

Will County Mobilizing for Action through Planning and Partnerships Collaborative

By-Laws

ARTICLE I: NAME & VISION

The name of this Partnership shall be the Will County Mobilizing for Action through Planning and Partnerships Collaborative (“MAPP Collaborative”). Its name reflects the collaboration of members of the local public health system and residents of Will County.

The vision of the MAPP Collaborative

In Will County, every life has value. All individuals have the opportunity to realize their full potential and to achieve the highest quality of life. We are a community rich in diversity, where involvement and commitment have deep roots among our residents.

We strive to be a progressive community that maximizes the use of community partnerships and collaboration among all sectors to ensure, enhance and promote comprehensive, quality and equitable education, healthcare and social services.

ARTICLE II: MISSION

The purpose of the MAPP Collaborative shall be to create the framework and structure for:

1. Oversight of the overall county-wide needs assessment process and governance to the implementation of the resulting action plan.
2. Addressing the strategic issues as identified in the county-wide community needs assessment and strategic plan.
3. Ongoing collaboration of the local public health system and residents of Will County.

ARTICLE III: ORGANIZATION STRUCTURE AND MEMBERSHIP

The Will County Health Department shall serve as the lead agency for the MAPP Collaborative and the United Way of Will County shall serve as the fiscal agent. The MAPP Collaborative shall be chaired by the Executive Director of the Will County Health Department. The Executive Director/CEO of the United Way of Will County will serve as the Vice Chair of Finance. A Vice Chair of Operations shall be appointed by the Chairperson to serve as a liaison between the Executive Committee and the Action Teams

The MAPP Collaborative shall have the following structure:

1. Executive Committee (Team)
2. Action Teams
3. Evaluation and Monitoring Team
4. General Membership

Section 1. Executive Committee

The Executive Committee shall be comprised of minimum of 15, maximum of 40, members representing a cross-section of entities in a Senior Management position. More than one person from an organization may serve on the Executive Committee, with one person identified as the designated representative. There will only be one vote per organization by the designated representative. In the absence of the designated representative, an alternative representative may vote for the organization. The Executive Committee shall have the following representation:

Business

Colleges/Universities

Education

Faith-Based Organizations

Government, including Elected Officials

Media

Medical Providers

Non-Profit Organizations

Philanthropic

Residents

Social Service Agencies

Executive Committee Purpose/Authority

The purpose of the Executive Committee shall be to provide oversight and coordination to ensure that the vision and purpose of the MAPP Collaborative, as set forth in Articles I and II, are being achieved. In support of this purpose, the Executive Committee shall have the authority to:

1. Ensure continuation of the MAPP Process.
2. Provide guidance and oversight to the work of the Action Teams.
3. Approve Action Team plans and funding.
4. Approve and sign off on any grants written on behalf of the MAPP Collaborative to fund its initiatives.
5. Provide endorsements and letters of support on behalf of the MAPP Collaborative.
6. Create and approve annual budget.
7. Develop and approve county-wide strategic plan.
8. Develop procedures for the Collaborative.
9. Appoint and replace Executive Committee members.

All authority of the Will County MAPP Process lies with the Executive Committee. The authority listed above is not an all-inclusive list and may be changed as needed by approval of the Executive Committee.

Executive Committee /Officers'

Structure

The Executive Director of the Will County Health Department shall serve as the Chairperson for the MAPP Collaborative, with the Executive Director and CEO of the United Way of Will County serving as Vice Chair of Finance. A second Vice Chair of Operations shall be appointed by the Chairperson to serve as a liaison between the Executive Committee and the Action Teams. The Executive Committee of the MAPP Collaborative shall meet a minimum of four (4) times per year.

Terms

The terms of the Executive Committee Member shall be for three (3) years commencing January 1, with terms staggered so that there will be approximately one-third vacancies each year.

Officer Duties

Duties of the Officers shall be as follows:

Chairperson – preside over Executive Committee meetings; approve agendas; sign MAPP Collaborative correspondence; appoint Vice Chair of Operations; with consent of Vice Chair of Finance, approve spending by staff and Action Teams.

Vice Chair of Finance – fulfill duties in absence of Chairperson; provide fiscal reports and maintain fiscal records, approve spending requests in conjunction with MAPP Chairperson.

Vice Chair of Operations - (Appointed) – fulfill the duties in absence of the Chairperson and Vice Chair of Finance; lead the work of the Action Teams; may appoint Action Teams or Ad-Hoc committees as needed; make recommendations to the Chair for action items by the Executive Committee.

The Chair and Vice Chairs can make financial decisions outside of normal Executive Committee meetings as needed, but will provide updates to the Executive Committee at the next regularly scheduled meeting.

Minutes of all meetings shall be recorded by MAPP staff. All records of minutes, attendance and official documents shall be held by the Lead Agency. All fiscal records shall be held by the Fiscal Agent.

Section 2: MAPP Action Teams

Action Teams shall be formed to address prioritized strategic issues resulting from the community needs assessment and strategic plan. Each Action Team chairperson will present an update at a MAPP Collaborative Executive Committee meeting at a minimum of once a year.

Action Teams Purpose/Authority

Action Teams will serve as implementation teams of the MAPP Collaborative to carry out the activities as outlined in the county-wide strategic plan. The Action Teams will consist of volunteers from the MAPP Collaborative agencies, organizations and residents of the community. Each team shall have a chairperson and co-chairperson. In order to remain true to the collaborative nature, no one action team shall have a chairperson and co-chairperson from the same organization. Action Teams shall be given authority as determined by the Executive Committee.

Action Team Protocols/Policies

1. Action Team Chairpersons and Co-chairpersons shall be asked to serve a two-year term.
2. Action Team Chairpersons will report to (meet with) the Vice –Chair of Operations a minimum of six times per year.
3. Action Teams will present a proposal of suggested activities and recommended budget to the Executive Committee for approval. (***Budgets will be considered quarterly by the Executive Committee.***)
4. Any reimbursement or spending must be approved by the lead agency and submitted to the fiscal agent for payment.

5. Action Teams shall meet monthly to ensure that the agreed upon timeframes for objectives are met. Meetings can be in person, conference call, email, etc. as deemed appropriate for the team.

Section 3: Evaluation and Monitoring Team

An Evaluation and Monitoring Team shall be established to evaluate the measurable and process objectives and strategies as outlined in the strategic plan, providing feedback to the Action Teams for ongoing and future planning. The Evaluation and Monitoring Team, at a minimum, shall consist of the co-chairpersons from each action team, Will County Health Department Epidemiologist and one staff representative from each hospital. The Monitoring and Evaluation Team will report to the Executive Committee.

Section 4: General Membership

All persons who participate as members on one or more of the above teams shall be considered general members of the Will County MAPP Collaborative. General Membership meetings or Forums shall be held at least once a year.

ARTICLE IV: OPERATING CYCLE

The operating cycle of the Collaborative shall be concurrent with the calendar year.

ARTICLE V: DECISION MAKING AND VOTING

Section 1: Decision Making

A quorum is required to conduct official MAPP Collaborative business. Forty percent (40%) of the current members serving on the Executive Committee shall constitute a quorum at any regular or special meeting of the MAPP Collaborative. Action taken by the Executive Committee must be approved by a majority vote of those present.

Section 2: Voting

The Executive Committee of the MAPP Collaborative may vote on issues presented before them by conference telephone or other equipment by means of which all persons participating in the meeting can communicate with each other.

ARTICLE VI: AMENDMENTS TO BY-LAWS

The By-Laws of the MAPP Collaborative may be amended by the Executive Committee at a regular or special meeting.

Adopted June 8, 2011