

## **APHA Governing Council Policy on Establishment, Discontinuation and Combination of Sections**

### **Definition of a Section**

A Section is a membership unit that represents one or more major public health disciplines or public health programs. (*APHA Bylaws, Article IX, Section 1*). Sections serve as the primary professional units of the Association and conduct activities that promote the mission and fulfill the goals of APHA.

### **Eligibility**

A Special Primary Interest Group (SPIG) applying to become a Section must meet the following criteria:

- 250 APHA members of the SPIG
- An elected leadership and full slate of officers
- A written leadership development plan and activities
- Area is non-duplicative of other units.
- Publication of a regular newsletter (at least two per year)
- Preparation of a program at the APHA Annual Meeting (at least 2 scientific sessions and one business meeting)
- A written membership recruitment plan and list of activities
- A written strategic plan
- Participation in policy/advocacy process
- Communication with members
- Student involvement
- Diversity of membership and leadership
- Demonstration of Section-level activity within a span of three years (Please refer to the Section application for an understanding of section-level activity)
- Submission of annual SPIG work plan and report to the ISC
- Membership growth and engagement
- An annual report of activity submitted to the ISC.

### **Application Process**

Once a SPIG has met the eligibility criteria for a Section, the application process can be initiated. SPIGs have three years from their creation to work toward becoming a Section. However, the ISC-SC may extend that period providing that the SPIG leadership is moving adequately in the direction of meeting the eligibility criteria as defined by the Section application.

### **An application for consideration as a Section must:**

- Contain all the information required by the instructions, including
  - Statement of intent for the section
  - Section criteria and definition of section key terms.
  - Membership potential and targets for membership
  - Leadership,
- Documentation of meeting all criteria established above.

- Alignment with APHA's goals and missions
- How the section will contribute strategically to public health
- Relationship to existing APHA sections
- Clearly articulate the purpose and need for the Section structure, and
- Identify achievable and measurable outcomes.

## **Approval Process**

***Phase I Intersectional Council (ISC) Review:*** The ISC will review and provide feedback on the Section application. Recommendations of the Intersectional Council Steering Committee (ISC-SC) will be informed, though not determined, by this ISC feedback. The ISC will provide feedback within three months after receiving the application. The ISC can approve, disapprove, or take no position on the application.

***Phase II ISC-SC Review and recommendation:*** ISC-SC will study the application for transition from a SPIG to a Section in conjunction with all Section/SPIG feedback. The ISC-SC will submit its recommendation to establish the Section to Governing Council for approval. The Executive Board will review the ISC-SC recommendation before it goes to Governing Council for a vote.

***Phase III Governing Council approval:*** The Governing Council will either approve or reject the transition of the SPIG to a Section.

## **Section Performance Review**

The ISC-SC will review Sections' performance yearly. Sections are expected to submit an annual report that ensures sections remain in good standing. The ISC will submit in its annual report to the Governing Council each year a list of sections which are non-compliant with all established section evaluation criteria.

Criteria for section performance review includes,

- An elected leadership and full slate of officers
- A written leadership development plan and activities
- Publication of a regular newsletter (at least two per year)
- Preparation of a program at the APHA Annual Meeting (at least 2 scientific sessions and one business meeting)
- A written membership recruitment plan and list of activities
- A written strategic plan
- Participation in policy/advocacy process
- Communication with members
- Student involvement
- Diversity of membership and leadership
- Membership growth and engagement
- An annual report of activity submitted to the ISC.

## **Termination or Combination Process**

***Phase I Intersectional Council (ISC) Review:*** Based upon ISC-SC review of the Section Report, if a Section Criteria, then the ISC-SC will provide counseling and technical assistance to help the Section meet criteria: If a section is seen to be at risk for falling below these minimum criteria, the ISC and APHA staff provide technical assistance to the section. If these criteria are not met within three (3) years the date that the section was first determined to be at risk, the ISC and the EB can make a recommendation for section devolution. Any such recommendation will be reviewed by the ISC. and GC and a final decision regarding devolution shall be made by the GC no later than three (months after the recommendation is first made.

***Phase II Intersectional Council (ISC) Review and recommendation:*** The ISC-SC will provide a formal recommendation for termination if Section criteria are not being met and submit to ISC for review. Recommendations of the Intersectional Council Steering Committee (ISC-SC) will be informed, though not determined, by ISC feedback. The Executive Board will review the ISC-SC recommendation before it goes to Governing Council for a vote.

***Phase III Governing Council approval:*** The Governing Council will either approve or reject the termination or combination of the Section as recommended by the ISC-SC.