

Howard County Local Health Improvement Coalition BY-LAWS

**Howard County Local Health Improvement Coalition
BYLAWS**

**ARTICLE I
NAME**

Section 1.1. Legal Name

The name of this organization shall be the Howard County Local Health Improvement Coalition, herein referred to as “HCLHIC.”

Section 1.2. Office

The principal office of the HCLHIC is located within the Howard County Health Department (HCHD) Ascend One building located at 8930 Stanford Blvd., Columbia, MD 21045. The designation of the principal office location may be changed only by the HCLHIC Executive Committee.

**ARTICLE II
FINANCIAL SUPPORT**

HCLHIC is an unincorporated organization. HCLHIC receives financial support for staffing and associated costs primarily from the Howard County Government through the HCHD. Additionally, HCLHIC seeks out funding and in-kind support to implement identified priorities, goals and objectives and will include federal, state, and other sources.

**ARTICLE III
Mission, Vision, Values**

Section 3.1. Mission

It shall be the mission of the HCLHIC to achieve health equity in Howard County and to identify and reduce health disparities.

Section 3.2. Vision

HCLHIC vision shall be that all residents of Howard County have equitable opportunity to achieve optimal health and wellness.

Section 3.3. Values

The values of HCLHIC shall be:

- Evidenced-Based
- All stakeholders have a voice
- Inclusive of Howard County’s diverse community
- Collaboration
- Transparency

**ARTICLE IV
GOALS**

The HCLHIC shall:

- Develop the Community Health Improvement Plan (CHIP) outlining the Strategic Action Plan for HCLHIC based on data from state and local sources and input of partners and community members
- Facilitate collaborative endeavors to address priority health needs of Howard County residents as identified in the CHIP
- Increase awareness of and access to resources and supports to facilitate overall health and wellbeing
- Identify funding opportunities to collaboratively address resource gaps focused on health disparities and improving health outcomes

**ARTICLE V
MEMBERSHIP**

Membership is open to any organization or individual supporting HCLHIC’s mission, vision and values as stated in Article III.

Section 5.1. Key Stakeholders

HCLHIC seeks participation from a variety of stakeholders to ensure a broad cross-section of organizational and community representation to advance the coalition’s priorities. Special efforts shall be made to recruit key stakeholders with knowledge of health concerns and barriers to preventative healthcare and social determinants of health. Key stakeholders to be recruited include:

- Healthcare Providers (Hospitals, Federally Qualified Health Centers, and Private Practices)
- Schools (early learning, K-12, College, and Vocational)
- Employers, Unions, Chambers of Commerce
- Health Insurance Payors
- Local government

- Community Groups (Faith-based, social service agencies and others working to address social determinants of health)
- Community residents

Section 5.2. Recruitment

a. Recruitment of HCLHIC Individual Members and Member Organizations:

Interested community members or organization representatives may apply to join the coalition on a rolling basis. If a representative from a member organization can no longer participate, member organizations shall commit to sending another representative in the individual's place.

b. Recruitment of Work Group Members:

All HCLHIC members may participate in one or more Work Groups. Work Groups are open to any HCLHIC members or community residents.

Section 5.3. Voting

Voting members will have an opportunity to vote at HCLHIC meetings or electronically.

All *individual HCLHIC members* are eligible to vote provided they have been a member for at least six (6) months.

All *organizational HCLHIC members* are eligible to vote provided they have been a member for at least six (6) months. Each organization is given one vote to be submitted by the voting member or proxy voter when the voting member is not able to vote.

The voting members of the HCLHIC Executive Committee include the HCLHIC Co-Chairs and Work Group Co-Chairs. HCLHIC staff shall participate in meetings but does not hold a vote.

Section 5.4. Resignation

Notice of resignations shall be made in writing to the HCLHIC Director. If the voting representative of a member organization resigns, the organization will be responsible for selecting a replacement for its vacant seat.

ARTICLE VI COALITION STRUCTURE

Section 6.1. Executive Committee

The leadership of HCLHIC shall consist of a Health Department Co-Chair and a Co-Chair from a key stakeholder in the community. The Health Department Co-Chair will serve as Chair of the

Executive Committee. The Executive Committee shall also comprise the Work Group Co-Chairs, the HCLHIC Director, and staff.

Section 6.2. Work Group Co-Chairs

Each Work Group shall have at least two Co-Chairs representing different stakeholders and supported by at least one HCHD staff member. Work Group Co-Chairs shall work closely with HCHD staff and serve until reassigned, or a new appointment is made.

Section 6.3. Coalition Staff

The HCLHIC staff shall serve as non-voting members of the HCLHIC. The staff will provide support and assistance to help meet HCLHIC objectives and guide all aspects of the HCLHIC.

ARTICLE VII MEETINGS

Section 7.1. Open Meetings

All meetings of the HCLHIC, including the full LHIC and Work Groups, are open to the public in accordance with the [Maryland Open Meetings Act](#). Meeting documents shall be posted on the HCLHIC website’s Meeting Portal.

Section 7.2. Regular Meetings

a. *Executive Committee Meeting*

The Executive Committee shall meet at least twice per year to review the activities in line with the Coalition’s priorities. The Executive Committee shall act for the HCLHIC between meetings of the HCLHIC. HCLHIC staff will organize and staff the Executive Committee meetings.

b. *Full LHIC Meeting*

The full Coalition shall meet quarterly. Other full LHIC meetings shall be held as needed to address specific Agenda items upon request by the Executive Committee.

c. *Workgroups*

Work Groups shall meet regularly with the frequency determined based on consensus of the HCLHIC Work Group Co-Chairs and Members.

d. *Ad Hoc Meetings*

Special meetings and their stated purpose may be called by the Executive Committee and may include planning retreats.

Section 7.3. Quorum

All HCLHIC voting and/or proxy members shall have an opportunity to cast their votes in-person during meetings or electronically. A simple majority of the votes cast shall carry a motion.

<p>ARTICLE VIII AMENDMENTS TO BY-LAWS</p>

These by-laws may be amended and approved at any HCLHIC Executive Committee meeting by a simple majority of votes cast, provided that the amendment has been submitted to HCLHIC Co-Chairs and members in writing at least ten days prior to the meeting.