Public Hearing Process & Annual Meeting Overview
Sunday, Nov. 3, 2019, 3:30-6:00 p.m.
Pennsylvania Convention Center, Rooms 201C, 203A, and 203B

1) Hearing Chair introduces themselves and opens the session with a brief overview of how the hearing process works.

2) Hearing Chair announces each policy statement proposal to be reviewed and calls for the author/s of the proposal to identify themselves.

3) The author or representative present gives a brief overview (3-5 minutes) of the policy statement proposal and is available for questions. Author’s presentation must address any comments from the JPC in its September letter.

4) Members from APHA Sections, Caucuses, SPIGS and Affiliates are given the opportunity to make comments, ask questions or announce if their component supports, opposes or has concerns about the policy statement proposal. Before giving comments, the member must identify themselves and whether they are speaking on behalf of themselves or their component.

5) APHA staff person and Hearing Chair record component comments as appropriate.

6) All substantive comments must also be submitted to the APHA staff person or Hearing Chair in writing by the end of the hearing. There will be forms provided for this. Authors will review the written comments and note acceptance or rejection of the comment or edit. If there needs to be further discussion between the author and a member submitting a comment concerning an unresolved point, it is recommended that the parties continue their discussion/negotiation in hallway after the end of the formal presentation/discussion so that the hearing proceedings may continue on to the other policy statement proposals up for discussion.

7) All comments are compiled by the APHA staff person and Hearing Chair and will be discussed at JPC Executive Business Meeting (closed session) on Monday, Nov. 4, 10:30 a.m.-5 p.m. (or until completion).

8) Authors provide a final electronic copy of proposal to APHA staff at the end of the public hearings by transferring to flash drive or via email (to courtney.taylor@apha.org). If more time is needed, authors must make arrangements with APHA staff.

9) Based upon the decisions made during the JPC Executive session, a consent agenda is developed for presentation to the Governing Council. The calendar includes all policy statement proposals that are judged by the JPC to be fully responsive to all of the comments and recommendations made by the JPC in the letters sent to the authors after the JPC’s spring meeting and resubmission call and that received no strong objections during the hearings. The JPC Co-Chairs present this consent agenda at Governing Council.

10) Final revised policy statement proposals then go to the Governing Council for a vote on Tuesday, Nov. 5 in the Pennsylvania Convention Center, Ballroom B. Note: Those NOT on the Governing Council can attend the session, but cannot speak without a two-thirds vote.

11) Approved policy statements then go to professional copyeditor for thorough review before adding to the APHA policy statement database.