

**MARYLAND DEPARTMENT OF HEALTH and MENTAL HYGIENE
CENTER for HEALTH EDUCATION AND PROMOTION (CHP)**

**PARTNERSHIP FOR A SAFER MARYLAND (PSM)
BY-LAWS**

ARTICLE I: NAME, MISSION and VISION

Section 1: Name.

The name of the organization shall be the Partnership for a Safer Maryland, hereto known as the Organization and serves as the CDC recommended Injury Community Planning Group (ICPG) for Maryland.

The Organization may change its name at its pleasure by a two thirds (2/3) vote of the membership body.

Section 2: Mission & Vision.

Mission: Advocate for injury and violence prevention and promote education and surveillance in Maryland through statewide partnerships.

Vision: Reduce the societal cost of death and disability associated with injury and violence.

To advance this mission, the Organization engages in activities to:

- Increase awareness of injury including violence as a public health problem
- Network all organizations in Maryland engaged in injury/violence prevention to increase effectiveness
- Provide injury and violence prevention and control education, training, and professional development for those within the injury and violence prevention field
- Enhance the capacity of public health and safety agencies to conduct research on injury and violence in our communities
- Enhance the capacity of public health and safety agencies to conduct injury/violence prevention programs
- Support public health policies designed to advance injury and violence prevention.
- Utilize data driven and evidence-based interventions.

ARTICLE II: PURPOSES

I) Recognizing that, because of the incomparable cost and the disabling and disrupting consequences, injury and violence remain major public health problems in Maryland, this Organization is committed to strengthening and sustaining effective injury and violence prevention and control measures that reflect the significance of the problem.

2) Advise and assist the Maryland Department of Health and Mental Hygiene, Center for Health Promotion and Education with establishing priorities and future directions regarding injury and violence prevention initiatives in Maryland.

ARTICLE III: MEMBERSHIP

Section 1: Eligibility.

Membership in the Organization is open to persons and organizations that are committed to the reduction and prevention of injury and violence in Maryland.

Section 2: Definition

Any eligible individual is able to join the Organization through registering for the Partnership for a Safer Maryland newsletter. All registered recipients of the Partnership for a Safer Maryland newsletter are defined as “members.”

Section 3: Term of Office.

Each member shall serve for an unspecified term.

Section 4: Vacancies.

Vacancies in the membership may be filled in the same manner as provided in the original selection.

ARTICLE IV: MEETINGS

Section 1: Regular meetings.

Regular membership meetings of the Organization shall be held quarterly, beginning in December 2005.

The Center for Health Promotion and Education (CHP) shall notify every member of the time and place of meetings at his/her address as it appears in the Organization’s membership roll book.

Section 2: Annual Meeting-General Membership

An Annual Meeting of the Organization will be held in conjunction with the first meeting of the calendar year. The purpose of this meeting is to confirm the selection of the Steering Committee and sub-committee chairpersons in order to conduct all business necessary to support the mission, vision and purpose of the Organization.

Section 3. Annual Summit

The Organization shall convene one summit per budget year to develop specific marketing injury prevention strategies for the comprehensive injury prevention plan.

The summit should include, but not be limited to: Regional/statewide representatives of key governmental and non-governmental agencies; media outlets; HMO/MCOs; hospital/trauma medical centers; state athletic associations; medical/professional organizations/associations and other stakeholders or gatekeepers.

Section 4. Special Meetings-General Membership

The chairperson may call special meetings of the Organization when he/she deems in the best interest of the organization. Notices of such meetings shall be communicated to all members at their email or designated postal mail addresses as they appear in the membership roll book.

No other business but that specified in the notice may be transacted at such special meeting without the unanimous consent of all present at such meetings.

ARTICLE V: VOTING

Section 4: Quorum.

A simple majority of the members present at a meeting shall constitute a quorum.

At all meetings all votes shall be by voice. Votes may be accepted via telephone and e-mail when deemed appropriate by the Steering Committee.

ARTICLE VI: ORDER OF BUSINESS

1. Sign In
2. Approve the Minutes
3. Reports of Committees
4. Old Business
5. New Business
6. Adjournment

ARTICLE VII: ADVISORS, OFFICERS and RESPONSIBILITIES

The powers of the Organization shall be vested in and exercised by or under the authority of the Steering Committee with guidance from the Board of Advisors, Chairperson and Chair-Elect.

Section I. Board of Advisors.

Section IA. Members.

Not more than twenty (20) recognized leaders and advocates in the field of injury and violence prevention in Maryland shall serve as the Board of Advisors.

The Board of Advisors shall include representation by identified experts in injury-related fields, including but not limited to:

Law Enforcement
Transportation
Public Health Academic Institution
Local Public Health Department
Emergency Medical Services
Mental Health
Insurance
Poison Prevention

Section IB: Responsibilities.

Board of Advisors member roles and responsibilities shall include the ability and willingness to:

- Advise and counsel the Organization's Steering Committee as requested.
- Promote the Organization to injury stakeholders, colleagues and personal acquaintances as appropriate.
- Provide professional and personal expertise and insight to the Organization and its Steering Committee.
- Identify potential sources of financial and other support for the Organization.
- Advocate for the Organization and its vision and mission.
- Attend, as appropriate, events sponsored by the Organization.
- Attend annual meetings of the Advisory Board, to be held immediately preceding the annual meeting of the Organization's general membership as specified in Article IV, Section 2.
- Choose, via vote, an incoming Chair-Elect of the Steering Committee based on approved nominations from the Steering Committee.
- Choose, via vote, any incoming Board of Advisor members based on approved nominations from the Steering Committee.
- Assist with other issues as requested by the Organization's Steering Committee and membership.

Fifty-one (51) percent of the members of the Board of Advisors shall constitute a quorum.

Section 1C: Nomination and Term of Office

Vacancies in the Board of Advisors shall be filled by a nomination from the Steering Committee. Board of Advisor members shall serve an unspecified term, but will be reminded of their commitment on an annual basis. At that time, they will renew their commitment in writing by email or postal mail.

Section 2: Steering Committee.

Section 2A: Members.

A Steering Committee consisting of no more than twelve (12) members, excluding CHP, shall manage the business of this organization.

The Steering Committee shall include representation by identified experts in specific injury-related areas including but not limited to the following:

Motor Vehicle/Motorcycle/Pedestrian Injury
Interpersonal Violence
Home Injury
Occupational Injury
Recreation and Sports Injury
Poisoning
Suicide/Self-Harm
Emergency Medical Services
Trauma Systems
Public Health
Data Collection and Analysis
Communication

The Steering Committee may also have up to three (3) at-large positions, provided that the total number of members does not exceed twelve (12).

Section 2B: Officers.

The initial officers of the Organization shall be selected from among all members of the Organization and shall be as follows:

A. **Chairperson** shall be the principle Executive Officer of the Organization and shall:

1. Preside at all membership meetings,
2. Chair the Steering Committee,
3. Present at each Annual Meeting of the Organization an annual report of the work of the Organization,
4. Ensure all books, reports, etc., prepared by the Organization are properly prepared and accurate,

5. Have such powers as may be reasonably construed as belonging to the chief executive of any organization.

B. Chair-Elect shall be the incoming Chairperson of the organization and shall serve one year under the Chairperson prior to taking that position.

The Chair-Elect shall:

1. Share the roles of the Chairperson as necessary.
2. In the absence of the Chairperson, fulfill their responsibilities.
3. Have such powers as may be reasonably construed as belonging to the secondary chief executive of any organization.

C. Exiting Chair shall be available for one year after a Chairperson begins the new term in order to provide institutional history and guidance to the acting Chairperson.

D. Honorary Chairperson shall be the acting spokesperson for the Organization.

No officer shall for reason of his office be entitled to receive any salary or compensation.

Section 2C: Eligibility

In order to be nominated for, or hold office, the individual must be a member of the Organization as defined in **Article III**.

Section 2D: Responsibilities.

The Steering Committee shall have the control and management of the affairs and business of this organization. Such Steering Committee shall only act in the name of the Organization when it shall be regularly convened by its chairman after due notice to all the directors of such meeting.

Fifty-one (51)% percent of Steering Committee members present at the meeting shall constitute a quorum and the meetings of the Steering Committee shall be held bimonthly.

Each Steering Committee member shall have one vote and such voting may be done in-person, teleconference or e-mail.

Steering Committee members shall be present at 75% of all Steering Committee meetings. Participation via teleconference qualifies as being “present” for a meeting. Having unexcused absences in excess of 25% of meetings will result in the removal of the member from the Steering Committee.

The Steering Committee may make such rules and regulations covering its meetings as it may in its discretion determine necessary.

Section 2E: Nomination and Term of Office

Chairperson and Chair-Elect

The Chairperson of the organization shall serve a three year commitment to the Partnership; one year as chair-elect, followed by one year as chair, followed by one year as Exiting Chair. However, the first chairperson of the organization will serve two years.

The Chair-Elect shall be filled by a nomination from the members at large. Nominations shall be approved by the Steering Committee. Approved nominations will be voted upon by the Board of Advisors. Voting may be done in person, teleconference or e-mail. A quorum of the full Board will be needed to approve a nominee for Chair-Elect.

Honorary Chairperson

The Honorary Chairperson shall be filled by a nomination from the members at large. Nominations shall be approved by the Steering Committee. Approved nominations will be voted upon by the Board of Advisors. Voting may be done in person, teleconference or e-mail. A quorum of the full Board will be needed to approve a nominee for Honorary Chairperson.

Steering Committee

Vacancies in the Steering Committee shall be filled by a nomination from the members at large. Nominations shall be approved by the Steering Committee. As specified in Article IV: Section 2, the general membership shall vote on any approved nominations by the Steering Committee at the annual meeting.

Steering Committee members shall serve a two-year term and may serve up to two (2) consecutive terms.

CPHS shall provide staff support for the Steering Committee and quarterly meetings of the Organization, which may include, but is not limited to preparing meeting minutes, scheduling meetings, sending meeting notifications to the membership and maintaining the records of the business of the Organization.

Section 2F: Committees.

The Steering Committee shall establish such working, interest, or ad hoc committees as are needed to conduct the work of the Organization.

ARTICLE VIII: COMMITTEES

All members of the Organization are encouraged to serve on interest groups, which meet on an as-needed basis.

The members of each committee shall select an interest group chairperson. The interest group chairperson is not required to be an active Steering Committee or Board of Advisor member.

Section 1: Action Specific Interest Groups.

Standing interest groups shall be action specific and may include but are not limited to:

Member Services

This interest group assesses the training and data needs of the Organization's membership. It makes proposals to the Steering Committee for the theme, date and location of quarterly membership meetings, and leads efforts to promote any events of the Organization. This group also facilitates response to data support requests from members of the Organization.

Operations

This interest group makes proposals to the Steering Committee in regards to finances of the Organization, structure of the Organization, any revisions to the By-laws of the Organization, among other related topics.

Business Plan Development

This interest group operates under the direction of the Steering Committee and is responsible for developing business plans with the goal of increasing awareness, funding, and prevention efforts for specific injury topics.

Government and Legislative Affairs

This interest group monitors injury-related legislation in Maryland and reports findings to the Steering Committee. This interest group also leads any any advocacy efforts on behalf of the Organization.

Communication

This interest group is responsible for the development and distribution of the monthly newsletter and any media releases developed on behalf of the Organization.

Section 2: Interest Group Administration.

Interest Group chairpersons shall report to the Steering Committee, oversee the activities of the interest group and be responsible for:

- A. Arranging group meetings.
- B. Assuring that minutes are recorded.
- C. Report group activities at regular meetings in person or by written report.

Purpose: Plan, develop, and assist in carrying out strategies to meet the Organizations goals with regard to each action area.

ARTICLE IX: AMENDMENTS

Any individual from the membership may, at any time, submit recommendations for amendment to these By-laws to the Steering Committee for review.

The membership, by affirmation vote of two thirds (2/3) of the members present may alter, amend, or revoke these By-laws at any regular or special membership meeting of the Organization providing that written notice shall be given to all members at least thirty (30) days prior to any action being taken. The membership of the Association may also alter, amend, or

revoke these By-laws by mail ballot instead of a face to face general or special membership meeting. All rules for voting and for notification will still apply.

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