

# HEALTHY ST. MARY'S PARTNERSHIP BYLAWS

The Healthy St. Mary's Partnership Bylaws were adopted by the Steering Committee on May 6, 2015.

## Article I. Name

### Section 1.1

The official name of this organization is the Healthy St. Mary's Partnership, also known as Healthy St. Mary's or HSMP.

## Article II. Mission

### Section 2.1

The Healthy St. Mary's Partnership (HSMP) is a community-driven coalition of public and private partners working together to address priority health issues for St. Mary's County, Maryland.

## Article III. Purpose and Priority Areas

### Section 3.1

The Healthy St. Mary's Partnership serves as the local health improvement coalition for St. Mary's County. Through coalition procedure and operation, the HSMP addresses priority health areas identified by the most current cycle of the local health improvement process.

### Section 3.2

Priority health areas are identified by coalition members through a collaborative community health needs assessment process. This process involves evaluation of both quantitative public health data, qualitative input from residents and partners, and statewide health improvement priorities. Local health priority areas may align well with statewide health priorities, though are not restricted by the latter.

## Article IV. Membership and Voting

### Section 4.1 Membership Eligibility

Membership is open to any organization or individual interested in supporting the HSMP mission and collaborative local health improvement process.

### Section 4.2 Membership Expectations

- HSMP members will:
  - Maintain an updated HSMP membership form
  - Support the HSMP mission and collaborative process
  - Participate in at least one HSMP action team
  - Attend coalition-wide HSMP meetings
  - Elect HSMP leadership

- Participate in the process of community health needs assessment (determining the health priorities for St. Mary's County)
- Participate in comprehensive local health improvement planning (identifying achievable action to improve community health outcomes)
- Identify and implement strategies as feasible that align with the local health improvement plan
- Share information about how HSMP strategies are being implemented locally (within their own organizations and/or in collaboration with another organization if applicable)

#### Section 4.3 Member Responsibilities when Voting

- Each member individual member and each organization designated representative are entitled to one vote, as long as membership is current.
- Any organization with multiple representatives must designate one representative to act on behalf of their entity as the voting member during action team meetings. Organizations may designate one voting representative for each action team. Other members of the organization may join, participate, and vote as individual community members but not on behalf of the organization. The coalition coordinator will maintain a list of designated representatives for organizational partners.
- A designated representative of an organization cannot vote as both an organizational representative and an individual member.
- The outcome on votes shall be determined by a simple majority of those present.

#### Section 4.4 Membership Term

- The term of membership is indefinite unless withdrawn by the member.
- Members reserve the right to resign at any time.
- Membership status and designated representative for organizations will be reaffirmed by the coalition coordinator every two years.

## **Article V. Officers and Staff**

#### Section 5.1 HSMP Co-Chair (ex officio)

The St. Mary's County Health Officer will serve as the HSMP Co-Chair (ex officio) per delegated role as official convener.

#### Section 5.2 HSMP Co-Chair (elected)

- Election Process
  - Nominations for HSMP Co-Chair will be submitted electronically by the HSMP members. The HSMP Co-Chair must have been an HSMP member for at least one year.
  - The HSMP Co-Chair will be elected at the annual meeting by written ballot of individual members and the designated organizational representatives present.
  - Voting members will receive a pre-identified ballot during the registration for the annual meeting. The ballot will distinguish whether

the individual is voting as an individual member or a designated organizational representative.

- Term
  - The HSMP Co-Chair term shall last one year and is renewable for another year if the membership so votes.
  - If the HSMP Co-Chair resigns, the HSMP Vice-Chair shall succeed as HSMP Co-Chair for the remainder of the term, and shall be eligible for election to two full terms as HSMP Co-Chair.
  - Successive years serving as HSMP Co-Chair cannot exceed three.
  - Individuals cannot serve in more than one leadership role simultaneously, including: HSMP Co-Chair, HSMP Vice-Chair, and/or HSMP Action Team Co-Chair.
- Duties
  - Providing overall leadership for HSMP.
  - Exercising general powers of management usually vested in the office of the Co-Chair.
  - Serving as a spokesperson for HSMP.
  - Convening and leading coalition-wide meetings of HSMP.
  - Assist with nomination of Action Team Chairs.
  - Serve as the Chair for the Steering Committee.

### Section 5.3 HSMP Vice-Chair

- Election Process
  - Nominations for HSMP Vice-Chair will be submitted electronically by the HSMP members. The HSMP Vice-Chair must have been an HSMP member for at least one year.
  - The HSMP Vice-Chair will be elected at the annual meeting by written ballot of individual members and the designated organizational representatives present.
  - Voting members will receive a pre-identified ballot during the registration for the annual meeting. The ballot will distinguish whether the individual is voting as an individual member or a designated organizational representative.
- Term
  - The HSMP Vice-Chair term shall last one year and is renewable for another year if the membership so votes.
  - If the HSMP Vice-Chair resigns or is elevated to HSMP Co-Chair, a new HSMP Vice-Chair will be elected by the HSMP membership, and shall be eligible for election to two full terms as the HSMP Vice-Chair.
  - Successive years serving as HSMP Vice-Chair cannot exceed three.
  - Individuals cannot serve in more than one leadership role simultaneously, including: HSMP Co-Chair, HSMP Vice-Chair, and/or HSMP Action Team Co-Chair.
- Duties
  - Providing overall leadership for the HSMP.
  - Exercising duties of the HSMP Co-Chair in the absence of the HSMP Co-Chair.
  - Perform additional duties delegated by the HSMP Co-Chair.
  - Assist with nomination of Action Team Chairs.

#### Section 5.4 Re-election for elected officers

After serving three terms, an HSMP Co-Chair or Vice-Chair must wait one year before being eligible to serve in the same leadership role.

#### Section 5.5 Coalition Coordinator

As resources allow, the Local Health Department will provide coalition coordination support through the Local Health Improvement Coordinator and will also provide public health expertise and technical assistance to the coalition and its action teams.

- Local Health Improvement Coordinator contributions
  - Ensuring implementation of a comprehensive community health needs assessment for St. Mary's County by working with coalition partners to coordinate their efforts on health needs assessments
  - Guiding coalition partners in development of a community health improvement plan responsive to the community health needs assessment
  - Monitoring and evaluating implementation of the community health improvement plan by coalition partners
  - Oversee coalition communications, including newsletters and announcements
  - Maintaining records and coalition membership database
  - Maintaining a list of designated representatives for organizational partners.
  - Participating as a non-voting member of all committees and/or action teams
  - Assisting steering committee and action team co-chairs in setting agendas.
  - Other responsibilities as determined by the Local Health Officer

## **Article VI. Committees and Meetings**

#### Section 6.1 Steering Committee

- Steering Committee meetings shall take place quarterly, unless otherwise scheduled by the HSMP Co-Chair or St. Mary's County Health Officer.
- The Steering Committee is comprised of the HSMP Co-Chair (ex officio), HSMP Co-Chair (elected), HSMP Vice-Chair, and the elected co-chairs of each of the HSMP priority action teams.
- The Steering Committee will be responsible for convening any other committees as called upon by the HSMP Co-Chairs or membership such as bylaws, membership, fundraising, or nomination committee.
- The Steering Committee has the authority to identify and establish action teams as needed to fulfil the local health improvement process
- The Steering Committee shall act for the partnership between meetings of the coalition

- Every member of the Steering Committee has one vote during Steering Committee meetings by virtue of their elected role, regardless of organizational affiliation.
- A quorum of the Steering Committee for the purposes of voting shall be constituted of 2/3 of the Steering Committee members eligible to vote.
- The voting process may be carried out in person or electronically, at the discretion of the HSMP Co-Chairs.
- The members of the Steering Committee have the authority to designate, at the time of election, a proxy member from their Action Team to attend a Steering Committee meeting on their behalf in the circumstance that they are unable to attend. The coalition coordinator will maintain the list of designated proxy members. Proxy Steering Committee members should have decision making authority and are expected to vote on behalf of the Steering Committee member when necessary. The proxy must be able to speak for and represent the interest of the action team. A proxy member may represent no more than one Steering Committee member at a time. Steering Committee members cannot send a proxy for more than 2 meetings of the Steering Committee.

#### Section 6.2 Action Teams

There will be an Action Team for each of the coalition's health priority areas. Each Action Team will nominate and vote on their co-chairs. Members of each Action Team will decide their own meeting dates and times.

#### Section 6.3 Action Team Co-Chairs

- Term
  - The term of Action Team Co-Chairs shall last one year and is renewable for another year if the membership so votes.
  - If an Action Team Co-Chair resigns a new co-chair will be elected by the Action Team membership and shall be eligible for election to two full terms as Action Team Co-Chair.
  - Successive years serving as Action Team Co-Chair cannot exceed three.
  - After serving three terms, Action Team Co-Chairs must wait one year before being eligible to serve in the same leadership role.
  - Individuals cannot serve in more than one leadership role simultaneously, including: HSMP Co-Chair, HSMP Vice-Chair, and/or HSMP Action Team Co-Chair.
- Duties
  - Providing overall leadership for the action team.
  - Exercising general powers of management usually vested in the office of the Co-Chair.
  - Serving as liaison for the action team to the Steering Committee and overall HSMP.
  - Convening and leading action team meetings.
- Voting
  - Action Team Co-Chairs are allowed to vote during action team meetings, as members of the team.

- Co-Chair votes are not prioritized over votes from other members of the action team.
- Action Team Co-Chairs may be the designated voting member for their organization, if applicable.
- The outcome on action team votes shall be determined by a simple majority of those present.
- Action Team Co-Chairs have the right to table any vote until all members can be informed of the impending vote.

### **Article VII. Parliamentary Authority**

HSMP shall be governed by the most current edition of Robert's Rules of Order in those cases that are applicable or consistent with these bylaws. HSMP shall also be governed by any rules it chooses to adopt.

### **Article VIII. Amending Bylaws**

These bylaws may be amended at any coalition-wide meeting by a two-thirds majority of the membership. Any changes to the bylaws must be presented for review to all members at least 30 days prior to any vote to change.