

## HealthWatch Wisconsin Council Standing Rules

### I. Meeting Protocol

1. To promote an informal process, Robert's Rules of Order will **not** be used to conduct business.
2. A quorum for a HealthWatch Wisconsin Council meeting shall constitute at least  $\frac{3}{4}$  of the full membership of voting members of the Council. Any committees or sub-committees formed by the council shall also require a quorum of  $\frac{3}{4}$  of voting members. If this quorum is not met for any given meeting, the members present shall still convene the meeting and any votes will be conducted via email.
3. A  $\frac{3}{4}$  majority of members voting yes or no, with no less than five such voting members in attendance, shall be required for HealthWatch Wisconsin to take a position on public policy issues or HealthWatch Wisconsin internal policies or procedures, including amendment of the By-Laws or Standing Rules. Members abstaining from votes will not be counted toward the requirement of a minimum of five voting members. If the quorum is not met, the vote shall be conducted via email.
4. Conflict of interest: A HWW Council member shall not vote on an issue if there is a conflict of interest. The chair shall rule on any conflicts.
5. State of Wisconsin representatives in attendance at the meetings would be ex officio, and would not vote. They would, however, participate in the discussion in order to share their expertise and views with the HWW Council. Note: If a State of Wisconsin employee is representing a member organization, s/he retains the voting rights of the organization.
6. The ABC for Health staff of the HealthWatch Wisconsin project will be charged with keeping meeting minutes and maintaining an archive of meeting materials. This archive will be kept with the official minutes on the HWW Web site.
7. Should bad weather or other emergency require cancellation of the meeting, the Chair, in collaboration with the staff at ABC for Health, shall make the decision and ABC for Health will notify all members.

### II. Nomination & Election Process for HWW Council Membership

1. The HWW Council chair will appoint a nominating committee at the fall Full Council meeting. Volunteers to serve will be elicited at the meeting. The chair and two members of the HWW Council will constitute the Council nominating committee.
2. The nominating committee members cannot nominate themselves for office.
3. After the fall meeting, the nominating committee chair will contact nominees no later than two weeks before the annual membership meeting.





4. HealthWatch Wisconsin members may also nominate interested members via write-in vote at the annual membership meeting.
5. After the annual membership meeting, a slate will be prepared for filling the open positions on the Council according to the guidelines outlined in the HealthWatch Wisconsin By-Laws. The nominating committee will select a slate with appropriate diversity, obtain a biographical sketch from the nominees, contact nominees to ascertain their interest in serving, compile the slate, and forward it to the HWWC support staff at ABC for Health.
6. HWWC support staff will distribute the ballot to all members by e-mail. Members will return ballots by email, fax, or mail within at least two weeks.
7. The election results will be announced no later than September of any given year and the new HWW Council will take office at the fall meeting. No more than two individuals of the same organization will serve on the Council at the same time.
8. HWW Council members will be elected to staggered terms of 1, 2, or 3 years.
9. An election will not be held where the slate of nominees equals the number of committee slots to be filled.

### **III. Nomination & Election Process for Executive Committee Membership**

1. The HWW Council chair will solicit volunteers to serve at the fall meeting. Council members may also nominate other members at this meeting. Nominations may be made verbally or in writing. Any member of the HWW Council is eligible for election to the Executive Committee. An ABC support staff member will be charged with preparing the electronic ballot following the fall meeting.
2. At the fall meeting, the HWW Council chair will ask that those interested in serving on the Executive Committee notify the ABC support staff person within two days following the fall meeting.
3. A ballot will be prepared for filling the open positions on the Executive Committee according to the guidelines outlined in the HealthWatch By-Laws.
4. ABC support staff will e-mail the ballot to all Council members in following the fall meeting with return ballots due within one week by email.
5. ABC support staff will tally the votes received, and the three highest vote getters will serve on the Executive Committee.
6. The election results will be announced by email and the new Executive Committee will take office at the first Executive Committee meeting following the fall meeting.
7. HWWC Executive Committee members will be elected to terms of 1 year. Re-election is permitted.



## **ADVOCACY & BENEFITS COUNSELING FOR HEALTH**

32 N. Bassett St. • Madison, WI 53703-2606 • (608) 261.6939 • Fax: (608) 261.6938 • [www.abcforhealth.org](http://www.abcforhealth.org) • [info@safetyweb.org](mailto:info@safetyweb.org)



8. An election will not be held where the slate of nominees equals the number of committee slots to be filled.

#### **IV. Election of HWW Council Chair & Vice Chair**

1. At the first Executive Committee meeting following the fall meeting, ABC support staff and all Executive Committee members will discuss interest in running for election to the Chair.
2. Names of individuals who indicate an interest in running for the chair will be placed on a separate ballot. Election for the Chair and Vice Chair will be held by email ballot to the full HWW Council following the first Executive Committee meeting after the fall meeting. The Executive Committee member with the greatest number of votes will be elected Chair and take office at the second Executive Committee meeting following the fall meeting. The Executive Committee member with the second greatest number of votes will be elected Vice Chair.

#### **V. HealthWatch Wisconsin Organizational Procedures**

1. Agendas, as prepared by ABC support staff with guidance from the Executive Committee, are to be mailed or e-mailed to all HWW Council members no later than 3 days prior to any meetings.
2. HWW Council members can recommend agenda items at the HWW Council meetings or by contacting the Chair at least 10 days prior to the agenda mailing. The Chair will have final say over the meeting agenda.
3. The agenda will allocate an appropriate amount of meeting time for organizational sharing; the appropriate length of time will be determined by the Chair. Agenda preparation and approval will include identifying organizations that have issues to report.
4. The two meetings of the full HWW Council will be held (1) immediately prior to the annual member meeting and (2) in the fall, if possible in coordination with the Covering Kids and Families meeting.

#### **VI. HealthWatch Wisconsin Community Awards**

1. The HWW Council will conduct an annual process for presenting Community Awards in the following areas:
  - Advocacy (Advocate of the Year)
  - Legislative work (Legislator of the Year)
  - Media/reporting (Excellence in the Media)
  - Outreach efforts (Best in Outreach)
2. The Community Awards will be presented each year at the Annual Conference.



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3. Nomination process: A call for nominations will be issued in advance of the election (in the fall of each year) to both membership of HWW and colleagues in the public health workforce.
  4. Selection process: After the period for nominations close, the HWW staff will compile the list of nominees in each category and share them with the HW Exec. Committee. The HW Exec. Committee, after ample time to review the nominees, will be charged with selecting a winner in each category, to be conducted either via phone vote or emailed/faxed ballot. It will be to the Committee's discretion whether to break ties or award multiples in each category. HWW Staff will be responsible for tallying votes and notifying the award winners.
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## CERTIFICATION

These by-laws were approved at a meeting of the HealthWatch Wisconsin Council by a  $\frac{3}{4}$  majority vote on:

**Chairperson Name:** \_\_\_\_\_ **Date:** 10/22/09

**Chairperson Signature:** \_\_\_\_\_

**Signature of HWW Staff as Witness:** \_\_\_\_\_



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