



ARTICLE I: NAME

The name of this group shall be the Milwaukee Latino Health Coalition, hereafter known as MLHC.

ARTICLE II: VISION, MISSION, AND OVERARCHING GOALS

A. Vision

Together we transform communities to improve Latino health.

B. Mission

To increase the health and well being of Latino communities by organizing power for social change.

C. Overarching Goals

The following overarching goals serve to guide Action Teams in their development of their action plans.

1. Increase involvement of Latino communities in decisions affecting their health.
2. Confront and alleviate the negative impacts of the social determinants of health (access, immigration, socio-economic status, education, built environment, racism).
3. Serve as a change agent for policies affecting the health of Latino communities.
4. Act as a credible navigation resource for Latino health.

ARTICLE III: FISCAL AGENT

A. Description

CORE/El Centro is the fiscal agent for MLHC. CORE/El Centro's fiscal year is January 1 to December 31. CORE/El Centro contracts with partner agencies and individuals on behalf of MLHC to perform specific tasks and to deliver products within a predetermined time frame.

ARTICLE IV: MEMBERSHIP

A. Levels of Membership

The members represent community residents and organizations located in or serving the City of Milwaukee who have an active interest and commitment in promoting the health of the Latino community. The goal is to include adequate representation of key stakeholders' concerns and viewpoints to help achieve the Coalition's mission and goals. There are three levels of membership.

1. Active Member

- An Active Member participates in at least one Action Team and attends at least 6 meetings per calendar year (these can be a mix of Action Team and general Coalition meetings).
- An Active Member plans, implements, and evaluates Action Team activities.
- It is encouraged that Active Members attend regular Coalition meetings.
- An Active Member votes on issues affecting the full Coalition.
- Meeting attendance will be reviewed each January for the previous calendar year. An Active Member who does not attend at least 6 meetings will be moved to an Affiliate Member with the option of reinstatement request to the Action Team Leader.
- Term/Resignation: An Active Member can serve in an Action Team for as long as desired. She/he shall terminate her/his membership by submitting resignation to Action Team Leader. The Leader will make a note of resignation in minutes and forward to Secretary for record keeping.

2. Affiliate Member

- An Affiliate Member is not part of an Action Team and attends the general Coalition meetings.
- An Affiliate Member can move to being an Active Member by joining one of the Action Teams.

- An Affiliate Member receives Coalition meeting minutes and newsletter.
- An Affiliate Member can offer his/her opinions during meetings and via email correspondence.
- An Affiliate member does not have voting rights.

3. Sponsor

- A Sponsor is any interested individual, organization, foundation, or business who provides direct or in-kind financial support and volunteers at MLHC activities.
- A Sponsor does not vote on full Coalition issues.
- Term/Resignation: A Sponsor shall terminate membership by submitting resignation to the Steering Committee Chair.

ARTICLE V: COALITION MEETINGS

1. Frequency

- General Coalition meetings will be conducted three times annually on the second Thursday of the following months: January, May, and September.
- Special meetings may be called by the Chair, the Co-Chair, or upon request of the majority of the members.

2. Notice

- Secretary will send an email of the general Coalition meeting's agenda and minutes of previous meeting to all members two weeks prior.
- All Steering Committee members will notify Steering Committee Chair whether or not they will attend a general Coalition meeting at least one week prior to the meeting.

3. Quorum Definition and Specification (from the Robert's Rules of Order)

- A quorum is a number of members entitled to vote who must be *present* in order that business can be legally transacted. The quorum refers to the number of such members *present*, not to the number actually voting on a particular question.
- It is specified that 51% of Active Members must be present in order that business can be legally transacted.

4. Decision-Making Model (for Coalition meetings)

- Simple-majority, 51% as stated above, will be used for decisions such

as the ratification of bylaws and the prioritization of activities.

- Nominal group process can be used for identifying issues or problems and obtaining suggestions for solving problems.

5. Voting

- Voting is used to select Steering Committee Co-Chair every two years. In case Co-Chair resigns prior to completion of term, special elections will be held the following January.
- MLHC uses ‘simple majority’ as a model for voting. If a voting situation were to arise, a motion shall be accepted or amended by a simple majority vote.
- Voting members shall consist of those members currently listed as Active Members of the MLHC.
- Each Active Member has one vote.
- Voting for the Co-Chair will take place within two weeks after the January MLHC meeting via email.
- New Active Members are eligible to vote after attending at least 6 Action Team & Coalition meetings combined.
- The Secretary will maintain the MLHC membership list.

6. Bylaws Amendments, Ratification, & Review

- These bylaws may be amended, repealed, or replaced by an affirmative simple majority vote, 51% of Active Members, during a general Coalition meeting.
- Active Members may suggest changes to the bylaws by submitting a written request to the Steering Committee one week or five working days before the MLHC general meeting.
- These bylaws go into effect upon the majority vote of Steering Committee members.
- These bylaws shall be reviewed at least once every 2 years by MLHC Steering Committee and updated via the aforementioned means.

ARTICLE VI: STEERING COMMITTEE

The Steering Committee (SC) members will strive to have at least 51% Latino leadership representation.

1. Structure

- The MLHC SC consists of the Chair, the Co-Chair, Secretary, Chief Financial Officer, the Action Team Leaders, an honorary CORE staff member, and one member from the MLHC Active Membership.
- The MLHC SC meets monthly to identify topics and agenda items for the MLHC meetings, to work on issues pertinent to the Coalition, and to progress on Coalition plans.
- The SC reviews and approves of Action Teams' request to either terminate or create a new Action Team. The written action plan of each team shall be reviewed and approved by the SC.
- Additional "ad hoc" teams may be created as deemed necessary by the SC.
- They may issue invitations to potential new members as needed to improve balance or establish a committee with the charge of improving representation.
- SC minutes may be amended by SC members as necessary, but must be submitted in writing one week prior to the following meeting.
- SC minutes will be approved at the subsequent meeting.

2. Nominations and Elections

- Nominees for Co-Chair of the SC shall be placed in nomination to the full MLHC active membership. The nominees shall be chosen from Active Members.
- Nominations for Co-Chair to the SC shall be open for candidacy at the September MLHC meeting.
- Nominations for Co-Chair will close on the 10th day of November.
- Nominees shall present their case at the January meeting.
- The Co-Chair will be elected to the Steering Committee via email by the majority vote within two weeks after the January MLHC meeting. (See voting requirements in Article V, subheading #5, Voting.)

3. Quorum

- It is specified that 51% of SC members must be present in order for meeting to proceed and conduct Steering Committee business.
- If there is no quorum at a regular called meeting, the Chair will adjourn immediately.

4. Decision-Making Model

- Consensus will be used for long-term decisions (for example Strategic Plan and Funding Sources).

- Nominal group process will be used for setting goals, identifying issues or problems, and obtaining ideas for solving problems.
- Super-majority, 75% of all Steering Committee members, will be used for major or urgent decisions such as approval of the final MLCH action plan.

5. Chair

- The Chair or designee shall preside at all MLHC Steering Committee meetings.
- The Chair develops and e-mails agenda to SC members a week prior to scheduled meeting.
- The Chair is bilingual in English and Spanish.
- The Chair shall act as a spokesperson of MLHC and advance the mission of MLHC as opportunities arise. When the Chair is not available, the Co-Chair will serve as spokesperson, or an alternate will be named, when time permits, by the Steering Committee.
- The term of office for the Chair shall be for two years from the date of appointment.
- Newly retired Chair can choose to remain in Coalition as an Active Member or Affiliate.
- Previous Chair serves as consultant to the new Chair on a needed basis.
- When the current Chair or Co-Chair positions have been vacated, retired Chair(s) can be called upon to serve until next election.

6. Co-Chair

- The Co-Chair presides at SC meetings when the Chair is unable to do so.
- The Co-Chair will assume the position of Chair on the expiration of the current Chair's term.
- The Co-Chair is bilingual in English and Spanish.
- The Co-Chair shall serve a term of 2 years.
- Actively participates in projects and/or activities as identified by the Steering Committee.
- Takes and archives SC and general MLHC meeting minutes and emails to all SC members two weeks prior to next scheduled meeting.
- If Co-Chair is unable to assume the position of Chair, another Steering Committee member or previous Chair(s) will assume role for the remainder of the term of service or until next special election, whichever comes first.

7. Action Team Leaders

- Action Team Leaders serve a term of 2 years and may serve up to 4 consecutive years.
- Attends all meetings of the Steering Committee and general MLHC.
- Actively participates in projects and/or activities as identified by the Steering Committee.

8. Secretary

- Secretary coordinates SC and Coalition meeting logistics.
- Secretary takes minutes at Coalition meetings (newsletter).
- Secretary emails Coalition meeting agenda and prior meeting minutes to all members two weeks prior to scheduled meeting.
- Secretary keeps attendance records.
- Secretary maintains website.
- Secretary collects and counts email votes for Co-Chair.

9. Chief Financial Officer

- The Chief Financial Officer keeps monetary records and provides financial reports to the Steering Committee as necessary.

10. General Member

- General membership representative serves a term of 1 year and may serve up to 4 consecutive years.
- General member can be nominated to the Co-Chair position.
- Attends all meetings of the Steering Committee and general MLHC.
- Facilitates general MLHC meetings. When General Member is not available, the Co-Chair will serve as facilitator, or an alternate SC member will be named by the Steering Committee.
- Actively participates in projects and/or activities as identified by the Steering Committee.

ARTICLE VII: ACTION TEAMS

Action Teams are formed according to the overarching goals. Each Action Team creates an annual action plan. There are currently 4 Action Teams: Mental Health, Health Care Access, Supporting the Health Promoters and Immigration as a Health Issue.

1. Structure

- A Leader and a Co-Leader (optional) are selected by the members of each Action Team.
- The Leader shall serve a term of 2 years and may serve up to 4 consecutive years.
- A written action plan is prepared by Leader, in consultation with the Action Team members and is submitted to Steering Committee in December.
- Action Teams may solicit additional partners from outside the MLHC membership as necessary to complete work.
- Minutes of the meetings will be recorded by a designated Action Team member. The minutes will be sent to Secretary for record keeping and the Leader maintains the records of the team.
- Leader keeps record of attendance and forwards to Secretary.
- Minutes may be amended by members as necessary, but must be submitted in writing prior to the following meeting.
- Minutes are approved at the subsequent meeting.
- Action Teams meet at a minimum of 6 times per year or as often as necessary.
- The Leader or the designee will report team progress to MLHC general meeting in January.

2. Decision-Making Model

- Consensus will be used for long-term decisions, for example the decision to adopt an action plan or apply to a funding source.
- Nominal group process will be used for setting goals, identifying issues or problems, and obtaining ideas for solving problems.
- Simple-majority rule, 51% of all attending participants, will be used for making decisions on urgent issues to avoid delay on accomplishments of tasks.

09/09/09

Initial: VZU