

## **APHA Policy on Executive Session**

### 1. Executive Session:

(A) An executive session may be held for the following reasons only:

1. To discuss issues related to personnel.
2. To discuss issues related to litigation.
3. To discuss proposed or pending real estate transactions.
4. To discuss proposed or ongoing contract negotiations.
5. To discuss criminal investigations.
6. To comply with federal or state law.
7. To discuss membership revocation.
8. To discuss component status or revocation.
9. To discuss voting strategies, policy endorsements, the Joint Policy Committee mark-up session, nominations, and budgets (Sections, SPIGs, Forums, Caucuses, Nominations Committee, Awards Committee, Editorial Boards, ISC, and COA only and their committees).

(B) Only the Executive Board may enter executive session under 1(A)(1) - 1(A)(8). Groups and components not listed in 1(A)(9) may not enter executive session.

(C) Voting may not occur in an executive session except to leave or to continue the session. A simple majority is required to enter, to continue and to exit executive session.

(D) Minutes taken during an executive session are available only to members eligible to attend the executive session. [Note: if all meetings in APHA require minutes, leave as is. If minutes are not required in all meetings, add the following “Minutes are required.”]

(E) Request to enter executive session must be included on the agenda and clearly state the justification.

(F) Only members of the committee or group entering executive session may attend.

### 2. Open Meetings

(A) There are no closed meetings in the American Public Health Association except those in Executive Session.

(B) Groups holding meetings in APHA will operate under the following policy:

1. Provide notice of the meeting at least two weeks before the scheduled meeting date through Connect and the Affiliate online Community. The notice must include the location, agenda, and a contact for questions.

2. Allow any member-in-good standing to attend the meeting. If the meeting is being held in-person, APHA is not required to provide teleconferencing or other remote access. Groups may define who is permitted to participate in meetings. Attending a meeting does not imply a right to participate in the meeting.

3. A meeting included in the Annual Meeting Program has given notice under 2(B)(1).

4. Social gatherings and receptions are not meetings for purposes of 2 and are not covered by this policy.

### 3. Complaints:

Members who wish to appeal a decision to enter executive session or to file a complaint about this policy should direct their complaint in writing to [Governance@apha.org](mailto:Governance@apha.org). The Executive Board will review all complaints and make a final determination. The Executive Board may rescind any decisions made by a group improperly in executive session.

Adopted by the 2014 Executive Board  
Amended by the 2016 Executive Board