



National Association of Chronic Disease Directors Arthritis Council Operating Guidelines

Name:

The name of this organization is the Arthritis Council.

Purpose:

The Purpose of this Council is to --

1. Represent state health department arthritis programs and related issues and concerns within the National Association of Chronic Disease Directors (NACDD).
2. Provide a national forum to link state/territorial/tribal program directors/coordinators, and others to act collectively in the promotion of Arthritis health.
3. Provide a venue for participants to exchange ideas, strategies, materials, and policies and procedures to improve and enhance comprehensive public health programs/policies for Arthritis diseases and their risk factors.
4. Advocate for legislation, policies and programs to reduce the burden of Arthritis diseases and their risk factors.
5. Provide comments and recommendations to federal agencies and the membership on issues for which comment has been solicited or for which the Council feels comments are required.
6. Provide leadership and develop partnerships with affiliates, private and public associations and industry to catalyze promotion of Arthritis health.

Membership

1. Any NACDD Member or Associate Member is eligible to join the general membership of the Arthritis Council.

Operation of the Arthritis Council:

1. Governance
 - The Arthritis Council is governed by a Steering Committee who provides leadership and oversight to Council activities and ensures that activities are consistent with NACDD's strategic plan.
 - Workgroups are formed for projects or to meet specific needs of the Arthritis Council, at the discretion of the Chair.
2. Structure
 - The Steering Committee includes the Chair and four at-large members.
 - Four at-large members and the Chair are elected by the Arthritis Council members.
 - Work groups vary in size and include volunteer participants from the general Council membership or the Steering Committee. A workgroup leader may be designated by the Council Chair or by consensus of the workgroup participants.

- Ex-Officio members are **non-voting** members of the Steering Committee and may include workgroup chairs, council representatives or other NACDD Committees and workgroups.
 - The Council is staffed by Consultants from the National Association of Chronic Disease Directors.
3. Terms of office
- The Arthritis Council uses a July 1 start date for the new year.
 - The term of office for the Chair shall be for a period of one year. The Chair may be re-elected without a break in service.
 - The term of office for At-Large members is one year. At-Large members may be re-elected without a break in service.
 - Work group terms begin and end at the discretion of the Chair.
4. Appointment and removal of members
- The Chair may appoint and remove Ex-Officio members.
 - Removal of Members at Large is done by majority vote of the Steering Committee.
 - The Chair may fill any vacancies on the Steering Committee by appointment.
5. Nominations, Elections, and Voting
- A. Nominations
- Nominations are considered anonymous and are solicited from all members for the Chair and At-Large Member positions.
 - At-Large Members from the prior year will automatically be nominated for the Chair position; At-Large Members may decline the Chair nomination.
 - Nominations are confirmed by the NACDD Consultant before they are included on the ballot.
- B. Elections
- Elections are managed by the NACDD Consultant.
 - Elections occur annually and include a two-week nomination period, followed by a two-week voting period.
- C. Voting
- Each member of the Arthritis Council is allowed annually, one vote for the Chair position and one vote for each of the four (4) At-Large Member positions.
6. Meeting Schedules
- The Steering Committee meets by conference call on a monthly basis.
 - The Council membership meets by conference call or webinar on the 1st Tuesday of every month at 2:00 PM ET.
 - Workgroup meetings are scheduled by the Work Group Leadership.

7. Meeting attendance
 - Elected members of the Steering Committee are expected to attend each Steering Committee meeting. Attendance by others is by invitation of the Chair.

Roles and Responsibilities:

1. OFFICERS

A. Chair

- Act as spokesperson of the Council in collaboration with the Council Steering Committee and advances the purpose and position of the Council through every appropriate means possible.
- Call and preside over meetings of the Steering Committee; in the absence of the Chair an At-Large member or an NACDD Consultant will preside.
- Make all work group, NACDD representation, or replacement appointments as needed.

2. AT-LARGE MEMBERS

A. Four (4) At-Large Members

- Serve on the Steering Committee.
- Perform other duties requested by the Chair.
- Preside over meeting in absence of the Chair.

3. Arthritis Council WORK GROUP LEADERS

- Provide leadership to the planning and completion of activities of the work group, call meetings, set agendas, and record notes as deemed necessary by the work group.
- Maintain regular communication with the Steering Committee.

5. NACDD Consultant

- Set up conference calls for Arthritis Council meetings and Steering Committee meetings.
- Set up conference calls for work group meetings as requested by the work group chair(s).
- Take roll for meetings.
- Maintain database of membership contact information, participation, and interest areas.
- Work with Chair and Steering Committee to draft meeting agendas.
- Draft meeting summary for Steering Committee and Arthritis Council meetings.
- Disseminate meeting agendas and reminders for Steering Committee meetings one week in advance.
- Provide steering committee minutes upon request.
- Update the NACDD Arthritis Council web page as needed.
- Preside over meetings in Absence of the Chair.

6. STEERING COMMITTEE

The Steering Committee is made up of the Chair, and At-large members

- Ensure that all activities of the Council are consistent with the mission and strategic plan of NACDD.

- Develop communication channels to facilitate sharing among members and; to ensure that positions adopted by the Council reflect the majority opinion of the membership.
- Facilitate communication and collaboration among CDC's Arthritis Program and members.
- Build consensus among members and CDC Arthritis Program and draft Council positions to address issues or concerns regarding public policy and legislative matters; position or issue papers adopted by the Council shall be submitted to NACDD Board for affirmation.
- Plan and oversee the activities and projects of the Council.
- Plan and manage meetings of the membership, as needed.
- Communicate as needed via the Chair with the CDC, NACDD, The National Institute of Arthritis and Musculoskeletal and Skin Diseases (NIAMS), the Arthritis Foundation and other organizations.

Revisions to the Operational Guidelines:

These Guidelines may be revised at any time by a majority vote of the Steering Committee provided that all proposed revisions have been distributed to the Council membership and members have had a minimum of 15 days to review and provide comment to the Steering Committee.