

Oklahoma Turning Point Council Bylaws

Amended April 18, 2014

Article I: Name

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

Article II: Purpose

The purpose of the OTPC is to involve Oklahoma organizations, communities, and individuals in creating a healthier future and improving the quality of life for Oklahomans. The OTPC will accomplish this purpose by providing guidance and support to local Turning Point partnerships for implementing the Oklahoma Health Improvement Plan (OHIP) through established Community Health Improvements Plans (CHIP) and aligning public health efforts with vested stakeholders and partners at the state level. The OTPC will provide guidance by:

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

The OTPC pledges to use policy and environmental change to move into the arena of healthy public policy, and to advocate a clear policy commitment to health and equity in all sectors.

Article III: Structure

The OTPC will provide structure by:

1. Conducting planning and follow-up work through designated subcommittees,
2. Organizing a collaborative effort through partnership with local communities, state-wide organizations, and stakeholders that are vested in the purpose of OTPC, and
3. Facilitating or providing technical assistance to Oklahoma Turning Point partnerships and/or designated community partners.

Article IV: Membership

1. Membership shall be open to any Oklahoma organization, individual, or at-large partnership that is willing, able and interested in supporting the purpose of the OTPC.
2. Membership is open to any /all community organizations, statewide organizations and members-at-large whose primary service or interest is to improve the health of Oklahomans.
3. The OTPC designates the following sectors from which general membership will be identified:

- **Business** – Chambers of Commerce, local businesses, bank and financial institution officers, and other persons involved with commerce and economic development.
- **Education** – School personnel (public and private), vocational technical schools, universities, health profession schools, specialized training programs (AHEC, Cooperative Extension Services, university or public sponsorship legal advocacy, such as ombudspersons).
- **Faith-Based** – Interfaith organizations and charitable organizations associated with faith organizations.
- **Government** – Elected/appointed officials at the local, state, and tribal level, and local boards and commissions.
- **Health** – Health professionals (medical and allied), hospital executives, health care organizations (inpatient and outpatient), public health officials, environmental health personnel, and other persons involved with health, mental health, and human services.
- **Law Enforcement** – Police departments, fire departments, emergency medical service personnel, and other public safety organizations.
- **Media** – Print media (newspaper, magazines), broadcast media (television, radio, internet), telecommunications groups (journalists, network owners), and advertising and marketing groups.
- **Other Community Groups** – Ethnic, cultural, and/or social groups as designated by the OTPC.
- **Recreational** – Parks and recreational officials, coaches, fitness instructors and other recreation personnel.
- **Social Service** – Social service organizations, civic organizations, charitable organizations (foundations, United Way, Easter Seals, etc.).
- **Volunteer** – Retirees, youth, consumer/grassroots organizations.

OTPC will strive to maintain a diverse membership including, but not limited to a minimum of the following:

1. A representative from each identified Turning Point partnership and state-wide organization(s) for each of the sectors defined.
2. OTPC membership shall be evaluated on a continuous basis in an effort to maintain active collaboration among all members.
3. Responsibilities – members 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 V: Fiscal Year and Annual Business Meeting

The OTPC fiscal year shall begin on January 1 and shall conclude on December 31.

There shall be an annual business meeting of the OTPC membership during the bi-monthly Council meeting following the Annual Conference.

Section 1. Quorum

A quorum of the annual business meeting shall be represented from at least six (6) of the qualified member sectors excluding officers of the OTPC.

Section 2. Agenda and Voting

Any general member may propose to the Executive Committee agenda items for formal consideration at the Annual Conference. 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 Business Meeting

The OTPC Chair will provide the membership with not less than a 30-day notice of the Annual Business Meeting. All meeting notices 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 Community Development Service will serve as the annual report of the OTPC and include reports from the following Committees: Executive Committee, Designated Subcommittees, Nominating Committee and Ad Hoc Committees.

Section 6. Bylaws Annual Review

The OTPC Bylaws will be reviewed annually, and updated as needed, during the August Executive Committee meeting.

Article VI. Organization

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

The OTPC membership shall meet at least four (4) times each year. A special meeting may be called by the OTPC Chair, Executive Committee, or by a simple majority of members. Meeting notice shall be

provided at least 30 days in advance of a regular meeting and at least seven (7) days in advance of a special meeting.

Committees that report to the general membership shall include:

Section 1. Executive Committee

The Executive Committee shall consist of voting members drawn from the membership. Members shall include the Chair, Vice Chair, Past Chair, Secretary, Turning Point Manager, and co-chairs of each designated subcommittee.

The Executive Committee shall review policy recommendations received from the Policy Subcommittee 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 and partnerships.

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

Section 2. Designated Subcommittees

Designated subcommittees of the membership include the following:

- a. *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.
- b. *Communications* – Charged with developing stories for local partnership and state publications, quarterly newsletters, and Social Media to promote the Oklahoma Health Improvement Plan, and identifying ways to effectively engage the print and broadcast media in sharing public health information with the public and with developing the knowledge base and competencies needed by local partners to address local public health outcomes. Also charged with developing a theme and identifying a keynote speaker for the OTPC Annual Conference that will be submitted to the Conference Planning Committee for approval.
- c. *Data* – Charged with identifying methods of assessment and use of 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 planning.
- d. *Membership* – Charged with promoting and tracking OTPC membership from any/all community organizations, statewide organizations, and members-at-large whose primary service or interest is to improve the health of Oklahomans. Also charged with identifying a slate of officers and potential members from each identified sector. Committee will strive to maintain a diverse membership including, but not limited to, a minimum of the following:

A representative from each identified Turning Point partnership and statewide organization(s) for each of the sectors defined in the Membership Section, Article IV of these Bylaws.

- e. *Policy* – Charged with receiving input from community partnerships on local and state policy issues that may impact local health improvement efforts, developing recommendations on local and state policy changes, and collaborating with other organizations and taking action on policy issues that may impact the health of all Oklahomans. Also charged with providing a community report at the bi-monthly OTPC meetings on policy topics of interest as well as developing the agenda for Policy Day for the OTPC Annual Conference.
- f. *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. Also charged with identifying sponsors and vendors and securing funds from these identified entities for the OTPC Annual Conference. Executive Director of PHIO will serve as co-chair of this Committee as a non-voting chair of the Executive Committee.

A representative from each identified Turning Point partnership and state-wide organization(s) for each of the sectors defined in Membership Section, Article IV of these Bylaws.

Section 3. Ad Hoc Committees

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

Section 4. Filling Vacancies

In the event that an elected representative is unable to fulfill his or her term of office, the membership may fill the vacancy by an affirmative vote to elect an alternate. In the absence of a quorum, the Executive Committee can appoint a member to fill the vacancy for the remaining term of the vacated seat. A vacancy should be filled by a member from the same designated sector.

Article VII. Officer Responsibilities and Staffing

OTPC Officers shall also serve as officers of the general membership, and 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 (1) year, and a community level representative is chair the following year.

Officers of the OTPC shall be:

1. The Chair serves a term of one (1) year. The Chair is responsible for (a) chairing the Executive Committee, (b) serving as an ex-officio member of all OTPC committees, (c) chairing the general membership, and (d) chairing the annual business meeting.
2. The Vice Chair serves a term of one (1) year and is Chair elect of the OTPC. The Vice Chair is responsible for planning and implementation of the OTPC Annual Conference.
3. The Past Chair serves a term of one (1) year. The Past Chair's responsibilities are to serve as a mentor/advisor to the Chair and the Vice Chair. Also, the Past Chair will be responsible for chairing a meeting when the Chair or Vice Chair is unavailable.
4. The Secretary serves a term of one (1) year and shall be responsible for approving minutes of the bi-monthly Council meetings and the OTPC Annual Conference.

Article VIII. Finances

The OTPC has designated the Public Health Institute of Oklahoma (PHIO) as a not-for-profit 501(c)3 organization to serve as its fiduciary agent. PHIO will provide OTPC Secretary with a financial accounting at each OTPC bi-monthly meeting. The OTPC shall not be the direct recipient of funds under these Bylaws.

Article IX. 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 member's immediate family, a partner or other business associate, or their employers stand to gain financially from a OTPC action.

When a member identified that an 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. Ensure that the disclosure is recorded in the meeting minutes.

Article X. Amendments

These Bylaws shall be amended by a quorum vote, as stated in Article V Section I of these Bylaws, of the OTPC membership.