

## **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
- 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
- Membership growth and engagement
- Formal leadership structure

### **Application Process**

Once a SPIG has met the eligibility criteria for a Section, the application process can be initiated. In general, 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:

- A) Contain all the information required by the instructions, including statement of intent, Section criteria, membership and leadership,
- B) Support APHA's goals and missions,
- C) Clearly articulate the purpose and need for the Section structure, and
- D) 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.

**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.

### **Termination or Combination Process**

**Phase I Intersectional Council (ISC) Review:** Based upon ISC-SC review of the Section Report, if a Section is not meeting the criteria to maintain Section status, then the ISC-SC will provide counseling and technical assistance to help the Section meet the criteria. If the Section is still not meeting the criteria after two years, then the ISC-SC will begin to look at options for combining the Section with

another existing Section or terminating the Section entirely. If it is deemed that the Section needs to be terminated, then the process below defines how that termination will be handled.

***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.

***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.

#### **Sections' Performance Review**

The ISC-SC will review Sections' performance yearly.

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