

APHA ORIENTATION FOR NEW GOVERNING COUNCILORS

May 28, 2019



APHA 2019

ANNUAL MEETING & EXPO

PHILADELPHIA | NOV. 2 – 6



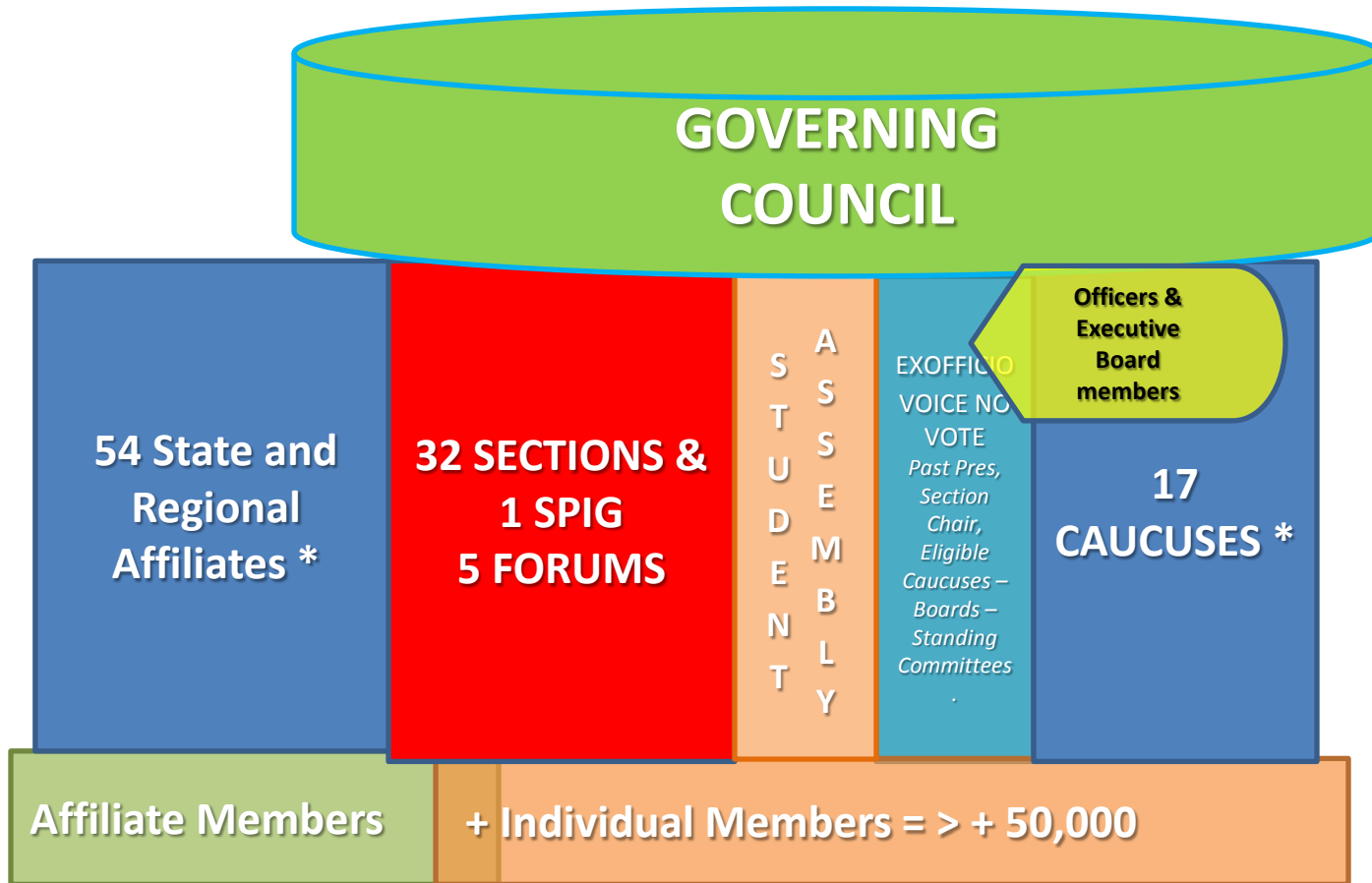
APHA

Overview of Content

- APHA Membership Structure
- Roles of Governing Council
- Composition of Governing Council
- Functioning of the Governing Council
- Role of Executive Board
- Policy Process
- Parliamentary Procedure
- Questions



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)** : an open group of self-selected APHA members sharing a common occupational discipline or program area interest AND electing no primary section affiliation.
 - *VETERINARY PUBLIC 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 - 54**: 49 states + Northern California, Southern California Washington D.C. , New York City , 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
- 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

***208 Voting Members of Governing Council (2019)

- **Section representatives (129)**
- **Student Assembly (3)**
- **SPIG (1)**
- **Affiliates (54)**
- **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



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.
- 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.
- 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.

Mid Year Meeting

June 17 at 2-4 p.m. EDT

- *Vote on minutes from November meeting*
- *Report from Executive Director:*
- *Financial Report and FY 2020 Budget*
- *Vote on Proposed Changes to the APHA Bylaws*
- *Policy Development JPC Update:*
 - *Policy Statement Archiving*
 - *2019 Proposed Policy Statements*
- *Nominations Committee Report*
- *Executive Board Actions*
- *Important Dates/Upcoming Events for the 2019 Governing Council*



Annual Meeting

Governing Council Official Sessions Schedule

SATURDAY	SUNDAY	MONDAY	TUESDAY
November 2, 2019	November 3, 2019	November 4, 2019	November 5, 2019
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, November 2, 3-6 p.m.)

- Candidate's Forum
- 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, November 5,
9 **a.m.**-12:30 **p.m.** and 2-5 **p.m.**)

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



Governing Council Meetings Are Open

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

Annual Meeting

PROXY

- **IF you cannot attend a GC 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 ARGCC) may appoint a proxy**
- **PROXY is registered for an entire session and can SPEAK & VOTE.**

Annual Meeting

Sunday Sessions – GC members *might* wish to attend.

- **GC Breakouts** (9-11 a.m.) — Reserved for various topics and groups. *At the moment there are none scheduled.* We will let you know if breakouts are scheduled for this fall.
- **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.

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

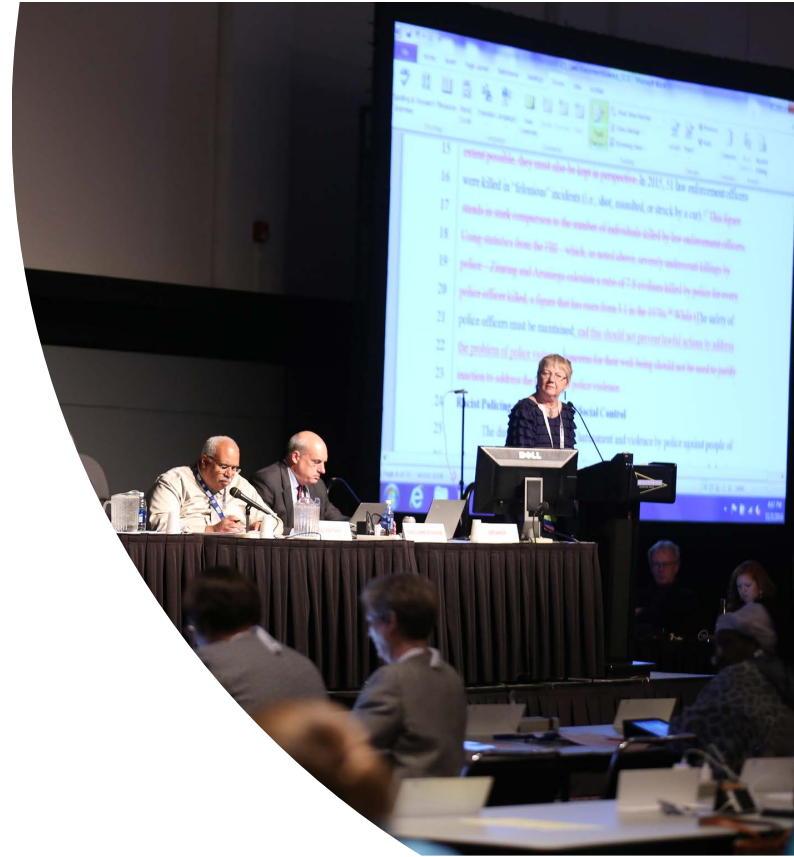
- Proposed policy statements are submitted in February.
- Science Board and the JPC, as well as sections/SPIGS and individual members, review and submit comments.
- JPC meets in May to discuss proposed policy statements and make recommendations:
 - Positive: Meets policy statement guidelines and only 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 in the policy statement development cycle, 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
- Annual meeting: Public hearings are held (**SUNDAY, NOVEMBER 3, 3 – 6 p.m.**) to solicit comments from authors and members on revised proposed policy statements. JPC then meets and final drafts of policies are uploaded late Monday night/ early Tuesday morning.
 - Authors will be encouraged to submit revisions prior to the hearings so members may access and review them in advance

Policy Statement Approval Process

- At Tuesday GC meeting, JPC Co-chairs present the JPC's policy recommendations.
 - ***Revised policy statements will be uploaded and you will be able to access them via free WI FI.***
- GC votes – Adopted policy statements become official APHA policy statements, useful to APHA staff, members, and other organizations for advocacy purposes.



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

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

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.



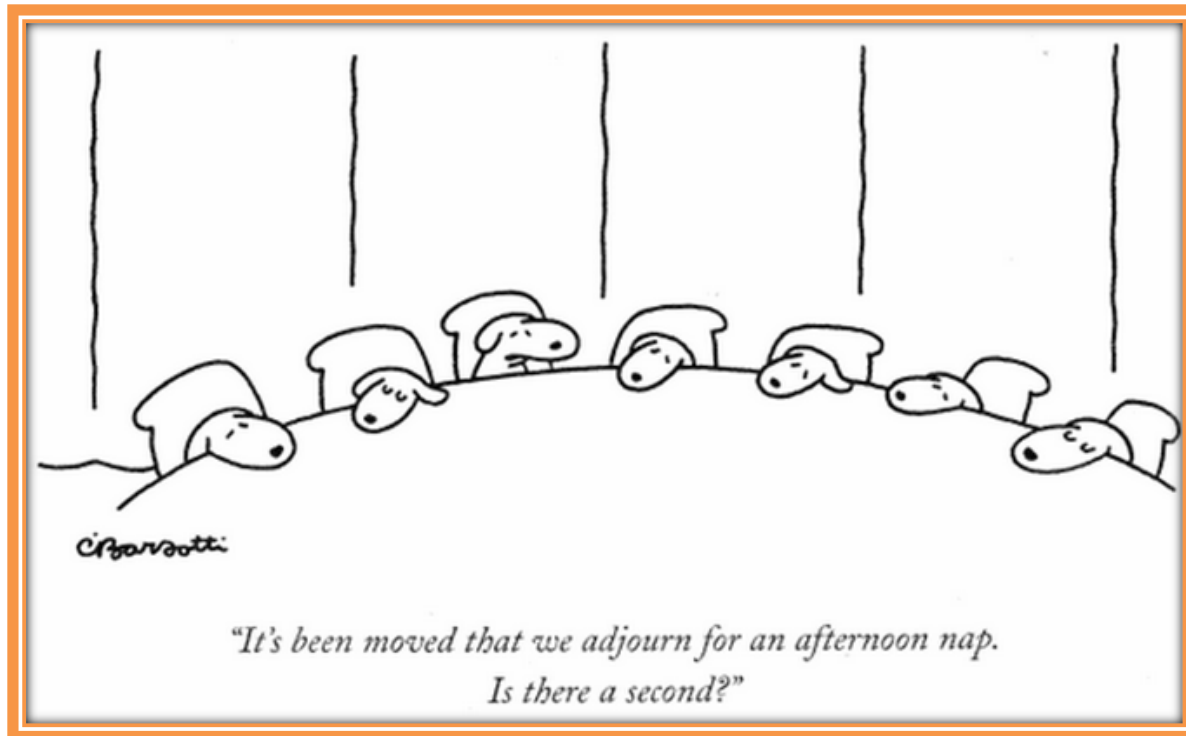
References

- 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.

Questions?

- Email Courtney Taylor at governance@apha.org or if you have questions after this call.
- Feel free to contact: Linda Rae Murray, MD, MPH, at lindarae.murray@gmail.com or cell: 773-628-4911 anytime.

QUESTIONS?



Thank You!