

Greater Brockton Health Alliance CHNA 22

Encompassing the Towns of Abington, Avon, Bridgewater, Brockton, East Bridgewater, Easton, Holbrook, Stoughton, Whitman and West Bridgewater

Operating Principles – Updated July 2022

Article I: Name

The name of this organization shall be the Greater Brockton Health Alliance, also known as CHNA 22.

Article II: Vision, Mission and Guiding Principles

A. Vision: Collaboration between community agencies and residents so access to sustainable resources are available to meet the unique health needs of those who live and work in the communities of the Greater Brockton Health Alliance.

B. Mission: The Mission of the GBHA is to work towards healthier communities by promoting collaboration between GBHA partners, providing support to local health initiatives and programs, education, and increasing awareness of health issues throughout the communities it serves.

C. Guiding Principles

diversity awareness

collaboration

continuity of GBHA

decrease duplication of services

prevention focus

support for all 10 GBHA communities

meet community needs

communication

flexible participation respecting your time commitment

Article III: Membership

A. Eligibility: Membership is open to any person interested in furthering and supporting the mission of the Greater Brockton Health Alliance.

Member may include individual community residents, parents / guardians, students health care organization, human service organizations, municipal government, agencies or businesses located in and/or serving the Greater Brockton Health Alliance and may include representatives of the MA Department of Public Health (DPH) among others.

Article IV: Meetings

A. Meeting Frequency:

a. General Meetings occur 9 times a year on the 1st Friday of every month with the exceptions of June through August

b. Steering Committee - meets following every general membership meeting, as well as

during the summer months at a time to be determined by the Steering Committee. With the exception of Executive Sessions and Grant Reviews, Steering Committee meetings are open to general members; however, only Steering Committee members can vote on Steering Committee business

c. Every May Steering Committee meeting will be designated as the Annual Meeting, at which time elections, operating principles review, and initial drafting of the next fiscal year's budget will occur.

B. Notice of Meetings: Notice of general meetings will be given to all members at least seven days in advance of the meeting via email.

Article V: Steering Committee

A. Governance of the Greater Brockton Health Alliance will be conducted by the Steering Committee

B. Roles & Responsibilities

- * provide vision & leadership
- * set policies
- * set priorities for the GBHA
- * develop, follow, and amend by-laws and coalition structure
- * monitor operations of the GBHA
- * establish and chair ad-hoc subcommittees
- * attend at least 8 SC meetings per year
- * provide representation at Inter-CHNA meetings; the responsibility may be rotated.
- * develop a recruitment plan that reflects the diversity of the GBHA area
- * manage finances and budget
- * develop RFPs; review and award grants
- * recruitment of general members as well as recruitment of steering committee members
- * elect officers

C. Composition

- * number of members: between 8 and 15
 - There will be one representative from each of the following organizations: Brockton Neighborhood Health Center, Good Samaritan Medical Center, Signature Health Care, and South Shore Health.
 - The remaining 4 – 11 members can be representatives of other private or nonprofit organizations and/or residents, parents, students, community leaders and other community stakeholders.
 - Alternate Policy: Each member will designate an alternate that will attend meetings in his or her place should the member be unavailable. This pre-determined alternate will have voting rights with the exception of not being permitted to vote on minutes of meetings where the alternate was not present
 - * non-voting participants include Department of Public Health Staff, Coordinator and technical assistance providers
- * quorum: 50% of voting members

* terms: there are no term lengths or limits set for steering committee members (exceptions are for officers - see below)

D. Eligibility for Steering Committee Membership

- * must live, work or serve in one of the Greater Brockton Health Alliance communities
- * willingness to take on steering committee responsibilities (see above)
- * must commit to attend at least 80% of steering committee meetings per year (extenuating circumstances will be evaluated on a case by case basis)

E. Steering Committee Membership Process

- * Members of the steering committee are nominated and elected during the normal annual election process in May.
- * In the event of a vacant position occurring outside of the annual election process, an eligible member of the general membership may be elected to the steering committee. Any eligible member may be brought forth by any steering committee member; the member must be elected by a vote of the majority of the steering committee members present.
- * In the event of a vacancy occurring from one of the four aforementioned agencies, leadership from these agencies may propose a successor to serve on the committee. The proposed successor must be voted on by the majority of the steering committee members present.

F. Resignation / Removal of Steering Committee Members

- * Steering committee members who are no longer able or willing to participate actively in the steering committee for any reason will resign steering committee membership. Resignation will be submitted in writing to the Chairperson and will be effective immediately from that time. A 2/3 vote of the full steering committee is needed to remove any steering committee member for failure to fulfill steering committee obligations and/or behavior that is not in line with the mission of the Greater Brockton Health Alliance.

Article VI: Officers

A. Eligibility for Officers

- * Persons eligible for officer positions must be active, voting members of the Greater Brockton Health Alliance
- * Must also have been a steering committee member for at least 6 months prior to the annual election

B. Election of Officers

- * Officers are elected during the May combined general and steering committee meeting. Terms of office for steering committee members and officers take effect upon election.
- * Elections of Chair, Vice Chair, Treasurer, Assistant Treasurer and all steering committee members occur every two years at the same time on even years.

C. Terms of Officers

- * All officers are elected for 2 year terms
- * no officer shall serve more that 2 consecutive terms unless there is a 2/3 consensus from the Steering committee to override this term provision

D. Responsibilities of Officers

a. Chairperson

- i. Chairs the general membership and steering committee meetings
 - ii. Serve as the public representative of the Greater Brockton Health Alliance
 - iii. Establish meeting agendas and outcomes in conjunction with coordinator and other steering committee members
 - vi. Liaise with any contractors, including technical assistance provider, coordination or website management
 - vii. Serves as signatory for check requests
- Any concerns with the performance of the Chair will be addressed by the steering committee.

b. Vice Chairperson

- i. serves as chair the general membership and steering committee meetings in the absence of or at the request of the Chair
- ii. assist the chair in smooth operation of the steering committee and related activities
- ii. serves as the public representative of the Greater Brockton Health Alliance
- iii. establishes meeting agendas and outcomes in conjunction with coordinator and other steering committee members
- iv. voting member of the steering committee
- v. recruits individuals to steering committee
- vi. liaise with any contractors, including technical assistance provider, coordination or website management
- vii. serves as a signatory for check requests
- viii. functions as the chairperson in the absence of the chairperson

c. Treasurer

- i. budget review and reporting
- ii. serves as signatory for check requests

E. Resignation / Removal of Officers:

- 1. Officers who are no longer able or willing to participate actively in their positions for any reason will resign the position.
 - i. Resignation will be submitted in writing to the steering committee.
- 2. A 2/3 vote of the full steering committee is needed to remove any officer for failure to fulfill their obligations and / or behavior that is not in line with the mission of the Greater Brockton Health Alliance.
 - i. If the officer voted out is not present at the meeting for a vote, a letter of notification will be sent regarding the removal.
- 3. Chairperson resignation / removal:
 - i. If the Chair resigns or is removed the Vice-chair will assume the role of interim chair for the remainder of the Chair's term. A new Vice-chair will be nominated and elected from amongst the qualified members of the steering committee to serve for the remainder of the vice-chair's term.

VII. Voting

A. Voting Rights: established upon election to the steering committee

B. Majority Voting: The steering committee uses a simple majority vote to make decisions.

C. Voting Methods: Acceptable methods of voting are paper ballot, electronic ballot or facsimile.

All matter presented for a vote, at which a quorum is present, may be by show of hands or written and will be decided by a simple majority of those voting.

D. Conflict of Interest: When voting on grant funding, staff and volunteers of agencies being considered for funding are ineligible to participate in the decision making process. Those identifying as in conflict shall not be present for the discussion or vote on the issue in questions.

VIII: Consultants, Technical Assistance and Coordination

A. Contracts and proposals for services to be rendered in the form of consultants, technical assistants, and coordinators may be proposed or endorsed by the Chair and Vice Chair, but must be approved by a vote of the steering committee.

a. all contracts and proposals for consideration should include but not be limited to:

- i. a written job description for the proposed service(s), detailing roles, duties, responsibilities and deliverables, as well as a plan for supervising said role
- ii. a budget (if position is paid) is provided, detailing anticipated costs and terms of payment
- iii. a written contract or scope of service to be signed and kept on file by both the Greater Brockton Health Alliance and said service provider

Article IX: Committees

A. Composition: committees are composed of Greater Brockton Health Alliance members. No person may chair more than one standing committee at a time. Ad Hoc committees are designated by the Steering Committee as needed to fulfill time-limited objectives.

B. Committee Leadership: Chairpersons of subcommittees are appointed by the steering committee and report to the steering committee for the duration of the existence of the ad hoc committee.

C. Committees may include but are not limited to:

- * Nominating committee
- * Membership committee
- * Events committee
- * Grant review committee

Article X: Amendments to Greater Brockton Health Alliance By-Laws

A. Changes to By-Laws: All by-law changes, revisions or additions must be approved by a quorum of steering committee members.

B. Sharing of By-Laws: By-laws will be shared with general Greater Brockton Health Alliance members via the website.

Article XI: Restrictions

A. Authority: Irrespective of powers, duties and authorizations otherwise herein contained, no officer, steering committee or general member, or consultant will have the power or the authority to obligate the Greater Brockton Health Alliance beyond the limits of the items in the approved annual budget without specific authority in writing from the steering committee or general membership.

Article XII: Conflict of Interest Statement

A. Personal Responsibility: the CHNA expects all members to accept personal responsibility for maintaining reasonable standards of conduct, performance and observing established rules and policies. Members must refrain from taking part in, or exerting influence in, any transaction in which their own interests may conflict with the best interests of the CHNA or any of its members.

B. Activities outside the Greater Brockton Health Alliance: The Greater Brockton Health Alliance recognizes and respects the individual member's right to engage in activities outside his or her participation in the Greater Brockton Health Alliance, which do not in any way conflict with or reflect negatively on the Greater Brockton Health Alliance. The Steering Committee reserves the right however to determine when a member's activities represent a conflict with the Greater Brockton Health Alliance's interests and to take whatever action is necessary to resolve the situation, including, but not limited to, describing the conflict of interest to the Greater Brockton Health Alliance membership.

Article XIII: Fiscal Responsibility

A. Fiscal Agent: The United Way of Greater Plymouth is the fiscal agent for the Greater Brockton Health Alliance

B. Responsibilities of Fiscal Agent: The fiscal agent is responsible for administering all Greater Brockton Health Alliance funds according to contract specifications.

- i. the fiscal agent invoices hospitals for DoN dollars according to existing contracts
- ii. the fiscal agent pays all bills upon authorization from the steering committee
- iii. the fiscal agent may request funds for administrative costs. The allowable percentage is at the discretion the steering committee

Article XIV: Effective Date

The Effective date of these by-laws is August 13, 2020.