



Southwest Colorado Healthcare Coalition Bylaws

May 2018

BACKGROUND

The Southwest Colorado Healthcare Coalition (SWCHCC) is a collaboration of healthcare organizations, providers, public health departments, emergency medical services, emergency management agencies and community partners working together to enhance regional preparedness and response capabilities. The SWCHCC works with healthcare entities to prepare for, respond to, and recover from emergencies in the Southwest Region. The members of the SWCHCC work together to foster health and medical preparedness by promoting effective and consistent communications, information sharing, resource coordination, and response and recovery operations.

MISSION

The mission of the SWCHCC is to coordinate and promote healthcare emergency preparedness and response activities for Coalition partners throughout the Southwest Colorado Region.

PURPOSE

The SWCHCC promotes, develops, and enhances the region’s coordination for medical and public health system preparedness, response, and recovery by:

- Prioritizing Coalition goals and objectives based on local needs, best practices, recommendations, and deliverables from the Office of the Assistant Secretary for Preparedness and Response (ASPR), Centers for Disease Control and Prevention (CDC), and the Colorado Department of Public Health and Environment (CDPHE)
- Conducting trainings, exercises, public education, and outreach to strengthen community medical resiliency, surge capacity, and preparedness and response capabilities
- Prioritizing and distributing funds to local agencies, hospitals, health departments and other qualified organizations to increase readiness capabilities
- Facilitating collaborative prevention, mitigation, preparedness, response, and recovery activities
- Fostering communication between local, regional, and State entities on community-wide emergency planning and response

COALITION BOUNDARIES

The SWCHCC is an inclusive body open to all organizations and entities that provide or support health services within the following five (5) counties and two (2) Tribes in Southwest Colorado.

| County | Population | Square Miles | Hospitals and Long-Term Care Facilities |
|------------------|------------|--------------|---|
| Archuleta County | 12,907 | 1,350 | 3 |

| | | | |
|-------------------------------|----------------|--------------|-----------|
| Dolores County | 2,035 | 1,067 | 1 |
| La Plata County | 55,697 | 1,692 | 4 |
| Montezuma County | 26,906 | 2,029 | 5 |
| San Juan County | 698 | 387 | 0 |
| Southern Ute Indian Tribe | 1,400 | 1,064 | 0 |
| Ute Mountain Ute Indian Tribe | 2,134 | 864 | 0 |
| Total | 101,777 | 8,453 | 13 |

COALITION MEMBERSHIP

The SWCHCC is comprised of two (2) Chapters, the La Plata, Archuleta, San Juan Counties and Southern Ute Indian Tribe (LASST) Chapter and Montezuma County, Dolores County, and the Ute Mountain Ute Indian Tribe (Montelores) Chapter, core and general partner organizations and entities, a Steering Committee, and Executive Officers. Membership in the SWCHCC is extended to the following core partner agencies, institutions, and community-wide emergency response related disciplines within the Southwest Colorado Region. Core members, at a minimum, include representatives from each of the following agency types:

- Hospitals (including Acute Care, Rehabilitation and Psychiatric)
- Emergency Medical Services
- Emergency Management/Public Safety
- Public Health

General partner membership may consist of, but is not limited to, representatives from each of the following agencies:

- Behavioral Health Providers
- Long Term Care Providers
- Hospital and Medical Associations
- Specialty Service Providers including, but not limited to: dialysis centers, urgent care facilities, and ambulatory surgical centers
- Support Service Providers including, but not limited to: laboratories, blood banks, and pharmacies
- Primary Care Providers
- Community Health Centers
- Tribal Health Centers
- Federal Entities including, but not limited to, U.S. Department of Veterans Affairs (VA) hospitals and Department of Defense facilities

MEMBER RESPONSIBILITIES

- Provide representation at Coalition meetings

- Participate in SWCHCC activities and help to ensure the Coalition is able to meet its identified goals, priorities, and contractual deliverables
- Participate in collaborative regional preparedness planning efforts
- Participate in the development of surge capacity plans, inter-organizational agreements, and collaborative emergency response plans
- Vote on Coalition activities and elections
- Respond to regional emergencies and disasters in collaboration with other Coalition members
- Work to implement emergency preparedness and response capability guidelines within the member's organization

MEMBERSHIP IN GOOD STANDING

A member shall be deemed in good standing if the individual or a designated alternate has attended, either in person, by phone, or videoconference, at least 50% of the regularly scheduled SWCHCC meetings within a 12-month period. If the member does not maintain good standing, the Chairperson shall inform the member and designated organization contact that the organization will be placed on inactive status and will be unable to vote or request funding. Member organizations may return to good standing status by attending two (2) consecutive scheduled meetings.

MEMBERSHIP ROSTER

The Coalition will maintain a current roster of member organizations, including core and general partner designations and contact information. The roster will be updated on a quarterly basis through a virtual survey. It will be published with the agenda for each Coalition meeting. The Coalition will track and maintain meeting attendance for member organizations.

INVITED NON-MEMBERS

Subject matter experts and representatives from other hospitals and healthcare facilities may be invited to attend SWCHCC meetings and activities if approved by a majority vote from Coalition members. Invited organizations may fully engage in SWCHCC discussions and activities but cannot vote.

MEMBERSHIP RESIGNATION

A member may resign from the SWCHCC by written notification to the Coalition Steering Committee at SWCHCC@gmail.com.

MEMBERSHIP FEES

At this time, there are no fees associated with SWCHCC membership. The SWCHCC Steering Committee reserves the right to re-evaluate membership fees on an annual basis or if federal grant funds are no longer available to help sustain Coalition operations.

COALITION LEADERSHIP

The SWCHCC elected a multi-disciplinary Steering Committee to provide strategic direction to the Coalition and facilitate regional preparedness and resource coordination. The Committee encompasses core members from each Chapter and functions as an advisory entity, ensuring that operational capabilities, scope of work requirements as directed by the CDPHE, and allocation of resources align with the strategic goals and objectives of the Coalition. The SWCHCC Steering Committee also helps to ensure that plans, trainings, and exercise activities conform to the guidelines issued by ASPR and the National Response Framework (NRF).

STEERING COMMITTEE MEMBERS

The Steering Committee is comprised of eleven (11) members representing both SWCHCC Chapters and the following core agency types:

- Emergency Management (2 members)
- Public Health (2 members)
- Hospital (2 members)
- Emergency Medical Services (2 members)
- Behavioral Health (1 member)
- Tribal (2 members)

STEERING COMMITTEE RESPONSIBILITIES

- Provide representation at SWCHCC meetings and ensure member attendance
- Participate in Coalition activities
- Actively participate in discussions involving funding distribution
- Contribute to meeting Coalition goals, priorities, and contractual deliverables set forth by CDPHE
- Vote on issues and Coalition activities placed before the Steering Committee

EXECUTIVE OFFICERS

The SWCHCC Steering Committee is led by a team of Executive Officers: One (1) Chair, one (1) Vice-Chair, one (1) Secretary, and one (1) Treasurer, elected by the Steering Committee. The Executive Officers work collaboratively with the Steering Committee to organize and coordinate Coalition preparedness and response activities. The Executive Officers coordinate with the state-level Healthcare Coalition Council. Officers' primary responsibilities include:

1. Coalition Chair

The Chair shall provide leadership for the SWCHCC and shall act as Chairperson for all Steering Committee and SWCHCC meetings. He/she shall be available to the membership for information exchange concerning the SWCHCC; serve as the official representative and spokesperson of the SWCHCC; and assume additional duties, as appropriate, to facilitate the function of the SWCHCC. The Chair is the signatory authority for the SWCHCC.

2. Coalition Vice-Chair

The Vice-Chair shall carry out the duties of the Chair in his/her absence. In the event of the unexpected departure, resignation, or removal from office, the Vice-Chair will replace the Chair, subject to a ratification of the Coalition membership at the next meeting.

3. Secretary

The Secretary shall ensure meeting agendas, minutes, and bylaws are recorded; handle and address correspondence pertaining to the SWCHCC; maintain the Coalition membership roster; and perform other administrative functions as needed. Maintain and monitor the SWCHCC email account.

4. Treasurer

The Treasurer shall work with CDPHE, the state Hospital Preparedness Program (HPP) Coordinator, Coalition Chair, and Vice-Chair to ensure accurate accounting of funding and other funding targeted for SWCHCC projects and purchases; coordinate with the fiscal agent; and hold primary responsibility for overseeing the management and reporting of the organization's finances.

ELECTIONS AND TERMS

Steering Committee elections shall occur annually during the second SWCHCC quarterly meeting of the calendar year. The current Steering Committee may place nomination(s) for vacant position(s) on the agenda of the SWCHCC meeting for action by voting members. Nominations from the floor for Steering Committee positions may be made by core and general organization members during the meeting. Members may also submit nominations to the current Steering Committee prior to the meeting. A deadline and a process for making nominations will be distributed to all Coalition members. Self-nominations are permitted. Nominations should be made in a fashion to maintain the required multi-disciplinary, multi-jurisdictional composition of the Steering Committee, as described under [Steering Committee Members](#).

If a Steering Committee position is not filled during an election, vacancies may be filled by appointment by the Steering Committee. The appointee shall serve the remaining portion of that

term. Special elections may be called at any meeting if a Steering Committee position is vacated early.

To be eligible for election to the Steering Committee, an individual must represent a core or general member and have attended 75% of that calendar year's SWCHCC meetings. Steering Committee members shall serve a one-year term. There is no limit to the number of successive terms a Steering Committee member may serve.

Written notice will be provided to any Executive Officer if a member of the Steering Committee is unable to continue with the duties required. Any elected Officer or Committee member may be removed for cause by a majority of the voting membership, provided that at least two weeks' written notice of a special meeting is provided to the voting members.

SUBCOMMITTEES/ WORKGROUPS

The SWCHCC may establish subcommittees or workgroups to perform such tasks and duties as deemed appropriate by the Coalition. As needed, Executive Officers and the Steering Committee may approve the establishment of subcommittees/ workgroups to address a specific area and/or produce a specific product of interest to the Coalition. Representatives from each subcommittee/ workgroup will be required to provide status reports during Coalition meetings and provide updates to the Steering Committee as requested. Core and general members may serve on subcommittees/ workgroups.

MEETINGS

Meetings shall be held on a quarterly basis. Meeting locations may alternate between the counties represented in the Coalition. Notifications and agendas for all meetings shall be distributed at least five (5) working days prior to the meeting. Meeting minutes shall be taken and distributed along with the attendee list to all Coalition members no more than five (5) working days following the meeting. The Steering Committee reserves the right to cancel or reschedule meetings due to State and Federal holidays, weather, or other unforeseen circumstances. Special meetings may be called by the Steering Committee. Reasonable notice for special meetings shall be provided to Coalition members. These meetings shall follow the same guidelines described above.

STEERING COMMITTEE MEETINGS

At a minimum, Steering Committee meetings will be held on a quarterly basis. Meetings will be held at locations convenient for Steering Committee members and may vary month to month. Meeting notices will be distributed at least two (2) weeks prior to the meeting. Meetings will be

led by the elected Co-Chairs and run according to Roberts Rules of Order. All coalition members may attend Steering Committee meetings, but only primary representatives may vote.

SWCHCC CHAPTER MEETINGS

Each SWCHCC Chapter may conduct meetings of their respective core and general membership and will determine its meeting frequency and location. Meeting notices will be disseminated prior to each regularly scheduled or special meeting.

VOTING

QUORUM

A minimum of 50% of voting members shall be present to constitute a quorum. Voting shall take place at meetings only when a quorum is present. In absence of a quorum, no formal action shall be taken except to adjourn the meeting to a subsequent date.

CONDUCTING BUSINESS AND VOTING

Each SWCHCC member or designee in good standing shall have one vote per organization. The Chair or Vice-Chair shall identify the process for voting such as voice, show of hands, electronic, paper ballot, etc. All votes will pass by a quorum established by a simple majority, greater than 50% of the voting representatives present either in person, electronically, or by phone. The outcome of each vote will be announced and recorded as either affirming or defeating the motion.

Proxy voting is permitted when one or more voting members are unable to attend. To be eligible to serve as a proxy, the member must be in good standing. Proxy instructions must be sent to the Coalition Chair or Vice-Chair, in writing prior to the meeting. The proxy may announce the vote on their behalf during the meeting.

FINANCIAL MANAGEMENT

The SWCHCC is responsible for developing a financial management structure and determining the feasibility of acting as the fiduciary agent for the regional HPP Grant. The SWCHCC fiscal year will align with the ASPR HPP fiscal year.

FIDUCIARY AGENT

The designated fiduciary agent will be determined by a majority vote of the Steering Committee. The fiduciary agent shall be responsible for tracking all Coalition expenditures. Record keeping shall be in accordance with generally accepted accounting practices.

FUNDING REQUESTS

Core and general partner members may be eligible for project specific funds related to emergency preparedness and response. Agencies may request funds for Coalition related projects through the SWCHCC's funding request process.

REVIEW AND AMENDMENT OF THE BYLAWS

The SWCHCC Bylaws will be reviewed by the Steering Committee on an annual basis. Amendments to the Bylaws may be proposed by any Coalition member. Proposed amendments shall be submitted, in writing to the Steering Committee at least one (1) month prior to the next regularly scheduled meeting. The amendment shall be acted on at the following meeting provided a copy of such proposed amendment(s) are distributed at least thirty (30) days in advance or fully stated and attached to the electronic notice for that meeting. A two-thirds majority vote is required for the amendment to carry.

APPROVAL OF THE SWCHCC BYLAWS

The Southwest Colorado Healthcare Coalition Bylaws have been adopted by a vote of the core members of the Coalition.

Date Approved: _____

Chair: _____
Print Name

Vice-Chair: _____
Print Name

Signature

Signature