

CSTE Program and Policy (P&P) Committee

Frequently Asked Questions

*Disclaimer: This is a living document and will be updated by the P&P Committee, as needed.
This version was updated on October 19, 2022.*

General P&P Committee

- What is the P&P Committee?
 - The P&P Committee oversees and advises on the various programmatic and policy development activities of the organization. The P&P Committee ensures coordination and communication across P&P Steering, Ad Hoc and Sub-Committees and adjudicates priority and emerging issues of importance to the CSTE Executive Board in a timely manner. The P&P Committee also guides CSTE consensus development processes, including position statements, briefs, letters, public comments, etc. Finally the P&P Committee establishes and/or abolishes Steering, Ad Hoc, and Sub-Committees.
- Who sits on the P&P Committee?
 - The P&P Committee shall include no fewer than three and no more than five Executive Board members. The President shall appoint a member of the Executive Board as Chair of the P&P Committee subject to approval (simple majority) by the Executive Board. Membership also includes all Steering Committee Chairs and Vice Chairs, Ad Hoc Committee Chairs, and other selected active members, as needed to fulfill the charge of the P&P Committee. Active members may be added to the P&P Committee by a motion from members of the P&P Committee, subject to simple majority approval by the P&P Committee. Active members may also be invited to participate in P&P Committee meetings or business, as needed to fulfill the charge of the P&P Committee.
- Who are the voting members of the P&P Committee?
 - The voting members of the P&P Committee include Executive Board members serving on the P&P Committee, Steering Committee Chairs, and Ad Hoc Committee Chairs. Steering Committee Vice Chairs are not voting members unless their Committee Chair is not present for P&P Committee meetings or able to participate in P&P Committee business. Subcommittee Chairs and other active members participating in P&P Committee are not voting members. *Please note that there are no Ad Hoc Committees within the P&P Committee at this time (as of October 2022).*
- I want to participate in the P&P Committee. How can I get involved?
 - Meetings of the P&P Committee are limited to committee members only and invited guests. We strongly encourage you to raise any discussion topics and concerns to your Steering Committee Chair directly; you may also contact the P&P Committee at programandpolicy@cste.org. If you are an Active CSTE Member looking to get more involved in CSTE through a leadership role, please review the Leadership Opportunities section of this FAQ document below.
- I have a question for or concern to raise with the P&P Committee. How do I contact the P&P Committee?
 - Please direct all inquiries, concerns, and suggestions to programandpolicy@cste.org.

Committee Structure

- Which Steering Committees are represented on the P&P Committee?
 - The following Steering Committees are represented on the P&P Committee (*as of September 2022; please note that additional Steering Committees may be added to support other priority programmatic areas in the future*):
 - Chronic Disease, Maternal and Child Health
 - Environmental Health, Occupational Health
 - Infectious Disease
 - Injury, Substance Use and Mental Health
 - Surveillance and Informatics
 - Workforce Development
- Can the P&P Committee add or remove Steering Committees? Subcommittees? Ad Hoc Committees?
 - Steering Committees: Per CSTE Bylaws, the P&P Committee considers and proposes new Steering Committees to the CSTE Executive Board. The CSTE Executive Board must vote to approve the formation, dissolution, or modification of Steering Committees by simple majority. There is no limit on the number of Steering Committees that may be established; however, the P&P Committee and Executive Board will consider CSTE National Office staffing and available funding to support new Steering Committees prior to proposing and/or approving the formation of new Steering Committees.
 - Subcommittees: Steering Committee Chairs propose the formation, dissolution, or modification of Subcommittees within their program area(s) to the P&P Committee. The P&P Committee must vote to approve the formation, dissolution, or modification of Subcommittees by simple majority. The P&P Committee will consider CSTE National Office staffing and available funding to support new Subcommittees prior to approving the formation of new Subcommittees.
 - Future Ad Hoc Committees: Per CSTE Bylaws, the P&P Committee considers and proposes new Ad Hoc Committees to address special programmatic and/or policy needs or priorities that cannot be addressed by an established Steering Committee. The CSTE Executive Board must vote to approve the formation, dissolution, or modification of Ad Hoc Committees by simple majority. There is no limit on the number of Ad Hoc Committees that may be established; however, the P&P Committee and Executive Board will consider CSTE National Office staffing and available funding to support new Ad Hoc Committees prior to proposing and/or approving the formation of new Ad Hoc Committees. There are no Ad Hoc Committees of the P&P Committee at this time (*as of October 2022*).
- When will additional Steering Committee(s) be considered?
 - Per CSTE Bylaws, the P&P Committee must be stood up no later than 60 days after the 2022 CSTE Annual Business Meeting. The P&P Committee and its Steering Committees will be formed and identified in a phased approach. The initial six Steering Committees represented on the P&P Committee were chosen to closely mirror the programmatic areas represented by the previous Executive Board Steering Committee structure. The P&P Committee ultimately decides how programmatic areas are incorporated into new or within/across existing Steering Committees, Ad Hoc Committees, or Subcommittees.

- The P&P Committee acknowledges there are critical programmatic areas that need Steering Committee representation on the P&P Committee and anticipates proposing the addition of new Steering Committees in early 2023, based on organizational and membership needs.
- If a Subcommittee does not have a Steering Committee home, how will the Subcommittee raise priority issues/concerns to the P&P Committee?
 - The P&P Committee will aim to ensure that existing Subcommittees have an appropriate Steering Committee home by Spring 2023 and that Subcommittee member needs are being met; however, if a Subcommittee does not have a Steering Committee home, the Subcommittee Chair(s) may raise questions or issues directly with the P&P Committee Chair and P&P Committee staff by emailing programandpolicy@cste.org. Please note that CSTE staff supporting these Subcommittees may also raise member questions or issues through internal reporting channels.
 - Subcommittees that currently (as of September 2022) do not have Steering Committee home include:
 - Border and International Health
 - Health Equity
 - Public Health Law
 - Public Health Emergency Preparedness
 - Tribal Epidemiology
- How can Subcommittee Chairs engage with the P&P Committee?
 - Subcommittee Chairs provide vital links between the membership groups they represent and their Steering Committee Chairs on the P&P Committee. Subcommittee Chairs should engage with the P&P Committee through elevation of emerging issues, discussion topics, and concerns from their members to their Steering Committee Chair. Subcommittee Chairs may attend meetings of the P&P Committee on an invite-only basis when relevant topics/issues or specific Subcommittee-related business are discussed.

Leadership Opportunities

- How does the P&P Committee solicit or recruit new leadership?
 - The P&P Committee seeks member interest in leadership opportunities on a biannual basis through a standardized leadership interest form shared with all current CSTE members. The P&P Committee may request additional information or interviews with qualified candidates. If a leadership opportunity arises outside of the biannual solicitation cycle, the P&P Committee may solicit via a new interest form request or may recruit from previous interest form responses.
 - The P&P Committee selects and votes on top qualified candidates for open leadership opportunities; however, all Steering Committee Chair and Vice Chair recommendations must be approved by the CSTE Executive Board.
- What is the difference between a Steering Committee Chair and Vice Chair? Ad Hoc Committee Chair?
 - Steering Committee Chairs and Vice Chairs represent specific, applied public health epidemiology focus areas. Chairs and Vice Chairs must be Active CSTE Members working at a state, territorial, local, or Tribal (STLT) health agency with up-to-date member dues. Steering Committee Chairs are voting members of the P&P Committee; Vice Chairs are not voting members unless their Committee Chair is not present for P&P Committee meetings or able to participate in P&P

Committee business. Chairs and Vice Chairs may choose to share certain responsibilities, as needed and agreed upon.

- To view complete roles and responsibilities of Steering Committee Chairs and Vice Chairs, please [click here](#).
- To view a summary of the P&P Committee leadership positions, please see Table 1.
- *Future Ad Hoc Committee Chairs represent specific programmatic and/or policy focus areas that cannot be addressed by an established Steering Committee. Ad Hoc Committee Chairs must be Active CSTE Members working at a state, territorial, local, or tribal (STLT) health agency with up-to-date member dues. Ad Hoc Committee Chairs are voting members of the P&P Committee. Roles and responsibilities of an Ad Hoc Committee Chair are similar to those of Steering Committee Chairs but may have additional responsibilities related to the programmatic or policy focus area(s) addressed by a specific Ad Hoc Committee. There are no Ad Hoc Committees of the P&P Committee at this time (as of October 2022).*

- Can any Steering Committee have a Vice Chair?
 - Yes, each Steering Committee ideally should have a Chair and Vice Chair for succession planning and sharing of responsibilities.
- What other leadership opportunities exist besides Steering Committee Chairs and Vice Chairs?
 - Member leadership opportunities across Steering Committees include Subcommittee Chairs and Co-Chairs, Workgroup Chairs and Co-Chairs, Liaisons/CSTE representatives, and specific project leadership. Active CSTE Members interested in leadership opportunities should reach out to CSTE staff leads and/or current Steering Committee Chairs and Vice Chairs in their topic of interest to learn more about available opportunities.
- What are the term limits for the P&P Committee leadership opportunities?
 - Term limits for leadership opportunities will be defined by the P&P Committee operating rules, which are currently in development (as of October 2022).

Table 1. CSTE Program and Policy Committee Leadership Positions

Leadership Position	P&P Committee Voting Member	Selection
P&P Committee Chair	Yes	Approved by the Executive Board
Steering Committee Chair	Yes	Appointed by the P&P Committee, approved by the Executive Board
Steering Committee Vice Chair	No (unless Steering Committee Chair is absent)	Appointed by the P&P Committee, approved by the Executive Board
Subcommittee Chair/Co-Chair	No	Approved by the Steering or Ad Hoc Committee Chair (selection shared with P&P Committee for awareness)
Ad Hoc Committee Chair	Yes	Appointed by the P&P Committee, approved by the Executive Board