



Bylaws of Johnson County Suicide Prevention Coalition

Name: Johnson County Suicide Prevention Coalition

Purpose: The Johnson County Suicide Prevention Coalition saves and supports life, with our community partners, through awareness, education and outreach.

Leadership Team Structure (LT):

The leadership team should consist of a minimum of eight and a maximum of ten members who shall be elected for a term of two years by majority vote. Nominations are provided through the coalition. The ballots are vetted through leadership team for at large in person vote. Voting by proxy is available as needed.

Positions: At least one of the ten positions will be allocated to Johnson County Mental Health Center (JCMHC) staff to be determined by JCMHC. If multiple people on leadership team represent the same agency, one vote is allotted per agency.

- JCMHC - Prevention Services designee(s) will not be subject to the election's rotation
- JCMHC designee will serve as the suicide prevention treasurer and liaison to the Friends of JCMHC board
- Suicide Prevention leadership team has the authority at any time to discuss JCMHC representation with the Director of the agency to determine the best fit for the coalition

At-large positions: Can extend up to four years (two terms) if actively participating on the leadership team. After first term, leadership members can determine if continuation is appropriate for that member. Voting privileges will remain for the entire four-year term.

Elections: Elections for the leadership team shall be conducted in a manner that shall make the terms of the members staggered so that 50% of the LT shall be up for elections in one year and the remaining 50% of the LT shall be up for election in the subsequent year.

- Chair position may be extended by one year, if approved by LT.
- Option for chair to roll into an ex-officio role to stay on LT but will not have voting privileges. This position will be reviewed yearly.

Timeframe: Cycle January 1st - Dec 31st of each year.

Nominations: Coalition members nominate LT positions in the fall. Communication to coalition about the nomination process will occur at least one month prior to voting. After nominations are accepted, the LT will vet to ensure diverse representation from multiple sectors and actively engaged nominees.

Coalition expectations and the 3-10-hour time commitment per month are communicated to nominees prior to being added to the ballot. This includes monthly coalition meeting, monthly LT meetings, events, presentations, emails, phone calls, etc.

Term limit: four years

(The coalition votes on LT members; the LT determines positions.)

- Coalition at large votes in the fall
- Leadership Team announcement at the next coalition meeting

Officers: The LT shall elect:

- 1) Chair
- 2) Co-Chair
- 3) Secretary-JCMHC employee
- 4) Treasurer-JCMHC employee
- 5) Remainder of members are at-large positions

Financials: 501(c)(3) is housed within JCMHC, JCMHC staff will fill treasurer position

Expectations:

Chair Duties

Facilitate leadership team meetings, facilitate coalition meetings, sets agendas for both leadership and coalition meetings, approves/sets sub committees, etc. During votes, if there are ties, chair determines the decision.

Co-Chair Duties

In the absence of the Chair, Co-chair will facilitate leadership team meetings, facilitate coalition meetings, sets agendas for both leadership and coalition meetings, approves/sets sub committees, etc.

Secretary Duties

Maintains distribution list, communicates meeting minutes, sends meeting minutes and email reminders, communicates training reminders

Treasurer Duties

Prepares annual financial report, shares monthly budget report with LT. Chair determines when to share with coalition.

At-Large

Represents broader coalition as a whole, votes on agenda items

Meeting frequency: Monthly leadership team meetings to review agenda, strategy, and budget; additional meetings as determined by LT; monthly suicide prevention coalition meetings.

Annual Retreat: LT shall conduct an annual retreat to review leadership, structure and strategies.

Resignation and Removal: A LT member may resign at any time through written correspondence to the LT. The LT may remove any member at any time by majority vote. Decision is final with no appeal process.

Attendance for LT members at meetings: a member may be removed from LT for excess absences and/or lack of participation. Active participation is determined at the discretion of the LT.

Vacancies: LT should operate at a minimum of eight members. LT members have the authority to fill any vacancy. Any such appointee to the vacancy should serve the unexpired term.

Workgroups: Workgroups/committees shall be designated as determined by the LT. Each workgroup will consist of one or more of the LT.