

APHA ORIENTATION FOR GOVERNING COUNCILORS

April 14, 2020

Dial In: 1-888-788-0099

Meeting ID- 336 257 227

We will begin momentarily. Please mute your lines.
Thanks!

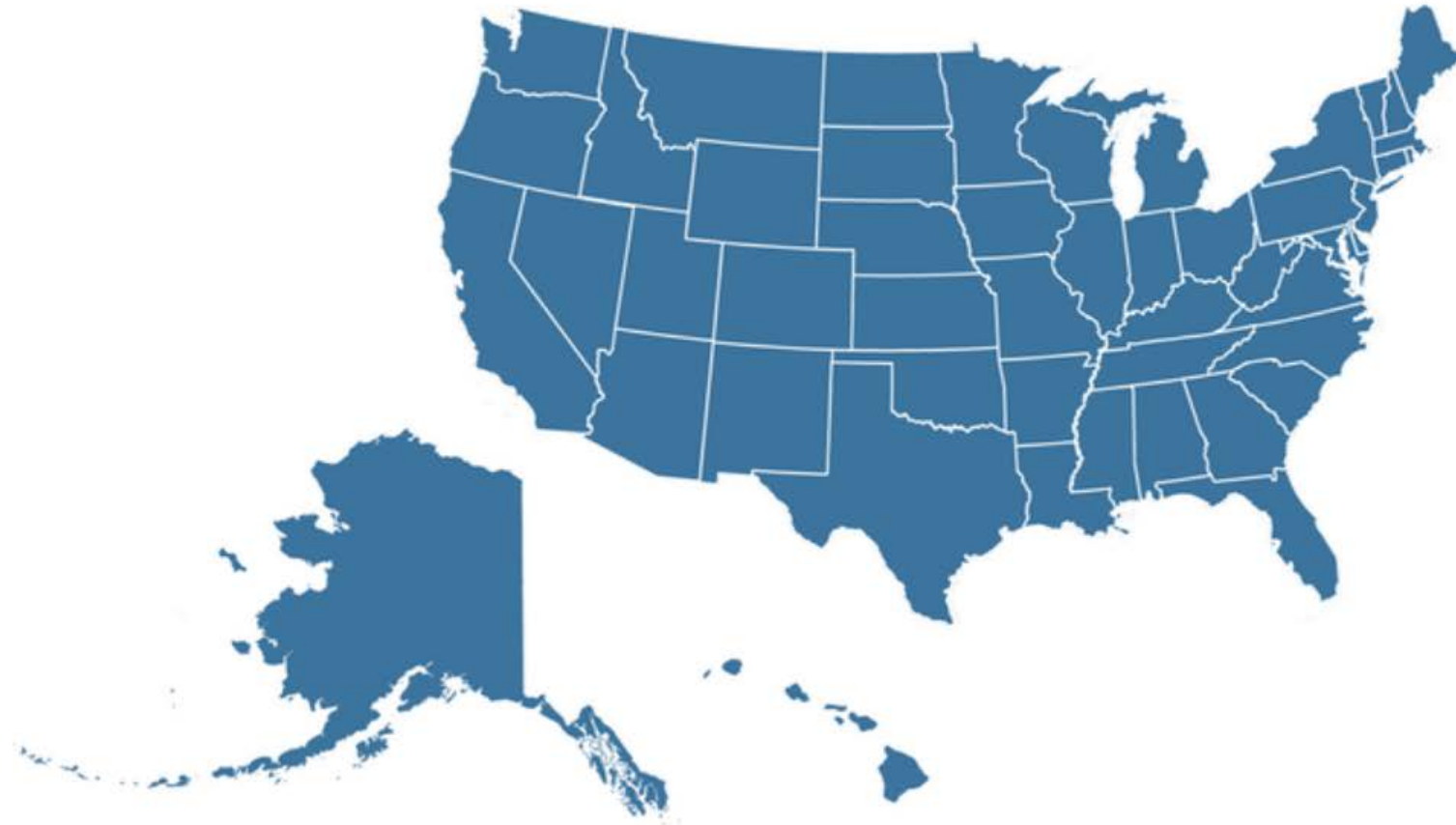


Welcome to the 2020 Governing Council!

- We want to know more about all of you and what you want to gain from this orientation, so we'll be conducting a few short polls
- To participate please visit Pollev.com/courtneytayl476
- You'll also be able to text responses to most question. To begin text [COURTNEYTAYL476](https://www.courtneytayl476.com) to [22333](https://www.22333.com). You'll then text your answers to each poll



Where are you joining from today?



🗨 When poll is active, respond at Pollev.com/courtneytayl476

Where are you joining from today?



🗨 Answers to this poll are anonymous



Are you a new or returning Governing Councilor?

New Governing
Councilor

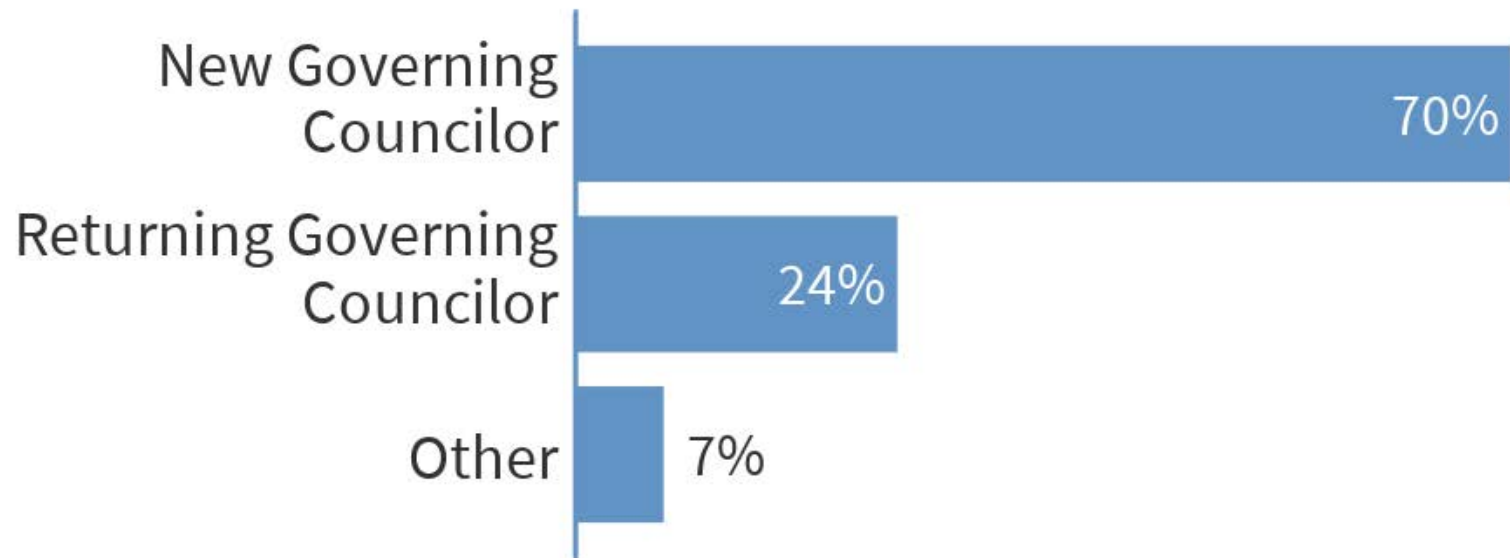
Returning Governing
Councilor

Other



When poll is active, respond at PolleEv.com/courtneytayl476

Text **COURTNEYTAYL476** to **22333** once to join

Are you a new or returning Governing Councilor?



Answers to this poll are anonymous



What do you want to spend the most time on in today's orientation? (Select up to 2 answers)

The structure of the Governing Council

Roles of Governing Councilor and the Speaker of the Council

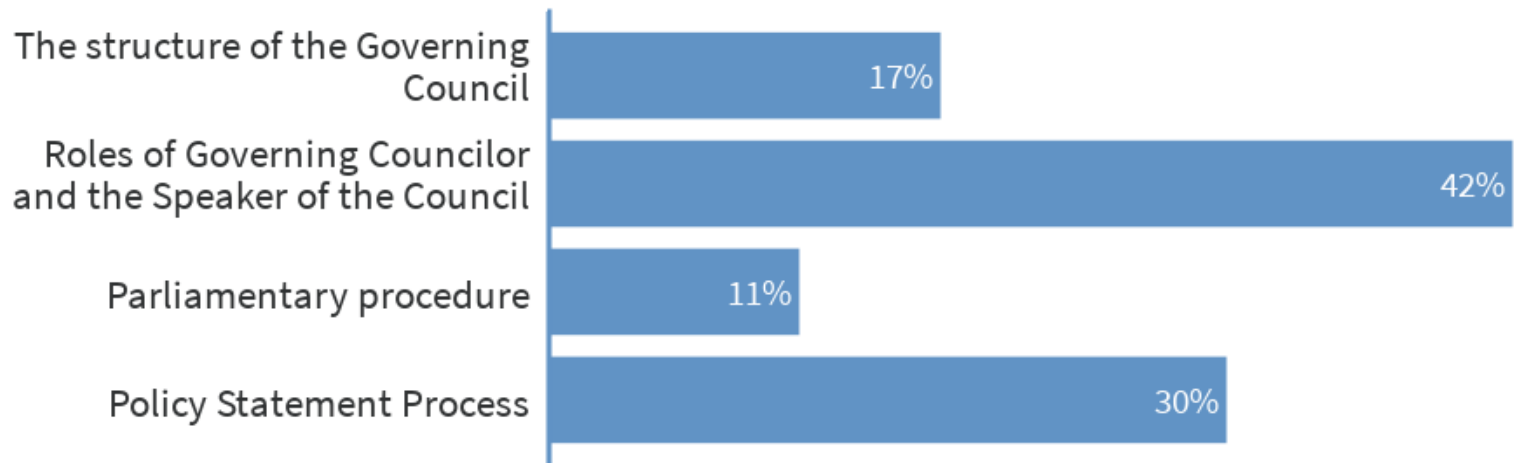
Parliamentary procedure

Policy Statement Process

🖥️ When poll is active, respond at **PolleEv.com/courtneytayl476**

📱 Text **COURTNEYTAYL476** to **22333** once to join

What do you want to spend the most time on in today's orientation? (Select up to 2 answers)



🔒 Answers to this poll are anonymous

Overview of Content

- APHA Membership Structure
- Composition of Governing Council
- Roles and functions of Governing Council
- Policy Process
- Parliamentary Procedure

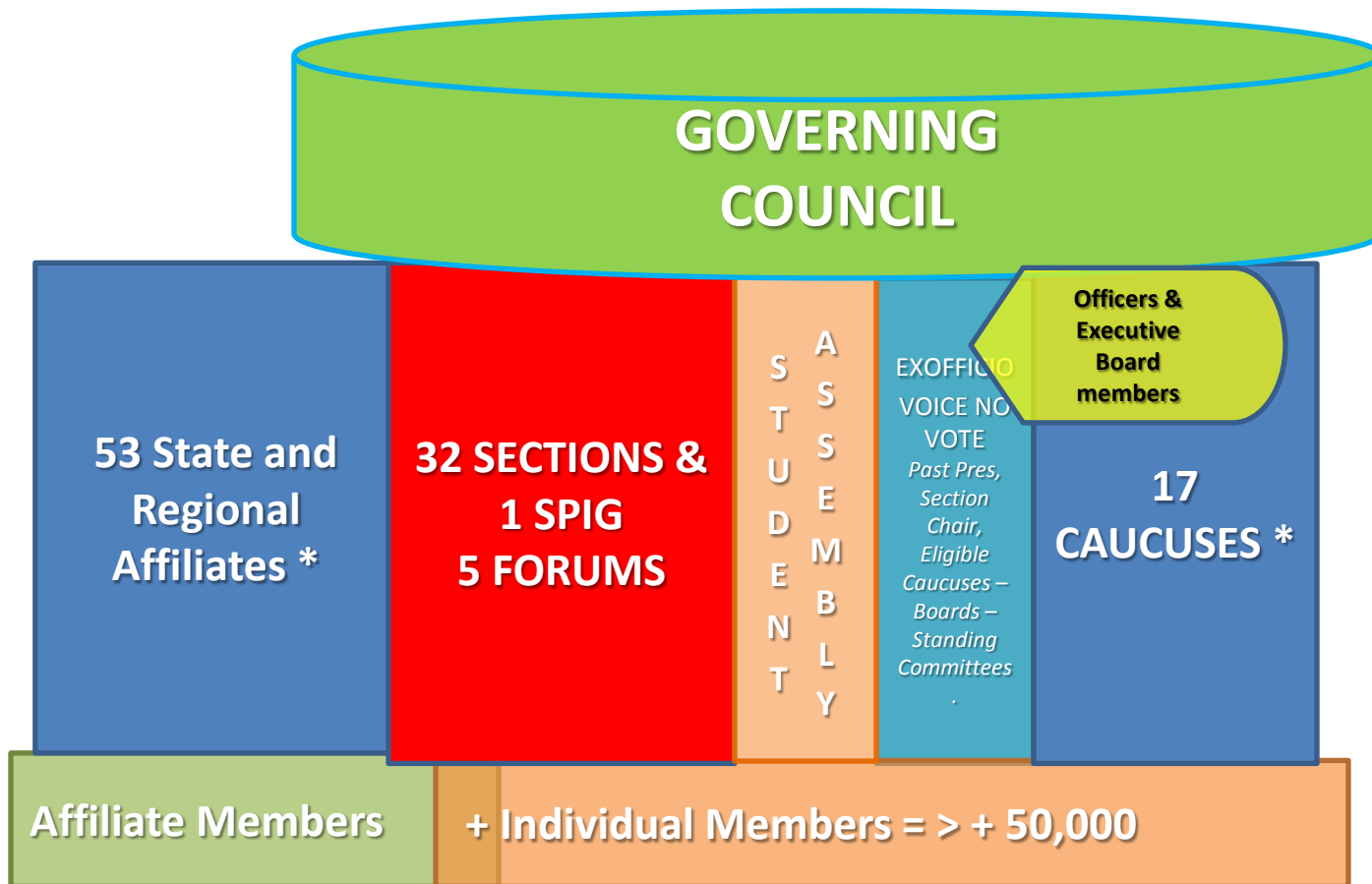


Structure

Composition of the Governing Council



American Public Health Association – Membership Structure



* Some are NOT APHA members

There are 32 organized sections

- Aging and Public Health
- Alcohol, Tobacco and Other Drugs
- Applied Public Health Statistics
- Chiropractic Health Care
- Community Health Planning and Policy Development
- Community Health Workers
- Disability
- Environment
- Epidemiology
- Ethics
- Food and Nutrition
- Health Administration
- Health Informatics Information Technology
- HIV/AIDS
- Injury Control and Emergency Health Services
- Integrative, Complementary and Traditional Health Practices
- International Health
- Law
- Maternal and Child Health
- Medical Care
- Mental Health
- Occupational Health and Safety
- Oral Health
- Pharmacy
- Physical Activity
- Podiatric Health
- Public Health Education and Health Promotion
- Public Health Nursing
- Public Health Social Work
- School Health Education and Services
- Sexual and Reproductive Health
- Vision Care

APHA Membership Structure-

SPIGS, Forums, Student Assembly and Affiliates

- **Special Primary Interest Groups (SPIGS) :**
 - *VETERINARY PUBLIC HEALTH*
- **Forums - 5 :**
 - *BREASTFEEDING*
 - *CANCER*
 - *GENOMICS*
 - *HUMAN RIGHTS*
 - *TRADE AND HEALTH*
- **Student Assembly**
 - CHAIR
 - 3 GCs
- **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

- 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
- Lesbian, Gay, Bisexual and Transgender Caucus of Public Health Professionals
- Men's Health Caucus
- Peace Caucus
- Socialist Caucus
- Spirit of 1848 Caucus
- Vietnam Caucus
- Women's Caucus

APHA GOVERNING COUNCIL

***209 Voting Members of Governing Council (2020)

- **Section representatives (132)**
- **Student Assembly (3)**
- **SPIG (1)**
- **Affiliates (53)**
- **Officers & Executive Board members (20)**

The representative legislative body of the Association. It consists of voting and nonvoting members who represent different constituencies within APHA.



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



Function

Role of Governing Councilor and Speaker



Functions of Governing Councilors (see Bylaws)

- **Adopt policy statements**
 - **APHA's position on public health issues to impact legislation and regulation.**
- **Amend bylaws and to adopt rules of business.**
- **Approve schedule of dues**
- **Elect the Executive Board and Officers**
- **Recognize Affiliated Associations**
- **Approve the establishment, combination, or discontinuation of Sections**
- **Approve the establishment or dissolution of boards and standing committees**

Functions of Governing Councilors (see Bylaws)

- **Establish special committees and task forces**
- **Receive reports and act upon recommendations from any Association constituent, Board, Committees and Councils**
- **To make available to the general membership the approved minutes of each of its meetings.**
- **To elect the Nominations Committee.**
- **To elect honorary members.**

Resources to review

- On the Governing Council webpage (<https://www.apha.org/about-apha/governance/apha-boards-and-councils/governing-council>) you'll find helpful resources for review including:
 - [APHA Bylaws](#)
 - [Functions of a Governing Councilor](#)
- A list of 2020 Governing Councilors and their email addresses can be found on APHA Connect. APHA staff is currently working to also add this list to the web on a member only page.

Question from the audience

What is the purpose of the Nominations Committee?

- The Nominations Committee is responsible for recruiting and selecting the slate of candidates for elected office within APHA including:
 - President-Elect
 - Treasurer
 - Speaker of the Governing Council
 - Executive Board members
- The Committee also selects candidates for Honorary Vice-President of the United States, Canada and Latin America and the Caribbean

<https://www.apha.org/about-apha/governance/apha-committees/nominations-committee>

APHA Bylaws, Article V, Section 7- https://www.apha.org/-/media/files/pdf/governance/gc/apha_bylaws.ashx

Role of Speaker

Linda Rae Murray, MD, MPH

Email lindarae.murray@gmail.com

- 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



Meetings- What to Expect

2020 Governing Council Schedule



@thecreamlovers
thecreamlovers.com

Mid Year Meeting

June 15, 2-4 p.m. ET via Zoom

- *Vote on minutes from November meeting*
- *Report from Executive Director:*
- *Financial Report and FY 2021 Budget*
- *Vote on Proposed Changes to the APHA Bylaws*
- *Policy Development JPC Update:*
 - *Policy Statement Archiving*
 - *2020 Proposed Policy Statements*
- *Nominations Committee Report*
- *Executive Board Actions*
- *Important Dates/Upcoming Events for the 2020 Governing Council*



Annual Meeting

Governing Council Official Sessions Schedule (for in person meeting)

SATURDAY	SUNDAY	MONDAY	TUESDAY
October 24, 2020	October 25, 2020	October 26, 2020	October 27, 2020
3PM-6PM: GC SESSION #1 - Candidate's Forum. Nominate people for APHA Nominations Committee.			9AM-12:30PM: GC SESSION #2
			2PM-5PM: GC SESSION #3 voting for officers, exec board

Annual Meeting

Saturday GC **Session #1** (Saturday, Oct.24, 3-6 p.m. PT)

- Candidate's Forum (Elected offices open in 2020 include 3 Executive Board seats, President-Elect and Speaker of the Governing Council)
- Reports from Executive Director Chair of the Executive Board, Treasurer
- Nominations for the Nominations Committee- (vote occurs during GC session #2.)
- Receipt of other reports



Annual Meeting

GC **Sessions II** and **Sessions III** (Tuesday, Oct. 27, 9 **a.m.**-
12:30 **p.m.** and 2-5 **p.m.** PT)

- Voting for nominating committee and Executive Board elections
 - All voting will be electronic
- Voting on proposed policy statements, late-breakers, archiving, and changes to the Proposed Policy Statement Development process
- New business



Access to Meetings

- Governing Council meetings are open and may be attended by all members. Minutes are posted to the web following approval by the Governing Council.



Annual Meeting

PROXY

- IF you cannot attend a GC session you can arrange for a proxy. Proxies can be appointed for both the Mid-Year meeting of the GC and GC Sessions at the Annual Meeting
- PROXY – a current APHA member who is NOT an elected Governing Councilor
- In general Section chairs and Affiliate Presidents (or ARGCS) may appoint a proxy
- PROXY is registered for an entire session and can SPEAK & VOTE.

Annual Meeting

Planned Sunday Sessions (10/26) – GC members *might* wish to attend.

- *Leadership Roundtables* (9-11 a.m.) — Listening Sessions on Member Unit Effectiveness and Engagement Project (MUEEP) with Brighter Strategies team
- *Policy Hearings* (3:30-6 p.m.) — OPEN TO ALL MEMBERS. An opportunity to provide input into review of all of the resolutions and late breaker policy statements that will be voted on during Tuesday's sessions.

Question from the audience

What constitutes a majority vote by the Governing Council?

- For a majority of votes, including approval of proposed policy statements, election of officers and approval on annual meeting themes, a simple majority (over 50%) is needed for approval
- Proposed bylaws amendments require approval by 2/3s of the Council
- Changes to the schedule of dues for APHA membership, multiple section membership, and Affiliated Associations based on recommendations of the Executive Board also require approval by 2/3s of the Governing Council
- A quorum (over 50% of the total body) must be present for the Governing Council to hold a vote.

Question from the audience

What is the term length for Governing Councilors and is there a maximum number of terms an individual can serve as a GC?

- Governing Councilor terms are two years
- There are no term limits outlined in the APHA Bylaws for Governing Councilors

APHA Bylaws, Article V, Section 2- https://apha.org/-/media/files/pdf/governance/gc/apha_bylaws.ashx

Question from the audience

Does the term length of a Governing Councilor change if a proxy is appointed?

- No- The term of a Governing Councilor is two years, regardless of how many times a proxy is appointed over those two years.

Question from the audience

When will a decision be made as to whether the 2020 Annual Meeting will be held in person?

- As of April 2020, APHA is moving forward as if the Annual Meeting will take place as planned. However, due to the COVID-19 pandemic we are weighing all of our options, including:
 - Hosting a hybrid online/in person Annual Meeting
- A definitive answer on how APHA will proceed with the 2020 Annual Meeting will be made in **early July**. Early-bird registration will open following this decision.

Policy Statements

Role of Governing Councilor in Policy Statement Process



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.
- All policy statements are put forward for Governing Council review (unless the policy statement is voluntarily withdrawn by the author or originator).

Question from the audience

Can you discuss what policy statements cover? How are they used and what is their potential impact?

- **What is a policy statement?**

APHA members develop policy statements on key public health topics, from obesity to breastfeeding to control of infectious diseases to eliminating health disparities. Proposed policy statements only become official APHA policy statements after approval by the APHA Governing Council at the Annual Meeting.

- **How can I use APHA policy statements?** Our 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.

https://apha.org/-/media/files/pdf/policy/importance_use_policy_statements.ashx
<https://apha.org/policies-and-advocacy/public-health-policy-statements>

Policy Statement Approval Process

- **February-** Proposed policy statements are submitted and posted to web
- **March-** Science Board and the JPC, as well as sections/SPIGS and individual members, review and submit comments.
- **May-** Science Board and JPC meet. JPC provides 1st assessment of proposed policy statements:
 - 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

Policy Statement Approval Process

- **August-** Revised proposed policy statement are submitted
- **September-** JPC conducts another review of the revised proposed policy statements and make 2nd assessment:
 - 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
- **October 15-** Late Breaker proposed policy statements are due. A late-breaker is a proposed policy statement that is related directly to events that occur after the regular policy statement proposal submission deadline has passed.
- **Annual meeting-** Public hearings are held (**Sunday, Oct. 25, 3 – 6 p.m.**) to solicit comments from authors and members on revised proposed policy statements. JPC then meets and final drafts of policies and recs are sent to GC Monday night.

Policy Statement Approval Process

- **Governing Council Votes to Adopted Policy Statements**
- At Tuesday GC meeting, JPC Co-chairs present the JPC's policy recommendations.
- GC then votes and adopted policy statements become official APHA policy statements, useful to APHA staff, members, and other organizations for advocacy purposes.



Policy Statement Review

Tips for Governing Councilors

- Review original and revised proposed policy statements
 - February
 - August
 - October
- Review JPC assessments and comments to authors
 - May (1st Assessment)
 - September (2nd Assessment)
 - Annual Meeting (Final Assessment)
 - Proposed policy statements and assessments will be posted [here](#)
- Review the updated [Policy Statement Development Process and Procedures](#) and [Author Guidelines](#)
- Talk with your policy chairs to understand Member Units assessment of each proposed policy statement

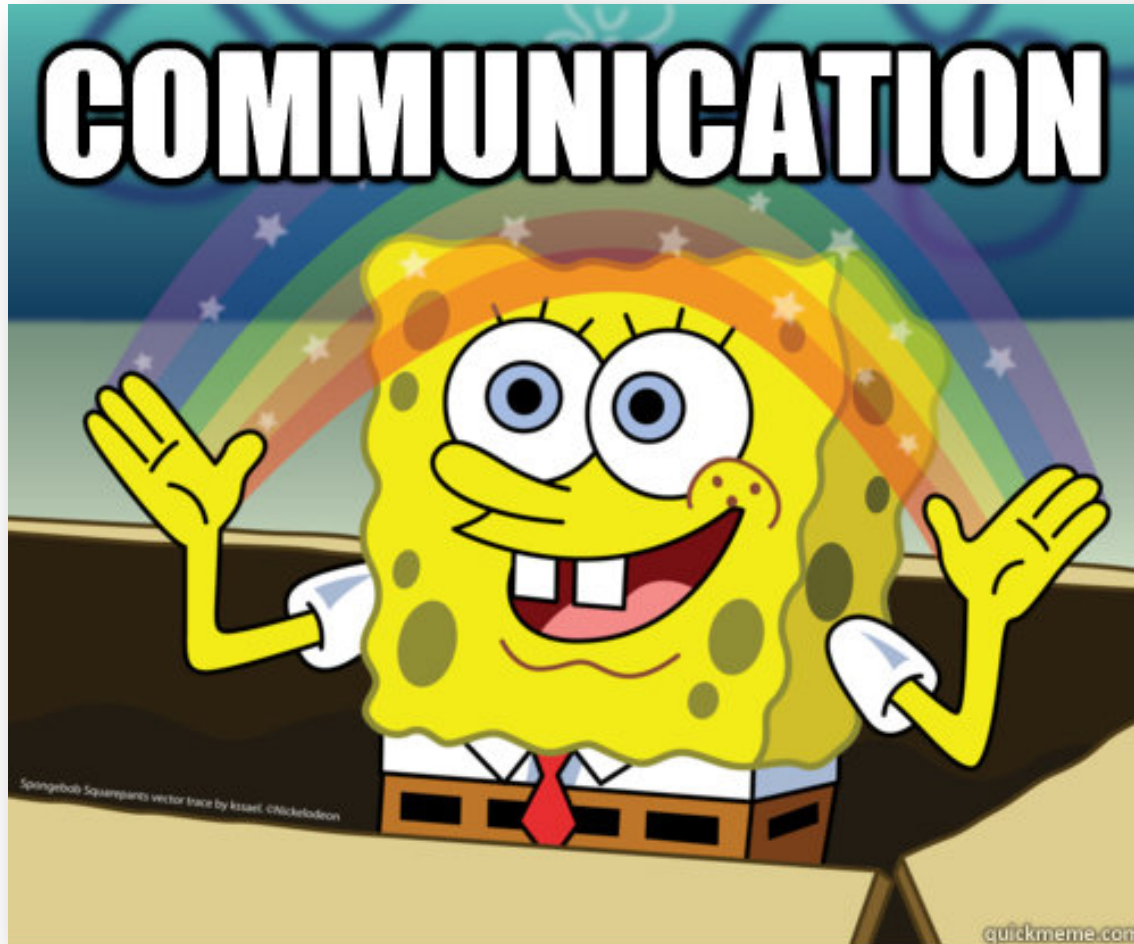
Question from the audience

Is there a way to open the policy statement process up to address COVID-19 and issues related to the pandemic?

- We do have a process for dealing with events/issues that emerge after the regular policy statement deadline has passed known as “[late-breaker policy statements](#).” The deadline for late-breaker statements is Oct. 15, 2020.
- Late Breakers are submitted in the same format as policy statement in the regular process. However, since they undergo a less rigorous review during the year, if adopted by the Governing Council at the Annual Meeting, approved late-breaker policy statements are considered interim policy statements for one year. Late-breaker policy statement authors will need to revise, update, and resubmit their policy statements to the standard proposed policy statement review process by the February deadline the following year.
- The Joint Policy Committee will meet in early May and will discuss then if it will make any changes/recommendations to the late-breaker policy statement process to handle proposed policy statements related to COVID-19. However, as it stand now, a propose policy statement on COVID-19 or related issues would likely meet to the criteria of a late-breaker. Authors should follow the late-breaker process/timeline.
- Speaker Murray also plans to address this issue with the Executive Board during their May meeting

Communication

Website, Emails and Meeting Material



Means of Communication

- 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](#)
 - Mid-year and Annual Meeting materials will be posted to the site at least 1 week prior to the meetings
- Look out for emails from governance@apha.gov for important messages/dates/requests
- List of current Governing Councilors on [APHA Connect](#) (will work to add this to the website as well)

Question from the audience

When will the minutes from the November 2019 Governing Council sessions be posted to the web?

- The minutes from the Governing Council meeting at the Annual Meeting in November 2019 must be approved by the Council at the Mid-Year meeting in June 2020. Following approval, they will be posted to the web.

Procedure

Parliamentarian and Adapted "Roberts Rules"



Role of Parliamentarian

Greg Ullrich, JD

Email 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

Purpose of Parliamentary Procedure

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

Principles Of Parliamentary Procedure

- Councilors have equal rights, privileges, and obligations; rules must be administered impartially.
- The minority has rights which must be protected.
- The simplest and most direct procedures should be used.
- Logical precedence governs introduction and disposition of motions
- Only one question can be considered at a time.
- Councilors may not make a motion or speak in debate until they have risen and been recognized.
- Councilors must not attack or question the motives of other Councilors.

Principles Of Parliamentary Procedure

- Councilors must confine remarks to the question that is subject to debate.
- Remarks by councilors are addressed to the speaker.
- In voting, Councilors have the right to know what motion is before the body.
- Councilors have the right to know what affirmative and negative votes mean.

Motions: Formal statement of a proposal or question to the body for consideration and action.

TO MAKE A MOTION:

- Rise and go to the closest microphone.
- Wait to be recognized by the Speaker.
- State your name and section or position.
- Propose the motion as long as no other motion is on the floor.

Stating a Motion

- “Madame Speaker, I move...state your motion to be considered.”
- Someone must second the motion if it is to be considered.
- The speaker will restate the motion.
- Once the motion has been restated, it belongs to the body and cannot be withdrawn without their permission.

Seconding a Motion

- Rise or speak loudly without recognition from the Speaker.
- May be asked to identify self for the record.
- Say... "Second."



Amending a Motion

- To modify the wording in the main motion without changing the entire meaning
- During GC a councilor may move to amend a motion by completing the amendment form provided with the exact wording and by indicating the place in the motion for the change. Form must be submitted to the chair.
- Councilor must be recognized by the chair to verbally make the motion to amend.
- Motion to amend must be seconded.



Major Rules about Motions

- Motions must be taken up in a specific order.
- Voting on the Main Motion is always last.
- Some motions are not debatable.
- APHA has specific rules.
- Robert's Rules apply only when there are no other specific rules to cover a matter.



Order of Motions

Undebatable

- Fix time to adjourn
- Adjourn: no further action can be taken after adopted
- Recess: GC recesses are in schedule
- Question of privilege
- Call for the orders of the day
- Lay the question on the table
- Previous question
- Limit or extend debate

Debatable

- Postpone to certain time: sets time for future consideration
- Commit (or Refer) to a committee
- Amend
- Postpone indefinitely: will not be considered
- Main Motion

APHA 15 Minute Discussion Rule

- Each resolution, position paper, agenda item, and report is limited to discussion of 15 minutes.
- At the end of 15 minutes of discussion, the Speaker will poll the Council as to whether it wishes to spend one or more additional 10-minute periods discussing the issue.

Other Motions

- **Suspend the rules:** most often used at APHA to allow a non-member to speak.
- **Point of order:** when a member believes that the rules are being violated.
- **Appeal ruling of the chair:** the method to challenge a ruling on a point of parliamentary procedure made by the Speaker/chair.
- **Division of the assembly:** allows for a count of the vote ; not required when GC votes by machine with automatic division.

Rules of Debate

- Speaker must wait to be recognized by the chair usually the Speaker of the Governing Council.
- Each person may speak only once until all who desire to speak have spoken.
- Call others by role such as “The preceding councilor...”
- Special APHA rule—after 15 minutes of debate the Council must vote to continue discussion for 10 minutes.



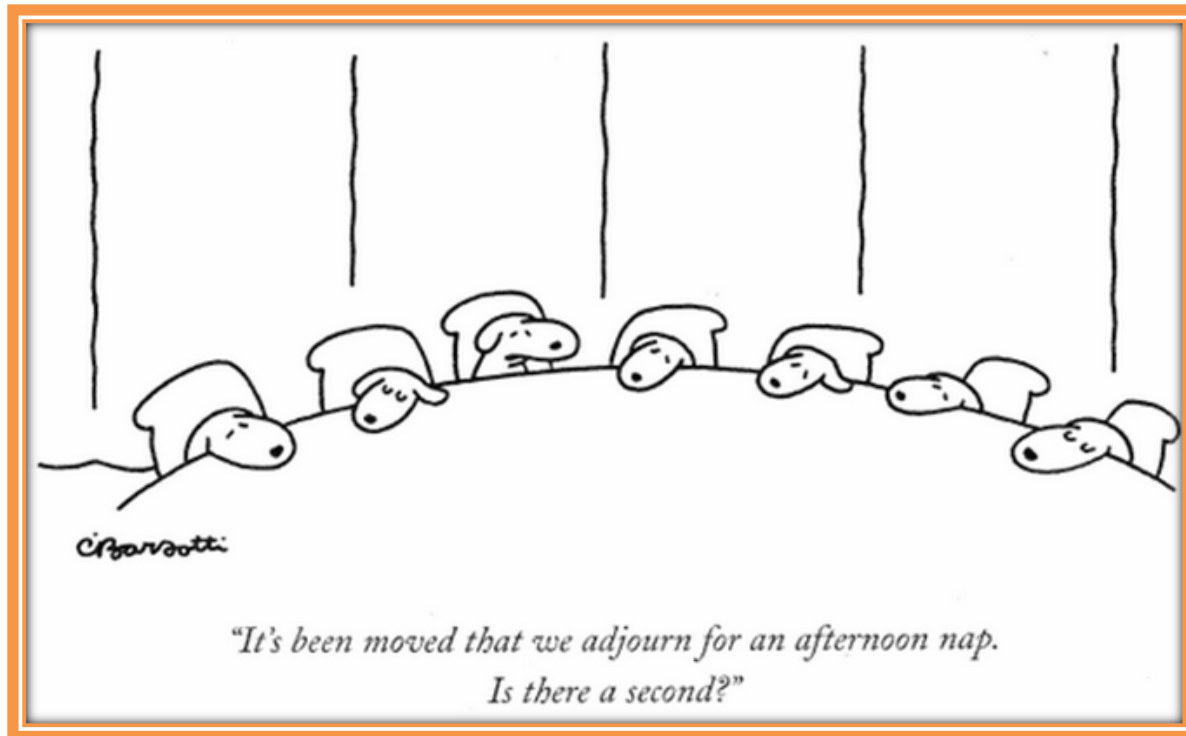
References

- The parliamentary authority is the current edition of Robert's Rules of Order newly revised.
- Robert's Rules of Order Newly Revised 11th Edition, 2011.
- Robert's Rules of Order Newly Revised In Brief, 2nd edition, 2011.

Contacts

- Courtney Taylor, Governance Liaison
governance@apha.org or 202-777-2496
- Linda Rae Murray, MD, MPH, Speaker of the Governing Council
lindarae.murray@gmail.com or 773-628-4911

QUESTIONS?



Thank You!