

CHARTER OF THE HEALTH POLICY STATISTICS SECTION
Section Chartered in 1994

[Charter updated in 2024]

Article I. NAME

The name of this organization is the Health Policy Statistics Section of the American Statistical Association (hereafter called the “Association”).

Article II. OBJECTIVES

The principal objective of the Section is to focus on strategies for improving health care in the United States and abroad through the development and systematic use of statistical and data science methods.

Article III. FUNCTIONS

In support of the Section’s objectives, the Section will perform the following functions:

Fostering statistical and data science methodological research relevant to health care and policy by:

1. Organizing a biennial International Conference on Health Policy Statistics (ICHPS).
2. Organizing and sponsoring invited, contributed, and luncheon roundtable sessions at JSM and other conferences.
3. Sponsoring student paper contests with various research organizations and societies, to support the next generation of researchers.
4. Hosting networking and community building events, including the mixers at the JSM and at other conferences.
5. Recognizing leaders in the field of health policy research, through biennial Long-Term Excellence and Mid-Career Awards from the Section, nomination of ASA fellows, and nominations for other prominent awards.
In collaboration with others, establishing new ways to utilize public and private data in the study of health policy issues.

HPSS disseminates health care and policy research and facilitates communication across academe, industry, and government sectors by:

6. Organizing special issues in leading journals, based on JSM and ICHPS presentations.
7. Sponsoring continuing education courses and workshops.
8. Preparing and distributing a quarterly newsletter for section members that highlights membership, the activities and accomplishments of members, networking opportunities, and other relevant news.
9. Providing leadership regarding statistical methodology to national organizations conducting and fostering health policy research including National Institutes of Health (NIH) study section membership, Patient-Centered Outcomes Research (PCORI) methodology advisory panels, AcademyHealth Councils (Methods and Education), and the Centers for Medicare and Medicaid Services.
10. Offering assistance to legislators and their staffs regarding health statistics and their relationship to decision-making.

Article IV. MEMBERSHIP

Any full member of the Association may become a member of the Section by paying dues to the Section.

The membership year for each member of the Section shall coincide with that member's membership year in the Association.

Article V. OFFICERS

The officers of the Section shall be the Chair, the Chair-Elect, the Secretary, the Treasurer, the Program Chair, the Program Chair-Elect, the two Publications Officers, the Section's Representatives to the Association's Council of Sections (COS), and the Past Chair. The number of Representatives shall be determined by the Charter of the Council of Sections. All officers shall be members of the Section.

All officers shall be voting members of the Executive Committee. A member is only permitted to serve in one voting position on the HPSS Executive Committee at any one time. However, in the event of a vacancy, the Chair with approval of the Executive Committee, may allow an existing Executive Committee member to fulfill the remainder of the term or to hold the position until an appointment is made or new election is held. No Executive Committee member is permitted more than one vote.

All Section officers, and others participating in Section-sponsored activities, are expected to adhere to the ASA Code of Conduct¹ and other ASA policies for professional behavior. The 2018 ASA Code of Conduct states that "all participants in ASA activities will enjoy a welcoming environment free from unlawful discrimination, harassment, and retaliation." Officers who fail to comply with these policies will be removed from office.

The Chair is the chief officer of the Section and shall preside at all meetings of the Section and the Executive Committee. The Chair, with the approval of the Executive Committee, may designate committees or individuals to carry out functions of the Section. The Chair shall coordinate the work of the officers and committees of the Section and shall prepare an annual report on the activities of the Section. The Chair shall review the regular financial reports provided by the Association's central office.

The Chair-Elect shall preside over meetings of the Section and the Executive Committee in the absence of the Chair. In consultation with the Chair, the Chair-Elect shall prepare the budget of the Section for the year in which the Chair-Elect is Chair.

The Past Chair shall chair the nominations committee as indicated below.

The Secretary shall be responsible for the minutes of meetings of the Section and the Executive Committee, and for maintaining the list of past officers and awardees.

¹ <http://ww2.amstat.org/meetings/jsm/2018/conductpolicy.cfm>

The Treasurer shall also assist the Chair-Elect in preparing the annual budget and shall monitor the Section's dues collections and expenditures and prepare an annual report on the financial condition of the Section.

The Program Chair shall be responsible for developing and coordinating the Section's sessions and other program events at national and regional meetings of the Association. The Program Chair shall be a member of the Association's Program Committee.

The Program Chair-Elect shall assist the Program Chair.

The Publications Officers shall serve as the Section's representative on Association committees concerned with Section publication matters. The Publications Officers shall coordinate activities within the Section related to publications sponsored by the Section, the web and social media presence of the Section, the Section's newsletter, and AmStat news publications. In Section publications and materials, Publication Officers shall emphasize inclusive language that respects the diversity of individuals in the Section.

The COS Representative(s) shall represent the interests of the Section and its members on issues that come before the Council of Sections.

Article VI. EXECUTIVE COMMITTEE

The Executive Committee of the Section shall consist of the officers of the Section. Between business meetings the management of the affairs of the Section shall be in the hands of the Executive Committee, subject to such standing rules as the business meeting may from time to time provide.

The Co-Chairs of the ICHPS shall serve as non-voting members of the Executive Committee in order to inform the Executive Committee of the conference planning and to seek help and advice. They will prepare conference documents including conference budgets to submit to the Section Chair.

Article VII. NOMINATION AND ELECTION OF OFFICERS

Each year the Section's Committee on Nominations shall submit, to the Secretary of the Association and the Section Chair, at least two candidates for each position to be filled. The Association's general deadline for submission of nominations shall apply. All members of the Section will be invited to vote as part of the Association's annual election, organized by the Secretary of the Association.

Elected officers shall consist of the Chair and the Section's Representative on the Council of Sections of the association. Appointed officers shall consist of the Program Chair, the Treasurer, the Secretary, the Publications Officer, and the Chair(s) of any conference sponsored by the Section. Appointment of these officers is through a subcommittee consisting of the Chair, Chair-Elect and Past Chair, with advice from the entire Executive Committee.

If the office of Chair becomes vacant, the Chair-Elect shall become the Chair and shall complete the term and the term to which he or she was elected Chair. The same principle of succession shall apply if the office of Program Chair becomes vacant. Vacancies in other offices shall be filled by appointment by the Chair with the approval of the Executive Committee.

Article VIII. TERMS OF OFFICE

The Chair, Chair-Elect, Past Chair, Program Chair, and Program Chair-Elect shall each serve a one-year term. The Chair-Elect and the Program Chair-Elect shall automatically succeed the Chair and the Program Chair, respectively, and the Chair shall succeed the Past Chair, at the annual change of officers, which shall occur on January 1.

The Secretary, the Treasurer, and the Publications Officer shall each serve a two-year term.

The term of office for the COS Representatives shall be as specified in the Charter of the Council of Sections.

No elected officer shall be eligible for immediate re-election to the same office.

Article IX. COMMITTEES

1. *Types.* The Committees of the Section shall consist of the Executive Committee, Standing Committees provided by this Charter, and such Standing or Current Committees as the Chair and the Executive Committee may establish. Current Committees may be established to serve a particular need or interest of the Section. A quorum of 50% of voting members must be present at official meetings for all committees, and an opportunity for discussion of matters requiring vote must be allowed. Formal motions and financial disbursements must occur during official meetings of committees.

2. *Membership.* The term of membership on Standing and Current Committees, if not otherwise specified in the Charter, shall be three years. Initial terms shall be set by the Chair for one, two, or three years so that, as nearly as possible, one-third of the members shall be appointed each year. No member shall serve on a committee for more than six consecutive years without specific approval by the Executive Committee, except for ex officio members. Members of committees shall serve until their successors are appointed or elected.

Unless otherwise specified in this Charter, each committee shall be governed by a Chair appointed by the Chair of the Section. All members of Standing Committees, as well as the Chairs of Current Committees, shall be members of the Section.

3. *Normal Time of Appointment.* In order that new members of Standing and Current Committees may begin work promptly, the Chair-Elect shall normally designate these members. If possible, the designations shall be made at least two months prior to the time when the new committee members take office.

4. *Standing Committees.* The four Standing Committees provided by the Charter are as follows:

a. *Committee on Nominations.* The Committee on Nominations shall consist of the immediate Past Chair of the Section, who serves as Chair of the Committee, the Chair, and the Chair-Elect. The Committee shall submit nominations for officers as provided in Article VI of this Charter, and will nominate ICHPS co-Chairs. Members of the Committee are not eligible for nomination by the Committee.

b. *Committee to Nominate Fellows.* The Chair shall appoint a Committee to Nominate Fellows consisting of three members whose term shall be one year. Members of this Committee may be reappointed in following years at the discretion of the current Chair. Each year the Committee shall identify members of the Section who would be suitable nominees for the honor of Fellow of the Association (as described in the By-Laws of the Association) and shall coordinate preparation and submission of the nominations.

c. *Charter Committee.* The Chair shall have the discretion to appoint a Charter Committee of three members for a term of one year, renewable for an additional year if necessary, for the purpose of reviewing the Charter of the Section. If necessary, the Charter Committee shall prepare a revision to be submitted to the Section in accordance with Article XI of this Charter.

d. *ICHPS Planning Committee.* This committee is responsible for planning the ICHPS. The ICHPS co-Chairs will provide the executive committee with ongoing progress reports. ICHPS co-Chairs will be nominated by Committee on Nominations.

In addition to the Standing Committees provided by this Charter, the Chair, with the approval of the Executive Committee may establish Standing Committees. Such Standing Committees may be dissolved by a majority vote of the Executive Committee.

Each Standing Committee will report to the Executive Committee.

5. *Current Committees.* Current Committees provided by this Charter may be established to serve a particular need or interest of the Section. The life of a Current Committee may not exceed five years without review of its need by the Executive Committee. Any committee that is to continue for more than one year must have a charge approved by the Executive Committee. Each Current Committee must submit an annual report to the Executive Committee.

Current Committees established in accordance with this article may be dissolved at any time by a majority vote of the Executive Committee.

Article X. PUBLICATIONS

Publication of reports, proceedings, newsletters or other publications may be authorized by vote of the Executive Committee.

Editors for Section publications shall be members of the Section and shall be appointed by the Chair with the approval of the Executive Committee.

Article XI. MEETINGS

The annual business meeting of the Section shall be held in connection with the annual meeting of the Association and shall be announced in the program of the annual meeting. The officers may also conduct business with members of the Section by mail.

The Executive Committee shall meet at the annual meeting of the Association. It may also hold ad hoc meetings at times and places designated by the Chair with the consent of the Executive Committee. Meetings shall be held at the call of the Chair or by vote of two-thirds of the Executive Committee. Between meetings the Executive Committee may conduct business by mail, telephone, or other electronic means.

Article XII. AMENDMENTS

1. *Proposal.* Amendments to this Charter may be proposed by the Executive Committee or by a petition signed by at least 25 members of the Section. An amendment originating by petition shall be referred to the Executive Committee, which shall vote on its recommendation regarding ratification. Periodic revisions, as provided for in Article VII, shall be referred to the Executive Committee, which may recommend ratification as a whole or in parts. The Executive Committee may also decide upon the final wording of a proposed amendment, as long as such wording is consistent with the original intent of the petition.

2. *Ratification.* All proposed amendments shall be submitted to the members of the Section for mail vote at the time of the next annual election of officers. If approved by a majority of the members voting, the amendment shall take effect immediately. A copy of the amendment shall be filed with the Secretary of the Association.