



APHA ORIENTATION FOR NEW GOVERNING COUNCILORS

Fall, 2017

Presenters

- Barbara Giloth, DrPH, Speaker of the Governing Council
- Greg Ullrich, JD, Parliamentarian
- Catherine L. Troisi, PhD, Chair, Action Board and JPC Co-Chair

Materials

- Bylaws
- Parliamentary Summary
- Policy Statement Development Process



Objectives of this Session

- New GC members will be able to
 - describe the governance context and role of the governing council within APHA;
 - describe the goals of each of the governing council meetings and the importance of participation outside of meetings;
 - describe the role of councilors in the policy statement development process
 - describe common parliamentary procedures and how they are used

Overview of Content

- APHA Governance Structure
- Roles of Governing Council
- Composition of Governing Council
- Functioning of the Governing Council
- Responsibilities of Councilors
- Parliamentary Procedure
- Questions



APHA Governance

Executive Board, by corporate law has the following functions:

- Fiscal responsibility for the organization
- Responsibility for corporate affairs of APHA
- Ultimate legal authority for APHA
- Duty of loyalty to maintain the mission of the organization



APHA Governance

Executive Board: By the APHA bylaws should

- Hire and set expectations for the Executive Director and hire AJPH editor
- Approve the annual budget
- Carry out approved policy statements of GC and make interim policy as necessary
- Set the strategic direction for the association
- Establish Caucuses and Forums and appoint members of committees and boards



GOVERNING COUNCIL (GC)

FUNCTIONS

- Adopt policy statements to articulate APHA position on public health issues
- Approve policy statement development process
- Amend by 2/3 vote the bylaws and to adopt rules for conduct of its own business
- Approve a schedule of dues for APHA

GC FUNCTIONS (cont.)

- Elect the Executive Board (EB) and selected officers of the association
- Approve new Sections and SPIGS and internal policy surrounding formation and dissolution
- Recognize affiliated organizations
- Appoint special committees and task forces with time limited functions
- Elect the nominations committee



212 Voting Members of GC (2016-2017) (6 vacancies)

- Section representatives (130, with 5 vacancies)
- Student Assembly (4)
- Unaffiliated (4)
- Affiliates (54, with 1 vacancy Connecticut)
- Officers and Executive Board (20)



Non-Voting GC Members

- 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



Mid Year Meeting—June Webinar

- Begin discussion of issues to be voted on at Fall meeting
- Vote on minutes from fall meeting and on bylaws changes
- Updates on Strategic Plan, Policy Statement Development Process, Nominations Committee, previous Governing Council Motions, etc.

Fall Saturday GC Session (3-6pm)

- Candidate's Forum
- Leadership Panel
- Policy Update Panel
- Nominations for the nominating committee
- Presentation of proposed bylaws amendments
- Receipt of reports



Fall Sunday GC Sessions

- GC Breakouts (9-11am)—This year we are looking at having a combined sessions with ISC and COA. Opportunity for councilors to discuss and provide more in-depth input.
- Hearings (3:30-6pm)—opportunity to provide input into review of all of the resolutions and late breakers that will be voted on during Tuesday's sessions.

Fall Tues. AM and PM GC Sessions

- Voting for nominating committee and national elections (All voting will be electronic)
- Voting on proposed bylaws changes
- Voting on dues changes
- Voting on annual meeting theme
- Voting on public policy statements, latebreakers, and changes to the Public Policy Statement Development process
- New business

Bylaws Change

- Bylaws committee receives recommendations for bylaws amendments.
- Reviews with APHA staff and volunteers.
- Recommends to GC that amendments be approved/submits with no recommendation.
- GC must receive amendments 48 hrs before vote at annual mtg; 20 days for other mtgs.
- Approval requires a 2/3 vote

Most Important Parts of GC Role

- Actively participate in public policy review process
 - Comment on proposed policy statements in Spring
 - Review existing policies to determine if they need archiving (coordinated by Action Board)
 - Consider updating policy statements pertinent to own section
 - Participate in hearings at the annual meeting
 - Vote on proposed policy statements

GC Role (continued)

- Collaborate with sections/affiliates to develop new policy statements to address gaps
- Register and participate in annual GC meeting and mid-year GC conference call
- Let your component leader know if you will miss a session
- Actively participate in nomination/election of national board and officers.
- Donate to APHA

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 Co-chairs this year are:
 - Science Board - Ayanna V. Buckner, MD, MPH
 - Education Board - U. Tara Hayden, MHSA
 - Action Board - Catherine L. Troisi, Ph.D.

Joint Policy Committee (JPC)

- The JPC is charged with overseeing the annual policy statement development process.
- The JPC reviews and assesses all proposed and late-breaking policy statements and reports its final recommendations for adoption to the GC at the Annual Meeting.

Joint Policy Committee (JPC)

- The JPC also oversees the Association's policy statement archiving and review process.
- In coordination with the Action Board, the JPC facilitates the process in which policy statements are recommended to the GC for archiving.

Policy Statement Approval Process

- Proposed policies are submitted in February.
- Science Board, Education Board, Action Board, and JPC, as well as sections/SPIGS and individual members, review and submit comments.
- JPC meets in May to discuss proposed policies and make recommendations.

Policy Statement Approval Process

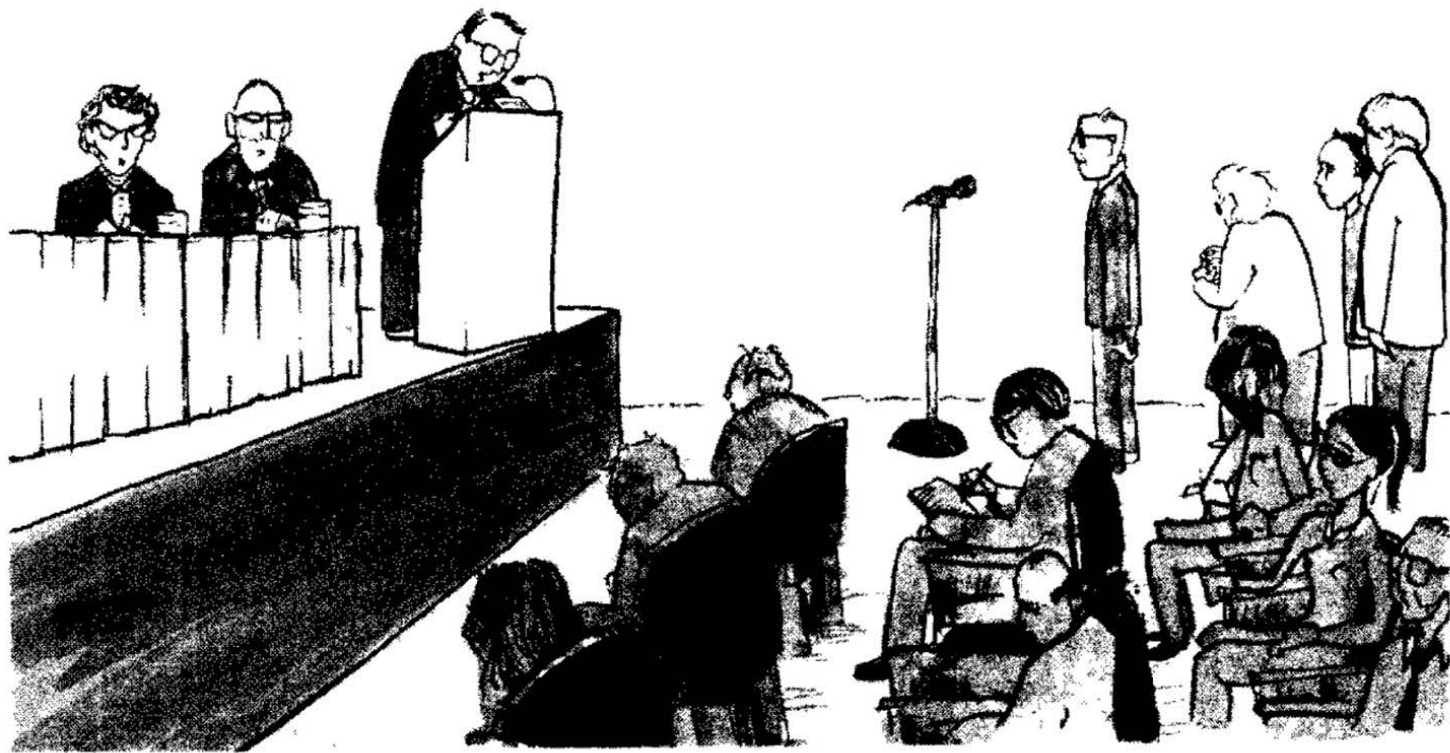
- Three recommendations possible:
 - **Positive**: Meets policy guidelines and only minor changes needed
 - **Conditional**: Meets policy guidelines but needs some revisions and re-review
 - **Negative**: Does not meet policy guidelines and/or there are major flaws
- Authors are notified of results in late May. If a policy receives a negative assessment, authors can resubmit but must notify JPC within two weeks.

Policy Statement Approval Process

- Revisions are due in August; JPC meets again to discuss whether proposed policies have corrected deficiencies. Initial JPC recommendations are updated.
- Annual meeting: Public hearings are held to solicit comments from authors and members on revised proposed policies. JPC then meets and final drafts of policies are emailed to GC Monday night.

Policy Statement Approval Process

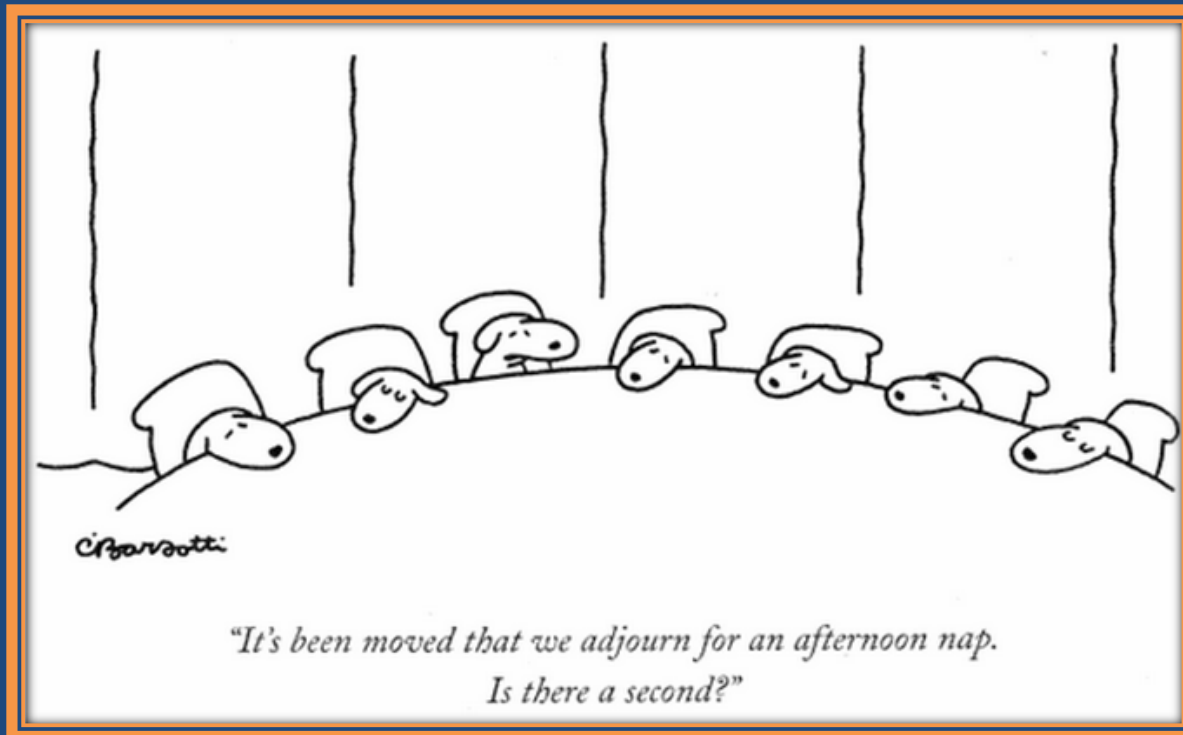
- At Tuesday GC meeting, JPC Co-chairs present the JPC's policy recommendations and answer questions about them.
- GC votes – Adopted policies become official APHA policies, useful to APHA staff, members, and other organizations for advocacy purposes.



"We'd now like to open the floor to shorter speeches disguised as questions."



QUESTIONS?





Role of Speaker

- 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

Role of Speaker (cont.)

- 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

- 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.

Principles (cont.)

- 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 (cont.)

- 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.

Motion

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

ORDER OF MOTIONS

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

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 on Tuesday as 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.

AFFILIATES

Region III

2024
Tim
General Manager
Hennepin County, MN
March 15, 2024

Questions?

- Email governance@apha.org or bgiloth@gmail.com if you have questions after this call
- Attend the meeting as observer or proxy if you have not yet assumed GC role