



Healthy Washington County

Organizational Bylaws

Article I: Name and Purpose

A. Name

The name of the Washington County Local Health Improvement Coalition shall be Healthy Washington County, hereinafter referred to as HWC.

B. Purpose

The vision of HWC is: To help people living in Washington County improve their personal health.

The mission of HWC is: A healthy community for all.

Healthy Washington County will promote healthy behavior, prevent disease and injury, and help to safeguard the environment. This includes inspiring and advancing policy, systems and environmental changes that make it easier for Washington County, MD residents to lead healthy lives.

More specifically, the purpose of HWC is to:

1. Develop short and long term goals and implement action plans to improve community health.
2. Align and coordinate member efforts so that they are mutually reinforcing.
3. Inform and educate 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: HWC Membership

A. Eligibility

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

B. Responsibilities

Members are encouraged to actively participate in HWC by promoting HWC initiatives within their organizations and/or the community and join subcommittee groups to help further the coalition's goals and objectives set forth in the Community Health Action Plan and subcommittee's work plans.



Article III: Officers

A. Co-Chairs

The chairmanship of HWC shall be held jointly by a representative of the Washington County Health Department chosen by the Health Officer and a representative of Meritus Health, Inc., to be chosen by Meritus Health Inc.

Article IV: Committees

A. Executive Steering Committee

The Executive Steering Committee of HWC will consist of the two co-chairs, the leaders of the existing subcommittees, and three members of HWC, at-large. The at-large members may be volunteers or solicited by the co-chairs.

The Executive Steering Committee will provide ongoing oversight and guidance to HWC. The Executive Committee shall supervise and direct the affairs of HWC within the limits set forth in this document, and shall:

1. Meet at least bimonthly or to the extent needed to support accomplishment of the purpose and goals of HWC.
2. Schedule and plan the agendas for the bi-monthly HWC meetings.
3. Identify, develop and maintain effective work groups and ad hoc committees to advance the goals of HWC, including developing processes to ensure effective leadership and composition of HWC committees.
4. Approve requests for use of HWC name, image or brand.
5. Approve unbudgeted requests for use of financial resources of less than \$1,000.
6. Recommend policy and bylaw changes to HWC, as needed.
7. Schedule, plan and conduct meetings of the full HWC as needed.
8. Develop and approve a community health improvement plan for Washington County, MD, to be reviewed on an annual basis or as changes are needed.

B. Subcommittees



The purpose of the subcommittees is to advance policy, system and environmental changes and health work that supports HWC vision and mission. The Executive Steering Committee shall establish, maintain, and when applicable, disband, work groups that HWC uses on an ongoing basis. Leadership positions of subcommittees shall be decided by the subcommittee members. Subcommittees shall meet as needed to advance the mission of HWC. To encourage participation, notice of subcommittee meetings should be sent at least four weeks prior to the meeting date, unless a meeting needs to be held in special circumstances. Meeting agendas should be sent at least one week prior to the meeting date.

C. Ad Hoc Committees

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

Article V: Quorum and Voting:

All identified members of the Executive Steering Committee have one vote. Decisions are made by a majority vote of a quorum of the membership. A quorum is 50% of those identified on the Executive Steering Committee. Action items may be voted upon electronically (e.g., e-mail). For an electronic vote to be valid, votes from a majority of those on the Executive Steering Committee must be returned. As needed, members shall designate an alternative representative who shall participate on the member's behalf with full voting authority. The alternate shall be empowered to act on behalf of the member and is responsible for updating the Executive Steering Committee member regarding the discussion to ensure that any action/follow up items are executed in a timely manner.

Article VI: Support

A. Supporting Organization

The Washington County (MD) Health Department (WCHD) shall serve as the neutral supporting (backbone) organization of HWC. As the backbone organization, WCHD will coordinate and maintain accountability, while staying behind the scenes to encourage collective ownership of HWC.

Responsibilities

The Supporting Organization shall:

1. Manage day-to-day work to support the community HWC; help carry forward work between meetings
2. Maintain HWC records, including but not limited to a HWC 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 HWC meetings as determined by the Executive Committee.



3. Support shared measurement. Support the use of data and ongoing evaluation of HWC initiatives. As needed, provide counsel to HWC members regarding evidence-based public health practices and best available scientific evidence relevant to the goals of HWC.
4. Manage external communications to maximize the impact of HWC's work, ensure that HWC speaks as one entity when appropriate, and coordinate with HWC 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 HWC members.
5. Advance policy. Monitor policy news and changes relevant to HWC's work, report back to HWC on policy wins and obstacles, and help determine opportunities for HWC 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 HWC.
7. Mobilize funding. Work collaboratively with Executive Committee in identification, development, and submission of grant proposals. Develop and implement work plans collaboratively.
8. Serve as fiscal sponsor for HWC. This will include:
 - a) Develop an annual operating budget for HWC, to be approved by the Leadership Team.
 - b) Submit grant applications in support of HWC strategies, manage funds received from these grant submissions as well as other sources, and ensure that expenditures made on behalf of HWC adhere to all rules and guidelines of all funding sources on behalf of HWC.
 - c) Provide the Executive Committee with at least quarterly reports of fiscal activity on behalf of HWC.
 - d) Provide funds to host and update the Healthy Washington County website:
<https://healthywashingtoncounty.com/>

Article VII: Adoption and Amendment of Bylaws

These Bylaws will be adopted by a majority vote of HWC members and shall become effective immediately. Any member of HWC Executive Committee may propose amendments to the Bylaws. The Executive Committee will consider all proposed amendments and shall send the amendments to HWC members for consideration no less than four weeks prior to a full HWC meeting. Bylaws amendments shall be discussed and voted upon by HWC. Bylaws amendments shall be approved with an affirmative majority vote of HWC members and shall become effective immediately.



Passed: July 7, 2020