

Utah Public Health Association
Procedure for Responding to Policy Position Requests
July 7, 2010

PURPOSE

To establish a process for responding to requests for the organization's position on public health policy issues.

TYPES OF REQUESTS

These requests may include but are not limited to the following:

- Request for *information and/or data requests*
- Request for *opinion or recommendations on a specific bill, topic, or policy proposal*
- Request for an impact evaluation of a certain *legislative proposals on a constituency*
- Request for *draft language for bills or amendment*
- Request for *testimony before a legislative body*
- Request for action specific for a certain locale, occupation, or group of people that may be impacted by a certain public health issue

PROCEDURES

- Should any individual UPHA member be solicited for the organization's support, opposition or representation in a policy matter, that individual must promptly send the request to the Executive Director
- Only the Utah Public Health Association's Executive Director, in conjunction with the Executive Committee when time allows, may take an official policy position on behalf of the organization
- Policy requests requiring immediate attention must be approved by the Executive Director or, in his/her absence, the President. In cases where neither the Executive Director nor President is available, the President-elect and then the Vice President may fill this decision-making role.
- The UPHA Policy Committee will review and research any legislative request as directed by and in consultation with its Executive Director and its Executive Committee.
- The findings of the UPHA Policy Committee's research, in support or in opposition to a legislative request, will be provided in writing, in a timely manner, and forwarded by the Policy Committee Chair to the Association's Executive Director and Executive Committee for their vote and written approval.
- UPHA's official response to a legislative request will ultimately be provided in writing, signed, and approved by its Executive Director, and when time allows, by its Executive Committee.

Request for UPHA Support

