

Baraga County Communities That Care By-Laws

ARTICLE 1 – Name, Mission, Vision

**A. Name**

The name of the organization shall be Baraga County Communities That Care, also known as BCCTC.

**B. Mission:** To create a safe, healthy, desirable, supportive and diverse community that provides the protective factors which support our youth, families, community members and local organizations. We will pursue and achieve this mission by:

- Building a strong family foundation.
- Connecting families to schools.
- Healthy beliefs and clear standards for acceptable behavior.
- Supporting collaboration among community resources

**C. Vision:** We want to create an inclusive environment for our youth that bonds together the family, schools and community. We envision a community in which the youth, families and schools work together to create a safe and healthy environment, instilling respect, life skills, increased community involvement and positive interaction promoting positive life decisions and decreased problem behaviors.

ARTICLE II – ORGANIZATION AND MEMBERSHIP

**A. Criteria for Membership**

Baraga County Communities That Care Coalition area includes all of Baraga County and its citizens. Any persons or organization residing or working in Baraga County that supports the mission and goals of the coalition may become a member.

Membership includes but is not limited to:

- |   |                         |                             |
|---|-------------------------|-----------------------------|
| ○ Parents or family members of children and youth | ○ Consumers of services | ○ Corporations              |
| ○ Community youth                                 | ○ Hospitals             | ○ School District           |
| ○ Foster parents                                  | ○ Members of government | ○ Law Enforcement           |
| ○ Community residents                             | ○ Non-Profits           | ○ Faith Based Organizations |
|   | ○ Business owners       | ○ Library Systems           |

Each person can only vote once. I.e. a person cannot vote both as an individual and the organization they represent

**B. Age of Membership**

There is no age limit for those who would like to become a member.

**C. Commitment to Mission and Goals**

All members are expected to become acquainted with and accept BCCTC mission and goals as outlined in the orientation materials. All members will submit a signed letter of commitment.

**D. Voting Members**

To become a voting member an individual must have attended an orientation, training, work group or Coalition meeting and signed a letter of commitment.

**E. Leadership and Workgroups**

**Coalition Officers:**

Chairperson- The chairperson will set and distribute agendas for meeting. Shall preside at BCCTC Meetings.

Vice-Chairperson- He/she will assist the Chairperson in their duties. Shall preside at BCCTC Meetings in the absence of the Chairperson.

Recorder – He/she will record minutes during the meeting, including who is in attendance, and is responsible for getting them to the BCCTC coordinator and the Chairperson.

Coordinator- The coordinator will make sure meeting minutes are distributed, notify members of meetings, maintain records of BCCTC, and maintain a current membership list. He/s he will also maintain awareness and facilitation of logistics among coalition and provide continuity.

Chairperson and Vice-Chairperson are elected in odd years and agree to serve for a two year term.

Recorder is elected in even years and agree to serve for a two year term.

**Workgroup Officers:**

Chairperson- The chairperson will set and distribute agendas for meeting. Shall preside at Workgroup Meetings. Will represent the Workgroup at BCCTC Meetings and attend Executive Committee Meetings reporting the activity of the Workgroup.

Vice-Chairperson- He/she will assist the Chairperson in their duties. Shall preside at Workgroup Meetings in the absence of the Chairperson. Will represent the Workgroup at BCCTC Meetings and at Executive Committee Meetings in the absence of the Chairperson.

Recorder – He/she will record minutes during the meeting, including who is in attendance, and is responsible for getting them to the BCCTC coordinator and the Chairperson.

Coordinator – is invited to attend all Workgroup Meetings as a non-voting participant.

Chairperson and Vice-Chairperson are elected in odd years and agree to serve for a two year term.

Recorder is elected in even years and agree to serve for a two year term.

**F. Roles of Executive Committee and Work Group Members**

The Executive Committee shall consist of the BCCTC Chairs or designee and Vice-Chairs or designee of the six work groups within BCCTC Coalition. There will be one Chairperson and one Vice Chair person who volunteered for a 1 year term. The committee meeting should contain a recorder and at least six chairs (either the Chair or Vice) from the work groups. The Coalition Coordinator attends each meeting but is not a voting participant.

**G. Workgroups and Responsibilities:**

- 1) Community Board Maintenance – Build and sustain a healthy and effective coalition.
- 2) Data - Collect risk and protective factor data for analysis, analyze the data to identify priorities and help the coalition to complete the prioritization process.
- 3) Resource Assessment and Evaluation - Inventory and assess existing resources address the coalition identified priorities. Identify gaps in current responses to priorities, in preparation for selecting tested effective programs, policies and practices.
- 4) Youth Involvement - Recruit youth for all aspects of the coalition effort.
- 5) Funding & Sustainability - Manage the acquisition and use of public and private funds. The funds are used for planning and for the implementation and evaluation of selected programs, policies and procedures.
- 6) Public Relations - Involve stakeholders, promote the Communities that Care system, educate and update the Baraga County Communities That Care Coalition and the public about the work of the coalition. Collaborate with other work groups to prepare and disseminate all press releases document and other communications.

**H. Communication Between the Executive Committee and Other Work Groups:**

The Chair or designee who attends the Executive Committee Meeting will report on the work of the Workgroups.

Article III – Meetings and Voting

**A. Meetings**

A majority of the Executives in a Coalition meeting shall constitute a quorum for the transaction of its business.

- 1) The Robert Rules of Order shall be followed in the perfection of motion through amendment.
  - Call to order.
  - Roll call of members present.

- Approval of Agenda.
- Approval of Prior Minutes.
- Committee reports.
- Old business.
- New business.
- Public Comment
- Announcements.
- Set next meeting. Adjournment.

2) Meeting Participation:

A voting member may attend in person, by proxy, by phone, or by teleconference.

**B. Consensus**

All actions of the coalition shall be decided by a consensus vote, unless otherwise noted within these bylaws. Consensus shall be deemed to mean agreement by all Coalition members present. When the question is called for, the Chair shall determine if consensus has been reached and state that the motion or proposition has been adopted.

- 1) The Chair has a vote as a member of the Coalition.
- 2) A voting member may only block consensus if s/he has an alternative suggestion. If the alternative also does not produce consensus, another motion must be presented or the issue must be dropped/tabled. If an individual cannot support the consensus statement but does not wish to block consensus s/he may stand aside. The objections shall be noted in the minutes. Friendly amendments can be offered (if appropriate), though the person who initiated the motion is not obligated to accept them.

**C. Voting**

If a tabled issue is still at an impasse at the following meeting, a voting member must make a motion on which the group will vote. The motion requires a simple majority to pass (unless otherwise noted in the by laws).

**D. Time Sensitive Votes**

If an issue is at an impasse and is time-sensitive (i.e., it cannot be tabled to a future meeting), a voting member must make a motion on which the group will vote. The motion requires a simple majority to pass (unless otherwise noted in the bylaws).