

**Virginia  
Injury Community  
Planning Group**

**Bylaws**

*August 25, 2008*

# Virginia Injury Community Planning Group Bylaws

## TABLE OF CONTENTS

ARTICLE I. NAME.....	3
ARTICLE II. VISION STATEMENT.....	3
ARTICLE III. MISSION STATEMENT.....	3
ARTICLE IV. MEMBERSHIP	
SECTION 1. QUALIFICATIONS.....	3
SECTION 2. NUMBER.....	3
SECTION 3. TERM LIMITS.....	3
SECTION 4. ALTERNATES.....	3
SECTION 5. CONFLICT OF INTEREST.....	4
ARTICLE V. LEADERSHIP	
SECTION 1. CO-CHAIRS.....	5
SECTION 2. EXECUTIVE COMMITTEE	
A. COMPOSITION.....	5
B. ROLES AND RESPONSIBILITIES.....	6
ARTICLE VI. COMMITTEES	
SECTION 1. AD-HOC COMMITTEES.....	6
SECTION 2. STANDING COMMITTEES.....	7
ARTICLE VII. ELECTION OF NEW MEMBERS AND VACANCIES	
SECTION 1. GENERAL MEMBERSHIP.....	7
SECTION 2. EXECUTIVE COMMITTEE.....	8
SECTION 3. CO-CHAIRS.....	8
ARTICLE VIII. RESIGNATION AND REMOVAL	
SECTION 1. RESIGNATION.....	8
SECTION 2. REMOVAL.....	8
ARTICLE IX. MEETINGS	
SECTION 1. MEETING PROCEDURES.....	9
SECTION 2. OPEN TO PUBLIC.....	9
SECTION 3. ATTENDANCE.....	9
SECTION 4. DECISION MAKING.....	10
ARTICLE X. MISCELLEANOUS	
SECTION 1. RECORDS.....	10
SECTION 2. AMENDMENTS.....	10
SECTION 3. RATIFICATION.....	10

# **VIRGINIA INJURY COMMUNITY PLANNING GROUP BYLAWS**

## *ARTICLE I. - NAME*

The name of the group shall be the "Virginia Injury Community Planning Group".

## *ARTICLE II. - VISION STATEMENT*

Our vision for injury prevention is a Virginia where sustainable public and private partnerships create safe environments for all through prevention, education, and advocacy.

## *ARTICLE III. - MISSION STATEMENT*

The overall mission of the Virginia Injury Community Planning Group is the ongoing development and evaluation of a comprehensive unintentional injury prevention plan for the Commonwealth of Virginia.

## *ARTICLE IV. - MEMBERSHIP*

### *SECTION 1. Qualifications*

Anyone who has a demonstrated interest, paid or unpaid experience, or expertise in injury prevention may be a member of the Virginia Injury Community Planning Group.

### *SECTION 2. Number*

The Virginia Injury Community Planning Group shall consist of no less than twenty-five members and no more than forty-five members.

### *SECTION 3. Membership Term Limits*

The term of members of the Virginia Injury Community Planning Group, except for the State Co-Chair appointed by the Virginia Department of Health, is ongoing unless the member resigns or is removed.

### *SECTION 4. Alternates*

Any Virginia Injury Community Planning Group or Committee member may designate an alternate, specified by name, who can carry a proxy vote in the member's absence at the Virginia Injury Community Planning Group full group or committee meetings. A person will be considered an Alternate Virginia Injury Community Planning Group member upon receipt of written notification by the affected Virginia Injury Community Planning Group member to the Virginia Injury Community Planning Group staff

specifying the effective date that the person will become an Alternate. In addition to removal for cause, an Alternate will be relieved of Alternate status upon receipt of written notification by the affected Virginia Injury Community Planning Group member to the Virginia Injury Community Planning Group staff with the effective date of removal.

Alternates are allowed to vote in any ballot membership vote taken by the Virginia Injury Community Planning Group. It is the responsibility of the Virginia Injury Community Planning Group member to fully inform and to keep his or her Alternate up to date on the business of the Planning Group prior to attendance at large group or committee meetings.

### *SECTION 5. Conflict of Interest*

#### Definition

A conflict of interest occurs when a Virginia Injury Community Planning Group member knows that the conduct of the Virginia Injury Community Planning Group on a specific issue is likely to have a direct financial impact on the Virginia Injury Community Planning Group member, a close relative of the Virginia Injury Community Planning Group member, a domestic partner of the Virginia Injury Community Planning Group member, or a member of the household of the Virginia Injury Community Planning Group member or his or her close relative.

For purposes of this section, a "close relative" shall include a spouse, child, parent, or sibling.

For purposes of this section, "a direct financial impact" shall include a financial impact on any organization in which the affected party is an employee or has a significant interest.

#### Purpose of Guidelines

These guidelines are intended to safeguard the Virginia Injury Community Planning Group's actions and recommendations from potential conflict of interest on the part of the Virginia Injury Community Planning Group membership.

#### Type of Disclosure

Each Virginia Injury Community Planning Group member shall disclose, in writing, any and all professional and/or personal affiliations with agencies that pursue injury prevention funding. Annually, each Virginia Injury Community Planning Group member will complete a conflict of interest statement. A member with a conflict of interest is required to identify the conflict before discussion on a conflicting issue. Any group member who perceives a conflict of interest on the part of another group member, should identify the perceived conflict of interest.

### Handling Conflict of Interest

The record will reflect those members with a conflict of interest. On issues where a Virginia Injury Community Planning Group member has a conflict of interest, that member may not participate in discussion or vote; however, he/she may attend the discussion and may answer specific questions that are posed to him/her. A Virginia Injury Community Planning Group member cannot lobby for a program that would directly benefit him/her or any organization in which he/she is an employee or has significant interest. A Virginia Injury Community Planning Group member cannot be paid for services rendered to the group.

### Addressing Conflict of Interest

After a dispute over conflict of interest arises, an ad hoc committee, comprised of five members, shall be established to resolve the dispute. To comprise this ad hoc committee, each co-chair will select a representative and the Virginia Injury Community Planning Group will elect three members.

## *ARTICLE V. - LEADERSHIP*

### *SECTION 1. Co-chairs*

The Virginia Department of Health will select an employee, or a designated representative as one Co-chair: State Co-Chair. The Virginia Injury Community Planning Group will select a Community Co-chair. The Co-Chairs share responsibility for guiding the Virginia Injury Community Planning Group and committees in accomplishing the mission and goals.

### *SECTION 2. Executive Committee*

#### A. Composition

The membership of the Executive Committee will consist of the following individuals:

1. The Co-Chairpersons of the Virginia Injury Community Planning Group.
2. One at-large member of the Executive Committee shall be elected by the Virginia Injury Community Planning Group at the Annual Business meeting by majority vote. The term of the at-large Executive Committee member shall be one year. There must be a one year hiatus before being re-elected to this position.
4. The at-large member of the Executive Committee may not serve concurrently as a chair, vice-chair, or Co-Chair.

5. Members, each of whom represents one of the targeted injuries of the comprehensive unintentional injury prevention plan. A member who represents a targeted injury should have experience, either paid or unpaid, or expertise that relates to that specific targeted injury area. Targeted injuries include:

- a) Asphyxiation – Suffocation
- b) Asphyxiation - Drowning
- c) Burns
- d) Fractures
- e) Poisoning
- f) Spinal Cord Injury
- g) Traumatic Brain Injury

## B. Roles and Responsibilities

1. The Executive Committee shall assist the Co-Chairpersons in the business of the Virginia Injury Community Planning Group (e.g., strategic planning, dispute resolution, priority setting and training).

2. Upon quorum establishment, the Executive Committee is empowered to speak on behalf of the Virginia Injury Community Planning Group and take any necessary action which would serve the best interests of the Virginia Injury Community Planning Group. A simple majority is required for the Executive Committee to conduct any official business on behalf of the Virginia Injury Community Planning Group. All such action must be ratified by the Virginia Injury Community Planning Group at the next meeting. The main purpose of the Executive Committee is to discuss and act on matters deemed urgent by any Virginia Injury Community Planning Group.

3. All meetings of the Executive Committee shall be open only to members of the Virginia Injury Community Planning Group, staff and guests invited by the Co-Chairs. To the extent feasible, all Virginia Injury Community Planning Group members should be notified in advance about meetings of the Executive Committee.

## *ARTICLE VI. - COMMITTEES*

### *SECTION 1. Ad-hoc Committees*

Ad-hoc committees and their chairpersons may be appointed by the Co-chairs of the Virginia Injury Community Planning Group or by a simple majority vote of the full Group. Ad-hoc committees shall work on specific issues, projects or objectives over fixed periods of time. All findings and recommendations of the Ad-hoc committee are to be reported back to the full Virginia Injury Community Planning Group for review and action. Upon completion of its specific assigned task(s), each Ad-hoc committee will be terminated by vote of the Executive Committee.

## *SECTION 2. Standing Committees*

The Executive Committee shall be the only Standing Committee of the Virginia Injury Community Planning Group.

## *ARTICLE VII. ELECTION OF NEW MEMBERS AND VACANCIES*

### *SECTION 1. General Membership*

In order to fill vacancies, the Planning Group shall look to the Executive Committee. The Executive Committee shall follow an open nomination process that the Virginia Injury Community Planning Group has approved by majority vote. Under this process the Executive Committee will actively solicit applications for membership to the Virginia Injury Community Planning Group, particularly members of communities considered to be under-represented on the group. Except to maintain the minimum and maximum number of Virginia Injury Community Planning Group members, the number of vacancies to be filled shall be at the discretion of the Executive Committee, or as determined by a majority vote of the Virginia Injury Community Planning Group.

To ensure that all Virginia Injury Community Planning Group members have the opportunity to participate in the open nominations process there shall be written notification dated at least two weeks prior to all meetings at which this open nominations process will be implemented. The Executive Committee will meet and review the previously filed applications, and bring nominations to the Virginia Injury Community Planning Group. One nomination will be brought to the Virginia Injury Community Planning Group for each vacancy. Nominations to fill vacancies can also come from the floor during meetings, but all nominations from the floor must have a second and must have completed an application and indicated a willingness to serve as a member of the Virginia Injury Community Planning Group before their nomination is put to a vote of the group. New members will be added by the Virginia Injury Community Planning Group by ballot vote and upon a two-thirds majority vote of the members present and voting. Abstentions shall be counted as non-votes.

In the event that there is a vacancy in the membership which results in having fewer members than allowed by the Bylaws, the Executive Committee will meet and the vacancy will be filled within two regular meetings of the Virginia Injury Community Planning Group after such vacancy occurs. In order to continue to conduct business, the Virginia Injury Community Planning Group meeting agenda for the 2nd meeting following the vacancy shall begin with the election of new members.

## *SECTION 2. Executive Committee*

Executive Committee members are selected by the Virginia Injury Community Planning Group to serve for a term of one year, limited to three consecutive years. The Virginia Injury Community Planning Group will select nominations from the floor for Executive Committee members' one month prior to the Annual Business meeting and elect by simple majority vote at the subsequent Annual Business meeting. An Executive Committee member nominated by the Virginia Injury Community Planning Group shall fulfill one of the representative injury areas as identified in Article V, Section 2, Subsection A. In the event an Executive Committee member is elected to fill a vacancy, six months or longer will count as a full term.

## *SECTION 3. Co-chairs*

The State Co-chair shall be appointed by the Virginia Department of Health. The Community Co-chair shall be selected by the Virginia Injury Community Planning Group. The Virginia Injury Community Planning Group will select nominations from the floor for Community Co-Chair one month prior to the Annual Business meeting and elect by simple majority vote at the subsequent Annual Business meeting. The Community Co-Chair elected by the group shall serve for a term of one year, limited to three consecutive terms. In the event a Co-Chair is elected to fill a vacancy, six months or longer will count as a full term.

## *ARTICLE VIII. - RESIGNATION AND REMOVAL*

### *SECTION 1. Resignation*

Each member shall have the responsibility of notifying the Co-chairs or the Virginia Injury Community Planning Group support staff of his/her resignation.

### *SECTION 2. Removal*

The Virginia Injury Community Planning Group shall have the right to remove members for good cause. A two-thirds majority of those present and voting is required for removal. Any Community Co-Chair, Committee Chair or At-Large Executive Committee Member can be removed from office for good cause with a two-thirds majority vote of those present and voting for removal by the Virginia Injury Community Planning Group members. Such individuals would remain Virginia Injury Community Planning Group members.

Virginia Injury Community Planning Group members who fail to attend three consecutive regular meetings without notification and without an Alternate attending will be automatically removed. Such members will be notified in writing of the removal by the Co-chairs or their designee. The removal will be announced at the next regular

meeting of the Virginia Injury Community Planning Group. A signed written letter for removal of an Executive Committee member can be submitted by any Virginia Injury Community Planning Group member addressed to the Executive Committee. The affected member shall have the right to respond to the letter in writing within 15 days of receipt of the letter to the Executive Committee. If the original complainant withdraws the complaint, the issue is dissolved. If the complainant does not withdraw the complaint, both the letter making the motion for removal as well as the written response shall be brought before the full group for a closed ballot vote for resolution. The group will be given ample time to discuss the issue prior to the vote.

## *ARTICLE IX. - MEETINGS*

### *SECTION 1. Meeting Procedures*

The Co-Chairs, or an authorized representative, shall provide written notification of each meeting of the Virginia Injury Community Planning Group at least one week in advance of the meeting. The notice shall include a draft agenda for the meeting and the minutes of the previous meeting. Items to be included on the agenda shall be determined by the Co-Chairs, in consultation with the Executive Committee if desired. Virginia Injury Community Planning Group meetings shall occur at least quarterly. Parliamentary procedure shall be followed at all meetings, according to Roberts' Rules of Order, Revised, as needed.

### *SECTION 2. Open to Public*

The full Virginia Injury Community Planning Group meetings are open to the public. There shall be time set aside on the agenda during the Virginia Injury Community Planning Group meetings for public comment. Members of the public shall not otherwise participate during the course of the meeting unless recognized by the Co-Chairs, facilitator, or discussion leader. The length of each comment as well as the duration of the public comment period shall be at the discretion of the Co-Chairs. Committee meetings and any other working group meetings shall not be open to the public, except upon invitation.

### *SECTION 3. Attendance*

Virginia Injury Community Planning Group members or their alternates are expected to attend all Virginia Injury Community Planning Group meetings.

#### *SECTION 4. Decision Making*

A simple majority (more than half) of the total current voting membership of the Virginia Injury Community Planning Group except as otherwise noted shall constitute a quorum for the purpose of transacting business at a meeting. Each member of the Virginia Injury Community Planning Group shall have one vote on any matter before the Planning Group. A simple majority of members present and voting is required to pass regular matters before the Virginia Injury Community Planning Group.

### *ARTICLE X. – MISCELLANEOUS*

#### *SECTION 1. Records*

The Virginia Injury Community Planning Group and committees shall keep minutes of all proceedings and such other books and records as may be required for the proper conduct of its business and affairs. These documents shall be public record.

#### *SECTION 2. Amendments*

These Bylaws may be amended at any regular or special meeting of the Virginia Injury Community Planning Group, but not by the Executive Committee or ad-hoc committee. Written notice of the proposed Bylaw change shall be sent to each member at least two weeks prior to the date of the meeting. Bylaw changes require a two-thirds majority vote of the Virginia Injury Community Planning Group members present and voting; abstentions shall be counted as non-votes.

#### *SECTION 3. Ratification*

These Bylaws go into effect upon two-thirds majority vote of the Virginia Injury Community Planning Group members present and voting.