

# 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.

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## 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 a staff member of the Supporting Organization of the coalition. The term

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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, develop and maintain effective 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

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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. Develop processes to ensure ongoing input from coalition members and the community.
4. Promote broad representation from the community to promote health equity.
5. Ensure coordination and communication between all coalition committees.
6. 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.
7. Approve annual operating budget of the coalition and unbudgeted requests for use of any financial resources of \$1,000 or more.
8. Advise the Executive Committee and/or the Supporting Organization 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, maintain, and when applicable, disband, work groups that the coalition uses on an

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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 Organization**

The Lawrence-Douglas County Health Department shall serve as the neutral supporting (backbone) organization of the coalition. As the backbone organization, LDCHD will coordinate and maintain accountability, while staying behind the scenes to encourage collective ownership of the coalition.

### **B. Responsibilities**

The Coordinating Agency shall:

1. Manage day-to-day work to support the community collaborative; help carry forward work between meetings.
2. Maintain coalition records, including but not limited to a coalition calendar, committee meeting summaries and a membership directory. Provide support for development of agendas prior to meetings. Prepare, complete and disseminate meeting minutes within seven working days of meetings of Leadership Team or other coalition meetings as determined by the Executive Committee.
3. Support shared measurement. Support the use of data and ongoing evaluation of coalition initiatives. As needed, provide counsel to coalition members

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regarding evidence-based public health practices and best available scientific evidence relevant to the goals of the coalition.

4. Manage external communications to maximize the impact of the coalition's work, ensure that the coalition speaks as one entity when appropriate, coordinate with partners to ensure alignment of communications with the common agenda, and develop and maintain relationships with supporters and funders. Serve as a point of contact for the public and for coalition members.
5. Advance policy. Monitor policy news and changes relevant to the collaborative's work, report back to the collaborative on policy wins and obstacles, and help determine opportunities for the collaborative to have influence on policy decisions.
6. Build public will. Engage community members at the grassroots level. Engage diverse partners. Share progress and accomplishments of the coalition.
7. Mobilize funding. Work collaboratively with coalition leadership in identification, development, and submission of grant proposals. Develop and implement work plans collaboratively.
8. Serve as fiscal sponsor for the coalition. This will include:
  - a) Developing an annual operating budget for the coalition, to be approved by the Leadership Team.
  - b) 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 on behalf of the coalition.
  - c) Providing the Leadership Team with at least quarterly reports of fiscal activity on behalf of the coalition.

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## **Article VI: 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

Amended: June 15, 2018