



ACUHO-I Executive Board Meeting – Agenda Item Request-APPROVED UPDATE – Guiding Principles for Site Selection

June 26, 2023

Motion:

To update and re-affirm the following Guiding Principles in Venue Selection so that our ACUHO-I professional staff may continue to utilize them in site selection and event planning.

Guiding Principles for Site Selection

ACUHO-I is committed to inclusive excellence and fostering a diverse membership that can influence staff and students' sense of belonging and engagement. ACUHO-I models inclusive practices in all of the association's work, including reflecting this value when selecting locations for sponsored conferences and workshops.

Conferences are a valuable resource of the association and provide participants with the opportunity to enhance the network of our community and to share knowledge among colleagues. The selection of a conference site is made in recognition of the needs of our members and the association. Factors such as venue size and configuration, cost to participants, and previous offerings hosted in the region are considered.

In the instance that state or city legislation may inhibit the ability of some members of our professional community to fully participate in the conference, the association will select sites in cities that are in alignment with the ACUHO-I values of inclusion. As educators, we recognize the power of information and will leverage the influence of the association to advocate for inclusive environments.

When entering into agreements with venues, ACUHO-I conference planners will negotiate to include language which enables the association to terminate a contract without penalty should state or city legislation be enacted that is contrary to the ACUHO-I values of inclusion. Decisions regarding cancellation or contract adjustment will be made in consultation with appropriate members of the Executive Board. If it is determined that cancellation or adjustment is not possible, for either financial or logistical reasons, the association will work to provide education on the legislation in question and to ensure a safe and inclusive experience for all participants, especially those who might be otherwise marginalized.

Background Information/Rationale:

These principles were developed in 2016 by a task group comprised of Executive Board members and Home Office staff in support of long-held Association values and in light of political decisions impacting current and potential host cities. In 2023 an Executive Board task force was convened to review the policy and for edits and updates to affirm the associations practices in site selection that allow for the highest levels of service to membership while retaining our commitment to inclusive excellence.

