

# **Council of State and Territorial Epidemiologists**



## **Policies and Procedures Manual**

**Updated October 2018**

# TABLE OF CONTENTS

CSTE Vision .....	3
CSTE Mission. ....	3
Bylaws .....	4
ARTICLE I. Name.....	4
ARTICLE II. Purposes; Status; Governing Instruments.....	4
ARTICLE III. Membership and Voting.....	5
ARTICLE IV. Executive Board.....	6
ARTICLE V. Additional Duties of Officers.....	9
ARTICLE VI. Executive Director.....	10
ARTICLE VII. Committees.....	10
ARTICLE VIII. Consultants and Liasons.....	11
ARTICLE IX. Meetings.....	11
ARTICLE X. Notice.....	13
ARTICLE XI. Dues.....	13
ARTICLE XII. Amendments.....	13
ARTICLE XIII. Indemnification and Insurance.....	13
ARTICLE XIV. Dissolution.....	14
Guidelines and Policies for Members, Elected and Recognized Officials.....	15
Election of Leadership.....	15
Executive Board.....	16
Limits of Authority.....	17
President.....	17
President-Elect.....	18
Vice-President.....	19
Secretary-Treasurer.....	19
Topical Expert Members and Members-at-Large.....	20
Appointed Officials.....	21
Committees.....	21
Consultants.....	22
Liaison.....	22
Executive Director.....	23
Policy on the Use of the CSTE Logo.....	25
Policy on Acceptance of Funds/Resources from the Private Sector to Support Council Activities.....	26
Policy on Financial Management of Conferences, Symposia and Workshops.....	29
Policy on Financial Reserve Fund.....	30
Policy on Physical and Electronic Distribution of Council Mailing List.....	31
Policy for the Public Communication of CSTE Records.....	32
Policy on Position Statement Approval Process.....	32
Policy on Authorship of Scientific Articles and Findings.....	38
Policy on Procurement.....	39
Policy on Credit Card Processing and Security.....	44
Policy on Surveys Sponsored by CSTE.....	45
Policy and Guidelines for the CSTE Annual Conference.....	46
Policy on Abstract Submission for the CSTE Annual Conference.....	47
Policy on the Business Meeting.....	48
Policy on Conference Registration Fee Waivers.....	49
Policy on the Structure of Dues for States and Individuals.....	50
Procedure for Establishment and Maintenance of Lists of Epidemiologists on CSTE Website.....	51
Policy on Process for Determination of CSTE Membership Status.....	52
Statement of Fiduciary Responsibility.....	53
Policy on Conflicts of Interest.....	54
Executive Board Election Procedures.....	57
Policy for Obtaining Official CSTE Signature for Letters of Advocacy.....	60
Policy on Travel Reimbursement.....	61
Charges to Committees.....	66

***CSTE Vision***

Using the power of epidemiology to improve the public's health

***CSTE Mission***

CSTE promotes the effective use of epidemiologic data to guide public health practice and improve health.

Support effective public health surveillance and epidemiology practice through training, capacity development, and peer consultation

Develop standards for practice

Advocate for resources and scientifically-based policy

**COUNCIL OF STATE AND TERRITORIAL EPIDEMIOLOGISTS**  
**Amended and Restated Bylaws**  
**(Revised June 2016)**

**ARTICLE I. NAME**

The name of this organization shall be the Council of State and Territorial Epidemiologists, Inc., hereafter referred to as the "Council".

**ARTICLE II. PURPOSES; STATUS; GOVERNING INSTRUMENTS**

Section 1.Purposes. The Council is organized and shall be operated exclusively for such purposes as are exempt within the meaning of Section 501(c)(6) of the United States Internal Revenue Code of 1986, as amended (or the corresponding provision of any future United States Internal Revenue law) (the "Internal Revenue Code") including but not limited to, the following purposes: (a) to establish and maintain close working relationships among state, local, tribal, territorial, and other epidemiologists; (b) to consult with and advise appropriate disciplines in other health agencies; and (c) to provide technical advice and assistance to the Association of State and Territorial Health Officials and affiliated agencies as required. In furtherance of such purposes, the Council shall have full power and authority to perform all other acts necessary or incidental to the above and to do whatever is deemed necessary, useful, advisable, or conducive, directly or indirectly, as determined by the Executive Board in its discretion, to carry out any of the purposes of the Council, as set forth in the Council's Articles of Incorporation and these Bylaws, including the exercise of all other power and authority enjoyed by corporations generally by virtue of the provisions of the Georgia Nonprofit Corporation Code (within and subject to the limitations of Section 501(c)(6) of the Internal Revenue Code).

Section 2. Section 501(c)(6) Status.

(a) The Council shall be neither organized nor operated for pecuniary gain or profit.

(b) No part of the net earnings of the Council shall inure to the benefit of, or be distributable to, any member, director, officer, or trustee of the Council or any other private person, but the Council shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes as set forth in Article II, Section 1 above.

(c) Notwithstanding any other provisions of these Bylaws, the Council shall not carry on any other activities not permitted to be carried on by a corporation exempt from federal income taxation under Section 501(c)(6)of the Internal Revenue Code.

(d) It is intended that the Council shall have, and continue to have, the status of an organization that is exempt from federal income taxation under Section 501(c)(6) of the Internal Revenue Code. All terms and provisions of these Bylaws and the Articles of

Incorporation of the Council, and all authority and operations of the Council, shall be construed, applied, and carried out in accordance with such intent.

Section 3. Governing Instruments. The Council shall be governed by its Articles of Incorporation, these Bylaws, and policies and procedures that are approved and adopted by the Executive Board and the Active Members.

### **ARTICLE III. MEMBERSHIP AND VOTING**

Section 1. Classes of Membership. The Council shall have the following four classes of membership:

(a) *Active Members*. All persons engaged in the practice of epidemiology for a government public health authority at the local, tribal, state, and territorial levels shall be eligible for active membership. More than one person from a local jurisdiction, tribe, state, or territory may be an Active Member of the Council, including eligibility for office and committee participation.

(b) *Associate Members*. Associate membership shall be open to any former Active Member whose status has changed, rendering him/her ineligible to continue as an Active Member, and to epidemiologists who practice in federal, military, or international health agencies; academic institutions; nongovernment private volunteer organizations; medical-care organizations; or corporate settings. Associate Members shall enjoy all the rights and privileges of Active Members except the rights to vote at the Annual Meeting or any Regular or Special Meeting of the members of the Council, serve on the Executive Board of the Council, serve as Sub-Committee Chair or Consultant, or hold elected office.

(c) *Student Members*. Persons currently enrolled full time in an undergraduate or graduate program who are actively pursuing a degree in public health or related field are eligible for student membership. Student Members shall enjoy all the rights and privileges of Active Members except the rights to vote at the Annual Meeting or any Regular or Special Meeting of the members of the Council, serve on the Executive Board of the Council, serve as Sub-Committee Chair or Consultant, or hold elected office.

(d) *Emeritus Members*. Retired former Presidents of the Council shall be eligible for emeritus membership. Emeritus Members shall enjoy all the rights and privileges of Active Members except the rights to vote at the Annual Meeting or any Regular or Special Meeting of the members of the Council, serve on the Executive Board of the Council, serve as Sub-Committee Chair, or hold elected office. Emeritus Members may serve as a Consultant and represent the Council at the request of the President.

Section 2. Voting.

(a) The election of the Executive Board shall be determined by a vote of the Active Members by electronic ballot at a time before the Annual Meeting or as designated by the Executive Board. Electronic ballots shall include the option of write-in candidates.

(b) Council decisions, such as position statements, are made by vote with only one vote per state or territory cast by the State or Territorial Epidemiologist or an official Active Member representative from the state or territory designated by the State or Territorial Epidemiologist. For membership and voting purposes, the District of Columbia is considered to have status equivalent to a state or territory. Unless action is taken by written consent pursuant to Article IX, Section 7 below, these votes must be cast in person at the Annual Meeting or the applicable Regular or Special Meeting.

## **ARTICLE IV. EXECUTIVE BOARD**

Section 1. Executive Board. The Board of Directors of the Council shall be known as the "Executive Board."

Section 2. Composition of the Executive Board. The Executive Board shall comprise the Officers of the Council, six Elective Members (the "Elective Board Members") and the Executive Director. At least two members of the Executive Board shall be State or Territorial Epidemiologists.

(a) The Officers of the Council shall be the President, Vice President, President-Elect and Secretary-Treasurer.

(b) The six Elective Board Members shall be

- (i) two at-large members;
- (ii) one member representing infectious disease epidemiology;
- (iii) one member representing chronic disease and maternal/child health epidemiology;
- (iv) one member representing environmental, occupational, and injury epidemiology;
- and
- (v) one member representing surveillance and informatics policy and practice.

(c) The Executive Director shall be an ex officio member of the Executive Board without a vote.

Section 3. Terms of Office for Officers.

(a) The President-Elect shall serve as such from the close of the Annual Meeting of the Council at which he or she is elected to be the President-Elect until the close of the next Annual Meeting of the Council, when he or she automatically becomes President.

(b) The President shall serve as such for one year.

(c) The Vice President position shall be filled by the immediately preceding President who shall serve as Vice President from the close of the Annual Meeting of the Council at which his/her term as President ends until the close of the next Annual Meeting of the Council.

(d) The Secretary-Treasurer shall serve a three-year term, which term shall expire at the close of the Annual Meeting of the Council following the end of such three-year term.

(e) No Officer shall be eligible to immediately succeed himself/herself in the office to which he or she was previously elected.

Section 4. Terms of Office for Elective Members of the Executive Board. The six Elective Board Members shall serve three-year terms on the Executive Board.

Section 5. Eligibility for Service on the Executive Board. Only Active Members of the Council shall be eligible to serve on the Executive Board. When running for a position on the Executive Board, Active Members must disclose their employer, salary source(s) and any potential conflict(s) of interest.

Section 6. Nomination of Candidates for the Executive Board. The Executive Board shall act as a Nominating Committee and, unless candidates cannot be identified, shall present at least two nominations to the Council before its Annual Meeting for the position of President-Elect; for each Elective Board Member position of the Executive Board to be filled; and when necessary for the offices of President, Vice President, and Secretary-Treasurer. The Executive Board shall solicit nominations from among the entire membership for consideration by the Executive Board and will strive to have geographic representativeness among its slate of nominees. Candidates for President-Elect and Secretary-Treasurer shall not be from the same states as current officers, and no more than two members of the Executive Board shall be from the same state.

Section 7. Election of the Executive Board. Before each Annual Meeting, the Active Members shall vote by electronic ballot to elect members of the Executive Board. Only one vote per Active Member shall be allowed. A majority of the votes cast shall be required to elect members of the Executive Board. When more than two candidates are running for an office, and no one candidate received a majority of the votes cast, then a run-off election shall be held between the two candidates who received the most votes.

Section 8. Filling Premature Vacancies in Officer and Elective Member Positions. An Executive Board position shall be considered prematurely vacated when the Active Member in that position dies, resigns, or becomes ineligible to continue as an Active Member of the Council. In case of a premature vacancy of an Executive Board position other than the office of President, the President shall appoint a replacement (subject to concurrence by a majority of the remaining members of the Executive Board) who may serve until the next Annual Meeting of the Council, at which time an Active Member of the Council shall be elected only for the remainder of the term. In case of a premature vacancy in the office of President, the Vice President shall serve as President until the next annual election. In case of vacancies in both the offices of President and Vice President, the President-Elect shall serve as President until the next annual election and the President-Elect shall appoint a replacement for the office of Vice President (subject to concurrence by a majority of the remaining members of the Executive Board), who may serve until the next annual election, at which time an Active Member of the Council shall be elected only for the remainder of the term.

Section 9. Removal of an Executive Board Member. An Executive Board Member may be removed with cause by a unanimous vote of all members of the Executive Board, except the Executive Board Member being considered for removal. If an Executive Board Member changes jobs during his/her term, this job change should be announced at the next Executive Board meeting. Based on the nature of the job change, the Executive Board may take no action or may vote on removal of the Board Member as described above.

Section 10. General Duties, Authorities, and Procedures of the Executive Board.

(a) The Executive Board shall have authority to act in the name of the Council on matters requiring action and shall report such actions to the members of the Council by either distribution or Internet posting of minutes of meetings of the Executive Board.

(b) The Executive Board shall approve all amendments to these Bylaws and the Articles of Incorporation of the Council before submission to the State and Territorial Epidemiologists for a vote.

(c) All position statements shall be approved by a vote of the State and Territorial Epidemiologists.

(d) The Executive Board shall ensure that all assets of the Council are used solely to promote the affairs of the Council.

(e) A record shall be kept of all Executive Board proceedings, and a summary report thereof shall be made to the Council at the Annual Meeting by the Secretary-Treasurer.

(f) All questions considered by the Executive Board shall be decided by a majority of the members of the Executive Board.

(g) The findings or actions of the Executive Board shall be subject to reconsideration by a petition of a minimum of five State or Territorial Epidemiologists or a minimum of ten percent of the Active Members.

(h) If a potential conflict of interest involves a member of the Executive Board, that member shall declare the conflict of interest and the Executive Board shall determine whether that Board Member should recuse himself/herself from participating in any decision related to the potential conflict of interest.

(i) The President has the authority to call an Executive Session(s) of the Executive Board.

Section 11. Exculpation of Executive Board Members. No person who is serving or has served as a member of the Executive Board of the Council shall have any liability to the Council for monetary damages for any action taken, or any failure to take any action, as a member of the Executive Board, except liability



- (a) For any appropriation, in violation of his/her duties, of any business opportunity of the Council;
- (b) For acts or omissions not in good faith or that involves intentional misconduct or a knowing violation of law;
- (c) For the types of liability set forth in Sections 14-3-860 through 14-3-864 of the Georgia Nonprofit Corporation Code; or
- (d) For any transaction from which such person derived an improper personal benefit.

The limitation of liability conferred in this Article IV, Section 11, shall be in addition to and not in lieu of all other limitations, immunities, and indemnities conferred by law, these Bylaws, and the Articles of Incorporation of the Council.

## **ARTICLE V. ADDITIONAL DUTIES OF OFFICERS**

### Section 1. Additional Duties of the President.

- (a) The President shall preside at all meetings of the members of the Council and the Executive Board, and he or she shall supervise the affairs of the Council. In his/her absence, the Vice President shall preside at any such meeting. In the absence of both the President and Vice President, the President-Elect shall preside at the meeting. However, the President may designate his/her alternate to preside at Special Meetings.
- (b) The President shall call to order all meetings of the Executive Board.
- (c) The President shall designate Steering Committee chairs and may designate Consultants and Liaisons.

Section 2. Remuneration or Reimbursement to the Executive Director. Either the President or the Secretary-Treasurer shall sign off on the schedule of remuneration or reimbursement to the Executive Director.

### Section 3. Additional Duties of the Secretary-Treasurer.

- (a) The Secretary-Treasurer shall record all elections, resolutions, and proceedings of Executive Board and Council member meetings.
- (b) The Secretary-Treasurer shall present a summary annual report of the Executive Board proceedings and other Council activities (such as position statement responses, financial affairs reports, consultant and liaison reports, and committee reports) to the Council at the Annual Meeting.
- (c) The Secretary-Treasurer shall issue all notices of meetings.
- (d) The Secretary-Treasurer shall monitor the Executive Director's actions to

- (i) keep appropriate records of all moneys received or expended by the Council,
- (ii) keep a register of members of the Council, and
- (iii) ensure an audit of all accounts by an accredited outside firm at least once a year.

Section 4. Delegation of Secretary-Treasurer Functions. The Secretary-Treasurer may delegate any and all functions of the office of the Secretary-Treasurer to the Executive Director with the exception of duties related to remuneration or reimbursement to the Executive Director and duties related to Article V, Section 3(d), above.

## **ARTICLE VI. EXECUTIVE DIRECTOR**

Section 1. Executive Director. The Council shall also have an Executive Director who shall be the chief executive officer of the Council and will have general supervision of the business and affairs of the Council. The Executive Director shall see that all orders and resolutions of the Executive Board, the Active Members, or the State and Territorial Epidemiologists are carried into effect. The Executive Director will have any other authority and shall perform any other duties that the Executive Board or the members of the Council may delegate to him or her from time to time. The Executive Director shall have the right to attend and participate in all meetings of the State and Territorial Epidemiologists and/or the Executive Board, except during an Executive Session(s) of the Executive Board. The Executive Director shall not have any voting rights at any Executive Board meetings.

## **ARTICLE VII. COMMITTEES**

Section 1. Steering Committees. Steering Committees may be authorized by the Executive Board or the Council from time to time as needed to conduct the work of the Council.

Section 2. Steering Committee Chairs. Steering Committee chairs shall be Executive Board Members and shall be appointed by the President.

Section 3. Sub-Committees. Steering Committee chairs may establish Sub-Committees as they deem appropriate and shall appoint the chairs of Sub-Committees from the Council's Active Members.

Section 4. Quarterly Written Reports. Each Steering Committee chair shall submit quarterly to the Executive Director a written report of the activities of Sub-Committees under his/her purview and shall distribute such reports to members of the Executive Board.

Section 5. Working Rules. Sub-Committees may adopt working rules consistent with these Bylaws, and these rules are to be reviewed and approved by the Executive Board before their adoption.

Section 6. Steering Committee Oversight. Sub-Committee activities are subject to oversight by the relevant Steering Committee.

## **ARTICLE VIII. CONSULTANTS AND LIAISONS**

Section 1. Appointment of Consultants. Upon recommendation from any member of the Executive Board, the President may designate Active Members of the Council with relevant expertise to serve as Consultants on specific topics as necessary.

Section 2. Duties of Consultants.

(a) Consultants shall respond to inquiries, return correspondence, assist with policy development, and attend meetings and special events on the subject of the consultancy.

(b) Consultants shall follow standing Council policies and resolutions as guides where applicable. Issues involving new policy or major change in policy shall be reviewed and approved by the Executive Board before their adoption.

(c) Consultants shall notify the Council's National Office and must receive approval from the Council before attending any external meeting representing the Council.

(d) Consultants shall submit a report to the Executive Board, enumerating and briefly summarizing the content of each substantial consultative contact. The Council's National Office shall be copied on any correspondence authored or received by Consultants.

(e) If a potential conflict of interest involves a consultant, that consultant shall declare the conflict of interest, and the Executive Board shall determine whether that consultant should recuse himself/herself from participating in the activity (ies) with the potential conflict of interest.

Section 3. Appointment of Liaisons. Upon recommendation from any member of the Executive Board, the President may appoint Active Members of the Council with relevant expertise to serve as Liaisons to other organizations, agencies, and committees. Liaisons shall be appointed annually.

Section 4. Duties of Liaisons. As requested by the President, Liaisons shall represent the Council to other organizations, agencies, and committees to provide epidemiologic and other scientific expertise. The Liaison shall be appointed annually.

## **ARTICLE IX. MEETINGS**

Section 1. Annual Meeting; Notice. There shall be an Annual Meeting of the State and Territorial Epidemiologists and the Executive Board at a time and place determined by the Executive Board. Notice of the time, date, and place of the Annual Meetings shall be

given in accordance with the provisions of Article X no fewer than ten days before such meetings.

Section 2. Regular Meetings; Notice. Regular Meetings of either the members or the Executive Board or both may be held from time to time between Annual Meetings at such times, on such dates, and at such places as the President or the Executive Board may prescribe. Notice of the time, date, and place of any Regular Meeting shall be given in accordance with the provisions of Article X no fewer than three days before such Regular Meeting.

Section 3. Special Meetings; Notice. On the petition of fifteen state- or territory-designated Active Member representatives, or on the order of the Executive Board, the President shall call a Special Meeting of either the members or the Executive Board or both. Notice of the time, date, and place of any Special Meeting shall be given in accordance with the provisions of Article X below no fewer than 24 hours before such Special Meeting.

Section 4. Quorum. A quorum for any meeting of the State and Territorial Epidemiologists shall consist of not fewer than 28 state- or territory-designated Active Member representatives. A quorum for any Regular or Special Meeting of the Executive Board shall consist of a majority of members of the Executive Board.

Section 5. Telephonic and Similar Meetings. At the discretion of the Executive Board, any Annual, Regular, or Special Meeting may be held in whole or in part by conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other. Participation in such a meeting shall constitute presence in person at the meeting, except where a person participates in the meeting for the express purpose of objecting to the transaction of any business on the grounds that the meeting is not lawfully called or convened.

Section 6. Rule of Procedure. The rules of parliamentary procedure according to the latest edition of *Robert's Rules of Order* shall govern all meetings of the Council, the Executive Board, any Steering Committee and any Sub-Committee unless suspended by a majority vote of the members attending.

Section 7. Actions by State and Territorial Epidemiologists or the Executive Board Without a Meeting. Any action required or permitted to be taken at a meeting of the State and Territorial Epidemiologists or of the Executive Board may be taken without a meeting if a consent in writing, email, or fax, setting forth the action so taken, is sent by the requisite number of the State and Territorial Epidemiologists or Executive Board Members, as applicable, entitled to vote not less than the minimum number of votes that would be necessary to authorize or take the action. Such consent shall have the same force and effect as an affirmative vote at a meeting duly called.

## **ARTICLE X. NOTICE**

Whenever these Bylaws require notice to be given to any member or member of the

Executive Board, the notice shall be given by the Secretary-Treasurer in accordance with Article X. Notice under these Bylaws in writing unless oral notice is reasonable under the circumstances. Notice may be communicated in person; by telephone, teletype, email, or other form of wire or wireless or electronic communication; or by mail or private carrier.

## **ARTICLE XI. DUES**

The annual dues for states and territories shall be set by a majority of the votes cast by the State and Territorial Epidemiologists or their designated Active Member representatives present and voting at each Annual Meeting.

## **ARTICLE XII. AMENDMENTS**

Amendments to these Bylaws and the Articles of Incorporation of the Council shall require a vote of two thirds of the State and Territorial Epidemiologists present and voting at any Annual, Regular, or Special Meeting provided that a draft of the proposed amendments shall have been submitted to the Executive Board and distributed to the Active Members of the Council not later than 30 days before the first day of such a meeting or voting date.

## **ARTICLE XIII. INDEMNIFICATION AND INSURANCE**

Section 1. Indemnification.

(a) Under the circumstances prescribed in this Section 1(a), the Council shall indemnify and hold harmless any person who was or is a party or is threatened to be made a party to any threatened, pending, or completed action, suit or proceeding, whether civil, criminal, administrative, or investigative and whether formal or informal (a "Proceeding"), by reason of the fact that he or she is or was an Executive Board Member or an Officer of the Council, or while an Executive Board Member or an Officer, is or was serving at the request of the Council as an officer, director, partner, joint venturer, trustee, employee or agent of another foreign or domestic corporation, partnership, joint venture, trust, employee benefit plan, or other enterprise against the obligation to pay a judgment, settlement, penalty, fine, or reasonable expenses (including attorneys' fees) actually and reasonably incurred by him or her in connection with such Proceeding, but only if such person conducted himself or herself in good faith, and reasonably believed: (i) with respect to conduct in his or her "official capacity" (as that term is defined in Section 14-3-850 of the Georgia Nonprofit Corporation Code, as amended), that such conduct was in the best interests of the Council; (ii) with respect to all other cases, only if that conduct was at least not opposed to the best interests of the Council; or (iii) with respect to any criminal Proceeding, that he or she had no reasonable cause to believe his or her conduct was unlawful. Notwithstanding the above, the indemnification permitted hereunder in connection with a Proceeding by or in the right of the Council is limited to reasonable expenses (including attorneys' fees) incurred in connection with a Proceeding in which it is determined that such person has met the standard of conduct required by this Section 1(a).

(b) The termination of any Proceeding by judgment, order, settlement, or conviction or upon a plea of nolocontendere or its equivalent shall not, of itself, create a presumption

that the person did not meet the standard of conduct set forth in Section 1(a).

(c) Notwithstanding the foregoing, the Council shall not indemnify any person in connection with any Proceeding with respect to conduct for which he or she was adjudged liable on the basis that personal benefit was improperly received by him or her.

(d) If a person indemnified pursuant to Section 1(a) has been wholly successful, on the merits or otherwise, in the defense of any Proceeding to which he or she was a party because he or she is or was an Executive Board Member or an officer of the Council, the Council shall indemnify him or her against reasonable expenses (including attorneys' fees) incurred by him or her in connection therewith.

(e) Except as provided in Section 1(d) and (g), and except as may be ordered by a court, the Council shall not indemnify any person unless authorized hereunder and a determination has been made that indemnification of such person is proper in the circumstances because he or she has met the applicable standard of conduct set forth in Section 1(a). Such determination shall be made in accordance with Section 14-3-855 of the Georgia Nonprofit Association Code, as amended.

(f) Reasonable expenses (including attorneys' fees) incurred by a person indemnified pursuant to Section 1(a) who is a party to a Proceeding shall be paid by the Council in advance of the final disposition of such Proceeding if the procedures set forth in Section 14-3-853 of the Georgia Nonprofit Corporation Code, as amended, are complied with.

(g) The indemnification provided by this Section 1 shall not be deemed exclusive of any other right to which the persons indemnified hereunder shall be entitled under law or contract and shall inure to the benefit of the heirs, executors, or administrators of such persons.

(h) The Council may purchase and maintain insurance on behalf of any person indemnified pursuant to this Section 1 against any liability asserted against or incurred by such person in his or her capacity as an Executive Board Member or an officer of the Council, whether or not the Council would have the power to indemnify or advance expenses to such person against such liability under the provisions of this Section 1.

#### **ARTICLE XIV. DISSOLUTION**

Upon the dissolution of the Council, the Executive Board, after paying or making provision for the payment of all of the liabilities of the Council, shall dispose of all of the assets of the Council exclusively for the purposes of the Council, either directly or by transfer to such organization or organizations organized and operated exclusively for such purposes as shall at the time qualify as an exempt organization or organization under Section 501(c)(3) or Section 501(c)(6) of the Internal Revenue Code as the Executive Board shall determine. Any such assets not so disposed of by the Executive Board shall be disposed of by the Superior Court of the county in which the principal office of the Council is then located, exclusively for such purposes or to such organization or organizations that are organized and operated exclusively for such purposes as said court shall determine.

# Guidelines and Policies for Members, Elected and Recognized Officials

## **Membership**

Any individual who applies for membership shall have the class (Active, Associate or Student) 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 shall indicate the class of each member.

The following information is currently in the CSTE Bylaws:

**ARTICLE I. Membership.** There shall be four classes of membership:

(a) *Active Members.* All persons engaged in the practice of epidemiology for a government public health authority at the local, tribal, state, and territorial levels shall be eligible for active membership. More than one person from a local jurisdiction, tribe, state, or territory may be an Active Member of the Council, including eligibility for office and committee participation.

(b) *Associate Members.* Associate membership shall be open to any former Active Member whose status has changed, rendering him/her ineligible to continue as an Active Member, and to epidemiologists who practice in federal, military, or international health agencies; academic institutions; nongovernment private volunteer organizations; medical-care organizations; or corporate settings. Associate Members shall enjoy all the rights and privileges of Active Members except the rights to vote at the Annual Meeting or any Regular or Special Meeting of the members of the Council, serve on the Executive Board of the Council, serve as Sub-Committee Chair or Consultant, or hold elected office.

(c) *Student Members.* Persons currently enrolled full time in an undergraduate or graduate program who are actively pursuing a degree in public health or related field are eligible for student membership. Student Members shall enjoy all the rights and privileges of Active Members except the rights to vote at the Annual Meeting or any Regular or Special Meeting of the members of the Council, serve on the Executive Board of the Council, serve as Sub-Committee Chair or Consultant, or hold elected office.

(d) *Emeritus Members.* Retired former Presidents of the Council shall be eligible for emeritus membership. Emeritus Members shall enjoy all the rights and privileges of Active Members except the rights to vote at the Annual Meeting or any Regular or Special Meeting of the members of the Council, serve on the Executive Board of the Council, serve as Sub-Committee Chair, or hold elected office. Emeritus Members may serve as a Consultant and represent the Council at the request of the President.

### **Election of Leadership**

Elections to fill vacancies among the Executive Board (Secretary-Treasurer, Specialty Chairs and Members-at-Large) are determined by ballots cast by the Active Members by electronic ballot at a time before the Annual Meeting or as designated by the Executive Board. 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 policies are described in the Bylaws 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 Bylaws. Election procedures are described under 'Executive Board Election Procedures'.

### **Executive Board**

The Executive Board is the governing body of the Council. The Executive Board ultimately has the legal authority of the Council. The Executive Board shall have, hold and administer all the property, funds and affairs of the Council in trust for its uses, in conformity with the Bylaws, 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 Board 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 Board consists of the President, President-Elect, Secretary-Treasurer, 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 Board.

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

Responsibilities of the Executive Board 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 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.

### **Limits of Authority**

1. No individual Executive Board 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 Board.
2. The Executive Board 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 Board.
3. The Executive Board 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 Board.
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 Board.
5. Signs official documents, usually with the Secretary, on behalf of the Council.
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 Board's role in strategic planning.
13. Helps guide and mediate Executive Board actions with respect to organizational priorities.
14. Reviews with the Executive Director any issues of concern with the Executive Board.
15. Monitors financial planning and financial reporting.
16. Formally evaluates the performance of the Executive Director and informally evaluates the effectiveness of the Executive Board members.
17. Ensures the Executive Board matters are handled properly, including preparation of pre-meeting materials, committee functioning, and orientation of new Executive Board members.
18. Performs other responsibilities assigned by the Executive Board.

### **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 Board 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 Vice-President, serves as the presiding officer at meetings of the Council, Executive Board meeting, and the Annual Business Meeting.
4. Works with the President to provide leadership of the Council.

### **Vice-President**

Following his or her term as President, the immediate Past-President continues to serve a one-year term as Vice-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 Vice-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 Board.

### **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 Board 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 Board 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 Steering Committee(s) 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.

Steering Committees are authorized by the Executive Board, and chairs shall be Executive Board members who are appointed by the President, and are composed of Sub-Committee chairs, Liaisons, and CSTE Staff. Between annual meetings, appointed members act to advise the Executive Board on such issues as come before them, such as oversight of Sub-Committees and consultants, and pre-screening of resolutions.

When Steering Committees meet at the annual meeting, any active member can vote on resolutions and other committee business. The committees are chaired by a CSTE Executive Board member, and they:

1. Communicate with CSTE Executive Board 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 Sub-Committees and consultants.

Steering Committee chairs may establish Sub-Committees as they deem appropriate, and shall appoint the chairs of Sub-Committees from the Council's active membership. Sub-Committees may adopt working rules consistent with the Bylaws, and these rules are to be reviewed and approved by the Executive Board prior to their adoption.

**Consultants:**

Upon recommendation from any member of the Executive Board, the President may designate active members of the Council with relevant expertise to serve as Consultants on specific topics as necessary.

**Duties of Consultants:**

1. Consultants shall respond to inquiries, return correspondence, assist with policy development and attend meetings and special events on the subject of the consultancy.
2. Consultants shall follow standing Council policies and resolutions as guides where applicable. Issues involving new policy or major change in policy shall be reviewed and approved by the Executive Board prior to their adoption.
3. Consultants shall notify the Council's National Office and must receive approval from the Council before attending any external meeting representing the Council.
4. Consultants shall submit a report to the Executive Board, enumerating and briefly summarizing the content of each substantial consultative contact. The Council's National Office shall be copied on any correspondence authored or received by Consultants.

**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.
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.
6. Liaisons shall be appointed annually.

## **Executive Director**

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

A major responsibility of the Executive Director is to work with the Executive Board 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 Vice-President, for presentation to Executive Board of the Council.

## **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 Board.
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 Board 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 Board for approval.

### Operations

1. Engage legal counsel, as necessary, in conjunction with the Executive Board.
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 Board. Recommend changes needed.
5. Serve as a non-voting *ex officio* on Executive Board. Attend all meetings of

- Executive Board and record decisions in conjunction with Secretary-Treasurer. Prepare draft of Executive Board meeting minutes for submission to Secretary-Treasurer.
6. Serve as a non-voting *ex officio* on all Council Operating and Steering 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 Board, 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

## Corporate/Foundation Contributions and Cause-Related Marketing<sup>1</sup>

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;

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<sup>1</sup> 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 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 Board 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.

### **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;
- 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 Board of CSTE.**

## **Policy on Financial Management of Conferences, Symposia and Workshops**

1. All conferences, symposia and workshops must be approved by the Executive Board before planning is initiated. A conference, symposia or workshop idea may be submitted to the Executive Board by committees or staff working with the relevant committee.
2. The committee chair, working with staff, submits a budget to the Executive Board for approval. In accordance with the Bylaws, the Executive Board 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 Board, 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 Board. 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 Board. 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 Board prior to publication. If time permits, copies shall be distributed to all or selected members with request for comments and concurrence. Primary authors of CSTE Position statements must be Active Members of CSTE.

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

#### Position Statement Follow-Up and Report to CSTE Membership

Once approved, all position statements become CSTE policy and will be posted on the CSTE website. The submitting author will be responsible for tracking the position statement during the years 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 Board on the status and impact of the position statement:

- 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.
- Progress on desired actions.
- Action needed by CSTE to assist in further implementation.
- Partners mobilized because of the position statement?

Subsequent updates (not more than once a year) will be requested by the CSTE National Office and are the responsibility of the author to address. In addition, the CSTE National Office may follow up with agencies that have been contacted for information or response as listed on each 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 Steering Committee Chair, Sub-Committee Chair, 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 Position Statement Approval Process**

CSTE Steering Committees may meet annually during the CSTE Annual Conference to discuss committee business including the review of proposed position statements. All CSTE members are eligible to attend committee meetings where proposed position statements are presented by an Active Member author, discussed and voted on. The scheduled dates and times of the Steering Committee meetings are available in the CSTE Annual Conference agenda. Non-members, with the exception of Subject Matter Experts (SME) as defined below, are not eligible to attend or vote on Steering Committee proceedings but will have access to adopted position statements on the CSTE website. SMEs that are non-members may attend Steering Committee proceedings at the invitation of a Steering Committee Chair, CSTE Executive Officer or Executive Director. SMEs are not eligible to vote any may only provide comment on position statements directly relevant to their expertise.

Position statements approved by the Steering Committees are brought to the CSTE Business Meeting for final approval. This meeting occurs annually at the CSTE Annual Conference and typically occurs Thursday morning. At this meeting, representatives from Council vote on the position statements. During the CSTE Business Meeting, Council decisions, such as position statements, are made by vote with only one vote per state or territory cast by the State or Territorial Epidemiologist or an official Active Member representative from the state or territory designated by the State or Territorial Epidemiologist.

### **Voting during Steering Committee meetings at the CSTE Annual Conference:**

In order for a Steering Committee to vote on a position statement, the following requirements must be met:

- 1) The Steering Committee Chair or an Active Member designee must be present.
- 2) At least one Active Member author of a position statement must be present.
- 3) Only Active Members may vote on position statements.
- 4) A quorum, as defined below, must be met during the voting process for a position statement to be added to the CSTE Consent Calendar for vote at the CSTE Business Meeting.
  - a. If a position statement is approved by a majority vote by the appropriate Steering Committee, and a quorum is met, the approved position statement may be considered for addition to the CSTE Consent Calendar by an additional vote of active members. In order for a position statement to be added to the CSTE Consent Calendar, 100% of the appropriate Steering Committee session must cast a yes vote. Any Active Member may remove a position statement from the CSTE Consent Calendar during the appropriate Steering Committee session or the CSTE Business Meeting.

- b. If a position statement is approved by a majority vote, but a quorum is not met, the position statement cannot be included on the CSTE Consent Calendar and will be further considered at the CSTE Business Meeting.
- c. If a position statement is not approved by the appropriate Steering Committee, regardless of whether a quorum is met, the position statement will not be considered further at the CSTE Business Meeting.

Position statements that are approved by the appropriate Steering Committee under the quorum standards above may be considered for the CSTE Consent Calendar.

**Definitions:**

- 1) **Quorum** for position statement purposes is defined as at least one Active Member from ten or more states or U.S. territories represented in any Steering Committee Session.
- 2) The **CSTE Consent Calendar** is defined as a method for position statements that have been deemed non-controversial to be voted all at once by the Council at the CSTE Business Meeting.

**Position Statement Approval Process during the CSTE Business Meeting at the CSTE Annual Conference:**

Council decisions, such as approval of position statements, are made by vote with only one vote per state or territory cast by the State or Territorial Epidemiologist or an official Active Member representative from the state or territory designated by the State or Territorial Epidemiologist. Method of voting will include tracking of each state and territory vote. Approved position statements require a favorable vote by the majority of the Council present at the CSTE Business Meeting. Position Statements included on the CSTE Consent Calendar will be presented for one vote to the Council.

**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 13 weeks prior to the business meeting to the CSTE National Office. They are submitted to the Resolutions Committee by 11 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 9 weeks prior to the business meeting. Author submits revised position statements by 7 weeks prior to the business meeting.
  - d. **Announced to Membership** – Proposed position statements are posted to the CSTE website by 6 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 Board.
  - a. **Submission Deadline** – Proposed position statements are submitted between 13 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 Board 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 Board. 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 Board 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 Board.

## 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.

=====  
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 (insert appropriate award number) 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 2CFR Part 215 (formerly OMB Circular A-110). This policy will be the responsibility of the CSTE Executive Director and will be dated and versioned to remain consistent with revisions in Federal policy.

### 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 sub agreements. Violations of this code shall result in disciplinary action up to and, possibly, including termination of employment, loss of office, or loss of contract.

## **General Procedures for Procurement**

### Purchase Orders

Purchase orders (PO) 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, staff will develop a written analysis of lease/purchase alternatives.

### Procedure for Obtaining a Purchase Order:

1. Complete a "Purchase Order" (PO) form and submit to a supervisor for approval.
2. If the PO is for services and the Contractor or Consultant is not already listed by name in the current approved budget for this project, then a Request for Contractor or Consultant Approval should accompany the PO. A W-9 and FFATA (if required) should also be submitted to the contract database.
3. A 'CSTE Director' or equivalent management position must approve the PO before it is submitted to Accounting.
  - a. For this policy only, a 'CSTE Director' is an approving Director or Manager who are a direct report to the Executive Director and have delegated authority for budgets and procurement.
  - b. All changes to a PO should be approved by the same approving Director.
4. The CSTE Executive Director must approve all PO's \$150,000 and greater.
  - a. Any changes to PO's \$150,000 and greater must be approved by the CSTE Executive Director.
5. Accounting will ensure the vendor is not on the Debarred and Suspended List and if a new Contractor or Consultant, submit the appropriate form to the grantor. A purchase order number will be issued within three business days of receipt of approved PO.
6. A copy of the approved purchase order with the assigned purchase order number will be returned to the requesting CSTE staff member. When written contracts are

involved, the purchase order number should be included in the contract database and the vendor should be asked to reference this purchase order number on the invoice.

#### Criteria for Contractor Selection

Contracts should only be initiated for responsible contractors who possess the 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 Accounting Department 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 \$500,000 or more aware that they must have an audit as required by OMB circular A-133.

#### Non-competitive Awards

In contracts greater than \$3,500, non-competitive awards should be avoided, should only be made when there is well documented lack of competition, or awarded when there are clear and legitimate limits to a single (sole) source of supply. When an exception is made, all sole source requests must be approved by the CSTE Executive Director and three Executive Board Officers. Sole Source approvals must meet one of the criteria below:

- Single source availability
- Public emergency
- Written request has been made and approved by federal or PTE (award amendment)
- Competition is determined to be inadequate (after solicitation from number of sources).

### **Specific Procedures for Procurement**

#### Requirements for micro-purchases up to and including \$3,500:

- Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold of \$3,500.
- To the extent practicable, CSTE Staff must distribute micro-purchases equitably among qualified suppliers.
- Micro-purchases may be awarded without soliciting competitive quotations if a CSTE Director considers the price to be reasonable.
- CSTE Staff must follow prudent purchasing practices.

#### Requirements for small purchases greater than \$3,500 up to and under \$150,000:

- CSTE Staff must follow prudent purchasing practices and obtain competitive bids where practicable. Common purchasing techniques include telephone bids, written bids, or bids via the Internet. Price and rate quotations must be obtained



from adequate number of qualified sources.

- CSTE recommends staff should follow the practices below:
  - CSTE should exercise 'due diligence' and 'competitive shopping' in contractor and consultant selection. Due diligence and competitive shopping are appropriate and reasonable selections based on the quality of work and the ability of the contractor and consultant to complete all deliverables in the timeframe considered.
  - Three or more potential candidates should be reviewed and selection of the final contractor or consultant should be documented.
  - For all contracts greater than \$50,000 a statement of work should be shared with at least three potential contractors or consultants or posted publicly on the CSTE website for at least ten business days. The statement of work should identify all requirements which the offerors must fulfill and all other factors to be used in evaluation bids or proposals.
  - The most advantageous proposal should be selected.
    - i. For contracts \$50,000 and less, a CSTE staff member is responsible for ensuring the most advantageous proposal is selected.
    - ii. For contracts greater than \$50,000 and under \$150,000, a CSTE staff lead, a CSTE subject matter expert, and a CSTE Director responsible for ensuring the most advantageous vendor is selected. For expenses considered operational or nonfederal, only a CSTE Director must approve.
  - Selection methods should look at cost and the ability of the contractor or consultant to complete all deliverables as described in the appropriate time period.
  - Justification of the advantageous proposal should be submitted to the CSTE contract database. CSTE Staff should retain all records pertaining to the basis for vendor or contractor selection and should include:
    - i. How was the proposal or statement of work distributed (including dates)
    - ii. How many applications were received and the names of the submitters.
    - iii. Phone call discussions and score sheets.
    - iv. A summary statement describing selection of the final contractor or consultant.

Requirements for purchases \$150,000 and greater:

- CSTE Staff must follow prudent purchasing practices and obtain competitive bids for all purchases \$150,000 and greater. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. Fixed price and cost reimbursement are two approaches to creating contracts for service work. With the fixed price method, the Seller agrees to a fixed price at the start of the project that doesn't change. With cost reimbursement, the contract allows payment to Seller based on hours or time to complete a project. General guidelines include:
  - a. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for

- proposals must be considered to the maximum extent practical;
- b. Proposals must be solicited from an adequate number of qualified sources;
- c. A written evaluation for conducting technical evaluations of the proposals received and for selecting recipients should be defined based on the activities and project described; and
- d. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.
- CSTE recommends staff should follow the practices below:
  - A statement of work should be shared with at least three potential contractors or consultants and posted publicly on the CSTE website for at least ten business days. The statement of work should identify all requirements which the offerors must fulfill and all other factors to be used in evaluation bids or proposals.
  - The most advantageous proposal should be selected.
    - i. For contracts \$150,000 and greater, a CSTE staff lead, CSTE subject matter expert, a CSTE Director, the CSTE Executive Director, and 3 CSTE Executive Board Officers (including the CSTE Secretary-Treasurer) are responsible for ensuring the most advantageous proposal is selected. For expenses considered operational or nonfederal, the CSTE Director, CSTE Executive Director, and 3 Executive Board Officers must approve.
    - ii. Selection methods should look at cost and the ability of the contractor or consultant to complete all deliverables as described in the appropriate time period.
  - Justification of the advantageous proposal should be submitted to the CSTE contract database. CSTE Staff should retain all records pertaining to the basis for vendor or contractor selection and should include:
    - i. How was the proposal or statement of work distributed (including dates)
    - ii. How many applications were received and the names of the submitters
    - iii. Phone call discussions and score sheets
    - iv. A summary statement describing selection of the final contractor or consultant

### Multi-Year Selection

Multi-year selections may be approved for supplies or services for more than 1 but not more than 3 program years. Performance under the contract past the first year is contingent upon the availability of funds and contractor or consultant performance.

Use of multi-year contracting is encouraged to take advantage of one or more of the following:

- Lower costs;
- Enhancement of standardization; and/or
- Substantial continuity of production or performance, thus avoiding annual startup costs, preproduction testing costs, and delays in projects.

Examples include use or development of software or web-based tools, projects and

activities with a scope that are not limited to one year, and those with a significant start up time. Selection should fall into the appropriate category based on the average expected price per year. For example, if the average contract price is expected to equal or exceed \$150,000 per year, CSTE staff should follow the guidelines above "*Requirements for purchases greater than \$150,000*". Multi-Year Selections should be approved by a CSTE Director and the CSTE Executive Director and documented within the CSTE Contract Database.

#### General Procurement Practices

- Individuals participating in proposal review and vendor selection should not participant if there is a real or apparent conflict of interest. Individuals participating in procurement review are excluded from competing for such procurements.
- Contractors should be awarded to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
- Contractor selection records should include, but are not limited to:
  - Rational for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.
- Procurement transaction must be conducted in a manner providing full and open competition consistent with these policies.

#### Contract Execution and Administration

Executive and administration of the contract award is limited to and the responsibility of the Executive Director of Director of Operations. All contracts must be reviewed by the Executive Director prior to execution.

#### Contract Modifications

Requests to modify a contract must be submitted in writing to the Executive Director or Director of Operations. The appropriate approval authorities must approve the request. If the modification increases the value of the contract, approval for the increase must be obtained at the approval level required for the total adjusted award value per contract year. If approved, a revised Purchase Order must be submitted to Accounting for retention according to original schedule.

### **Invoice Practices**

All invoices must be approved by a CSTE Director prior to payment.

- Invoices <\$50,000 should be approved by the Approving CSTE Director prior to Accounting
- Invoices \$50,000 and greater must be approved by the Approving CSTE Director and the CSTE Executive Director prior to submission to accounting

## **Policy on Credit Card Processing and Security**

### **Purpose**

The purpose of this policy is to define the guidelines for accepting and processing credit cards and storing personal cardholder information. The policy will help to ensure that cardholder information supplied to CSTE is secure and protected.

### **Policy**

All transactions that the Council processes must meet the standards outlined in the policy.

- Only persons specifically authorized by the Director of Operations may handle credit card transactions.
- All systems and computer programs will be designed to ensure security of personal credit card information.
- Electronic credit card numbers should not be transmitted or stored on a computer or e-mail account.
- Employees will not request any credit card information over e-mail, chat or other unsecure electronic means.
- Members or other creditors who wish, for their convenience, to give us this information over the phone or by some other unsecure means will be processed by the CSTE Business Manager as soon as possible and then the information will be shredded as soon as the transaction has been determined accepted.
- Any credit card information retained overnight must be kept in a secure location such as a locked drawer or cabinet and marked "Confidential".

## **Policy on Surveys Sponsored by CSTE**

The Executive Board 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 Board 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 Board 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 Board. The Executive Board 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 Board 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 Board 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 Abstract Submission for the CSTE Annual Conference**

1. All abstracts must be submitted by the stated deadline for Call for Abstracts and Late Breakers.
2. Members and nonmembers may submit abstracts.
3. All individuals who present must register for the annual meeting. Both members and nonmembers may register for the annual meeting.
4. Abstracts will be reviewed for public health relevance and scientific merit to the subject area. Acceptance of abstracts will be based on both these criteria.
5. Subject area chairs may solicit additional presentations after the abstract deadline. Abstracts must be submitted for these presentations and approved by the subject area chair.

## **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 Board 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 Board 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.



## **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.
- CSTE Past Presidents who have retired from state, local, tribal, territorial or federal public health agency. Retired Past Presidents who attend the annual conference will also receive one (1) ticket to the President's Banquet.
- CSTE Past Executive Board members who completed a consecutive three-year term and are retired from state, local, tribal, territorial or federal public health agency.

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 Board 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 Board 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 beginning January 1, 2018:

Tier 1	Territories	\$1,250
Tier 2	States with Populations Less than 1 Million	\$1,750
Tier 3	States with Populations 1,000,001 to 2 Million	\$2,250
Tier 4	States with Populations 2,000,001 to 4 Million	\$2,750
Tier 5	States with Populations 4,000,001 to 6 Million	\$3,250
Tier 6	States with Populations 6,000,001 to 9 Million	\$3,750
Tier 7	States with Populations 9,000,001 to 13 Million	\$4,250
Tier 8	States with Populations 13,000,001 Million and more	\$4,750

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. State dues cover a one-year calendar period from January to December.

### **Individual Dues:**

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

Active Member	\$60
Associate Member	\$60
Student Member	\$30

Individual membership covers a 365-day period from the date membership is purchased.

The following shall be awarded CSTE membership for life:

- CSTE Past Executive Board members who completed a consecutive three-year term. Membership will start the year after their full term completion.

## **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 Board.

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”.

### **Process for Membership Determination:**

#### **Phase I**

##### **Step 1**

CSTE Member Services review all membership applications to ensure applied status is in accordance with the Bylaws.

##### **Step 2**

Upon review, when applied membership is in accordance with Bylaws 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 Bylaws, 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 Bylaws 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 Bylaws 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 Board, Steering Committee Chairs, Sub-Committee Chairs, Consultants 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 Board, 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.

# Policy on Conflicts of Interest

## ARTICLE I. PURPOSE

The Council of State and Territorial Epidemiologists, a Georgia nonprofit corporation (the "Council") aspires to achieve the highest levels of professional excellence and service to the public in accomplishing its mission and goals. As a not-for-profit, tax-exempt organization, the Council is operated exclusively for purposes exempt under section 501(c)(6) of the Internal Revenue Code of 1986, as amended, and it must observe the highest ethical standards. The purpose of this conflicts of interest policy is to protect the Council's interest when it is contemplating entering into a transaction or arrangement that might benefit (or appear to benefit) the private interest of a member, director or officer of the Council. This policy is intended to supplement but not replace any applicable state laws governing conflicts of interest applicable to nonprofit and 501(c)(6) corporations.

## ARTICLE II. DEFINITIONS

### 1. Interested Person.

Any member, director, officer, or member of a committee with board-delegated powers who has a direct or indirect financial interest, as defined below, is an interested person.

### 2. Financial Interest.

A person has a financial interest if the person has, directly or indirectly, through business, investment or family:

- a. an ownership or investment interest in any entity with which the Council has a transaction or arrangement,
- b. a compensation arrangement with the Council or with any entity or individual with which the Council has a transaction or arrangement, or
- c. a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Council is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are substantial in nature.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2 below, a person who has a financial interest may have a conflict of interest only if the appropriate board or committee decides that a conflict of interest exists.

## ARTICLE III. PROCEDURES

### 1. Duty to Disclose.

In connection with any actual or possible conflicts of interest, an interested person must disclose the existence of his/her financial interest and must be given the opportunity to disclose all material facts to the members, directors and members of committees with board-delegated powers considering the proposed transaction or arrangement.

### 2. Determining Whether a Conflict of Interest Exists.

After disclosure of the financial interest and all material facts, and after any discussion with the board or committee, the interested person shall leave the board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

### 3. Procedures for Addressing the Conflict of Interest.

- a. An interested person may make a presentation at the board or committee meeting, but after such presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement that results in the conflict of interest.
- b. The chairperson of the board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the board or committee shall determine whether the Council can obtain a more advantageous transaction or arrangement with reasonable efforts from a person or entity that would not give rise to a conflict of interest.
- e. If a more advantageous transaction or arrangement is not reasonably attainable under circumstances that would not give rise to a conflict of interest, the board or committee shall determine by a majority vote of the disinterested directors or committee members whether the transaction or arrangement is in the Council's best interest and for its own benefit and whether the transaction is fair and reasonable to the Council and shall make its decision as to whether to enter into the transaction or arrangement in conformity with such determination.

### 4. Violations of this Conflicts of Interest Policy.

- a. If the board or committee has reasonable cause to believe that a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the response of the member and making such further

investigation as may be warranted in the circumstances, the board or committee determines that the member has in fact failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

#### **ARTICLE IV. RECORDS OF PROCEEDINGS**

The minutes of all board and all committees with board-delegated powers shall contain:

1. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the board's or committee's decision as to whether a conflict of interest in fact existed.
2. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection therewith.

#### **ARTICLE V. COMPENSATION**

A voting member of the board who receives compensation, directly or indirectly, from the Council for services is precluded from voting on matters pertaining to that member's compensation.



# Executive Board Election Procedures

## Introduction

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

The Executive Board shall have, hold and administer all the property, funds and affairs of the Council in trust for its uses, in conformity with the Bylaws, and the Certificate of Incorporation. It is presided over by the President. The membership of the Executive Board consists of the President, President-Elect, Secretary-Treasurer, Vice-President, three topical experts (Infectious Diseases, Chronic/MCH/Oral Health, and Environmental/Occupational/Injury) and three elected Members-at-Large. Standard terms are for three years, beginning at the close of the annual conference elected until the close of the annual conference which the term is concluded.

The CSTE Executive Board is representative of the diversity among states, and will as a practice, “strive to have geographic representativeness among its slate of nominees” (Article IV, section 6 of the CSTE Bylaws). Also, the Bylaws explicitly exclude potential nominees for Executive Officer positions from the same state as current Officers, and limit the entire Executive Board to no more than two representatives from the same state.

## Nomination Committee

The Executive Board shall act as a Nomination Committee chaired by the Vice President.

## Nominee Eligibility Requirements

All Active Members of CSTE are eligible nominees for candidacy to an open position. Nominees are expected to have a substantive track of leadership within CSTE (minimum of three years of CSTE membership showing active participation, such as Sub-Committees, Liaisons, etc.) and within the field of applied public health epidemiology (e.g. 3-5 years of public health job experience in the relevant subject area(s) covered by the Steering Committee), good leadership and interpersonal skills, experience on a non-profit board is desired but not necessary, and be able to set aside the significant time needed to Board and Steering Committee work that includes monthly conference calls and three in-person meetings per year, in addition to the Business Meeting following the Annual Conference.

## Nomination Process

### Nominator Eligibility

Any Active Member of CSTE may nominate themselves or another Active Member for candidacy. Associate, Student, Emeritus Members, guest or trial members or non-members may not nominate an Active Member for candidacy.

### Call for Nominations

An open call for nominations is sent via email to all members in good standing and is posted on the CSTE website approximately five months prior to the Business Meeting.

During the nomination period, an Active Member may complete the online nomination form (Appendix A). The nomination period closes approximately four months prior to the Business Meeting.

#### Nomination Verification

The CSTE National Office will verify that all nominations are members in good standing and were completed using the online nomination form. Ineligible nominations are rejected and the nominator will be notified. Eligible nominees will be sent a nominee questionnaire (Appendix B). Completed nominee questionnaires are due from all nominees within fourteen days of notification. Any nominee who does not provide the required information by the deadline is dropped from consideration. All nominations and nominee forms will be forwarded to the Nomination Committee.

#### Nomination and Election of Existing Executive Board Members

Often, an existing Executive Board member serving as a Steering Committee Chair will run for an Executive Officer position. If this candidate is at the end of the term of their existing seat, then that candidate shall surrender that seat and the Nominating Committee shall find new candidates to run for the vacated seat on the Board. If that existing Board Member loses the election, then that person shall be off the Board. If the existing Board Member is not at the end of their term, and if that candidate loses in the election, he/she shall remain on the Board in the existing seat to complete their term of office. If that candidate wins the election, then a second election will be held to fill the vacated seat.

To ensure that the election of new Executive Board members is finalized before the Annual Conference, at least two nominees shall be sought during the Nomination Process to run for the seat that may be vacated if the current Board Member wins their election in case a secondary election is needed.

#### Finalizing Candidates

The Nomination Committee will review all completed nominations and nominee forms to determine that all nominees meet the general and Bylaws criteria for a member of the Executive Board. Several key factors are considered by the Nomination Committee, including the following:

- Experience in the field of applied public health epidemiology*
- Leadership and interpersonal skills*
- Understanding of governance*
- Past involvement with CSTE*
- Substantive track of leadership within CSTE*
- Willingness to dedicate sufficient time to Board-related work*

#### Member Notification of Candidate Slate

The CSTE President will send the slate of candidates via email to all Active Members in good standing no later than 60 calendar days prior to the CSTE Business Meeting. The candidate list, biographical information and photographs will be posted to the CSTE members-only website.

### Process for Write-In Candidates

Any Active Member may write-in a candidate during the electronic elections. Electronic ballots will provide a line for write-in candidates. Write-in candidates must be eligible to run for office pursuant to the criteria above.

### **Elections**

In order to vote in elections, an Active Member must be in good standing no later than 3 days prior to election opening. Active Members not in good standing will not be eligible to vote. Elections will open approximately seven (7) weeks prior to the CSTE Business Meeting. All votes must be cast and confirmed within 14 calendar days of opening elections. The election system instructions will explain the mechanics of the online voting process, including write-in candidates, and will be sent via email to all Active Members.

A majority vote of the Active Members actually voting is required to elect to office. When there are three or more candidates and no candidate receives a majority, a run-off election will be held.

### Run-off Elections

If no candidate receives a majority vote on the first ballot, the candidate for the position in question receiving the least number of votes shall be dropped after each ballot in succession until one candidate obtains a majority vote of the votes cast. Only Active Members eligible to vote during the initial election opening may vote during a run-off election.

### Secondary Elections

A secondary election is held in the event of an existing Board Member being elected into a new office and vacating a seat on the Board prior to completion of the term for that seat. The secondary election is held to fill the vacated seat to complete that term.

### Validation of Election and Announcement of Election Results

The Secretary-Treasurer and two appointed Active Member Tellers will tally the votes to determine the winners. The National Office will provide these individuals with a copy of the voting log and for each to provide an independent tally and declare the winner(s). If the three results are identical, the Secretary-Treasurer will report the findings to the President and verify that the election process was upheld.

The President will announce election results at the CSTE Business Meeting and via email to the membership.

## **Policy for Obtaining Official CSTE Signature for Letters of Advocacy**

CSTE is often asked to sign on to letters of advocacy supporting public health policy and practice in matters relevant to the CSTE mission. These letters often originate from public health organizations and are addressed to U.S. Government officials in Congress and the Executive Branch. Before CSTE signs on to any advocacy letter or similar document, it must be cleared by the CSTE Executive Director. In a timely manner, the Executive Director will review the request with the CSTE Washington, DC liaison, the Executive Board President, with input from the relevant Steering Committee Chair and Subcommittee Chair (s). Clearance will be based on:

1. Content, to ensure that it aligns with the CSTE mission;
2. Reviewing the originator of the letter, to ensure that the organization or individual is a trusted and bona fide public health advocate; and
3. Timing and consistency, to ensure that the letter reaches its recipients when it can be effective and when it does not conflict with earlier CSTE advocacy efforts to the same recipients.

*Adopted by the CSTE Executive Board this 6<sup>th</sup> day of September, 2017.*

## Policy on Travel Reimbursement

### Purpose

CSTE appreciates the efforts of those who travel for the organization. Travelers should be comfortable while traveling, understand all travel related policies, and obtain reimbursement quickly. At the same time, it is necessary to keep costs within reasonable limits and to follow consistent reimbursement procedures. Expenses not specifically addressed in these guidelines must be approved by the CSTE National Office prior to incurring the expense.

The travel policy meets the IRS definition of an “accountable plan”; therefore, your travel reimbursement will not be reported as income. A complete expense reimbursement form is required within 30 days of trip completion.

### Air Travel

Travelers are expected to book the least expensive, coach class airfare available of any airline available that is within two hours of (prior to or after) desired flight time; to use alternative airports serving the destination city; and/or the use of multiple stop flights that may include layovers. Travelers choosing an airline for its amenities or frequent flyer programs will be responsible for the difference in cost. CSTE awards the benefits of frequent flyer clubs and hotel programs to its travelers; however, it reserves the right to change this policy. CSTE will not reimburse travelers for tickets purchased with frequent flyer miles.

Business and first class domestic travel will not be reimbursed unless pre-approved by the CSTE Executive Director. A letter explaining the medical reasons or extenuating circumstances that require such service must be submitted for pre-approval to [travel@cste.org](mailto:travel@cste.org) in advance of ticket purchase. Documentation of approval is required with submitted expense reimbursement form.

### *Airline Reservations*

BCD World Travel is the official travel agent for CSTE. Reservations can be made online or by calling (800) 251-9047 Monday-Thursday 8am ET-6pm ET. Reservations must be made no later than three weeks prior to departure to receive the best possible rates for your airline ticket – if notification of travel is within this timeframe, or as soon as notification is made. Reservations not made within a reasonable time are subject to a fare differential that may be the responsibility of the traveler. *Please note that reservations may only be made Sunday through Thursday. Reservations not made during this period will not be processed and may need to be rebooked by the traveler.*

Travelers booking flights independent of the official travel agent must be approved by the CSTE National Office prior to incurring the expense by providing a comparative chart of the airfares, from an online search engine such as [Google.com/flights](http://Google.com/flights), [Kayak.com](http://Kayak.com), or [Expedia](http://Expedia). Request for approval should be sent to [travel@cste.org](mailto:travel@cste.org). Documentation of approval and comparative chart is required with submitted expense reimbursement form.

#### *Upgrades for Domestic Air Travel*

- An upgrade at the expense of CSTE is not permitted.
- A free upgrade or an upgrade at the expense of the traveler must be noted as such on the expense reimbursement form.

#### *Sponsored Project Domestic Travel*

Federally funded trips must be traveled on U.S. carriers at coach rates. Airfare exceeding the lowest available or customary standard (coach or equivalent) airfare on a U.S. carrier are not allowed except when such accommodations would:

- Require circuitous routing;
- Require travel during unreasonable hours;
- Excessively prolong travel;
- Result in increased costs that would offset transportation savings; and
- Be inadequate for the medical needs of the traveler.

For the complete federal travel regulations please refer to OMB Circular A-21.

Sponsored project travel should adhere to the guidelines set forth by this policy unless the sponsor imposes greater restrictions.

#### *Cancellations/Changes*

CSTE will not pay for airline change fees unless the changes are due to an emergency and must be approved by the CSTE National Office prior to incurring the expense. Documentation of approval is required with the expense reimbursement form.

- When a trip is cancelled after the ticket has been issued, the travelers should inquire about using the same ticket for future travel.
- Travelers can reuse airline tickets for future CSTE travel if airfare eligibility requirements are met. These requirements should be verified with the issuing ticketing agency.
- To expedite refunds, the travel agency should be advised of unused or partially used airline tickets.

#### *Luggage Fees*

CSTE will reimburse for one checked bag on travel requiring less than a one week stay. For travel requiring more than a one week stay, reimbursement fees for a second checked bag is allowed. No other luggage expenses will be reimbursed to travelers.

#### *Parking Fees*

CSTE will reimburse parking expenses for the dates of approved travel in an economy parking lot.

## **Lodging**

- Travelers must stay in a standard room at a non-luxury hotel, unless CSTE has negotiated a rate with a luxury hotel.
- Per night room costs should not exceed the most expensive rate listed in the federal rate for that city without prior authorization. Please see [www.gsa.gov](http://www.gsa.gov) for an up-to date listing of federal lodging rates, as part of per diem.
- When available, travelers should request the hotel's government rate.
- Many hotels have frequent guest programs that reward travelers with free accommodations in exchange for a specified number of paid room nights at a hotel. CSTE will not reimburse travelers for the value of free accommodations used for business travel.
- Suites and concierge-level rooms are not reimbursed, unless CSTE has negotiated for these rooms at no additional costs. A free upgrade must be noted on expense reimbursement form.
- For your safety and security, always investigate security measures for your hotel room (e.g. door locks, fire exits, and alarm systems) and ensure it is a fire safe facility, see <http://apps.usfa.fema.gov/hotel/>.

### *Conference Reservations*

- When traveling to a conference or meeting, it is appropriate to stay at one of the hotels hosting the conference or meeting at the conference lodging rate even if the rate exceeds the most expensive hotel listed in the federal per diem guidelines. When available, travelers should request the hotel's government rate.
- If there are several conference hotels, travelers should stay at a non-luxury property.

### *Hotel Upgrades*

- An upgrade at the expense of CSTE is only permitted if the upgraded room rate does not exceed the highest rate listed in the federal per diem listing for that city and there is a pre-approved business reason for the upgrade. Documentation of approval is required with expense reimbursement form, unless CSTE has negotiated for these rooms at no additional costs.

### *Cancellations*

- It is the traveler's responsibility to notify either the hotel or the agency with which reservation was made to cancel room reservations.
- Cancellation deadlines are based on the local time at the destination hotel.
- Travelers should request and record the cancellation number in case of billing disputes. CSTE will assist the traveler with any billing dispute on reservations made by CSTE.
- Travelers will not be reimbursed for "no show" charges.

### *Hotel Personal Expenses*

Personal expenses incurred while traveling will not be reimbursed.

## **Meal Expenses**

Travelers are given per diem to cover lodging, meals and incidental expenses in connection with the performance of service to CSTE. Please refer to the following website for a complete, up-to-date listing of per diem rates [www.gsa.gov](http://www.gsa.gov). Travelers who use per diem allowances do not have to document each meal expense, but they must demonstrate that the trip occurred with a receipt, such as an airline ticket or hotel folio, that indicates the dates and city of travel. For audit purposes this documentation must be attached to the expense report.

The federal per diem for meals will be awarded for the destination of the trip. The daily per diem must be accounted for on the travel reimbursement less meals provided by your travel destination or host, and partial day travel. For local travelers (within 50 miles of their office) reimbursement is allowed for the actual cost of meals, not per diem.

Per diem allowances may not be issued in lieu of service payments such as consulting fees or honoraria.

## **Ground Transportation**

Taxis, shuttle services, shared-ride services and local public transportation are encouraged for travel to and from airports. CSTE will only reimburse for ground transportation expenses to and from airports. Ground transportation fees within a venue city are not reimbursable unless the traveler receives prior approval from CSTE. Documentation of approval is required with expense reimbursement form.

### *Rental Cars*

Rental car expenses are not reimbursable unless the traveler receives prior approval from CSTE. Documentation of approval is required with expense reimbursement form.

### *Personal Automobile*

Mileage will be reimbursed at the prevailing IRS per-mile rate for business use of personal automobile. Other automobile expenses such as gas, oil, tires, and so on are not reimbursable expenses.

Prior approval to use personal automobiles for 600 miles (roundtrip) or less is not required. Automobile use exceeding 600 miles (roundtrip) must be pre-approved by CSTE and reimbursement cannot exceed the total cost of the most economical roundtrip airfare. Travelers must provide a comparative chart of the airfares, using an online travel search engine and submit for approval to [travel@cste.org](mailto:travel@cste.org). Travelers are required to submit documentation of approval and comparative chart with their completed expense reimbursement form.



## **Telephone Usage**

Travelers are not reimbursed for phone calls. Travelers requesting reimbursement for internet use must request approval before travel occurs. Documentation of approval is required with expense reimbursement form.

## **Expense Reporting**

- CSTE requires that travelers file an expense report within 30 days of trip completion. Expense reports filed after 60 days **will not be paid**.
- The expense report must include a date and the traveler's signature.
- Documentation should include receipts for any expense greater than \$50.99, name of the vendor, location, date, and dollar amount. In addition, the following must be included:
  1. air/rail ticket receipt
  2. hotel folio
  3. receipts for tolls and parking if costs exceed \$50.99
  4. MapQuest or other documentation of mileage driven
- Electronic and fax copies can be accepted.

### *Incorrect or Incomplete Expense Reports*

Expense reports that are incorrect or incomplete will be returned to the traveler for corrective action and will result in delay of reimbursement. Most frequent reasons for returned expense reports include missing traveler's signature and missing receipts.

A correction and/or change to the expense report due to an accounting audit of the report will be documented with a correction note. For errors in arithmetic and disallowed items, a note explaining the errors will be sent to the traveler and an appropriate adjustment made to the reimbursement.

### *Reimbursement*

Reimbursement will be mailed within 30 business days of receipt of a complete expense report by the CSTE accounting department. Additional time should be allowed for mail delivery. Checks will be sent to the address provided on expense reimbursement form.

## **Charges to Committees**

### **Environmental/Occupational/Injury Committee**

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 Board and Membership.
3. Report annually to the Council.

### **Infectious Disease Committee**

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 Board and membership.
3. Report annually to the Council.

### **Chronic Disease/MCH/Oral Health Committee**

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 Board and Membership.

3. Report annually to the Council.

### **National Policy Committee**

Chair: CSTE President

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.