



# Asthma Coalition of Los Angeles County Organizational Guidelines [Draft]

## Article I. Name

- (i) The name of this organization is the Asthma Coalition of Los Angeles County (the “Coalition”).

## Article II. Mission, Vision, and Goals

- (i) **Mission:** The Asthma Coalition of Los Angeles County acts as a collective, powerful voice for policy and systems change to prevent, minimize, and manage the burden of asthma.
- (ii) **Vision:** Los Angeles County residents will live, work, and learn in a healthy environment where the effects of asthma are prevented or minimized and people with asthma enjoy a high quality of life.
- (iii) **Goals:** The Asthma Coalition’s goals are described in the document “*Controlling Asthma in Los Angeles: a Call to Action*”, developed by the Coalition between fall 2004 and spring 2006. The 6 key recommendations in the Call to Action comprise the goals of the Coalition. These are:
  - Increase access to and improve quality of health care
  - Improve indoor air quality in homes and workplaces
  - Improve asthma management in schools, child care centers, and child care homes
  - Improve outdoor air quality
  - Address race/ethnic and socio-economic disparities
  - Strengthen research related to asthma

## Article III. Membership

All organizations requesting membership that 1) adhere to the mission, vision, goals, and these organizational guidelines of the Asthma Coalition of Los Angeles County; and 2) sign and submit a membership application form to the Steering Committee, will be considered for membership by the Steering Committee.

- (i) **Voting:** Each member organization is entitled to one vote. Members must participate in a minimum of 50% of scheduled meetings per calendar year in order to be considered members in good standing and maintain voting rights. Each member organization must designate on its membership form a principal representative and an alternate, both of whom are eligible to vote. Any changes in designees must be faxed or emailed to the Steering Committee. A member must be present to vote.

To encourage active participation from large organizations with multiple departments, an organization can apply to the Steering Committee for a waiver to this requirement and request that two representatives be granted voting power. If a waiver for this condition is approved by the Steering Committee, voting power may be given to a maximum of two representatives from each organization. Both representatives need to be present to vote; one representative cannot exercise more than one vote.

- (ii) **Fees:** Membership in the Coalition is free. At a future date, the Coalition may decide to establish a membership fee structure.

(iii) **Criteria for membership:** Members:

- Must agree with and promote the goals of the Asthma Coalition. The Steering Committee may terminate the membership of any organization that does not act in accordance with the Coalition's goals and principles of collaboration (attached).
- Are encouraged to attend all scheduled meetings of the Asthma Coalition. To retain voting rights, a member must attend at least 50% of the Coalition's general meetings
- Are encouraged to send representatives to scheduled meetings that 1) attend consistently on behalf of their organization, and 2) are knowledgeable about and are empowered to make decisions on behalf of their organization;
- Are encouraged to participate in workgroups and other Asthma Coalition activities;
- Are encouraged to share information, resources, and expertise with other members;
- Have the responsibility of balancing the needs of their individual organization with the needs of the Coalition as a whole.
- Are organizations, A limited number of individual memberships will be considered on a case-by-case basis by the Steering Committee. In the future, membership categories may be created.

#### **Article IV. Coalition Structure**

- (i) **Coalition functioning:** The general membership of the Coalition is the highest governing body and the ultimate decision-maker. The Coalition functions through its Steering Committee and Workgroups. The Steering Committee provides leadership and direction to the Asthma Coalition, and the Workgroups conduct activities in support of

the Coalition's goals and objectives. For further information about the functioning of the Steering Committee and Workgroups, see Article V and VI, respectively.

- (ii) **Meeting frequency:** The Asthma Coalition will meet quarterly, or as needed. Meetings are held in January, April, July and October and are open to the public. One meeting a year will be designated the "annual meeting" to hold elections, and review and adapt as necessary the Coalition's organizational guidelines, policies and procedures.
- (iii) **Chairing of meetings:** Coalition meetings are chaired by the Steering Committee Co-Chairs.
- (iv) **Decision making at meetings:** Decisions at Coalition meetings are made by consensus, when possible. When there is a lack of consensus, decisions are made by majority vote of Coalition members present. Each member in good standing who is present at the meeting has one vote.
- (v) **Meeting agendas:** Coalition meeting agendas are developed by the Steering Committee. Coalition members or others who would like a point on the meeting agenda can make a request to one of the two Co-Chairs or to the Coalition Coordinator. The Steering Committee will evaluate the request based on the needs of the Coalition.

## **Article V. Steering/Executive Committee**

- (i) **Role/responsibilities/authority:** The Steering Committee provides leadership and direction to the Coalition. Specifically, the Steering Committee:
  - Develops and monitors a plan of action for the Coalition and evaluates progress toward goals
  - Establishes Workgroups as needed to accomplish the Coalition's mission
  - Develops and delivers reports to Coalition meetings on the progress of Workgroups and other Coalition activities
  - Approves and coordinates Workgroup plans
  - Gives guidance and support to Workgroups and monitors their operations
  - Is empowered to make decisions in between the Coalition's general meetings, including whether to endorse another organization. Such decisions will be announced at the next general meeting.
  - Practices the principles of collaboration (attached)
  - Leads the recruitment of members and provides orientation to new members
  - Develops strategic partnerships with other organizations, as needed
  - Authorizes expenditures or commits funds as well as approves Workgroups' budgets and spending proposals
  - Sets Coalition general meeting agendas

- Pursues financial and in-kind support to sustain the Coalition and its special projects.
- (ii) **Composition:** The Steering Committee should have a minimum of seven members and a maximum of 13, and no more than two representatives from the same organization. Ideally, the Steering Committee will include representatives from different types of organizations to encourage a diversity of perspectives. The Steering Committee will be comprised of:
- Two Co-Chairs
  - Coalition coordinator
  - At-large members, including Workgroup leaders
  - Other officers, as needed
- (iii) **Selection of members:** The Steering Committee will also sit as the Nominating Committee (NC). Nominations for Steering Committee members will be requested of the Coalition's general membership once a year, during a general meeting. Coalition members who are not present at the meeting when nominations take place may nominate themselves or someone else by contacting the Co-chairs or Coordinator by a deadline date announced by the Co-Chairs at the general meeting. The NC will create a slate of nominees, representing the organizational diversity the Coalition seeks, as spelled out in the Mission Statement, and present the slate to the membership at the next general meeting after the general meeting when nominations are solicited. Additional nominees can come from the membership, as late as from the "floor" at the time of the vote. Elections take place by majority vote.

**Terms:** Steering Committee members serve a one-year term. There is no limit to the number of consecutive terms a Steering Committee member may serve, if re-elected by the general membership.

- a. *Resignation.* Any Committee member may resign at any time after delivering a written resignation to the Co-Chairs.
  - b. *Removal.* Any elected Committee member, or the entire Steering Committee, may be removed when such removal is approved in a recall election by a majority of the Coalition's general membership.
  - c. *Vacancies:* If a Steering Committee position becomes vacant before the one-year term is up, the vacant position may be filled via an additional nomination at a general Coalition meeting. The term of the additional Committee member will end on the same date as that member being replaced. The Steering Committee will make recommendations for nominations that strive for organizational diversity among Steering Committee members.
- (iv) **Decision making at meetings:** Steering Committee decisions will be made by a consensus of members present. If a consensus cannot be reached, a vote will be taken

and a decision made by a majority of members present. A quorum, defined as 51% of Steering Committee members, is required for a vote to be taken.

Each Steering Committee member is entitled to one vote during the Steering Committee meetings. An organization can apply to the Steering Committee for a waiver to this requirement and request that two representatives be granted voting power. If a waiver for this condition is approved by the Steering Committee, voting power may be given to a maximum of two representatives from each organization.

- (v) **Frequency of meetings:** The Steering Committee meets a minimum of once per quarter, in advance of the quarterly general Coalition meetings. Additional meetings may be necessary, and the Steering Committee may decide to hold additional meetings on a regular basis.
- (vi) **Attendance:** Any Steering Committee member who misses three consecutive meetings will be removed from the Committee. Written notice shall be given to the Committee member being removed. Reinstatement may be considered by the Steering Committee.
- (vii) **Officers:** The officers shall consist of two Co-Chairs and any other officers that the Steering Committee decides are necessary by majority vote. Co-Chairs will be chosen by the Steering Committee, at the first Steering Committee meeting after the general meeting at which elections have taken place. It is preferable that nominees be selected from past serving Steering Committee members or general members who are familiar with the operations and mission of the Coalition.
  - a. *Responsibility of the Co-Chairs:* Co-Chair responsibilities include facilitating Steering Committee meetings and quarterly Coalition meetings and providing leadership to maintain focus on Coalition's goals.
  - b. *Terms of office:* Steering Committee members elect the Co-Chairs for a term of one year. There is no limit to the number of consecutive terms a Co-Chair may serve, if re-elected by the Steering Committee.
- (viii) **Coordinator:** The Coordinator provides administrative and staff support to the Steering Committee and Coalition. The Coordinator serves as an ex-officio member of the Steering Committee. If the Coordinator is an in-kind position provided by the Los Angeles County Department of Public Health, the Maternal, Child and Adolescent Health Program will appoint the Coordinator. If it is a hired position, the Coordinator will be recruited and selected by the Steering Committee.

## **Article VI. Workgroups**

The Coalition may establish Workgroups to assist in carrying out its mission and goals.

- (i) **Membership:** Workgroups are open to all members who are actively engaged in the activities of the Workgroup.
- (ii) **Selection of Leaders:** Workgroup leaders are selected by each Workgroup's own members.
- (iii) **Roles and Responsibilities of Leaders:** Workgroup leaders:
- Are encouraged to serve on the Steering Committee
  - Present plans and budgets to the Steering Committee for approval
  - Maintain communication with the Steering Committee regarding the Workgroup's activities
  - Facilitate Workgroup meetings and provide direction to develop goals, objectives, and action plans
  - Engage in active and ongoing communication with Workgroup participants to fulfill Workgroup's objectives
- (iv) **Terms of Leaders:** Workgroup leaders serve one-year terms and are eligible for re-appointment.