

Bylaws

Article I. Name of the Coalition

The name of the coalition shall be the Marion County Youth Violence Prevention Coalition.

Article II. Mission of the Coalition

The Marion County Youth Violence Prevention Coalition convenes community stakeholders, conducts research, provides leadership, and empowers people to create opportunities that build more peaceful homes, schools, neighborhoods and workplaces.

Article III. Goals of the Coalition

The goals of the Coalition will be defined by the Strategic Plan, which shall be reassessed every three years by a volunteer-based Strategic Planning Committee which includes 6 to 10 total Active Members and Steering Committee Members. Half of the Strategic Planning Committee will be Active Members and half will be Steering Committee Members.

Article IV. Membership

General Membership in the Coalition shall consist of any community member or organization who adheres to the Coalition's mission and is further defined by the following sections.

Section 1. Active Member. An Active Member shall be a General Member that has been represented at two of the previous four (50%) convened General Coalition or Task Force meetings and shall have voting power in General Coalition meetings.

Section 2. Supporting Member. A Supporting Member shall be any other organization or community member that wants to be associated with the Coalition but is not an active member.

Article V. Structure of the Coalition

Section 1. General Coalition Membership: The General Membership of the Coalition shall attend meetings of the General Coalition, shall participate in Task Force duties, and shall adhere to the Coalition's mission.

Section 2. Steering Committee: The Steering Committee of the Coalition shall attend meetings of both the General Coalition and Steering Committee, is responsible for the affairs and business of the Coalition and identified Task Forces per the approved strategic planning document, and can establish the position of the Coalition Coordinator (Addendum A).

Section 3. Task Forces: The Task Forces of the Coalition shall be made up of Task Force leaders, vice-leaders, and volunteers from the General Membership. Task Forces shall align their goals and action items to the approved strategic planning document. Task Forces collaborate internally and externally to do the work.

Article VI. Meetings of the General Coalition

Section 1. Regular Meetings. Regular meetings of the General Coalition shall occur as determined by the Steering Committee.

Section 2. Voting Meetings. There shall be one (1) voting meeting per year.

1. Each regular meeting of the General Membership held in October shall be deemed a voting meeting, with the purpose of electing the Elected Co-chair, the Member-at-Large, and the six (6) Task Force Leaders to the Steering Committee.
 - a. The Appointed Co-Chair may be appointed or re-appointed each October by the Director of Operations at the Marion County Public Health Department. If the Marion County Public Health Department declines or fails to appoint someone to the Appointed Co-Chair position, the remaining Steering Committee members will nominate and elect someone by simple majority, from the General Membership, to fill that position.

Section 3. Special Meetings. Special meetings of the Coalition can be called by either the Appointed Co-chair or Elected Co-chair of the Steering Committee, or by consensus of the Steering Committee members.

Section 4. Notice. Notice of each regular and special meeting shall be given to the Coalition members no later than **five (5) business days** before the meeting.

Article VII. Steering Committee

The Steering Committee is responsible for the affairs and business of the Coalition and identified Task Forces per the approved strategic planning document.

Section 1. Membership. The Steering Committee shall consist of nine (9) members: An Appointed Co-chair, an Elected Co-chair, a Member-at-Large, and the six (6) Task Force Leaders.

1. An individual can only hold one (1) of the positions listed above at a time.

Section 2. Meetings. The Steering Committee shall meet at least once a month or as designated by the Steering Committee.

1. If a member does not attend three (3) consecutive meetings or send a delegate, they are eligible for a recommendation of termination by the Steering Committee to the General Coalition.

Section 3. Elections. In October of each year, the **Active Members** of the Coalition will rotate the establishment of one (1) Elected Co-chair and three (3) Task Force Leaders **or** one (1) Member-at-Large and three (3) Task Force Leaders by the most number of votes of those present at the voting meeting. Staggered terms allow for Steering Committee members with experience to serve while new Steering Committee members come up to speed.

1. This process will be overseen by the Appointed Co-chair or a Coalition Coordinator (Addendum A).
2. Nominations. Eligibility for nomination for elected Steering Committee positions will include being an active member of the Coalition as defined by Article IV. Membership as of the close of the nomination period. Nominees may self-nominate by a deadline established by the Steering Committee and submit a bio that outlines relative experience for the elected position (Effective January 2024).

Section 4. Terms. The Appointed Co-chair, Elected Co-chair, the Member-at-Large, and Task Force Leaders will each have a term of two (2) years, from January 1st of the year subsequent to October's election/appointment until the January 1st two years later. This allows 3 months' time to become acquainted with the role before starting the term (Addendum B). Steering Committee members may self-nominate for re-election after each term.

Section 5. Quorum. A quorum must be obtained by the attendance or electronic vote of at least five (5) of the members or their vice-leaders before any business can be conducted.

Section 6. Notice. A Steering Committee meeting requires that members have written notice at least **three (3) business days** in advance.

Section 7. Officers and Duties.

1. The **Elected Co-chair** will be established by the most number of votes of the Active Members present during the October voting meeting. The Elected Co-chair shall convene General Membership and Steering Committee meetings and be responsible for organizing the agenda items and facilitation of those meetings. They shall also supervise the affairs of the Coalition, in accordance with the policies and directives approved by the Steering Committee and perform other duties as the Steering Committee may prescribe. They will act as official speaker and liaison between the Coalition and community stakeholders. The Elected-Co-chair will work closely with the Coalition Coordinator (Addendum A).
2. The **Appointed Co-chair** will be established by the Marion County Public Health Department. If the Marion County Public Health Department declines or fails to appoint someone to the Appointed Co-Chair position, the remaining Steering Committee members will nominate and elect someone by simple majority, from the General Membership, to fill that position. The Appointed Co-chair shall provide historical context to the affairs of the Coalition and will act as the liaison between the Coalition and its founding body (MCPHD).
3. The **Member-At-Large** will be established by the most number of votes of the Active Members present during the October voting meeting. The Member-At-Large shall serve as the tie-breaking decision maker for Steering Committee business and will perform other duties as the Steering Committee may prescribe.
4. The **Task Force Leaders** will be established by the most number of votes of the Active Members present during the October voting meeting. See Article VIII. Section 7 to further outline Task Force leadership duties.

Section 8. Business. Any action requiring the approval of the Steering Committee shall be made in writing and available to all Steering Committee members.

1. The affirmative vote of a majority of participating Steering Committee members or their delegates shall be necessary and sufficient to the making of decisions by the Committee.
2. Each member or their delegate shall have one vote. Those votes can be made vocally or in writing.
3. For those members unable to be represented at a Steering Committee meeting, they shall have **three (3) business days**, excluding federal holidays, to communicate their vote in writing or will be considered not participating.

Section 9. Vacancies. In the instance where the **Appointed Co-chair** is unable to complete the remainder of their term, the Marion County Public Health Department will appoint a successor Appointed Co-chair within sixty (60) days or the remaining Steering Committee members will establish an interim Appointed Co-chair to serve out the remainder of the term in question per Section 8 (Business).

In the instance where the **Elected Co-chair**, the **Member-at-Large**, and/or the **Task Force Leaders** are unable to complete the remainder of their term, the remaining Steering Committee members will establish an interim Elected Co-chair and/or Member-at-Large per Section 8 (Business).

1. All interim positions will remain interim until the next voting meeting, where they can self-nominate for election.

Section 10. Resignation and Termination. A member of the Steering Committee may leave the Steering Committee either by resignation or termination.

1. Resignation - Any Steering Committee member can resign their position, ceding the associated responsibilities, effective immediately, and generating a vacancy to be addressed per Section 9 (Vacancies).
2. Termination - Any individual failing to meet their respective attendance requirements or found to be in violation of the mission and vision of the Coalition can be terminated by a three-fourths (75%) vote of the remaining Steering Committee members. If said vote is passed, a vacancy is immediately generated to be addressed per Section 9 (Vacancies).

Section 11. Additional Considerations. Any and all additional responsibilities of the Steering Committee shall be determined by the affirmative vote of a two-thirds (66%) majority of Steering Committee members.

Article VIII. Task Forces

Section 1. There shall be six (6) established task forces, one for each strategy as outlined in the Strategic Plan.

Section 2. Task Forces

1. Policy - Promote a public policy agenda focused on addressing sources of youth violence.
2. Crisis Response - Lead the community's messaging around incidents of youth violence and progress.
3. Youth Voices - Elevate youth voices in violence prevention.
4. Trauma - Promote trauma-informed care for youth.
5. Youth Employment - Ensure youth of all ages have access to skill development and employment.
6. Family Care - Equip parents and caregivers to meet physical, social, mental, and emotional needs of their families.

Section 3. Membership. Each Task Force shall consist of General Members who have volunteered for that strategic initiative.

Section 4. Meetings. The Task Forces shall meet at least once a month or as designated by the Task Force Leader. Attendance tracking is required for Active Member (Article IV) calculation.

~~Section 5. Elections. During each voting meeting in October, the Active Members shall elect or re-elect a Task Force Leader for each Task Force from a set of self-nominated members by the most number of votes of those Active Members present at the voting meeting.~~

~~Section 6. Terms. The Task Force Leaders' term will begin January 1st subsequent to October's election, allowing for 3 months to become acquainted with the role. Task Force leaders will each have a term of two (2) years, from January 1st of the year they were elected until the January 1st two years later.~~

Section 7. Officers and Duties. There shall be two (2) officers of each Task Force: a Leader and a Vice-Leader.

1. The Leader shall determine and convene regularly scheduled meetings, direct the efforts of the task force, record organizations' attendance, and serve as a member of the Steering Committee.
2. The Vice-Leader shall be appointed by the Leader and act as the Leader when the Leader is unable to perform their duties. The Vice-Leader is also

included in Steering Committee meetings and communication, however, Steering Committee business will be voted on by its 9 members only.

Article IX. Coalition Procedures

Section 1. Rules of Order

1. The Elected Co-Chair or the Elected Co-Chair's Designee will be the Moderator for meetings. Members must be recognized in turn by the Moderator.
2. The Moderator has the authority and responsibility to "keep the meeting moving" by cutting discussion short. Side conversations should be kept to a minimum.
3. Members should be open to the diversity of membership. Questions and constructive comments should not be criticized or ridiculed.

Section 2. Conflicts and Decision Making

1. Conflicts that arise during or between meetings will be settled amongst its impacted members or the Elected Co-Chair will step in as arbitrator to unresolved conflicts. The Appointed Co-Chair will be arbitrator to any unresolved conflicts involving the Elected Co-chair.
- ~~2. Coalition decisions will be made by a consensus of members present.
 - a. Elected Co-Chair or Elected Co-Chair's Designee will facilitate discussion of these decisions.
 - b. If a consensus cannot be reached, a vote will be taken and a decision made. Decisions made this way will be by a simple majority of members present.~~

Article X. Amending Bylaws

Section 1. Responsibility to amend the bylaws shall reside with the Steering Committee.

Section 2. An amendment of the bylaws will require a written proposal and a two-thirds (66%) majority of the Steering Committee members to pass.

Section 3. If passed, an amendment to the bylaws will go into effect immediately and an updated copy of the bylaws will be provided to all General Members of the Coalition and to the Fiscal Agent.

Addendum

A. Coalition Coordinator

- a. As permitted by funding, the Coalition shall establish the position of Coalition Coordinator.
- b. Attendance - The Coalition Coordinator shall be tasked with taking attendance at both General Coalition meetings and Steering Committee meetings.
- c. Communication - The Coalition Coordinator shall be tasked with maintaining communication with the Coalition, which may include a newsletter, dates and times of meetings, and information about upcoming events.
- d. Minutes – The Coalition Coordinator shall be tasked with recording the meeting minutes for both General Coalition meetings and Steering Committee meetings.
- e. Voting – The Coalition Coordinator shall be tasked with tracking voting motions, discussion, and outcomes.
- f. The Coalition Coordinator shall perform additional duties as assigned by the Steering Committee in regards to the function of the Coalition.

B. Steering Committee 2023 Elections

- a. During the voting meeting scheduled October 2023, the Elected Co-chair and three (3) Task Force Leaders (Policy, Crisis Response, and Youth Voices) will be elected for a 1-year term. The Member-at-Large, and three (3) Task Force Leaders (Trauma, Youth Employment, Family Care) will be elected for a 2-year term. This is in alignment with the 2023 Coalition bylaws stating that all Steering Committee Members will be elected each year with 1-year terms. This also accounts for the amendment made September 13, 2023 for Steering Committee Members to serve staggered, 2-year terms.