

CHNA 27 Guidelines and By-laws:

The Purpose of the Community Health Network of Cape and Islands is to:

- To learn about agencies and services and other members of the continuum of care
- To support and collaborate with members around issues and problems
- To make recommendations to County, State and Federal governments on policy and legislation
- To acquire new information and skills

By-laws

The CHNA 27 Operational Guidelines also known as the by-laws define the purpose, membership, meeting structure, governance structure and process, and Code of Conduct for the Community Health Network Area 27.

CHNA 27

Cape & Islands Community Health Network Area 27

Barnstable County: Barnstable, Bourne, Brewster, Chatham, Dennis, Eastham, Falmouth, Harwich, Mashpee, Orleans, Provincetown, Sandwich, Truro, Wellfleet, Yarmouth.

Dukes County: Aquinnah, Chilmark, Edgartown, Gosnold, Oak Bluffs, Tisbury, West Tisbury. Nantucket County: Nantucket.

CHNA GUIDELINES

Purpose, Structure and Code of Conduct

I. Purpose:

CHNA 27 is a collaborative group organized around building healthy people in healthy communities.

Its purpose is:

- To learn about agencies and services and other members of the continuum of care
- To pursue improvements in the health status indicators pursuant to the most regional Health Assessments.
- To support and collaborate with members around issues and problems
- To make recommendations to County, State and Federal governments on policy and legislation
- To acquire new information and skills

II. Membership

Participation in a Community Health Network is open to anyone interested in working with others to improve the health and wellbeing of local residents and communities.

Each member of CHNA 27 is a vital link in a collaborative community network, and as such shares in ideas, concerns as well as decisions about the allocation of CHNA resources to address the needs of residents based upon a priority setting process.

Membership in the Cape and Islands CHNA requires submission of a completed membership form. Regular participation is expected to maintain an active membership.

III. Meetings:

The CHNA shall hold regular monthly meetings except in July and August. CHNA meetings are held on the second Thursday of the month. From time to time CHNA subcommittees meet outside of regular monthly meetings.

Meetings of the CHNA are open to the public and meeting notices are sent in advance to an email list of members.

IV. Governance Structure and Process

Steering Committee

The Steering Committee is comprised of no less than seven and no more than eleven members. CHNA strives to have representation from across Barnstable, Dukes and Nantucket Counties. A representative from Cape Cod Healthcare Community Benefits shall have one permanent seat on the Steering Committee. A representative from each non-profit hospitals community benefits are encouraged to take a seat on the committee. The Steering Committee meets on a monthly basis.

Nomination Process

Steering Committee may be nominated by CHNA members or members can self-nominate. The expectation is that nominees will have attended a minimum of 4 meetings within the current year.

Responsibilities of the Steering Committee Member

- i. Attend and actively participate in monthly general membership meetings
- ii. Participate in monthly steering committee meetings
- iii. Set monthly general membership meeting agenda
- iv. Make recommendations to CHNA general membership
- v. Facilitate at least one monthly CHNA meeting during the year
- vi. Take a leadership role on working groups when applicable
- vii. Participate in the priority setting process of the CHNA
- viii. Attend annual full day Steering Committee retreat
- ix. Review CHNA policies and procedures annually
- x. Elect officers of CHNA
- xi. Orient new members

Terms

Steering Committee nomination forms are distributed at the May meeting and elections are held at the June meeting. A CHNA steering committee member is elected for a two year term. No steering committee member can serve more than two consecutive terms equal to four years. After not serving for one term, former Steering Committee members may be re-nominated.

Officers

At its annual retreat, the Steering Committee will elect from among its members the following officers: Chair, Vice-Chair and Fiscal Liaison. Each officer is elected for a two year term. No officer can serve more than two consecutive terms.

Chair: responsibilities include convening the steering committee meetings, setting meeting agendas, organizing the annual steering committee retreat, working with fiscal liaison to process invoices and in general, keeping the work of the CHNA moving forward. An outgoing chair will assist a newly elected chair for a limited period of time to ensure a smooth transition.

Vice- Chair: responsibilities include assisting the chair and performing the chair's duties if the chair is not present.

Fiscal Liaison: responsibilities include communication between fiscal agent and CHNA, presenting monthly financial reports at general membership meetings, ensuring invoices are properly processed.

Decision Making & Fiscal Policies

General Business: Business coming before the CHNA shall be considered General Business. Decisions requiring a vote of the CHNA shall take place during CHNA meetings. Any CHNA member may bring matters for consideration to the Steering Committee. Additionally, matters may be brought from the floor at a general CHNA meeting.

Voting for Steering Committee members: Only CHNA members may vote. Each agency or entity present shall have one vote. A simple majority of those in attendance will determine the outcome.

Role of the Steering Committee in Decision Making: The Steering Committee works in an advisory capacity and recommends items for consideration. The Steering Committee does not have the authority to set policy, determine CHNA priorities, endorse initiatives, or approve Steering Committee Members without the endorsement of the CHNA membership. Deliberations & decision making by the Steering Committee requires a quorum. Quorum is achieved when over 50% of voting members of the Steering Committee members are present.

Authorization to Expend Funds: Expenses incurred on behalf of the CHNA require prior approval as follows:

- 1.) Amounts under \$100.00 require prior approval by the treasurer or Chair for general items;
- 2.) Amounts over \$100 and less than \$1000.00 require prior approval by Steering Committee;
- 3.) Amounts over \$1,000.01 require prior approval by the general membership.
- 4) Salary for Administrative annual approval by Steering Committee and monthly payment approved by Chair or Fiscal Liaison

V. Code of Conduct

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.

Exactly what constitutes a conflict of interest or an unethical business practice is both a moral and legal question. The CHNA recognizes and respects the individual member's right to engage in activities outside of his or her participation in the CHNA, which are private in nature and do not in any way conflict with or reflect negatively on the CHNA. The Steering Committee reserves the right, however, to determine when a member's activities represent a conflict with the CHNA interests and to take whatever action is necessary to resolve the situation, including, but not limited to, describing the conflict of interest to the CHNA membership.

When voting on grant funding recommendations, staff and volunteers of agencies being recommended for funding are ineligible to vote.

VI. Review and Distribution of Guidelines

The Steering Committee will review these guidelines annually, or when the need arises. Amendments to these guidelines may be made at a regular meeting of the CHNA by a simple majority affirmative vote of the members present and voting. Each year in September general membership meeting, guidelines are made available to members.

Adoption/Revision History

Recommended by Steering Committee on August 24, 2011 Adopted by CHNA on September 8, 2011.

Amendments recommended by Steering Committee, August 15th, 2019 Adopted by CHNA October 2019