



## PUBLIC POLICY COMMITTEE CHARTER

APPROVED on 6/13/24

### **AUTHORITY**

The PUBLIC POLICY Committee is a standing committee of the Board established under Article 6, Section 4 of the Inform USA bylaws.

### **PURPOSE**

The Public Policy Committee facilitates development of public policy objectives and advocacy strategies among Inform USA's members, affiliates, and partners.

### **MEMBERSHIP**

1. Membership is composed of designated staff from organizations that are members of Inform USA in good standing, including appropriately representative participation that reflects the diversity of our members and their communities.
2. The Committee should have a minimum of 5 members and a maximum of 15.
3. Prospective members can join by responding to an invitation sent annually by the Chairperson (and/or Vice-chair), after successfully completing a preliminary interview, receiving approval from Chair and Vice-Chair, and agreeing to the terms of membership.
4. Members can remove themselves by submitting written notice to the Chair or Vice-Chair at any time.
5. Members can be removed for failing to uphold the responsibilities of membership, for violating the provisions of the Conflict of Interest and Confidentiality policies, and/or for interfering with the work of the committee – subject to written request from the Chair or Vice-Chair to the Inform USA Executive Committee.

### **LEADERSHIP**

1. The Chairperson is appointed by the president of the board, and is a member of the Inform USA Board of Directors. All chair appointments shall be

for a two-year term. Following the two-year period, chairs may be confirmed for a further two-year period at the discretion of the President.

2. The Vice-Chair is appointed by the president of the board. The Chair can make recommendations to the president as to committee members who are positioned to serve as Vice-Chair.
3. The President may, with the approval of the Executive Committee, dismiss a committee chair and appoint a new chair to complete the remaining portion of the term for that committee.

## **OPERATIONS**

1. The Committee shall meet every other month. Other meetings may be scheduled as needed.
2. A majority of Committee members will constitute a quorum. Committee approvals will require a vote of a majority of the Committee members present at a meeting in which a quorum is present.
3. The Committee will make decisions on a basis of consonance and consent – i.e. a majority of members support a decision and none strongly object.
4. The Committee will report its activities to the Board on a regular basis and keep minutes of meetings.
5. Unless the Committee otherwise directs, the Executive Director may attend all Committee meetings.
6. The Sr. Director of Strategy and Partnerships shall serve as the Committee's staff liaison.
7. The Chair of the Public Policy Committee will also serve on Inform USA's Executive Committee.
8. The Committee will review this charter periodically and recommend any proposed changes to the Executive Committee of the Board, which will make recommendations to the Governance Committee for review and approval, proposed revision, or referral to the board. The Board may amend this charter at any time.

## **ONGOING RESPONSIBILITIES**

1. Develop shared understanding of Inform USA members' public policy goals and strategic needs, especially with regards to the needs of their operations, the people they serve, and their communities as a whole.

2. When needed, articulate strategic policy positions on prioritized matters of concern for Inform USA membership, and engage in education and outreach in support of said position.
3. Build capacity for strategic policy advocacy among Inform USA membership.
4. Facilitate communication among leaders and membership about pending legislative opportunities and/or impacts.