

LEGISLATIVE AFFAIRS COMMITTEE Standard Operating Procedures

COMMISSIONED OFFICERS ASSOCIATION
OF THE U.S. PUBLIC HEALTH SERVICE



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OF THE U.S. PUBLIC HEALTH SERVICE

References

COA Governing Documents

- Strategic Plan
- Bylaws

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Article

I. PURPOSE

The Commissioned Officers Association (COA) of the United States Public Health Service (USPHS) Legislative Affairs Committee Standard Operating Procedures (SOP) provides operational and procedural guidance for the COA's Legislative Affairs Committee (Committee).

This SOP applies to all operations and procedures of the Committee. This SOP does not apply to any other organizations outside of the Committee.

II. MISSION

To advise the COA Board of Directors and Executive Director on Legislative matters that pertain to the Commissioned Corps of the USPHS (Corps) and the membership of COA.

III. COMMITTEE RESPONSIBILITIES & ORGANIZATION

Section 1. Committee Responsibility

The Committee shall provide information and advice to the COA Board of Directors and COA staff on legislative issues related to the Corps and COA membership. For every biennial session of the U.S. Congress, the Committee shall propose to the COA Board a legislative agenda for COA that will guide COA's legislative efforts for that session of Congress. This agenda will be reviewed each year at the beginning of the COA fiscal year for new members of the committee.

Section 2. Structure

The Committee consists of one Committee Chair, one Committee Vice-Chair, one Committee Secretary, and Committee members.

- A. Chair: The COA Legislative Affairs Committee Chair (Committee Chair) shall be a currently serving member of the COA Board of Directors and shall be appointed by the Chair of the COA Board of Directors for a one-year term which may be extended to two or more years by the Board Chair. The Committee Chair acts as a liaison between the COA Board of Directors and the Committee. The Committee Chair facilitates, organizes, and maintains order in meetings; advises the Committee on new and existing projects; and reviews and finalizes Committee-specific documents.

Vice Chair: The COA Legislative Affairs Committee Vice Chair (Committee Vice Chair) shall be a currently serving member of the COA Board of Directors and shall be appointed by the Chair of the COA Board of Directors for a one-year term which may be extended to two or more years by the Board Chair. The Committee Vice Chair assists the Committee Chair on any committee work and acts for the Chair in case of absence.

- B. Secretary: Any COA member, in good standing, is eligible to serve as the COA Legislative Affairs Committee Secretary (Committee Secretary). The Committee Secretary position is selected by the Committee Chair. The Committee Secretary calls roll, records meeting minutes, composes meeting agendas, distributes meeting invites and documents to committee members and maintains committee documents for future reference.
- C. Committee Members: Any COA member, in good standing, is eligible to serve on the COA Legislative Affairs Committee (Committee member). Committee members may serve on any workgroup of the Legislative Affairs Committee. The final selection and number of Committee members is made by the Committee Chair and Vice Chair upon receipt of the list of COA Committee Member applicants provided by the COA Executive Director.
- D. The Committee Chair may form permanent or ad-hoc workgroups within, as needed.

IV. COMMITTEE PROCEDURES

Section 1. Responsibilities

The Committee Chair leads the Committee, aligning its meetings and projects to facilitate the mission of the Committee.

- A. The Committee Chair will have the following responsibilities:
 - i. Represent the Committee to the COA Board and COA membership.
 - ii. Present written and verbal reports for the COA Board of Directors meetings as required. Mandatory quarterly reports are to be submitted to the COA Board quarterly during each Operational Year (October, January, May, and July).
 - iii. Prepare written reports (to be included in the minutes) for Committee meetings to communicate Committee activities and project progress.
 - iv. Review Committee SOP and other Committee documents at least annually.
 - v. Whenever possible, engage the full array of Committee members for maximum input to Committee business.
 - vi. Set and communicate expectations for Committee members for assigned tasks and projects.
 - vii. Ensure individual project milestones are met.
- B. The Committee Vice Chair will have the following responsibilities:
 - i. Provide orientation to new Committee members to review the mission of the Committee, current projects, time and frequency of meetings, etc.
 - ii. Prepare End-of-the-term Certificates of Appreciation (see Appendix A).

- iii. Ensure Committee members are COA members in good standing of
- C. The Committee Secretary will have the following responsibilities.
- i. Distribute agenda to Committee members prior to meetings.
 - ii. Prepare and distribute Committee meeting minutes.
 - iii. Maintain accurate records of Committee attendance.
 - iv. Maintain contact information for all Committee members.
 - v. Prepare Committee documents for indexing and posting onto the COA website for future reference.
 - vi. Ensure any guest speakers are provided accurate dates/times for upcoming meetings.
 - vii. Assist the Committee Chair and Vice Chair with administrative duties.
- D. Committee members have the following roles and responsibilities:
- i. Be willing and able to give the necessary time to attend meetings and perform any assigned duties.
 - ii. Volunteer for, accept, and follow through on Committee assignments.
 - iii. Actively participate in discussion and be willing to listen to and respect others' viewpoints.
- E. Committee Term
- COA members interested in serving on the Committee shall apply annually during the open Call for Committee Members enrollment period extending from May to June of each calendar year. COA sends out a 'Call for Committee Members' e-mail to member e-mail addresses they have listed with COA. When the Call for Committee Members period closes, a list of members who indicated an interest will be forwarded to the Legislative Committee Chair and Vice Chair. The chairs will select and notify committee members. Committee terms run from July 1 to June 30th to coincide with COA's fiscal year.

Section 2. Meetings

The Committee shall hold meetings on the third Thursday of each month. Additional or off-cycle meetings shall be scheduled at the discretion of the Committee Chair.

Meeting minutes are archived by the Committee Chair via the designated space on the COA OnBoard webpage for COA Board and staff reference and use. The Committee Secretary may also, at their discretion, post minutes and manage the Legislative Affairs Committee on-line community which is accessible through the COA website.

Section 3. Certificate of Appreciation Eligibility

Committee members who wish to receive a Certificate of Appreciation for service on the Committee must have served as a selected committee members

approved through the 'Call for Committee Members' process conducted in June of each calendar year, attend at least half of the scheduled Committee meetings and actively participate in any activities for which they are selected. The list of committee members who met eligibility criteria for recognition for the fiscal year will be certified by the Committee Chair in consultation with the Vice Chair and Secretary. The Certificates of Appreciation shall be issued no later than August 1 of each year for qualified Committee members.

V. WORKGROUPS

Section 1. Legislative Affairs Workgroups Overview

The Committee Chair may establish workgroups to delegate the Committee's workload amongst Committee members in an organized manner.

Section 2. Organization

Upon approval of the biennial Legislative Agenda by the COA Board of Directors, the Committee Chair may establish workgroups that focus on any of the approved Legislative priorities. The Committee Chair shall solicit Committee member volunteers to serve on each workgroup. Committee members may volunteer for multiple workgroups. Each workgroup shall have a Workgroup Chair assigned to delegate tasks and report out the workgroups efforts at the monthly Committee meeting. The Committee Chair may decommission a workgroup at any time.

Section 3. Responsibilities

- A. The Workgroup Chair will have the following responsibilities:
 - i. Identify workgroup members from among Committee membership.
 - ii. Notify the Committee Secretary of workgroup membership and any changes thereto.
 - iii. Assign tasks to workgroup members.
 - iv. Establish workgroup meetings as necessary to discuss workgroup tasks, questions, progress, etc.
 - v. Maintain accurate records of workgroup attendance and participation and submit to the Committee Secretary monthly.
 - vi. Ensure workgroup members understand expectations for assigned tasks and projects.
 - vii. Ensure workgroup milestones are met.
 - viii. Communicate workgroup progress and activities monthly to the Committee Chair. Submit written reports as requested by the Committee Chair.
 - ix. Submit needs requests to the Committee Chair; meeting spaces, conference call lines, etc.

- B. The Workgroup members will have the following responsibilities:
 - i. Actively participate in and report back on assignments and accomplishments.
 - ii. Accept and follow through on assignments.

Appendices

Appendix A. End-of-the term Certificate of Appreciation

Appendix A. End-of-the Year Certificate of Appreciation

This certificate can be found on OnBoard in the Resources folder.

