



Bylaws of Heartland Healthy Neighborhoods

Article I: Purpose.

Section 1: The name of the organization shall be Heartland Healthy Neighborhoods.

Section 2: Heartland Healthy Neighborhoods is organized for the purpose of actively promoting neighborhood well-being by mobilizing people, ideas and resources.

Article II. General Membership.

Section 1: In order to become a member of Heartland Healthy Neighborhoods, potential members must have a desire to improve the health of Shawnee County.

Section 2: Members of Heartland Healthy Neighborhoods provide direction in improving the health of Shawnee County.

Section 3: Monthly meetings are held for the membership to participate in.

Article III. Leadership Committee.

Section 1: Leadership Committee size and role. The Leadership Committee shall have up to 18 and not fewer than 6 members.

Section 2: Leadership Committee meetings. The Leadership Committee shall meet at least 10 times a year, at an agreed upon time and place. Any additional meetings can be called by the Leadership Committee based on the needs of Heartland Healthy Neighborhoods.

Section 3: Elections and terms.

- Leadership Committee members will be recommended by a Nominating Committee created by the Leadership Committee. All appointments must be approved by the Leadership Committee.
- Leadership Committee members shall serve 3-year terms which begin in January and end in December, and are eligible for one additional term. Former Leadership Committee members can be appointed to the Leadership Committee after sitting out for one year.
- An election of officers from the Leadership Committee will be designated at the annual meeting.

Section 4: Ex Officio Leadership Committee members

Ex Officio Leadership Committee members will be invited to participate in Leadership Committee meetings. Because of the position they hold in the community, such as the City Council and the Board of County Commissioners/Health, they are able to provide valuable input.

Ex Officio Leadership Committee members are appointed and invited at the discretion of the Leadership Committee to serve as voting members of the Leadership Committee. Ex Officio Leadership Committee Members terms will last for the duration of the employment in the office they hold in the community or as determined by a majority vote of the Leadership Committee, whichever is shorter. A majority vote of the Leadership Committee is required to add or remove Ex Officio Leadership Advisors from Leadership Committee Membership.

Section 5: Quorum.

- Two-thirds of the Leadership Committee members must be in attendance to be a quorum.

Section 6: Resignations and Termination.

- Resignations from the Leadership Committee must be given to the Chair.

Article IV. Officers and decision-making.

Section 1: The governing structure of Heartland Healthy Neighborhoods is as follows:

- **Advisory Council:** The Advisory Council, selected by the Leadership Committee, serves as a sounding board for Heartland Healthy Neighborhoods to provide direction and feedback. Consists of community stakeholders. Some of their responsibilities to Heartland Healthy Neighborhoods:
 - Identify emerging trends.
 - Provide resources and direction.
- **Leadership Committee:** The Leadership Committee performs the executive and administrative functions of Heartland Healthy Neighborhoods utilizing the feedback and recommendations of the Advisory Council and the General Membership.
- **Committee Chairs:** The Committee Chairs mobilize and engage groups of community members and organization representatives around topics identified by leadership.
- **General Membership:** See above.

Section 2: Officers' titles and main duties are as follows:

a. Leadership Chair:

- Public spokesperson for Heartland Healthy Neighborhoods
- Designates spokespersons for Heartland Healthy Neighborhoods
- Manage / Facilitator of:
 - Leadership Committee Meetings
 - General Membership Meetings
 - Advisory Council Meetings

b. Leadership Vice Chair:

- In the absence of the Chair of the Leadership Committee, the Vice Chair shall execute the duties of the Chair. The Vice Chair shall perform such other duties as may be from time to time assigned by the Chair or by the Leadership.

c. Resource Development:

- Searching out and coordinating funding opportunities for Heartland Healthy Neighborhoods.

d. Secretary/Treasurer:

- Attends to the clerical and financial functions of Heartland Healthy Neighborhoods.

Section 3: Procedures for filling and vacating offices:

- Any Leadership Committee member may be removed by the Leadership Committee, by majority vote, whenever the best interests of Heartland Healthy Neighborhoods will be served by such removal. Attendance will be considered.
- Ex Officio Leadership Committee members are appointed and invited at the discretion of the Leadership Committee to serve as voting members of the Leadership Committee. Ex Officio Leadership Committee Members terms will last for the duration of the employment in the office they hold in the community or as determined by a majority vote of the Leadership Committee, whichever is shorter. A majority vote of the Leadership Committee is required to add or remove Ex Officio Leadership Advisors from Leadership Committee Membership.

Section 4: Committees:

- Committees will have designated chairs
- Committees will report to HHN chair
- Invited to meet with Leadership Committee at least twice a year

Section 5: Decisions

- Amendments to the bylaws must be made with two-thirds of the quorum in agreement.

Article V. General, special, and annual meetings.

Section 1: Regular general membership meetings are to be held at minimum, once a month. Any meeting may be called by Leadership Committee in response to the needs of Heartland Healthy Neighborhoods. A monthly meeting in the fourth quarter will be designated as the annual meeting. An election of officers will be designated at the annual meeting.

These bylaws were initially approved at a meeting of the Leadership Committee on October 17, 2013.

These bylaws were reviewed and amended at the meeting of the Leadership Committee on February 16, 2017.