

# Montgomery County Allies in Prevention Coalition Bylaws 2017

## **Article I: Name and Purpose**

### Section 1: Name

The name of the coalition is Montgomery County Allies in Prevention (MCAP).

### Section 2: Vision

The vision of Montgomery County Allies in Prevention ( MCAP) is to build a healthier Montgomery County.

### Section 3: Mission

The mission of Montgomery County Allies in Prevention is to prevent youth substance use and to build a healthier Montgomery County through collaboration among our community partners.

### Section 4: Purposes

The purposes of the Coalition include:

- Create, sustain and recognize communities throughout Montgomery County that promote health and wellness through prevention.
- Ensure that prevention-focused health care and community-wide prevention efforts are available, integrated and mutually reinforcing.
- Reduce and prevent alcohol, tobacco, and substance use by youth, and over time adults, of Montgomery County.
- Improve access to knowledge and opportunities in order to empower the people of Montgomery County to make healthy choices.
- Collaborate with other coalitions, community organizations and businesses.

## **Article II: Organization**

### Section 1: Structure

MCAP shall be comprised of an Executive Committee, Full Coalition and subcommittees. The Coalition will coordinate health and wellness goals with other community partners to develop and implement community-wide prevention initiatives. To the extent possible, the membership will reflect a balance in geography and sector/discipline.

### Section 2: Governance

- a. Full Coalition: The Full Coalition will bring together members of the subcommittees, public citizens, local media, interested potential members and other community

stakeholders in a forum for initiative updates, presentations, and to share additional information the Executive Committee deems appropriate.

- b. Subcommittees: Subcommittees shall have specific projects/goals that are specific to the Coalition's overall mission and will report their progress at full coalition meetings.

### Section 3: Decision Making

If called to a vote, each member shall be entitled to one vote on each matter. Voting procedures will be coordinated by the Executive Committee. A motion shall be considered passed by a simple majority of the coalition members present. If necessary, the Executive Committee may instruct other voting means (i.e. electronic voting). If an organization or individual will profit from vote, then said organization or individual must abstain from voting.

## **Article III: Membership**

### Section 1: General Membership

Membership in the Montgomery County Allies in Prevention is open and voluntary to any a) individual or b) organization, agency or business, private or governmental, profit or nonprofit, with an interest in health and wellness issues and with an active commitment to fulfill MCAP's mission throughout Montgomery County. Members may include, but are not limited to, one or more representatives from each of the following segments: businesses, civic/volunteer groups, faith-based organizations, government, health-care professionals, law enforcement, media, parents, prevention professionals, recovery community, schools, youth and youth-serving organizations, and community members.

### Section 2: Roles and Responsibilities

- a. Elect officers to the Executive Committee
- b. Advocate for the mission, goals and objectives of MCAP
- c. Attend and participate in regular general coalition meetings as able
- d. Make recommendations to the Executive Committee and Coalition
- e. Participate actively on one or more coalition subcommittees as able
- f. Volunteer at special events and support coalition initiatives as able
- g. Assist in the execution of the Strategic Prevention Framework
- h. Respond promptly to correspondence and notify recorder of changes in contact information
- i. Volunteer to serve as recorder on a rotating basis.

### Section 3: Capacity

The Coalition and individual subcommittees shall review the geographic and professional affiliation of current members on an annual basis, identify deficiencies in representation and initiate recruitment to rectify the identified deficiencies. New members shall receive an introduction packet from the Executive Committee.

#### Section 4: Recorder

The position of Recorder will be filled by various MCAP members on a volunteer, rotating basis. The duties of the Recorder shall include, but are not limited to:

- i. To prepare minutes and notes of Coalition meetings in a timely manner
- ii. To distribute minutes to Coalition members or to forward minutes to the Executive Committee for distribution.

#### **Article IV: Subcommittees**

Subcommittees will be appointed by the full coalition as needed to fulfill time-specific objectives that are part of the coalition's strategic plan and overall mission.

Subcommittees shall make decisions with a majority of the subcommittee members.

The subcommittee will report their progress at full coalition meetings.

#### **Article V: Positions**

The positions will consist of a two members of the Executive Committee from the HFM Prevention Council who will serve on the full coalition. MCAP members will take turns volunteering as the Recorder each month.

Section 1: Executive Committee – The duties of the Executive Committee shall include, but are not limited to:

1. Act as the liaison between the Coalition and subcommittees
2. Collaborate to set meetings and agendas
3. Act as the spokesperson of MCAP as required
4. Assist the Coalition in developing and maintaining positive relations with current members, as well as with other agencies/organizations/businesses
5. Meet with new members and orient them to the Coalition and its work
6. Support the on-going process of new coalition members and community partners

1. Exceptions – The position of Recorder will always be done on a voluntary, rotating basis

#### **Article VI: Amendments to Bylaws**

Any coalition member may propose an amendment to the bylaws by proposing the change in writing to the Executive Committee. Notices of amendments will be publicized to all coalition members and voted on by MCAP by a simple majority of the members present.

#### **Article VII: Meeting Schedule**

Montgomery County Allies in Prevention will meet monthly on a date, time and location agreed upon by coalition members by a simple majority vote of members present.

## Updated on May 2017