

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 organizational partners and individual members 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. Organizational Partners

Section 4.1 Partner Eligibility

Any organization or business that is interested in supporting the HSMP mission and the collaborative local health improvement process is eligible to register and participate as an HSMP partner.

Section 4.2 Partner Expectations

- HSMP Partners will:
 - Ensure that updated organizational information is maintained with the Coalition Support Staff.
 - Support the HSMP mission and collaborative process
 - Participate, or send an organizational representative(s) to participate in at least one HSMP action team

- Attend, or send an organizational representative(s) to attend coalition-wide HSMP meetings
- 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
- Incorporate HSMP strategies as feasible into their organization's strategic plan or goals.
- Share information about how HSMP strategies are being implemented locally (within their own organizations and/or in collaboration with another organization if applicable)

Article V. Membership and Voting

Section 5.1 Membership Eligibility

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

Section 5.2 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 5.3 Member Responsibilities when Voting

- Each individual member is entitled to one vote, as long as membership is current.
- The outcome on votes shall be determined by a simple majority of those voting.

Section 5.4 Membership Term

- The term of membership is indefinite unless withdrawn by the member.

- Members reserve the right to resign at any time.
- Membership status will be reaffirmed by the Coalition Support Staff every two years.

Article VI. Officers and Staff

Section 6.1 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 6.2 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 bi-annually by electronic ballot of members.
- **Term**
 - The HSMP Co-Chair term of service begins January 1st of the calendar year following an election.
 - The HSMP Co-Chair term shall last two years and is renewable for another term 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 six.
 - Individuals cannot serve in more than one leadership role simultaneously, including: HSMP Co-Chair, HSMP Vice-Chair, Coalition Support Staff 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 6.3 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 annually by electronic ballot.
- **Term**

- The HSMP Vice-Chair term of service begins January 1st of the calendar year following an election.
- The HSMP Vice-Chair term shall last two years and is renewable for another term 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 six.
- Individuals cannot serve in more than one leadership role simultaneously, including: HSMP Co-Chair, HSMP Vice-Chair, Coalition Support Staff 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 6.4 Re-election for elected officers

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

Section 6.5 Coalition Support Staff

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

- Coalition Support Staff 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 organizational partners.
 - Participating as a 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 VII. Committees and Meetings

Section 7.1 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, Coalition Support Staff 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.
- 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 Support Staff 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 7.2 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.

- Voting on Action Team Business
 - 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.
 - 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.

Section 7.3 Action Team Co-Chairs

- Election Process
 - Nominations for Action Team Co-Chairs will be submitted electronically by the Action Team members, respectively.
 - Action Team Co-Chairs will be elected bi-annually during an action team meeting by those present.
 - Each Action Team will have no more than one representative per organization as an Action Team Co-Chair.
- Term
 - The Action Team Co-Chair term of service begins January 1st of the calendar year following an election.
 - The term of Action Team Co-Chairs shall last two years and is renewable for another term.
 - 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 six.
 - After serving two full 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, Coalition Support Staff 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.

Article VIII. 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 IX. Amending Bylaws

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