

**SCC working group on DCC bylaws draft**  
**Recommendations to the SCC Executive Committee**  
**6/06/12**

Recommendations to the SCC Executive Committee

The members of the committee: Jessica Fogg, Steve Fox, Joanne Joy, Sharon Leahy-Lind, Becca Matusovich, Lorrie Potvin, Connie Putnam, Shane Gallagher

The full document was reviewed line by line with comments and recommendations noted. The final recommendations 1-3 were determined on the 3<sup>rd</sup> conference call. #4 was added in the review of the notes, recommendations and final edited bylaws.

The following recommendations are provided to the SCC EC

1. The ad hoc DCC By-laws committee emphasizes the need to maintain the consistent framework provided in the initial draft DCC By-laws. The comments and revisions provide guidance for each District Coordinating Council to discuss and articulate the local customizations for each District Council.
2. Additional time should be added for the DCC By-laws process in order to respect prior feedback and to support overall buy-in, with a December deadline.
  - a. The prior feedback from the Districts and from the SCC indicated a need to read and review the bylaws/guiding document, and that request should be honored.
  - b. In order to gain appropriate buy-in at the district level the edited DCC By-laws recommendation document, including this committee's comments and edits in the tracked changes format, should be distributed
  - c. The Districts should review, edit, finalize their customized district specific version and provide to the SCC Exec Committee prior to the December 2012 SCC Full Member Meeting and be sent prior to the SCC member, stakeholders, and Interested Parties for review and information
3. Prior to distribution, an introductory page that includes some of the legislature language should be developed. The document should emphasize a consistent framework allowing for local customizations
4. The SCC EC will need to be clear about how to operationalize the two things required by Title 22 in relation to the DCCs' membership and governance structures: 1) How the DCC consults with the Maine CDC in the development of them, and 2) How the SCC approves them

*"A district coordinating council for public health, after consulting with the Maine Center for Disease Control and Prevention, shall develop membership and governance structures that are subject to approval by the Statewide Coordinating Council for Public Health except that approval of the Statewide Coordinating Council for Public Health is not required for the membership and governance structures of the tribal district coordinating council." MRS Title 22 section 412*

**Draft Criteria:** Are the following elements present and within generally understood parameters of SCC members and aligned with the edited DCC Bylaws document.

The checklist could easily add a Notes section for Questions or for Recommendations.

### **I. Legislative Purpose:**

- List the 2 purposes for DCC
- Articulate current additional core work with MECDC or others

### **II. Role and Structure**

- List the core expectations provided in the original draft bylaws, with revisions provided by the committee
- Provide a range of number of voting members allowed
- Provide the list of roles from the legislation, with additional sectors added for customization to that district
- Define if, when and how alternate members participate
- Allow for Interested Parties
- Define the selection of Members and Alternate Members (as appropriate)
- Define membership responsibilities

### **III. Leadership Board roles**

- Identify the roles provided in the draft bylaws at a minimum. Additional roles may be added to customize
- Define the number and titles of the Board
- Define officers and roles
- Define possible number of members on the leadership board – with a minimum of 5
- Describe the election process
- Define length of terms, number of terms
- Delineate Board responsibilities
- Define Board meetings

### **IV. DCC Meetings**

- Time and place of meetings defined
- Agenda preparation defined
- Notice of meetings clearly articulated
- Recording and distribution of minutes defined
- Quorum Defined
- Decision making process clearly articulated, and the details of what constitutes a final decision

### **V. Committees**

- Process of creating/charging committees articulated
- Committee membership defined
- Standing Committees defined
- Committee chairs defined

**VI. Non-partisan Activities**

Non-partisan statement included

**VII. Conflict of Interest**

Is a clear and operational conflict of interest statement articulated

**VIII. Fiscal Agent**

does the reference to establishing relationships with Fiscal Agent include some way to document that process and the agreements, role of fiscal agent, selection process

**IX. Operations and Fiscal Calendar**

are the operations and fiscal calendars defined

**X. Reporting**

Is the quarterly reporting process articulated

**XI. Bylaws Amendments**

Is there a bylaws amendment process articulated including submission of changes to the appropriate SCC and MCDC body

**XII. Review**

Is a regular bylaws review process articulated