

# **LiveWell Lawrence Organizational Bylaws**

## **Article I: Name and Purpose**

### **A. Name**

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

### **B. Purpose**

LiveWell is organized for the purpose of 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 community goals 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 support improved community health and wellness.

## **Article II: Coalition Membership**

### **A. Eligibility**

Membership shall be open to any individual or organization that supports the LiveWell mission, purpose and goals. Membership is broadly defined to promote participation and inclusiveness while addressing the diverse and changing needs of the community and coalition.

### **B. Requirements**

The coalition's Leadership Team will establish membership requirements. The coalition's Executive Committee will approve membership requests to ensure compatibility with the mission, purpose and goals of the coalition and to promote inclusion and diversity within the coalition.

### **C. Responsibilities**

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

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Members are expected to make decisions by consensus. If consensus cannot be achieved, decisions may be made by a simple majority vote of the members present. Organizations with more than one member participating in a coalition meeting shall designate a single representative to vote on behalf of the organization.

## **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. Preside at all LiveWell Leadership Team meetings, Executive Committee meetings and related functions.
2. Ensure that the Executive Committee performs its responsibilities.
3. 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. Other duties and responsibilities delegated by the Chair as needed.

### **C. Past Chair**

The Past Chair shall serve a one-year term. 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 member of the Coordinating Agency staff supporting the coalition's work. The 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.

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The Executive Committee shall act on behalf of LiveWell and actively pursue its purposes. It 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. Plan the agenda for LiveWell Leadership Team meetings.
3. Develop and maintain the coalition's work plan and recommend periodic updates for the Leadership Team's approval.
4. 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.
5. Develop processes to ensure ongoing input from coalition members and the community, promoting representation of as many segments of the community as possible to enrich the level of discussion and acceptance of proposed activities.
6. Develop processes to remove coalition members who fail to fulfill their responsibilities.
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 the LiveWell name, image or brand.
9. Recommend policy and bylaw changes to the coalition, as needed.
10. 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 leadership positions from all coalition committees.

The Leadership Team shall:

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1. Meet at least four times per year, as scheduled by the Executive Committee. The Executive Committee may schedule additional meetings based on availability of Leadership Team members.
2. Ensure coordination and communication between all coalition committees.
3. Advise the Executive Committee and/or the Coordinating Agency 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 the community.

Notice of Leadership Team meetings shall be sent to each member by the Coordinating Agency by electronic means at least 7 days in advance of each meeting.

## **C. Work Groups**

The Executive Committee shall establish and maintain work groups that the coalition uses on an ongoing basis. The Executive Committee shall determine the leadership positions within work groups. Leadership positions within work groups shall serve on the coalition Leadership Team. Work groups shall meet at least six times per year.

Notice of work group meetings shall be sent by work group leadership by electronic means to each work group member at least 7 days in advance of each meeting.

## **D. Ad Hoc Committees**

The Executive Committee shall establish and maintain ad hoc committees for a limited period of time to address a specific need. The Executive Committee shall determine the leadership positions within ad hoc committees. At the discretion of the Executive Committee, leadership positions within ad hoc committee may serve on the coalition Leadership Team. Ad hoc committees shall meet as needed. An ad hoc committee may exist for less than a year or for a year or more depending on the extent of the work assigned to it. When the work of an ad hoc committee is completed, the committee is dissolved.

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## **Article V: Coordination**

### **A. Coordinating Agency**

The Lawrence-Douglas County Health Department shall serve as the coordinating agency for the coalition.

### **B. Responsibilities**

The Coordinating Agency shall:

1. Serve as a primary point of contact for the public and for coalition members.
2. Maintain coalition records, including but not limited to a coalition calendar, committee meeting summaries and a membership directory.
3. Serve, along with the Executive Committee, as a spokesperson and representative for the coalition.
4. Coordinate the Leadership Team meeting agenda with the Executive Committee.
5. Prepare, complete and disseminate meeting minutes within ten working days of meetings of Leadership Team or other coalition meetings as determined by the Executive Committee.
6. Support the ongoing evaluation of coalition initiatives and provide ongoing counsel to coalition members regarding evidence-based public health practices and best available scientific evidence relevant to the goals of the coalition.
7. Support public communication of the coalition's mission and purpose assuring for effective marketing, accuracy and timeliness.

## **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.

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Adoption and Amendment of these Bylaws shall be made by vote of a simple majority of the Leadership Team. In order for a vote to occur, two-thirds of the Leadership Team members shall be present.

Date of adoption: February 22, 2012

Amended: October 16, 2014