

TEXAS ONE VOICE: A COLLABORATIVE FOR HEALTH AND HUMAN SERVICES OPERATING GUIDELINES

Article I: Members: Members are defined in the Bylaws, Article VIII: Members:

Section 1. Partnership Members: Partnership Members are organizations and not individuals. They may be private or non-profit health and human services organizations. Partnership Members' representatives may serve as Chairs of committees or workgroups. Partnership Members will have one vote per organization.

Section 2. Resource Members: Resource Members are public or government organizations. Resource Members may not serve as Chairs of committees or workgroups. Resource Members will have no formal voting privileges.

Section 3. Associate Supporting Organization Members: Associate Supporting Organizations are organizations/businesses that support One Voice's mission and priorities. Associate Supporting Organization Members may not serve as Chairs of committees or workgroups. Associate Supporting Organization Members will have no formal voting privileges.

Section 4. Associate Individual Members: Associate Individual Members are individuals, not employed by an organization eligible for Partnership or Resource membership, who support One Voice's mission and priorities. Associate Individual Members may not serve as Chairs of committees or workgroups. Associate Individual Members will have no formal voting privileges.

Section 5. Participation by Member Organizations: Any member organization may send as many staff and/or volunteers as appropriate to any One Voice workgroup or any One Voice membership meeting.

Section 6. Collaboratives as Members: A coalition/collaborative may become a Partnership, Resource, or Associate Supporting Organization Member of One Voice. The membership will belong only to the coalition/collaborative and member organizations of the coalition/collaborative will only become members of One Voice through the individual organization's membership. The coalition/collaborative will have one vote.

Section 7. Application for Organizational/Individual Membership: All prospective organizations/individuals must complete an application. Applications must be approved by a majority vote of those organizations present at a One Voice membership meeting.

Section 8. Membership Dues: Organizational dues will be set for a calendar year based on a formula established by the Board of Directors at the annual meeting.

Section 9. Delinquent Members: Delinquent organizations/individuals are those that are more than ninety days late making their annual dues payment. Representatives from delinquent organizations may not vote or serve as Chairs of committees or workgroups.

Section 10. Prospective One Voice Members: Representatives of prospective organizations or a prospective individual may attend a total of three meetings (any combination of workgroups, committees, full membership) without official organizational membership.

Section 11. Obligations of Members: Members will act in good faith and in the best interest of One Voice. Members understand that they cannot allow personal or organizational interests to conflict with the interests of One Voice and, in matters where there is conflict of interest between One Voice and a member organization, the interests of One Voice must be protected.

Members recognize that One Voice will focus on a variety of health and human services issues and develop a unified policy and advocacy agenda.

Article II: Member Meetings:

Section 1. Regular Meetings: Regular meetings of the membership will be held no less than four times every year at a time and place designated in the call. The Chair of the Public Policy Committee will preside at all regular membership meetings. The record date for establishing organizations entitled to vote shall be the last day of the month preceding the month in which the meeting is to be held. Ten days notice of the time, place, and date of the regular meeting shall be given to each member organization/individual.

Section 2. Annual Meetings: The annual meeting of the membership to elect directors, to receive the annual report from the Chair of the Board of Directors and any other reports, and to transact other business as may properly come before the membership shall be held in the fall at such date, time, and place as may be determined by the Public Policy Committee. The annual meeting will be chaired by the Chair of the Board of Directors. The record date for establishing organizations entitled to vote shall be the last day of the month preceding the month in which the meeting is held. Ten days notice of the time, place, and date of the annual meeting shall be given to each member organization/individual.

Section 3. Special Meetings: Special meetings of the membership may be called by any three member organizations, to be held at a time and place designated in the call. The record date for establishing organizations entitled to vote shall be the last day of the month preceding the month in which the meeting is to be held. Ten days notice of the time, place, and date of the special meeting shall be given to each member organization/individual.

Section 4. Quorum: A majority of the organizations entitled to vote, and present in person or by proxy, shall constitute a quorum for the transaction of any membership business. In the event a quorum is not present, the absent organizations may be polled by telephone, fax, or email to obtain a majority vote.

Section 5. Voting: Only Partnership Members are entitled to vote. Each organization entitled to vote shall be entitled to one vote, in person or by proxy, on all matters properly submitted to the membership. Member organizations must authorize a specific person to vote on behalf of the organization at membership meetings. Except as is otherwise provided by law or by these bylaws, all action shall be decided by a majority vote of the membership present in person or by proxy when a quorum is present. Any vote taken shall be evidenced in writing, signed by the Chair of the Public Policy Committee or authorized representative and shall be filed in the minute book of One Voice as part of the permanent records.

Section 6. Proxies: In the event that a voting organization is not in attendance at a membership meeting, the member organization may vote at such meeting by proxy executed in writing by such member organization and delivered to the Chair of the Public Policy Committee or authorized representative at or prior to such meeting. Each proxy shall be revocable unless expressly provided therein to be irrevocable, or unless otherwise irrevocable by law.

Article III: Committees of the Members:

Section 1. Public Policy Committee: One Voice will research and develop its issue agendas through the Public Policy Committee. This committee is responsible for formulating public policy agendas with supporting materials and engaging public and community support for One Voice public policy recommendations. Members of the Public Policy Committee will include Chairs from priority area workgroups and a maximum of six at-large One Voice members who are recommended by the Public Policy Chair and approved by the workgroup Chairs. The Chair of the Public Policy Committee will be nominated in the fall of odd-numbered years by the incoming One Voice workgroup Chairs and elected by the membership. At least seventy-five (75) percent of the members on the Public Policy Committee must be Partnership Members; the remaining twenty-five (25) percent of the members may be, but do not have to be, non-voting members.

Section 2. Membership Committee: The Membership Committee is responsible for recruitment of new members and retaining existing members by articulating the benefits of membership and actively working to improve member services. The Chair of the Membership Committee shall be appointed by the Chair of the Public Policy Committee. The Chair of the Membership Committee shall select committee members based on their qualifications, interest and representation of the interests of One Voice's members. The Chair must be a Partnership Member but members of the Membership Committee may be comprised of voting and non-voting members.

Section 3. Standing Committees: The membership shall approve the creation of Standing Committees as needs or desires of One Voice dictate. The Chairs of Standing Committees shall be appointed by the Chair of the Public Policy Committee. The Chair of each Standing Committee, other than Public Policy Committee, shall select committee members based on their qualifications, interest and representation of the interests of One Voice's members. The Chair and at least seventy-five (75) percent of the members on each committee must be Partnership Members; the remaining twenty-five (25) percent of the members may be, but do not have to be, non-voting members.

Section 4. Special Committees and Subcommittees: The membership shall approve the creation of Special Committees and Subcommittees as needs or desires of One Voice dictate. The Chairs of Special Committees and Subcommittees shall be appointed by the Chair of the Public Policy Committee. The Chair of each Special Committee and Subcommittee, other than Public Policy Committee, shall select committee members based on their qualifications, interest and representation of the interests of One Voice's members. The Chair and at least seventy-five (75) percent of the members on each Special Committee and Subcommittee must be Partnership Members; the remaining twenty-five (25) percent of the members may be, but do not have to be, non-voting members.

Article IV: Workgroups:

Section 1. Creation of Workgroups: One Voice, with a majority approval by the voting membership present, will adopt “priority areas” around which workgroups will be formed at the annual fall meeting held in odd-numbered years. Workgroups can be adjusted at any time with a majority approval of the membership present.

Section 2. Workgroup Chairs: In the fall of odd numbered years, each priority area workgroup will elect a Chair who will serve on the Public Policy Committee. Workgroups may elect Vice-Chairs, if they so desire. The Vice-Chair will serve on the Public Policy Committee in the absence of the Chair.

Section 3: Workgroup Advocacy Guidelines: Workgroups may present position papers or public policy recommendations to the One Voice Public Policy Committee after majority approval of the workgroup membership present. Any One Voice member organization may recommend an issue or position to the Public Policy Committee for review, approval, and assignment to a workgroup.

Workgroups will make their recommendations by September of even numbered years to the One Voice Public Policy Committee. A majority approval of the Public Policy Committee is needed for a workgroup position paper or recommendation to be presented to the Board of Directors for approval. After approval by the Board of Directors, as outlined in Article V of the Bylaws, the recommendation will be presented to the membership for final approval as outlined in Article IX. The approved position paper or recommendations will be distributed to all appropriate and interested parties.