



## **PITT COUNTY HEALTHYCAROLINIANS TASK FORCE BY-LAWS**

### **ARTICLE I. Pitt Partners for Health**

#### **Section 1A. Name**

The Name of the organization shall be Pitt Partners for Health (PPH).

#### **Section 1B. Office**

The administrative office of Pitt Partners for Health: 604 Medical Drive, Greenville, NC.

### **ARTICLE II. Mission**

To improve the population health of Pitt County through coalition building and partnership.

### **ARTICLE III. Membership**

This article contains membership composition and rules governing the membership of Pitt Partners for Health. This includes the Steering Committee and Priority Action Teams.

#### **Section 3A. Partnership Composition**

The partnership may include but is not limited to members from the following:

- Faith Community
- Business Community
- Academic Communities
- Minority Communities
- Public Health Center
- Hospital
- Social Services
- Cooperative Extension
- Local Partnership for Children
- Local Township Representative
- Mental Health Agencies
- Volunteer Agencies (includes Lay Health Advisors, United Way, etc)
- Municipal Representatives
- Law Enforcement
- County Government
- EMS

- Eastern Area Health Education Center
- Community Based Organizations
- Civic Groups
- Community at large

### **Section 3B. Steering Committee Composition**

- The Steering Committee membership can range from a low of 10 voting members to a high of 20 voting members and must include:
  - Partnership Chair and Vice-Chair
  - Action Team Co-Chairs
  - 2 Community Representatives
  - Public Health Center Representative(S)
  - ECU School of Medicine/ Dept of Family Medicine Representative(s)
  - ECU Health Medical Center Representative(s)
  - Partnership Coordinator(s) from ECU Health Medical Center (non-voting)
- Ex-Officio members may be added when needed and will be reviewed annually to determine the need for ongoing Steering Committee participation.

### **Section 3C. Quorum**

- Two thirds of eligible voting members present shall constitute a quorum for the transaction of business. This will be determined by the Chair at the beginning of each meeting.
- Voting: A majority of voting Steering Committee members must be present to constitute a quorum.

### **Section 3D. Full Partnership Membership**

- Inclusive membership includes anyone living or working in Pitt County who agrees with the PPH Mission Statement and is committed to work toward that mission and established health priorities.
- New members must attend two consecutive meetings in order to become a voting member and be eligible to vote on a health priority area or any other item of business on the agenda.
- Members unable to attend meetings on a regular basis are allowed to disseminate information and contribute expertise when appropriate.
- In the case of members not attending a meeting for the period of one year, the Steering Committee has the discretion to remove inactive members. These members will be contacted prior to removal to inquire about interest in remaining a member.
- Members may serve as meeting presenters.
- Members are asked to attend monthly meetings on the 2nd Thursday.
- Members are asked to provide the Steering Committee with names of potential replacements if they are no longer able to serve on the partnership.
- All Pitt Partners for Health meetings are open to the public.

### **Section 3E. Steering Committee Membership**

- The Steering Committee will meet monthly on the 1st Thursday of the month.
- The Community Representatives will serve 3 year terms except in the initial election in which one representative will serve 2 years and the other representative will serve 3 years.

### **Section 3F. Formal Elections**

- Nominations for Chair, Vice-Chair, and Community Representatives must be submitted to the Steering Committee by the November meeting. Officers and Community Representatives will then be elected at the December Meeting.
- The partnership Chair, Vice-Chair, and Community Representatives will be elected for a 3-year term, beginning January 1st after the December election. There is no limit to the number of terms served by the Chair or Vice-Chair.

### **Section 3G. Action Teams**

- Specific health Action Teams are based on priority areas established by Pitt Partners for Health
- Action Team Chairs and Co-Chairs are elected by the Action Team members.
- There is no length of term for Action Team Chairs and/or Co-Chairs.

## **ARTICLE IV. Roles and Responsibilities**

### **Section 4A. Role of the Partnership**

- Represent Community interests
- Assist in development of community health survey instruments
- Establish health priorities
- Plan, develop, and coordinate collaborative health intervention/prevention strategies
- Identify and/or develop community health resources
- Serve as a liaison between various agencies, health providers, and health consumers
- Document progress toward health goals

### **Section 4B. Role of the Hospital (Community Health Programs-ECU Health Medical Center)**

- Attend and actively participate in partnership meetings
- Provide administrative support for Pitt Partners for Health (which can include securing space and refreshments for partnership and steering committee meetings, preparing agenda and minutes, mailing meeting memo to members)
- Store PPH archives
- Provide limited financial support for community health assessments
- Provide leadership on the PPH Steering Committee

**Section 4C. Role of the Health Department (Pitt County Public Health Center)**

- Attend and actively participate in partnership meetings
- Provide meeting space for partnership meetings when needed
- Support Grant writing activities
- Provide pertinent data to the partnership from the Community Health Needs Assessment
- Provide leadership on the PPH Steering Committee
- Provide a Medical Director to the partnership

**Section 4D. Role of the East Carolina University Brody School of Medicine**

- Attend and actively participate in partnership meetings
- Provide research and technical support to the partnership
- Provide current health statistics to the partnership
- Provide presentations to various constituencies in the community
- Support grant writing activities
- Provide leadership on the PPH Steering Committee

**Section 4E. Role of the Pitt Partners for Health Steering Committee**

- Conduct monthly meetings on the 1st Thursday of month to plan PPH meetings
- Assist Chair with planning of partnership agendas and other activities
- Represent PPH at community events aligning with CHNA prioritiesDevelop materials for partnership review and approval
- Serve as content specialist to the partnership
- Provide action plan evaluation oversight
- Review and approves requests for use of collected data
- Serve as the PPH nominating committee
- Provide letters of support for projects congruent with PPH mission
- Provide information to the media via PPH Policy Agenda
- Provide marketing and media expertise to the partnership
- Advocate for partnership priorities
- Provide program guidance for grants coming under the umbrella of Pitt Partners for Health
- Serve as the By-Laws Committee

**Section 4F. Role of the Chair**

- Serve on the Pitt Partners for Health Steering Committee, presiding as Chair
- Facilitate partnership meetings
- Advocate for partnership's priorities
- Provide presentations about PPH action plans to the community
- Represent Pitt Partners for Health on relevant community boards and foundations

#### **Section 4G. Role of the Partnership Vice-Chair**

- Serve in the absence of the Chair
- Provide presentations about PPH action plans to the community
- Represent the partnership at relevant community Boards, Foundations, etc.

#### **Section 4H. Role of Community Representatives**

- Attend and actively participate in partnership and steering committee meetings
- Seek input from others in the community
- Advocate for health issues
- Represent PPH at community events aligning with CHNA priorities

#### **Section 4I. Role of the Partnership Members**

- Represent the needs of various constituencies
- Seek input from others in the community
- Attend monthly meetings on the 2nd Thursday of the month
- Actively participate in a partnership and Action Team meetings
- Participate in partnership activities/functions and implementation of action plans when appropriate
- Serve as a community health partnership liaison to the community
- Advocate for health issues

#### **Section 4J. Role of Action Team Chairs**

- Facilitate Action Team meetings
- Serve as a member of the PPH Steering Committee
- Provide leadership to the Action Team, ensuring that action plans are implemented and evaluated
- Participate in implementation of action plans
- Communicate Action plan updates to the Steering Committee and full partnership
- Provide information for the PPH Policy Agenda and press releases

### **ARTICLE V. Governance of Meetings**

#### **Section 5A. Parliamentary Procedure**

- All meetings shall be conducted in an open, orderly, and fair manner, referencing Robert's *Rules of Order-Modern Edition* in order to encourage member participation.

#### **Section 5B. Health Prioritization**

- A motion to change or add health priorities requires written notification of the full partnership at least 7 days in advance of the vote. Voting on the motion will take place at the following meeting.

**ARTICLE VI. Grant Funding**

**Section 6A. Administration of Grant Funds Supporting PPH Action Plans**

- Pitt Partners for Health is not a tax exempt agency or organization and therefore cannot serve as administrator of grant funds for action plans.
- 501(c)3 tax exempt agencies or organizations may serve as the sponsoring organization for grant funds that support Pitt Partners for Health action plans where appropriate.
- Each Action Team will determine which agency or organization will serve as the sponsoring organization and administrator of grant funds where appropriate.
- The Pitt Partners for Health Steering Committee will provide program oversight for grants under the umbrella of Pitt Partners for Health.

**ARTICLE VII. Amendments/Ratification**

These By-Laws may be amended, ratified, or repealed by a **two-thirds majority vote** of the eligible members at any PPH meeting, if at least 30 days written notice is provided to the partnership detailing the intention to take such an action.

Steering Committee Reviewed:	February 2 <sup>nd</sup> , 2023
Partnership Reviewed:	February 9 <sup>th</sup> , 2023
Partnership Approved:	March 2 <sup>nd</sup> , 2023

Chair Signature \_\_\_\_\_ Date \_\_\_\_\_