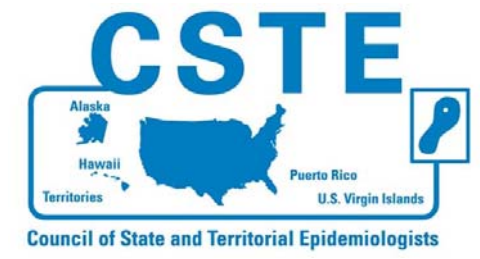


Council of State and Territorial Epidemiologists



Policies and Procedures Manual

Updated June 2007

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CSTE Vision

The Council of State and Territorial Epidemiologists is committed to improving the public's health by supporting the efforts of epidemiologists working at the state and local level to influence public health programs and policy based on science and data

CSTE Mission

CSTE promotes the effective use of epidemiologic data to guide public health practice and improve health. CSTE accomplishes this by supporting the use of effective public health surveillance and good epidemiologic practice through training, capacity development, and peer consultation, developing standards for practice, and advocating for resources and scientifically based policy.

COUNCIL OF STATE AND TERRITORIAL EPIDEMIOLOGISTS

CONSTITUTION

REVISED June 2007

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ARTICLE I. Name.

The name of this organization shall be the Council of State and Territorial Epidemiologists.

ARTICLE II. Purposes.

The purposes of this organization shall be to establish closer working relationships among state and other epidemiologists employed by the states, to consult and advise with appropriate disciplines in other health agencies, and provide technical advice and assistance to the Association of State and Territorial Health Officials as required.

ARTICLE III. Executive Committee.

The governing body of the Council shall be known as the Executive Committee.

The Executive Committee shall be composed of the officers of the Council and six elective members. The six members shall include three-at-large members and one member representing infectious diseases, one member representing chronic diseases, and one member representing environmental and occupational diseases and injuries. At each annual meeting, the membership will vote to elect one at-large and one specialty position on the

Executive Committee, each to serve a three-year term. The Secretary-Treasurer shall also serve a three-year term. The specialty positions will rotate among the three specialty areas with only one specialty position being open for election each year, unless an Executive Committee member holding another specialty resigns or vacates prior to completion of a full term. The Executive Committee shall submit the names of at least two nominees for each position of the Executive Committee to be filled. The Executive Director shall survey the membership annually to determine the specialty interests of each, and the Executive Committee shall use the self-reported survey information to select nominees for the specialty positions. In case of a vacancy in a previously filled position of an elective member, the position shall remain vacant until the next regular meeting of the Council, at which time the replacement shall be elected only for the remainder of the three-year term. Each state or territory shall be able to vote for as many candidates as there are positions to be filled. Only one vote per state or territory shall be allowed. A majority vote of those voting shall be required to elect. If no candidate receives a majority vote on the first ballot, the candidate for the office-in-question receiving the smallest number of votes shall be dropped after each ballot in succession until a majority vote is obtained.

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ARTICLE IV. Officers.

The officers of the Council shall be the President, Vice President, President Elect, and Secretary-Treasurer. The Executive Committee shall act as a nominating committee and shall present two nominations to the Council for the position of President-elect, and when necessary, the Vice-President at each regular meeting. After an opportunity is given for additional nominations to be made from the floor, the President-Elect, the Secretary-Treasurer, and when necessary, the Vice-President, shall be elected by secret ballot of the states and territories present and voting at the regular meeting. Only one vote per state or territory shall be allowed. A majority vote of those voting shall be required to elect. If no candidate receives a majority vote on the first ballot, the candidate for the office-in-question receiving the smallest number of votes shall be dropped after each ballot in succession until a majority vote is obtained. The President-Elect shall serve as such from the close of the regular meeting when he/she automatically becomes President. The Vice-President shall serve as such from the close of the regular meeting at which he/she was President until the close of the next regular meeting. In case of a vacancy in the office of the President through ineligibility or otherwise, the Vice-President shall serve as President *pro tempore*. In case of vacancies in the offices of President and Vice President through ineligibility or otherwise, the President-Elect shall serve as President *pro tempore*. In case of a projected vacancy in the office of the Vice-President because of a premature departure of the President or otherwise, a new Vice-President will be elected to a one-year term at the regular meeting, according to the procedure put forth in this Article. Any subsequent succession shall be to the elective members of the Executive Committee in order for their seniority with the full term member receiving the greatest number of votes considered to be the most senior. The actual ballots representing the votes cast shall be maintained in the CSTE National Office for two consecutive years and a summary of votes provided to the Secretary-Treasurer as an appendix to the Annual Business Meeting minutes.

No officer shall be eligible to immediately succeed himself/herself in the office to which he/she was previously elected.

ARTICLE V. Amendments.

The Constitution may be amended by a vote of two-thirds of the state epidemiologists or their designees present and voting at any regular-meeting of the Council - provided that such a proposed amendment shall have been submitted to the membership at least one month prior to the date of such a regular meeting.

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COUNCIL OF STATE AND TERRITORIAL EPIDEMIOLOGISTS

By-Laws

(Revised June 2007)

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ARTICLE I. Membership.

There shall be two classes of membership: active and associate members.

1. (a) All persons engaged in the practice of epidemiology at the local, state and territorial public health level shall be eligible for active membership. More than one person from a local jurisdiction, state or territory may be an active member of the Council, including eligibility for office and a standing or special committee membership. However, each state/territory shall be entitled to only one vote in official decisions, which shall be cast by an active CSTE member. The District of Columbia is considered to have state/territory-equivalent status, for membership and voting purposes.

(b) Associate membership shall be open to any former active member whose status has changed rendering him/her ineligible to continue as an active member, or to any person from a health agency. Epidemiologists who practice in federal, military, tribal, or international health agencies are eligible to be associate members, as are those who practice in academic institutions or non-governmental private voluntary organizations. Epidemiologists who practice in medical care organizations are eligible to be associate members, as are those who practice in corporate settings.

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Associate members shall enjoy all the rights and privileges of active members except the right to vote, hold elected office, serve on standing committees, or serve as a Lead Consultant. Such members shall serve as advisors and consultants to the Council.

Associate members may serve on Consultancy Teams and Workgroups.

ARTICLE II. Executive Committee.

1. The Executive Committee shall have authority to act in the name of the Council on matters requiring action and shall report such actions to the members as soon as possible.

2. The Executive Committee shall approve all amendments to the Constitution and Bylaws before submission to the Council and shall enforce the Constitution and

Bylaws that are in effect. No Bylaw shall be submitted to the Council that is in conflict with the Constitution.

3. All moneys of the Council shall be used solely for the promotion of the affairs of the Council, subject to the approval of the Executive Committee.

4. A record shall be kept of all Executive Committee proceedings and a summary report thereof shall be made to the Council at the regular meeting by the Secretary-Treasurer.

5. All questions considered by the Executive Committee shall be decided by a majority of the members.

6. The findings or actions of the Executive Committee shall be subject to reconsideration by the Council on a motion by an active member at the next regular meeting.

ARTIICLE III. Officers.

1. It shall be the duty of the President to preside at all meetings of the Council and Executive Committee and he/she shall supervise the affairs of the Council. In his/her absence, the presiding officer pro-tem at a meeting shall be determined by the order of succession; provided, however, that the President may designate his/her alternate at special meetings.

2. The President shall call all meetings of the Executive Committee.

3. All resolutions and proceedings of meeting shall be entered in proper books by the Secretary-Treasurer.

4. The Secretary-Treasurer or at his/her request, the Executive Director, shall issue all notices of meetings, and shall perform all duties pertaining to the office of the Secretary. The Secretary-Treasurer may delegate any and all functions of the office of the Secretary-Treasurer to the Executive Director with the exception that remuneration or reimbursement to the Executive Director shall be signed by the Secretary-Treasurer and/or the President.

5. The Executive Director, monitored by the Secretary-Treasurer, shall keep all moneys to the Council and shall keep a register of members of the Council. All accounts shall be audited by an accredited, outside firm at least once a year.

6. An office of the Council shall be considered vacated when the officer in question is taken by death, resigns or becomes ineligible to continue as an active member, except otherwise provided by the constitution.

ARTICLE IV. Committees.

1. In addition to the Executive Committee, there shall be such other standing and special committees, and workgroups, as may be authorized by the Executive Committee or by the Council.

2. The members of all committees, other than the Executive Committee, shall be appointed by the President unless otherwise ordered by the Council.
3. All reports of Committees shall be submitted in writing to the Executive Director who will distribute them to members of the Executive Committee.

ARTICLE V. Consultancies.

1. The CSTE President shall appoint, and the Executive Committee shall confirm, CSTE active and associate members with relevant expertise to serve as consultants on specific epidemiologic topics as necessary. Co-consultants may be appointed. A group of co-consultants focused on a specific topic shall be organized as a Consultancy Team. The President shall appoint a Lead or Co-Lead Consultant(s) after considering the recommendations of the Consultancy Team. Consultancy Teams may adopt working rules consistent with CSTE Bylaws, and these rules are to be reviewed and approved by the Executive Committee. Consultant activities are subject to oversight by the relevant Standing Committee.

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Selection of members with specific expertise shall be facilitated by an annual survey of the membership conducted by the National Office. Consultants will be confirmed at the first Executive Committee meeting or conference call following CSTE's annual meeting each year. If a consultant is not confirmed by a majority vote, the President will submit the name of another member for consideration. The consultants will serve at the pleasure of the Executive Committee. Vacancies will be filled by the same mechanism at the next meeting or conference call after the vacancy occurs. Each of the consultants will serve renewable two-year terms.

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2. The consultant shall respond to inquiries, return correspondence, assist with policy development and attend meetings and special events on the subject of the consultancy. The consultant shall use standing CSTE policies and resolutions as guides where applicable.

Issues involving new policy or major change in policy shall be reviewed and approved by the President, and if appropriate, with the Executive Committee. In the shared consultancies, the co-consultants shall coordinate all activities; one shall serve as the lead consultant, and will function as the Consultancy Team leader. The Lead Consultant must be an active member of the Council. A co-lead consultant may also be appointed.

3. The Consultant shall notify the National Office prior to attendance at a meeting representing CSTE. Each consultant shall submit a report to the Executive Committee, enumerating and briefly summarizing the content of each consultative contact. The National Office shall be copied with any correspondence.

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ARTICLE VI. Meetings.

1. There shall be an annual meeting at a time and place determined by the Executive Committee. On the petition of fifteen active members, or order of the Executive Committee, the President shall call a special meeting of the Council.

2. A quorum shall consist of not fewer than fifteen (15) state designated representatives.
3. A registration fee, set by the Executive Committee, shall be paid by each active and associate member and guests attending the Annual Meeting of the Council. Such fees can be waived in special situations by the Executive Committee.
4. The rules of parliamentary procedure according to the last edition of Robert's Rules of Order shall govern all meetings of the Council unless suspended by a majority vote of the members attending.

ARTICLE VII. Dues.

The annual dues for states, territories and individual memberships will be set by the membership at the annual meeting.

ARTICLE VIII. Amendments.

These Bylaws may be amended by a vote of two-thirds of the active members present and voting at any regular meeting of the Council, provided that such proposed amendment shall have been submitted to the Executive Committee not later than the first day of such regular meeting.

ARTICLE IX. Indemnity Clause.

The current and past Executive Committee Members shall be indemnified by CSTE against all liabilities, costs and expenses reasonably incurred by him or her in connection with or arising out of any claim, action, suit, or proceeding of whatsoever nature, civil or criminal, before any court, tribunal, administrative or legislative body or agency, in which he or she may be involved as a party or otherwise or with which he or she may be threatened by reason of his or her having served as a member of said committee, or by reason of an action or actions alleged to have been taken or omitted by him or her as an Executive Committee member.

Such indemnification may include payment by CSTE of liabilities, costs and expenses reasonably incurred in advance of the final disposition of a claim, action, suit or proceeding, or in connection with a reasonable settlement or compromise thereof (other than an amount paid to CSTE itself) made with a view to curtailment of costs of litigation. Any person indemnified shall repay such payment if he or she is finally adjudged by a court, tribunal, administrative or legislative body or agency not to have acted in good faith and in the reasonable belief that the action was in the best interests of CSTE.

The amount of any reimbursement or indemnity paid in respect of any matter on which settlement or compromise is effected including the amount paid by an Executive Committee member in such settlement shall not exceed the expense, which might reasonably have been paid or incurred by such Executive Committee member in conducting actual or threatened litigation to a final conclusion.

Guidelines and Policies for Members, Elected and Recognized Officials

Membership

Any individual who applies for membership shall have the class (active or associate) determined by the focus of their practice, not by the source of their salary funds.

Epidemiologists who practice in part-time positions are eligible for active membership, or associate membership, whichever is appropriate, and are allowed to vote as a member of a state/territory delegation.

All official lists of members of the Council, such as the lists of consultancy teams and workgroups, shall indicate the class of each member.

The following information is currently in the CSTE Bylaws:

ARTICLE I. Membership. There shall be two classes of membership: active and associate members.

2. (a) All persons engaged in the practice of epidemiology at the state and territorial public health level shall be eligible for active membership. More than one person from a state or territory may be an active member of the Council, including eligibility for office and a standing or special committee membership. However, each state/territory shall be entitled to only one vote in official decisions, which shall be cast by an active CSTE member. The District of Columbia is considered to have state/territory-equivalent status, for membership and voting purposes.

Epidemiologists who practice at local health agencies are eligible for active membership, and vote as members of their respective state/territory delegation.

(b) Associate membership shall be open to any former active member whose status has changed rendering him/her ineligible to continue as an active member, or to any person from a health agency. Epidemiologists who practice in federal, military, tribal, or international health agencies are eligible to be associate members, as are those who practice in academic institutions or non-governmental private voluntary organizations. Epidemiologists who practice in medical care organizations are eligible to be associate members, as are those who practice in corporate settings.

Associate members shall enjoy all the rights and privileges of active members except the right to vote, hold elected office, serve on standing committees, or serve as a Lead Consultant. Such members shall serve as advisors and consultants to the Council.

Associate members may serve on Consultancy Teams and Workgroups.

Election of Leadership

Elections to fill vacancies among the Executive Committee (Secretary-Treasurer, Specialty Chairs and Members-at-Large) are determined by ballots cast at the Business Session of the Annual Conference or by mail as per the by-laws. Members unable to attend the business meeting may cast votes via telephone conference call. The Secretary-Treasurer, Specialty

Chairs and Members-At-Large elected take office each year at the close of the Annual Conference and serve 3-year terms. The office of President-Elect is filled every year, and is a one-year term, with succession to the office of President and Vice-President, both one-year terms. Election procedures and policies are described in the By-laws of the Council. The duties of the officers shall be those that usually pertain to the offices held, plus any other duties that may be assigned by the Officers, the Council, or prescribed by the By-laws.

Executive Committee

The Executive Committee is the governing body of the Council. The Executive Committee ultimately has the legal authority of the Council. The Executive Committee shall have, hold and administer all the property, funds and affairs of the Council in trust for its uses, in conformity with the By-laws, and the Certificate of Incorporation (see Appendix B). It is presided over by the President, with the Secretary-Treasurer recording and assisting. The CSTE Executive Committee is representative of the diversity among states, and will as a practice, make every effort to elect members to leadership positions from different states.

The membership of the Executive Committee consists of the President, President-Elect, Secretary-Treasurer, immediate Past President (Vice-President), three topical experts (Infectious Diseases, Chronic/MCH/Oral Health, and Environmental/Occupational/Injury) and three elected Members-at-large. The President serves as Chair of the Executive Committee.

As a legally constituted governing body of the Council, the Executive Committee administers all affairs of the Council. Decisions of this body become official decisions of the Council.

Responsibilities of the Executive Committee include:

1. Approve all matters of policy.
2. Approve the annual operating budget for presentation to the Council members at an annual business meeting.
3. Establish annual membership dues and annual meeting registration fees.
4. Determine the venue for the Annual Conference.
5. Act in an advisory capacity to the President.
6. Keep the membership informed of actions taken "at interim" by means of the Council's Newsletter, and the CSTE Website.
7. Guide long-range planning and goal setting for future direction of the Council.
8. Provide policy direction to staff.
9. Receive and evaluate proposals/recommendations from Committee Chairs for inclusion in cooperative agreement or other funding source. These applications will

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be due from Committee Chairs at least two months before the date of application. Prioritize these recommendations to give direction to staff. Make final decisions with regard to cooperative agreement activities.

10. Evaluate the progress of Committees in meeting goals, make recommendations for change.
11. Authorize the Executive Director to engage an independent CPA to audit Council financial statements.
12. Review audited financial statements annually.
13. Approve contractual and other agreements upon the recommendation of the Committee chair most closely associated with the project at hand.

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Limits of Authority

1. No individual Executive Committee member has the authority to act on behalf of the committee in any matter concerning CSTE or in any manner in regard to any staff member unless given the authority by the entire Executive Committee.
2. The Executive Committee has the authority to hire and dismiss the Executive Director. However, the hiring and supervision of other staff is the responsibility of the Executive Director and should not be interfered with by the Executive Committee.
3. The Executive Committee should not be involved in the daily operations of the organization. However, each can be held liable for failing to use diligence in supervising and periodically inquiring into the actions of those to whom day-to-day decision making has been delegated.

President

The President assumes a leadership role in directing the affairs of the Council. The President is the spokesperson, chief executive, and presiding officer in the Council during his or her term of office. Among other duties, the President:

1. Is a member of, and presides at meetings of, the Executive Committee.
2. Presides at the Annual Conference and the Business Meeting.
3. Participates in all policy decisions of the Council.
4. Makes interim policy decisions or interpretations with approval of the Executive Committee.
5. Signs official documents, usually with the Secretary, on behalf of the Council.

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6. Appoints members of Council committees, and establishes *ad hoc* committees as needed, subject to approval by the Officers.
7. Appoints representatives of the Council to other organizations and functions.
8. Serves as official host for guests of the Council.
9. Writes courtesy or official letters on behalf of the Council.
10. Serves as the Chair of the National Policy Committee.
11. Serves as day-to-day counsel to Executive Director to achieve the organization's mission.
12. Encourages Executive Committee's role in strategic planning.
13. Helps guide and mediate Executive Committee actions with respect to organizational priorities.
14. Reviews with the Executive Director any issues of concern with the Executive Committee.
15. Monitors financial planning and financial reporting.
16. Formally evaluates the performance of the Executive Director and informally evaluates the effectiveness of the Executive committee members.
17. Ensures the Executive Committee matters are handled properly, including preparation of pre-meeting materials, committee functioning, and orientation of new Executive Committee members.
18. Performs other responsibilities assigned by the Executive Committee.

President-elect

An important function of the President-Elect is to work closely with the other Elected Officers to provide leadership of the Council. Another function of the office is to serve on the Executive Committee and to participate in all policy decisions.

While in office, a primary concern of the President-Elect is to learn as much as possible about Council affairs to prepare to assume the office of the President the following year. Among other duties, the President-Elect:

1. Serves as chairman of the program committee for the Annual Planning Conference.
2. Serves as an Officer.
3. In the absence of the President and the Past-President (Vice-President), serves as the

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presiding officer at meetings of the Council, Executive Committee meeting, and the Annual Business Meeting.

4. Works with the President to provide leadership of the Council.

Past-President (Vice-President)

Following his or her term as President, the immediate Past-President continues to serve a one-year term as Past-President, a voting member of the Officers and that works with the members to provide continuity in leadership. The Vice President assumes the duties of the President in his or her absence. Among the duties of the immediate Past-President:

1. Serves as voting member of the Officers.
2. Represents the Council as needed.
3. Serves as Chair of the Nominations Committee and assures the members have a full slate of nominees for open positions on the Executive Committee.

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Secretary-Treasurer

The Secretary-Treasurer provides continuity of service and experience that combine to make the Secretary-Treasurer the logical coordinator of the Council's operations. The Secretary-Treasurer exercises general oversight to include budget, financial management, and operations.

The Secretary-Treasurer is the chief financial officer of the Council. The Secretary-Treasurer is responsible for directing an annual external audit of the financial statements and for transmitting the auditor's report, with recommendation, to the Council for information. Among the other duties and responsibilities, the Secretary-Treasurer:

1. Serves as a voting member of the Officers.
2. Represents the Council in matters of budget and audits of the Council and its committees in cooperation with the Executive Director or a designee.
3. Participates with Council staff in the negotiation and administration of grants, contracts, and agreements as needed.
4. Receives and reviews annual reports from committees and prepares them for presentation to the Council membership at the annual business meeting. Reports should be sent out one month prior to the annual business meeting.
5. Prepares minutes of the annual business meeting for distribution to the Council membership and distributes approved resolutions with the minutes.
6. Oversees periodic revision or preparation of the "Council's Policy and Procedures Manual" for approval by the Officers.

7. Arranges for elections and for voting on questions submitted to the members of the Council.
8. Reviews the annual Operating Budget prior to submission to the Officers and the Council membership.
9. Prepares an annual report on the financial status of the Council.
10. Coordinates the development, distribution and follow-up of Council's position statements.

Topical Expert Members and Members-at-Large

1. Regularly attends Executive Committee meetings and important related meetings.
2. Makes a serious commitment to participate actively, accepts assignments and completes them thoroughly and on time.
3. Stays informed about Executive Committee matters, prepares themselves well for meetings, and reviews and comments on minutes and reports.
4. Provides topical expertise to members, staff and partners on an "as-needed" basis.
5. Chairs committees, workgroups as directed by President.

Appointed Officials

Committees:

CSTE has organized its membership into committees to address issues of importance that fall in topical categories, such as infectious diseases, chronic diseases, etc.

Committee membership is open to any CSTE member, with committee meetings scheduled at the annual conference to propose and discuss position statements and science.

Standing Committees are authorized by the Executive Committee, and members are appointed by the President, and are composed of active members [as stated in Bylaws]. Between annual meetings, appointed members act to advise the Executive Committee on such issues as come before them, such as oversight of workgroups and consultants, and pre-screening of resolutions.

When Standing Committees meet at the annual meeting, any active member can vote on resolutions and other committee business; when votes are contentious, the Chair can rule that a vote by state/territory is required. The committees are chaired by a CSTE Executive Committee member, and they:

1. Communicate with CSTE Executive Committee members and staff regarding on-going needs and activities. This includes setting meeting agendas and distributing them to staff, and the President, as well as other CSTE members.
2. Make proposals to Officers and to staff at least two months before due date of grant application for activities to be included in an existing cooperative agreement or makes recommendations for initiatives to be pursued by Council.
3. Work with Executive Director or designated staff liaison to outline a scope of work, develop a budget and evaluate progress of projects.
4. Present recommendations to the Officers regarding program and policy.
5. Ensure that objectives of the Committee are accomplished.
6. Appoint resource personnel from Committee as needed to assist in work of the Council.
7. Prepare an annual report of committee activities and follow-up on position statements developed by the committee for presentation at the annual business meeting.
8. Exercise oversight on the activities of relevant consultants and Teams.

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Workgroups:

When there are specific tasks to be accomplished during a specific timeline, the Executive Committee or the Council may establish special committees, which will be termed Workgroups. All Workgroup members are required to be members of the Council. The Workgroup Chair must be an active member of the Council. Workgroup activities are subject to oversight by the relevant Standing Committee.

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Workgroups may be established which are co-sponsored by a partner organization, and may be termed joint workgroups. Workgroups without funding are led by the consultant and receive staff support when possible.

Consultants:

Consultants are appointed by the President and confirmed by the Executive Committee [as stated in Bylaws]. The Lead Consultant (chair of the Consultancy Team) and Co-Lead consultant must be active members of the Council. Consultant activities are subject to oversight by the relevant Standing Committee.

When a request is received by the national office for a person to be named to attend a meeting representing CSTE, the Lead Consultant for the relevant consultancy shall seek an active member from the team. In the event that an active member is not available to attend the meeting, and CSTE representation is desired, an associate member may represent CSTE as requested by the Lead Consultant, with approval by a majority of the Officers of the Council. The CSTE national office may reimburse travel expenses for such meetings,

contingent on funds availability, for active or associate members. Non-members may not represent CSTE under any circumstances.

Lead Consultants – primary spokesperson for CSTE in a subject area.

Co-lead Consultants – secondary spokesperson for CSTE in a subject area. Work closely with the Lead consultant in meeting CSTE's subject area goals.

Consultancy Teams – active and associate members who have expressed an interest or have expertise in the topical area. Team members may be called on by the Lead or Co-Lead consultant to represent CSTE.

Members should:

1. Forward requests for consultation from CDC and other public health agencies to the lead and co-lead consultant and the national office. The national office will work with the Committee Chairs to determine an appropriate representative.
2. Provide a written consultant report within two weeks to the national office for distribution to the consultancy team and the general CSTE membership. This would include meetings, conferences and conference calls.
3. Communicate with lead and co-lead and consultancy teams, Washington liaison and CSTE staff to determine CSTE "positions" on issues.
4. Actively foster a good relationship with key CDC and other public health agency programs and personnel. Please remember to copy the national office on these communications and to keep the national office informed of any joint tasks to be performed.
5. Serve as a state-based mentor to CSTE staff members. This function is extremely important to keep staff grounded in state-based priorities and issues. It will also provide staff an opportunity to serve members more effectively.

Liaison:

Certain organizations and agencies interests and activities overlap those of the Council, and CSTE benefits from a continual relationship with them. Individuals are selected to serve as a liaison through their expertise, interest and/or availability to:

1. Establish working relationships with key individuals in the organizations or agencies.
2. Identify specific areas of public health epidemiology involvement in the activities of the organizations or agencies.
3. Attend meetings of the organizations or agencies to provide and receive information of value to both groups.
4. Report to the Chairs of Committees whose charges involve the liaison activity.

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5. Represent the Council in legislative and/or executive branches of federal government, as assigned by the President in consultation with the Officers and Chairs of pertinent committees.

Terms of Committee Chairs, Leads, Co-Leads, Consultancy Teams and Liaisons

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Committees and working groups are an important component of the operation and function of the Council. The proper functioning of any committee or working group depends on a combination of continuity and diversity of as many Council members as possible on working committees and working groups, and to attempt to provide within committees or working groups membership both experienced and new members.

Consultants and members on working groups or committees should normally serve no more than two (2) consecutive years, and liaisons should normally serve no more than four (4) consecutive years. The President may request specific approval from the Officers for extended terms, in cases where Council would be best served by extending appointments. Membership on Consultancy Teams is fluid and unlimited, based on the interest and expertise of the members. Lead and Co-lead consultants must be active members of CSTE. If a lead or co-lead consultant experiences circumstances that change their membership classification from active to associate, the President will appoint a new Lead or Co-lead consultant from the active members.

Executive Director

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The Executive Director is the Chief Executive Officer of the Council of State and Territorial Epidemiologists, with responsibility for its operation.

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A major responsibility of the Executive Director is to work with the Executive Committee to provide continuing leadership within the Council and also to represent the Council in its external relations with other Councils, professional societies, governmental and other agencies, and with appropriate industries for coordination of activities and support.

Operationally, the Executive Director shall report to and receive direction from the President of the Council. In the President's absence, the Executive Director shall report to and receive direction from the Vice President.

The Executive Director is expected to anticipate developments in the public health field and the needs of public health epidemiologists, and to transmit information and suggestions for policy decisions to the President or, in the President's absence, to the Past-President (Vice-President), for presentation to Executive Committee of the Council.

Deleted: President-Elect

Principal Duties

Management

1. Establish personnel standards and be responsible for operation and administration of these standards.
2. Direct Council staff, evaluate and reward excellent employee performance, and oversee recruitment, retention and release according to Council personnel policies.

Fiscal

1. Draft an annual budget, and submit to Secretary-Treasurer for approval by the Executive Committee.
2. Monitor and adhere to the annual budget within fiscal guidelines of the Council and fiscal agreements with outside agencies and organizations. Inform the Executive Committee of anticipated shortfalls or surpluses in budget.
3. Provide quarterly reports to the Secretary-Treasurer for distribution to the Officers of the Council.
4. Identify additional sources of funds to support Council activities and present them to the Executive Committee for approval.

Operations

1. Engage legal counsel, as necessary, in conjunction with the Executive Committee.
2. Submit in writing an annual report of activities, accomplishments, and anticipated issues of importance to the general membership at the Annual Conference.
3. Sign contracts as delegated by the President.
4. Transmit policy decision requests from membership and employees to the Executive Committee. Recommend changes needed.
5. Serve as a non-voting *ex officio* on Executive Committee. Attend all meetings of Executive Committee and record decisions in conjunction with Secretary-Treasurer. Prepare draft of Executive Committee meeting minutes for submission to Secretary-Treasurer.
6. Serve as a non-voting *ex officio* on all Council Operating and Standing Committees. Assist with meeting arrangements and attend meetings as needed.
7. Serve as Managing Editor of the Council newsletter and Website.
8. Coordinate Council publications, news releases and other informational processes.

Program Development

1. Represent the Council in its external relations with professional groups, governmental agencies and other organizations.
2. Report to, and receive direction from, the President in all matters relating to new program activities.
3. Communicate needs of the public health epidemiology as anticipated by the Membership, and suggest policy or operations modifications or additions as necessary.
4. Inform the Executive Committee, or other body delegated, of requests for cooperative agreements, grants, contracts, or other proposed projects of the Council.
5. Fulfill obligation of Project Officer for grants, contracts, and other Council agreements.

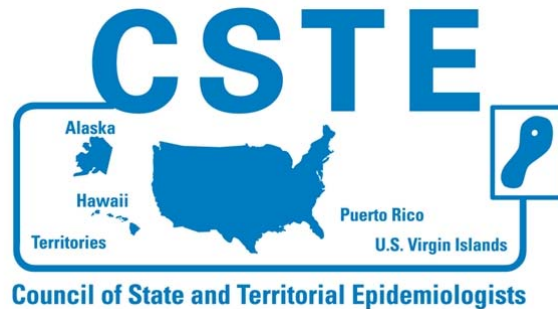
Policy On the Use of the CSTE Logo

Any and all official correspondence written by an employee, official, member, or committee chair of CSTE shall be written on official CSTE letterhead with the official CSTE logo and no other illustrations.

On documents other than correspondence (e.g., course brochures, meeting announcements,

proceedings documents, course announcements, etc.) CSTE representatives have the option of using an illustration in conjunction with, but not instead of the official CSTE logo. If illustrations are used, they cannot be attached to or incorporated into the logo.

The official CSTE logo is shown below. The CSTE National Office maintains camera-ready copies for distribution as appropriate.



Policy on Acceptance of Funds/Resources from the Private Sector to Support Council Activities

COUNCIL OF STATE AND TERRITORIAL EPIDEMIOLOGISTS

Corporate/Foundation Contributions and Cause-Related Marketing¹

The purpose of this *Policy Statement* is to provide general guidance regarding the solicitation and receipt of corporate and/or foundation contributions and beneficial cause-related marketing relationships. The Council of State and Territorial Epidemiologists (CSTE) seeks to accomplish its mission primarily through membership dues. However, CSTE realizes that the accomplishment of its mission can be shared and its benefits multiplied by creating awareness within the private sector of the financial needs of CSTE which are not met by state or federal support.

CSTE welcomes the sharing of the financial responsibility of its mission only to the extent that CSTE maintains independence with respect to decision-making and the perception of independence with respect to decision-making in all funding circumstances. CSTE will not enter into any arrangement or acceptance of a contribution that requires CSTE to be beholden to any contributor(s) or be seen as beholden to any contributor(s), particularly one(s) with a commercial or political agenda.

Therefore, CSTE *reserves the right* to refuse any donor contribution that does not further the mission or goals of CSTE, or whose restrictions are counter to the ethical values and principles of CSTE, or to sound business and fiscal practices. The following specific guidelines are provided:

- CSTE will advise all contributors and private partners that the relationship will be a matter of public record;

- CSTE will prefer grants and cause-related marketing relationships that produce unrestricted rather than restricted funds;
- CSTE will not accept support from corporations whose principal product is tobacco, or their subsidiaries;
- CSTE will not accept support from corporations whose principal product is alcohol, or their subsidiaries;
- It may be appropriate for CSTE to work with organizations that have received support from companies that engage in activities related to the production, sale, or distribution of alcohol or tobacco. However, the potential partner should not be receiving alcohol, alcohol-associated, tobacco, or tobacco-associated company support for the specific project of interest;
- In the event of potential collaborations on highly controversial issues, CSTE will do so only with a group of collaborators that represent a broad spectrum of opinions/interests. Direct, single partner collaborations should be avoided or closely scrutinized;
- CSTE will not participate in indirect relationships unless it would be comfortable with a direct relationship with the partners and co-funders;
- CSTE will not accept a corporate contribution or enter a cause-related marketing relationship if the company's work is, or is perceived by CSTE's Executive Committee to be so intrinsically in conflict with CSTE's mission, policies, or work, or the interests of public health, that the grant or relationship would compromise or be perceived as compromising CSTE's image or integrity; or the company sees the grant as a means to use CSTE's access to policy-makers for the company's purposes;
- CSTE will not accept corporate support restricted to a CSTE program area if the nature of the restriction on the grant in any way might be seen as compromising the work of that program. CSTE will accept such support only when the grant or relationship meets these criteria and the contributor does not intend to use the grant to affect CSTE's policy or position or the editorial content of funded publications;
- No employee, officer, or volunteer solicitor of CSTE may make any promise to a contributor, nor expect any favoritism from a contributor, nor agree to any contributor-directed changes in the mission and programs of CSTE as a result of a solicitation or contribution;
- CSTE will not accept support from corporations or their subsidiaries where the corporation has adopted policies that are contrary to the basic principles of public health. CSTE may accept contributions from a corporation whose public health decisions are based on sound science and public good; whose policies toward public health benefit society rather than the entity itself and who is a diligent steward of public funds to carry out programs on behalf of society.

¹ Cause Related Marketing is defined as marketing which attempts to link corporate identity with a good cause. Potential benefits to non-profits include increased visibility and the raising of funds. Potential benefits to corporations include boosts to market share and public image.

In-Kind Contributions

- In-kind gifts of property or services are to be valued by the contributor and reported to the Finance Department of CSTE. If the in-kind valuation of the contribution is in question, CSTE may request an independent appraisal. If the contributor is unable to make a valuation, CSTE may do so, based on fair market value;
- CSTE will not accept any gift of property, product, service, equipment or other valuable which is obsolete, unrelated to operational need, an unnecessary service, or not mission-related.

Additional Criteria for Cause-Related Marketing

- CSTE will make a concerted effort to identify and select for relationships companies, including particularly minority companies, whose work, products and image enhance or complement CSTE's image and values;
- CSTE will limit cause-related marketing to a few carefully examined relationships. In considering cause-related marketing ties, in addition to weighing the impact of individual relationships on its image, CSTE will weigh the impact of the aggregate of relationships to assure that CSTE's image as an independent charitable and advocacy voice for public health is not weakened by excessive visibility in commercial settings.

Any exceptions to these policies require the prior written approval of the Executive Committee of CSTE.

Policy on Financial Management of Conferences, Symposia and Workshops

1. All conferences, symposia and workshops must be approved by the Executive Committee before planning is initiated. A conference, symposia or workshop idea may be submitted to the Executive Committee by committees or staff working with the relevant committee.
2. The committee chair, working with staff, submits a budget to the Executive Committee for approval. In accordance with the by-laws, the Executive Committee will ensure that all conference, symposia and workshop budgets assess sufficient fees to defray the cost of the meeting.

3. If the committee chair identifies corporate or foundation contributions, use of such contributions must be in compliance with the CSTE policy statement on Corporate/Foundation Contributions and Cause Related Marketing.
4. Once the conference, symposia or workshop and the budget are approved, the committee, program planning committee and staff are responsible for ensuring compliance with the budget. Committee members are primarily responsible for ensuring that sponsorship revenue is received and staff is primarily responsible for ensuring the registration revenue is received.
5. After receiving approval to hold a conference, symposia or workshop, the relevant committee chair may appoint a program planning committee to develop the program. The program planning committee should consist of a sufficient number of content experts to ensure a high quality program.
6. Working with the program planning committee, staff is responsible for the logistics and administration of the conference. Ex: with guidance of the planning committee staff will be responsible for site selection and development of brochures, etc.
7. If proceedings from a conference, symposia or workshop are desired, the compilation, editing, and publication of the proceedings is the responsibility of the committee chair, working with staff. In addition to printed proceedings, an electronic version of the proceedings may be available at the CSTE website.
8. An income statement for the conference, symposia or workshop will be provided to the committee chair on a monthly basis, with additional detail available upon request. 90 days after the conclusion of the meeting, a final income statement will be presented to the committee chair.

Policy on Financial Reserve Fund

The Council shall establish and maintain a reserve fund sufficient to allow the continuation of Council operations for at least six months, in the case of an unexpected loss of revenue.

Policy on Physical and Electronic Distribution of Council Mailing List

The Council maintains an up-to-date listing of the names and addresses of its members that is available as pressure-sensitive labels, or by electronic file for approved use.

Organizations, agencies or members that request the Council's mailing list may obtain this list from headquarters. The Executive Director will determine who shall be given the list free of charge and who shall pay. The Executive Director shall determine a reasonable charge for the address labels or electronic file.

Other groups will be considered on a case-by-case basis. To order the list, a special request form must be completed and returned to the National Office with a check made payable to "CSTE." All orders must be prepaid.

The Council may also provide mailing lists of attendees at CSTE-sponsored conferences.

If the recipient of a CSTE mailing list uses the list for commercial purposes, or for any other communication deemed inappropriate by the Executive Committee, CSTE reserves the right to refuse to supply the list in the future, or revoke CSTE membership privileges.

Policy for the Public Communication of CSTE Records

Copies of official CSTE written records such as comments, testimony, or position statements are to be transmitted to the Members at the same time such documents are transmitted to the respective agency or organization. Copies will be maintained by the Secretary-Treasurer, in the National Office and on the World Wide Web.

Types of written records:

I. Proceedings

If requested, the chair of the organizing committee shall be responsible for seeing that proceedings of conferences and symposia shall be prepared in a form suitable for publication, electronic or written. They shall be submitted to the Chair of the appropriate Council committee so that the proceedings can be published and distributed within a reasonable time after the conclusion of the meeting.

II. Statements describing the Council's position or policy

An important responsibility of the Council is to monitor proposed legislation, to respond to issues relating to the quality of public health epidemiology services, and to develop written position statements which reflect the consensus of the membership.

All written responses to proposed legislation or rule-making and all position statements on issues relating to epidemiologic practices must be approved by the CSTE Executive Committee. When time permits, these position statements will be submitted to the membership for their comments, recommended changes, and concurrence.

Position statements on proposed legislation and rule-making are generally initiated by the appropriate committee of the Council, by the elected officers, or by the Executive Committee. All such written responses shall be signed by the President and also by the Chairman of the committee responsible for preparing the response.

Each member of the Council has the privilege and responsibility to forward the opinions and positions of the health agency which (s)he represents. This policy applies only to those statements made by an individual or group speaking with the authority of or for CSTE. The following types of statements may be published by CSTE, in electric or written form:

POSITION STATEMENTS are generally the results of delegation to or initiation by issues or proposed legislation and must be approved by the Executive Committee prior to publication. If time permits, copies shall be distributed to all or selected members with request for comments and concurrence. The author shall sign the statement, and it will be distributed under the signature of the President, following approval of the membership. Position statements should be authored by active members of CSTE whenever possible.

The procedure outlined will allow CSTE, as an organization, to consistently provide the

following to its members and constituents:

- 1) A summary of the impact of the position statements passed by the membership
- 2) A consistent format for position statements for members to follow
- 3) A review and screening process by a Resolutions Committee
- 4) A schedule to follow when filing a position statement

Format for submission of a position statement

Position statement

- 1) The title of the position statement;
- 2) Statement of the problem;
- 3) Statement of the desired action(s) to be taken;
- 4) Public health impact.

Position statement placing diseases or conditions under national surveillance

- 1) The title of the position statement;
- 2) Statement of the problem;
- 3) Statement of the desired action(s) to be taken;
- 4) Goals for surveillance;
- 5) Methods of surveillance;
- 6) Case definition;
- 7) Period of surveillance

Schedule for submission of a position statement

There are three mechanisms to submit a position statement for consideration by the CSTE membership and discussion at the business meeting.

- 1) **Ordinary Process** – This is the preferred method and should be followed whenever possible, it allows the author and resolution committee more flexibility, review, and revision time.
 - a. **Submission Deadline** – Proposed position statements are due 10 weeks prior to the business meeting to the CSTE National Office. They are submitted to the Resolutions Committee by 8 weeks prior to the business meeting. The Resolutions Committee consists of the Secretary-Treasurer, Committee Chairs as well as members selected to assist with the technical review.
 - b. **Criteria for Acceptability** – Proposed position statements are sponsored by an active member and the quality of the draft is adequate, i.e. follows the format guidelines for a position statement, agencies for response are appropriately identified, references are provided, statements of problem or desired action is clearly defined.
 - c. **Review** – Proposed position statements are reviewed by the Resolutions

Committee and returned to authors with review comments and recommendations by 6 weeks prior to the business meeting. Author submits revised position statements by 4 weeks prior to the business meeting.

d. Announced to Membership – Proposed position statements are posted to the CSTE website by 3 weeks prior to the business meeting.

- 2) **Expedited Handling** – This allows for submission of position statements after the “Ordinary Process” deadline, however the requirements are more substantial and will be reviewed by the entire Executive Committee.
- a. Submission Deadline – Proposed position statements are submitted between 10 and 3 weeks prior to the business meeting to the CSTE National Office.
 - b. Criteria for Acceptability – Proposed position statements are sponsored by an active member and the quality of the draft is adequate AND the issue has substantial importance due to its impact on public health.
 - c. Review – Proposed position statements are reviewed by the Secretary-Treasurer. If approved by the Secretary-Treasurer, then the chair of the appropriate committee must accept or decline the proposal. Then, the Executive Committee must accept or decline the proposal. Author may be required to make rapid revisions, no later than 2 weeks prior to the business meeting.
 - d. Announced to Membership – Proposed position statements are posted to the CSTE website by 2 weeks prior to the business meeting.
- 3) **Presidential Review** – This should be used only for exceptionally urgent cases during the last 3 weeks before the business meeting, and must be approved by the president.
- a. Submission Deadline – Proposed position statements are submitted to the president between last 3 weeks prior, but not later than 48 hours, to the business meeting.
 - b. Criteria for Acceptability – Proposed position statements are sponsored by an active member and the issue has extremely urgent and relevant issues as judged by the president.
 - c. Review – Proposed position statements are reviewed by the president in consultation with the Executive Committee. Author required to make rapid revisions.
 - d. Announced to Membership – After adoption.

In addition, a special category of resolutions called “**Interim Position Statement**” is created. Interim statements are approved by the Executive Committee and become immediately official policy of CSTE, until the next business meeting, when they must be ratified or they will become null. Interim position statements are posted to the CSTE website immediately after approval of the Executive Committee.

Position Statement Follow-Up and Report to CSTE Membership

All position statements once passed become the policy of CSTE. The original person who submitted the position statement to CSTE will remain responsible for tracking the position statement during the year following its adoption. By May 1 of the year following adoption of a position statement, the original submitter will be asked to report back to the CSTE Executive Committee on the status and impact of the position statement.

CSTE will ask for the following information to be provided and reported to the membership:

- A summary of what, if anything, happened as a result of the position statement passing.
- A description of any positive action or outcome due to the position statement.
- Is there any action needed by CSTE to assist in further implementation?
- Were any partners mobilized because of the position statement?

RESOLUTIONS are statements that describe a specific action, series of actions, or a principle endorsed by CSTE, and usually directed toward a specific external individual, organization, or event. Resolutions may be policy or non-policy in nature. Resolutions may be introduced by active and associate members of CSTE.

Policy Resolution — A policy resolution is a concise statement of CSTE's stance on specific issues affecting the health of the public. It may inform, exhort, show support (or lack of support) for programs or legislation, or describe a course of action. It represents a new statement on the part of the CSTE, or a substantial modification or extension of existing policy of CSTE. Types of policy resolutions include requesting programmatic action from federal or state agencies.

Non-Policy Resolution — A non-policy resolution is a concise statement by CSTE on non-policy matters, such as the commemoration of a significant event. A non-policy resolution could be the support of Public Health Day or letters of support for significant public health partners. (Non-policy resolutions are handled separately, and do not require review by the Resolutions Committee.)

TESTIMONY is the formal presentation of Council beliefs before a political body, such as elected officials, or appointed officials of a state or national government. The President of CSTE will appoint a Committee Chair, Lead or Co-Lead, a member of a consultancy team, liaison or staff member conversant with the issue to represent the Council. The appointment is for a specific period and may be extended or withdrawn by the President. All official testimony will be available to CSTE members.

Policy on Authorship of Scientific Articles and Findings

CSTE recognizes the opportunity for members and staff to engage in work that could result in the publication of research results or findings. CSTE will determine authorship and acknowledgements in the following manner:

Authorship:

All persons designated as authors should qualify for authorship, and all those who qualify should be listed. Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content. One or more authors should take responsibility for the integrity of the work as a whole, from inception to published article.

Authorship credit should be based only on 1) substantial contributions to conception and design, or acquisition of data, or analysis and interpretation of data; 2) drafting the article or revising it critically for important intellectual content; and 3) final approval of the version to be published. Conditions 1, 2, and 3 must all be met. Acquisition of funding, the collection of data, or general supervision of the research group, by themselves, do not justify authorship.

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International Committee of Medical Journal Editors. Uniform Requirements for Manuscripts Submitted to Biomedical Journals. Updated October 2001.

Acknowledgement of Funding:

If funds received from CSTE allowed work to occur in the field that results in published findings, the organization will be acknowledged the following way:

“This work is supported in part by cooperative agreement U60/CCU007277 awarded to the Council of State and Territorial Epidemiologists from the Centers for Disease Control and Prevention.”

Policy on Procurement

Purpose of the Policy

CSTE established this policy to ensure that materials and services are obtained in an effective manner and in compliance with the provisions of applicable Federal statutes and executive orders in particular OMB Circular A-110.

Code of Conduct

No employee, officer or agent shall participate in the selection, award or administration of a contract if a real or apparent conflict of interest would be involved. The officers, employees, and agents shall neither solicit nor accept gratuities, favors, or anything of redeemable monetary value from contractors or parties to subagreements. Violations of this code shall result in disciplinary action up to and, possibly, including termination of employment, loss of office, or loss of contract.

Purchase Orders

Purchase orders are issued to document the authorization of expenditures, avoid purchasing unnecessary or duplicate items, and to notify accounting of expected invoices. Purchase orders must be obtained for the procurement of goods or services over \$500. Where appropriate make a written analysis of lease/purchase alternatives.

Procedure for Obtaining a Purchase Order (internal National Office):

1. Complete a "Purchase Order Request" form and submit to a supervisor for approval.
2. After approval, the supervisor will forward the request to the Business Manager, who will issue the purchase order number.
3. A copy of the approved purchase order "with assigned purchase order number" will be returned to the requesting CSTE staff member. "When order is placed, ask the vendor to reference this purchase order number on the invoice."

Requests for Proposals

Solicitations for goods and services must provide for the following.

1. Purchases should be competitive.
2. Solicitations must contain a clear and accurate description of the item/service, and any requirements for successful completion, (time frame, technical requirements-including a range of acceptable characteristics or minimum acceptable standards).
3. Solicitations will not contain features that will restrict competition.
4. Solicitations will contain the specific features of "brand name or equal" descriptions that bidders are required to meet when such items are included in the solicitation.
5. When practical and feasible, items dimensioned in the Metric System will be used.
6. If practical and feasible, preference should be given to products and services that conserve natural resources and protect the environment.
7. A contractor that developed or drafted the specifications, requirements, and invitations for bids or requests for proposals shall be excluded from competing for such procurements.
8. "Cost Plus" or "Percentage of Costs" Contracts will not be used. Unlike firm fixed-price contracts, these are contracts where the final amount is not determined until after the project is complete. They provide no incentive for controlling costs.
9. Make positive efforts to utilize small businesses, minority owned firms, and women's business enterprises whenever possible. These efforts include:
 - a) Making information on forthcoming opportunities available and arrange time frames for purchases and contracts to encourage and facilitate participation by these firms.
 - b) Considering in the contract process whether firms competing for larger contracts intend to subcontract with small businesses, minority owned firms, and women's business enterprises.
 - c) Encouraging contracts with consortiums of small businesses, minority owned firms, and women's businesses when a contract is too large for one of these firms to handle individually.
 - d) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Department of Commerce's Minority Business Development Agency in the solicitation and utilization of small businesses, minority-owned firms and women's business enterprises.

Criteria for Contractor Selection

Make contracts only with responsible contractors who possess the potential ability to perform

successfully under the terms and conditions of the proposed procurement. Consideration shall be given to such matters as contractor integrity, record of past performance, financial and technical resources or accessibility to other necessary resources. The CSTE Business Manager will verify that the contractor is not restricted by agencies' implementation of E.O.'s 12549 and 12689, "Debarment and Suspension." Currently, this can be done by searching the following website <http://epls.arnet.gov>. The CSTE Business Manager will also make contractors awarded \$300,000 or more aware that they must have an A-133 audit.

Field Code Changed

Record Keeping Requirements

For a procurement of goods or services over \$500, records should be maintained that include:

1. The basis for contractor selection;
2. The justification for lack of competition if not obtained; and
3. The basis for award cost or price.

For a procurement of goods or services over \$25,000, all records regarding the process and selection must be maintained and made available, upon request, to the awarding agency for preaward review whenever any of the following conditions apply.

1. The procurement is over \$25,000 and is to be awarded without competition or only one bid is received.
2. The procurement is over \$25,000 and specifies a "brand name."
3. The procurement is over \$25,000 and it is to be awarded to other than the apparent low bidder.
4. A contract is to be modified by more than \$25,000 or the scope is changed.

Contract Review and Award Protocol for Contracts Exceeding \$25,000

Certain activities of the Council may require the use of outside contractors who can provide skills or resources neither the Council nor its staff can provide. To ensure that contractors are selected in an objective manner, the following procedure is to be followed whenever a need to employ an outside resource arises, and the contract award is more than \$25,000:

1. The Executive Director or appropriate CSTE Staff, in cooperation with the Executive Committee, shall develop a "scope of work" that outlines the activities to be performed, the deadlines for these activities, and the deliverables for the project. This "scope of work" shall also include a projected budget and objective criteria for evaluating proposals from potential offerors.
2. The Executive Director shall distribute the scope of work as a "request for proposal" to potential offerors. Proposals will be submitted to the National Office by a specified deadline. If the Executive Committee directs the Executive Director to award funds in a non-competitive manner, the Executive Director will be responsible to ensure the justification provided by the Executive Committee for this action is documented.
3. The Executive Director shall appoint three members of CSTE to an ad hoc "Review

Team" for the purpose of evaluating the contract proposal. These three individuals shall not be members of the committee that developed the "scope of work". The Review Team will then make a recommendation to the Executive Committee and Executive Director. The Executive Committee will vote on the recommendation, by mail or phone if necessary, and inform the Executive Director of the decision. Administration of the contract award will then be the responsibility of the Executive Director.

Policy on Surveys Sponsored by CSTE

The Executive Committee must approve all surveys requesting information from the members. This policy applies only to questions asked of the Members as a group, such as surveying the State Epidemiologists. The Executive Committee may request Committees to review the intent and content of surveys to be sent to the membership prior to approval. In all cases, an active CSTE member must provide substantial contributions to conception and design, or acquisition of data, or analysis and interpretation of data.

Only surveys that will add valuable information to a majority of State Epidemiologists and the CSTE membership at large will be considered for distribution. The Executive committee will decide if the survey results will lend valuable information to epidemiologists practicing in the field.

All surveys conducted by CSTE shall meet the DHHS grants management rules, if funded by federal funds.

Published survey results will provide acknowledgement of CSTE or list CSTE members as authors, in accordance with the CSTE Policy on the Authorship of Scientific Articles and Findings.

Draft surveys will be sent to the National Office for distribution to the Executive Committee. The Executive Committee will assure that the surveys are well constructed, avoid open ended questions, the questions are clear and convey an important public health service, and will be administered in the most convenient way possible (web-based or hard copy).

CSTE reserves the right to choose the appropriate time to administer a survey based on member feedback.

Any data collected by survey through CSTE becomes the property of CSTE. Any use of the data, with the exception of citations of published articles, must have CSTE approval.

Policy and Guidelines for the CSTE Annual Conference

It is the responsibility of the Executive Committee to decide the location and dates of future Annual Conferences as soon as possible after the President-Elect takes office. The registration fee for the conference will be set six months before the conference date. As soon as these decisions are made and concurrence of the host state is obtained, this information is communicated promptly to the Council members.

The newly elected President-Elect of the Council is responsible for planning the upcoming

Conference. Prior to the Executive Committee meeting in March, a request for Conference topics is sent to all CSTE members. Suggestions received are considered by the Planning Committee.

It is important to select topics for the agenda which reflect the broad range of support, services, and responsibilities of public health epidemiology. The agenda should reflect the contribution of epidemiology to health and safety, disease control and management, communication, and legislative/regulatory activities.

An invitation to attend the Annual Conference is extended by the President in writing to the Director of CDC. A special invitation may also be extended to representatives of EPA, FDA, NIOSH, and other federal agencies, and to affiliate Presidents. In most cases, leading Center directors from CDC are asked to provide brief summaries of the issues during the year to the membership.

The agenda for the annual meeting includes three days of educational sessions, consisting of one or two plenary sessions in the morning, and categorical breakout sessions in the afternoons. The breakout sessions are organized by representatives of the various CSTE Standing Committees. In addition, the Council has sponsored an all day training that is voluntary for members to attend as a pre-conference meeting. The business meeting is held the morning of the fourth day of the conference.

The President will have a banquet at the meeting, in which the Pumphandle Award will be presented, as well as a lecture named for Jonathan Mann, and endowed by the Hoffman Family Foundation.

CSTE has often opened its conference to other valuable partners in public health, including the National Association of State Public Health Veterinarians (NASPHV), the Association of Public Health Laboratories (APHL) and the Association of State and Territorial Health Officials (ASTHO). This practice is expected to continue.

Any events sponsored by outside entities should comply with the CSTE policy on Corporate/Foundation Contributions and Cause Marketing.

Policy on the Business Meeting

A business meeting of the Council shall be held during the Annual Conference and shall be convened by the President. At this session the significant accomplishments of the Council and the actions taken by the Executive Committee during the previous year are summarized by the President for the information of the membership. Plans or proposals of general interest or significance to the Council are described with an opportunity for questions, discussion, or expression of opinions from the floor. Highlights of the annual financial reports are presented by the Secretary-Treasurer. Also, each committee is required to submit a written report of its accomplishments for the past year.

Amendments to the Bylaws are presented for action by the members in accordance with the statutory requirements. If approved by two-thirds majority of the membership present, the

amendments become effective immediately.

Position Statements and Resolutions are presented by the Executive Committee and voted upon by the members. Position Statements and Resolutions which are approved are transmitted to the appropriate individuals or organizations in an appropriate manner.

Elections for vacancies on the Executive Committee, as well as those for President-Elect are held at this time.

Policy on Conference Registration Fee Waivers

The following shall be exempt from registration fees for conferences sponsored by the Council, including the Annual Conference:

- Invited plenary speakers, other than members of the Council for the day that they are presenting at the conference.
- Staff of the Host State Health Department who serve as volunteers to help Council staff onsite.

All requests for registration waivers must be approved by the Chair of the planning committee. The Chair is responsible for ensuring that the conference meets its revenue targets. The Chair shall notify Council staff of all waivers granted so that the waived registration(s) may be processed promptly.

Executive Committee members are not exempt from any of the costs associated with the annual conference, such as travel, lodging, meals, and other incidentals. It is the practice of CSTE that the Executive Committee members travel at the expense of their employers.

Policy on the Structure of Dues for States and Individuals

The state and individual dues structure for CSTE may be changed by a vote of the membership.

State and Territorial Dues:

CSTE requests and collects dues from each state and territory. Payment of dues allows states and territories to be represented by the organization in policy and program decisions. CSTE has adopted the following structure for assessing dues:

Tier Level Category Annual Dues

(Calendar Year)

- 1 Territories \$550
- 2 States with Populations Less Than 1 Million \$800
- 3 States with Populations 1 to 4 Million \$850
- 4 States with Populations 4 to 6 Million \$1,250

5 States with Populations More Than 6 Million \$1,500

A roster of states and territories that have not paid dues between January and June of the current year will be provided to the membership at the Annual Meeting.

Non-payment of dues during the prior twelve months may result in the state losing its right to cast a vote on CSTE position statements, elections, and other policy matters.

Payment of state or territorial dues does not include the individual membership of the State Epidemiologist .

Individual Dues:

Individuals who have paid dues will be added to the CSTE Members mailing list.

	Membership Category	New Member
(Calendar Year)	Returning Member	
Active	\$40	\$40
Associate	\$40	\$40
Student	\$25	\$25

Procedure for Establishment and Maintenance of Lists of Epidemiologists on CSTE Website

In order to sustain opportunities for CSTE members and others (such as CDC staff) to identify individuals who serve as a “point-of-contact” for specific applied epidemiology subject areas, CSTE staff will establish and maintain the following lists on the public website:

- Point-of-contact for Chronic Disease epidemiology
- Point-of-contact for Environmental epidemiology
- Point-of-contact for Infectious Disease epidemiology
- Point-of-contact for Injury epidemiology
- Point-of-contact for MCH epidemiology
- Point-of-contact for Occupational epidemiology

The lists will contain the following information:

- State
- Name (with hyperlink to email address)
- Title
- Phone

It is not a requirement that every state have a named individual for each point-of-contact. Where appropriate (such as in a smaller state or territory), the name of a single individual may appear on more than one list. A state may also elect to leave a blank space on a list.

At the annual business meeting, copies of the lists will be available and the state delegation is authorized to change the listings at that time. Between annual meetings, requests for modification in a list will be handled by the Executive Director in consultation with appropriate members of the CSTE Executive Committee.

Until such time as all of these lists are fully available, a webpage will notify the user of which lists are not yet available and explain that CSTE intends to maintain a full set of lists, but that not all lists have yet been completely assembled.

Policy on Process for Determination of CSTE Membership Status

The CSTE National Office is responsible for promoting and collecting dues for the organization. Individuals applying for membership complete an on-line membership or hardcopy application, in which they self identify their status as either "Active" or "Associate" (see *Article I of CSTE By-laws for the definition of Active and Associate*).

Process for Membership Determination:

Phase I

Step 1 CSTE Member Services review all membership applications to ensure applied status is in accordance with the by-laws.

Step 2 Upon review, when applied membership is in accordance with by-laws the application is processed and a membership packet with membership card is sent to the member.

The application process ends at this point unless there is a discrepancy between the application and the by-laws as reviewed by Member Services.

Phase II

Step 3 If upon review the applied membership status is in conflict with the by-laws, then the application is brought to the attention of the Executive Director for review.

Step 4 A letter is sent by the Executive Director to the applicant addressing the change in status as determined by the by-laws and a review of the information provided on the individual's application. An opportunity is provided for the applicant to submit additional justification to support their original application status and appeal the decision. The applicant has 30 days to appeal the decision.

If the applicant does not appeal the decision of the Executive Director, then the application process ends at this point.

Phase III

Step 5 If the applicant appeals the decision of the Executive Director, then the application

and any supporting documentation is referred to the Secretary-Treasurer for review.

Step 6 The Secretary-Treasurer conducts an investigation and provides written determination for membership classification consistent with the by-laws and policies and procedures. This determination is final.

Statement of Fiduciary Responsibility

Members of CSTE serve in various volunteer positions such as members of the Executive Committee, Committee Chairs, Leads and Co-Leads, consultancy team members, and liaisons.

The members of CSTE understand the importance of serving CSTE to the best of their ability and with the highest degree of integrity.

1. CSTE members shall avoid conflicts of interest with CSTE. CSTE members shall not profit personally from their affiliation with CSTE, or favor the interests of themselves, relatives, friends or other affiliated organizations over the interests of CSTE.
2. Whenever CSTE considers a matter that presents an actual or apparent conflict of interest for a member, the member shall fully disclose his/her interest in such a matter. The Executive Committee, after consultation with counsel as appropriate, will determine whether the participation by the member is appropriate.
3. CSTE members shall not knowingly accept favors or gifts from anyone who does business with CSTE.
4. All members who participate in CSTE activities, including committee activities and international consultation activities, will do so in accordance with applicable laws and regulations of their respective state or territory.

Charges to Committees

2006 – 2007

Environmental/Occupational/Injury Committee

Chair: David Johnson

1. Represent the Council on federal workgroups, task forces, and advisory bodies which are concerned with developing strategies, programs, and activities for the surveillance

and control of diseases and conditions related to environmental exposures, occupational hazards, intentional or unintentional injuries.

2. Advise and inform the Council of opportunities and challenges that are the result of public policy decisions concerning diseases and conditions thought to be related to environmental exposures, occupational hazards, intentional or unintentional injuries at the national level, and as necessary recommend policies, positions or actions to the Executive Committee and Membership.
3. Report annually to the Council.

Infectious Disease Committee

Chair: Ellen Mangione

1. Represent the Council on federal workgroups, task forces, and advisory bodies which are concerned with developing strategies, programs, and activities for the surveillance and control of infectious diseases.
2. Advise and inform the Council of opportunities and challenges that are the result of public policy decisions concerning infectious diseases at the national level, and as necessary recommend policies, positions or actions to the Executive Committee and membership.
3. Report annually to the Council.

Chronic Disease/MCH/Oral Health Committee

Chair: Mark Baptist

1. Represent the Council on federal workgroups, task forces, and advisory bodies which are concerned with developing strategies, programs, and activities for the surveillance and control of chronic diseases and conditions, maternal and child health, and oral health.
2. Advise and inform the Council of opportunities and challenges that are the result of public policy decisions concerning surveillance and control of chronic diseases and conditions, maternal and child health, and oral health at the national level, and as necessary recommend policies, positions or actions to the Executive Committee and Membership.
3. Report annually to the Council.

National Policy Committee

Chair: Bob Harrison

This committee serves to guide the Council on matters related to the development of public policy at the national level and ultimately, its implementation through federal programs that affect public health epidemiology. This committee's activities are directed by the strategic goals of the Council and are meant to provide the foundation for the Council in its advocacy efforts at the national level.