

**AMERICAN COLLEGE HEALTH ASSOCIATION (ACHA)  
BOARD OF DIRECTORS  
POLICY AND PROCEDURE  
(BOD P/P)**

BOD P/P Number:	2000-1	Date Established: February 6, 2000	
		Date Revised: February 10, 2008	
Reference:	BOD Meeting	Term:	1 Year
			2 Years
		X	Indefinite

BOD P/P Title:	<b>SUBMITTING A RECOMMENDATION FOR CONSIDERATION TO THE BOARD OF DIRECTORS</b>
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BOD Authority:	ACHA Bylaws, Article VIII, Section 1.
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Purpose:	To ensure inclusion of the Association's general membership in the development of Committee, Task Force, Section and Affiliate recommendations which are to be submitted to the Board of Directors for consideration.
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Policy:	When developing recommendations to be submitted to the ACHA Board of Directors for consideration, all Committees, Task Forces, Sections and Affiliates shall ensure multidisciplinary inclusion of the ACHA general membership (through discussion, collaboration, and the opportunity to comment and provide input) regarding the content of the recommendation.
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Procedure:	<p>Prior to a recommendation being submitted to the ACHA Board of Directors (BOD), the following procedure shall be followed:</p> <ol style="list-style-type: none"> <li>1. Recommendations in Committee, Task Force, Section and Affiliate Reports to the BOD shall show evidence of consultation with the field and support of committee membership. Providing the Board with substantial supporting documentation attached to the End of Term Report shall accomplish this.</li> <li>2. Any Committee, Task Force, Section and Affiliate Report recommendation to the BOD that proposes change to association policies, procedures, or its position on issues shall have the option of soliciting comments from the Association membership by posting the proposed changes on the ACHA Web Page for a 14-day open comment period. (Contact the ACHA National Office for assistance.)</li> <li>3. Hearings/Hot Topics sessions at the Annual Meeting shall be used if at all possible to create an open dialogue and a routine input opportunity for forthcoming recommendations.</li> </ol> <p>Once these steps have been taken, Committee, Task Force, Section or Affiliate Reports, including all supporting documentation, along with any comments obtained during the 14-day Web Comment Period, if applicable, shall be forwarded to the respective Board of Directors Liaison and ACHA Staff Liaison for inclusion in the next ACHA Board</p>
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	of Directors Meeting agenda.
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Resources:	National Office	Volunteer
Human:	Staff Liaisons Web Management Staff Executive Assistant/BOD Liaison	Board Liaisons
Financial:		
Other:		