

Oklahoma Turning Point Council Bylaws

(Includes changes recommended by Coordinating Committee on December 8, 2005.)

Article 1. Name

The name of this organization shall be the Oklahoma Turning Point Council, hereafter referred to as the OTPC.

Article 2. Purpose

The purpose of the OTPC is to involve Oklahoma organizations, communities and consumers in creating a healthier future. The OTPC will accomplish this purpose by providing guidance and structure for implementing the Oklahoma Turning Point Innovation Plan and the Turning Point goals. The Turning Point goals are outlined in the Robert Wood Johnson Foundation grant that became effective April 1, 2000.

Section 1. Guidance

The OTPC will provide guidance by:

1. Considering and developing public policies and public and/or business, service, and educational procedures, and
2. Making recommendations to public and private organizations regarding strategies to create a healthier future, sustain and improve the public's health.

Section 2. Structure

The OTPC will provide structure by:

1. Conducting planning and follow-up work through standing subcommittees.
2. Organizing a collaborative effort through partnership with organizations, communities and community stakeholders in OTPC initiatives.

Facilitating or providing technical assistance to Oklahoma Turning Point partnerships and/or designated community partnerships.

Article 3. Membership

Membership shall be open to any Oklahoma organization or consumer who through affiliation with a community organization and/or the OTPC is willing, able and interested in supporting the purpose of the OTPC.

Section 1 General Membership

General membership shall include:

1. **Community Organizations** considered to be those groups whose primary service or investment interest is in a community, local or regional purpose within the State of Oklahoma and shall make up 50% of the general membership.

2. **State-wide Organizations** considered to be those groups whose primary service or investment interest is in a state-wide or state and national purpose and shall make up 25% of the general membership.
3. **Members-at-Large** are considered those groups or individuals whose primary personal service or investment interest is in improving the health of Oklahoma residents and shall make up 25% of the general membership.

Section 1.A General Membership – Stakeholder classifications

The OTPC designates the following stakeholder groups as exemplary categories from which general membership will be identified. The OTPC will emphasize the inclusion of consumers in each of the following categories:

1. Political Sector-including mayors; local boards and commissions, State Senators; State Representatives and other elected or appointed officials.
2. Economic Sector - Chamber of Commerce; local business (small and/or large); storeowners; bank and financial institution officers and other persons involved with commerce and economic development.
3. Health Sector - Health professionals (medical and allied); hospital executives; health care organizations (inpatient and outpatient); public health executives; public health personnel; environmental health personnel and other persons involved with health, mental health, and human services.
4. Education Sector - School personnel (public and private); Vocational-Technical schools; University; Health Professions Schools; Specialized Training Programs (AHEC; Cooperative Extension; University or public sponsorship Legal Advocacy such as ombudspersons).
5. Religious Sector - Faith communities (Christian, Jewish, Muslim, Other); Interfaith Organizations and charitable organizations associated with faith communities.
6. Communication Sector - Print media (newspaper, magazines); Broadcast media (Television; Radio; Web/Internet); Telecommunications groups (Journalists; Network owners); Advertising and Marketing Groups.
7. Recreational Sector - Parks (sports facilities; playgrounds; trails); Fitness instructors and recreation personnel.
8. Social Welfare and Non-Profit Sector - Charitable organizations (foundations; United Way; Easter Seals, etc.); Traffic Safety and Safety Organizations (Law enforcement; Fire Department); Social services organizations.
9. Voluntary Sector - Consumer and grassroots organizations (Ethnic; Cultural; Regional; Social; Age-related; Disability-related; those representing the interests of acutely or chronically underserved populations including people who are socially or economically disadvantaged); Community Project Groups (Single or Multi-representative).
10. Other Community Groups as designated by the OTPC through policies and procedures for selecting members-at-large.

Section 2. Election of Members

Candidates for general membership of the OTPC shall be presented to the general membership by a member of the Nominating Committee (*see Article 6, Section 1*) for election at OTPC regularly scheduled meetings. Members are elected at OTPC meetings by an affirmative vote of the majority.

The OTPC shall strive to maintain a diverse membership (*see Article 3, Section 2*).

Section 3. Term

OTPC membership shall be continuously renewed. OTPC membership may be terminated through a letter of resignation or for cause by a 2/3 vote of the Executive Committee.

Section 4. Responsibilities

Members shall use due diligence in accomplishing the OTPC purpose by their service on any OTPC committee or partnership and by fulfilling other such general responsibilities as described by OTPC Bylaws. The OTPC shall conduct business and deliberations through an annual meeting of the membership and interim meetings of the general membership, Executive Committee and other such committees and working groups as designated through these Bylaws.

Article 4. Fiscal Year and Annual Meeting

The OTPC Fiscal Year shall begin on January 1st and shall conclude on December 31st.

There shall be an annual meeting of the entire OTPC.

Section 1. Quorum

A quorum shall be at least 25 OTPC Members from at least five of the qualified member categories excluding Officers of the OTPC.

Section 2. Agenda and Voting

Any general member may propose to the Executive Committee (*see Article 5, Section 11*) agenda items for formal consideration at the Annual Meeting. Business matters taken up for formal consideration will be considered as specified in the provisions of parliamentary procedure as described by a current edition of Roberts Rules of Order.

Section 3. Notice of Annual Meeting

The OTPC Chair will work with the Annual Meeting Planning Committee to provide the membership with not less than 30-days notice of the Annual Meeting. Meeting notice shall be written and provided by mail or electronic means.

Section 4. Proxies

OTPC business will generally be conducted by consensus of the membership. Since consensus and/or voting on OTPC recommendations requires familiarity with the issue and points raised by members participating in the discussion proxies will not be allowed.

Section 5. Annual Report to the Membership

The annual report developed by the Oklahoma State Department of Health Community Development Services Division will serve as the Annual Report of the OTPC and include current year partnership updates, State of the State and Executive Committee outcomes

Article 5. Organization

The OTPC shall be organized as a membership group and through working committees reporting to the OTPC membership. This Article addresses the OTPC operating and administrative structure.

Committees that report to the general membership shall include:

- An Executive Committee
- Standing Subcommittees
- A Nominating Committee
- Ad Hoc Committees

Section 1. Nomination and Election

Recommendations for general membership can be made to the Nominating Committee by Turning Point Partnerships, the Executive Committee, the Director and field staff of the state Turning Point Office.

Section 2 Filling Vacancies

In the event that an elected representative is unable to fulfill his or her term of office, the general membership may fill the vacancy by affirmative vote to elect an alternate to fulfill the remaining term of the vacating member. In the absence of a quorum an affirmative vote of the remaining general membership can fill a vacancy. A vacancy must be filled by a member from the same qualified type as the vacating member.

Section 3 Responsibilities

The general membership will provide technical assistance, resources, and policy development for Turning Point partnerships upon request of the partnerships' representatives.

Section 5. Meetings

Members of the general membership are expected to attend all regular and special meetings of the Committee, and to advance the purpose of the OTPC through active participation.

The general membership shall meet as a body of the whole at least four (4) times each year. A special meeting may be called by the OTPC / Chair, by the Executive Committee, or by a simple majority of general membership. Meeting notice shall be provided at least thirty (30) days in advance of a quarterly meeting and at least seven (7) days in advance of a special meeting.

A quorum shall be At least 25 OTPC members from at least five of the qualified member categories excluding Officers of the OTPC.

Section 6. Operational Policies

The general membership shall receive recommendations from Oklahoma community Turning Point partnerships and from the standing subcommittees and shall forward recommended policies or procedures to the Executive Committee for consideration and/or implementation. The status of such recommendations shall be reported to the general membership at the next quarterly meeting.

Section 7. Standing Subcommittees

Standing Subcommittees of the general membership shall include:

1. **Business.** Charged with developing collaborative relationships with businesses to enhance the health and wellness of all Oklahomans through initiatives such as the Oklahoma Certified Healthy Business program.
2. **Data.** Charged with identifying methods to assess and use available data for public health decision-making and to collaboratively gather community data from traditional and non-traditional sources that can be used for public health decisions.
3. **Communications.** Charged with developing stories for local partnership publications and identifying ways to effectively engage the print and broadcast media in sharing public health information with the public; and charged with developing the knowledge base and competencies needed by local partners to address local public health outcomes.
4. **Policy.** Charged with receiving input from community partnerships on state policy issues that may impact local health improvement efforts, developing recommendations on state policy changes, and collaborating with other organizations and taking action on policy issues that may impact the health of Oklahomans on a statewide basis.
5. **Public/Private Financing.** Charged with identifying methods to use current public health funds to compliment local public health objectives. Developing tools for blending public/private funds to achieve shared health objectives. Identifying other sources for public/private funds for public health improvement.

Each standing subcommittee shall have at least two (2) co-chairs. Co-Chairs shall be recommended by the executive committee and elected by the general membership. One co-chair from each standing committee shall be a member of the general membership and shall be a member of the Executive Committee.

Special interested parties of the OTPC may be invited to participate on standing subcommittees as non-voting members. The co-chairs shall appoint the members of their subcommittees.

Subcommittee chairs will generally serve a term of one (1) year and may be reappointed. Specific terms of appointment will be determined by the charge to the committee. All committee charges shall be reviewed annually by the Executive Committee.

Representatives from new partnerships on the general membership may propose to participate in standing subcommittees based on their particular community's needs. Through this participation, a two-way flow of information will occur, with community priorities being forwarded to the Executive Committee and Technical Assistance resources flowing to community Turning Point partnerships.

Section 8. Ad Hoc Committees

The Executive Committee may appoint ad hoc committees for a specific task and a specific time period.

Section 9. Executive Committee

The Executive Committee shall consist of voting members drawn from the general membership. Members shall include the Chair, Vice Chair, Past Chair, and Secretary of the general membership. The remaining members of the Executive Committee shall consist of the Co-Chairs of the Standing Committees and at least one (1) member from any active ad hoc committee.

Section 9.A Responsibilities

The Executive Committee shall review policy recommendations received from the policy standing committee and seek appropriate venues for implementing recommended policy statements. The Executive Committee shall represent the entire OTPC and assist in assuring that the policy statements are implemented by soliciting the support of key Oklahoma stakeholders.

Section 9.B Meetings

Members of the Executive Committee are expected to attend all regular and special meetings of the Committee, and to advance the purpose of the OTPC through active participation. If a member serving on the Committee fails to attend three (3) consecutive Committee meetings, that member shall have vacated their position on the Committee and shall be replaced. A quorum shall be at least five (5) members present from the Executive Committee.

Article 6. Officer Responsibilities and Staffing

Officers of the OTPC shall be:

1. A Chair who serves a term of one (1) year. This individual also chairs the Executive Committee and serves as an ex-officio member of all OTPC committees. The OTPC chair shall chair the general membership. The OTPC Chair shall chair the business portion of the annual meeting.
2. A Vice Chair who serves a term of one year and is Chair-Elect of the OTPC. The Vice-Chair is also responsible for the planning and implementation of the annual meeting of the OTPC.
3. The Past Chair serves a term of one year.
4. A Secretary serves a term of one year and shall be responsible for minutes.

OTPC Officers shall also serve as officers of the general membership. Officers shall be nominated by October 15 of each year. The Chair and Vice-Chair (Chair-elect) will rotate in representation, so that a state-level representative is Chair one year and a community-level representative is chair the following year.

Section 1. Nominating Committee

The Nominating Committee is charged with identifying a pool of candidates for OTPC membership, with preparing a slate of officer candidates for election by the OTPC, and with a slate of members of the general membership to be elected by the OTPC. The Nominating Committee shall include seven (7) members. The Nominating Committee Chair shall be recommended by the Executive Committee and appointed by the OTPC Chair.

The candidate slate for election to general membership and for election of officers must be presented to the OTPC Chair no later than forty-five (45) days before the Annual Meeting.

Article 7. Staffing

Staffing for the OTPC shall be provided by the Oklahoma State Department of Health, Community Development Service and additional staffing may be provided by other entities as approved by the OTPC.

Article 8. Conflict of Interest

A member to whom some private benefit, direct, indirect or financial, may accrue as a result of any action contemplated by the OTPC shall refrain from participating in deliberation of such action in any manner.

As used herein, "benefit" shall include the possibility, or appearance, of personal gain to the member. It shall be considered a benefit to a member when the member or a person in the members immediate family, a partner or other business associate, or their employers stand to gain financially from a OTPC action.

When a member identifies that a OTPC action may benefit themselves, or another member, that member shall:

1. immediately verbally disclose to the Chair that a conflict may exist and the exact nature of the conflict including potential benefit;
2. excuse themselves from that portion of the discussion and/or decision making;
3. refrain from discussing with any other member of OTPC any information which pertains to the action;
4. and ensure that the disclosure is recorded in the meeting minutes.

Article 9. Finances

The OTPC shall designate a not-for-profit 501(c)3 organization to serve as its fiduciary agent. The OTPC shall not be the direct recipient of funds under these Bylaws.

Article 11. Amendments

These bylaws shall be amended by a quorum vote of the OTPC.