

# **ORIENTATION FOR APHA GOVERNING COUNCILORS**

**Phone: 888 788 0099**

**Meeting ID: 983 1378 5761**



# THANK YOU!



AMERICAN PUBLIC HEALTH ASSOCIATION  
*For science. For action. For health.*

800 I Street, NW  
Washington, DC 20001-3710  
202-777-APHA *phone*  
**[www.apha.org](http://www.apha.org)**

## Participation Info



PLEASE MUTE YOUR  
MICROPHONE.



WE WELCOME QUESTIONS  
AND ENCOURAGE YOU TO  
ASK THEM.



WE WILL HAVE TIME FOR  
QUESTIONS AT THE END.

## **Welcome From APHA Executive Director**



**Dr. Georges Benjamin**



# Overview of Content

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- Welcome & Introductions
- APHA Membership Structure
- Composition of Governing Council
- Role of Executive Board
- Functions of the Governing Council
- Policy Process
- GC Engagement
- Questions



## Welcome to the 2022 Governing Council!

- Please visit <https://apha.org/About-APHA/Governance/APHA-Boards-and-Councils/Governing-Council> for more info on the Council.



## **Participation Info**

Please introduce yourself in the chat box.

Name

Member Unit Representing

City, State

# Speaker of the Governing Council

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## **Aaron Guest, PhD, MPH, MSW**

Assistant Professor of Aging in the Center  
for Innovation in Healthy and Resilient Aging  
at Arizona State University

*Section Affiliation:* Aging & Public Health,  
Environment, Public Health Education &  
Health Promotion

*Affiliate:* Arizona

*Caucus Membership:* LGBTQ Health Caucus,  
Community-Based Public Health Caucus,  
Caucus on Homelessness, Women's Caucus,  
Human Rights Forum

*Phone:* 602-496-0782

Elected October 2020. Term until October  
2023.





## Role of Speaker

**Aaron Guest, PhD, MPH, MSW**  
**E-mail [aaron.guest@asu.edu](mailto:aaron.guest@asu.edu)**

- Develop meeting agenda
- Open, recess and adjourn sessions
- Guide and direct proceedings
- Ensure meeting agenda and time limits are followed
- Declare a quorum for conducting business
- Recognize councilors to speak
- State motions being considered
- Decide points of order
- Monitor respectful debate
- Preserve order and decorum
- Provide fair voting procedures
- Announce voting results

# Staff Liaison

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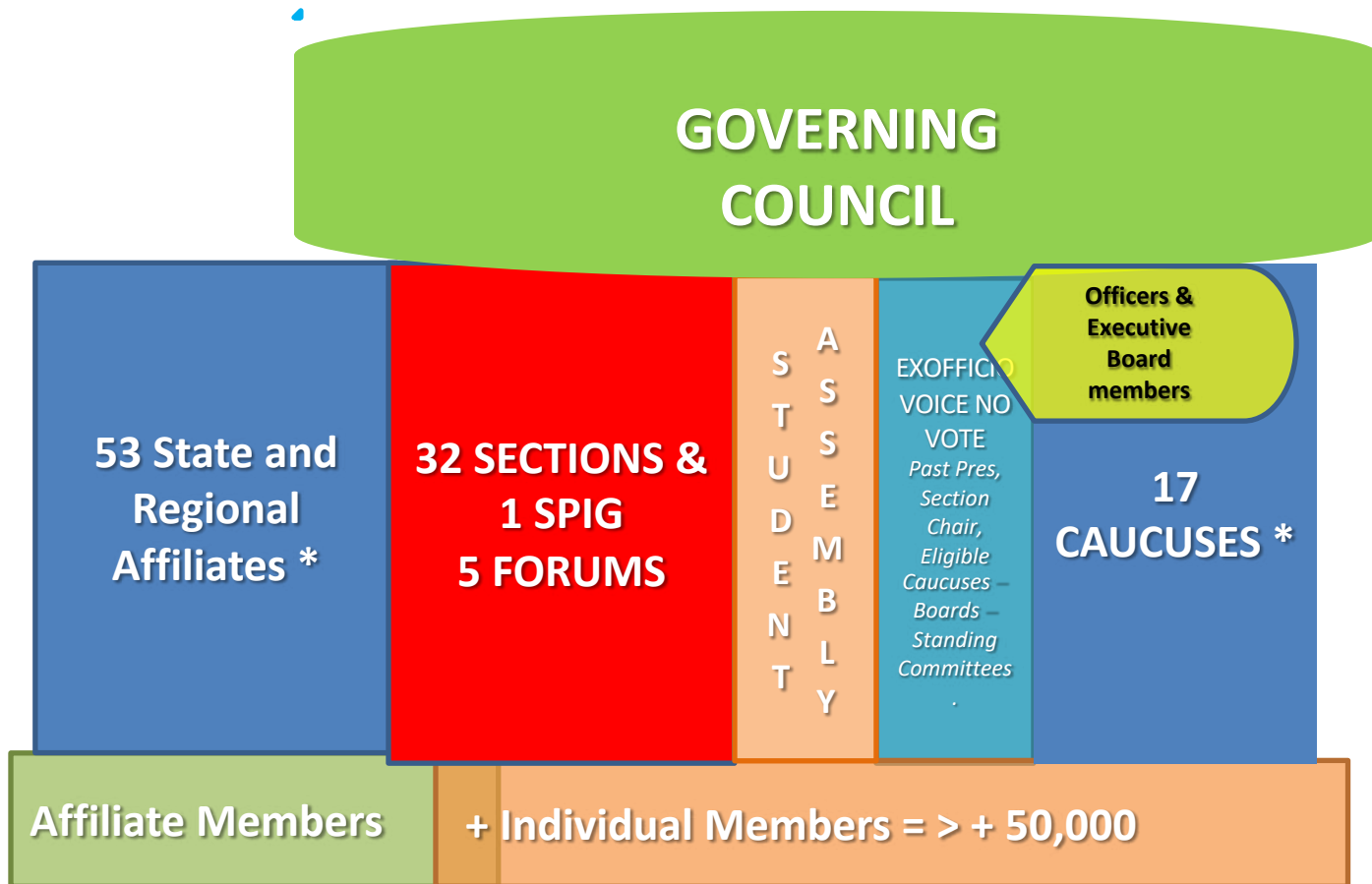
**Courtney Taylor, MSc**  
Governance Liaison, APHA

[governance@apha.org](mailto:governance@apha.org)



# **APHA Structure**

# American Public Health Association – Membership Structure



\* Some are NOT APHA members

# APHA Membership Structure - *SECTIONS*



# APHA Membership Structure-

## **SPIGS, Forums, Student Assembly and Affiliates**

- **Special Primary Interest Groups (SPIGS):** an open group of self-selected APHA members sharing a common occupational discipline or program area interest AND electing no primary Section affiliation.
  - ONE HEALTH
- **Forums - 5:** a membership unit composed of APHA members working on a specific issues and crosses disciplinary and section or SPIG boundaries.
  - BREASTFEEDING
  - CANCER
  - GENOMICS
  - HUMAN RIGHTS
  - TRADE AND HEALTH
- **Student Assembly:** Represents students of public health. Chair of student assembly is an ex-officio voting member of the Executive Board and Governing Council.
- **State/Local Affiliates - 53:** 49 states + Northern California, Southern California Washington D.C. , Puerto Rico.
  - Each affiliate has ONE voting member of the Governing Council.



# APHA Membership Structure - CAUCUS

**17 Caucuses- At least 25 APHA members; membership based on identity or issue**

The Academic and  
Practice Linkages  
in Public Health  
Caucus

American Indian,  
Alaska Native and  
Native Hawaiian  
Caucus

Asian & Pacific  
Islander Caucus for  
Public Health

Black Caucus of  
Health Workers

Caucus on  
Homelessness

Caucus on Public  
Health and the  
Faith Community

Caucus on Refugee  
and Immigrant  
Health

Community-Based  
Public Health  
Caucus

Family Violence  
Prevention Caucus

Latino Caucus

LGBTQ Health  
Caucus

Men's Health  
Caucus

Peace Caucus

Socialist Caucus

Spirit of 1848  
Caucus

Vietnam Caucus

Women's Caucus

# **Governing Council Structure**



The Governing Council is the representative legislative body of the Association.

It consists of voting and nonvoting members who represent different constituencies within APHA.

# APHA GOVERNING COUNCIL

**\*\*\*209 Voting Members of Governing Council (2022)**

- **Section representatives (131)**
- **Student Assembly (4)**
- **SPIG (1)**
- **Affiliates (53)**
- **Officers & Executive Board members (20)**



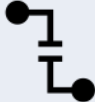
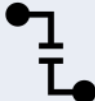
## APHA GOVERNING COUNCIL

- **Ex officio members** of the Governing Council, *without vote (but with VOICE)*, include
  - Executive Director
  - Chairs of Sections
  - Past Presidents
  - Chair of each Standing Committee
  - Representative from each eligible Caucus
  - Science Board, Action Board and Education Board Chairs



# Full Governing Council

297

Country	Type	Total
1. China	Unicameral	2,980
2. United Kingdom	Bicameral	1, 443
3. Italy	Bicameral	951
4. France	Bicameral	925
5. India	Bicameral	790
		
23. United States	Bicameral	535
		
45. Bangladesh, Greece, South Korea	Unicameral	300
46. APHA	Unicameral	297
47. Malaysia	Bicameral	292

## Nominations Committee of the Governing Council

Identification and nomination of individuals for the positions of President-Elect, Honorary Vice-Presidents of the Associations, Elected Members of the Executive Board, Treasurer and Speaker

### ***Consists of:***

- 9 Governing Council Members
- President\*
- Executive Director\*

*\*Non-Voting*

# Boards

Boards are created by the Executive Board with the approval of the Governing Council.

Each Board shall have a specific purpose and responsibilities.

## ***Boards:***

- Action Board
- Science Board
- Education Board
- Editorial Board
- Publications Board

# Standing Committees

Standing Committees are those Committees which are necessary for the continuing effective operation of APHA, and which are charged with responsibilities for internal organizational, structural, and/or administrative affairs of APHA.

## ***Committee On:***

- Bylaws
- Health Equity
- Membership
- Women's Rights
- Joint Policy Committee
- The Nations Health Advisory Committee



# Executive Board Responsibilities



Primary fiduciary and legal responsibility for the Association as defined by Massachusetts and District of Columbia Law.



Elected by the Governing Council from the recommendations of the Nominations Committee.

*See Article VI Section 7 of the Bylaws for Additional Information*

# The Executive Board

## Elected

- President
- President-Elect
- Immediate Past President
- The Treasurer
- Speaker of the Governing Council
- 12 Elected Members (4 Classes)

## Ex-Officio With Vote

- Chair of the Council of Affiliates
- Chair of the Intersectional Council
- Chair of the Student Assembly

## Ex-Officio Without Vote

- Chair of the Science Board
- Chair of the Action Board
- Chair of the Education Board
- The Executive Director

# Relationship to the Governing Council

1. To recommend methods for the procurement of funds. This includes a schedule of dues to be approved by the Governing Council.
2. To conform to the policy statements adopted by the Governing Council between meetings of the latter.
3. To prescribe procedures for establishing eligibility for Individual and Agency membership; elect Agency members by three-fourths vote; and recommend Honorary Membership for approval by the Governing Council.
4. To recommend the establishment of new APHA Boards and Standing Committees to the Governing Council. To establish and appoint special APHA committees and taskforces with time-limited functions.
5. To monitor representation within APHA and transmit a report of its proceedings and transactions to the Governing Council.
6. To endorse annually the proportional representation of Section members of the Governing Council.

# **Functions of a Governing Councilor**

## Functions of Governing Councilors (see Bylaws)

- To adopt policy statements to articulate APHA's position on public health issues to impact legislation and regulation.
- To amend by two-thirds vote the bylaws of the Association and to adopt rules for the conduct of its own business.
- To approve by two-thirds vote a schedule of dues for Association membership, multiple section membership and Affiliated Associations based on recommendations of the Executive Board.

## Functions of Governing Councilors (see Bylaws)

- To elect the Executive Board, the officers of the Association except as provided in Article IV Officers, Section 1.
- To recognize Affiliated Associations by a three-fourths vote. To approve the establishment, combination, or discontinuation of Sections of the Association.
- To approve the establishment or dissolution of boards and standing committees of the Association.

## Functions of Governing Councilors (see Bylaws)

- To establish special Association committees and task forces with specific functions to be accomplished within a specified time frame and to designate the appointment process.
- To receive reports and act upon recommendations from any Association constituent, the Science Board, the Action Board, the Education Board, the Publications Board, the Council of Affiliates, the Intersectional Council, the Student Assembly, the Standing Committees and the Executive Board.
- To receive at the time and place of the annual meeting a report from Chair of the Executive Board in which the work, the accomplishments, and the financial status of the Association during the year preceding such Annual Meeting shall be reviewed and a statement made of the major activities contemplated for the ensuing year.

## Functions of Governing Councilors (see Bylaws)

- To make available to the general membership the approved minutes of each of its meetings.
- To elect the Nominations Committee.
- To elect honorary members by three-fourths vote based on recommendations of the Executive Board.



## **Functions of the Governing Council (Additional)**

- Governing Councilors represent the interest of their Member Unit to APHA.
- Governing Councilors should interact with Member Unit leadership throughout the year.
- Governing Councilors should interact with their fellow Member Unit Councilors throughout the year.

# Terms Of Office

- ✓ Councilors elected by Sections, Student Assembly, and Special Interest Groups shall be elected to **two-year terms and shall not be eligible to serve in that capacity for at least two years after expiration of three consecutive terms.**
- ✓ Terms of such Councilors shall **begin at the close of the annual meeting** in the year they are elected and shall **terminate at the close of the annual meeting** at which their respective terms expire.
- ✓ The terms of the representatives of Affiliated Associations (ARGCs) shall begin and terminate in accordance with the constitution and/or bylaws of their organizations.

# Meetings

The Council shall assemble at the time and place of the annual meeting and hold one midyear meeting.

Other meetings of the Council shall be called by the Executive Director at the request of the President, or at the request in writing of any thirty voting Councilors.

In the latter case, the call to the meeting shall be issued at least twenty days in advance of the meeting and shall state the purpose for which it is called.

# Meetings



MID- YEAR MEETING  
MONDAY, JUNE 13,  
2022

2PM-4:30 p.m. ET



ANNUAL MEETING  
SATURDAY  
NOVEMBER 5

TUESDAY  
NOVEMBER 8

# Agendas



Meeting Agendas are developed by the Speaker in consultation with APHA Staff.



Governing Councilors can propose items for the Agenda or introduce items during the New Business Section of the Agenda

## Additional Annual Meeting Activities

- *GC Breakouts* — Reserved for various topics and groups. We will let you know as breakouts are scheduled.
- *Policy Hearings* — (OPEN TO ALL MEMBERS). An opportunity to provide input into review of all policies and late breaker policy statements that will be voted on by the Council.
- *Candidate Forums* — Hosted by various APHA bodies, including the CoA and ISC. They provide an opportunity to interact with candidates for APHA office.

## Governing Council Meetings Are Open

Governing Council meetings are open and may be attended by all members

Only Governing Councilors may speak from the floor unless 2/3 of the Council votes to extend speaking privileges to a non-Councilor.



# PROXY

- If you cannot attend a Governing Council session you can arrange for a proxy.
- **PROXY** – a current APHA member who is NOT an elected Governing Councilor
- In general Section chairs and Affiliate Presidents (or ARGC) may appoint a proxy
- PROXY is registered for an entire session and can SPEAK & VOTE.





## PROXY

Inform Your Component/Affiliate  
Early If You Know You Will Need A  
Proxy

A Proxy Form Must Be Completed  
*AHEAD* of the Session

# **Governing Council Procedure and Engagement**

# Purpose of Parliamentary Procedure



*“You’ll have to take it up with  
the parliamentarian . . .”*

1. To facilitate the transaction of business
2. To promote cooperation and harmony
3. To ensure that the minority is respected and heard.

## Role of Parliamentarian

**Greg Ullrich, JD**

**E-mail [gullrich@hhcorp.org](mailto:gullrich@hhcorp.org)**



- Serves as Speaker's advisor on matters of procedure
- Assists Speaker on parliamentary questions that arise
- Works as advisor only
- Advice is nonbinding
- Not entitled to vote, make motions, debate or address the body

# Governing Council Engagement

We continue to identify opportunities for Governing Councilor engagement outside of our mandated meetings.

- Speak with the Speaker Series
- Surveys
- Governing Council Information Page
- Speakers Ad Hoc Task Force

# **Policy Process**

# APHA Public Health Policy Statements

APHA members develop policy statements on key public health topics. Proposed policy statements only become official APHA policy statements after approval by the APHA Governing Council at the Annual Meeting. Policy Statements:

- help shape APHA's position on legislation and regulations.
- are used to write briefs and statements on many public health issues.
- highlight the latest research on specific public health topics.
- are the source of information for reference and resource information for the public, such as infographics, fact sheets and reports.
- **Are external to the organization.**

Bookmark this page to stay abreast of status of 2022 proposed policy statements: <https://apha.org/Policies-and-Advocacy/Public-Health-Policy-Statements/Proposed-Policy-Statements>

## Joint Policy Committee (JPC)

- The Joint Policy Committee consists of 12 members from the **Science Board, Education Board, and Action Board**. The chairs of each Board serve as the co-chairs of the JPC.
- The JPC is charged with overseeing the annual policy statement development process.
- The JPC reviews and assesses (taking into consideration recommendations of the Science Board and APHA membership) all proposed and late-breaking policy statements and reports its final recommendations for adoption to the GC at the Annual Meeting.
- The JPC also oversees (with review by the Science Board) the Association's Policy Statement Archiving and Review Process.



## Policy Statement Approval Process

- Proposed policy statements are submitted in February.
- Science Board and the JPC, as well as Member Units and individual members, review and submit comments.
- JPC meets in May to discuss proposed policy statements and make recommendations:
  - Positive: Meets policy statement guidelines and only minor changes suggested
  - Conditional: Meets policy statement guidelines but some revisions and re-review are required
  - Negative: Does not meet policy statement guidelines and/or there are major flaws
- Authors are notified of results in late May.

## Policy Statement Approval Process

- For those receiving a conditional or negative review to move forward a revised proposed policy statement must be submitted by mid-August
- JPC conducts another review of the revised proposed policy statements and make *recommendations*:
  - Positive: Proposal is ready to move onto the public hearings (with possible minor revisions needed prior to hearings)
  - Negative: Withdraw from the review process and resubmit in next year's proposed policy statement development process is recommended
- Public Hearings and GC Sessions @ Annual meeting
  - Public hearings are held to solicit comments from authors and members on revised proposed policy statements.
  - JPC meets and determines final recommendations to the GC. Final drafts of policies are uploaded.
  - GC debates and votes on the proposed policy statements

## Governing Council Website

- The Governing Council Website has the following information:
  - [Governing Council Schedule](#)
  - [Governing Council Actions](#)
  - [Annual Meeting Materials](#)
  - [Mid-Year Meeting Materials](#)
  - [Functions of a Governing Councilor](#)
  - [Governing Council Minutes](#)
  - [APHA Bylaws](#)
- Access the site at: <https://www.apha.org/about-apha/governance/apha-boards-and-councils/governing-council>
- Every effort will be made to post Mid-year and Annual Meeting materials to the site at least 1 week prior to the meetings

## Questions?

- Email Courtney Taylor at [governance@apha.org](mailto:governance@apha.org) or if you have questions after this orientation.
- Feel free to contact Aaron Guest, PhD, MPH, MSW at [aaron.guest@asu.edu](mailto:aaron.guest@asu.edu).

# THANK YOU!



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