

Operating Guidance

*Revised and Approved by the CORHA Governance Committee on (November 17, 2023)
The CORHA Operating Guidance supplements the formal CORHA Bylaws.*

I. CORHA In-Person and Video/Teleconference Meeting Logistics

- Meeting Frequency:
- The Council will strive to meet quarterly, including two in-person meetings per year (e.g., once in the spring/summer and once in the fall/winter) with intervening meetings occurring via video or teleconference. In-person meetings are subject to availability of Council funds.

The planning and coordination calendar for CORHA will run from August-July. The CORHA meeting schedule will occur as follows:

Meeting	Format	Tentative Month
CORHA In-Person Meeting (Fall)	In-Person	Fall
CORHA Member Call	Video/Teleconference	Winter
CORHA In-Person Meeting (Spring)	In-Person	Spring
CORHA Member Call	Video/Teleconference	Summer

- Meeting Notices and Invitations: The hosting organization (ASTHO or CSTE), with direction from the Governance Committee will be responsible for identifying and inviting voting representatives, their alternates, selected organization representatives and Subject Matter Experts (SMEs) to the meeting. Invited in-person meeting participants will be given at least 6 weeks' notice when practicable, while video or teleconference meeting participants will be given at least 3 weeks' notice when practicable. Meeting invitations and notices may be in the form of a calendar meeting request, email, or formal digital letter.
- Meeting Attendance, Absences and Alternates: Per the CORHA Bylaws, if a member organization representative is unable to attend a quarterly meeting, they or their member organizations should propose an alternate. Notification of all proposed alternates must be sent to the Council Co-Chairs and meeting planning staff as soon as possible prior to the meeting or call.

Alternates preferably will be drawn from persons active in CORHA (e.g. as a workgroup member or a staff representative). Any member organization which has only one formally designated representative (per section VI in the Bylaws; APIC, APHL, CMS, FDA, and SHEA) is encouraged to designate an individual as its standing alternate representative. However, all member organizations may specify an alternate on an ad hoc basis.

Notice shall be given to the member organization (by CORHA's ASTHO or CSTE staff) when a voting representative of a member organization has been absent from two consecutive meetings.

- Agenda Development: The Council Co-Chairs, with support from CORHA staff shall be responsible for the development, review, and approval of CORHA in-person meetings and video/teleconferencing call agendas. CORHA staff will be responsible for drafting and editing the meeting agendas, for review and feedback by the Co-Chairs. Meeting agendas will be developed and distributed with the goal of providing at least 7 calendar days advanced notice of the items to be discussed. Agendas will be developed taking into consideration the following:
 - Content and Agenda Items – the Co-Chairs shall be tasked with selecting discussion topics and identifying presenters and facilitators for the selected agenda items.
 - Time Allocation and Breakout Sessions -- the Co-Chairs shall determine the structure, appropriate time necessary and facilitators for breakout sessions.
- Meeting Facilitation: The Co-Chairs shall be tasked with facilitating CORHA meetings, with the intent to cover all agenda items, prompt participant engagement, clarify action items and accomplish meeting objectives. CORHA staff will be responsible for providing meeting support to the Co-Chairs to ensure that meeting objectives are met.

Principles of Robert’s Rules of Order shall be used when necessary to govern business of the CORHA, its Governance Committee, other committees, and workgroups.

- Meeting Report: CORHA staff will provide a meeting report or summary 2-3 business days after the meeting adjourns. Meeting reports will include the date, time and place, the members present, and the action(s) taken at each meeting.

II. **Appointment of New CORHA Member Organizations and Voting Representatives**

Every effort will be made to ensure that all relevant organizations are represented in the CORHA membership. Organizations that are relevant to CORHA’s work shall be identified in discussions with CORHA voting representatives, but as indicated in the Bylaws, decisions to extend membership to organizations and individuals shall be made by the Governance Committee.

- New CORHA Member Organizations: The Governance Committee will discuss and determine the need to add new member organizations to CORHA. Following the approval of the Governance Committee, member organizations of interest will be discussed for approval and a vote by the full Council. Approved organizations will be issued an official CORHA invitation letter.
- New CORHA Voting Representatives: New CORHA voting representatives may be nominated by their organizations and will be approved by the CORHA Governance Committee. Curriculum Vitae’s may be required for new CORHA voting representatives for consideration. Approved CORHA members will be issued an official CORHA invitation letter. Once the invitation is accepted, the new CORHA voting representative will meet with one or both of CORHA’s co-chairs, as well as with the Governance Committee, to onboard onto CORHA to begin their responsibilities.

III. **Voting**

CORHA voting processes and quorum requirements will follow Section VI outlined in the Bylaws. A consent calendar will be considered as an option for voting, when necessary. Votes may be

conducted in-person, where applicable, or via email or other electronic means. Votes will be coordinated by CORHA staff who will provide voting information and directions. Voting results will be generated by CORHA staff and announced by the Council Co-Chairs. All voting records will be recorded and saved.

IV. Workgroup Formation

CORHA workgroups and committees will be formed to address specific short or long-term projects as approved by the CORHA Governance Committee. The Governance Committee and workgroup Co-Chairs, with support from CORHA staff will draft the workgroup charge. Workgroup charge documents following the Governance Committee's approval, will be shared with CORHA voting representatives for review and discussion.

Following the approval of the charge document, Governance Committee members will identify workgroup Co-Chairs to lead the workgroup. The workgroup Co-Chairs and Governance Committee will be tasked with identifying workgroup members and establishing the direction of the workgroup. Workgroup co-chairs, with support from CORHA staff, will review the workgroup charge and roster on an annual basis.

CORHA will strive to maintain the following composition for workgroups:

- Workgroup Co-Chairs – CORHA workgroups will be led by a Chair and a Co-Chair as outlined in Section VII of the Bylaws. As indicated in the CORHA Bylaws, one of the workgroup Co-Chairs must be a CORHA voting member. The Governance Committee will vote to approve nominations for workgroup Co-Chairs, and as necessary, will support the Co-Chairs in recruiting representatives for other key workgroup positions.
- Workgroup Members – workgroup members will support implementation of the workgroup charge, serving as advisors, content developers and reviewers. The workgroup Co-Chairs will manage recruitment of workgroup members for approval by the Governance Committee.

V. CORHA Communication and Marketing Taskforce

The CORHA Communication and Marketing (C&M) Taskforce seeks to address all branding and marketing-related efforts of the Council. The taskforce works to advance the Council's mission and vision to both internal and external stakeholders, as well as oversee all external communication efforts of the Council. C&M taskforce activities are coordinated by CDC and NACCHO staff and include a Governance Committee liaison member responsible for decision-making and the overall direction of the taskforce.

The taskforce meets once a month via conference call to discuss taskforce activities.

VI. Staff Support

ASTHO and CSTE staff will be responsible for providing programmatic and administrative support on various CORHA activities.