public health through the application of chiropractic knowledge to the community by conservative care, disease prevention and health promotion. The specific objectives of the Section are as follows:

- To promote interdisciplinary communication and cooperation between chiropractic and other health care professions regarding public health.
- To disseminate chiropractic research pertinent to public health through scientific/educational sessions at the annual meeting.
- To promote conservative care in community health.
- To include chiropractic care in public health institutions and programs.
- To enhance participation by chiropractic physicians and chiropractic institutions in public health.
- To encourage chiropractic physicians, educators, and students to join and participate in APHA and the Section.
- To collaborate with the APHA community in advancing public health policy.

### **III. SECTION MEMBERSHIP**

An APHA member may sign up to become a formal member of up to three sections on the annual registration form (changes may be made through APHA). Only a section member is eligible to be nominated, hold office, serve on the section council, or serve as a section committee chair (BL: IX.1.A), and only for one section at a time. A section member is eligible to vote on all section matters (BL: III.1.C).

### **IV. SECTION OFFICERS**

Officers, eligibility for office, election procedures, limitations on terms of office, and certain duties are specified by the APHA By-Laws (BL: IX.1). The officers of the Section are Chair, Chair-elect, Immediate Past Chair, and Secretary (BL: IX.1.C). Candidates for office must be formal members of the Section with membership current as of February 1 (BL: IX.1.A). New terms of office begin at the conclusion of the APHA Annual Meeting (BL: IX.1.D). An officer shall be ineligible for reelection to a particular office for one year after serving five consecutive years in that office (BL: IX.1.D).

#### **A. Chair**

The Chair-Elect becomes Chair following the APHA Annual Meeting and serves a one-year term.

Duties:

1. Provides leadership for Section activities. Includes implementing Section Council plans and policies, acting as the Section's principal liaison to the APHA community, and serving as the Section's chief spokesperson.
2. Attends the APHA Annual Meeting including: the Section's annual business meeting, Section Council meetings, scientific program sessions, and social hour; the Intersectional Council annual meeting; the Governing Council sessions; and other functions pertinent to the Chair's duties.
3. Presides over Section meetings (BL: IX.1.E). Sets the agenda for Section and Section Council meetings. Determines the time and place of these meetings, through the Program Chair for meetings at the APHA Annual Meeting. Makes an oral state of the section report at the Section / Section Council's annual open business meeting. Generally, schedules a second Section meeting.
4. Serves as a member of the Intersectional Council (BL: IX.2.B).
  - a) Attends the annual meeting and participates in the business of the Council.
  - b) Holds the Section's vote but may delegate it to another Section representative: the Chair-Elect or the Immediate Past Chair.
  - c) Elects members to the Intersectional Council Steering Committee. The Chair receives the Section's official ballot and consults with the Chair-Elect and Immediate Past Chair before casting the ballot.
  - d) Communicates with the ISC Steering Committee through the Committee's appointed liaison. Reports Section concerns to the ISC Steering Committee and disseminates ISC news to the Section.

- e) Is eligible for election to the ISC Steering Committee (BL: IX.2.D).
- 5. Represents the Section as an ex officio nonvoting member of the APHA Governing Council (BL: V.1.C); retains voting status if elected to the Council by the Section membership (BL: V.1.B).
- 6. Submits three nominees, selected from the Section's members with the advise of the Section Council, for the position of Action Board Representative to the APHA Action Board; the Executive Board chooses a nominee to serve a three-year term on the Action Board (BL:VII.1.B).
- 7. Appoints a Section Nominations Committee in consultation with the Section Council at least six months before the annual meeting; members must have formal Section membership; the CHC Secretary is a member (BL: IX.1.B.i).
- 8. Gives final approval of the Section's newsletter (APHA policy).
- 9. Appoints all Section committee chairs, who will serve during his/her term of office, with the advice of the Section officers and the Section Council. May replace committee chairs with the advice of the Section officers and Section Council.
  - a) The incoming Chair (Chair-Elect) has the right to appoint committee chairs who will serve under his/her administration following the APHA Annual Meeting.
  - b) The Program Chair must be appointed in advance since s/he must arrange to attend the APHA Program Committee meetings on Thursday and Friday immediately following the APHA Annual Meeting.
- 10. Assists the committee chairs in appointing committee members.
- 11. Serves as an ex officio member of all Section committees.
- 12. APHA membership deployment: solicits and suggests names of Section members for APHA committees, boards, and councils upon request.
- 13. Responsible and accountable for the Section's fiscal integrity.
  - a) Works with APHA Section Affairs on all fiscal matters. Makes any required budget reports to APHA.
  - b) Approves allocation of all section funds.
  - c) Makes a budget report to the Section Council at the Annual Meeting. Includes report from the Program Chair.
  - d) Approves reimbursements from section funds before submission to APHA. These must be submitted within the APHA fiscal year they occur to Section Affairs (July 1 to June 30).
  - e) Receives Section operating budget financial report quarterly from Section Affairs.
  - f) Supervises solicitation of external funds for the Section. May delegate responsibility for solicitation to other Section leadership.
  - g) Exceptions: not responsible for the Program Chair's independent budget and funds allocated for CE arrangements by the Director of Education. These are not funds controlled by the Section.
- 14. Executes the responsibility of the Section to submit an annual report to the APHA Executive Board, if requested by APHA. Ensures that the minutes of section meetings and scientific sessions are submitted by the Secretary to the Executive Director as required by the APHA Bylaws (BL: IX.1.F)

15. Writes a State of the Section report for the newsletter (published as the Immediate Past Chair following the annual meeting).
16. Executes tasks set by the APHA Executive Board and APHA administration.
17. Receives a roster—including names, addresses, phone numbers, and titles—from the Secretary of all: officers; Section Councilors; Governing Councilors; committee chairs and members; and representatives to APHA boards, councils, task forces, and committees.
18. Receives the request for proposals for APHA Challenge Grants. If the Section opts to submit a proposal, the Chair assigns a responsible party or group to prepare the grant.
19. Sends copies of all relevant correspondence to the Section officers, councilors, committee chairs, and representatives.
20. Remains informed of all Section business executed by the Section Officers, Section committees; Section Council; Governing Councilors; Intersectional Councilors; and Section representatives to APHA boards, councils, task forces, and committees. Conducts with the assistance of the Secretary an e-mail poll of Committee Chairs on a monthly basis to obtain status and progress information relative to committee tasks; and sends monthly reports of same to the Section Council, Committee Chairs, Governing Councilors, and other Section leaders.
21. Remains informed of public health issues and the business of APHA.

## **B. Chair-Elect**

The Chair-Elect is elected annually and serves a one-year term. At the conclusion of the following APHA annual meeting, s/he becomes the Chair.

Duties:

1. Performs the duties of the Chair in his/her absence.
2. Assists the Chair in leading Section activities.
3. Attends the APHA Annual Meeting including: the Section's annual business meeting, Section Council meetings, scientific program sessions, and social hour; the Intersectional Council annual meeting; and other functions pertinent to the Chair-Elect's duties.
4. Presides at Section meetings in the absence of the Chair (BL: IX.1.E).
5. Serves as a member of the Section Council (BL: IX.1.H).
6. Serves as a member of the Intersectional Council (BL: IX.2.B).
  - a) Attends the annual meeting and participates in the business of the Council.
  - b) Attends, as a guest, the annual meeting immediately prior to taking office in the capacity of incoming Chair-Elect.
  - c) Is eligible for election to the ISC Steering Committee (BL: IX.2.D).
7. Attends the APHA Chair-Elect Meeting held in Washington, DC in June. Orientation for incoming section chairs.
8. Selects the committee chairs who will serve under his/her administration with their terms commencing at the end of the APHA Annual Meeting.
  - a) These are selected with the advice of the Section Council.
  - b) Committee chairs are appointed for the following year by August 15 to facilitate adequate transition.

- c) The Program Chair must be appointed in advance since s/he must arrange to attend the APHA Program Committee meetings on Thursday and Friday immediately following the APHA Annual Meeting.
- 9. Serves as a member of the Awards Committee.
- 10. Assists the Chair in assigned activities such as serving on committees and as a committee chair and setting the agenda for the annual meeting.
- 11. Remains informed of public health issues and the business of APHA.

### **C. Immediate Past Chair**

The Immediate Past Chair serves until the Chair leaves office.

- 1. Assists the Chair in giving transitional leadership in Section activities.
- 2. Attends the APHA Annual Meeting including: the Section's annual business meeting, Section Council meetings, scientific program sessions, and social hour; the Intersectional Council annual meeting; and other functions pertinent to the Immediate Past Chair's duties.
- 3. Assists in follow-up of incomplete work from the year before.  
This includes writing the annual report on the Section's transactions in the previous year (including the Program Committee expense report). The Chair submits the report to the APHA Executive Board.
- 4. Serves as a member of the Section Council (BL: IX.1.H).
- 5. Serves as a member of the Intersectional Council (BL: IX.2.B).
  - a) Attends the annual meeting and participates in the business of the Council.
  - b) Is eligible for election to the ISC Steering Committee (BL: IX.2.D).
- 6. Assists the Chair in assigned activities such as serving on committees and as a committee chair.
- 7. Remains informed of public health issues and the business of APHA.

### **D. Secretary**

The Secretary is elected annually and serves a one-year term.

Duties:

- 1. Attends the APHA Annual Meeting including: the Section's annual business meeting, Section Council meetings, scientific program sessions, social hour, and other functions pertinent to the Secretary's duties.
- 2. Keeps the minutes and records of the Section; instructs a substitute if s/he cannot attend a meeting (BL: IX.1.F).
  - a) APHA permits the Secretary to be assisted by a Secretary-Elect (BL: IX.1.G).
  - b) The incoming secretary serves in this capacity as needed.
- 3. Provides a copy of the minutes of the business meeting and the scientific sessions to the Executive Director of APHA (BL: IX.1.F). The minutes are submitted through Section Affairs.
- 4. Provides copies of the minutes to the Section's: officers, councilors, governing councilors, committee chairs, Action Board representative, and representatives on

- other APHA boards, councils and committees. Provides the minutes or a summary thereof on disk for publication in the Newsletter.
5. Creates a roster – including names, titles, addresses, phone numbers, fax numbers, and e-mail addresses – of all: officers; Section Councilors; Governing Councilors; committee chairs and members; and representatives to APHA boards, councils, task forces, and committees.
    - a) Distributes the roster to the Section officers, councilors, committee chairs, and representatives.
    - b) Sends a copy of the Section roster to the APHA Section Affairs Manager or Assistant.
  6. Serves as a member of the Section Council (BL: IX.1.H).
  7. Serves on the Committee on Nominations (BL: IX.1.B.i).
  8. Assists the Chair in preparing the annual reports to the Executive Board including Section transactions.
  9. Sends the annual business meeting agenda to the officers, Section Councilors, Governing Councilors, Action Board Representative, and committee chairs.
  10. Receives stationery and envelopes with APHA letterhead from the Section Affairs staff.
  11. Corresponds for the Section; forwards copies to the Chair.
  12. Assists the Chair in assigned activities such as serving on committees and as a committee chair and setting the agenda for the annual meeting.
  13. Polls the Section leadership about 3 weeks before the Annual meeting to determine attendance and creates an Excel spreadsheet including hotel, arrival and departure dates, and cell or hotel phone number.
  14. Submits the minutes or summary for publication in the newsletter.
  15. Remains informed of public health issues and the business of APHA.

## **V. SECTION COUNCIL**

### **A. Members**

1. The Section Council is composed of the Chair, Chair-Elect, Immediate Past Chair, Secretary, and six elected members; the Action Board Representative is an ex officio member (BL: IX.1.H).
2. Each elected member serves a three-year term (BL: IX.1.H); terms are overlapping so that each year there are 2 in their first year, 2 in their second year and 2 in their third year.
3. Council members must have primary Section membership (BL: IX.1.A).
4. New terms of office begin at the conclusion of the APHA Annual Meeting. An elected member shall be ineligible for reelection for one year after serving two consecutive terms.

### **B. Duties of the Council**

The duties of the Section Council are mandated by the APHA By-Laws (BL: IX.1.I):

1. Makes recommendations regarding the annual meeting program.
2. Acts on Section membership and policies.
3. Formulates Section rules of procedure.
4. Reviews and recommends Governing Council resolutions originating from the Section membership.
5. Advises on publication of presentations at Section meetings.
6. Advises on nominations to the Action and Program Development Boards, Councils, Task Forces, and Standing Committees.
7. Designates a new member of the Section Council to fill a vacancy if that vacancy occurs more than 90 days prior to the next APHA annual meeting; the new Council member serves until the next meeting of the Section (BL: IX.1.J). At that time the vacancy is filled by an election as prescribed by the Bylaws (BL: IX.1.B).

### **C. Duties of Council Members**

1. Attend the APHA Annual Meeting including: the Section's annual business meeting, Section Council meetings, scientific program sessions, social hour, and other functions pertinent to their duties.
2. Serve on at least one Section committee and serve as committee chairs.
3. Approve the slate of candidates for the annual elections.
4. Assist the Chair in assigned tasks.
5. Propose subjects for deliberation at Section Council meetings.
6. Promote the role and interests of the Section in APHA.
7. Remain informed of public health issues and the business of the Section and APHA.

### **D. Meetings**

1. The Section Council convenes during the Section's annual open business meeting held at the APHA Annual Meeting. The Chair may schedule other meetings during the week; these may be open or closed. A second meeting is generally scheduled.
2. Meetings held at the APHA Annual Meeting are arranged with APHA through the Program Chair.
3. Interim meetings may be held during the year.
4. A member, unable to attend a meeting, may request in writing that the Chair appoint a committee chair to act in the member's place.
5. A quorum consists of 50 percent of the voting members (five members). Motions pass by a majority vote of those present.
6. Between meetings, Section business will be conducted by communication between members of the Section Council.

## **VI. GOVERNING COUNCIL**

### **A. Section Representatives (CHC Governing Councilors)**

1. Each section has a minimum of two elected representatives (BL: V.1.A).
2. Additional elected representatives are apportioned by the Executive Board based on membership as of September 1 (BL: V.1.A, V.2).
3. Representatives must be formal members of the Section .
4. Councilors serve two-year terms (BL: V.2). Terms are overlapping so that there is a senior (second-year) and junior (first-year) Councilor at all times.
5. Terms begin at the close of the APHA Annual Meeting (BL: V.2).
6. Councilors cannot serve for two years following expiration of three consecutive terms (BL: V.2).
7. The Section Chair serves as an ex officio nonvoting member of the Governing Council (BL: V.1.C); retains voting status if elected to the Council by the Section membership (BL: V.1.B).
8. The Councilors serve on the CHC Resolutions Committee, and are jointly responsible for duties relative to all proposed resolutions.
9. The senior Councilor serves as the CHC Resolutions Committee Chair.

### **B. Functions of the Council**

The functions of the Governing Council are described in the APHA Bylaws (BL: V.6):

1. Amends the Bylaws and adopt rules of Council conduct.
2. Establishes APHA policies.
3. Acts upon reports and recommendations by any element of APHA.
4. Receives an annual report from the Chair of the Executive Board.
5. Establishes, combines or discontinues sections; prescribe the composition of section councils; formulate rules governing the sections.
6. Elects the Executive Board.
7. Recognizes Affiliated Associations.
8. Makes a summary of the minutes available to the APHA membership.

### **C. Duties of the Governing Councilors**

1. Attend the APHA Annual Meeting including: the Section's annual business meeting, Section Council meetings, scientific program sessions, social hour, and other functions pertinent to their duties.
2. Attend the Governing Council meetings at the APHA Annual Meeting.
3. Attend the orientation for new members on Saturday morning of the APHA Annual Meeting.
4. Represent the interests of the Section, the Association, and the general public in the Governing Council.
5. Debate and vote on Governing Council business. Formal parliamentary procedure is in place using Robert's Rules of Order.

6. Familiarize themselves with the candidates for APHA office. Information is published in the August issue of the *Nation's Health*. There are also formal "meet the candidate" opportunities and speeches on the floor of the Governing Council (Candidate Forum at the Saturday meeting). Information is made available in advance through candidate-initiated mailings and in the Governing Council Book I. Candidates may contact the Section Chair to arrange time to talk with Section representatives.
7. Familiarize themselves with the proposed resolutions and position papers published in the September issue of the *Nation's Health*. These are made available in advance by APHA on the Web and by e-mail. They appear in Governing Council Book II.
8. Attend the public resolutions hearings on Sunday afternoon at the APHA Annual Meeting.
9. Consult with the Section officers and Section Council—during the year and while attending the section Business Meeting—regarding the position of the Section on resolutions, candidates for office, and other business of the Governing Council. Note that the Governing Councils are not members of the Section Council.
10. Serve on the Section's Resolutions Committee: Consider resolutions and policy statements. Draft, consider and amend resolutions and position papers originating from the Section before submission to the Joint Policy Committee.
11. The senior Councilor serves as the Resolutions Committee Chair.
12. Select a substitute representative in the event that the Representative cannot attend a Council meeting.
  - a) The Councilor must sign a proxy in advance of the Session. This is found at the front of the Governing Council Handbook Part I, mailed to the Councilor before the APHA Annual Meeting.
  - b) The Section Chair may not sign a proxy for the Representative. (See ISC Leadership Guidelines).
13. Stay informed on issues of public health.

#### **D. Meetings**

1. There are three scheduled general sessions at the APHA Annual Meeting:
  - a) Saturday afternoon: This session has the candidate forum and reports from executives, boards, and committees.
  - b) Tuesday morning: This session has the vote for new nominations committee members, discussion of breakout sessions, selection of Annual Meeting theme, and introduction of resolutions (Joint Policy Committee report).
  - c) Tuesday afternoon: This session has the vote for the President-elect and new Executive Board members, action on policy proposals, and new business.
2. Breakout sessions are scheduled on Sunday morning.
3. Orientation for new members is on Saturday afternoon.

## **VII. INTERSECTIONAL COUNCIL**

### **A. Section Representatives**

The Section Chair, Chair-Elect, and Immediate Past Chair represent the Section as Intersectional Council Members (BL: IX.2.B).

### **B. Duties of the Council**

The duties of the Intersectional Council (ISC) are stipulated in the APHA By-Laws (BL: IX.2.A):

1. Represents matters of section administration to the Executive Board and other elements of APHA.
2. Facilitates relations between the sections and other elements of APHA.
3. Assists sections in internal management and intersectional communication.
4. Reports ISC activities to the Governing Council.
5. Meets in conjunction with the APHA Annual Meeting (BL: IX.2.C).
6. Holds a joint session with the Committee on Affiliates (CoA).

### **C. Duties of the Steering Committee**

1. Between meetings, the affairs of the ISC are conducted by the ISC Steering Committee (BL: IX.2.D).
2. The Steering Committee has a liaison to each section who remains in contact with section chairs and, in some instances, with chair-elects.
3. The Steering Committee is particularly a resource for assisting with section problems and concerns. Contact is through the Section's liaison on the Steering Committee.

### **D. Duties of the Section Representatives**

1. Each section receives one vote on the Council (BL: IX.2.B). The Section Chair is the voting Council Member. The Chair-Elect then the Immediate Past Chair holds the vote in the absence of the former representative(s).
2. Elect members of the Intersectional Council Steering Committee. The Section Chair receives the Section's official ballot and consults with the Chair-Elect and Immediate Past Chair before casting the ballot.
3. Attend ISC's annual meeting held at the APHA Annual Meeting.
4. Attend joint ISC/CoA meeting (Sunday afternoon). Executive Board members and the Executive Director address the meeting.
5. Serve on committees.
6. Report the Council's activities to the Section Council. The Chair delegates this responsibility.

### **E. Meetings**

1. The ISC annual meeting is held Saturday at the APHA Annual Meeting.
2. The joint ISC/CoA meeting is held on Saturday.
3. The ISC Steering Committee meets four times.

## **VIII. ACTION BOARD**

### **A. Section Representative**

1. Each section is represented by an Action Board Representative (BL: VII.1.B).
2. The Representative must be a member of the Section (BL: IX.1.A).
3. The Representative serves a three-year term (BL: VII.1.B).
4. The APHA Executive Board selects the Section Action Board Representative from a panel of three names submitted by the Section (BL: VII.1.B).
5. The Section Chair with the advice of the Section Council submits a prioritized panel of three names to the Executive Board.

### **B. Duties of the Board**

The duties of the Action Board are delineated in the APHA By-Laws (BL: VII.1.A):

1. Implement APHA policies and positions.
2. Collaborate with all relevant elements of APHA in order to ensure: implementation of policies, establishment of external relationships for the purpose of joint action, development of comprehensive public policy, and review of annual progress.

### **C. Duties of the Representative**

1. Attends Action Board meetings. The Board convenes at a mid-year meeting as well as at the APHA Annual Meeting. APHA does not support travel of the Representative to the mid-year meeting.
2. Serves as an ex officio member of the Section Council (BL: IX.1.H).
3. Attends the APHA Annual Meeting including: the Section's annual business meeting, Section Council meetings, scientific program sessions, and social hour.
4. Reports on the activities of the Action Board to the Section at the annual business meeting.
5. Submits a copy of the minutes and other written material of interest to the Secretary for distribution to the Section Council and the Section's Governing Councilors.
6. Selects a substitute representative in conjunction with the Section Chair in the event that the Representative cannot attend an Action Board meeting.

## **IX. SECTION COMMITTEES**

### **A. Members**

1. Each committee must have at least 3 members (not including the Section Chair). All committee members must be members of the Section.
2. Committee chairs must be members of the Section (BL: IX.1.A).
3. Committee chairs for the current year are appointed by the Section Chair with the advice of the Chair-Elect and the Section Council.
4. The Chair-Elect appoints committee chairs who will serve under his/her administration following the APHA Annual Meeting. Appointments are made with the advice of the Section Council.
  - a) Appointments are made by August 15, but may be made sooner for transition.
    - (1) The Program Chair must be appointed in advance since s/he must arrange to attend the APHA Program Committee meetings on Thursday and Friday immediately following the APHA Annual Meeting.
    - (2) The incoming Nominations Chair must actually assume her/his duties no later than September.
5. Committee chairs are appointed for one-year terms and may serve no more than five consecutive years without formal approval of the Section Council.
6. Committee chairs are appointed before and announced at the annual business meeting.

(Note that the Program Chair must commit in advance to a day-long meeting following the APHA Annual Meeting.)
7. Co-chairs are prohibited. However there may be an assistant chair or subcommittee chairs.
8. Members of each committee are selected by the committee chair with the assistance of the Section Chair and/or Section Council.
9. Subcommittee chairs are selected by the committee chair in consultation with the Section Chair.
10. Committee members are appointed at the annual meeting if possible but no later than two months following the meeting.
11. The Section Chair serves as an ex officio member of all committees.
12. Committee Chairs from the previous year serve as consultants to their respective committees. They may or may not continue to serve on the committees.
13. There are special requirements for the Nominations Committee mandated by the APHA By-Laws (BL: IX.1.B). See *Nominations Committee* below.

### **B. General Duties of Committee Chair**

1. Leads the committee in its assigned tasks.
2. Attends the APHA Annual Meeting including: the Section's annual business meeting, Section Council meetings, scientific program sessions, and social hour.
3. Gives an annual report to the Section on the committee's work for the previous year at the Section's annual business meeting.

4. Submits a copy or summary of the annual report to the Section Chair for inclusion in the Section's annual report to the Executive Board.
5. Submits a report for publication to the Newsletter Editor.
6. Selects committee members with the assistance of the Section Chair and with the advice of the Section Council.
7. Selects subcommittee chairs. Informs the Section Chair and the Secretary for the Section roster.
8. Submits a roster of committee members to the Secretary including names, titles, address, telephone number, fax number, and e-mail address.
9. Submits a budget request to:
  - a) The Section Chair for section funds.
  - b) To the appropriate director of an APHA department for other APHA funds (e.g., applicable to Program Planner and CE Coordinator).

### **C. Standing Committees**

1. Awards Committee
2. Communications Committee
3. Continuing Education Committee (Activated as needed)
4. Nominations Committee (BL: IX.1.B)
5. Program Committee
6. Resolutions Committee
7. Section Manual Committee

### **D. Ad Hoc Committees**

The Section Chair forms ad hoc committees and task forces with the advice of the Section Council for the purpose of fulfilling specific tasks. These committees are dissolved by the Section Chair upon completion of their tasks.

## **X. AWARDS COMMITTEE**

### **A. Purpose**

To solicit and select individuals for Section Awards. To make nominations for Association awards.

### **B. Members**

1. Chair and members: See *Section Committees* (IX.A.1&2).
2. The Chair-Elect is a member of the Committee.

### **C. Duties**

1. Responsible for committee management including appointing members, generating reports and budget management as described in IV.B
2. Establishes awards for the coming year. (Also see § E to I).
3. Solicits nominations for awards from the Section membership. May call for nominations in the newsletter, *The Nation's Health*, or via e-mails to the Section leadership or Section membership.
4. Receives nominations for awards.
5. Selects award winners in consultation with committee members.
6. Notifies the appropriate staff at APHA.
7. Submits the names and photos of awardees to APHA in advance for publication and due recognition in the Annual Meeting Final Program.
8. Prepares announcements for *The Nation's Health*, *Dynamic Chiropractic*, and other chiropractic media. (Also see § K).
9. Notifies the award recipient of the pending award and allows the recipient to choose a plaque or trophy style award or other suitable token of comparable value.
10. Arranges the preparation and purchase of a certificate, plaque, or other suitable token to be presented to the award recipient at the Annual Meeting. Certificates, trophies or plaques should include the APHA logo.

#### **D. Special Chair Duties**

1. Makes the award presentations at the Section's annual business meeting or during some other event at the annual meeting.

#### **E. Distinguished Service Award**

1. Recipient(s) must be a current member of the Section.
2. The award is for a single high impact accomplishment spanning at most a few years, or for cumulative exemplary performance of service over a number of years to the Section/public health in multiple offices/positions.
3. Award recipient(s) is determined by majority vote of Section Chair, Section Chair-elect, Awards Chair, and all other members of the Awards Committee.

#### **F. 5, 10, 20-Year Membership Award**

1. Recipient(s) must be a member of the Section (and before 1996 the Chiropractic Forum or Radiological Health Section) for 5, 10, or 20 cumulative total years.
2. Recipient(s) must be a current member of the section.
3. The Committee will verify years of membership with APHA.
4. Note that the Section was established at the 1995 Annual Meeting.

#### **G. Lifetime Achievement Award**

1. Recipient must be a current member of the Section, a retired former member, or a deceased former member.

2. Recipient must have been a member of the CHC Section (and before 1996 the Chiropractic Forum or Radiological Health Section) for at least 15 years.
3. Recipient must have significantly contributed to Section (and before 1996 the Chiropractic Forum or Radiological Health Section) activities and/or improvement.
4. Recipient must have held numerous leadership positions either elected or appointed (e.g., section Chair, section councilor, governing councilor, and committee chair).
5. Recipient should be involved in public health at the local, state, national, or international levels.
6. Only one person may be honored with this award per year.
7. Nominations must be submitted to the Awards Chair by a Section member by August 15 of each year.
8. Award recipient is determined by majority vote of Section Chair, Section Chair-elect, Awards Chair, and all other members of the Awards Committee.

#### **H. Rising Star Award**

1. Recipient must be a current member of the Section.
2. Recipient must have been a member of the Section for between 1 and 5 years.
3. Recipient must significantly contribute to Section activities and/or improvement.
4. Only one person may be honored with this award per year.
5. Nominations must be submitted to the Awards Chair by a Section member by August 15 of each year.
6. Award recipient is determined by majority vote of Section Chair, Section Chair-elect, Awards Chair, and all other members of the Awards Committee.

#### **I. Special Awards**

1. Special awards may be designated as found appropriate by the Awards Committee.
2. These have been designated in the past.

#### **J. Certificates of Appreciation**

1. These are awarded to each person completing a term in elected or appointed office and fulfilling the duties thereof.
2. Note that committee chairs serve for one year. They are appointed or reappointed annually.
3. Note that several offices serve multi-year terms and certificates are awarded at the end of these terms only. The terms of office are governing councilor (2-year), section councilor (3-year), and Action Board representative (3-year).

#### **K. Award Notification**

1. Awards are not to be a surprise announced at the annual meeting.

2. Awards are announced in advance, submitted to APHA staff with photos of the awardees for inclusion in the APHA Annual Meeting Final Program.  
(Also see § C.6).

#### **L. APHA Awards**

1. Responds to calls for Association Awards after consultation with the Awards Committee and Section Council.

### **XI. COMMUNICATIONS COMMITTEE**

#### **A. Purpose**

1. To publicize Section activities and events. In particular, to issue regular press releases to the chiropractic media for the purpose of increasing section visibility.
2. To publish a quarterly newsletter reporting the Section's business to the Section membership. The Newsletter is available to APHA members on the APHA members-only website.
3. To maintain the CHC website and Immunization Information Resource website.
4. To prepare and administer a quality Section exhibit booth at the APHA Annual Meeting, reflecting the mission of the Section and its dedication to science.
5. To create a forum in which the Newsletter Editor, Webmaster, Booth Coordinator, and Dynamic Chiropractic Column Editor can exchange ideas and communicate regularly with one another to discuss areas of mutual interest and concern and coordinate activities.

#### **B. Members**

1. Chair and members: See *Section Committees* (IX.A.1&2).
2. The Communications Chair is usually appointed from previous Committee members.
3. Newsletter Editor.
4. Webmaster.
5. Booth Coordinator.
6. Dynamic Chiropractic Column Editor.
7. Chair of the American Chiropractic Association Committee on APHA.
8. The immediate past Program Chair serves as a consultant to the Committee. Preferably she/he serves as a Committee member.
9. The immediate past Newsletter Editor serves as an advisor to the Newsletter Editor. Preferably she/he serves as a Committee member.
10. Other members are selected by the Communications Chair.

#### **C. Duties**

1. Publicizes section activities and events.

- a) Disseminates news in the Section Newsletter, *ISC Informer*, *Nation's Health*, *Dynamic Chiropractic*, other professional publications, CHC website, and other outlets.
- b) Updates and utilizes a press-release-distribution list of current editors of all major North American chiropractic media.
- c) Responsible for publicity with the following exceptions. However, the Communications Committee may be asked to work with the responsible committees.
  - (1) Call for Abstracts (Program Committee).
  - (2) Membership drives (Membership Committee).
  - (3) Continuing Education (Continuing Education Committee)

2. Section Newsletter:

- a) Works with the APHA Communications staff to prepare the newsletter for publication on the APHA members-only website. The staff formats newsletters and conducts final editing.
- b) Publishes a newsletter following the annual meeting summarizing the Section's business meeting, program, and other activities; and reporting the activities of the previous year including election results if not already published. The following persons are responsible for articles:
  - (1) Newsletter editor.
  - (2) Chair\*: State of the Section report .
  - (3) Secretary\*: minutes or summary of the business meeting; section roster.
  - (4) Committee chairs\*: committee reports.
  - (5) New Chair: goals for the coming year.
  - (6) New Program Chair: call for abstracts reminder.
  - (7) New Nominating Committee Chair: call for nominations.
  - (8) Officers and Section Councilors: optional.

\*Note: the persons submitting these reports will be past officers and past chairs at the time of publication.
- c) Sets deadlines for receipt of articles.
- d) Receives articles for publication.
- e) Receives the Section roster for publication from the Secretary of all: officers, Section Councilors, Governing Councilors, committee and task force chairs, and the Action Board Representative. The roster includes names, titles, addresses, phone numbers, fax numbers, and e-mail addresses.
- f) Reviews and selects articles for publication; official reports, announcements, and the Section roster must be published.
- g) Consults with the Section Chair regarding any controversial submissions. The Section Chair must approve the Newsletter before submission (APHA policy).
- h) Edits the articles.
- i) Submits the Newsletter to the APHA Director of Communications by any required deadline.

3. Exhibit Booth:

- a) Makes arrangements for an exhibit booth with the APHA staff; these include an application and a description form to be published in the final APHA program.
  - b) Designs the booth.
  - c) Collects materials for the booth. These should have appropriate scientific merit.
  - d) Sets up the booth in the exhibition hall on Saturday or Sunday and dismantles the booth on Wednesday of the APHA Annual Meeting.
  - e) Staffs the booth and makes arrangements for other volunteers to staff the booth throughout the exhibition. The staff should be knowledgeable about chiropractic and the Section.
4. CHC Website:
- a) The CHC Webmaster is responsible for maintaining the CHC website.
  - b) The CHC Webmaster is responsible for maintaining Immunization Information Resource Site.

## **XII. CONTINUING EDUCATION COMMITTEE**

### **A. Purpose**

To arrange continuing education credit for the Section program at the APHA Annual Meeting. This committee is activated as needed.

### **B. Members**

1. Chair and members: See *Section Committees* (IX.A.1&2).
2. The Chair serves as the Section's Continuing Education Coordinator.
3. The Chair is usually selected from previous Committee members.
4. The Immediate Past Program Chair serves as a consultant to the Committee. Preferably she/he serves as a Committee member.
5. This Committee may be left empty in the event that continuing education becomes unfeasible.

### **C. Duties**

1. Arranges CE relicensing credit approval for the CHC scientific program through a chiropractic college continuing education department.
  - a) Provides the CE department with program.
  - b) Assures that the CE department acts in a timely manner to seek approval from individual states for CE credit.
2. Works with the Program Committee:
  - a) Receives syllabus and paper abstracts from the Program Committee.
  - b) Assures that the scientific program adheres to professional and APHA CE requirements. APHA requirements are provided to the Program Planner.

3. Attends program sessions and assures that attendees receive documentation of attendance.
4. May arrange CE credit for chiropractors from other APHA programs.
5. Makes a recommendation for the new CE Chair to the Section Chair.
6. Consults with the Section Chair on any problems that arise.

#### **D. Special Chair Duties**

1. Serves as liaison between the Section leadership and APHA Educational Services.
2. Serves as liaison between the Section's Program Planner and APHA Educational Services.
3. Reviews in collaboration with APHA staff, the discipline-specific applications and reports that are submitted to the credentialing organizations.
4. Supervises documentation of attendance at Section scientific program sessions.
5. Seeks approval from APHA Educational Services for funding of estimated costs for arranging CE.

### **XIII. MEMBERSHIP COMMITTEE**

Membership is the responsibility of the entire Section. In particular, the Section cannot thrive without the guidance and participation of the entire Section leadership.

#### **A. Purpose**

With the assistance of the entire Section: To enhance the membership of the Section through strategies to recruit new members and to ensure membership renewal. To maintain membership at a minimum of 250 members.

#### **B. Members**

1. Chair and members: See *Section Committees* (IX.A.1&2).
2. The Chair should have previous experience.

#### **C. Duties**

1. Maintains a roster of the Section membership and the statistics on monthly changes in membership supplied by APHA Membership Director.
2. Establishes membership goals in conjunction with the Section Council.
3. Develops and implements recruitment strategies.
4. Campaigns for membership renewal.
5. Sends out a letter of welcome to new members; APHA Membership Services supplies address labels. May ask APHA Membership Services to send out a standard welcome letter if the Section keeps one on file.
6. Sends out letters to all non-renewing or lapsed members encouraging them to renew; may telephone them as well.

7. Solicits ideas for recruitment and maintenance from the Section Council and the APHA Membership Director.
8. Solicits additional funds for membership development from APHA.

#### **D. Special Chair Duties**

1. Serves as an ex officio member of the APHA Membership Committee.
2. Attends the APHA Membership Committee meeting at the Annual Meeting.
3. Serves as Section liaison to APHA Membership Services.

### **XIV. NOMINATIONS COMMITTEE**

#### **A. Purpose**

To prepare a slate of nominees for the annual Section elections using a defined process.

#### **B. Members**

1. Chair and members: See *Section Committees* (IX.A.1&2).
2. The Section Chair selects the committee members, with advice from the Section Council, from the members of the Section (BL: IX.1.B.i).
3. The CHC Secretary serves on the Committee (BL: IX.1.B.i).
4. The CHC Immediate Past Chair serves on the Committee (because of familiarity of recent performance levels of CHC Section members).
5. The Membership Committee Chair appoints other members as needed. See general committee chair duties.

#### **C. Duties**

1. The incoming Nominations Chair assumes her/his duties by September.
2. Obtain a roster of current Section members from APHA Membership Services to identify persons eligible for nomination.
3. Solicits nominees (BL: IX.1.B.ii) from the current Section membership (BL: IX.1.A). Nominees are submitted to the Committee Chair.
4. Sends each nominee a laudatory letter of nomination including a copy of the duties s/he is expected to perform from the CHC Policy and Procedures Manual so that an informed decision on running for office can be made.
5. Sends each nominee a cover letter on commitment including the following information:

*“The honor of holding a leadership position in APHA is a personal individual responsibility and a sacrifice to fulfill a commitment. It is not dependent upon institutional/employer financial support, job status, or job changes.”*

6. Develops a slate with preferably two or more nominees for each position (BL: IX.1.B.ii). The Committee tries to be sensitive to geographic, gender, and racial issues in assembling the slate.
7. Obtains biographical sketches from each nominee.
8. Presents the slate for approval by the Section Council.
9. Adds to the slate additional persons nominated by a petition of at least 25 members of the Section submitted within 30 days after publication of the slate in the official journal (BL: IX.1.B.iii).
10. Submits the completed roster and biographical sketches to APHA Section Affairs by the required date. This will be in the spring.
11. Maintains a list of potential future nominees.

## **XV. PROGRAM COMMITTEE**

### **A. Purpose**

1. To plan and present a quality scientific program of interest to the Section and Association members at the APHA Annual Meeting.
2. To arrange Section functions at the annual meeting.

### **B. Members**

1. Chair and members: See *Section Committees* (IX.A.1&2).
2. The Program Chair, also called the Program Planner, is usually selected from previous Committee members.
3. The immediate past Program Chair serves as a consultant to the Committee. Preferably she/he serves as a Committee member.
4. At least three abstract reviewers are required. They are experienced researchers with good critical appraisal skills. The abstract reviewers may or may not have other Committee responsibilities.

### **C. Duties**

1. Arranges for scheduling of Section functions by APHA Annual Meeting Program staff and coordinates Section functions to prevent conflict between events.
  - Section events:
    - a) Scientific program.
    - b) Annual business meeting.
    - c) Other Section Council meetings (usually 1).
    - d) Social hour.
2. Possible conflicting functions:
  - a) ISC/CoA joint meeting with Section business meeting on Sunday afternoon.
  - b) Governing Council meetings
  - c) Intersectional Council meetings.
  - d) APHA Committee meetings: Program, Membership.

- e) Action Board meetings.
- f) Newsletter editors' meeting.
- 3. Plans the scientific program for the annual meeting. Tries to arrange four paper sessions.
  - a) Solicits ideas for paper session themes from the Section Council or establishes section topics based on the abstracts submitted to the Committee.
  - b) Prepares a call for abstracts sent out by e-mail and published in *The Nation's Health, American Journal of Public Health*, the finalized program for the annual meeting, and the Section newsletter.
  - c) Receives abstracts submitted to APHA online.
  - d) Conducts a blinded review of the submitted abstracts and makes the abstract selections as outlined under Section E below. Blinded peer review is required by APHA for all programs (ISC Leadership Guidelines).
  - e) Appoints paper session moderators. Moderators are usually officers, Section Councilors, Committee Chairs, or other official representatives of the Section.
  - f) Submits the program for review and approval by the Section Council.
  - g) Submits the program copy for the preliminary program (early April).
  - h) Submits the final program to APHA by the deadline (July) including paper session and presentation titles; speaker names, addresses, and titles; and the names, addresses and titles of the session moderators. The program is published in the *AJPH* in August.
  - i) Sends letters formally thanking the speakers.
- 4. Arranges co-sponsorship of programs and events; the Program Chair acts in consultation with the Section officers. Contacts are made at the APHA Program Committee meeting and by formal correspondence with other elements of APHA.
- 5. Works closely with the Continuing Education Committee.
  - a) Provides the Continuing Education Coordinator abstract and session information needed to arrange CE credit.
  - b) Assures that the scientific program adheres to professional and APHA CE requirements.
  - c) Receives APHA requirements from Annual Meeting Program staff.
- 6. Attends program sessions and makes recommendations to the Program Chair.
- 7. Makes a recommendation for the new Program Chair to the Section Chair.
- 8. Consults with the Section Chair on any problems that arise.

#### **D. Special Chair Duties**

- 1. Serves as the Section's liaison with APHA (Annual Program Planner) for all program events.
- 2. Serves as an ex officio member of the APHA Program Committee.
- 3. Attends scheduled meetings of the APHA Program Committee following the APHA Annual Meeting (Thursday – APHA will pay for one night's lodging).
  - a) Orientation.
  - b) Select themes for APHA special sessions at the following year's annual meeting.
- 4. Attends midyear meeting in the spring (if scheduled).

5. Oversees the Section's program budget. Responsible to the APHA Annual Program Planner, not the Section Chair.
6. Provides Section Chair with expense report to be included in the annual report to the Executive Board.

#### **E. Abstract Review and Selection**

1. Abstract quality is determined by a blinded review.
2. The Program Chair with the advice of the Committee selects a one-dimensional quality score scale (e.g., 3-point or 4-point ordinal scale) to be used for the evaluation. A minimum quality score cut-off point is determined.
3. The Program Chair or representative collects the abstracts and distributes blinded copies to the abstract reviewers.
4. At least 3 reviewers, and preferably all reviewers, evaluate the abstracts and return them to the Program Chair or representative in a timely manner.
5. The quality is determined by the sum of individual rater scores or the proportion of reviewers rating above the cut point.
6. If there is significant inconsistency in scoring, the Program Chair may opt to conduct a consensus process (e.g., nominal, modified Delphi) to facilitate score convergence.
7. To be included in the program, an abstract must have a minimum quality score.
8. The Committee selects abstracts based on quality and relevance to the paper session topics. This may mean that higher quality abstracts may be rejected in favor of lower quality ones that are more relevant.
9. APHA sends out notification of acceptance or rejection of abstracts. Notification is available on the APHA website.

### **XVI. RESOLUTIONS COMMITTEE**

#### **A. Purpose**

1. To review resolutions and position papers submitted for consideration by the Governing Council.
2. To review and recommend resolutions and position papers originating from the Section membership.

#### **B. Members**

1. Chair and members: See *Section Committees* (IX.A.1&2).
2. The Governing Councilors serve on the Committee.
3. The senior Governing Councilor (in the second year of his/her term) chairs the Committee.
4. The Resolutions Chair selects a member of the Section Council to serve on the Committee. See general duties of committee chairs above.

### **C. Duties**

1. Reviews resolutions and position papers accepted for presentation to the Governing Council. These are published in the August issue of *The Nation's Health*.
2. Advises the Section Council and Section Governing Councilors regarding the relevance of resolutions to the Section, the profession, and the public. May make non-binding recommendations on resolution amendment and voting.
3. Maintains contact with the Action Board Representative regarding developments on resolutions.
4. Drafts resolutions and position papers.
5. Receives, reviews, and edits Governing Council resolutions originating from the Section membership; makes recommendations to the Section Council. The Section Council considers and transmits resolutions originating from the Section (BL: IX.1.I).
6. See: *APHA Public Policy Development Process* below. Complete guidelines are available in the Governing Council Book II and APHA.

## **XVII. SECTION MANUAL COMMITTEE**

### **A. Purpose**

To keep the Section Manual current and aligned with the needs of the Section and in compliance with the APHA Constitution and By-Laws.

### **B. Members**

1. Chair and members: See "Section Committees" (IX.A.1&2).
2. The Chair-Elect and the Immediate Past Chair serve on the Committee.
3. The incoming Committee Chair selects at least one Section Councilor to the Committee.

### **C. Duties**

1. The Committee Chair serves as the Manual Editor.
2. Reviews the Section Manual and makes recommendations for revision to the Section Council upon request of the Section Chair.
3. Reviews the Section Manual and makes recommendations for revision to the Section Council biennially.
4. Supplies updated copies of the Section Manual to all Section officers, Section Councilors, Governing Councilors, Committee Chairs, Action Board Representative. The Secretary may be responsible for the mailings.
5. Sends an updated copy of the Section Manual to APHA.
6. The Committee Chair keeps an archive of Section Manuals. The Committee Chair and Secretary keep an updated copy on disk.

7. The outgoing Chair transfers all records to the new Chair.

## **XVIII. APHA ANNUAL MEETING**

All APHA members are responsible for their own expenses for attending the Annual Meeting. It is the responsibility of the Section leadership to make every effort to attend.

### **A. Section Annual Business Meetings**

1. The Section's open annual business meeting is held during the APHA Annual Meeting.
2. The Section will hold a second business meeting. The Section Council reserves the right to go into executive session.
3. The Section Chair or the Chair-Elect in the absence of the Chair presides over the meeting (BL: IX.1.E).
4. The Secretary takes the minutes (BL: IX.1.F).
5. A quorum consists of 5 members of the Section Council. Committee chairs may serve as proxies (designated or appointed) to make a quorum.
6. All Section members are invited to attend and participate in the annual business meeting. The Section Council, committee chairs, Governing Councilors, and representatives to APHA's committees and boards are required to attend. The Section Council convenes at the Section's open annual business meeting to conclude its business. Guests are invited with approval of the Chair or his/her representative.
7. Annual reports from the chair, committee chairs, and the Action Board representative are included in the annual business meeting agenda.
8. The new section leadership is introduced.
9. Section Awards are presented by the Chair or Awards Committee Chair.
10. Section members and guests may submit agenda items for the annual business meeting to the Section Chair.
11. Candidates for APHA President-elect and Executive Board are invited to address the Section.
12. The Secretary sends the annual business meeting agenda in advance to the officers, Section Councilors, Governing Councilors, Action Board Representative, and committee chairs.
13. Minutes, once approved, are submitted to the Executive Board through Section Affairs.

## **B. Section Scientific Program**

1. The Section tries to have four scientific paper sessions or panels relevant to the Section and general membership of APHA. See *Program Committee* above.
2. The sessions are usually 90 minutes each and are usually held on Monday and Tuesday afternoons.
3. There are usually four to six speakers per session.
4. Speakers are usually given 10 to 15 minutes for their presentations.
5. Moderators appointed by the Program Committee run the paper sessions:
  - a) Introduce the speakers.
  - b) Hold the speakers strictly to their allotted time.
  - c) Lead the question and answer portion at the end of the session.

## **C. Section Social Hour**

1. The Section has the option of reserving a room for a social hour.
2. Arrangements with APHA are made by the Program Committee.
3. The social hour usually takes place Monday evening.
4. Expenses are the responsibility of the Section. See *Section Finance* below.
5. The Section may opt to hold a reception or dinner outside of APHA. Local chiropractors or institutions are asked to host a meeting.

## **D. Section Exhibit Booth**

1. The Section has the option of running a booth at the APHA Expo.
2. Arrangements are made by the Communications Committee.
3. Arrangements include an application and a description form to be published in the final program.
4. The booth is run by the Communications Committee; it is staffed throughout the Expo by volunteers knowledgeable in chiropractic and the Section.
5. The Exhibit Hall is open from Sunday through Wednesday.
6. See *Section Finance* below.

## **E. Governing Council**

1. The Council generally holds three sessions, one on Saturday afternoon, one on Tuesday morning, and one on Tuesday afternoon. These sessions last up to four hours. In addition, the Council generally holds breakout sessions on Sunday morning.
  - a) Saturday afternoon: This session has the candidate forum and reports from executives, boards, and committees.
  - b) Tuesday morning: This session has the vote for new nominations committee members, discussion of breakout sessions, selection of Annual Meeting theme, and introduction of resolutions (Joint Policy Committee report).
  - c) Tuesday afternoon: This session has the vote for the President-elect and new Executive Board members, action on policy proposals, and new business.

2. An orientation meeting is held for new Councilors on Saturday morning.
3. Governing Councilors and the Section Chair have seats on the floor. There is a gallery for other interested parties.
4. A resolution hearing is held Sunday afternoon. A member of the Resolutions Committee should attend.

#### **F. Intersectional Council (ISC)**

1. The Chair, Chair-Elect, and Immediate Past Chair are members and represent the Section at the ISC meetings. The incoming Chair-Elect attends as an ISC guest.
  - a) Annual Meeting at APHA Annual Meeting (Saturday).
  - b) Joint ISC/CoA Meeting (Sunday).
2. The ISC Steering Committee meets four times:
  - a) Saturday of the APHA Annual Meeting.
  - b) Sunday of the APHA Annual Meeting (Joint ISC/CoA Meeting).
  - c) Wednesday morning of the APHA Annual Meeting.
  - d) Midyear meeting.

#### **G. Action Board**

1. The Action Board Representative attends the meetings of the Board.
2. There are two meetings of the Board.

#### **H. APHA Committees**

1. The Section Membership Committee Chair attends the APHA Committee on Membership meeting.
2. The Section Program Committee Chair attends the APHA Program Planning Committee meeting.

#### **I. APHA Socials**

1. APHA New Connections: This social is held Sunday night in the exhibit hall. All sections and candidates have tables reserved. There is a free buffet and no-host bar.
2. CHC Section Social: This is arranged by the Program Committee. It is usually a private party outside the APHA venue. In this case, it is not arranged through APHA.

## **XIX. MID-YEAR MEETINGS**

### **A. Section Council**

1. The Section Council may hold a mid-year meeting at APHA headquarters in Washington, DC.
  - a) Arrangements must be made with the Section Affairs Manager by early December.
  - b) The meeting may be held during business hours during the week or in a week-day/weekend format.
  - c) APHA staff attendance at the meeting can be arranged. Staff will attend on a week-day only.
  - d) Minutes must be taken, approved, and submitted to Section Affairs.
  - e) The Section is responsible for budgeting for meetings: travel, lodging, meals, and local transport.
2. The Section Council may conduct mid-year meetings at other conferences.
  - a) A quorum (51%) of the voting members of the Section Council are required to be present in person or by phone throughout the meeting.
  - b) Minutes must be taken, approved, and submitted to Section Affairs.
  - c) Reimbursement from Section funds:
    - (1) APHA allows up to one-day per diem (limited to meals and local transport). No lodging or out-of-town travel may be included.
    - (2) Draft minutes must be received by the Section Affairs Manager before reimbursement can be processed.
3. The Section Council may hold meetings by conference call.
  - a) Minutes must be taken, approved, and submitted to Section Affairs.
  - b) Reimbursable from Section funds.

### **B. Chair-Elect Orientation**

1. The Section Chair-Elect attends this mandatory meeting.
2. The meeting is held at APHA headquarters in Washington, DC. APHA provides a hotel room and reimburses food and travel expenses. The meeting is generally held in June.
3. Chairs-elect receive a thorough introduction to the responsibilities of the chair. They are introduced to key APHA personnel.

### **C. Action Board**

1. The Section Action Board Representative attends the meeting. If the Representative cannot attend, a replacement may be named in consultation with the Section Chair and reported to the Action Board.
2. The meeting is held at APHA headquarters in Washington, DC; APHA provides a hotel room and reimburses food and travel expenses. Alternatively, the meetings may be held by conference call.

#### **D. APHA Program Committee**

1. The Section Program Committee Chair (Program Planner) attends the meeting.
2. The meeting is held on Thursday following the close of the APHA Annual meeting. APHA reimburses the Program Planner for an extra night's hotel stay and meals at the Annual Meeting Site.

#### **E. Intersectional Council Steering Committee**

1. A Section representative to the ISC may be elected to the ISC Steering Committee. This representative attends the meeting.
2. The meeting is held at APHA headquarters in Washington, DC. APHA provides a hotel room and reimburses food and travel expenses. The meeting is held in early spring in conjunction with the Committee on Affiliates.
3. Midyear and other meetings may be held by conference call.

### **XX. SECTION ELECTIONS**

#### **A. Officials and Terms of Office**

1. The following positions require election by a majority vote of the Section membership (BL: IX.1.B.iv).
  - a) Chair-Elect 1 year then Chair 1 year.
  - b) Secretary 1 year.
  - c) Section Councilor 3 years (BL: IX.1.H).
  - d) Governing Councilor 2 years (BL: IX.1.H).
2. Terms of office are limited such that an official cannot run for reelection, for one Association year, after five consecutive years in an elected Section office (BL: IX.1.D). Governing Councilors may not run for reelection for two years after serving three consecutive terms (BL: V.2).

#### **B. Participant Eligibility**

1. Candidates must be Section members by February 1<sup>st</sup> (BL: IX.1.A).
2. Voters must be Section members (BL: III.1.C, IX.1.B.iv).

#### **C. Election Process**

The Section election process is specified by the APHA By-Laws (BL: IX.1.B):

1. The Nominations Committee is responsible for presenting a slate of candidates to the membership. See *Nominations Committee* above.
2. There are preferably (not required) at least two candidates for each position.
3. Elections are no less than 90 days prior to the annual meeting.

4. The Nominations Committee adds to the slate additional persons nominated by a petition of at least 25 members of the Section submitted within 30 days after publication of the slate in the official journal.
5. Election is by majority vote of the Section membership by mail ballot (or electronic ballot) or by a vote at the annual business meeting. Rules for written proxy are required for elections at the annual business meeting.
6. The APHA Executive Board sets the rules for tabulating mail or electronic ballots.
7. Elections are currently by electronic ballot.

## **XXI. SECTION LEADERSHIP NONPERFORMANCE**

### **From the ISC Section Leadership Removal Policy:**

Effective leadership is essential for the section to meet its responsibilities to the Association and to meet the needs of its members. On occasion, a section leader may habitually fail to execute section duties or fulfill section obligations on an ongoing basis. Not meeting these obligations diminishes the critical role of the section in the Association and reduces the programmatic value of the section for the membership. Thus, it is essential that section councils have the ability to implement steps to address nonperformance of a section leader and, if the problem cannot be resolved, to remove such a leader from office.

### **A. APHA Protocol for Section Leadership Nonperformance**

If a section leader repeatedly does not respond to staff communications or misses multiple deadlines, then staff will notify the Intersectional Council Chair, the ISC section liaison, and the section leadership that the responsibilities of the section are not being met. The ISC Chair and Section Affairs Manager will contact the section leadership to initiate a process for formulating a plan for the section to meet its obligations. The section will be encouraged to expedite a solution on its own. However, the ISC Chair, ISC section liaison, and Section Affairs Manager will be available to render any assistance the section may require. In the event the section cannot resolve the problem, and all other avenues have been exhausted, other section leaders will be asked to assume the critical duties neglected by the responsible party.

### **B. Section Leadership Removal Policy**

1. The Section Council may remove an elected or appointed leader from office for just cause. These leaders include Section officers, Section Councilors, Governing Councilors, Section committee chairs, and other appointees. Examples of potential reasons for removal include a Section leader habitually missing critical deadlines for completing Section business or consistently missing meetings and conference calls.
2. Before formal action is taken, it is essential that the leader should be contacted by a Section officer to express concern about the leader's performance. If the leader cannot perform or cannot be persuaded to execute the required duties, the officer

- should ask for the leader's resignation. If the leader refuses to resign, only then should the formal removal process be invoked.
3. The Section Council must be convened in person or by conference call to consider the initiation of formal removal proceedings; a quorum is required to open the meeting. The Section Council may be convened by Chair, Chair-Elect, Immediate Past Chair, or Secretary. Initiation of the removal process requires a simple majority of those present, not including the leader under consideration if a voting member of the Section Council.
  4. Removal from office of an elected Section Leader is a serious matter that requires a two-thirds majority vote of the full Section Council, not including the leader under consideration if a voting member of the Section Council (i.e., 7 of 10 or 6 of 9). Removal of a committee chair requires a simple majority of those present (quorum required), not including the leader under consideration if a voting member of the Section Council.
  5. The elected leader should be given ample opportunity to address the concerns of the Section Council by the use of the following three-step process.
    - a) Step 1: A verbal communication by the Council's designated representative should be directed to the leader delineating the Council's concerns and the needed improvements within a specified time frame. The leader is expected to indicate to the Section Council an intention to either retain the position and take the corrective measures or resign the position.
    - b) Step 2: If performance has not improved or an acceptable response has not been received within the specified time frame, the Section Council will initiate a letter detailing the corrective actions required, specifying a time frame, and describing the leader's two options (as in Step 1). The elected leader is required to respond in writing committing to the actions needed to rectify the issues or resign.
    - c) Step 3: If the actions in the letter are not adequately addressed by the leader in the time frame designated, the Section Council may propose a vote to remove the elected leader from office. The leader is informed in writing of the Section Council vote.
  6. The Intersectional Council Steering Committee Chair and Section Liaison and the Section Affairs Manager should be informed prior to the initiation of removal proceedings by the section council, and should be kept informed of each step of the process.

## **XXII. SECTION FINANCE**

### **A. General Information**

1. The Section Chair is responsible and accountable for the Section's fiscal integrity. Approves allocation of all section funds with the following exceptions:
  - a) The Program Chair (Program Planner) is responsible for the independent budget provided by the APHA Director of the Annual Meeting Program.

- b) The Continuing Education Chair arranges allocations for CE credit arrangements through the Director of Education.
- 2. Section Affairs provides a section operating budget financial report to the Section Chair quarterly.
- 3. APHA fiscal year is July 1 to June 30 (BL: X.2.E).
- 4. Annual funds:
  - a) Funds available only during a single fiscal year. These cannot be rolled over from year to year. Unexpended funds go into the general fund.
  - b) Sources:
    - (1) Section operating budget.
    - (2) Challenge grants.
    - (3) Section solicited annual funds & gifts.
    - (4) Memorial monetary donation.
    - (5) APHA in kind funds.
  - c) Section solicited annual funds and memorial monetary annual donation accounts are set up through the Section Affairs Manager.
  - d) The Section should not commit future leadership to a financial obligation from annual funds.
- 5. Continuing funds:
  - a) Funds are available on a continuing basis. These funds are all restricted to the use specified by the donor including the specification of a time limit greater than one year. They roll over from year to year, are invested by APHA, and earn interest for the section.
  - b) The section has one general business fund, the CHC Section Account. Donations are made to this fund.
  - c) Continuing fund accounts are set up at APHA through the Section Affairs Manager.
  - d) Sources:
    - (1) Endowments.
    - (2) Section solicited continuing funds & gifts. See donor policies on the APHA website including "Principles for Commercial Support.
    - (3) Memorial monetary donations.
    - (4) Section earned funds (including consulting arrangements, product sales, grants, and contracts.
- 6. Direct payment funds:
  - a) Direct payment funds are external funds paid directly by a donor for a particular event, service, or purchase. These funds are not handled by APHA; no check is made out to APHA, the Section, or Section member.
  - b) Solicitation of direct payment funds is made by the Section Chair or a person designated by the Chair, such as the Section Program Planner
  - c) Prior to arranging direct payment, the Section must contact the Section Affairs Manager. APHA must approve all external funding.
  - d) Direct payment funds are especially suited to local arrangements for Section functions at the APHA Annual Meeting such as a social hour, breakfast, or awards luncheon.

7. Contractors:  
The Section may pay for some services of independent contractors but may not be an employer. A section may not be an employer since it is a component of the Association. APHA would become responsible for withholding tax, social security, and workers' compensation.
8. Purchases:
  - a) Purchases may be made from annual or continuing funds. Requests should be designated in the Section budget plan. The Section Affairs Manager will consult with the Associate Executive Director for Management and Strategic Planning if there is a question about a request. Requests may be denied.
  - b) For special purchases not in the budget, the Chair must contact the Section Affairs Manager.
  - c) Purchases of computer software are discouraged do to legal concerns.
9. Newsletters:
  - a) A sponsor may be acknowledged and have a logo printed. However, the newsletter may not include an advertisement of a sponsor's products or services (tax reasons).
10. Travel:
  - a) The section has discretion to adopt policies on reimbursing its leadership. Reimbursement may come out of annual or continuing funds.
  - b) The Section may budget to reimburse the following leaders for travel: Officers (Chair, Chair-Elect, Immediate Past Chair, Secretary); Section Councilors; Governing Councilors; committee chairs; and Section representatives to APHA committees, boards, and councils (e.g., Action Board Representative). Exceptions are approved by the Section Council.
  - c) Generally, all APHA members are responsible for their own expenses for attending the Annual Meeting. However, external funds may be used to fund travel to the Annual Meeting.
  - d) The Section may budget to reimburse part or all travel expenses to mid-year meetings in Washington DC from Section funds.
  - e) There are the following restrictions and requirements for reimbursement from Section funds, if the mid-year meeting is held at the meeting of another organization:
    - (1) APHA allows up to one-day per diem (limited to meals and local transport). No lodging or out-of-town travel may be included.
    - (2) Draft minutes must be received by the Section Affairs Manager before reimbursement can be processed.
    - (3) A quorum (51%) of the voting members of the Section Council must be in attendance in person or by phone through the entire meeting.
  - f) Travel for the Action Board Representative is not supported by APHA. Support may be given by the Section.
  - g) The Section may budget for other travel for Section business.
11. Some resources may be donated to the Section such as phone calls from Section leadership working at chiropractic colleges.

## **B. Reimbursement Process**

1. The Section Chair approves reimbursements from Section funds (restricted and unrestricted) and submits them to Section Affairs.
2. Original receipts are required. In addition, for external meetings, documentation of request for representation to meeting must be included.
3. Must use APHA forms for reimbursement. Forms are provided by Section Affairs to the new Section Chair.
4. Only expenses incurred in a given fiscal year (calendar year) are reimbursable from section operating funds.
5. APHA accepts receipts for 30 days into the next calendar year. Reimbursement requests must be in by June 30 for a given fiscal year to the Section Affairs Manager.
6. Reimbursement from other sources must be submitted to the appropriate APHA departments (instead of the Section Chair) following the same rules as above.
  - a) The Program Chair submits requests directly to the Director of the Annual Meeting Program for reimbursement from the Program Chair's independent budget.
  - b) The CE Chair submits requests directly to the Director of Education for expenses incurred in arranging CE (including CE application filing fees and program evaluation).
  - c) Members submit requests for APHA-funded mid-year meeting expenses directly to APHA. Forms will be provided at the meetings.

## **C. Section Operating Budget**

1. The SOB is allocated by APHA to allow the Section to carry out mandatory Section functions as well as discretionary activities of interest to the Section.
2. The SOB is an annual fund; it is a discretionary account for the Chair and Section Council.
3. SOB must include funds for required operations:
  - a) The Section Chair's communication with Section Affairs and the Section Council.
  - b) The Secretary's communication: section minutes, conference calls, and correspondence.
  - c) The Section Nominating Committee.
  - d) Other committee work.
4. Section may consider budgeting for:
  - a) Supplementation of the Section Program Planner's budget. The separate Program Planner's budget from APHA is often inadequate.
  - b) Section Newsletter if more than one published per year.
  - c) Section Booth at Annual Meeting.
  - d) Section social hour, breakfast, or luncheon at Annual Meeting.
  - e) Other.
5. APHA allocates an SOB based on membership on census day, August 31. The SOB = rate x (section membership + positive annual growth rate in section

membership). The rate is about \$3 and set by the Executive Board from time to time.

6. The Section Chair oversees the budget.
  - a) The Section Chair submits an annual budget to the Section Affairs Manager by January 15.
  - b) The Section Chair is responsible for allocation of funds through the reimbursement process. See *Reimbursement Process* above.
7. The Section Chair, with approval of the Section Council, may reallocate funds as long as required operations are adequately funded.
8. APHA staff administers the budget (through Section Affairs).
9. Receipts and invoices should be submitted to APHA within 45 days for reimbursement.
10. The Chair should contact the Section's ISC liaison if there is trouble funding required activities.
11. The Section should not commit future leadership to a financial obligation from the SOB.

#### **D. CHC Section Account**

1. The Section's all purpose continuing fund for solicited/donated funds.
2. See *Solicitation of External Funds* below for rules on donation to the fund.
3. Official Purpose (APHA-mandated): "For the enrichment of the CHC Section."
  - a) This purpose must appear on all solicitation letters from donors so that donations may be put into this account.
4. The Chair is responsible for allocation of funds through APHA reimbursement process.
5. APHA administers the Account through Section Affairs. Donations and expenditures go through this office.

#### **E. Solicitation of External Funds**

1. APHA encourages the Section to seek external funds.
2. Types of external funds (see *General Information* above):
  - a) Annual funds: section solicited annual funds & memorial monetary donations.
  - b) Continuing funds: section solicited annual funds & memorial monetary donations.
  - c) Direct payment funds.
3. The Section Chair is the responsible party. The Chair may designate other Section leadership to make the arrangements.
4. The Section Chair must contact the Section Affairs Manager before seeking external funding. The Section Affairs Manager will coordinate the review process of the funding request.
5. APHA must approve all funding requests.
  - a) To maintain accounting and tax guidelines to protect members, the Section, and the Association.
  - b) To ensure that contributing organizations are in good standing with APHA.

- c) To assure project quality.
6. Contact Section Affairs Manager about funding for local arrangements at the APHA Annual Meeting: annual funds, continuing funds, and direct funds.
7. See APHA Guidelines for Section Solicitation of External Funding.

#### **F. APHA Challenge Grants**

1. Small competitive grant available annually: Priority is given to projects that support a goal of the APHA Strategic Plan and are multi-sectional.
2. Request for Proposals are sent to the Section Chair.

#### **G. Endowments**

1. Endowments may be set up for annual awards scholarships social events, new membership activities, or any meaningful Section purpose.
2. The Section Chair must notify the Section Affairs Manager in advance. The Director will work with the Section Chair and APHA accounting (for accounting and tax purposes).
3. Set in perpetuity.
4. May only be used for the specific purpose designated by the donor.
5. Interest earned on the principal may be used. The principal may not be used. Often, a protection from principal erosion is arranged based on the CPI. Recommended minimum endowment is \$25,000.

#### **H. Section Earned Funds**

1. Continuing funds earned by the section through a consulting agreement, grant, cooperative agreement or contract.
2. The Section must work with Professional and Scientific Affairs to arrange agreements. Only APHA, on behalf of a section, can enter into an arrangement.
3. APHA sets up the continuing fund accounts.

#### **I. Other APHA Support**

1. Newsletter:  
Quarterly publication on the APHA Website.
2. Program Planner:
  - a) Receives a budget that is independent from the SOB from the APHA Annual Program Planner. There is a four-tiered reimbursement scale based on the number of primary scientific program sessions sponsored by the Section.
  - b) Expenses to attend the Association Program Planner's Meeting.
3. Continuing Education:
  - a) CE application filing and evaluation fees.
  - b) Estimated costs must be approved in advance by the Director of Education.
4. Membership:
  - a) Additional membership drive funds may be available.

- b) Form letters to new Section members.
- c) Address labels are sent to the Membership Chair.
- 5. Section elections:
  - a) Ballot printing, mailing, and counting; dissemination of results.
  - b) Does not include Nominations Committee work.
- 6. APHA Committees/Boards:
  - a) Association committee work is generally supported by Association funds.
  - b) An exception is the Action Board; the Section may support the Action Board Representative.
- 7. Communications:
  - a) APHA staff-initiated phone calls and correspondence with sections.
  - b) Stationery and envelopes with APHA letterhead are sent to the Secretary and, upon request, to the Chair.
- 8. Awards:
  - a) Standard awards certificates. But, the Section may use its own funds to develop own awards.
  - b) Meal tickets for award recipient and one guest to Section awards breakfast or luncheon.
- 9. Online services:
  - a) Quarterly newsletter.
  - b) Website.
  - c) Listserv.

## **J. Annual Meeting Events**

1. The Section may sponsor optional events at the APHA Annual Meeting. The Section most commonly sponsors a booth and a social hour. It may sponsor a breakfast, luncheon or dinner. It may order coffee and snacks for Section meetings.
2. The CHC Section Program Committee is responsible for organizing these events through the APHA Annual Meeting Program staff.
3. The Section may cover expenses in three ways:
  - a) Direct payment funds – Donor pays the hotel directly. No funds given to APHA or Section.
  - b) Annual funds – From SOB or unrestricted external funds.
  - c) Continuing funds – Donors purpose must be consistent with expenditure.
4. Contact Section Affairs Manager before soliciting external funds for local arrangements at the APHA Annual Meeting: annual funds, continuing funds, and direct funds.
5. Meal tickets and hotel arrangements are usually made by the APHA Annual Meeting Program staff. If the Section wishes to make its own arrangements, the Annual Program Planner must be contacted.
6. The Section is responsible to APHA for cost overruns (such as extra meals above those guaranteed to the hotel) for annual and continuing funding. Reimbursement can be by check, debit to SOB, or debit from next year's SOB if necessary. The donor is responsible for cost overruns for direct payment.

## **XXIII. OTHER SECTION ACTIVITIES**

### **A. Advocacy**

Advocacy is the education of policy makers as opposed to lobbying which is activity targeted at persuading legislators to follow a specific course of action. Advocacy on behalf of APHA must be consistent with the current policies of the Association.

1. The Section must inform Governmental Relations and Affiliate Affairs (GRAA) about advocacy plans. GRAA render assistance, assures consistency with APHA policy, and assures no violation of regulations regarding 501c3 tax status.
2. Advocacy Handbooks (available from APHA staff):
  - a) *APHA Advocates' Handbook: A Guide for Effective Public Health Advocacy.*
  - b) *Media Advocacy Manual.*
3. Internal Advocacy: The Section may ask GRAA to have the Association advocate on issues of concern.

### **B. Establishment & Dis-establishment**

1. APHA is in the process of setting guidelines.
2. The membership threshold will be 250 or more.

### **C. Membership in Other Organizations**

1. The Section or individual representing the Section may join another organization at section expense. APHA is represented by the Section (or individual) in that organization.
2. The Section Council must approve the membership.
3. There are limitations in the types of organizations that the Section can join because of APHA tax status, purpose, and policy statements.
4. The Section must provide Section Affairs with a statement of how the membership will further the good of the Section/APHA. APHA must approve the membership before the Section may join.

### **D. Representing APHA/Section Externally**

A Section member may be asked to represent the Association or the Section at a meeting or to an organization outside APHA.

1. The Section Chair should be consulted and approve representation of the Section.
2. Executive Board guidelines for outside representation:
  - a) Have correspondence mailed to you at APHA unless time sensitive. An APHA contact will forward mail to you.
  - b) If your term is coming to completion or your position changing, contact APHA so that another representative can be chosen.
  - c) Expenses for attending outside meetings may be borne by APHA, the Section, or outside organization. Should be decided in advance.

- d) Act in the capacity of an appointed representative of APHA. Execute responsibility using professional judgment and reflecting the APHA viewpoint.
- e) May not commit APHA to a financial obligation or form coalition of new organizations. Must seek APHA approval before the APHA name can be used in an endorsement of another organization or its work.

#### **E. Surveys & Data Collection**

1. Section may conduct surveys to enhance Section goals, activities, and membership.
2. This is an expensive activity; encouraged to work with other sections.

### **XXIV. APHA MISSION & STRATEGIC PLAN**

#### **A. Values**

“The core values of the American Public Health Association are health, equity, diversity, empowerment, integrity, dignity and knowledge for individuals and communities.”

#### **B. Vision**

“APHA is the leading professional association that promotes and protects the health of people.”

#### **C. Mission**

“APHA is an association of individuals and organizations working to improve the public’s health. It promotes the scientific and professional foundation of public health practice and policy, advocates the conditions for a healthy society, emphasizes prevention and enhances the ability of members to promote and protect environmental and community health.”

#### **D. Strategic Map**

The strategic map includes APHA priorities with attendant objects. These may be found online.

## **XXV. APHA OFFICERS & EXECUTIVE BOARD**

### **A. Officers**

APHA officers are established by the Bylaws (BL: IV.1). Officers, with the exception of the Executive Director and Chair of the Executive Board are elected by the Governing Council. The presidents serve one-year terms and the Treasurer and Speaker serve three-year terms (BL: IV.2). The Executive Board hires the Executive Director and elects the Chair of the Board (BL: VI.3, VI.7).

1. President
2. President-Elect
3. Immediate Past President
4. Three Vice-Presidents (honorary positions)
5. Executive Director
6. Treasurer
7. Chair of the Executive Board
8. Speaker of the Council

### **B. Executive Board Membership**

1. Sixteen voting members (BL: VI.1): Elective Board members are elected by the Governing Council and serve 4-year terms. APHA officers are ex officio Board members.
  - a) APHA President
  - b) APHA President-Elect
  - c) APHA Immediate Past President
  - d) APHA Treasurer
  - e) 12 Elective members
2. Eight nonvoting ex officio members (BL: VI.1):
  - a) APHA Executive Director
  - b) Speaker of the Council
  - c) Action Board Chair
  - d) Education Board Chair
  - e) Science Board Chair
  - f) Intersectional Council Chair
  - g) Committee on Affiliates Chair
  - h) Student Assembly President

### **C. Duties of the Executive Board**

The general duties of the Board include but are not limited to the following (BL: VI.7):

1. Execute the policies of the Governing Council. Act on behalf of the Council between Annual Meetings.
2. Make appointments to APHA Boards and Committees.

3. Direct the administrative work of the Association. hire and oversee the Executive Director.

## **XXVI. APHA CONSTITUENT & AFFILIATED GROUPS**

### **A. Sections**

The sections (BL: IX.1) are the heart of APHA. Each section has a budget and Governing Council representation (minimum 2) commensurate with membership. Individuals may have up to three section memberships. The sections conduct programs at the Annual Meeting. Each section has three representatives on the Intersectional Council (BL: IX.2).

1. Alcohol, Tobacco & Other Drugs
2. Chiropractic Health Care
3. Community Health Planning & Policy Development
4. Disability
5. Environment
6. Epidemiology
7. Food and Nutrition
8. Gerontological Health
9. Health Administration
10. HIV / AIDS
11. Injury Control & Emergency Health Services
12. International Health
13. Maternal & Child Health
14. Medical Care
15. Mental Health
16. Occupational Health & Safety
17. Oral Health
18. Podiatric Health
19. Population, Family Planning & Reproductive Health
20. Public Health Education & Health Promotion
21. Public Health Nursing
22. School Health Education & Services
23. Social Work
24. Statistics
25. Vision Care

### **B. Intersectional Council**

*See Intersectional Council (Article VII).*

### **C. Affiliated Associations**

“A state or territorial public health association or similar association, including more or less than a state, and organized for the same general objects as the American Public Health Association...[ BL: IX.3]”. Each affiliate has a Governing Council representative called the Affiliate Representative to the Governing Council (ARGC). The affiliates are formally associated with APHA through a memorandum of understanding.

1. 52 State Affiliates (NY and CA have two associations)
2. Washington, DC Public Health Association

### **D. Committee on Affiliates**

Affiliates are represented on the Committee of Affiliates, CoA (BL: IX.4).

1. Ten regional representatives from among the ARGCS (HHS federal regions)
2. Officers: chair, chair-elect, immediate past chair
3. Three Executive Board appointees including one representative of the Student Assembly and one affiliate executive director or equivalent
4. Three Action Board representatives

### **E. Unaffiliated**

“Unaffiliated members may organize, elect officers, and participate in councils, after which provisions of Section 1 Paragraph B of this Article may be utilized in nominating and voting for Governing Council members [BL: IX.7].”

### **F. Special Interest Groups (SPIGs)**

“A Special Interest Group (SPIG) is a membership unit that has the intention of becoming a Section. An application to form a SPIG shall be presented to ISC Steering Committee for review and comment, and then to the Executive Board for approval. A SPIG shall be time limited according to Governing Council policy [BL: IX.7].”

1. Alternative & Complementary Health Practices
2. Community Health Workers
3. Ethics
4. Health Informatics Information Technology
5. Health Law
6. Laboratory
7. Veterinary Public Health

### **G. Student Assembly**

Mission: “APHA-SA is a student-led international organization within the American Public Health Association (APHA) representing students of public health and other related disciplines. We are dedicated to enhancing students' professional development by providing resources, fostering diversity and promoting opportunities.”

According to APHA-SA's Strategic Plan, APHA-SA supports the development of the next generation of public health professionals.

The following may be found under the APHA Bylaws (BL: IX.5):

1. All student members of APHA are automatically members of the Assembly.
2. The Assembly has representation on the Executive Board; Action, Science, and Education Boards, ISC Steering Committee and COA, Nation's Health and AJPH Editorial Boards.
3. Leadership is chosen in accordance with section membership rules.

## **H. Forums**

“A Forum is composed of members who are working together on a specific issue or topic that is important to public health, crosses disciplinary and Section or Special Primary Interest Group (SPIG) boundaries, requires expertise that may reside in more than one Section or SPIG, and supports APHA’s mission. A Forum may be established whenever a group of members petitions the Intersectional Council, which reviews the application and forwards its recommendation to the Executive Board for approval or disapproval. A Forum shall be time limited according to Governing Council policy except that the Executive Board may extend it [BL: IX.8].”

1. Family Violence Prevention Forum
2. Trade and Health Forum
3. Genomics Forum

## **I. Caucuses**

“The Executive Board may recognize a caucus, which has fifteen or more APHA members, and may include other non-APHA members. A caucus has a publicly stated purpose that promotes identified public health issues; and, it shares in identified benefits from its association with APHA [BL: IX.9].”

1. Academic Public Health Caucus
2. American Indian, Alaska Native & Native Hawaiian Caucus
3. Asian-Pacific Islander Caucus of APHA
4. Black Caucus of Health Workers
5. Caucus on Homelessness
6. Caucus on Public Health and the Faith Community
7. Caucus on Refugee and Immigrant Health
8. Community-Based Public Health Caucus
9. Health Equity & Public Hospital Caucus
10. Labor Caucus
11. Latino Caucus
12. Lesbian, Gay, Bisexual and Transgender Caucus of Public Health Workers
13. Peace Caucus
14. Spirit of 1848 Caucus
15. Vietnam Caucus
16. Women’s Caucus

## **XXVII. APHA STAFF ORGANIZATION**

The APHA bureaucracy supervised by the Executive Director. There is a Chief of Staff and Associate Executive Director for Public Affairs & Advocacy. The Executive Director is supervised by the Executive Board. The chain of command associated with the sections is Executive Director → Associate Executive Director → Director of Membership Services → Section Affairs Manager and Assistant. A staff directory is available online on the members-only website.

The Section must interact regularly with several departments:

### **A. Annual Meeting Exhibits**

1. Under Convention Services. Responsible for the exhibition hall at the APHA Annual Meeting.
2. The Communications Chair makes arrangements for the Section's booth through the Director and staff in this office.

### **B. Annual Meeting Program**

1. Under Convention Services. Responsible for the program at the Annual Meeting.
2. The Program Chair makes arrangements for the Section's scientific program through the Director (Annual Program Planner) and staff in this office.

### **C. Center for Learning & Global Public Health**

1. Responsible for continuing education at the Annual Meeting.
2. The Continuing Education Chair makes arrangements for CE credit for the Section's scientific program at the Annual Meeting through the Director and staff in this office.
3. Includes: Public Health Innovations Program, Global Health, and Learning and Professional Development Program.

### **D. Convention Services**

Includes: Annual Meeting Administration, Annual Meeting Exhibits, and Annual Meeting Program.

### **E. Communications**

This office is responsible for publicity including press releases. The Communications Director will also assist sections in contacting the media. The Nations Health is in this department.

## **F. Finance & Systems**

1. Includes: Grants and Contracts (Public Health Innovations and Cooperative Actions for Health Program).
2. Makes contract arrangements and sets up continuing fund accounts, on behalf of sections, for section earned funds.

## **G. Government Relations & Affiliate Affairs**

1. Includes: Affiliate Affairs, Congressional Affairs, Federal Affairs, and Grass Roots Advocacy.
2. The Section must submit advocacy plan to Director of GRAA. GRAA staff are available to help in advocacy activities.
3. Action Alerts originate from this office.

## **H. Membership Services**

1. Includes Member Services and Section Affairs.
2. The Membership Chair works with the Director and staff of this department.
  - a) The Membership Chair receives a monthly membership report. The Section Chair receives the summary only.
  - b) The monthly report includes list of new members and address labels for a welcome letter.
  - c) Membership Services will send out an official Section welcome letter if the Section chooses to keep a letter on file.
3. The Director of Membership Services works with the ISC and ISC Steering Committee. Reports to the Board on section affairs.

## **I. Policy Center**

Policy analysts.

## **J. Publications**

Includes American Journal of Public Health and book publications.

## **K. Section Affairs**

1. Under Membership Services. Responsible for supporting sections and ISC activities.
2. The Section Affairs Manager is the Section Chair's primary resource at APHA. Section Affairs handles section elections, funds, reports to the Board and Governing Council, and general activities..
3. The Section Secretary submits the minutes of Section business meetings to the Executive Board through Section Affairs.

4. The Section Chair submits the Section's annual report to the Executive Board through this office.
5. The Section Affairs Manager works with the ISC and ISC Steering Committee.

#### **L. The Nation's Health**

APHA's newspaper under the auspices of Communications. The Editor is looking for articles on innovative programs that will be relevant to a broad segment of sections and other APHA constituencies.

### **XXVIII. APHA LEADERSHIP APPOINTMENTS**

#### **A. General Considerations**

1. The Executive Board is responsible for deploying APHA members to boards and committees (BL: VI.7.L, VI.7.P, VIII).
2. Only APHA members are eligible to sit on boards and committees
3. The Section Chair makes nominations with the advice of the Section Council upon request from the Executive Board.  
Anyone can make nominations; special consideration is given to recommendations from sections, affiliates and other APHA organizational units.
4. APHA Committee procedures are established by the APHA By-Laws (BL: VIII).
5. The APHA Executive Board appoints board and committee members after soliciting nominations from APHA units; appointments are three years with a limit of two consecutive terms and an interlude of one year before re-appointment is permitted (BL: VII, VIII).
6. The APHA President-elect (chair of the Executive Board's Membership Deployment Subcommittee) is responsible for recommendations to Executive Board. President-elect works with Executive Director.
7. APHA diversity goals: 50% female and 17% minority, reflection of geographic distribution of membership, disciplinary balance.

#### **B. APHA Boards**

1. Action Board (BL: VII.1):  
Each section is represented on the Action Board. See *Action Board* above.
2. AJPH Editorial Board (BL: VII.2):  
Each member represents a defined area of public health expertise and usually serves two consecutive three-year terms. Members must have served recently and effectively as AJPH reviewers.
3. Education Board (BL: VII.3):
  - a) The Education Board is established by the APHA By-Laws for the purpose of stimulating and coordinating the education activities of the Association, maintaining and enhancing professional knowledge, increasing technological proficiency in delivering education, promoting and protecting environmental and community health, and educating the public.

- b) Board members serve three-year terms, council members serve four-year terms, and task force members serve specifically designated terms.
  - c) The voting membership has 15 members. Ex officio members without vote include the chairs of the Action and Science Boards and the Executive Director.
4. Publications Board (BL: VII.4):  
Members must have demonstrated ability in development and marketing of scientific and policy publications.
  5. Science Board (BL: VII.5):
    - a) The Science Board is established by the APHA By-Laws for the purpose of stimulating and coordinating the scientific basis for APHA's programs. Its functions are accomplished through councils and task forces.
    - b) Board members serve three-year terms, council members serve four-year terms, and task force members serve specifically designated terms.
    - c) The Board has 15 members. Each represents at least one area: behavioral and social sciences, bio-medical sciences and clinical practice, environmental and occupational health, Epidemiology and statistics, and health management and social policy.

### **C. APHA Standing Committees**

1. Constitution and By-Laws Committee (BL: VIII.1):  
Need a good working knowledge of the structure and functioning of APHA.
2. Equal Health Opportunity Committee (BL: VIII.2):  
Most members represent groups that are discriminated against in the health care system. Heavy weight given by the Executive Board to caucus recommendations.
3. Membership Committee (BL: VIII.3):  
The section membership committee chairs are ex officio members. The Executive Board appoints the Chair.
4. Women's Rights Committee (BL: VIII.4):  
Six-person committee with usually one male member.
5. Joint Policy Committee (BL: VIII.5):  
Consists of 12 members: four from the Action, Education, and Science Boards. Reviews resolution and policy statements, holds hearings, and presents opinions to the Governing Council.

### **D. APHA Annual Committees**

1. Program Planning Committee:  
Section program chairs are ex officio members. Four members are appointed with expertise in that year's theme for the Annual Meeting. An affiliate member from the host state is appointed.
2. The Nation's Health Advisory Committee:  
Five members reflect major organizational elements in APHA. All have recently completed a term of service in another APHA office. A recent section officer represents the multidisciplinary emphasis of varied program interests. An affiliate

officer represents state and local interests. A PDB luminary represents scientific and practice-oriented professional interests. An Action Board officer represents social action and political advocacy interests. An APHA president or Executive Board member represents the broad operational responsibilities of the Executive Board.

#### **E. APHA Special Committees**

1. Awards Committee:  
Nine-person committee who select the recipients of the Sedgwick Medal, APHA's most prestigious honor, and the Award for Excellence. Members are mature and experienced public health professionals.
2. Martha May Eliot Award Committee:  
Half of the members (one new member per year) come from the Maternal and Child Health Section and the other half (one new member per year) must have strong maternal and child health concerns and be from other sections.
3. Committee on Laboratory Standards and Practices (CLaSP):  
Coordinates work on APHA's laboratory publications. Half the members are from the Laboratory Section. Each member is the editor of or key individual in developing one of APHA's existing or planned laboratory books.
4. International Human Rights Committee:  
the 10-member committee works on human rights concerns. Several members have experience in particular areas of the world. Experience in trouble spots is desirable.

### **XXIX. APHA PUBLIC POLICY DEVELOPMENT PROCESS**

Guidelines, approved by the Governing Council, are available from APHA.

#### **A. Roles of Association Units**

1. Section Council: consider and submit resolutions originating from the section (BL: IX.1.I.iv):)
2. Science Board: stimulate and coordinate the development of scientific basis for APHA Policy programs (BL: VII.5).
3. Action Board: implement public policy positions; initiate and assist in the development of public policy (BL: VII.1).
4. Governing Council: establish public policy for Association (BL: V.6.B).
5. Executive Board: Carries out policies and create interim policies (BL: VI.7.F, VI.7.G).

#### **B. Definitions**

1. Policy Statement: generic term for resolution and position paper. Should be substantially new or modified external policy.

2. Resolution: concise statement of the Association's stance on an issue of public health. Requires the inclusion of a defined course of action toward individual, organization, or event for policy implementation.
3. Position Paper: major exposition of the Association's viewpoint on a broad public health issue. Does not require an action. Longer and broader than a resolution.

### **C. Preparation**

1. Announcement: a call for submission will be made annually.
2. Origination: Individual member or organization constituent is eligible. Individuals are encouraged to seek section endorsement. A position paper requires endorsement by at least one section council.
3. Submission: submitted in writing to the Joint Policy Committee (JPC). A deadline appears on the Association Calendar.
4. Resolution Format: international format modeled after WHO.
5. Position Paper Format: Drafts require documented information related to issue, goals to be endorsed by APHA, and methods to achieve progress.
6. Procedures: assistance available from APHA staff.

### **D. Preliminary Processing**

1. Acknowledgment: sent to originator.
2. Classification: classified by subject matter and assigned to a reference committee.
3. Reference Committees: consist of 5 members, two from the Action Board, two from the Science Board, and one appointed by the APHA President.
4. Distribution: to sections, SPIGs, affiliates, Action Board, Science Board, and reference committee. Available to others upon request.
5. Unit Review and Comment: comments may be sent to JPC.

### **E. JPC Review**

1. Joint Policy Committee (JPC): JPC consists of 12 persons including three from the Science Board, three from the Action Board, and four appointed by the APHA President. Co-chaired by the chairs of the Action and Science Boards.
2. Spring JPC meeting: Initial assessment is conducted based on comments from interested parties and internal discussions.
3. Referrals of Inappropriate Proposals: Non-policy resolutions will be referred to the Governing Council Secretary and Speaker.
4. Initial Assessment Report: JPC informs the originator with a positive assessment (recommend adoption to Governing Council), negative assessment ( recommends withdrawal to originator or against adoption to Governing Council, or conditional assessment (suggests revision).
5. Special Review: JPC may send a policy statement out for special review.
6. Appeal: Sponsors may appeal a negative assessment to the Executive Board through the Executive Director. The Board presents a written report to the Governing Council.

**XXX. AMENDMENTS**

The Section Manual is amended by a simple majority (6) of the full Section Council. Council members must receive a copy of the proposed amendments at least one month in advance of a formal vote. Any member of the Council may demand that an amendment be debated and voted on at the annual business meeting.