

Nebraska State Suicide Prevention Coalition BYLAWS

Article I. Organization

The name of this body shall be the Nebraska State Suicide Prevention Coalition, henceforth referred to as the NSSPC or the Coalition. As a statewide organization, the NSSPC is a cooperative and representative group of organizations, businesses, healthcare providers, state employees, regional behavioral health authority staff, agency representatives, advocacy groups, survivors, interested individuals, faith-based, and community-based organizations committed to suicide prevention in Nebraska.

Article II. Purpose

The purpose of the NSSPC is to help promote healing of communities, schools, families, and individuals after experiencing a death by suicide and to support the National Zero Suicide effort. This purpose will be achieved by setting short and long-term goals with action plans consistent with reducing the stigma of suicide. The NSSPC will support local coalitions focused on suicide prevention/postvention and the current Nebraska State Suicide Prevention Plan.

Article III. Executive Committee & Officers

Section 1 – Membership

The Executive Committee shall consist of two Co-Chairpersons, a Co-Chairperson elect, an appointed Secretary, a Treasurer, and an Outreach Coordinator. In 2017, for a term of one year, one Co-Chairperson will continue to serve as a past-chair.

Section 2 – Duties

The duties of the Executive Committee shall include the following:

- a) Monitor the overall policy and direction of the NSSPC;
- b) Take necessary action to develop and manage the budget and determine the need for an independent audit;
- c) Convene regular meetings of the NSSPC; and,
- d) Ensure that the activities of the NSSPC are in alignment with the goals and the implementation of the Nebraska State Suicide Prevention Plan.

Section 3 – Meeting Frequency

The Executive Committee shall meet as needed to handle necessary business with minutes recorded. A simple majority of the Members of the Executive Council shall constitute a quorum for the transaction of business.

Section 4 – Terms of Office

The terms of the Executive Committee officers will begin upon conclusion of elections at the annual meeting in January. One Co-Chairperson will serve a two year term, and the second Co-Chairperson will serve a three-year term. The Co-Chairperson-elect term shall be for three years. This position will progress without election to a Co-Chairperson(s) position. The Treasurer will be appointed for a two-year term by the Executive Committee.

Section 5 – Voting

Each member of the Executive Committee shall be entitled to one vote on each matter submitted to a vote of the committee.

Section 6 – Compensation

The Executive Committee shall receive no compensation.

Section 7 – Vacancies

When a vacancy on the Executive Committee exists mid-term, the Secretary will receive nominations to fill the vacancy from the members of the full NSSPC two weeks in advance of a meeting. These nominations shall be sent to NSSPC members with the regular NSSPC meeting announcement, to be voted upon at the next meeting. Vacancies will be filled only to the end of the exiting Executive Committee member's term.

Section 8 – Resignation, Termination, and Absences

- a) Resignations from the Executive Committee must be in writing and received by the Secretary 30 days prior to leaving the position.
- b) An Executive Committee member may be removed for reasons relating to ethical misconduct or excessive absences by a three-fourths vote of the remaining Executive Committee.

Section 9 – Nominations

Nominations shall be a standing meeting agenda item prior to the election of officers. Nominations shall be accepted from the floor at the meeting prior to elections. The Executive Committee shall prepare a ballot for formal vote. Only members in good standing and present may participate in the vote. If a vacancy exists on a ballot, eligible voters may write in a vote. New officers will begin their term the meeting immediately following the election.

Candidates for Co-Chairperson elect and Secretary-elect shall be nominated by a meeting of all active past Executive Committee officers. The annual nomination meeting will be held in each November. Special nomination meetings will be held as necessary to fill mid-term vacancies.

Section 10 – Duties of Executive Committee Officers

The duties of the Co-Chairpersons shall include the following:

- a) Convene regularly scheduled NSSPC meetings and preside, or arrange for other members of the Executive Committee to preside, at each meeting;
- b) Ensure meetings are started and ended on time;
- c) Call for corrections to the previous meeting minutes. If there are no corrections, the Co-Chairperson shall call for a vote to accept and adopt the minutes. In the case of corrections, if there are minimal corrections, the Co-Chairperson will call for a vote to accept and adopt the minutes to include the corrections. In the case of many conflicts in the minutes, the minutes will be tabled until the next meeting and the Secretary will update the minutes for corrections and revisions, and vote moved to the next meeting;
- d) Serve as the official spokesperson(s) for the Coalition; and,

- e) Carry out other duties as deemed appropriate by the Executive Committee such as working with groups promoting suicide prevention and/or suicide postvention activities.

The duties of the Secretary shall include the following:

- a) Record the minutes of the monthly NSSPC meetings and make them available to the Executive Committee and NSSPC members in a timely manner;
- b) Record the minutes of any Executive Committee meeting;
- c) Create the agenda for the monthly meeting with the assistance from the Co-Chairpersons and Outreach Coordinator; and email the agenda prior to the meeting;
- d) Establish and keep the formal organizational records of the Coalition, including bylaws, meetings, minutes, activities, elections and policies;
- e) Assign another member in his/her absence and ensure that the minutes are taken at each meeting;
- f) Carry out other duties as delegated by the Co-Chairpersons; and,
- g) Arrange for any technology and room assignment/location in advance of the meeting.

The duties of the Outreach Coordinator shall include the following:

- a) Work with Secretary to schedule NSSPC and Executive Committee meetings;
- b) Work with the Executive Committee and NSSPC members to develop the goals and priorities of the NSSPC with measureable outcomes and a strategic plan to meet the goals;
- c) Monitor and manage the process of the activities;
- d) Report the progress of NSSPC activities at the regular monthly meetings;
- e) Carry out other duties as delegated by the Co-Chairpersons; and,
- f) Serves as the NSSPC liaison as requested by Co-Chairpersons or Executive Committee.

The duties of the Treasurer shall include the following:

- a) Prepare an annual budget in consultation with the Executive Committee and monitor spending;
- b) Supervise all assets and disbursement of funds;
- c) Provide written reports each meeting; and,
- d) Carry out other duties as delegated by the Co-Chairpersons.

Article IV. NSSPC Membership – Roles & Duties of Members

Section 1 Membership of the NSSPC shall include any interested person, such as representatives of public and private agencies and organizations, individual stakeholders, survivors, advocates, and non-profit organizations interested in suicide prevention, intervention, aftercare, and related issues.

Section 2 Membership in the NSSPC shall be established by interested persons by contacting the Secretary and requesting to participate in the NSSPC email list.

Section 3 To be a voting member of the NSSPC, a person must attend at least two meetings in the previous calendar year, and have contacted the Secretary to be added to the email list.

Article V. Meetings & Voting

- Section 1 The Secretary will provide notifications of meetings, minutes, and email reminders.
The annual meeting for the election of officers and the receipt of yearly officer reports, including year-end financial reports and the proposed budget, will be in January. At the conclusion of the election, the then serving Co-Chairperson-elect will assume the office of Co-Chairperson for the calendar year.
- Section 2 Notice of each meeting shall be given to each voting member by email.
- Section 3 Members who have declared membership and are present at any properly announced meeting shall constitute a quorum.
- Section 4 The Executive committee, and/or Co-Chairpersons may form an ad hoc committee(s) as needed to complete the goals of the NSSPC.
- Section 5 Special meetings of the NSSPC may be called by the Co-Chairpersons of the Executive Committee. Special meetings of a committee may be called by the Chairperson of that committee.
- Section 6 All voting by NSSPC members shall be conducted at the regular meetings of the NSSPC. Each eligible voting member present shall be entitled to one vote. The items to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place or by the Executive Committee.
- Section 7 All meetings of the NSSPC shall be open to the public.
- Section 8 Robert's Rule of Order, Newly Revised, shall govern the conduct of business in all cases unless waived by an affirmative roll call vote by two-thirds (2/3) majority of those members present.

Article VI. Committees

Bylaws Committee

Section 1 The Bylaws Committee shall be designated by the Executive Committee. The duty of the Bylaws Committee shall be to maintain the NSSPC rules of membership, conduct, and activity.

These bylaws will be reviewed on annual basis by the Executive Committee.

Article VII. Amendments

Section 1 Bylaws may be amended when necessary by two-third majority vote of the Executive Committee. Proposed amendments must be submitted in writing to the Bylaws Committee. Those amendments shall be presented to the Executive Committee and considered within 60 days of receipt. The amendment will be offered for review by NSSPC members at the following regular meeting of the NSSPC and may be amended by a simple majority vote of NSSPC members.

CERTIFICATION

These Bylaws were approved and adopted at a regular meeting of the NSSPC by two-thirds majority vote on December 3, 2010.

These Bylaws were approved and adopted at a regular meeting of the NSSPC by two-thirds majority vote on April 22, 2016.

These Bylaws were approved and adopted at a regular meeting of the NSSPC by two-thirds majority vote on August 26, 2016.