

BYLAWS

COMMUNITY PREVENTION COALITION OF TETON COUNTY

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BY:

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BYLAWS

Community Prevention Coalition of Teton County

ARTICLE I

- A. Name. The name of the Coalition is the Community Prevention Coalition of Teton County.

ARTICLE II – Vision, Mission and Function

- A. Vision. We envision a vibrant community whose culture encourages connectivity and wellbeing.

Mission. The Community Prevention Coalition of Teton County will utilize effective prevention strategies to strengthen community efforts to prevent suicide and reduce the problematic use of alcohol, tobacco and other drugs.

- B. Function.
- a. Advise those in the delivery of services regarding the Coalition's:
 - i. Mission
 - ii. Long Range Goals
 - iii. Policies and Procedures
 - iv. Budget
 - b. Review and update yearly work plan on a quarterly basis.
 - c. Update membership on yearly plan progress.
 - d. Address program challenges and brainstorm ways to address challenges with the membership.
 - e. Determine timeline and delegate tasks to membership which will include member sign up and commitment.
 - f. Members will share Prevention Coalition information at other related meetings.
 - g. Members will assist in selecting potential members and participants who meet core membership requirements.

ARTICLE III

- A. Membership. The membership of the Coalition shall be as follows:
- a. Representative of the County Health Department
 - b. One Board Member of the County Health District Board
 - c. Representative of Curran-Seeley

- d. Representative of Jackson Hole Community Counseling Service
- e. Representative of Teton Youth and Family Services
- f. Representative of Teton County School District #1 staff
- g. One Trustee of the Teton County School District #1 Board
- h. Representative from the Teton County Attorney's Office
- i. Representative from the Teton County Sheriff's Office
- j. Representative from the Jackson Police Department
- k. Representative from St John's Medical Center
- l. Representative from the Court Supervised Treatment Program
- m. Six at large members: representative of youth; parents; business owners, faith community or other interested parties (appointed by the Coalition)

B. Appointment, qualifications and terms of appointed memberships:

- a. Voting members are selected by their respective organization. The 6 at large members shall be selected by the Coalition.
- b. The at large members serve at the discretion of the Community Prevention Coalition of Teton County.
- c. Term of membership for the six (6) at large members shall be for the period of 4 years.
- d. The terms of at large membership shall be staggered.
- e. At the end of a term, an at large member continues to serve until a successor is appointed and qualifies.
- f. An at large member who is appointed after a term has begun serves only for the rest of the term and until a successor is appointed and qualifies.
- g. If any member fails to attend three (3) consecutive regular meetings without satisfactory cause or prior notice, the Coalition may consider the position vacant and proceed to fill such vacancy.

C. Participants. Community members are encouraged to attend and participate in Coalition meetings and subcommittee meetings. Participants may attend meetings but do not have voting privileges.

D. Election of Officers. The Coalition shall elect from its members a chairman, vice-chairman, secretary, and such other officers as it shall deem necessary to conduct the business of the Coalition, said officers to serve a term of one (1) year. Election of officers shall take place at the January meeting of each year and as otherwise required to fill vacancies.

ARTICLE IV

A. Meetings. Meetings of the Coalition shall be open to the public and shall be conducted in accordance with Wyoming Statutes §§ 16-4-402 et seq. Regular meetings of the Coalition shall be held at least monthly at a place designated by the Coalition. The chairman of the Coalition, or a majority of Coalition members, may call special meetings.

- B. Notice. Notice of regular, special or emergency meetings of the Coalition shall be provided in accordance with Wyoming Statutes §§16-4-404. Notice of regular meetings shall be sent to each member of the Coalition by mail, facsimile or electronic transmission or personal delivery accompanied by the proposed agenda. Notice of special meetings shall be sent to each member of the Coalition by mail, facsimile or electronic transmission or personal delivery accompanied by a statement of special business to come before the Coalition. Notice shall be given to the public of special meetings to those that have requested in writing to be notified of special meetings at least 8 hours prior to any special meeting.
- C. Record of Proceedings. The secretary of the Coalition or his/her designee shall record minutes of each regular, special, and emergency meetings of the Coalition, shall transcribe and distribute the minutes to the members of the Coalition, and shall distribute the minutes to members of the public upon request.
- D. Voting. Votes may not be taken without a quorum of voting members present. Ten (10) members shall constitute a quorum. A member may appear by telephonic means, so long as the member is able to participate in the full discussion of the issue. Email voting may be utilized, with Ten (10) members being required to respond.
- E. Compensation. Members of the Coalition shall serve without compensation.
- F. Conflicts of Interest. Any Coalition member who has a pecuniary interest in a matter pending before the Coalition, or who is likely to derive direct and tangible personal or professional benefit from particular resolution of the matter, shall declare a conflict of interest and shall not vote on any issue connected with the matter, and his/her presence at the meeting shall be disregarded for the purposes of obtaining a quorum for voting. The Coalition member that declares a conflict shall remove themselves from the meeting room in order to not influence the vote with his or her presence.

ARTICLE V

- A. Ad Hoc Committees. The Chairperson of the Coalition may appoint ad hoc committees, as necessary.
 - a. The Committee Chairperson shall be a member of the Coalition.
 - b. Membership of the committee is not limited to the Coalition members but will have at least two members of the Coalition and may include other interested or knowledgeable parties from the advisory network.
 - c. The committee shall establish goals toward meeting the specific purpose(s) for which appointed. The committee shall report periodically to the Coalition. When the purpose for which the committee was appointed has been completed the committee shall disband following its formal report to the Coalition.

ARTICLE VI

- A. Amendments. These bylaws may be amended by a vote of no less than twelve (12) Coalition members. Proposed amendments shall be presented to the Coalition at a regular meeting, or at a special meeting called for the purpose of considering the amendment. The Coalition shall not vote on the amendment until the following regularly scheduled meeting or for a period of thirty (30) days after the amendment is proposed, whichever comes last.