

Appointment, Terms and Operating Procedures

- A. Appointment of Special Committees.** All special committee shall be appointed annually by the President-elect in consultation with the Vice President and with the approval of the Executive Committee. The President-elect and the Vice President shall designate the chair of each committee. If vacancies occur after the annual appointment process, the President shall appoint new members as needed. Appointments to special committees will provide, to the extent possible, for broad representation by Forum, geographic area and diversity of membership. Additionally, appointments may take into consideration specific expertise needed and the potential for leadership development for NACCHO as well as for the local health department.
- B. Appointment of Workgroups.** The initial appointment under the revised bylaws of the workgroups noted in Section I. above shall be the done in the same manner as for special committees as noted in II. A. Additionally, the advice and recommendations of the current chairs of committees likely to transition to the new special committee shall be considered in making the workgroup appointments. Appointments shall consider the specific expertise needed by the workgroup and may include members from organizations and interests other than local health departments. Subsequent workgroup appointments shall be appointed by the President following the recommendations of the special committee chair.
- C. Terms.** In general, the terms of all workgroup members shall be for two years with one-half being appointed each year. A workgroup member may be appointed to serve one additional consecutive two-year term. In general, members may serve on the same workgroup for a maximum of four consecutive terms. In such cases, a member may be reappointed to the same workgroup after being off of the workgroup for at least one year. Exceptions to this general term may be made by the President-elect at the time of initial appointment or by the President at the time of a subsequent workgroup appointment. The reason for the exception should be stated. Reasons may include the need for consistency through a project's development stage, grant or project obligations for an advisory group, continuing need for specific expertise or others identified by the committee chairs in making their recommendations.
- D. Operating Procedures.**
1. Members serving on special committees or workgroups shall serve without compensation, but are entitled to reimbursement of necessary expenses in accordance with NACCHO's policy and procedures. (Depending on

financing and/or grant obligations, members of other organizations, e.g., CDC, “sister” associations, etc., may be expected to cover their own costs of participation.) Special committee or workgroup members from local health departments are not expected to incur cost to themselves or their agencies as a result of serving as a member.

2. In general, special committees and workgroups do not have the power to act on behalf of NACCHO. However, they are expected to provide recommendations and advise to the NACCHO Board of Directors and Executive Committee on matters of policy, emerging issues, program direction for NACCHO, and local public health practice within the area of their charge. In the case of workgroups this will typically be done through the respective special committee.
3. Given their subject matter focus and expertise, special committees and workgroups will likely be asked periodically to review and provide comment to NACCHO on various federal and others drafts and proposed initiatives. Similarly, special committee and workgroup members may be asked to represent NACCHO in other settings.
4. A specific NACCHO staff person will be assigned as lead staff for each special committee and workgroup.