

The Commissioner's Advisory Council on Health Disparity and Health Equity Procedural Guidelines

ARTICLE I – NAME AND PURPOSE

Section 1 – Name

The name of the Committee shall be the Commissioner's **Advisory Council on Health Disparity and Health Equity** (ACHDHE). It shall be an Advisory Council to the Commonwealth of Virginia's Commissioner of Health.

Section 2 – Mission and Purpose

ACHDHE shall be organized to promote health opportunity for all and eliminate inequities among racial and ethnic minorities and other disadvantaged populations in Virginia.

The purpose of this advisory council is to advise and make recommendations to the Commissioner of Health on strategies and policies to promote health equity, with particular attention to:

- VDH programs, policies, and initiatives
- Emerging health equity issues.

To this end, ACHDHE meetings will include presentations on VDH programs, policies, and initiatives. ACHDHE members will have an opportunity to provide input and recommendations regarding how VDH efforts can most effectively promote health equity. Recommendations may be related to assessment, community engagement, policy and program development, cultural competency and humility, evaluation and other factors of relevance. From these programmatic presentations and discussions, ACHDHE will identify cross cutting recommendations relevant to multiple programs and to agency wide policies and practices.

Section 3 – History

ACHDHE was created in 1990 by the Commonwealth of Virginia's Commissioner of Health to promote and advocate for the elimination of health inequities among all racial and ethnic minorities and other disadvantaged populations in the Commonwealth of Virginia.

ARTICLE II – MEMBERSHIP

Section 1 – Membership

Members shall consist of representatives from state and local public health agencies; health care providers; consumers; colleges and universities; faith and ethnic organizations; and other organizations, agencies, and communities that represent Virginia’s racial and ethnic, minority and disadvantaged populations, and have an influence on health equity.

Section 2 – Appointment of Members

Members of the Advisory Council shall be appointed by the Commonwealth of Virginia’s Commissioner of Health.

Section 3 – Duration of Appointment

Members shall be initially appointed for one four-year term. Members in good standing – having attended the regularly scheduled meetings, and actively supported the ACHDHE mission may be appointed for one (1) additional four-year term.

To assure membership retains continuation of historical knowledge, the Commissioner of Health may make additional appointments as needed.

Section 4 - Condition of Appointment

Individuals meeting the Membership criteria (defined in Section 1) serve solely at the pleasure of Virginia’s Commissioner of Health.

Section 5 – Representation of Stakeholder Interest

Members shall be encouraged, to the extent possible, to communicate with other organizations similarly situated.

Members shall be expected to make a good faith effort to represent the concerns and interests of their stakeholders, and to ensure that any recommendations developed by the committee shall be representative of the said stakeholders and the organization the member represents.

Section 6 – Resignation and Termination

Any member may withdraw from the council at any time without prejudice. The Health Commissioner shall determine need for replacement.

ARTICLE III – OFFICERS

Section 1 – Officers

ACHDHE officers shall consist of a Chair, Vice Chair, and Emeritus Chair.

Section 2 - Election of Officers:

The officers of this body shall be elected biennially by majority vote.

Section 3 – Terms of Office

Officers shall be elected for a two-year term (not to exceed the membership period), or until successors shall be elected or appointed. The term of office shall commence on the first meeting following the election period.

Section 4 – Duties of Officer

Chair

- Preside at all membership meetings;
- Arrange alternate leadership in the event Chair is unable to attend a meeting. Officers filling in shall preside in the following order: Vice Chair, Emeritus Chair;
- Provide input on and review all agendas in advance of meetings
 - Keep discussions forward-moving and focused on agenda items
 - Keep meetings within scheduled time-frame
 - If agenda items must be deferred, confer with members to develop a plan to address deferred items
 - Call special meetings
 - Appoint appropriate subcommittee chairs, if necessary
 - Provide oversight to ensure the smooth operations and activities of the general body and subcommittees

Vice Chair

- Serve as Chair in the absence of the Chair
- Assist the Chair in providing oversight to ensure the smooth operations and activities of the general body and subcommittees

Chair Emeritus

- In the year following the term of office of anyone as chair, the chair becomes the Chair Emeritus.
- He/she remains an officer and attends meetings offering support as requested.
- The Chair Emeritus may perform duties as the Chair may prescribe.

ARTICLE IV – MEETING OF MEMBERS

Section 1 – Regular Meetings

Regular meetings shall be held quarterly at a date and time agreed upon by members. All meetings are open to the public.

It is also the policy of the ACHDHE that the group may hold all-virtual public meetings as permitted by Va. Code § 2.2-3708.3 Subsection C. In accordance with the Subsection C, Item 9, the ACHDHE will not convene an all-virtual public meeting (i) more than two times per calendar year or 25 percent of the four regular meetings held per calendar year rounded up to the next whole number, whichever is greater, or (ii) consecutively with another all-virtual public meeting.

Section 2 – Special Meetings

In addition to its regularly scheduled meetings, ACHDHE shall convene if necessary, at a mutually agreeable time, to receive an update from the Director of the Office of Health Equity regarding the *State of Health Equity in Virginia*.

ACHDHE shall convene at the request of the Commissioner or Chair for additional called meetings as necessary.

Section 3 – Notice of Meetings

All meetings shall require at least 3 days prior notice. A notice for each meeting shall be placed on the Town Hall Regulatory website and the Virginia Department of Health's public website, and a hard copy of the notice shall be posted in the reception area of the agency.

Section 4 – Member Attendance

- Members are expected to be present at all meetings
- Should a member be absent, it shall be the responsibility of the member to notify ACHDHE leadership in a timely manner
- Members are expected to arrive before the start of each meeting to ensure that all meetings can begin promptly as scheduled. Should a member know in advance that they will be in attendance for only part of a meeting; it is the responsibility of the member to notify the Chair or OHE staff in advance
- Members are expected to attend at least three of the four regularly scheduled quarterly meetings each year. An inability to attend meetings may result in a segment of ACHDHE's target population not being represented. If a member has non-justified absences for four (4) quarterly meetings in a two (2)

year period she/he may be removed from ACHDHE, at the sole discretion of the State Health Commissioner

- Participation in meetings via Polycom is available for members unable to travel to the meeting location. Polycom participation must be scheduled in advance and comply with public notice requirements. Meetings must be held in a public setting, and public members must have the opportunity to attend

Section 5 – Conduct of Business:

All meetings shall be held in compliance with the laws pursuant to Code of Virginia §2.2-3701:

- ‘Meeting’ or ‘meetings’ shall include work sessions, when
 - sitting physically, or through telephonic or video equipment
 - pursuant to §2.2-3708, as a body or entity, or as an informal assemblage of (i) as many as three members or (ii) a quorum
 - less than three of the constituent membership, wherever held, with or without minutes being taken, whether or not votes are cast, of any public body
- A quorum for ACHDHE is defined as the majority of the membership
 - Meeting shall commence and end at the designated times
 - All electronic and/or technical devices shall remain silenced during the meeting
 - Meetings shall operate under a simplified version of Robert’s Rules of Order

Section 6 – Participation:

- All members, and interested parties, must be given an opportunity to contribute their input in an orderly manner
- All members are expected to be prepared, concise, and brief in verbal communication
- All feedback and comments should be voiced in a constructive manner
- Member input is expected to remain on topic, as the meetings are structured to achieve maximum participation in a brief time

Section 7 – Voting:

- Equal weight shall be given to the vote of each member
- ACHDHE serves as an advisory council and does not require a quorum to enact business
- ACHDHE members may decide to delay an action, if the majority of members present feel that the group needs the input of the absent members in order to make an informed decision

- Passage of a motion requires a simple majority, one more than half the members present

Section 8 – Minutes

- Final Approved minutes will be posted on the following website:
- Office of Health Equity’s website.
- Virginia Town Hall website:

ARTICLE V – SUBCOMMITTEES

Section 1 – Procedures

Standing and ad hoc committees may be added as needed

Section 1a –Potential Ad hoc Subcommittees

As appropriate, the Chair may create standing and ad hoc subcommittees and assign members or seek volunteers to carry out ACHDHE business. Potential subcommittees/functions/roles may include, but are not limited to:

- Community Engagement
 - The purpose of this subcommittee shall be to identify opportunities to address health inequities and make recommendations to the ACHDHE membership to support community actions addressing these issues.
 - The Chair-appointed leader and other volunteer subcommittee members determine subcommittee activities, including the time and place of meetings.
 - Sub-committee members do not have term limits.
- Data
 - The purpose of this subcommittee shall be to research available data related to social determinants of health and health inequities and make recommendations to the ACHDHE membership to support community actions addressing these issues.
 - The Chair-appointed leader and other volunteer subcommittee members determine subcommittee activities, including the time and place of meetings.
 - Sub-committee members do not have term limits.
- Legislative / Policy
 - The purpose of this subcommittee shall be to identify, review and make recommendations on legislation, policy

and procedures that impact minority health and health equity to the entire ACHDHE on issues that ultimately will be forwarded to the Health Commissioner.

- The Chair-appointed leader and other subcommittee members determine subcommittee activities, including the time and place of meetings.
- Subcommittee members do not have term limits.

Section 2 – Notice of Meetings

All subcommittee meetings shall require at least 3 days prior notice. A notice of the meeting shall be placed on the Department of Health’s public website, and a hard copy of the notice shall be posted in the reception area of the agency.

Section 3 – Conduct of Business

- Minutes shall be recorded at subcommittee meetings.
- Approved minutes shall be posted on the Office of Health Equity’s website.
- Approved minutes shall also be posted on the Virginia Town Hall website.
- Approved minutes shall be verbally reported to the committee at the following regularly scheduled meeting.
- A committee member may request a hard copy of the minutes by contacting the Office of Health Equity.

ARTICLE VI – ACHDHE Administrative Support

- The Office of Health Equity provide staff for ACHDHE, including assistance before, during, and after general and subcommittee meetings.
- The Health Equity Specialist serves as key staff to ACHDHE.
- The Health Equity Specialist shall be responsible for providing assistance in scheduling meetings, preparing agendas, fulfilling public meeting posting requirements, and receiving and distributing ACHDHE minutes.
- The Health Equity Specialist shall forward summary minutes, agenda items, and other appropriate materials to members prior to each upcoming committee meeting.
- The Director of the Office of Health Equity shall also serve as an ACHDHE council member in an ex officio capacity, and the director or his/her designee shall provide information and

updates regarding, OHE, national, state, and local initiatives relevant to ACHDHE's mission.

Addendum: New ACHDHE Onboarding Process:

Members of State Health Commissioner's Advisory Council on Health Disparity and Health equity will be appointed in accordance with the process outlined below. The Commissioner welcomes and encourages a diverse applicant pool. Based on the below requirements, the following timeline is implemented for purposes of making ACHDHE member appointments:

1. OHE Staff announces open membership positions via the website, email, and at the meeting of the ACHDHE. Potential members must complete an online application or mail a completed application to the Office of Health Equity (Attention: Augustine W. Doe, Health Equity Specialist, Office of Health Equity, Virginia Department of Health, 109 Governor Street, Richmond, Virginia 23219).
2. The Chair of the ACHDHE requests volunteers for an Ad hoc subcommittee (Membership committee) at a meeting to lead the recruitment activities. The Membership committee members decide on a timeline for the selection process and share it with ACHDHE staff.
3. The Membership committee must consist of at least two members and the Chair. The Membership committee may request input from a non-voting staff liaison, VDH-ACHDHE support staff.
4. OHE Staff will draft an initial request document for each member's request if necessary or desired by the selection committee and ACHDHE Chair.
5. OHE Staff will send all applications and materials to the Membership committee members for their review.
6. The Membership committee members will give consideration as to whether an applicant currently serves on a different advisory committee and endeavor not to have individuals serve on multiple advisory committees at the same time.
7. After the review period, the Membership committee meets (virtual or in person) to decide who to recommend to the State Health Commissioner for appointment to the ACHDHE.
8. An alternate appointment is included when appropriate in the selection process if an unexpected appointment needs to be made. One alternate may be selected for each member type.

9. Appointments are made at the following ACHDHE meeting or when approved by the State Health Commissioner.

Join the ACHDHE:

<https://www.vdh.virginia.gov/health-equity/division-of-rural-health/application-for-membership-on-the-state-health-commissioners-advisory-council-on-health-disparity-and-health-equity-achdhe/>