
MANATEE COALITION FOR HEALTH AND MEDICAL PREPAREDNESS BY LAWS

I. Organization

The member agencies, organizations and individuals of the **Manatee Coalition for Health and Medical Preparedness (CHAMP)** serve the Manatee County residents and visitors by enhancing health and medical preparedness.

II. Missions

The mission of the Manatee Coalition for Health and Medical Preparedness (CHAMP) is to enhance collaborative response efforts to disasters and emergencies by mobilizing local assets to meet community, county, regional, and State needs.

III. Overview

The Manatee Coalition for Health and Medical Preparedness (CHAMP) is an association of community Healthcare organizations with disaster planning and operations responsibilities or capabilities. The CHAMP is dedicated to creating and promoting a state of readiness and actively working recovery efforts to protect the health of Manatee County residents during catastrophic events, large scale disasters and facility emergencies. This mission is accomplished by coordinating education, assessment, planning, and support services involving public health providers, private medical providers, public safety agencies and government officials.

CHAMP is not a competing, exclusionary or a primary response organization. CHAMP is intended to be a network for organizations active in disasters. Each member organization maintains its own identity and independence while closely collaborating with the other member organizations.

Additionally, specific roles and responsibilities for the CHAMP and its leadership should include the following program areas: Preparedness, Mitigation, Planning, Training and Recovery.

CHAMP accomplishes its mission by utilizing the following principles:

- *Cooperation*: Foster cooperation among CHAMP members at all levels and in all phases of disaster.
- *Coordination*: Provide links to local, regional, state, national and international disaster relief organizations. CHAMP serves as an advocate and liaison between member organizations and larger organizations.
- *Communication*: Work with CHAMP members to exchange and disseminate information within the organization, the public and private, local, state and federal agencies.
- *Collaboration*: Work together to achieve specific goals; to undertake specific projects at disaster sites; and leverage partnerships and community resources during disaster recovery by:

1. Education: Provide training and increase awareness and preparedness in each organization.
2. Re-development and Recovery: Provide oversight and guidance in county re-development and recovery projects after disasters.
3. Member Development: Give volunteer leaders training and support to build an effective ESF-8 coalition.
4. Mitigation: Support the mitigation efforts of federal, state, and local agencies and governments and support appropriate legislation.
5. Outreach: Encourage the formation of, and give guidance to, local, regional, and state voluntary organizations active in disaster relief.

IV. **Membership**

A. Categories of Membership

1. Health and medical organizations that have a Memorandum of Understanding with the Tampa Bay Health & Medical Preparedness Coalition for commitment of resources to meet the needs of people affected by disaster without discrimination. Membership agency and organizations can include but are not limited to the following:

Voting Members

1. Health and medical organizations that have a role or are a stakeholder in disaster response or recovery programs and are defined as one of the provider types as outlined by the Centers for Medicare and Medicaid Services or provides a support role to these organizations. To maintain an active voting status these organizations must maintain an attendance standard of 51% for the past 12 months or 75% until the organization has been a member for 12 months.

Health and Medical Partners:

- Hospitals and Healthcare Providers
- EMS Providers
- Emergency Management
- Long-Term Care Providers
- Mental / Behavioral Health Providers
- Health associations
- Specialties (dialysis, pediatrics, women's health, stand-alone surgery)
- Support Services (laboratories, pharmacies, blood banks, poison control)
- Primary Care Providers
- Community Health Centers
- Public Health
- Medical Reserve Corps
- Volunteer Groups and community support organizations.
- Medical Examiner

2. Only one official representative may be a voting member per organization.

General Membership

1. Those organizations who do not meet the above criteria.
2. General members may participate, but are not considered voting members.

- B. Conditions of Membership
 1. Member organizations must agree with the mission
 2. Member organizations must meet the membership criteria
 3. Member organizations must appoint a representative to attend meetings
- C. Membership Application Procedures
 1. Organizations may request membership by email, letter or by attending meetings.
 2. By majority vote, CHAMP will determine the category and eligibility of the candidate organization and present for approval at the next business meeting.
- D. Responsibilities of Membership:
 1. The leadership of each member organization must be committed to send knowledgeable and authoritative representatives to the CHAMP meetings.
 2. All voting members and members must have access to the resources identified within their organization to serve the needs of disaster victims.
- E. Termination of Membership - An organization's membership may be terminated by:
 1. Voluntary – Submission of an email or letter of separation to the leadership team.
 2. Non-Voluntary – Consistent failure of the agency or their representative to meet the conditions and responsibilities of voting membership. Membership may be terminated at any time for any reason by a majority vote of the CHAMP membership in attendance at any meeting.
 3. Voting member organizations that are not represented at four consecutive meetings will automatically become member organizations and must reapply to become voting members.
 4. If the voting member fails to respond or participate, CHAMP may vote to remove them from the membership roles.

V. Meetings

CHAMP meetings shall be guided by Roberts Rules of Order except as otherwise noted. CHAMP will operate in the sunshine according to Florida law. All meetings will be publicized and are open to the public.

- A. Business Meetings
 1. Business meetings of the membership as a whole will be held at least six times a year on a schedule set by the CHAMP leadership.
 2. Adequate notice shall be sent to all members prior to any business meeting.
 3. The voting member has voice for and votes for their organization at business meetings. Other representatives from the same organization have voice, when recognized, and, at the discretion of the Chair. The intent is to encourage a reasonable exchange of ideas without a monopoly by multiple representatives of a single organization.
- B. Emergency Meetings:
 1. Emergency meetings to meet the needs of disaster events (or drills) can be called at any time by the Chair, Leadership Team, regional/State or federal coalition regulatory authority or majority of the membership with minimal notice.
 2. Telephone, conference call, and / or internet meetings may be held provided all parties can hear and participate in the meeting being conducted.
 3. Emergency meetings are open to all voting members, members, organizations, agencies and individuals invited by the CHAMP.

- C. Quorum
 - 1. A quorum is a simple majority of all voting members present.

VI. **Officer Positions**

- A. Officers are elected by the membership of the coalition. One single agency is limited to holding only one officer position. Terms are defined as two-year periods. Officers are defined as the following:
 - Chair** (may not serve more than two consecutive terms)
 - Function: Preside at meetings, act as spokesperson and represent CHAMP Coalition at the local and regional level, delegate tasks pertaining to CHAMP business, convene business meetings and provide leadership as needed.
 - Vice-Chair** (may not serve more than two consecutive terms)
 - Function: Exercise the authority and fulfill the duties of the Chair in their absence, and fulfill such other duties as assigned by the CHAMP.
 - Secretary** (Optional Position) (may not serve more than two consecutive terms)
 - Function: Take minutes of all meetings, both business and emergency meetings.
- B. Officer positions must be filled by voting members. Members shall be elected by a majority vote of those present at a meeting called for the purpose of establishing Officer Positions. Individuals, not organizations, are elected. Any member for the CHAMP may be nominated for an Officer position. Nominations must be seconded to be accepted.
- C. Election of Officers shall take place during the fourth calendar quarter of the year, with the term of office beginning at the next regular or special meeting. During the first year, Officers shall take office immediately upon election.
- D. Vacancies of any Officer position may be filled by a majority vote of the members at any regular or special meeting. Officers so elected shall serve out the remainder of that term.
- E. When a position is vacated, the Chair shall call for nominations and an election will be held at the next business meeting of the CHAMP and followed by approval of the membership.

NOTE: Additional Officers may be appointed based on need.

VII. **Ad hoc Committee**

Ad hoc committees may be appointed at the discretion of the CHAMP membership. The committee will report its work/activities to the CHAMP. Members should attend the meeting as needed.

VIII. **Voting**

- A. Each member organization is entitled to one vote.
- B. Voting by proxy is permitted. If a voting member is unavailable and chooses to vote by proxy, the voting member designate their proxy to a Coalition Officer prior to casting a vote.
- C. All votes (formal or consensus reached) will be recorded in the meeting minutes.

- D. An individual may represent more than one organization however that individual has one vote regardless of the number of organizations they represent.
- E. Voting via teleconferencing will be accepted.

IX. Amendments to the Governance Structure

1. Amendments to these by-laws may be made by a simple majority vote. Amendments must be moved and seconded at a properly noticed business or special meeting to be voted on at the following business meeting.
2. Members must be notified of changes to these by-laws at least 14 calendar days prior to a vote.