

# LiveWell Douglas County Organizational Bylaws

## Article I: Name and Purpose

### A. Name

The name of the community health and wellness coalition shall be LiveWell Douglas County, hereinafter referred to as LiveWell.

### B. Purpose

The vision of LiveWell is: Communities where we all thrive. The mission of LiveWell is: Leading a movement to build communities that support the health and well-being for all. This includes inspiring and advancing policy, systems and environmental changes that make it easier for Douglas County, Kansas, residents to lead healthy lives.

More specifically, the purpose of the coalition is to:

1. Develop short and long term goals and plans to improve community health.
2. Align and coordinate member efforts so that they are mutually reinforcing.
3. Inform the public about issues related to the health of the community.
4. Mobilize public support for policy, systems and environmental changes that improve community health and wellness.

## Article II: Coalition Membership

### A. Eligibility

Membership shall be open to any individual or organization that supports the LiveWell vision and mission. We encourage participation and inclusiveness in order to address the diverse and changing needs of the community. The LiveWell Leadership Team will promote inclusion and diversity within the coalition to support the mission, purpose and goals.

### B. Responsibilities

Members are encouraged to actively participate in LiveWell by promoting coalition initiatives within their organizations and/or the community.

Members are encouraged to make decisions by consensus. If consensus cannot be achieved, decisions may be made by a simple majority vote of the members present.

# LiveWell Douglas County Organizational Bylaws

## Article III: Officers

### A. Chair

The Chair shall be the principal elected officer of LiveWell. The Chair shall serve a one-year term. Upon completion of the term, the Chair shall assume the position of Past Chair. The Chair will perform the following duties:

1. Schedule and plan the agenda for Executive Committee meetings.
2. Preside at LiveWell Leadership Team meetings, Executive Committee meetings and related functions.
3. Ensure that the Executive Committee performs its responsibilities.
4. Serve as a spokesperson and representative for the coalition.

### B. Chair-Elect

The Chair-Elect shall be an elected officer of LiveWell. The Chair-Elect shall serve a one-year term. Upon completion of the term, the Chair-Elect shall assume the position of Chair. The Chair-Elect will perform the following duties:

1. Carry out the duties and responsibilities of the Chair in the absence of the Chair.
2. Serve as an active member of the LiveWell Executive Committee and Leadership Team.
3. Other duties and responsibilities delegated by the Chair as needed.

### C. Past Chair

The Past Chair shall serve a one-year term as an active member of the LiveWell Executive Committee and Leadership Team. The Past Chair will assist the Chair and Chair-Elect as needed.

## Article IV: Committees

### A. Executive Committee

The Executive Committee of the coalition will consist of the Chair, the Chair-Elect, the Past Chair, and one staff member of each Supporting Organization of the coalition. The

# LiveWell Douglas County Organizational Bylaws

term of the Chair, Chair-Elect and Past Chair will begin annually on July 1. The Executive Committee will provide ongoing oversight and guidance to the coalition.

The Executive Committee shall supervise and direct the affairs of the coalition within the limits set forth in this document.

The Executive Committee shall:

1. Meet at least bimonthly or to the extent needed to support accomplishment of the purpose and goals of the coalition.
2. Schedule and plan the agenda for Leadership Team meetings.
3. Identify potential new and support existing work groups and ad hoc committees to advance the goals of the coalition, including developing processes to ensure effective leadership and composition of coalition committees.
4. Develop processes to remove coalition members who fail to fulfill their responsibilities.
5. Approve requests for use of the LiveWell name, image or brand.
6. Approve unbudgeted requests for use of financial resources of less than \$1,000.
7. Recommend policy and bylaw changes to the coalition, as needed.
8. Schedule, plan and conduct meetings of the full coalition as needed.

## **B. Leadership Team**

The Leadership Team shall strive to represent the community to the greatest extent possible. The Leadership Team shall be composed of the Executive Committee and leadership positions from all Work Groups.

The Leadership Team shall:

1. Meet at least bimonthly or to the extent needed to support accomplishment of the purpose and goals of the coalition. In order to conduct any formal business on behalf of the coalition, a quorum of Leadership Team members must be present. Quorum is defined as representation by more than half of active work groups and at least two Executive Committee members. On any issue requiring a vote, each member of the Executive Committee and the Chairs of the Work

# LiveWell Douglas County Organizational Bylaws

Groups (or their designee) are eligible to cast a vote. All decisions will be made by a simple majority of those voting.

2. Develop and maintain the coalition's work plan and recommend periodic updates to the coalition.
3. The Leadership Team shall establish, maintain, and when applicable, disband, work groups and ad hoc committees.
4. Develop processes to ensure ongoing input from coalition members and the community.
5. Promote broad representation from the community to promote health equity.
6. Ensure coordination and communication between all coalition committees.
7. Ensure long-term sustainability of the coalition and provide oversight of grants, grant applications and budgets that provide operational support for the work of the coalition.
8. Approve requests for use of any financial resources of \$1,000 or more.
9. Advise the Executive Committee and/or the Supporting Organizations in all major matters concerning the nature, scope and extent of coalition activities.

Leadership Team members shall:

1. Serve an annual term beginning on July 1.
2. Attend a minimum of fifty percent of the Leadership Team meetings.
3. Actively promote LiveWell and the coalition's initiatives within their organizations and/or the community.

To encourage participation, notice of Leadership Team meetings shall be sent at least four weeks prior to the meeting date, unless a meeting needs to be held in special circumstances. Leadership Team meeting agendas shall be sent at least one week prior to the meeting date.

## **C. Work Groups**

The purpose of work groups is to advance policy, system and environmental changes that support the LiveWell vision and mission. The Leadership Team shall establish,

# LiveWell Douglas County Organizational Bylaws

maintain, and when applicable, disband, work groups that the coalition uses on an ongoing basis. Annual nominations for Work Group leadership positions will be submitted to the Leadership Team, who shall then determine the leadership positions within work groups. Work groups shall meet at least six times per year. To encourage participation, notice of work group meetings shall be sent at least four weeks prior to the meeting date, unless a meeting needs to be held in special circumstances. Meeting agendas shall be sent at least one week prior to the meeting date.

## **D. Ad Hoc Committees**

The Leadership Team shall establish, maintain, and when applicable, disband, ad hoc committees formed for a limited period of time to address a specific need. The Leadership Team shall determine the leadership positions within ad hoc committees. Ad hoc committees shall meet as needed.

## **Article V: Support**

### **A. Supporting Organizations**

Lawrence-Douglas County Public Health and K-State Research and Extension – Douglas County shall serve as the neutral supporting (backbone) organizations of the coalition. As backbone organizations, they will serve on the Executive Committee and Leadership Team. Staff working with/for supporting organizations may also serve in LiveWell Executive Committee leadership roles and/or work group leadership roles within LiveWell. The Supporting Organizations shall support the coalition as agreed upon in the Framework of Support for LiveWell Douglas County (please see Appendix A).

## Article VI: Stakeholder Engagement

A. The purpose, frequency and intent of LiveWell's engagement with elected officials are important to consider given the coalition's focus on policy, system and environmental changes toward community health improvement. While representing the coalition, members should approach stakeholders deliberately, respectfully and with a willingness to assist in the development of strategies to improve the current state of affairs.

# **LiveWell Douglas County Organizational Bylaws**

B. Engagement activities on behalf of the coalition are expected to be representative of the coalition's position(s). To ensure transparency, open communication and alignment with coalition objectives with regard to elected officials, members who intend to approach these stakeholders as representatives of LiveWell are required to document their efforts and share with the Leadership Team. Members attempting to influence policy are strongly encouraged to apprise the Executive Committee in writing prior to engaging elected officials.

## **Article VII: Adoption and Amendment of Bylaws**

These Bylaws are adopted and may be subsequently amended by the Leadership Team.

These Bylaws shall become effective immediately upon their adoption or amendment by the Leadership Team.

Any member of the LiveWell Leadership Team may propose amendments to the Bylaws. Proposed amendments shall be presented to the Executive Committee no less than four weeks before consideration by the Leadership Team. The Executive Committee will ensure that any proposed amendments are sent to Leadership Team members no less than two weeks prior to consideration.

Adoption and Amendment of these Bylaws shall be made by a vote of the Leadership Team.

Date of adoption: February 22, 2012

Amended: October 16, 2014, June 15, 2018, June 12, 2020

# LiveWell Douglas County Organizational Bylaws

## Appendix A. Framework of Support for LiveWell Douglas County

LDC PH		K-State Research and Extension Support Provided
<b>Support Provided</b>		
<b>Leadership and Community Engagement:</b> 1) Support collaborative leadership and leadership development 2) Participate in updating organization policies and strategies as needed. 3) Participate in community event planning and execution		<b>Leadership &amp; Community Engagement:</b> 1) Support collaborative leadership and support leadership development 2) Serve as a public ambassador for LiveWell 3) Work with Leadership Team to update outreach strategy as needed 4) Help identify and recruit additional cross-sector stakeholders 5) Plan and manage logistics for and attend community events.
<b>Data &amp; Evaluation associated with the Community Health Plan:</b> 1) Manage and maintain all associated data 2) Support maintenance of Community Check Box platform 3) Support MySideWalk		
<b>Strategic Coherence: Action Planning/Execution:</b> support/ plan implementation strategies for initiatives that align with CHP and CDRR		<b>Strategic Coherence:</b> Support and strengthen community engagement and partnerships; conduct outreach; support collaborative efforts to advance the common agenda
<b>Communications:</b> 1) Support LiveWell website, 2) Support eNewsletter creation and distribution 3) Support development and execution of media strategy 4) Annual Report development		

## LiveWell Douglas County Organizational Bylaws

LDC PH support Provided		K-State Research and Extension Support Provided
<p><b>Operations &amp; work group support:</b> Work as member of Executive team to plan agendas and meetings and complete organization deliverables. Participate in Leadership team meeting (as currently organized) and on work groups associated with the CHP (note strategic Coherence).</p>		<p><b>Work Group Support:</b> Provide needed meeting supports to work group chairs (assuming the work group chairs develop agendas and lead in materials preparation)</p>
<p><b>Education and Technical Assistance:</b> Share and support training on mutual topics of interest and software platforms (e.g. Community Check Box, MySidewalk)</p>		
<p><b>Grant Support:</b> Serve as fiscal agent, participate in applying for and executing CHP-relevant grants as shared program officers or grantees.</p>		<p>Serve as <b>fiscal agent</b>, including: a) Submitting grant applications in support of coalition strategies, managing funds received from these grant submissions as well as other sources, and ensuring that expenditures made on behalf of the coalition adhere to all rules and guidelines of all funding sources as well as statutory and institutional guidelines , and b) Providing the Leadership Team with at least quarterly reports of fiscal activity on behalf of the coalition.</p>
<p>*If LDC PH is successful in obtaining interns or support for research we are open to exploring assignments that support operations, communications and grant development specific to LiveWell strategies that are not part of the CHP or CDRR.</p>		