



## **Rockingham County Healthy Carolinians Partnership (RCHCP) Bylaws**

### **Article One: Organization**

#### Section 1.1

The name of the organization shall be Rockingham County Healthy Carolinians Partnership (RCHCP).

#### Section 1.2

The office for the Healthy Carolinians Coordinator will be located at the Rockingham County Department of Public Health.

#### Section 1.3

Rockingham County Healthy Carolinians Partnership is a community-based organization composed of organizations, agencies, civic groups, local businesses, churches, and citizens of Rockingham County who have a concern regarding the health and well-being of Rockingham County residents.

### **Article Two: Mission**

#### Section 2.1

The mission is to advocate, guide, and assist Rockingham County in planning and implementing health care strategies to promote healthy lifestyles, improve health status, and to increase the years of quality living for all residents in the county.

### **Article Three: Guided Purpose and Goals**

#### Section 3.1

The purpose of Rockingham County Healthy Carolinians Partnership is to identify and coordinate actions to address the current health issues and concerns of the community.

#### Section 3.2

The mission shall be accomplished by:

- Addressing Healthy North Carolina 2020 focus areas of health
- Promoting environment and policy changes of interest to the community
- Educating community members about health disparities and the health status within the county as derived from the Community Health Assessment

### **Article Four: Membership**

#### Section 4.1

The membership of RCHCP shall be comprised of individuals and organizations that are dedicated and committed to fulfilling the purpose and goals of the Partnership.

#### Section 4.2

Members are required to actively participate in activities of the workgroup. Active participation is work that promotes and facilitates the purpose and goals of the Partnership, including, but not limited to, serving on committees, donating time towards projects and events, materials, personnel, etc. that supports the efforts of work groups.

### Section 4.3

Members may join RCHCP by completing a Membership Agreement supporting the mission, purpose, and goals of RCHCP. Membership Agreements will be signed by the Healthy Carolinians Coordinator.

### Section 4.4

Members are required to attend the majority of meetings of the RCHCP and any workgroup committees on which they serve or send a representative in his/her place. Members may also participate by being involved in RCHCP events, projects, or special programs. This involvement must be documented by the Healthy Carolinians Coordinator. If a member or his/her representative cannot attend a meeting, he/she is required to notify the workgroup Chairperson prior to the meeting.

### Section 4.5

Members shall remove themselves from the RCHCP when they can no longer commit to actively supporting its mission. If members of the Partnership feel that other members are not actively serving they can request to have that individual and/or entity removed from the Partnership. Members are required to contact the Healthy Carolinians Coordinator when they can no longer actively serve or when there is a request to remove another member.

## **Article Five: Meetings**

### Section 5.1

The Rockingham County Healthy Carolinians Partnership will meet at least once per year to discuss accomplishments and future initiatives. The RCHCP consists of all Steering Committee members, Workgroup members, and any other community member representing the Rockingham County Healthy Carolinians Partnership.

### Section 5.2

The Rockingham County Healthy Carolinians Partnership will be divided into working groups. These working groups will consist of members from the Partnership. The head of each working group will determine the number of meetings needed based on the current activities of the working group.

### Section 5.3

Special meetings shall be held upon the call of the Chairperson of the Steering Committee or upon written request of the majority of Steering Committee members. Oral or written notice of date, time, and location of any special meeting shall be given not less than 5 working days prior to the meeting.

## **Article Six: Roles and Responsibilities**

### Section 6.1

The RCHCP supports the mission and continuously works toward reaching its goals. Primary responsibilities entail:

- Assure community representation in decision-making
- Assure diversity in all levels of the Partnership
- Communicate the findings of the community health assessment process with the community
- Build upon individual, community, and agency strengths to implement strategies
- Guide the process to seek funding for Healthy Carolinians activities
- Provide a mode of communication within the community to maintain awareness of RCHCP activities
- Provide collaboration of resources to effectively address the RCHCP activities
- Recognize the activities, programs, efforts, and accomplishments that are provided to the community by the RCHCP

## Section 6.2

The Rockingham County Department of Public Health serves as the lead agency for RCHCP. This agency's responsibilities include:

- Employ the Healthy Carolinians Coordinator, who provides management to the Steering Committee, Working groups and Partnership
- Provide the headquarters for the initiative and staff
- Responsible for the supervision of the Coordinator with consultation from the RCHCP Steering Committee

## **Article Seven: Steering Committee**

### Section 7.1

The Steering Committee is responsible for overall policy and direction of Rockingham County Healthy Carolinians Partnership and provides guidance and approval of the RCHCP Coordinator's responsibilities.

### Section 7.2

The Steering Committee must approve or appeal RCHCP bylaws or the adoption of new bylaws.

### Section 7.3

The Steering Committee will make final decisions on the addition or dissolution of working groups based on community input, partnership, and results from the Rockingham County Community Health Assessment.

### Section 7.4

The Steering Committee shall have up to fifteen (15) and not fewer than nine (9) members. Standing positions include the Rockingham County Department of Public Health, Health Director; the Rockingham County Department of Public Health, Program Manager, and the Rockingham County Healthy Carolinians Partnership Coordinator; working group Chairpersons and Co-Chairpersons.

### Section 7.5

The Steering Committee shall meet quarterly at an agreed time and place, unless special meetings are called.

### Section 7.6

A Steering Committee member may resign from the committee at any time by giving notice of his/her resignation to the Chairperson or Coordinator.

### Section 7.7

If a Steering Committee member shall miss three (3) consecutive regular meetings of the Steering Committee during the calendar year, the Steering Committee may declare the position vacant. A member may send a representative in his/her place for informational purposes only; this will not constitute attendance by a member.

### Section 7.8

All Steering Committee members shall serve a three (3) year term, and are eligible for re-election.

### Section 7.9

Election of new Steering Committee members or election of current officers to a second term will occur as the first item of business at the annual meeting of the Partnership. Steering Committee members will be elected by a majority vote of Partnership members.

### Section 7.10

A quorum of at least fifty-one (51) percent of Steering Committee members is required before business can be conducted or motions made or passed. Although a face-to-face meeting is preferred, voting can be done via email.

## **Article Eight: Working Group Chairpersons and Co-Chairs**

### Section 8.1

Working group Chairpersons will facilitate work of the RCHCP working group in conjunction with a Co-Chairperson and the RCHCP Coordinator

### Section 8.2

Working group Chairpersons will set the time, date, location, and agenda for the working group meetings.

### Section 8.3

Working group Chairpersons will serve on the Steering Committee and Partnership.

### Section 8.4

Working group Chairpersons will lead the group in setting goals, objectives, and developing action plans.

### Section 8.5

All Chairpersons and Co-Chairpersons shall serve a three (3) year term, and are eligible for re-election.

### Section 8.6

If a Chairperson shall miss three (3) consecutive regular meetings of their respective workgroup during the calendar year, the Steering Committee may declare the position vacant. A member may send a representative in his/her place for informational purposes only; this will not constitute attendance by a member.

## **Article Nine: Working Group Meetings**

### Section 9.1

The working group Co-Chairperson or RCHCP Coordinator in the absence of the Chairperson presides at meetings.

### Section 9.2

Each meeting proceeds according to an agenda that is sent to members one (1) week prior to meetings. Chairpersons, Co-Chairpersons and RCHCP Coordinator will collaborate to set agendas for meetings.

### Section 9.3

Should any member of the working group wish to have an item included on the meeting agenda, he/she may contact the chair of the workgroup at least two weeks prior to the meeting date.

### Section 9.4

The working groups need seventy-five percent (75%) of those in attendance to be in agreement in order to proceed on voting issues.

### Section 9.5

A record of each working group meeting will be kept by the RCHCP Coordinator.

Items included in the minutes are:

- Meeting date, time, and place
- Names of members present
- Agenda items discussed/reported and by whom
- Decisions made
- Action items (assignments) to be done, the person responsible for the item, and when it is to be completed or reported upon
- Agenda items proposed for the next meeting
- Date, time, and place of next meeting

Section 9.6

Working groups will develop individual mission statements, goals, objectives, and action plans addressing the group's priority issues targeting Rockingham County citizens.

**Article Ten: RCHC Coordinator**

Section 10.1

Strategically direct Partnership efforts.

Section 10.2

Assist working group Chairpersons and Co-Chairpersons in efforts and assure action plans are in alignment with NC 2020 health objectives and are derived from the Community Health Assessment.

Section 10.3

Increase recruitment, nurturing, and sustainability of membership by involving business leaders, citizens, and other interested parties.

Section 10.4

Provide a consistent catalyst among workgroups and outreach initiatives.

Section 10.5

Act as recorder at work group and steering committee meetings.

Section 10.6

Serve as the media contact for RCHCP and assure information is sent to media when events or news arise.

Section 10.7

Market RCHC and serve as an advocate for RCHCP mission and purpose.

Section 10.8

Inform members of scheduled working group, Steering Committee, and Partnership meetings by email or mail.

Section 10.9

Set the time, date, and location of Partnership meetings.

Section 10.10

Represent RCHCP at the state and local level.