

BYLAWS OF
The Shared Future Coalition
August 2017



ARTICLE 1. NAME, PURPOSE, PRINCIPLES AND VALUES

1.1 Name: The Name of this Coalition is the **Shared Future Coalition**.

1.2 Vision and Mission

1.2.1 Vision: A safe, healthy, prosperous community

1.2.2 Mission: To reduce substance abuse by empowering youth and young adults to make safe, healthy, and legal choices through community education, collaboration and policy.

1.3 Prevention Principles

1.3.1 First, do no harm: Integrity in communications, selecting prevention strategies, finances, and planning, with forethought to ripple effects or possible unintended consequences.

1.3.2 Meet community where they're at: Consider the community's readiness to address the issue, as well as the resources and needs present in the community.

1.3.3 Ground decisions in best available data: Seek comprehensive and relevant data from many perspectives.

1.3.4 Value time and input: Work efficiently, making the most of partner and colleague time. Seek opportunities for win-win partnerships. Value partner input by applying it to enhance the project.

1.3.5 Empower community problem-solving: Create opportunities for community members, intentionally including young people, to work through the problem-solving process together.

1.3.6 Prioritize community-level change: Aim for broad community impact by using Environmental Prevention Strategies.

1.3.7 Use a credible process: Thorough, reliable sources; impactful strategies; evaluation of results; strong, diverse partnerships; share data openly; ensure relevance of projects to community.

1.3.8 Cultural competency in all aspects of the work: Attend to cultural differences stemming from communities of place, interest, and experience with purposeful engagement of youth to positively influence their peers and surrounding community.

1.3.9 Transparency: Pursue integrity, inclusion and clear communications with colleagues and community partners.

- 1.3.10 Respect differing viewpoints, expertise and experience: Foster opportunities for varying viewpoints to create a comprehensive approach to Prevention.
- 1.3.11 Adhere to best practices whenever possible: Prioritize evidence based and evidence informed implementation strategies.

1.4 Values

The Shared Future Coalition recognizes that substance abuse impacts all aspects of Deschutes County, from the individual to the family to the community. With accessibility, diversity, and cultural responsiveness in mind, the following values are embedded into all of our prevention efforts:

- 1.4.1 We value **safe, healthy and legal behaviors** involving substance abuse.
- 1.4.2 We value **our community's future** by creating sustainable practices which reduce health and societal costs stemming from substance abuse.
- 1.4.3 We value the **health and well-being of all citizens and visitors**, recognizing that the health of our community and economy is dependent on the health of individuals.
- 1.4.4 We value community stewardship which fosters **safety, economic development, a productive workforce, and a higher standard for both public and private environments**.
- 1.4.5 We value the **healthy, fun, and active lifestyle** in Deschutes County and the economic leverage gained from healthy behaviors.
- 1.4.6 We value **civic and social accountability** of citizens, organizations, agencies and businesses.
- 1.4.7 We value education and training opportunities, and the ability for people of all ages **to succeed academically and socially**.
- 1.4.8 We value **relationships** among individuals, within and among families, and between varied arrays of community partners.
- 1.4.9 We value **a strategic approach** to preventing substance abuse which maximizes the return to our community.

ARTICLE 2. OFFICES and MEETING LOCATIONS

2.1 Principal Office

The principal office of the organization shall be located in Deschutes County substance abuse prevention offices unless otherwise designated by the Coalition.**2.2**

Meeting Locations

Coalition Advisory Board meetings will be held at a designated location and time. The meeting location can be changed upon agreement among the Co-Chairs and Vice Chair of the Coalition. Coalition members shall be notified of meeting location changes as soon as possible, but not later than one week prior to the meeting date.

ARTICLE 3. MEMBERSHIP

3.1 Classes of Members

The organization shall initially have two classes of members: Coalition Advisory Board Members and Coalition Partners.

3.1.1 Coalition Advisory Board Members

- Will assist with governance of the Shared Future Coalition by participating in regular Coalition Advisory Board meetings.
- Will recommend data collection strategies and participate in high-level community assessment data analysis.
- Will plan for and engage in Coalition and substance abuse prevention capacity development.
- Will prioritize prevention approaches and develop high-level strategic plans to positively impact each target substance of abuse.
- Will provide oversight and accountability to the Coalition's strategic prevention and organizational development projects. Create/dissolve project or topic committees charged with developing and implementing detailed implementation plans, addressing issues and drafting recommendations for strategic planning to the CAB, engaging other community members in committees
- Will plan for and engage in Coalition and substance abuse prevention evaluation.
- Will plan for, engage in, and evaluate Coalition sustainability strategies. Assist with increasing leveraged community resources, grants and donations for prevention projects and long-term impact.
- Will provide input and accountability to the Coalition's efforts to develop and maintain culturally responsive prevention approaches.
- Will serve as an advocate for substance abuse prevention best practices throughout each CAB member's sphere of influence.
- Will personally participate in at least three quarters of the CAB meetings, and designate an informed, voting proxy to meetings when attendance is not possible.

- Will participate in at least one coalition committee.

3.1.2 Coalition Partners

- May assist with one or more Coalition Committees which convene as needed to develop or implement coalition projects.
- May donate resources such as loaned staffing for coalition projects, publicity, facility usage, finances, project materials, organizational support for implementing prevention strategies internally, etc.
- May actively engage as an advocate for the Shared Future Coalition, its vision, mission and projects (this may include representing the Coalition in the local media, at community events, or other functions).
- May support the coalition by regularly receiving and sharing communications materials via social media, email, e-newsletter, blog and/or the Shared Future Coalition website.

3.1.3 Additional classes of members, the manner of election or appointment of each class of members, and the qualifications and rights of each class of members may be established by amendment to these Bylaws.

3.2 Number

The Coalition Advisory Board shall consist of not less than twelve community stakeholders, consisting of at least one stakeholder from each of the following stakeholder groups:

Youth (age under 18)	Parent	Business
Media	School	Youth-Serving Organization
Law Enforcement	Religious or Fraternal Organization	Civic or Volunteer Group
Healthcare Professional	State, Local or Tribal Governmental Agency with Expertise in Substance Abuse	Other Organization Involved with Reducing Substance Abuse

The Coalition may also designate up to six Members-at-Large who may or may not represent one of the twelve stakeholder groups.

3.3 Qualifications for Membership

In order to qualify for membership, a member shall be able to agree in principle and practice with the Coalition’s stated Core Values, the Strategic Plan, and the Core Prevention Principles.

3.4 Membership Terms of Service

3.4.1 Coalition Advisory Board Members shall renew or resign their roles every two years. They may serve a maximum of two full terms of membership. Youth Coalition Advisory Board Members shall renew or resign their roles every year; they may serve a maximum of four full terms of membership.

3.4.2 Coalition Advisory Board Member terms will be renewed in February of the appropriate year.

3.4.3 Coalition Partners may serve their roles as long as willing and able.

3.5 Voting Rights

Each member is entitled to one vote on Coalition issues and must be present to vote, or must have an identified Proxy present at the meeting to vote. Guest speakers at meetings may contribute to the discussion prior to the vote, but may not vote on Coalition issues unless or until they become members.

3.6 Proxies

Advisory Board members may establish one proxy to speak on behalf of their organization or stakeholder perspective upon initiation of membership. Proxy eligibility shall be determined by the Coalition member and the proxy shall introduce themselves as such during the initial introductions at the meeting or at the time the vote is taken.

3.7 Board Member Resignation

A Coalition Advisory Board Member may resign at any time by delivering a letter of resignation to the Project Directors and other Coalition Officers. The acceptance of the resignation shall not be necessary to make it effective.

3.8 Board Member Removal

One or more Coalition Advisory Board Members may be removed from office, with or without cause. A quorum of the Coalition is required at an in-person meeting in order to remove an officer from his or her position.

3.9 Coalition Advisory Board Meetings

Quarterly meetings of the Coalition Advisory Board Members shall be held every three months, from 12:00 p.m. to 2:00 p.m. If the quarterly meeting is not able to be held on the date designated, the Coalition shall cause the meeting to be held as soon thereafter as may be convenient. If necessary the Coalition Advisory Board can hold an electronic meeting or webinar in between quarterly meetings as needed in order to move work forward.

3.10 Notice of Meetings

The Coalition Advisory Board meeting schedule shall be posted on the Shared Future Coalition website. Coalition members shall be reminded of meetings no later than one week prior to the set date through an email from the Deschutes County staff liaison. Electronic reminders shall include the meeting agenda, time, date, location and an opportunity to RSVP using an online meeting poll.

3.11 Quorum

A quorum is defined as seven Coalition Advisory Board members or their proxies. The seven members must not include staff members of the Deschutes County substance abuse prevention team who serve as staff liaisons to this organization. If less than a quorum of the Coalition Advisory Board members is represented at a meeting, a majority of the members so represented may adjourn the meeting from time to time without further notice.

3.12 Decision Making

When action items require a Coalition vote, a majority vote of those present [or by proxy] will determine the outcome. Whenever possible, decision-making discussions will be conducted at in-person meetings of the Coalition.

3.12.1 If necessary, or expedient, the Coalition may conduct business and make group decisions using electronic tools such as cloud computing, email and/or chat groups.

3.12.2 Determination to complete decision-making tasks must be approved by the Co-chairs and Vice Chair.

3.12.3 A quorum response (as defined above) is required for all electronic voting by Coalition members [or by proxy].

3.13 Capacity Building

Coalition Advisory Board members and partners shall be given opportunities to increase their knowledge and skills as related to the work of the Coalition. Opportunities may be in the form of distance delivery trainings, in-person trainings, and through a variety of written materials. While obtaining additional training is not required, members will be encouraged to increase their personal and organizational capacity to address high risk drinking prevention and/or other community wellness or risky behavior prevention topics.

ARTICLE 4. COALITION ADVISORY BOARD OFFICERS

4.1 Officers

Officers of the Coalition shall include one chair, one vice chair and two Project Directors. The chair and vice chair positions shall be elected by the Coalition members or their proxies in a secret ballot. The Project Director roles shall be fulfilled by a Deschutes County Health Services staff. Candidates for office shall be volunteers who can agree to serve the Coalition as the job descriptions detail.

4.2 Coalition Advisory Board Chair

4.2.1 The Coalition Advisory Board Chair shall perform the following duties:

- Assist Project Directors to set meeting agendas and dates/times based on the project timelines and desired outcomes;

- Facilitate Coalition meetings;
- Guide and direct the governance process, centering work of the Coalition on the vision, mission and strategic direction;
- Serve as the primary liaison to Coalition members regarding participation and attendance;
- Work with the Project Directors to ensure Coalition members have the tools and opportunities to be impactful on behalf of the Coalition's mission;
- Spearhead strategic planning and coordination of Coalition member outreach to potential community partners or supporters;
- Ensure appropriate resources, tools and timing are in place.

4.2.2 The Coalition Advisory Board Chair must possess the following qualifications and expertise:

- Willing and able to commit time to leadership for the Coalition and to serve as an alternate spokesperson for the initiative;
- Facilitation skills, able to lead the Coalition in dealing with difficult issues;
- Productive and efficient meeting management skills;
- Strong interpersonal skills
- Ability to communicate clearly, listen thoroughly, and engage Coalition members in the initiative.

4.3 Coalition Advisory Board Vice Chair

4.3.1 Coalition Advisory Board Vice Chair shall perform the following duties:

- Review and edit minutes based on Coalition member input at meetings;
- Serve as Coalition historian regarding action items and decisions;
- Serve as time keeper during meetings, guiding discussion to stay on topic and timelines as a support to the facilitator;
- Serve as meeting facilitator in Chair Person's absence;
- Provide orientation for new Coalition members as needed.

4.3.2 Coalition Advisory Board Vice Chair shall possess the following qualifications or expertise:

- Willing and able to commit time to leadership for the Coalition and to serve as an alternate spokesperson for the initiative;

- Facilitation skills - able to lead the Coalition in dealing with difficult issues;
- Productive and efficient meeting management skills;
- Strong interpersonal skills;
- Ability to communicate clearly, listen thoroughly, and engage Coalition members in the initiative.

4.4 Project Directors

4.4.1 Deschutes County prevention staff shall serve as Project Directors for the Coalition. The positions are not elected, nor do they have term limits. The purpose is to provide assistance and guidance to other officers, as well as the Coalition, regarding the technical details of the project. If either of the designated staff members who serve as the Project Directors is unable to participate in a meeting, another member of the Deschutes County prevention staff may act as a proxy.

4.4.2 The Project Directors serve the Coalition in the following capacity:

- Provide technical assistance to Coalition Chair regarding prevention best practices;
- Assist Coalition Chair set meeting agendas based on the project timelines and desired outcomes;
- Facilitate meetings in Coalition co-chair's absence;
- Facilitate the coordination of efforts among the Coalition work groups;
- Recruit new members for Coalition and empower Coalition members to outreach to community partners and/or new members;
- Arrange logistics for Coalition meetings (catering, room arrangements, technical support);
- Distribute notes to Coalition members at least one week prior to next meeting; provide notice of meetings to Coalition members;
- Post meeting minutes and agendas on County website;
- Take notes during Coalition meetings;
- Record action items, and vote results;
- Summarize discussion items and updates from Coalition members;
- Ensure that all viewpoints or perspectives voiced at the meeting are reflected in the minutes;
- Type notes, deliver to the Vice Chair, and distribute to Coalition members.

4.5 Officer Selection

Coalition Advisory Board Members shall nominate him or herself for positions of Coalition Advisory Board Chair or Vice Chair, based on their ability to meet the criteria in the job description and estimated time commitment.

4.6 Terms of Office

Stakeholder Co-Chair and Vice Chair officers shall serve for one year with the opportunity to renew his or her term up to three consecutive years and based upon subsequent re-election by the Coalition.

4.7 Officer Resignations

An officer may resign at any time by delivering a letter of resignation to the Staff Co-Chair and other remaining Coalition Officers. The acceptance of the resignation shall not be necessary to make it effective.

4.8 Officer Removal

One or more stakeholder officers may be removed from office, with or without cause. A quorum of the Coalition is required at an in-person meeting in order to remove an officer from his or her position.

4.9 Officer Vacancies

A vacancy in any of the officer positions may be filled by the affirmative vote of a majority of the Coalition where a quorum is present. An officer who fills a vacancy shall serve for the unexpired term of his or her predecessor in office.

Article 5. COMMITTEES

5.1 Standing Committees

The Coalition shall recognize four standing committees:

- 5.1.1 Executive Committee:** Consists of the Stakeholder Co-Chair and Vice Chair people and the two staff Project Directors, with the primary responsibility to plan meeting agendas for the Coalition Advisory Board.

- 5.1.2 Street Team Committee:** Responsible for engaging and educating the community via outreach events and the utilization of communication tools. Assists with development and maintenance of the Coalition's communications calendar.

- 5.1.3 Communications Development:** Responsible for the development and alignment of key messages for the overall Coalition, development and maintenance of the Coalition's communications calendar, and assistance with focused prevention topics as needed.

5.2 Ad-Hoc Committees Formation

At any time, the Coalition Advisory Board may vote to create Ad-Hoc Committees to fulfill special projects or prevention initiatives. Ad-Hoc Committees are responsible for the development, implementation, communication, and evaluation of projects with assistance from the Street Team Committee and Communications Development Committee as needed. Upon completion of their assigned special project or initiative, the Coalition Advisory Board shall dissolve the committee.

5.3 Committee Membership

Coalition Advisory Board Members shall be required to participate in at least one committee. Coalition Partners shall be given the opportunity to participate in one or more committees. Committee participation is voluntary and not required for general Coalition membership.

5.4 Committee Authority

Committees shall exercise authority over work process and progress specifically related to their committee focus. Committees are given authority to internally manage strategic assessment, planning, communications development or adoption, outreach, implementation, and evaluation of their focused work without obtaining specific consent from the Coalition Advisory Board on every decision. Recommendations to the Coalition Advisory Board will be made by the committees when decision-making will significantly impact or change project timelines, tasks, outputs or outcomes.

5.5 Committee Meetings

Coalition committee meetings will be designated per committee via online meeting planning tools. Committees shall address specific elements of the overall Shared Future Coalition strategic action plan. Meeting dates will be determined by project deadlines and Committee member availability.

5.6 Decision Making

Whenever possible, decisions will be made by a majority of the members attending in-person meetings of the committee. If necessary, or expedient, committees may conduct business and make group decisions using electronic tools such as cloud computing, email and/or chat groups.

5.7 Committee - Advisory Board Communication

- 5.7.1** Each committee shall designate one present member of the Coalition Advisory Board as the liaison to the Board, with another Coalition Advisory Board member as an alternate.

- 5.7.2** Each committee's Coalition Advisory Board liaison will be responsible for presenting project and budget updates to the Advisory Board.

ARTICLE 6. ADMINISTRATIVE PROVISIONS

6.1 Fiscal Agency

Deschutes County shall operate as the fiscal agent for the Coalition. As fiscal agent, Deschutes County serves as the legally responsible entity for the management of funds, compliance with grant requirements and for final project outcomes.

6.1.1 Financial and grant related decisions shall be made by Deschutes County's Shared Future Coalition Project Directors with consultation from the Coalition.

6.1.2 The Deschutes County staff Project Directors shall be responsible for collecting required data and submitting reports required by the funding sources for this project.

6.1.3 The Deschutes County staff Project Directors and/or other Certified Prevention Specialists, shall serve as the technical substance abuse prevention expert(s) for the Coalition.

6.2 Accounting Year

The fiscal accounting year shall be from July 1 of the first calendar year through June 30 of the following calendar year (for example, July 1, 2012 through June 30, 2013).

6.3 Rules of Procedure

Coalition meetings shall be facilitated using Robert's Rules of Order or a similar process.

6.4 Closed Meetings

When deemed necessary by the Executive Committee, a Coalition Advisory Board meeting may be closed to Coalition Partners and the general public.

6.5 Subcontracting

As the fiscal agent, Deschutes County shall follow the Deschutes County procedures for sub-contracting work for the high risk drinking prevention initiative. Coalition members may have input as to required elements in subcontracts and may provide suggestions of possible subcontractors to complete the needed work. A Coalition member and/or his or her business shall not be excluded from an opportunity to bid on a Coalition project due to his or her membership on the Coalition. In the instance of a Coalition member or his/her business being selected as a subcontractor for the Shared Future Coalition initiative, the conflict of interest procedures must be followed.

6.6 Conflicts of Interest

6.6.1 A conflict of interest may exist when the interests or concerns of a representative or his/her entity or organization may be seen as competing

with the interests of the Coalition or with the interests of another organizational member of the Coalition.

- 6.6.2** Any potential conflict of interest shall be disclosed, verbally or in writing, to the Coalition Officers. Coalition Officers will review the disclosure and recommend that the member(s) be asked to leave during discussion and voting on the relevant topic, or that the member(s) be allowed to participate in discussion but refrain from voting.
- 6.6.3** The Coalition will vote to determine how to proceed. A majority vote will determine which option is selected. Any potential conflict of interest proceedings will be recorded in the meeting minutes. The minutes shall reflect the disclosure of the potential conflict of interest, the Officers decision about how to proceed, and whether the member participated in voting.
- 6.6.4** Subcontractor Conflict of Interest: Subcontractors may participate in Coalition meetings, however, they may not vote on matters which pertain to the subcontracted projects on which they are working. If an existing Coalition member or their business is selected as a subcontractor, the Coalition member must forfeit his or her voting rights on issues which pertain to the subcontracted projects on which they are working.
- 6.6.5** Coalition Contest Conflict of Interest: Coalition board, ad-hoc workgroup members, donors and champions are not permitted to participate in Coalition contests. Friends of the Coalition may participate as contestants but may not engage in planning or voting related to the contest. Any voting required for contests will be conducted by the Coalition Board members only.
- 6.6.6** Coalition Donor Conflict of Interest: Donors to the Coalition may be a part of any sector of the community and self-select whether or not to donate cash, in-kind materials, meeting space, human resources or other types of resources which can be utilized by the Coalition. Donors may direct their giving to specific campaigns, projects or efforts. The Coalition retains the right to discontinue association with donors or resources if contributions threaten the Coalition's adherence to the stated values, principles, and prevention best practices. Notification will be provided to the donor in writing. Donors may discontinue association with, and donation commitments to the Coalition at any time and for any reason.

ARTICLE 7. AMENDMENTS

These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by the vote of a majority of the number of Directors in office. The foregoing Bylaws were adopted by the Coalition Advisory Board August 10th, 2017 during a webinar meeting of the Shared Future Coalition.