

**BYLAWS  
OF  
WICOMICO COUNTY LOCAL HEALTH IMPROVEMENT COALITION**

**ARTICLE I - NAME**

**Sec. 1 Legal Name**

The name of the Coalition shall be the Wicomico County Local Health Improvement Coalition and shall be referred to hereinafter as “LHIC”.

**ARTICLE II – MISSION and VISION STATEMENTS**

**Sec. 1 Mission**

To advocate for the health needs of the community and decrease morbidity and mortality due to conditions identified as health priorities in Wicomico County.

**Sec. 2 Vision**

Healthy People in Healthy Communities.

**ARTICLE III - PRIMARY RESPONSIBILITIES**

**Sec. 1 LHIC Responsibilities**

Primary responsibilities include but are not limited to the following:

- A. Identifying jurisdictional-level stakeholders
- B. Collaborating with local partners and public health to set priorities for our community.
- C. Addressing health priorities by providing input on programs, policies, and coordinated efforts with programmatic, data, and infrastructure support from the state and county.

**ARTICLE IV – SOURCES OF FINANCIAL SUPPORT**

**Sec. 1 Wicomico LHIC Sources of Financial Support**

The Wicomico County LHIC does not receive any financial support. Coordination of the LHIC is provided in-kind by the Wicomico County Health Department (WiCHD).

**ARTICLE V - KEY STAKEHOLDERS\* and MEMBERSHIP**

**Sec. 1 Key Stakeholders**

The Wicomico LHIC seeks participation from a variety of stakeholders including but not limited to representation from the following sectors.

- Acute Care Hospitals
- Area Agency on Aging
- Area Health Education Center
- Federally Qualified Health Centers
- Healthcare Providers & Organizations
- Homeless Service Providers

- Businesses
- City Government
- Civic & Volunteer Groups
- Community Based Organizations
- Community Members
- Cultural Brokers
- County Government
- Education
- Faith Based Organizations
- Hospice Facilities
- Insurers
- Law Enforcement
- Local Department of Social Services
- Local Health Department
- Media
- Residential Facilities & Programs
- State Hospitals

*\*Stakeholders do not have to be current members.*

## **Sec. 2 Membership**

LHIC Membership shall include individuals from Wicomico County, Wicomico County businesses, and any organization serving Wicomico County. Membership includes, but is not limited to representatives from the sectors listed above.

- A. LHIC membership is free and open to the public. Interested persons can join the LHIC by either calling the WiCHD at (410) 543-6930, or by completing an interest form on the WiCHD's website at <https://www.wicomicohealth.org/planning/local-health-improvement-coalition-lhic/>.
- B. The members of LHIC shall serve without compensation.
- C. If deemed appropriate, organizations can have more than one individual as a member of the LHIC.
- D. Each member of the LHIC has one vote, except those members that have more than one individual representing their organization. Organizations with more than one member must identify the voting member and the non-voting member(s) .
- E. There are no membership terms.
- F. A membership roster and attendance record will be maintained in an online database that notes the voting and non-voting members. The attendance record will be updated after each meeting and the membership roster will be updated at least annually.
- G. During the annual membership roster review, membership engagement will also be assessed for the upcoming year.
- H. Attendance will be reviewed at least annually. Any member of LHIC who has failed to attend at least 50 percent of the meetings during a calendar year shall have his/her suitability for continued membership reviewed by the LHIC. Members are encouraged to send a designee if they are unable to attend.

- I. Any member may resign from the LHIC by submitting a written resignation to the Health Officer via email or postal mail.

## **ARTICLE VI - VOTING**

### **Sec. 1 Voting Members and Non-Voting Members**

Members vote in accordance to Article V, Section D.

### **Sec. 2 Voting Methods**

Voting is done either in person during the LHIC meeting or electronically via email or electronic survey.

### **Sec. 3 Quorum and Simple Majority**

The Wicomico LHIC does not require a quorum for voting. For voting during meetings, a simple majority of the voting membership present shall carry a motion. For electronic voting outside of meeting times, a simple majority of all voting membership shall carry a motion.

### **Sec. 4 Voting Member Designee**

If a voting member is unable to attend an LHIC meeting, he/she may send a designee in their place. A designee of a voting member may vote on behalf of the voting member.

### **Sec. 5 Voting on New LHIC Members**

Adding new members to the LHIC does not require a vote.

## **ARTICLE VII – ORGANIZATIONAL STRUCTURE**

### **Sec. 1 LHIC Coordination**

The affairs of the LHIC shall be managed by the WiCHD. This includes but is not limited to: scheduling meetings, creating meeting agendas, completing meeting minutes, and managing membership.

### **Sec. 2 Officers**

The officers of the Coalition shall be two Co-Chairs. An election of such officers shall be made by a simple majority vote of the voting membership present during the first meeting of the LHIC in each new calendar year.

- A. There are no term limits for Co-Chairs.
- B. The Co-Chairs will have joint responsibility for supervision over the affairs and activities of:
  - a. LHIC,
  - b. to represent LHIC before the community in matters of consequence, and
  - c. to otherwise assure that community input is available during the formulation of policy pertaining to the operation of LHIC.
  - d. In the event that both Co-Chairs are absent, the Health Officer or Health Officer's Designee shall assume duties.

### **Sec. 3 LHIC Meetings**

The LHIC shall meet at a minimum of four times each calendar year. Regular meetings are currently scheduled every two months and are open to the public. Meetings will be held virtually and via

telephone when possible to increase inclusivity in participation. Meeting information is posted on the WiCHD's website at [www.wicomicohealth.org/planning/local-health-improvement-coalition-lhic/](http://www.wicomicohealth.org/planning/local-health-improvement-coalition-lhic/).

#### **Sec. 4 Workgroups**

The LHIC may adopt a resolution establishing one or more workgroups, delegating specific authority to a workgroup, and appointing or removing members of a workgroup. A workgroup shall include one or more members and may include persons who are not LHIC members. One member of each committee shall be designated as the chair.

##### **A. Current Standing Workgroups:**

- a. Live Healthy Wicomico: addresses chronic diseases; meetings are every two months.
- b. Behavioral Health Workgroup: addresses mental health and addiction; meetings are monthly.

#### **Sec. 5 Ad Hoc Committees**

The LHIC may appoint such committees and committee chairs for a limited period of time to address a specific need. Ad hoc committees shall limit their activities to the accomplishment of the task for which they were created. When the work of the ad hoc committee is completed, the committee is dissolved.

### **ARTICLE VIII – BYLAWS REVIEW AND AMENDMENTS**

#### **Sec. 1 Bylaws Review, Amendment and/or Repeal**

These Bylaws shall be reviewed a minimum of once per year. These Bylaws may be amended or repealed at any regular meeting by a simple majority vote of the voting membership present.

Revised: 2/1/2019, 10/2/2020, 4/2/2021