

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

BOD P/P Number:	2026-1	Date Established: February 27, 2026	
		Date Revised:	
Reference:		Term:	1 Year
			2 Years
		X	Indefinite

BOD P/P Title:	ANNUAL MEETING SITE SELECTION POLICY
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BOD Authority:	ACHA Bylaws, Article VIII, Section 1.
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Purpose:	To establish a formal Board-level policy governing the selection and approval of sites for the ACHA Annual Meeting, ensuring appropriate fiduciary oversight, alignment with ACHA’s mission and values, and transparency and accountability in the use of Association resources.
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Policy:	<p>A site for the ACHA Annual Meeting shall not be contracted or publicly announced until the Board of Directors has received the annual site selection report and approved both the recommended location and the known or reasonably anticipated financial implications associated with that recommendation by a simple majority vote.</p> <p>Background The ACHA Annual Meeting represents the Association’s largest non-salary expenditure and constitutes a significant financial and reputational commitment. As such, Annual Meeting venue contracts routinely exceed the approval thresholds outlined in BOD P/P 1986-4: Association Financial Policy & Investment Policy, which requires Board or Executive Committee approval for contracts exceeding \$30,000 or one year in duration.</p> <p>Because Annual Meeting venue contracts are typically executed four to five years in advance, the Board recognizes that not all financial details will be known at the time of site approval. Site selection decisions are therefore informed by the best available information at the time, including identified cost drivers and anticipated financial implications, rather than a final or exhaustive accounting of all future expenses</p> <p>Formal Board review and approval of the Annual Meeting site prior to contract execution is therefore necessary to:</p> <ul style="list-style-type: none"> • Ensure compliance with ACHA’s financial governance policies; • Provide appropriate oversight of equity, accessibility, inclusion, and safety considerations embedded in ACHA’s site selection practices; • Maintain transparency and accountability in the stewardship of member resources; and • Ensure meaningful member representation in the site selection process through the Association’s elected Board of Directors.
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Procedure:

1. Site Selection Review

The Chief Executive Officer (or designee) shall present an Annual Meeting site selection report to the Board of Directors. This report shall summarize the recommended site and include a comparative analysis of at least the top three (3) viable sites considered, and an assessment of the recommendation using the Site Selection Guidelines set forth below, including a summary of known and reasonably anticipated major cost drivers (e.g., meeting space rental, labor, technology, internet, or other material expenses) and any identified cost differentials among sites considered.

2. Board Approval

Approval of the Annual Meeting site shall require a simple majority vote of the Board of Directors. No venue contract shall be executed, nor shall any public announcement be made, prior to such approval.

3. Contract Authority

Upon Board approval of the selected site, contract execution shall proceed in accordance with the Association Financial Policy & Investment Policy and applicable signature authority provisions.

Detailed evaluation criteria and guiding questions to support this review are provided in Appendix A.

Guidelines for Annual Meeting Site Selection

In considering the selection of a site for the ACHA Annual Meeting, the Board of Directors shall apply the following values-driven framework, which reflects and incorporates the ACHA Site Selection Guidelines.

A. Values and Context

ACHA is committed to building resources for inclusion, diversity, growth, and equity (BRIDGE). These values are central to the Association’s identity and inform decisions regarding where and how ACHA convenes its members. The site selection process recognizes that sociopolitical conditions, laws, and policies in potential host locations may not always align with ACHA’s stated values, and that decisions regarding site selection are often made years in advance amid evolving political and social contexts.

The Board acknowledges that decisions to hold, relocate, or cancel the Annual Meeting carry complex and sometimes unintended consequences, including financial penalties, impacts on local workers and communities, and implications for member access and participation. These considerations are evaluated alongside the financial implications of site selection decisions, including cost drivers that may affect registration affordability, member access, and long-term Association sustainability.

B. Venue Logistics, Accessibility, and Safety

In evaluating potential sites, the following factors shall be considered:

- The safety and wellbeing of attendees, exhibitors, staff, and other participants;
- The extent to which site rotation over time permits equitable access for members across geographic regions;
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	<ul style="list-style-type: none"> • Proximity and accessibility to major national airports and other transportation options, with consideration of travel affordability; • Compliance with the Americans with Disabilities Act (ADA), availability of accessible guest rooms and meeting spaces, and the venue’s demonstrated ability to accommodate diverse access needs; • Adequacy of meeting space, exhibit hall capacity, and functional requirements; and • The ability to clearly communicate the rationale for site selection decisions to the membership, when appropriate. <p>C. Building Resources for Inclusion, Diversity, Growth and Equity (BRIDGE)</p> <ul style="list-style-type: none"> • Building resources for inclusion, diversity, growth, and equity shall remain an integral priority in Annual Meeting planning and execution, regardless of location; • State or local laws, policies, and travel bans may inform, but shall not solely govern, site selection decisions; • Venues shall be expected to have diversity, equity, and inclusion policies in place and to demonstrate the capacity to meet the accessibility needs of ACHA members; • When meetings are held in locations with laws or policies that conflict with ACHA values, the Association may pursue value-aligned actions, including partnerships with member institutions or ACHA affiliates. <p>D. Considerations After Contract Execution</p> <p>If, after a venue contract has been signed, material changes occur related to laws, policies, or practices at the site or within the host city or state, the following actions may be considered:</p> <ul style="list-style-type: none"> • Conducting fact-based analysis of the current situation and anticipated developments; • Communicating transparently with members regarding the issues, considerations, and decision-making process; • Providing opportunities for dialogue among members and leaders; • Communicating concerns to contracted venues and documenting the potential impact on future site selection decisions; and • Sponsoring educational programming and/or advocacy initiatives in advance of or during the event.
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Resources:	National Office	Volunteer
Human:	Chief Executive Officer Chief Program Officer	ACHA President
Financial:	Association Operating Funds	
Other:	Association Financial Policy & Investment Policy	

Appendix A: Annual Meeting Site Selection Evaluation Framework and Guiding Questions

This framework is intended to support Board deliberation and does not function as a scoring rubric or checklist. Not all factors will carry equal weight in every decision. Rather, these questions are designed to guide thoughtful, values-aligned discussion, inform fiduciary judgment, and support transparent documentation of the Board's rationale.

Values and Context Guiding Questions

- How does the proposed location align with ACHA's mission, values, and commitment to BRIDGE?
- What current sociopolitical, policy, or legal factors in the host location may affect members' ability to safely, comfortably, and fully participate?
- What potential unintended consequences could arise from holding, relocating, or canceling a meeting in this location?
- What are the financial implications of moving or canceling a meeting, including contractual penalties, sunk costs, and impacts on future meeting pricing?
- How might a site selection decision influence member participation, access, and affordability?
- How far in advance was the contract executed, and what flexibility exists within the contract if conditions change?
- What opportunities exist to support local communities, institutions, or partners in ways that reflect ACHA's values?

Venue Logistics, Accessibility, and Safety Guiding Questions

- Does the venue and surrounding location provide a safe and welcoming environment for all participants, including clear security protocols, emergency procedures, and relevant public health considerations?
- What are the key operational risks associated with this site (e.g., labor environment, union requirements, technology infrastructure, or service reliability), and how might they impact meeting delivery and cost?
- What information is available about local public health conditions, safety considerations, and emergency preparedness?
- Is the venue located in a region that allows equitable geographic access for members across the country over time?
- What are the typical travel costs to this location, including airfare, lodging, and local transportation?
- Is the venue easily accessible from a major airport, and are multiple transportation options available?
- Does the venue demonstrate full ADA compliance and a proactive approach to accessibility accommodations?
- Are sufficient accessible guest rooms and meeting spaces available to support attendees with mobility, sensory, or other access needs?
- Does the venue have sufficient meeting space, breakout rooms, exhibit capacity, and infrastructure to support the programmatic needs of the Annual Meeting?
- Can the rationale for selecting this location be clearly communicated to members in a way that reflects transparency and alignment with ACHA's values?

Building Resources for Inclusion, Diversity, Growth and Equity (BRIDGE) Considerations

- How will BRIDGE principles be incorporated into meeting planning, programming, and participant experience regardless of location?
- What local laws or policies may affect the ability of members to attend or participate fully?

- Do travel advisories, institutional travel bans, or other restrictions affect member institutions?
- What diversity, equity, inclusion, and accessibility policies are in place at the venue and convention services partners?
- Does the venue demonstrate a track record of inclusive practices and accessible services for diverse participants?
- If the meeting is held in a location with laws or policies that conflict with ACHA values, what steps can the Association take to affirm its values through programming, partnerships, or community engagement?
- Are there opportunities to partner with local institutions, affiliates, or community organizations in ways that support health equity and public health priority.

Documentation of Board Consideration

As part of the site selection report and Board discussion, key considerations from this framework should be summarized to reflect the factors that most influenced the recommendation and decision. This documentation supports transparency, continuity across Boards, and clear communication with membership.