

## **Protocols for Selection of Members of the CEPH Board of Councilors**

The Articles of Incorporation of the Council on Education for Public Health specify the composition of the Board of Councilors, the governing body of the Council, and indicate that members are appointed to three-year terms and may serve no more than two consecutive terms. The bylaws further define the responsibilities of the Board of Councilors and establish basic operating procedures. These protocols further delineate the manner in which the selection of members of the Board of Councilors occurs.

### **Representatives of the American Public Health Association**

The American Public Health Association, one of the Council's two corporate members, appoints three members to the Council. According to the Articles of Incorporation, these members must be "primarily involved in the practice of public health or in the conduct of related health services." The manner of appointment is "at the discretion of that member." To avoid conflicts of interest, appointees may not be current members of the APHA Executive Board.

APHA's appointments to the Council are staggered so that one term expires at the end of each calendar year. In late summer or early fall, CEPH staff writes to the executive director of the American Public Health Association seeking the appointment or reappointment of a Councilor for the following year. The letter communicates the eligibility of the current member for a second term. The term of the new appointment begins the following January 1. As specified in the Articles of Incorporation, each Councilor shall continue to serve until his or her successor is duly appointed, but no Councilor may serve for more than seven years.

In the event of a resignation, or removal for cause per the Bylaws, or when a representative of APHA is no longer qualified to serve on the CEPH Board of Councilors, CEPH staff writes to the executive director of APHA, seeking the appointment of an individual to complete the unexpired portion of the term. The term for a replacement Councilor is effective the date of the appointment and concludes on the date the original term expires.

### **Representatives of the Association of Schools and Programs of Public Health**

The Association of Schools and Programs of Public Health, the other corporate member, also appoints three members to the Council. According to the Articles of Incorporation, these members must be "drawn from the faculty, administration, or student body of schools of public health." The manner of appointment is "at the discretion of that member." To avoid conflicts of interest, appointees may not be current members of the ASPPH Board of Directors.

ASPPH's appointments are also staggered so that one term expires at the end of each calendar year. In late summer or early fall, CEPH staff writes to the president and CEO of the Association of Schools and Programs of Public Health seeking the appointment or reappointment of a Councilor for the following year. The letter communicates the eligibility of the current member for a second term. The term of the new appointment begins the following January 1. As specified in the Articles of Incorporation, each Councilor shall continue to serve until his or her successor is duly appointed, but no Councilor may serve for more than seven years.

In the event of a resignation or removal for cause, per the Bylaws, or when a representative of APHA is no longer qualified to serve on the CEPH Board of Councilors, CEPH staff writes to the president and CEO of ASPPH, seeking the appointment of an individual to complete the unexpired portion of the term. The term for a replacement Councilor is effective the date of the appointment and concludes on the date the original term expires.

### **Representatives of the Public**

Two members of the Board of Councilors are appointed jointly by the two corporate members to "act as representatives of the general public and may be associated with professional education, but may not be

associated with schools of public health or be engaged in full-time public health practice or be an employee of a school or institution which has a school of public health connected with it.”

In making the appointment of a public member, the corporate members must adhere to the definitions of a public member as promulgated in federal regulations, *34 CFR Part 602, effective July 1, 2010* (or more recent regulations, as appropriate). These specify that:

Representative of the public means a person who is not:

- 1) An employee, member of the governing board, owner, or shareholder of, or consultant to, an institution or program that is either accredited or preaccredited by the agency or has applied for accreditation or preaccreditation;
- 2) A member of any trade association or membership organization related to, affiliated with, or associated with the agency; or
- 3) A spouse, parent, child, or sibling of an individual identified in paragraph (1) or (2) of this definition.

The appointments of the two public members are staggered so that the terms do not expire at the same time. When the term of a public member is about to conclude, CEPH staff determines the interest of the member in serving a second term and, if appropriate, drafts recruitment materials and solicits nominations from stakeholders. If a public member representative remains eligible and interested in continuing to serve a second term on the Council, no solicitation of nominees will occur. Because public members come from outside the field, it is expected that their orientation and acclimation to CEPH duties may take somewhat longer than for other members. Thus, if a public member is eligible and interested in a second term, this should be given special consideration in the selection process.

CEPH will ask the corporate members for nominees, although it will also solicit nominees from other sources including current Council members, former public members, and other accrediting agencies that use public members. Staff establishes a deadline for submission of nomination materials which must include a CV. CEPH staff reviews all nominations in two ways: a) they are reviewed for US Department of Education compliance for characteristics of a public member, and b) it is confirmed through communication with the APHA membership office that none of the nominees are members of APHA.

The nomination materials, including a CV are forwarded to the Council in advance of the next meeting. At the meeting, the Councilors select one person to recommend to the corporate members for their concurrence. The selection is accomplished by majority vote of the Councilors. After the meeting, CEPH staff writes to the two corporate members and asks for their joint appointment of the nominee. Upon written agreement of the two corporate members, CEPH staff communicates with the new Councilor whose term of office begins the following January 1. As specified in the Articles of Incorporation, each Councilor shall continue to serve until his or her successor is duly appointed, but no Councilor may serve for more than seven years.

In the event of a resignation of a public member at a time other than the conclusion of a term, the above process is replicated but may be modified to include online discussion and voting, with the consent of the Executive Committee, to ensure timely appointment of a replacement.

## **Representatives of the Public Health Programs**

The CEPH Articles of Incorporation include language specifying that “two additional Councilors may be appointed upon nomination by the eight appointed Councilors and upon approval by the original members,” the original members being APHA and ASPPH. Neither the articles nor the bylaws specify the nature of these appointments. However, the Council activated the use of these two positions when it expanded its scope of responsibility in the late 1970s to include graduate community health education programs and graduate community health/preventive medicine programs (now a single category called “public health

programs”). Individuals filling these positions are either self-nominated or nominated by appropriate public health professional and educational organizations. In general, these nominees should be drawn from the faculty or administration of accredited public health programs.

When the term of a Councilor representing public health programs is about to expire, CEPH staff initiates a solicitation process in the spring of the last year of the term. If a public health program representative remains eligible and interested in continuing to serve a second term on the Council, no solicitation of nominees will occur. In general, every effort is made to retain Councilors for a second term for continuity and expertise developed over time. CEPH staff sends an email to all program directors of accredited programs, inviting their nominations and encouraging self-nominations. Other organizations that represent public health programs may also make nominations, including the Association of Prevention Teaching and Research, Council of Graduate Programs; the Council of Accredited MPH Programs; and the Association of Schools and Programs of Public Health. General responsibilities, obligations, and time commitments of membership on the Council are communicated at the time of solicitation.

The nomination materials, including a nomination form addressing areas specified in the call for nominations and a CV, are forwarded to the Council in advance of the next meeting. At the meeting, the Councilors select one person per open position to recommend to the corporate members for their concurrence. When selecting members to serve in these positions, the Council will give highest priority to diversity among its members so that it can represent the interests of all schools and programs it accredits. The Council seeks to achieve diversity with respect to the disciplinary background of its members (eg, epidemiology, environmental health, health education, etc.), the educational settings in which they work (eg, medical school, school of education, school of health sciences, etc.), the degree levels with which they have familiarity (eg, baccalaureate, masters and doctoral), delivery mechanisms with which they are familiar and the size of programs they represent. Aspects of diversity also include gender, race/ethnicity, age, religious affiliation, sexual orientation and national origin.

The selection is accomplished by majority vote of the councilors. After the meeting, CEPH staff writes to the two corporate members and asks for their approval of the nominee. Upon written agreement of the two corporate members, CEPH staff communicates with the new Councilor whose term of office begins the following January 1. As specified in the Articles of Incorporation, each Councilor shall continue to serve until his or her successor is duly appointed, but no Councilor may serve for more than seven years.

In the event of a resignation of a programmatic representative at a time other than the expiration of a term, the above process is replicated but may be modified to include online discussion and voting, with the consent of the Executive Committee, to ensure timely appointment of a replacement. CEPH staff communicates the appointment which becomes effective immediately and concludes at the time the original term expires.

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