

## 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 suicide prevention, awareness, education and outreach.

**Leadership Team Structure (LT):** The leadership team consists of a minimum of eight and a maximum of twelve members to include two ex-officio leadership team members and two Johnson County Mental Health staff who shall be elected for a term of two years by majority vote of the coalition. Nominations are provided through the coalition. The ballots are vetted through leadership team for a vote by the coalition. Voting by proxy is available as needed.

**Positions:** At least two of the twelve 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: Terms are two years and may extend up to four years (two terms) if actively participating on the leadership team. After the first term, the leadership team can determine if continuation is appropriate for that member. Voting privileges remain for up to four years.

Elections: Elections for the leadership team shall be staggered so that 50% of the LT will be up for elections in one year and the remaining 50% of the LT for election in the subsequent year.

- Chair position is one year and may be extended for a second year if approved by LT. When the Chair duties end, the chair has the option to move into an ex-officio role and stay on the leadership team with voting privileges for a maximum total of four years.

Timeframe: 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 3-5-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: two, two-year terms for a total of four years (The coalition votes on LT members; the LT determines positions.)

- Coalition votes in the fall
- Leadership Team announcement at the next coalition meeting Officers: The LT shall elect:

- 1) Chair
- 2) Co-Chair
- 3) Secretary-A leadership team member who will work with a JCMHC employee
- 4) Treasurer-A 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, the Co-chair will facilitate leadership team meetings, facilitate coalition meetings, set agendas for both leadership and coalition meetings, approve and set sub committees, etc.

**Secretary Duties:** Maintains distribution list, prepares communications to be shared with the coalition including meeting minutes, email reminders, and communicates training reminders

**Treasurer Duties:** Liaison with JCMH financial staff to share monthly budget report with LT. Chair determines when to share with coalition.

**At-Large:** Represents broader coalition as a whole and vote 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. The 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 with 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.