

-DRAFT REVISION- **NACCHO POLICY DEVELOPMENT PROCESS**

Purpose:

1. To provide a clear process for establishing NACCHO policy that will guide NACCHO's public health advocacy.
2. To create a process which assures that NACCHO policies address issues of priority to local health departments.
3. To establish criteria that will guide the prioritization of public health issues on which NACCHO's human and financial resources will be devoted.
4. To assure implementation of NACCHO policies in a manner that provides accountability to the Board of Directors.
5. To assure that NACCHO policies remain current and relevant to contemporary issues.

Definition of Policy:

A policy is a statement adopted and/or ratified by the Board of Directors that establishes the official position of the organization on a matter of public policy and serves as the basis for NACCHO action. A policy also may consist of a NACCHO endorsement of a statement put forward by another organization provided such endorsement is consistent with an existing NACCHO policy or approved by the Executive Committee according to the procedures below. Usually, such statements will be used and applied in a variety of contexts, including development of NACCHO's legislative agenda, development of NACCHO's position on particular proposed laws or regulations, and communication of NACCHO's views to its partners in public health advocacy and to the public.

Identification of Policy Issues

1. Statements of policy considered for adoption or ratification by the Board may originate in a variety of ways, including:
 - a. Statements of policy statements proposed by NACCHO members.
 - b. Statements of policy proposed by NACCHO Committees or Workgroups on their own initiative.
 - c. Statements of policy or issues referred for recommendation by the President/Executive Committee.
 - d. Statements of policy statements or issues considered by the Executive Committee itself, when no NACCHO Committee or Workgroup with pertinent expertise is available.
 - e. Statements of policy or issues referred to NACCHO from an outside entity, including partnering organizations. Statements of policy or issues originating with another organization will be referred to the appropriate Committee and/or Workgroup for consideration.



2. Identification of issues on which new NACCHO statements of policy should be developed will be undertaken by NACCHO Committees and/or Workgroups at least annually and more frequently if they so choose. The Executive Committee and the Board may identify issues for policy development at any time, on their own initiative or on referral by the Executive Director. Before undertaking a new policy, committees and workgroups shall consider amending an existing policy to include the new issue. New policy should only be created when there is not an existing policy that can incorporate the new issue.

The following criteria should be applied in determining those issues where the task of developing official policy should be undertaken:

- a. The pertinence of the issue to NACCHO's mission and strategic plan.
- b. The importance of the issue to NACCHO members.
- c. The relevance of the issue to the ten essential public health services.
- d. The importance of the issue to improving health status, quality of life, or safety in communities.
- e. The ease or difficulty of articulating clearly and documenting with data the concerns of local health departments.
- f. The potential for achieving the objectives of the policy or for using the policy constructively in ways that will promote those objectives.
- g. The potential utility of the policy for helping to explain and clarify complex issues and/or for reinforcing NACCHO's strategies.
- h. The degree to which the issue addressed by the policy is controversial and therefore merits NACCHO taking a clear stance.

Development of Policy Statements

1. Any active member may submit a policy statement for consideration. Proposed policy statements should be submitted to the chair of the NACCHO Committee and/or Workgroup that is most relevant to the issue. Cross-cutting issues should be reviewed by all relevant Committees and/or Workgroups, at the determination of the chair. Where questions exist regarding which Committee or Workgroup is appropriate, proposed policies may be submitted through the Executive Director to the President/Executive Committee who will make a determination and assign the draft policy to a Committee or Workgroup.
2. Policy statements should address overarching public health topics with subheadings for issues within the topic.
3. Committees and Workgroups shall consider the development of new policy statements, both as referred by members or the President/Executive Committee or as needed for the deliberations of the Committee or Workgroup. Recommendations will be formulated as policy statements, using the attached guidelines. Committees and Workgroups shall forward recommended policy statements to the Executive Director for inclusion on the agenda of the next meeting of the Board of Directors. Policy statements developed by Workgroups should be reviewed by the corresponding Committee, where applicable, prior to forwarding recommended policy statements to the Board of Directors for consideration. If there is a difference of opinion between a Committee and Workgroup regarding a policy statement, both the Committee and Workgroup comments will be shared with the Board of Directors as part of the packet circulated to the Board of Directors prior to their next meeting.

4. Adoption of policy statements at regularly scheduled meetings of the Board require a majority vote of the quorum be present.
5. Late breaking events requiring NACCHO to address critical issues on short timelines may be submitted to the President for consideration at the next monthly meeting of the Executive Committee. In order to adopt such positions as interim policy, a 2/3 majority of the Executive Committee is required. That action shall be reported at the next meeting of the full Board.
6. To address late breaking events, the President and Executive Director may establish interim policy, pending subsequent ratification by the Executive Committee.

The Legislative Agenda

1. NACCHO's Board of Directors annually will determine the legislative agenda for the upcoming year. This agenda will serve to focus the organization's limited resources on those matters that show the greatest promise of achieving measurable results that will be meaningful to local health departments.
2. The Government Affairs staff will create a recommended Legislative and Policy Agenda for Board consideration, soliciting input from Committees, Workgroups, NACCHO members, and staff. The agenda should consist of several specific objectives towards which a concentrated, strategic effort is to be made and may also include those issues where a less resource-intensive form of involvement is recommended, such as participation in coalitions or systematic monitoring. The agenda need not depend exclusively on existing NACCHO policy, because major opportunities for advocacy may arise on which applicable policy has not yet been developed.
3. The following criteria should be applied to determine which public policy issues have the highest priority for NACCHO and thus form the core of the public policy agenda, which issues merit attention but have a lower priority for a given period of time, and which issues should not be addressed unless circumstances change:
 - a. The pertinence of the issue to NACCHO's mission and strategic plan.
 - b. The importance of the issue to NACCHO members.
 - c. The relevance of the issue to the ten essential public health services.
 - d. The importance of the issue to improving health status or quality of life in communities.
 - e. The likelihood of achieving the result that is sought, taking into consideration the political environment, the "state of play" in the Congress and the Administration, and other external circumstances that may affect the probability of successful involvement in an issue.
 - f. The extent to which there is a non-duplicative, useful and feasible role for NACCHO to play with respect to the issue.
 - g. The potential for building positive visibility for NACCHO.
 - h. The potential political costs, if any, to NACCHO.
 - i. The amount of resources required and available to sustain a strategic effort.
4. The Executive Director will report to the Board at each meeting on the results of NACCHO's work in public policy. The Executive Committee will monitor that work and make "mid-course corrections" as necessary throughout the year.

5. Each policy issue for which NACCHO action is proposed should be supported by a statement of policy that sets forth NACCHO's policy on that issue. If no such policy exists, the Executive Committee shall request the appropriate Committee or Workgroup to develop such a statement.

Maintenance of Policy

1. The normal life of NACCHO policy is three years. The Board, through its adoption process, may designate a longer "life" for any policy statement.
2. Staff shall maintain a file of all policy statements, both active and archived.
3. Annually, Committees and Workgroups shall review all statements of policy under their purview which have reached their expiration. The Committee or Workgroup shall recommend to the Executive Committee which policies should be archived as inactive, which policies should be revised to reflect current information, and which policies should be continued as active. The Executive Committee shall refer to an appropriate Committee or Workgroup (where possible, the group that initiated the statement) responsibility for revising those policies in need of updating. Major policy revisions require approval of the full Board. The Executive Committee shall consult with the chair of the originating committee on those policies it intends to archive as inactive.

Adopted by NACCHO Board of Directors

September 23, 1998

Revised March 2002

Revised May 2003

Revised November 2006

Revised August 2007

Revised October 2010

Revised February 2015

SUMMARY OF ROLES IN NACCHO POLICY DEVELOPMENT PROCESS

NACCHO Members

1. Propose statements.
2. Provide input to annual Legislative and Policy Agenda.

NACCHO Committees and Workgroups

1. Annually identify public health issues on which NACCHO policy should be developed.
2. Propose statements of policy.
3. Develop statements of policy referred by President/Executive Committee.
4. Recommend action on statements received and referred by President/Executive Committee.
5. Review all policies that have reached their expiration (three years from date of adoption) and recommend action on each.
6. Recommend priorities for annual Legislative and Policy Agenda.

NACCHO Board of Directors

1. Adopt statements of policy.
2. Ratify interim policy decisions made by Executive Committee.
3. Adopt annual Legislative and Policy Agenda.

NACCHO Staff

1. Maintain file of all policies.
2. Assist Committees and Workgroups in identifying and developing policy issues and positions.
3. Solicit input from Committees and Workgroups on Legislative and Policy Agenda.
4. Report to Executive Committee and Board on implementation of Legislative and Policy Agenda.
5. Provide training to Committees and Workgroups on NACCHO policy process.