



Operating Procedures

Mission Statement

To help lowers the number of Blue Earth County residents who use or are exposed to tobacco or are obese or over weight. This will be done by using a variety of interventions.

Goals

1. To support, promote, implement, and evaluate health interventions that lead to sustainable improvements in health by creating changes in **policy**, **systems**, and **environments** where individuals live, work, play and seek health care services.
2. To reduce the overall cost of health care in Minnesota.

Membership

When possible, members shall represent ethnic, age, gender, socio-economic and geographical diversity and will include at least two content experts in obesity/tobacco and one representative from each of the following sectors: community, school, healthcare, and worksites. The collaborative will strive to achieve equal representation from each municipality. Members represent their individual municipality as well as their specific sector. Members will be asked to write a commitment statement annually.

Officers

Chairperson shall preside at all meetings. He/she shall be an ex-officio of all standing committees. He/she shall appoint, with the approval of the Community Health Supervisor, all standing committees, and perform all such other duties pertaining to his/her office.

Vice-Chairperson assumes the responsibilities of the Chairperson in times of his/her inability to serve and shall fill the vacancy for the rest of the term.

Secretary shall keep the minutes of all proceedings and handle all correspondence.

Executive Committee consists of the officers as stated above and Community Health Service Director. The Executive Committee shall be ratified by the Community Leadership Team (CLT) in total at its next meeting.

SHIP Coordinator will serve as ex-officio members of the CLT and will provide administrative support to the CLT. SHIP Coordinators will not have voting privileges on issues where a voice or written vote is taken.

Meetings

Regular meeting of the CLT shall be held monthly. The SHIP Coordinator shall prepare the agenda in advance of the meeting. Notices, agendas and minutes of the meetings shall be mailed/e-mailed to the members seven days before the meeting.

The Executive Committee or a majority of member may call special meetings at any time.

Quorum and Decisions

A quorum shall consist of eight members of the CLT. Operating by consensus, members shall strive to reach the best possible decision for the group, using compromise and other techniques to avoid or resolve mutually exclusive positions with the CLT. In situations where a consensus decision cannot be reached CLT actions will be determined by a majority of votes cast at the meeting. Decisions made by the CLT cannot contradict grant contract requirements.

In addition decision making tools from the University of North Carolina training will be utilized by the CLT to make decisions. This process will empower the CLT to make decisions through a consensus model of decision making.

Absenteeism

Members shall notify the SHIP Coordinator of their absence prior to the meeting.

Members shall designate an alternate within his/her organization during absences.

Member, who are absent without reasonable excuse are absent a total of 2 meetings during the year without an alternate, shall be subject to replacement by approve of the CLT.

Committees

Special committees may be set up as the need arises in order to complete a project, with the approval of the entire CLT.

CLT members may serve as members of these committees for the special skills and information they can contribute. Experts or community members may be invited to participate on committees for a designated period of time with approval of the entire CLT.

Review

These Operating Procedures shall be review annually by the CLT and the Community Health Supervisor.

These Operating Procedures may be adopted, amended, or annulled by a majority vote of those present and voting at any regular meeting of the CLT. Final approval of changes will rest with the CLT.