

# HEALTHY ST. MARY'S PARTNERSHIP BYLAWS

## **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 process.

### Section 4.2 Membership Expectations.

HSMP members will:

- Maintain an updated HSMP membership form
- Support the implementation of HSMP priorities as feasible
- 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 health priorities for St. Mary's County) and comprehensive local health improvement planning (identifying achievable action to improve community health outcomes)

- Identify and implement strategies as feasible within their organizations that align with the local health improvement plan
- Share information about how HSMP priorities are being implemented within their own organizations and/or in collaboration with another organization

#### Section 4.3 Member Responsibilities when Voting.

- Each member organization and each individual member are entitled to one vote, as long as membership is current.
- Any organization with multiple representatives will need to declare which person will be voting for their organization prior to the vote.
- If any of these persons are also an individual member, they have the right to vote, as an individual, if another person from the member organization is the declared voting representative.
- A representative of an organization cannot vote as a representative and an individual member for the same vote.
- The outcome on votes shall be determined by a simple majority of those present.
- The co-chairs have the right to table any vote until all members can be informed of the impending vote.

#### Section 4.4 The term of membership is two years and renewable.

#### Section 4.5 Members reserve the right to resign at any time.

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

#### Section 5.1 HSMP Co-Chairs

- Two HSMP Co-Chairs exist: one is elected and one is the St. Mary's County Health Officer who will serve as the ex-officio HSMP Co-Chair per his/her delegated role.
- The elected HSMP Co-Chair must have been an HSMP member for at least one year and is subject to the following terms:
  - The elected HSMP Co-Chair term shall last one year and is renewable for another year if the membership so votes.
  - If the elected Co-Chair resigns, the Vice-Chair shall succeed as elected co-chair for the remainder of the term, and shall be eligible for election to two full terms as Chair.
  - Successive years serving as elected Co-Chair cannot exceed three.
- The ex-officio HSMP Co-Chair (County Health Officer) is subject to the following terms:
  - If the ex-officio Co-Chair resigns, the Acting Health Officer at the St. Mary's County Health Department shall succeed as ex-officio co-chair until the appointment of a new County Health Officer.
- Duties of Co-Chairs
  - Providing overall leadership for HSMP.
  - Exercising general powers of management usually vested in the office of the Chair.
  - Serving as spokespersons for HSMP.
  - Convening and leading meetings of HSMP.
  - Assist with nomination of Action Team Co-Chairs.

- Serve as the Co-Chairs for the Steering Committee.

#### Section 5.2 HSMP Vice Chair

- Term
  - The HSMP Vice Chair term shall last one year and is renewable for another year if the membership so votes.
  - If the Vice Chair resigns or is elevated to Chair, a new Vice Chair will be elected by the HSMP membership. The new Vice Chair would be eligible for election to two full terms as chair.
  - Successive years serving as Vice Chair cannot exceed three.
- Duties
  - Providing overall leadership for the HSMP.
  - Exercising duties of Co-Chair in the absence of elected Co-Chair.
  - Perform additional duties delegated by Co-Chairs.
  - Assist with nomination of Action Team Chairs.
- Vice Chairs must have been a HSMP member for at least 1 year.

#### Section 5.3 Re-election

After serving three terms, a Chair or Vice Chair must wait one year before serving in a leadership role.

#### Section 5.4 Coalition Coordinators and Staffing

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/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
  - Participating as a non-voting member of all committees/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 HSMP Co-Chairs.

- The Steering Committee is made up of the Local Health Officer (ex officio Co-Chair), elected HSMP Chair, HSMP Vice Chair, and the co-chairs of each of the 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 shall act for the partnership between meetings of the coalition

#### 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.

### **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 regular 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.