

NATIONAL ASSOCIATION FOR SPORT AND PHYSICAL EDUCATION  
1900 Association Drive, Reston, VA 20191

OPERATING CODE  
for  
PUBLIC POLICY COMMITTEE

Revised April 2008

I. COMMITTEE NAME

The name shall be the Public Policy Committee (PPC) of the National Association for Sport and Physical Education (NASPE).

II. PURPOSE

The purpose of NASPE's Public Policy Committee is to:

- coordinate NASPE's legislative and regulatory activities in federal and state government relations
- provide input and guidance to advocacy efforts for quality physical education, physical activity and sport programs
- advise the NASPE Board of Directors (BOD) concerning public policy needs and legislative services
- recommend legislative policies and positions to the BOD
- advise the BOD in prioritizing the legislative affairs needs of the members.

III. MEMBERSHIP

Membership in the PPC shall include four members, one of whom shall serve as the Public Policy Chair.

IV. ORGANIZATION

A. Members:

1. The PPC will consist of four voting members and an ex-officio member who will be the NASPE staff liaison.
2. Each of the members will be appointed to a three-year term of office by the BOD following an open call for nominations.
3. The Committee shall select the Chair from among the continuing members.

B. Replacement and Resignation Procedures:

1. Resignation of PPC members shall be by letter to the President of NASPE

2. In the event of inefficiency or other just cause, a PPC member may be removed by action of the NASPE Executive Committee.
3. In the event of death, resignation or removal of a PPC member, an appointment will be made by the President of NASPE, in consultation with the NASPE Executive Committee and the PPC, to fill the unexpired term

C. Qualifications:

Each committee member shall be a professional member in good standing of NASPE, and must have been a member for two years previous to their appointment.

Each member should have some experience concerning public policy and legislative affairs in their state.

V. DUTIES OF THE COMMITTEE

A. The committee chair shall:

1. call, plan, and preside at all committee meetings, in collaboration with the staff liaison
2. establish the committee meeting agenda, in collaboration with the staff liaison
3. maintain contact with the committee members and staff liaison concerning the fulfillment of their duties
4. maintain a file of committee business to forward to the next committee chair

B. Committee members shall:

1. attend all meetings and respond to mail and/or electronic correspondence received from the Chairperson and/or staff liaison
2. interpret the concerns and/or recommendations of members to the committee Chair
3. communicate the decisions and priorities of the BOD and the PPC concerning legislative and public affairs to members
4. assist the Chair, as requested

C. Staff Liaison:

The Government Relations Manager serves as the Staff Liaison and has the following duties and responsibilities concerning the committee:

1. provide background information concerning the role of the committee, its history, and charge
2. prepare and distribute PPC meeting minutes, reports, etc., as requested by the Chair

3. keep the committee updated as to ongoing public policy efforts
4. work with the Committee to create and implement long term and short term advocacy and public policy agenda plans
5. assist the committee Chair in planning committee meetings, programs, etc.
6. represent the committee and public policy concerns to the BOD.
7. prepare and distribute Committee minutes and reports as requested by the Chair.

VI. MEETINGS

- A. There shall be one regular meeting of the PPC each year at the AAHPERD National Convention. Other meetings shall be held as needed through conference calls. There shall be at least four meetings per year.
- B. PPC meetings shall be conducted in accordance with the “Rules of Conduct” established by the Committee as the first business at each meeting.
- C. A record of all meetings shall be published and communicated to members of the Committee and the Board of Directors.

VII. RULES OF ORDER

During PPC meetings, questions of procedure will be determined according to Robert’s Rules of Order, newly revised, except when otherwise agreed upon by majority vote of the PPC.

VIII. AMENDMENT OF CODE

This Operating Code of the PPC may be amended by majority vote of the PPC provided the amendments do not contravene the Constitution and Bylaws of AAHPERD, and provided such changes are approved by the NASPE Board of Directors.