



## Body Art Committee Guidance

### Committee Mission Statement

To be a resource for environmental health professionals and NEHA leadership dedicated to developing resources and programs, increasing workforce capacity, and fostering improved body art practices to protect public health.

### Goals

NEHA's Body Art Committee is comprised of public and private sector experts working in partnership to provide outcomes in the following priority areas:

- Development and updating of a Body Art Model Code (BAMC) and accompanying Annex that reflects best practices and standardized procedures to ensure public health and safety in the field of body art.
- Development and identification of policy statements relating to the field of body art.
- Identification of training gaps, needs of the profession, and emerging issues, and recommendations for addressing these and other issues.
- Identification of best practices, successes, and challenges for environmental health professionals working in the field of body art.
- Guidance, input, and participation in the development of NEHA's body art program and projects.
- Promotion and dissemination of NEHA body art related materials and resources.
- Ongoing collaboration with organizations interested in ensuring best practices and safety in the field of body art.

Members should work together to identify goals regarding the BAMC, the BAMC Annex, body art policy statements, and other resources identified in protecting public health in the field of body art.

### Membership

All committee Members must be NEHA members in good standing. Anyone showing interest in becoming part of the committee should contact [bodyart@neha.org](mailto:bodyart@neha.org). The membership application period is open annually during the month of September. The NEHA staff Representatives and Co-Chairs of the committee will review applications and a NEHA Representative will subsequently inform the applicant of the decision.

An example of a committee member application [can be found here](#). Note that any mention of "Preparedness" would be replaced with "Body Art."

#### *Committee specifications:*

- Membership term: 2 years, with opportunity to stay on additional terms.
- Membership meeting attendance requirements: Meeting attendance is expected. Meetings are held monthly, except in July and December, and last 1-2 hours. Members should notify the NEHA Representative when they are unable to attend.

- Members must participate in at least 1 sub-committee during the Body Art Model Code (BAMC) update process, which occurs every three years.
  - Sub-committees meet once a month for roughly six months of the update process.
- Membership removal: If Members repeatedly do not attend meetings, or show gross negligence or misconduct, they will be contacted by a NEHA Representative about their future on the committee.
  - If a Member misses three meetings, including both full committee and sub-committee meetings, without communicating their absence, a NEHA Representative will reach out to the Member to discuss their future on the committee.
  - If a Member misses six meetings, including both full committee and sub-committee meetings, without communicating their absence, a NEHA Representative will reach out to the Member to inform them they will be on a membership hiatus.
- Membership compensation: All Members serve on a volunteer basis.
- Members should conduct themselves in a professional manner.
- Members need to demonstrate leadership skills, integrity, and professionalism throughout all committee initiatives.
- Members must have at least 5 years of experience as a regulator and/or in the body art industry.
- Committee representation should reflect NEHA's commitment to diversity and inclusion.
- Federal Partners and NEHA Board Members may attend meetings to support, provide input, and guidance; however, they do not follow membership terms, vote, or hold office.

## Structure of Committee

- Officers
  - Co-Chair: 2-year term (may serve consecutive terms)
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  - One Co-Chair must have an industry background and one Co-Chair must have a regulatory background.
- NEHA staff Representative(s) (2-3 NEHA employees)
  - NEHA staff Representatives help with administrative and secretarial duties
- General Members: 2-year terms (may serve consecutive terms)
- Sub-committees/Work Groups: Developed and dissolved as needed by Co-Chairs and NEHA Representatives

### *Committee timelines:*

- Annual recruitment occurs during the month of September
- Committee membership terms begin October 01 and last two years
- Co-Chair terms begin October 01 and last two years

### *Co-Chair elections:*

- Co-Chairs are elected by the committee.
- The committee will call for self-nominations for Co-Chairs at the August committee meeting every two years.
- The slate of nominees for each position will be announced after nominations commence at the August meeting, in preparation for a September vote.
- At the September meeting, voting by majority via an anonymous survey for each of the 2 positions will take place. Election results will be announced, and the new officers will start their term on October 01.

- Vacancies of any of the Co-Chair positions will require a call as soon as the vacancy occurs to immediately fill the position. Once self-nominations have taken place, a vote by majority will occur via an anonymous survey.
- NEHA staff representatives may not hold the positions of Co-Chairs.

## Voting

Decisions within the committee are expected to be made by consensus. If consensus cannot be reached, the issue will be raised to NEHA Representative(s) for determination. In the case of Co-Chair elections by majority, if no majority is reached, the issue will be raised to NEHA Representative(s) for determination.

## Committee Roles and Responsibilities

- Co-Chair
  - Should be knowledgeable on the committee's main focus/subject matter.
  - Create and facilitate call agenda items and discussion.
  - Foster engagement.
  - Lead committee work.
  - Preside over meetings and keep the agenda on track.
  - Start and end meetings on time.
  - Keep NEHA Representative informed on committee.
  - Review action items at the end of each meeting.
- Members
  - Should be knowledgeable on the committee's main focus/subject matter.
  - Conduct committee work to achieve committee goals.
  - Review materials prior to meetings.
  - Attend meetings on a regular basis.
  - Disseminate NEHA approved resources and products.
  - Be on time.
- NEHA Representative(s)
  - Support the facilitation of calls and activities when needed.
  - Manage external reporting and communications.
  - Manage communications with NEHA leadership, staff, and board members.
  - Call for new Members as needed.
  - Preside over meetings when the Co-Chairs are not available.
  - Support the Co-Chairs as needed in other duties.
  - Set up meetings and reminders.
  - Take accurate minutes and attendance during meeting and send out within 3 days of meeting. Inform Co-Chairs of any repeated absences by membership.
  - Track progress on goals.
- If any Co-Chair, Member, or NEHA Representative(s) feel they can no longer fulfill the responsibilities of their role, they should communicate their need to step down with the NEHA Representative(s).

## Meetings

Committee meetings are held monthly on Zoom. Sub-committee meetings are held once a month for

roughly six months during the BAMC update process. Work Group meetings are held as needed. If a Member cannot attend a meeting, they should let the Co-Chairs and NEHA Representative(s) know of their absence ahead of time.

## Meeting Agenda

- Call the meeting to order on time
- Review the minutes of the previous meeting
- Review previous action items
- Discuss new agenda items
- Review action items
- Adjourn the meeting on time