

# Oklahoma Turning Point Council Bylaws

Last amended and approved April 7, 2025

## Article I: Name

Founded in 1997, the Oklahoma Turning Point Council (OTPC), a nonpartisan, independent consortium, was created by public health leaders with a dream and desire to improve the awareness and health, both physical and mental, of all Oklahomans.

## Article II: Philosophy, Vision, and Purpose

**PHILOSOPHY:** The OTPC philosophy is anchored by two fundamental convictions:

- **Communities have inherent strengths, and**
- **Everyone has a stake in improving public health**

**VISION:** Creating a healthier future and improving the quality of life for all Oklahomans through partnerships.

**PURPOSE STATEMENT:** The purpose of 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 by promoting the Oklahoma State Health Improvement Plan (OK SHIP) and aligning public health efforts with vested stakeholders and partners through:

- Education & advocacy,
- Sharing opportunities & resources, and
- Promoting local and state efforts

## Article III: Structure

The OTPC will provide structure to various levels of engagement, such as:

1. **OTPC Executive Council** meets monthly to conduct planning, provide guidance on follow-up work through designated committees to increase alignment and collaboration;
2. **OTPC Committees** are open to the public and will increase engagement and facilitate the connection of stakeholders with resources;
3. **OTPC Awards** recognize and identify community and statewide champions dedicated to health improvement and strengthen the pipeline of public health leaders;
4. **OTPC Annual Conference and/or policy day** to highlight public health leaders as presenters and engage the general public through partnerships with local communities, state-wide organizations, and stakeholders that are vested in the purpose of OTPC, and
5. **OTPC partners with multiple newsletters** to promote cross-sector collaborative initiatives happening at the local and state levels.

## Article IV: Public Engagement

1. OTPC involvement 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 in order to create a pipeline of public health leaders through:
  - Attending monthly Policy Committee meetings
  - Attending Conference Planning Committee from March through September
  - Nominating community champions for the OTPC Awards
  - Attending or presenting at the Annual Conference and/or Policy Day
  
2. The OTPC engages the following sectors to increase local and state collaboration:
  - **Community Champions**- past OTPC awardees; Parent Partnership Committees/Learning Groups; community/patient/parent/youth advisory committees;
  - **Business**- Chambers of Commerce, local businesses, bank and financial institutions, officers, and other persons involved with commerce and economic development;
  - **Education**- School personnel (public or private), vocational technical schools, universities, health profession schools, specialized training programs (AHEC, Cooperative Extension Services, university or public sponsorship legal advocacy, such as ombudspersons), youth serving organizations;
  - **Faith-Based**- Interfaith organizations and charitable orgs associated with faith orgs;
  - **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;
  - **Human Services** - social workers, case managers, and other persons involved with meeting human needs through an interdisciplinary approach, focusing on prevention and remediation (housing, food, transportation, child care, employment, etc.);
  - **Mental Health/Substance Use**- psychologists, behavioral health aides, and other persons involved with meeting behavioral health needs that includes emotional, psychological, and social well-being;
  - **Law Enforcement**- Police departments, fire departments, emergency medical services personnel, and other public safety organizations;
  - **Media**- Social 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 designated by the OTPC;
  - **Recreational**- Parks and recreation officials, coaches, fitness instructors, and other recreational personnel;
  - **Social Services**- Social service organizations, civic organizations, charitable organizations (foundations, United Way, Easter Seals, etc);
  - **Volunteer**- Retirees, youth, consumer/grassroots, and civic organizations; and
  - **Youth Serving Organizations**- coaches, coordinators, advocates, and other persons involved with providing opportunities for youth to give their time and talent to improve their communities.

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

1. A representative from each of the sectors defined.
2. OTPC engagement shall be evaluated on a continuous basis in an effort to maintain active collaboration among all stakeholders.
3. Responsibilities- members shall conduct business and deliberations through an (annual conference and/or annual Policy Day) and interim meetings of the 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.

The annual business meeting can be in conjunction with the Conference and/or Policy Day.

#### **Section 1 . Quorum**

A quorum for the annual business meeting shall be achieved with at least five (5) of the qualified sectors excluding the officers of OTPC.

#### **Section 2. Agenda and Voting**

Any general member may propose to the Executive Committee agenda items for formal consideration at the Annual Business Meeting. Business matters taken up for formal consideration will be considered as specified in the provisions of the parliamentary procedure as described by a current edition of Robert's 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. Annual Business Meeting may align with the conference and/or policy day.

#### **Section 4. Proxies**

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

#### **Section 5. Annual Reports**

Based on funding and capacity, highlights and feedback from the conference, awards, and/or policy day will serve as the annual report of OTPC, with summaries from the following Committees: Executive Committee, Finance Committee, Nominating Committee, Designated Subcommittees, and Ad Hoc Committees.

#### **Section 6. Bylaws Annual Review**

The OTPC Bylaws will be reviewed annually, and updated as needed, during the October and/or November Executive Committee meetings.

## **Article VI: Organization**

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

A special meeting may be called by the OTPC Chair, Executive Committee, or by a simple majority of the 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 at the Annual Business Meeting shall include:

### **Section I: Executive Committee**

The Executive Committee shall consist of voting members drawn from the membership. Members shall include the Chair, Vice Chair, Past Chair, Secretary, and Co-chairs of each designated subcommittee. A designee from the fiscal agent/backbone agency will attend as a non-voting member.

The Executive Committee shall review policy recommendations received by 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 without prior notification, 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 may include the following:

- a. **Communications**- Charged with disseminating information from local partnerships and state publications, social media, newsletters, webinars/zoom meetings, and social media to promote OTPC events, policy objectives, the Oklahoma Health Improvement Plan and other health related activities that align with OTPC.
- b. **Data**- Charged with identifying and gathering community data from traditional and non-traditional sources, such as community feedback, that can be used for public health planning and decision-making.
- c. **Engagement**- Charged with (a) promoting and tracking OTPC engagement from any/all community organizations, statewide organizations, conference attendees, and members-at-large whose primary service or interest is to improve the health of Oklahomans; (b) complete nominations for Neil Hahn Award and Community Champion Awards; (c) recruit Awardees to complete application for Executive Council; (d) identify 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 statewide organization(s) for each of the sectors defined in the Engagement Section, Article IV of these Bylaws.

- d. **Policy**- Charged with receiving input from community partnerships on local, state, and national 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 monthly OTPC meetings on policy topics of interest as well as developing the agenda for Policy Day for the OTPC Annual Conference. Identify candidates and vote on OTPC Policy Awardee.
- e. **Resources & Finance Committee**- 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. The backbone agency designee will serve as the co-chair of this Committee as a non-voting chair of the Executive Committee.

### **Section 3. Ad Hoc Committee**

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

### **Section 4. Filling Vacancies**

In the event that an elected representative is unable to fulfill his or her term in 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 representation in Chair is one (1) year, and a community level organization 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 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 the 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 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.

### **Articles VIII. Finances**

The OTPC can designate one or two not-for-profit 501(c)3 organizations to serve as its fiduciary agents. The fiduciary agents will provide the OTPC Chair and Secretary with quarterly financial accounting from a certified accountant four times per year, including an annual audit, at the OTPC monthly meetings. Each Spring, the Finance Committee will provide a suggested annual budget aligned with the priorities of the Executive Council. 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 members. 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 employee stand to gain financially from an 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 personal benefit.
2. Excuse themselves from that portion of the discussion and/or decision making.
3. Refrain from discussing with any other member of the 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.

Date last approved amendments:

April 7, 2025

April 18, 2014

**Attachment A: Oklahoma State Health Improvement Plan (2023-2028)**

[See website](#)

**Attachment B: Policy Objectives**

[See website](#)