

PUBLIC HEALTH ASSOCIATION of NB-PEI

Policy and Procedure Manual



Reviewed and Revised June 25, 2019

**Public Health Association of NB-PEI
Policy and Procedure Manual**

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**Public Health Association of NB-PEI
Policy and Procedure**

Title:	Board Meetings	Last Review:	June 25,2019
Monitoring:	President		
Approval:	Board		

Purpose The Board of Directors recognizes the importance of regular meetings.

Policy A regular schedule of meetings will be held each year.

Procedure

1. Regular Board meetings are held at least three times per year either in-person or by teleconference, or other electronic means.
2. Board members are provided at least one month's notice (by phone or email) of all regularly scheduled Board meetings and at least 48-hours notice (by phone or email) of all special Board meetings, specifying the place, date, time and agenda.
3. Directors can be reimbursed for gas costs for travel to attend Board meetings , as well as bridge toll fares, when applicable, if they so choose.
4. Roles of meeting Chair and minute-taker can rotate from meeting-to-meeting as agreed to by the Directors. All notes, minutes and documents from meetings will ultimately be sent to the Secretary as records.
5. Every question at a Board meeting shall be decided by consensus (show of hands, e-votes, verbal agreement, etc) unless a poll on the question is required by the Chair or requested by any Director. A declaration by the Chair that a resolution has been carried and an entry in the minutes is conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the resolution.
6. Each Board member, except the chair of the meeting, shall be entitled to one (1) vote/e-vote on all matters brought before the Board for determination. Questions arising at any Board meeting shall be decided by majority vote. Only in the case of an equality of votes on any question at a meeting of the Board shall the chair of the meeting vote.
7. A quorum shall consist of 50% of the number of elected Directors at any given time. The Directors shall have the ability at any Board meeting at which a quorum is met, to

exercise all or any of the authority, powers and discretion assigned to it by or under the bylaws of the PHA of NBPEI.

**Public Health Association of NB-PEI
Policy and Procedure**

Title:	Record Archival	Last Review: June 25, 2019
Monitoring:	Secretary and Treasurer	
Approval:	Board	

Purpose The Board of Directors recognizes the importance of saving key documents.

Policy Essential records of the Association will be safely and routinely saved and archived.

Procedure

1. On or before the last day of the calendar year, the Secretary will save electronically the following documents:
 - a) Minutes of the Board of Directors' meetings; and
 - b) Key documents such as records of decisions from strategic planning meetings, needs assessment tools and reports, e-bulletins or communications documents, and any other documents identified.
2. The Treasurer will ensure that financial documents, including bank statements, year-end financial statements and any financial transactions records are compiled and kept for each fiscal year.
3. Retention and destruction schedule:

Type of Record

Minutes of Board Meetings
Key documents
Year-end financial statements and financial transactions
Records of Annual General Meetings

Retention Schedule

Minimum of 5years
Minimum of 5 years
Minimum of 5 years
Life of the Association

**Public Health Association of NB-PEI
Policy and Procedure**

Title:	Nominating of Directors	Last Review:	June 25,2019
Monitoring:	Past-President or President		
Approval:	Board		

Purpose The purpose of Nomination of Directors is to maintain a full slate of Directors.

Policy The Board assumes responsibility for nominating new members.

Procedure

1. When there is a vacancy, the Board will recruit and invite a qualified candidate to be a Board member.
2. In the event that the Board cannot locate sufficient nominees from one of the provinces, the vacancy may be filled from the membership at large.
3. Directors must be individuals, 18 years of age, with power under law to contract. All directors must be Voting Members.
4. A Director, if otherwise qualified, is eligible for election, appointment or designation as a Director for a maximum of two (2) consecutive 2 year terms, however, at the discretion of the Board, Directors may serve longer than that period of time.
5. The President will automatically succeed to the office of Past President. Upon completion of the full term as Past President, the member shall be eligible for election to any elected Board position.
6. A Director shall be automatically terminated, if he/she ceases to be qualified to act as a director as required under the provisions of the bylaws or, if, at a special general meeting of Members, a resolution is passed by 50% of the Voting Members present at the meeting that he/she be removed from office.
7. A Director may resign hi/her office by delivering a written resignation to the Secretary of the PHA. If any vacancy shall occur in the office of Director, for any reason, a quorum of the Directors, may fill the vacancy.
8. The Directors shall serve, as such, without remuneration and no Director shall directly or indirectly receive any profit from their position, provided that a Director may be paid reasonable expenses incurred by her/him in the performance of her/his duties.

**Public Health Association of NB-PEI
Policy and Procedure**

Title:	Official Languages	Last Review:	June 25 ,2019
Monitoring:	Secretary		
Approval:	Board		

Purpose The Board recognizes and celebrates the francophone communities and public health practitioners of both NB and PEI, and values the bilingual status of NB.

Policy The PHA of NB-PEI values the bilingual status of New Brunswick and our francophone colleagues. We will endeavor to provide as much francophone content and/or translation in our correspondence, documents and educational events as possible. We are, however, a small voluntary organization and do not have the resources to provide full bilingual services. We appreciate any assistance provided by members to improve our bilingual capacity.

**Public Health Association of NB-PEI
Policy and Procedure**

Title:	Wind-down/Dissolution	Last Reviewed:	June 25, 2019
Monitoring:	President		
Approval:	Board		

Purpose The Board recognizes the importance of having a plan in the event that dissolving the PHA of NB-PEI is determined to be in the best interests of the organization.

Policy In the event of dissolution of the PHA of NB-PEI, the Board of Directors shall, after paying and making provisions for the payment of all liabilities, distribute all the assets of the organization over to CPHA National Office or an organization dedicated to charitable and/or educational purposes of a similar nature and which has been recognized as a charitable organization by the Canada Revenue Agency.

Procedure

1. In the event of dissolving the organization, the Board will conduct the liquidation and distribution of all remaining assets in accordance with (1) provincial law (NB or PEI), (2) the bylaws, and (3) a Board-approved plan of dissolution.
2. The Board will seek legal advice, if necessary.
3. The Board will consider the appropriate timing for closing financial accounts, including bank and brokerage accounts. The signing officers will identify the necessary steps and establish a timetable.
4. The plan of dissolution, should be drafted to explain how the assets will be distributed and how the liabilities have been addressed. If all assets are distributed and all liabilities addressed then the plan can state: "All liabilities and debts have been satisfied and the assets of the organization have been transferred to XYZ organization. There are no remaining assets".
5. The Board will ensure 30-days notice of the plans with members to address 'why' the dissolution is happening and 'when' it will be effective, and to assure them that their membership fees or donations will be used to advance the PHA's mission.

**Public Health Association of NB-PEI
Policy and Procedure**

Title:	Member Recognition Award	Last Reviewed:	June 25, 2019
Monitoring:	Secretary		
Approval:	Board		

Purpose The purpose of the Member Recognition Award is to recognize and celebrate the significant contributions that a member of the PHA has made toward advancement of public health.

Policy The PHA of NB-PEI may recognize a deserving member of the PHA for significant contribution toward the advancement of public health by awarding him/her the Member Recognition Award.

Procedure

1. Call for Nominations: One month prior to the Biennial Meeting, the Secretary will send notification to all PHA members requesting nominations for the Member Recognition Award.
2. Nomination Process:
 - a. Nominations are to be forwarded to the Chair of the Nominating Committee on or before the closing date for receipt of nominations.
 - b. Nominations are to include:
 - i. Name of the PHA member making the nomination;
 - ii. Name of the nominee;
 - iii. Summary of contributions made toward the furtherance of public health practice through work, volunteer work in general, and/or volunteer work for CPHA at the PHA and/or National levels;
 - iv. Summary of other notable achievements, whether through paid employment, volunteer work in general, or volunteer work for the CPHA at the PHA and/or National level.
3. Eligibility: In order to be eligible for consideration of the award, nominees must be members in good standing of the PHA of NB-PEI at the time when the Call for Nominations is issued.
4. Nominating Committee:
 - a. Membership: The Nominating Committee is typically composed of the President, Past President and Secretary/Treasurer.
 - b. Role: The Nominating Committee will review the submissions and make recommendation to the Board of Directors for approval.
5. Announcement of the Member Recognition Award will be made at the Biennial Meeting.

**Public Health Association of NB-PEI
Policy and Procedure**

Title:	Student Members	Last Review:	June 25,2019
Monitoring:	President or Past -President		
Approval:	Board		

Purpose The Board of Directors recognizes that the future of the PHA is in the hands of the next generation of public health practitioners and looks for opportunities to involve and engage students in the organization.

Policy The Board of Directors will strive to offer meaningful opportunities for students to become Directors, and/or consultants, of the PHA, afford professional development offerings and mentoring.

**Public Health Association of NB-PEI
Policy and Procedure**

Title:	Fees and Honoraria	Last Review:	June 25, 2019
Monitoring:	Secretary or Treasurer		
Approval:	Board		

Purpose The purpose of this policy is to ensure consistent and fair acknowledgement of paid and volunteer presenters at PHA of NB-PEI sponsored events.

Policy A gift may be provided to presenters at PHA of NB-PEI sponsored events. Paid presenters at PHA of NB-PEI sponsored events will receive their fee and reimbursement for approved expenses rather than a gift.

**Public Health Association of NB-PEI
Policy and Procedure**

Title:	CPHA National Conference Subsidy	Last Review:	June 25, 2019
Monitoring:	Secretary or Treasurer		
Approval:	Board		

Purpose The purpose of the National Conference Subsidy is to recognize the volunteer work of the Directors and to promote and support PHA participation at the National Conference.

Policy Subsidies to support attendance at the National Conference may be offered based on PHA of NB-PEI budget availability.

Procedure

1. At least three months prior to the early-bird deadline for registration to attend the National Conference, the Treasurer will review the Association's budget and make a recommendation to the Board of Directors on the total amount of subsidy to be offered in that fiscal year.
1. When budget permits:
 - a. Conference travel expenses (air/ground travel (gas costs), accommodation, and registration) will be covered for the PHA President, or a Board delegate, to maintain a national presence at the CPHA AGM and networking on the Canadian Network of Public Health Associations. (note; does not include meals)
 - b. Up to two (2) subsidies may be made available, as follows:
 - i. Members of the Board of Directors planning to attend the National Conference will be given priority for a subsidy;
 - ii. If all available subsidies are not accessed by Directors, then members of PHA Committees will be eligible to receive remaining subsidies.
 - iii. If all available subsidies are not accessed by Directors or members of PHA Committees, then any remaining subsidies will be offered to the general membership – one each to NB and PEI, where possible, with priority given to those who are presenting at the National Conference, first-time attendees, or those who have not previously held a CPHA PHA of NB-PEI subsidy.
 - iv. In order to be eligible for consideration for these subsidies, applicants must be members in good standing of the PHA of NB-PEI when the call for interest is issued.
 - v. Those receiving subsidies are expected share highlights of the Conference with the Board.
 - vi. Those receiving subsidies are expected to remain PHA NB PEI or CPHA members for an additional 2 years, unless circumstances prohibit .
4. The Board must approve granting of all subsidies.

**Public Health Association of NB-PEI
Policy and Procedure**

Title:	Fees and Subsidies for Attendance at Professional Development Events	Last Review:	June 25,2019
Monitoring:	Secretary or Treasurer		
Approval:	Board		

Purpose Preferred rates for PHA of NB-PEI professional development (PD) events should be available to members as a benefit of membership, thereby rewarding existing members and encouraging new members to join.

Policy Fees to attend PD events sponsored by the PHA of NB-PEI will reflect membership status and, for non-governmental organizations, applicant ability to pay.

Procedure

1. Fees and Subsidies
 - a. **Members:** The registration fee for members will be at least 25% less than the fee for non-members, regardless of the cost of the specific event.
 - b. **Non-members:** The Board will have the option to offer non-members a credit toward a PHA of NB-PEI membership fee if they become a member within 8 weeks following attendance at a PHA of NB-PEI PD event.

The membership credit can be publicized in the PD notice and registration material. The Board of Directors will strive to contact PD event participants following the event to encourage them to consider PHA of NB-PEI membership.

**Public Health Association of NB-PEI
Policy and Procedure**

Title:	Corporate Sponsorship and/or Partnerships	Last Review:	June 25, 2019
Monitoring:	President		
Approval:	Board		

Purpose The purpose of the sponsorship policy is to determine the balance of the benefit to the public in relation to the risks and costs of collaborating with the sponsor.

Policy On a case-by-case basis, the PHA of NB-PEI may apply the same guiding principles and criteria as the parent association, CPHA-National, in determining the benefits and risks of accepting a sponsorship (see also, <http://www.cpha.ca/en/legal/sponsorship.aspx>).

PHA of NB-PEI will focus on purposes consistent with its strategic priorities and comply with the following “Principles for Corporate Sponsorship” in soliciting all sponsorships (outlined below). These Principles will be discussed with all sponsors during the early stages of discussions.

Any situation that may be an exception to this Policy or these Principles will be reviewed by the President in consultation with the Board of Directors. Together, they shall interpret this policy in good faith.

Principles for Commercial Support or Sponsorships

1. PHA of NB-PEI will at all times maintain an independent position on public health issues and concerns.
2. PHA of NB-PEI will solicit and accept support only for projects and activities that are consistent with the Association’s mission.
3. PHA of NB-PEI will maintain complete control of all funds provided from commercial supporters for educational activities.
4. PHA of NB-PEI will not permit commercial product promotions that run contrary to Public Health Principles, as part of a Continuing Education activity.
5. It is the policy of PHA of NB-PEI not to provide product or service endorsements.
6. Acknowledgments for commercial support will be limited to company name, logos or slogans which are an established part of the supporter’s identity, trade names, addresses and telephone numbers.
7. PHA of NB-PEI’s intangible intellectual assets, including the Association’s name and logo, will be protected at all times. Sponsors will not be permitted to use PHA of NB-PEI’s name or logo for any commercial purpose or in connection with the promotion of any product.
8. PHA of NB-PEI will be vigilant at all times to avoid any real or apparent conflict of interest in accepting sponsorships.

**Public Health Association of NB-PEI
Policy and Procedure**

Title:	Communications	Last Review: June 25,2019
Monitoring:	Secretary or Treasurer	
Approval:	Board	

Purpose To establish guidelines for presenting PHA of NB-PEI to members, the public, current and potential stakeholders, both internally and externally.

Policy PHA of NB-PEI recognizes communication and advocacy efforts as important aspects of our continual efforts to be a positive voice for public health in the Atlantic Region.

Procedure

1. The President may issue statements on behalf of the Board or the membership relating to pertinent issues in the public health arena.
2. Where communication from the PHA President puts him/her in a position of conflict with their professional responsibilities, another Board member may be designated as a signatory or to make statements on a case-by-case basis.
3. Main Goals for External Communications:
 - a) Support the national office in their advocacy efforts
 - b) Share locally-relevant public health information with interested stakeholders
 - c) Applaud or advise accomplishments in NB-PEI with respect to new legislation, regulations and standards relating to public health
4. Main goals for Member Communications:
 - a) Make sure that the PHA's goals, policies and guidelines are communicated
 - b) Strive to give members the information they need, when they need it, in order to increase understanding and commitment, build motivation, and support the PHA's advocacy efforts.
 - c) Communicate with members about decisions and events that affect them before (if possible) and never later than when information is communicated externally.