



**AMERICAN
PSYCHOLOGICAL
ASSOCIATION**
SERVICES, INC.

Advocacy Coordinating Committee's Operational Procedures

Ferreira, Andrew
APA Advocacy Office
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Advocacy Coordinating Committee

Operational Procedures

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 4.2 Subcommittee Chair(s)

The Chair or individual member may nominate members of the Committee to serve as chair of a subcommittee(s). These individuals will be presented to the Committee and require a simple majority for confirmation. Their term of service concludes at the end of their calendar year of appointment. They may be appointed as a Subcommittee Chair no more than twice during their tenure on the ACC.

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 1.2 Survey Data

The survey's data is understood by all Committee members to be embargoed for a period of 365 days from the conclusion of the survey data collection period. This is in order to set aside ample time for the Subcommittee and the Committee-at-large to conduct a thorough analysis of the aforementioned data and consult in confidence. After the delineated period of time, other governance groups may formally propose a question they wish to be answered from the data via their respective staff liaison or designated representative to the ACC staff liaison. The ACC staff liaison, in collaboration with the Committee, will deliver an executive summary in response to the inquiry in a timely manner.

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.

New Business Items

Section 1. New Business Item (NBI) Review Process

The Staff Liaison, upon notification from APA Governance and/or Staff Liaison from the committee or board of jurisdiction, or principal mover(s), will inform the Chair that the Committee has been assigned a new business item(s) for review and feedback to the principal mover(s) of the resolution.

The Chair, after consultation with the Advocacy Office and taking into consideration an initial policy review, shall appoint a Review Committee of three ACC members, preferably with subject matter expertise or relevant experience. The Chair shall serve as an ex-officio member of the Review Committee. The Chief Advocacy Officer, or designee, will assign appropriate staff to assist the Review Committee.

The Review Committee will be guided by the Committee's NBI review rubric (See Rubric below.) and shall consult with the Advocacy Office and Staff Liaison. All conversations are to be held in confidence amongst Review Committee members.

Understanding the necessity of timely review and feedback, the Review Committee will submit to the Staff Liaison recommended edits, concerns, and objections or endorsement in the form of a memorandum addressed to the principal mover(s). The Staff Liaison will share the recommended memorandum with the Whole Committee prior to transmittal and give members 24 hours for any objections.

The ACC will consider the memorandum and vote to transmit to the principal movers (s) by majority vote and approval by the Chair.

Objections to transmittal require a quarter of the Whole Committee to stand. The objection must be registered with the Staff Liaison within the 24-hour window. The Chair and Review Committee members will conference with the members who raised their objections. If the members continue their objections, the question will be forwarded to the Whole Committee for a vote. The Advocacy Coordinating Committee, by a majority vote, may stop the review process or transmittal of responses. The Chair must convene an emergency meeting of the Committee to address any concerns if the Committee members who called the question do not rescind their motion.

Section 1.1 Rubric for NBI Review

1. Item includes current, peer-reviewed citations of psychological science of sufficient breadth and depth.
2. Item was developed with opportunity for input by relevant parties and significant issues/concerns have been adequately addressed. (If review process was limited, there are compelling reasons for expedited review.)
3. Item does not conflict with APA's strategic plan, EDI framework, and sufficient resources (financial, infrastructure, etc.) have been identified to support item implementation.
4. Item advances any of the advocacy priorities and corresponding portfolios and does not conflict or hamper any ongoing association advocacy efforts.
5. Item does not lend itself to the above review.

Section 1.2 Recommendations of the NBI Review Committee

The NBI Review Committee, at any stage of the process, may recommend, by the prescribed voting procedures, any of the following:

1. The item requires additional edits or points of clarification from the principal mover(s).
2. The item should be referred to another Committee or Board of jurisdiction for subject matter review with rationale.
3. The item should be referred for public comment with rationale.
4. The item should not be forwarded to the Council of Representatives due to outlined rationale.
5. The item should be forwarded to the Council of Representatives for consideration on the floor.
6. The item should be forwarded to the Council of Representatives with the endorsement of the Advocacy Coordinating Committee.
7. The Committee declines review.

If the Review Committee, in consultation with the Chair, believes an item should be forwarded to the Council of Representatives and endorsed by the Advocacy Coordinating Committee, the Whole Committee shall do so by a supermajority vote.

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 amended on

the 8th day in May in the year Two Thousand Twenty-Four