

**American School Health Association
Council on Early Childhood (Birth-5 years) Health Education and Services
Operating Code**

I. NAME

The name of this council shall be Council on Early Childhood (Birth-5yrs) Health Education and Services (hereafter referred to as the council.)

II. PURPOSE

The purpose of the council shall be to assist the members of the association in the identification and/or development and promotion of health education materials and health services appropriate for young children and their families. The goals are:

- A. To increase the awareness and knowledge of health education and health service professionals regarding specific health related needs of infants and young children.
- B. To provide access to information about appropriate materials and services to assist in meeting identified needs.
- C. To provide information to assist parents and caregivers in community settings in managing the child's health care and healthy behaviors to be initiated in the home, infant care and child care settings.
- D. To establish liaison with federal organizations, voluntary agencies, and other professional organizations interested in the health and education of infants and young children.
- E. To promote health education and health services programs in the preschool, and infant care and child care settings.

III. MEMBERSHIP

Any person who is a member in good standing of the American School Health Association may request to become a member of the council.

- A. Procedure for membership:
 - An individual indicates his/her interest in the council on the ASHA renewal form, application form, or in writing.
- B. Members' responsibilities:
 1. Fulfill the responsibility of council membership and contribute to the development of reports and projects.
 2. Respond promptly to correspondence.
 3. Provide suggestions regarding council projects and convention programs.
 4. Encourage new membership in the council.
 5. Attend the council meetings at the annual meeting of ASHA.

IV. OFFICERS

A. The officers shall include:

1. Chairperson
2. Associate Chairperson
3. Archivist/Secretary
4. Delegate to the House of Delegates

B. Requirements

1. The chairperson shall have a minimum of two years experience relevant to the field of early childhood health education and/or services, a minimum of one year membership in the council, and a minimum of two consecutive years membership in good standing in the association.
2. The associate chairperson shall have a minimum of one year experience in the field of early childhood health education and/or services and a minimum of one year membership in good standing in the association.
3. The archivist/secretary shall be a member of the council in good standing.
4. The council's delegate to the house of delegates shall be a member of the council in good standing. Holders of other council officers shall be eligible for election as delegate.

C. Term of Office

1. The chairperson shall serve a two year term of office. This term shall commence following the close of the annual meeting after the person's election to the position.
2. The associate chairperson shall serve two year term of office. This term shall commence following the close of the annual meeting after the person's election to the position.
3. The archivist/secretary shall serve a two year term. This term shall commence following the close of the annual meeting after the person's election to the position.
4. The delegate shall serve a two year term. This term shall commence following the close of the annual meeting after the person's election to the position.

If an office is vacated prior to the end of term, the chairperson may appoint an individual to fulfill the responsibilities of that position until the next election period. If an unscheduled election is conducted due to vacancy of an office, the elected individual will serve the election years were initially established to insure that (as much as possible) no more than two of the three officers will be newly elected in any given year.

V. DUTIES OF OFFICERS

A. Chairperson

1. Presides at council business meetings.
2. Serves as representative to the ASHA board of directors.
3. Allocates and disperses expense funds made available to the council for the

conduct of council business.

4. Maintains communication with all council officers and members.
5. Appoints all ad hoc and work committees.
6. Arranges at least one business meeting at the annual meeting.
7. Prepares an annual report including recommendations from the council to present to the board of directors. (This report shall be sent to the ASHA conference coordinator in accordance with the time schedule established for the receipt of such reports.)
8. Prepares such budgetary requests as might be needed. (These requests shall be forwarded to the executive director of ASHA in accordance with the time schedule established for the receipt of such requests.)
9. Facilitates review of documents for ASHA endorsement.
10. Works with council members to recruit new members.
11. Maintains a close relationship with the headquarters staff to plan special projects, seek grants, plan continuing education projects, and prepare the convention program.
12. Serves as chairperson of the executive committee of the council.

B. Associate Chairperson

1. Assumes the duties of the council chairperson when necessary.
2. Serves as chairperson of the council program committee.
3. Arranges with the assistance of the council program committee, a professional program for the annual ASHA meeting.
4. Chairs the professional program at the annual meeting.
5. Is responsible for developing resolutions.
6. Submits an annual report of activities of the office of associate chairperson.
7. Serves as a member of the executive committee of the council.

C. Archivist/Secretary

1. Serves as chairperson of the membership committee.
2. Mails the ballot of officers to all council members.
3. Records and circulates minutes of all meetings.
4. Maintains a permanent file of business meetings and records.
5. Assists the chairperson in sending copies of correspondence to appropriate council members.
6. Submits an annual report of the activities of the office of archivist/secretary.
7. Serves as a member of the executive committee of the council.
8. Arranges recruitment activities including news releases in *The PULSE*, *JOSH* and *The Primer*.
9. Prepares *The Primer* (council newsletter) for distribution.

VI. NOMINATION AND ELECTION

A. Nominations

1. Persons interested in the positions of council chairperson, associate chairperson, archivist/secretary or delegate should notify the council's

nominating committee in writing by July 15. Persons having served as associate chairperson during the incumbent council chairperson's term will automatically be considered for council chairperson unless otherwise indicated.

2. A ballot of eligible nominees shall be prepared by the council nominating committee with at least two (2) choices for each elective office.

B. Election

1. Voting shall be by secret, mailed ballot. The ballot shall be mailed to all council members at least eight weeks prior to the annual business meeting of the council. Members must return the ballot in an envelope with the member's name printed and signed on the outside. Ballots must be received by the designated individual within the council at least 5 weeks before the annual business meeting of the council in order to be counted.
2. The chair of the nominating committee shall make proper arrangements for tallying of the ballots.
3. A tie vote shall be resolved by a majority vote of the members of the nominating committee and executive committee of the council.
4. The chairperson of the nominating committee shall notify the nominees and the council executive committee of election results.

VII. COMMITTEES, COMMITTEE MEMBERSHIP/OFFICERS, AND COMMITTEE DUTIES

A. Committees

The following standing committees shall be appointed annually by the council chairperson with the approval of the executive committee of the council:

1. Executive committee
2. Nominating committee
3. Program committee
4. Ad hoc committees as necessary.

B. Guidelines for Council Committee Membership

Committee membership is open to interested council members. Each committee chairman will appoint members from those who volunteer.

1. The executive committee will consist of the elected officers of the council.
2. The nominating committee will consist of three individuals. The chair of this committee will be appointed by the council chairperson.
3. The program committee will consist of four individuals. The associate chairperson of the council will serve as chair of this committee.
4. Ad hoc committees will be appointed by the council chairperson as needed..

C. Duties

1. Executive committee
 - a. Advise the council chairperson regarding all activities of the council.
 - b. Approve the appointment of all standing and ad hoc committees.

- c. Hold at least one executive committee meeting each year for appraisal of council activities and to plan for future directions of the council.
 - d. Appoint a successor to any office within the Council, except as provided elsewhere in this Operating Code.
 - e. Promote Council activities within ASHA and the larger professional community.
 - f. Maintain communications between the council and other professional organizations, legislators and consumers about early childhood education and services.
2. Nominating Committee
 - a. Review all nominations to determine eligibility.
 - b. Prepare the ballot for election of officers.
 - c. Tally votes for election of officers.
 - d. Notify nominees and executive committee of election results.
 3. Program Committee
 - a. Prepare and submit applications to the ASHA convention program planning committee for sessions at the ASHA annual meeting.
 - b. Solicit applications for presentation and review those applications.
 - c. Assist with details in conducting the professional program at the annual meeting.
 - d. Coordinate with other ASHA councils in recommending sessions.
 4. Ad hoc Committee
 - Work on specific projects that facilitate council objectives.

VIII. MEETINGS

- A. Business meeting

A business meeting shall be held annually at the ASHA national convention. Agenda shall include announcing officer elections, hearing reports, discussion future plans, appointing committees, and other business raised by the membership.
- B. Professional Program

At least one professional program application shall be submitted annually by the council membership to the ASHA convention program planning committee.
- C. Quorum

A quorum shall consist of ten (10) council members present, able to conduct council business.

- D. Representative to the ASHA board of directors.
The council chairperson or a designated representative shall attend meetings of the ASHA Board as appropriate.
- E. Delegate to the House of Delegates.
The elected council delegate shall represent the council and serve as a voting member of the house of delegates. If the elected delegate is unable to attend a meeting of the house of delegates, the council chairperson may select a substitute who shall be a member in good standing of the council.

IX PARLIAMENTARY AUTHORITY

The rules contained in the “Robert’s Rules of Order: Revised” shall govern the council in all cases to which they are applicable and in which they are not inconsistent with this operating code.

IX. AMENDMENTS TO THE OPERATING CODE

Changes in this operating code may be effected with the approval of council membership quorum. No amendment or alteration of this operating code is valid until it is approved by the board of directors of the American School Health Association. The ASHA Board will review the revisions to determine that they do not contravene any of the statutes of the American School Health Association.

**Operating Code Prepared
July 11, 1989**

**Approved by the
Board of Directors of ASHA
October 20, 1989**

**Operating Code Revised
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**Approved by the
Board of Directors of ASHA
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