

**Partnership for a Healthy Durham
By-Laws**

Approved July 20, 2016

The Partnership for a Healthy Durham is a coalition of local agencies, community members, and organizations. It is the certified Healthy Carolinians initiative for the county of Durham. It also functions as the health work-group of the Durham City and County Results-Based Accountability initiative.

ARTICLE I. NAME. The official name of the coalition is Partnership for a Healthy Durham. It serves all of Durham County, NC. Its office is located within the Durham County Department of Public Health, at 414 E. Main St, Durham NC, 27701.

ARTICLE II. MISSION AND VISION. The mission of the Partnership for a Healthy Durham is to collaboratively improve the quality of life of our community. Our vision is that the people of Durham will enjoy good physical, mental, and social health and well-being. Every three to four years, the Partnership for a Healthy conducts a community health assessment. This allows the community to re-examine its health priorities. The Partnership is tasked with creating committees and action plans to address the health priorities that are identified. In all these target areas, we want to improve collaboration and cooperation among agencies and communities, to enhance all of our efforts.

ARTICLE III. ROLES AND RESPONSIBILITIES.

Section III.1. *Roles of the committees*

- Represent community interests and involve interested community members
- Generate ideas to address health problems
- Develop a health action plan with measurable health objectives
- Report on the accomplishment of objectives

Section III.2. *Roles of the committee members*

- Represent the needs of various constituencies
- Seek input from others in the community
- Contribute towards development and accomplishment of committee's action plan

Section III.3. *Roles of the committee co-chairs*

- Represent committee on Steering Committee and full Partnership meetings
- Along with Coordinator, set time, date, location, and agenda for committee meetings
- Chair the committee meetings
- Disseminate committee announcements and meeting minutes
- Co-establish action plan and objectives and plan committee activities accordingly

Section III.4. *Roles of the Steering Committee*

- Govern the Partnership in a manner that best enables committees to achieve their objectives
- Foster future leadership for committees and Partnership

Partnership for a Healthy Durham by-laws were initially approved in 2006 and were revised and approved by the full Partnership on July 20, 2016.

Section III.5. *Roles of the Partnership Co-Chairs*

- Publicly speak for the Partnership
- Advocate for Partnership interests
- Represent the Partnership at relevant governmental and private sector meetings
- Chair the Partnership and Steering Committee meetings
- Serve as ex-officio member of committees

Section III.6. *Roles of the Coordinator*

- Along with committee co-chairs and Partnership co-chairs, set time, date, location, and agenda for meetings
- Take and distribute minutes of committee meetings, as needed
- Represent the Partnership at relevant governmental and private sector meetings
- Serve as the liaison to the state Healthy Carolinians Office, city and county Results-Based Accountability Office, and other agencies as appropriate, including fulfilling reporting requirements
- Facilitate communications within Partnership members, and between the Partnership and the public
- Gather information and research as needed by the committees, Healthy Carolinians, and Results-Based Accountability
- Seek funds and manage budgets for Partnership activities
- Assist committees with planning and accomplishment of activities and events
- Serve as ex-officio member of committees

Section III.7. *Roles of the Durham County Department of Public Health*

- Act as the financial agent for the Partnership
- Provide meeting space, office space, and staff support
- Provide in-kind support services as needed
- Archive Partnership materials

ARTICLE IV. MEMBERSHIP.

Section IV.1. *Committees*

The membership of the Partnership for a Healthy Durham shall be comprised of individuals and organizations that are dedicated and committed to fulfilling the purpose and goals of the Partnership.

There shall be no set number of members on the committees. Interested individuals or agencies should contact the committee co-chairs for information about joining the committees. Committee members shall remove themselves when they feel they can no longer commit to actively supporting the organization. Key agencies need representation, and so the committee chairs and concerned agencies will fill those vacancies from these organizations as soon as possible. Additional committees may be established as needed through the approval of members of the full Partnership who are present at the meeting and when identified as a top county health priority. Committees can also be dissolved through approval of members of the full Partnership who are present at the meeting and when not chosen as a county health priority.

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Members are required to actively participate in activities of the workgroup. Active participation is work that promotes and facilitates the purpose and goals of the Partnership and supports the efforts of work groups.

Section IV.2. Committee Co-Chairs

Committee elections will be held annually. Each Partnership committee will elect by self or peer nomination and secret ballot two Committee Co-chairs every year. Committee Co-chairs may serve indefinitely as long as they are re-elected annually. If there are only two nominees, they will automatically become the Committee Co-chairs. At least one of the two Committee Co-chairs must be present at Steering Committee meetings, or send an appointed representative in their place.

Section IV.3. Partnership Co-Chairs

The Partnership will elect by self or peer nomination and secret ballot one Partnership Co-Chair every year. To be eligible for Co-Chair, the nominee must be an active Partnership committee member for at least one year and remain an active member. The Partnership Co-Chair will serve for two years to allow continuity of leadership, and the terms are staggered. Partnership Co-chairs may serve indefinitely as long as they are elected.

ARTICLE V. GOVERNANCE.

Section V.1. Attendance

Committee members should regularly attend meetings and participate in activities. All meetings are open to the general public.

Section V.2. Parliamentary authority

Partnership business and meetings shall be conducted according to consensus building. Consensus building is a conversational style of decision making whereby issues and opinions are discussed across a range of perspectives with the objective of reaching a shared opinion or compromise agreement amongst a group of participants. However, if a decision is not able to be reached through consensus building, a vote will take place and the majority opinion will preside.

Section V.3. Operating year

The Partnership will conduct business with a fiscal calendar year of July 1 to June 30. Partnership leaders will operate on the county fiscal year of July 1 to June 30.

ARTICLE VI. AMENDMENTS.

These bylaws may be amended by a majority vote of members of the Partnership who are present at any quarterly full Partnership meetings.

ARTICLE VII. RATIFICATION.

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Gayle Harris
Director, Durham Co. Dept. of Public Health

Kimberly Monroe
Partnership Co-Chair

Gina Upchurch
Partnership Co-Chair