Advocacy Coordinating Committee’s Operational Procedures

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Mission

Section 1. Committee’s Mission
The ACC is responsible for evaluating and recommending to the Board of Directors biennial advocacy priorities with respect to impact on both the discipline of psychology and the professions of psychologists in scientific, educational, public interest, health service practice and applied practice settings. Within APA/APASI’s newly integrated c3/c6 advocacy model, the ACC is responsible for developing a highly inclusive and transparent input process that recognizes the importance of both long-term advocacy goals and the need for agility in carrying out advocacy priorities in a fast-paced political environment.

Section 2. Committee’s Charge from the APASI Bylaws
There shall be an Advocacy Coordinating Committee (ACC) whose responsibility shall be to evaluate and prioritize advocacy goals with respect to impact on both the discipline of psychology and the professions of psychologists in scientific, educational, public interest, health service practice and applied practice settings. ACC shall consist of no fewer than 12 members who shall broadly represent all aspects of the Corporation’s diverse membership including disciplinary focus, demographic diversity, student membership, and members at all career stages, and in various employment settings. The members of the ACC shall be chosen by the Board of Directors based on a nominating process set forth in rules adopted by the Board of Directors that are designed to achieve the representational goals set forth in this paragraph.

Composition

Section 1. Seats on the Advocacy Coordinating Committee
Pursuant to the APASI Bylaws, the ACC is comprised of at least twelve members that reflect the diversity of the field of psychology.

Section 2. Call for Nominations & Qualifications for Appointment
A general call for nominations will be published in the latter half of the calendar year consistent with the guidelines of the American Psychological Association’s Governance Office. Members of the APA Council of Representatives are eligible to serve concurrently on the ACC, but members of other APA and APASI boards and committees may not serve concurrently on the ACC. The terms of such individuals are three years. The incumbent President of the American Psychological Association reviews the nominees and recommends a slate to the APA Board of Directors for approval.

Section 3. Members of the Advocacy Coordinating Committee
Members of the ACC are expected to attend all called meetings. Appointed members have voting privileges on the ACC, its subcommittee(s), workgroup(s), and taskforce(s). A member who is absent for two consecutive meetings will be contacted by the Chair to determine whether the absent Committee member is able to contribute effectively.
Section 4. Chair of the Advocacy Coordinating Committee
The Chair of the Advocacy Coordinating Committee is the presiding officer and ex-officio member of all committee workgroups, taskforces, and subcommittees. The Chair can only serve one term during their present tenure on the ACC, unless there are extenuating circumstances. The Chair is primus inter pares and acts as ACC’s principal representative to the American Psychological Association. The Chair may designate a member to serve as liaison to another committee if called upon. When called upon, the Chair, in collaboration with the Chief Advocacy Officer or designee, will inform the APA Council of Representatives on the progress of the Committee and APA Advocacy Office. In consultation with the APA Advocacy staff, the Chair sets the agenda of committee business. The Chair is empowered to call special meetings of the ACC if the need arises.

Section 4.1 Chair-elect of the Advocacy Coordinating Committee
The Chair-elect of the Advocacy Coordinating Committee is appointed by the APA President in January and assumes the Chair in the following calendar year.

Section 5. Vacancies
In the event of a vacancy, the APA President is empowered to replace the seat if the number of ACC members is below the statutory minimum of twelve. However, if this vacancy occurs near the announcement of the Call for Nominations, then this vacancy shall be filled through the regular process. The APA Staff Liaison assigned to the committee is to notify the APA President of all vacancies upon being informed of the aforementioned. All vacancies that occur prior to the Call for Nominations announcement may be filled by the APA President pursuant to the Bylaws of the APASI and Board of Directors procedures.

Section 6. APA Board of Directors Liaisons
The APA Board of Directors is empowered to send liaisons to the Advocacy Coordinating Committee. These liaisons are treated as non-voting members of the ACC and are entitled to all rights and privileges except for enfranchisement on committee business.

Section 7. Liaisons from APA Governance Boards & Committees
A group that wishes to establish liaison relations with the Committee may write to the Chair of the Committee indicating the name and address of the group member who is proposed to be the liaison to the Committee. After approval by majority vote of the Committee, these liaisons shall serve for a renewable term of one year beginning with the January meeting of the Committee. The Committee prefers to have any one person as a liaison for no more than three consecutive years. Liaisons will be provided with copies of the Committee’s full meeting agenda and minutes. They may provide input if acknowledged by the Chair on the Committee’s deliberations but not decision making or vote. Their expenses are paid by the groups requesting the liaison.

Section 8. Monitors and Observers of the Advocacy Coordinating Committee
Monitors to the Committee shall be from groups within and outside the APA governance structure. A group that wishes to establish monitor relations with the Committee may write to the Chair of the Committee indicating the name and address of the group member who is proposed to be the monitor to the Committee. After approval by the Committee, these monitors shall serve for a renewable term of one year beginning with the January meeting of the Committee. Monitors are not expected to attend the meetings of the Committee. They will, however, receive the Committee minutes and full meeting agenda of the Committee for informational purposes.
Observers may attend a meeting of the Committee. While the Committee welcomes observers to its meetings, it does not assume financial support of observers. In addition, observers will not ordinarily be expected to participate in discussions unless requested to do so by the Committee Chair.

Section 9. Removal of Advocacy Coordinating Committee Members
If the Advocacy Coordinating Committee believes that there is reasonable cause to remove a member from said body, a vote may be taken by the ACC to petition the Board of Directors to remove said member. If, with the exception of the individual in question, two-thirds of all ACC members vote to remove said member, then a petition requesting removal shall inform the Board of Directors of the basis for, and the evidence supporting, said removal. The Board of Directors shall give said member the opportunity to fully respond in writing to the petition. The Board of Directors, by a two-thirds vote of all members, may remove said member if it determines that there is reasonable cause for removal and that removal is in the best interest of the Association.

Committee Business

Section 1. Standing Meetings of the Advocacy Coordinating Committee
The standing committee meetings necessary for the function of ACC’s operations are as follows: Meeting of the whole Advocacy Coordinating Committee; Meeting of the Chair with the APA Chief Advocacy Officer, Deputy Chiefs of the APA Advocacy Office, and ACC’s Staff Liaison; Meeting of the standing Subcommittee(s).

Section 1.1 Open Meetings
All meetings are presumed to be open unless indicated otherwise. In addition to Committee members, all APA members are welcome to attend as observers. Moreover, APA staff and liaisons from groups within and outside the APA governance structure may be present.

Section 1.2 Executive Sessions
The ACC may move into an executive session upon receiving a majority vote. Only Committee members, Board of Directors, CEO or designee, Chief Advocacy Officer, Deputy Chief Advocacy Officer, the ACC Staff Liaison, the Advocacy Office Deputy Chiefs, and Governance Office liaison are present.

Section 1.3 Forum for conducting Committee business
The Advocacy Coordinating Committee may elect to meet in person or virtually pursuant to directives from the Board of Directors, APA President, and APA Advocacy office.

Section 2. Frequency of Meetings
The frequency of the Meeting of the whole Advocacy Coordinating Committee is monthly or bi-monthly commencing in January. The frequency of the Chair’s meeting with the APA Advocacy Office is determined in January based on the Committee’s scope of work. The frequency of the standing subcommittee(s) will be dictated by the scope of work. As aforementioned, the Chair may call special committee meetings if the need arises.
Section 3. Time and Date of Meetings
The time and date of the standing meetings are determined by the ACC members during their January meeting. The committee is scheduled annually to convene for two in-person whole committee meetings which are designated for early Spring and late Autumn unless otherwise specified pursuant to directives from the Board of Directors, APA President, APA Governance office, and APA Advocacy office.

Section 4. Standing Rules of Order
The parliamentary procedure that governs all ACC business is the most current edition of *Modern Parliamentary Procedure* by Ray E. Keesey.

Section 5. Quorum
Pursuant to the APASI Bylaws, a majority of the whole Committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the Committee.

Section 6. Creation of Ad-Hoc Workgroups or Taskforces
The ACC may constitute ad-hoc workgroups or taskforces by a supermajority vote to assist in their duties as prescribed by the APASI Bylaws. All workgroups created under this procedure shall be provided a project charter by the Chair. The term of all workgroups concurrently expire at the close of the calendar year.

Section 7. Voting on Committee Business
All appointed and confirmed members of the Advocacy Coordinating Committee are enfranchised. They may not delegate this prerogative nor vote absentee. In the event of a tie, the ACC will adhere to the *Modern Parliamentary Procedure* guidelines.

Standing Subcommittees of the Advocacy Coordinating Committee

Section 1. Advocacy Goals and Needs Assessment Subcommittee
The Advocacy Goals and Needs Assessment Subcommittee is charged with formulating the biennial survey and addressing any concerns regarding data collection. The Subcommittee evaluates the data in collaboration with APA staff and presents their findings to the whole Committee in order for the ACC to draft a slate of new advocacy priorities for the Association. The ACC then discusses the findings presented by the Subcommittee and proceeds to draft the proposed priorities. The proposed priorities are subsequently voted upon by the Committee. If the vote is in the affirmative, the Chair on behalf of the ACC communicates their recommendations in the form of a report to the Board of Directors for consideration. The Subcommittee is also charged during the gap year between surveys to conduct focus groups and other means of input as needed to refine the survey format and advocacy priorities.

Section 1.1 Frequency of the Survey
The ACC will carry out a biennial survey of the APA advocacy priorities in even years, or at the call of the Chair, prior to the commencement of the new Congress. This survey will be conducted in accordance with the APA Membership Office’s recommendations and assist the ACC in developing the report for the Board of Directors.
Section 2. Member Engagement Subcommittee
The Member Engagement Subcommittee is charged with collaborating with the APA Advocacy Office in enhancing communications to APA members and governance to aid in the education and furtherance of APA’s strategic plan, advocacy mission and priorities, and goals. The subcommittee will advise the APA Advocacy Office on suggested process improvements to engage Governance groups, SPTAs, APA Divisions, and Membership to optimize member engagement with the Psychology Advocacy Network. The subcommittee will also identify gaps in APA policy needed to inform the APA advocacy priorities. Subcommittee members may be called upon by the Chief Advocacy Officer or designee to assist in advocacy trainings across the association, educating all relevant stakeholders in the importance of action alerts and serve as subject matter experts for advocacy priorities. The ACC will provide advice on the release of the priorities and engage in promoting Advocacy activities as appropriate.

Adoption & Amendments
Adoption of these operational procedures shall take effect upon receiving majority vote of the Committee and govern all committee business moving forward.

These operational procedures may be amended by the Advocacy Coordinating Committee by a supermajority vote pursuant that the amendment does not conflict with the APASI Bylaws and/or other governing directives set forth by APA Council of Representatives and/or the APA Board of Directors.

As adopted on the
27th day in January in the year Two Thousand Twenty One