

# **AACP Public Health SIG Standing Rules and Procedures**

## **1. INTRODUCTION**

The name of this organizational unit shall be the Public Health Special Interest Group of the American Association of Colleges of Pharmacy.

### **1.1. Mission**

The AACP Public Health SIG shall work to enable the Academy to focus on issues and impacts that serve to protect, promote, enhance the health and well-being of all people and the environment; and prevent disease in a global framework.

### **1.2. Goal**

To help institutions and the members of the academy integrate public health tenets that positively impact student learning and the processes of teaching, learning and assessment.

### **1.3. Objectives**

The objectives of the SIG are to:

**1.3.1.** Identify and bring to the attention of AACP and its members issues and impacts pertinent to public health and pharmacy.

**1.3.1.1** Demonstrate how clinical prevention and health promotion can be incorporated into undergraduate and graduate degree curricula, service, and research within the Academy and beyond.

**1.3.2.** Develop and maintain a network of academy members who are interested in:

**1.3.2.1.** Public health issues and impacts.

**1.3.2.2.** Public health service, research, and planning activities.

**1.3.2.3.** Fostering involvement in public health activities on campuses and beyond.

**1.3.3.** Serve as catalyst within the Academy, sister professional organizations, and non-pharmacy health focused organization to promote pharmacy public health partnerships.

**1.3.3.1.** Promoting cooperation, involvement, and advocacy of public health and pharmacy within the American Public Health Association, State Public Health Affiliates, and the World Health Organization.

**1.3.4.** Promote the inclusion of public health principles within pharmacy education, so as to increase students' readiness to provide public health service within practice environments.

**1.3.6.** Inform institutions and academy members on appropriate strategies for planning, reviewing, implementing or expanding public health educational initiatives and programs.

## **2. MEMBERSHIP**

### **2.1. Eligibility**

- Any member of AACP may elect membership in the Public Health SIG by so indicating on his/her membership form, or otherwise requesting member status from AACP. Only

members of the Public Health SIG have the right to vote, hold elected office or serve on SIG Committees.

## **2.2. Membership Roster**

- A database and listserv of SIG members will be maintained at AACP headquarters.

## **3. ORGANIZATION**

### **3.1. Governing Body**

- The officers of the SIG shall constitute the Executive Committee and function as the governing body.

### **3.2. Officers and Terms of Office**

- The officers of the Public Health SIG shall be the Chair, Chair-Elect, Secretary, and Immediate Past-Chair, all of whom shall serve a one-year term of office except the Secretary, who will serve a two-year term. No officer shall be eligible to serve two successive terms.

### **3.3. Duties of the Officers**

#### **3.3.1. Chair**

- The Chair shall set the agenda and preside at all scheduled meetings of the SIG; and shall also charge and oversee the activities of all committees.
- Unless otherwise stated in these Standing Rules, the Chair shall appoint the membership of all standing committees in July of each year.
- The Chair may appoint a member to complete the term of a vacated office.
- The Chair shall request, review and approve all expenditures of funds allocated to the SIG by the Association.
- Upon completion of his/her term of office, the Chair shall assume the office of Immediate Past Chair.

#### **3.3.2. Chair-Elect**

- The Chair-Elect shall assume the duties of the Chair in the event the office of Chair is vacated.
- The Chair-Elect shall serve as Chair of the Program Committee and as a member of the Nominations Committee.
- Upon completion of his/her term, the Chair-Elect shall assume the office of Chair.

#### **3.3.3. Secretary**

- The Secretary shall record, keep and distribute minutes of SIG business meetings to all officers.
- The Secretary shall summarize the minutes of the annual SIG business meeting for publication in the Newsletter.
- The Secretary shall serve as Chair of the Resolutions Committee and transmit to the AACP Board, House of Delegates or Bylaws and Policy Development Committee all policy and resolution issues approved by the SIG membership.

#### **3.3.4. Immediate Past Chair**

- The Immediate Past Chair shall provide continuity to the leadership of the SIG and serve as an advisor to the Chair.
- The Immediate Past Chair shall serve as Chair of the Nominations Committee.

### **3.4. Committees**

The following are the Standing Committees of the SIG; unless otherwise indicated, the term for committee service shall be one year.

#### **3.4.1. Program Committee**

- The Chair-Elect shall serve as Chair of the Program Committee.
- Two additional members shall be appointed by the SIG Chair. One member will serve a two year term and one member will serve a one year term. In each subsequent year, one new committee member will be appointed by the SIG Chair to serve a two year term.
- The Program Committee will plan and execute SIG programming in conjunction with the AACP Annual Meeting.

#### **3.4.2. Nominations Committee**

- The Nominations Committee shall be composed of no fewer than three members, two of whom shall be the Immediate Past Chair of the SIG (who shall serve as the Chair of the Committee) and the Chair-Elect of the SIG, respectively.
- The Nominations Committee will draft a slate of two nominees each from the SIG membership for the offices of Chair-Elect (annually) and Secretary (biannually).
- Biographical information on each candidate will be collected and disseminated to SIG members prior to the distribution of ballots in the Spring.

#### **3.4.3. Ad Hoc Committees**

An *ad hoc* committee may be constituted for special purposes upon the recommendation and approval of the Chair.

### **3.5. Electronic Communications**

**3.5.1. Newsletter** - The Executive Committee shall assume responsibility for publishing an electronic newsletter at least three times a year. The approximate dates of publication would be mid-September, mid-January and mid-May.

**3.5.2. Web Page** - The Secretary shall be responsible for assembling information for updating the SIG's Web Page which is accessed through the AACP home page.

## **4. ELECTIONS**

### **4.1. Eligibility for a SIG Office**

**4.1.1.** Any active SIG member is eligible to run for office.

### **4.2. Election of Officers**

#### **4.2.1. Nominations**

- Prior to publication of the spring newsletter, the Chair of the Nominations Committee shall submit to the SIG Chair the names of two candidates for each open office. A biographical sketch of each candidate will be published in the spring newsletter.

#### **4.2.2. Balloting**

- Balloting will be conducted in the spring of each year. Ballots will be enclosed in the spring issue of the Newsletter with voting instructions and instructions to return to the SIG Secretary.
- A simple majority of the ballots cast is required for election. Election results shall be forwarded to the SIG Chair and AACP by the Secretary. The SIG Chair shall communicate to each candidate the results of the election.
- New officers will be duly installed by the outgoing chair at the annual business meeting of the SIG.
- If a candidate advanced by the Nominations Committee withdraws from or is otherwise unable to complete the election cycle, the remaining candidate shall assume the office.

### **5. MEETINGS**

#### **5.1. Annual Meeting**

- The Public Health SIG will conduct official business at an annual meeting held in conjunction with the Annual Meeting of the Association. Meetings of the SIG may occur at other times, but no official business may be conducted. Special meetings of the SIG should be coordinated through the office of the AACP Executive Vice President.

#### **5.2. Quorum**

- A quorum shall consist of 10% of the SIG membership. It shall be the duty of the Secretary to determine if a quorum exists in order to conduct official SIG business.

#### **5.3. Order of Business**

The Chair shall run the SIG business meeting according to the following agenda:

Call to Order  
Approval of Minutes  
Report of the Secretary  
Reports of Standing Committees  
Reports of ad hoc Committees  
Unfinished Business  
New Business  
Closing Remarks  
Installation of Officers  
Adjournment

### **6. FINANCES**

#### **6.1. Policies and Procedures**

**6.1.1.** The Chair shall request, review and approve all expenditures of funds allotted to the SIG by the Association.

**6.1.2.** Presentation of a statement and/or receipts will be required for reimbursement of expenses to conduct SIG business.

**6.1.3.** The receipt and expenditure of all funds must be reconciled by the Chair at the close of each business year.

## **7. RESOLUTIONS**

- Resolutions emanating from the SIG Resolutions Committee must be circulated among SIG members and approved by a majority vote at the SIG business meeting before presentation to the Bylaws and Policy Development Committee, the Board of Directors, or the House of Delegates.

## **8. AMENDMENTS**

- The SIG Standing Rules may be amended or changed by presenting the proposed amendment or change, in writing, at the beginning of the annual SIG business meeting. The proposed amendment or change will be consideration for ratification during the New Business portion of the meeting. The proposed amendment or change will be ratified if approved by two-thirds of the members present and voting.