

**Civitas Networks for Health Government Relations and Advocacy Council Charter**

<b>Purpose</b>	With input and support from the Civitas Board of Directors and staff, the Civitas Government Relations and Advocacy Council is responsible for developing, participating in, and overseeing the execution of Civitas’s public policy agenda.
<b>Responsibilities</b>	<p>The Civitas Government Relations and Advocacy Council’s responsibilities include:</p> <ul style="list-style-type: none"> <li>• Formulating annual advocacy priorities that align with Civitas’s organizational priorities and that further Civitas’s commitment to increasing federal and state funding for Civitas member Health Information Exchanges (“HIE”) and Regional Health Improvement Collaboratives (“RHIC”), increasing awareness of the benefit, function and capabilities of HIEs and RHICs, and improving the effectiveness and sustainability of HIEs and RHICs. With input from member organizations, the Council will develop a Civitas public policy agenda that will guide advocacy functions on an annual basis.</li> <li>• Participating in meetings with Congressional and committee staff and federal agency officials to promote Civitas public policy agenda; working with Civitas staff and lobbyists to educate federal policymakers, both during legislative drafting and policy implementation, about key issues that impact Civitas member organizations.</li> <li>• Working with Civitas staff, members, and lobbyists to craft, reform, and promote policy, legislative and regulatory solutions to U.S. Congress, the Administration (including key federal decision-makers in the White House and agencies) and relevant industry organizations that will improve health and population health using health information exchange.</li> <li>• Identifying opportunities to offer formal comments or informal input on federal legislative or regulatory activity and assisting in the development of comments and input. The Council and Civitas staff will determine if there is a need for a subgroup to support specific regulatory functions, i.e., the TEFCA subgroup.</li> <li>• Providing guidance and input to Civitas’s lobbyists and staff in the preparation of advocacy materials (i.e., letters, one-pagers, talking points) for Civitas members.</li> <li>• Assisting in educating Civitas members on how to support and promote Civitas’s public policy agenda; helping to plan and participating in Civitas member advocacy</li> </ul>

opportunities in Washington, D.C. and/or virtually; developing general communications to ensure Civitas members are aware of Civitas's advocacy positions and opportunities.

<p><b>Membership</b></p>	<p>To ensure that the Council functions efficiently while providing the opportunity for the greatest number of Civitas member organizations to participate, the following Council composition and membership terms shall apply:</p> <ul style="list-style-type: none"> <li>• The Government Relations and Advocacy Council shall be comprised of members representing full and affiliate Civitas member organizations. There is not a limit of named Council members but member organizations who nominate representatives need to be able to meet the criteria and responsibilities of named Council members as outlined in the section below.</li> <li>• Named Council members will serve for at least one twelve (12) month term and may serve consecutive terms so long as they continue to meet the responsibilities of named council members.</li> <li>• Civitas members may nominate individuals from their organizations to serve on the Council. Nominations should follow the process prescribed by the Civitas staff and Co-Chairs of the Council.</li> <li>• Each Civitas member may only have one named Council member, and the Council shall aim to have representatives from geographically diverse members, including statewide and regional HIEs and RHICs.</li> <li>• Members with experience and knowledge in legislative, legal, or grassroots advocacy or a substantive area of advocacy concern are encouraged to become named Council members.</li> <li>• SB&amp;T members can participate in Council meetings but will not be eligible to vote as named Council members.</li> </ul>
<p><b>Nominations, Responsibilities and Criteria of Named Council Members</b></p>	<p>Each year there will be a determined nomination period when full and affiliate member organizations can put forward a member representative to participate as a named Council member. The Co-chairs and Civitas staff will review the nominees to make sure they meet the criteria and are able to fulfil the responsibilities of the Council. *This process is subject to change based on Council needs and overall efficiency and effectiveness.</p> <p>The following criteria and responsibilities are required to be a named member of the Government Relations and Advocacy Council:</p> <ul style="list-style-type: none"> <li>• Member is from a full or affiliate Civitas member organization.</li> <li>• Member has interests and background in public policy and advocacy focused efforts related to HIE and/or RHIC data-led and health improvement work.</li> </ul>

	<ul style="list-style-type: none"> <li>• Member can attend 80% of the scheduled monthly Government Relations and Advocacy Council meetings.</li> <li>• Member has willingness to support additional work between Council meetings such as drafting, reviewing and providing feedback on potential comments letters, briefings and/or other subgroup activities as determined.</li> <li>• Member is willing to not only represent their own organization's interests but also the interests of the broader Civitas Networks for Health community.</li> </ul>
<p><b>Council Leadership</b></p>	<p>The Council shall be led by two (2) Co-chairs, who are members of the Council. Each Co-chair shall commit to serve in that capacity for a minimum of 12 months and up to three years. Council members may be nominated to serve as Council Co-chair. One Co-chair shall represent HIEs, and one shall represent RHICs. Council members will vote on new Co-chairs when there is an anticipated change in leadership.</p>
<p><b>Meetings and Timing</b></p>	<p>The Government Relations and Advocacy Council shall meet at least monthly for approximately one (1) hour. Most meetings shall be virtual with the option of holding in person meetings (i.e., during the HIMSS and / or Civitas Annual Conference). The Council may form workgroups as needed for work on specific topics.</p> <p>Council meetings shall be open to all interested Civitas members and attendance is encouraged.</p>
<p><b>Reporting and Communication</b></p>	<p>The Government Relations and Advocacy Council reports to the Civitas Board of Directors and receives direction and priorities from the Civitas Board and CEO. The Council Co-Chairs shall report to the Board no less than twice annually.</p> <p>Minutes from the Council meetings shall be made available to the Civitas Board and Council representatives no later than one (1) week prior to the next scheduled Council meeting.</p> <p>The Council communicates to the Civitas membership through the Board of Directors and through routine Civitas member meetings and presentations. Periodic updates may also be sent via email, such as a biweekly or monthly lobbying report.</p>

<b>Charter Approval Date</b>	
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