



**Jefferson County  
Communities That Care**

# Bylaws of the Jefferson County Communities That Cares Board

**Adopted by the Jefferson County Communities That Care  
Community Board March, 2018**



Jefferson County Communities That Care Draft Bylaws

**Jefferson County Communities That Care vision:**  
*Jefferson County is a thriving, healthy and safe community for our youth.*

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# I. Background

The Jefferson County Communities That Care initiative is a structured, evidence-based community change process focused on preventing youth substance abuse, violence and depression.

## A. Geography

The Jefferson County CTC coalition efforts will initially focus on those who live, attend school or work in Lakewood, Wheat Ridge and Edgewater, including zip codes 80033, 80214, 80215 and 80226; these focus areas may be expanded at the discretion of the board.

## B. Funding

- The Colorado Department of Public Health and Environment (CDPHE) is funding CTC efforts in close to 50 communities across Colorado. This is a five-year grant (2016-2021) funded by marijuana tax dollars. Jefferson County is projected to receive funding for this project totaling more than \$1.3 million over five years.
- Additional funding is provided by a 2017 Drug-Free Communities Support Program grant from the White House Office of National Drug Control Policy, in cooperation with SAMHSA. The grant is potentially renewable for five years for a total amount of \$625,000.
- At the discretion of the Board and/or Funding Workgroup, and in cooperation with potential recipient(s) of funding, other sources of funding may be procured for the purpose of general funding or special projects that align with the Board's Community Action Plan. General funding will be administered by JCPH; however, project specific funding may be managed by a different entity.

## C. Framework

JCCTC is committed to utilizing the Communities That Cares 5-phases framework in combination with SAMHSA's Drug Free Communities Strategic Prevention Framework, including utilizing on-going assessment, strategic planning and evaluation in decision making. The Board will create and adopt a strategic plan, the Community Action Plan, that will guide coalition decisions.

## D. Jefferson County Jefferson County Child and Youth Leadership Commission

The CTC initiative is undertaken in partnership with Jefferson County Child and Youth Leadership Commission (CYLC) Prevention Subcommittee and the JC CTC board will function as the CYLC Prevention Subcommittee, within the CYLC bylaws and regulations. However, in any case of discrepancy or disagreement, this document and the JC CTC coalition will prevail in all matters related to JC CTC.

## II. Purpose of the Bylaws

These bylaws act as general governance for members of the Jefferson County Communities That Care effort, and define the rights and guidelines of the members to act and participate.

Specifically, these bylaws:

- Define the roles and structures of the Community Board, Executive Committee, and Workgroups.
- Define the roles of the Officials and determine how these officials are selected and term duration.
- Define meeting guidelines for Community Board meetings and Workgroups/Sub-Committee meetings.
- Define how decisions are made within the Community Board and how to resolve and elevate issues.

## III. Structures and Roles of the Community Board and Workgroups/Sub-Committees

### A. Key Leaders

The Key Leaders are respected and influential members of the Jefferson County community who may or may not serve on the Community Board. Key Leaders are required to participate in a group or individual orientation session to familiarize themselves with JC CTC processes and frameworks.

## Roles of Key Leaders

To be designated as a Key Leader, leaders must sign a formal letter of commitment to attend meetings, secure needed information and resources for implementing the community's chosen evidenced-based programs, policies, and practices, and have their name and organization listed on electronic and print media as a Key Leader supporting these efforts.

### Key Leader designation

Key Leaders will be appointed by the other members of the Key Leaders group and/or nominated by a member of the Executive Committee. Active Key Leaders will be defined as those who have:

- Attended a Jefferson County Communities That Care orientation.
- Attended at least 1 event or Key Leaders meeting in the previous 12 month period, not including orientation.
- Sign a formal letter of commitment to support the Jefferson County Communities That Care effort.

Active Key Leader membership will be reviewed by staff of the program and the Executive Committee at least one time each year through examination of sign-in sheets and program records.

## B. Community Board

The Community Board is the representative body of the Jefferson County community. Board members are from all disciplines within the private and public sectors in the Jefferson County, with a strong emphasis on diversity and including sector representation, as described below. Board members are required to participate in a group or individual orientation session to familiarize themselves with JC CTC processes and frameworks.

### Roles of Community Board

- Make decisions and take actions in accordance with our Vision Statement and Community Action Plan.
- Provide input on various recommendations/issues when asked (e.g. via email or survey) and during Board Meetings.
- Enable the Workgroups to develop the CTC elements (i.e., Vision Statement, Priority Risk and Protective Factors, Community Action Plan).

- Decide and act on recommendations provided by the Workgroups.
- Support these decisions with offers of assistance when needed, identifying and applying for funding, etc.

### Active Membership on Community Board

Active Community Board Members will be able to vote on issues brought before the board, as described below, and may have their names listed on print and electronic media. In addition to Community Board meetings, all board members are highly encouraged to participate in at least one Workgroup. Active Board membership will be defined as those who have:

- Attended a Jefferson County Communities That Care orientation.
- Attended at least 3 meetings since August 2017.
- Attended at least 1 Board or workgroup meetings in the preceding 6 month period, not including any orientation meetings.

Active Community Board membership will be reviewed by staff of the program and the Executive Committee, at minimum, each February and August through examination of sign-in sheets and program records. Active members will be designated with Board member name tags at Board meetings. Any member may be removed for cause (such as not supporting or following the vision/mission of Jefferson County CTC) by a majority vote of the Board, upon notice of charges against him/her given in writing at least twenty (20) days before action on his or her removal is taken.

## C. Executive Committee

### Roles of the Executive Committee

- Oversee and direct actions of the Workgroups.
- Set the plan for implementing all elements of the effort, in accordance with the community action plan developed by the Board.
- Maintain Jefferson County Communities That Cares bylaws.

### Membership on Executive Committee

Members of the Executive Committee must attend a minimum of 50% of all Executive Committee meetings and should notify the Coordinator if they no longer wish to serve on the Executive Committee. The Coordinator or designee

shall lead the meetings. Membership on the Executive Committee should include:

- Community Board Chair Co-chairs, appointed by a vote of the Active Board Members each September.
- One or two at-large members of the Board, including a Board member who is also a Key Leader when possible.
- The Coordinator of Communities That Care..

## D. Workgroups

### Roles of the Workgroups

Jefferson County Communities That Care has designated the following Workgroups: Risk & Protective Factor (Data) Workgroup, Resource Assessment & Evaluation Workgroup, Funding Workgroup, Youth Engagement Workgroup, and the Communication, Outreach, and Engagement Workgroup.

The role of the Workgroups is to develop and recommend all elements required for the CTC effort. These deliverables and proposals are then forwarded for final approval to the Executive Committee or the Full Board and/or Key Leaders as determined by the CTC Coordinator. These proposals include, but are not limited to, the Vision or Mission statement(s), Priority Risk and Protective Factors, and Community Action Plan.

### Membership on Workgroups

Workgroups are comprised of members of the Board who have volunteered to serve on these specific task teams. Each Workgroup has a Chair and/or Co-Chairs. When special needs arise, workgroups can recruit community members and/or contract with professionals with expertise specific to workgroup tasks for a finite period of time per Coordinator and Executive Committee approval. Chairs and co-chairs of workgroups cannot be Jefferson County Public Health staff members paid, in whole or in part, using CTC or DFC funds; however, they can be Jefferson County employees.

## E. Jefferson County Communities That Care Coalition

The Jefferson County Communities That Care coalition encompasses all stakeholders and community members involved in JC CTC in the above capacities, as well as those designated as “friends” of JC CTC who opt to



occasionally attend meetings or events, and who receive periodic JC CTC updates, but are not members.

## IV. Roles and Selection of Officials

### A. Community Board Chair

The main role of the Board Chair is to provide leadership and direction to the entire effort and create the necessary relationships, linkages, and influences to the Jefferson County community in order to ensure success.

The selection of the Board Chair is by appointment by a majority of the active members of the Board. The Chair should be from among a group of people identified as positive ambassadors of the community and of the CTC initiative, have a strong willingness to serve as volunteers in community-based programs, are skillful in the art of forging collaborative groups among a diversity of people, and hold some measure of prominence and credibility within the community. The term for Community Board Chair will be for one year and be opened for re-appointment each September. The existing chair will have the option of serving for a consecutive term(s) if the majority of the active members of the board approves. When considering potential officers, individuals may be nominated or volunteer themselves.

### B. Community Board Co-Chair

The role of the Co-Chair is to back-up the Chair, especially when the Chair is not available for meetings, decisions, etc. Co-Chair will also take on tasks as necessary.

The selection of the Co-Chair is appointed by a majority of the active members of the Board. The Chairperson should apply the same criteria as above in his/her selection. The term for Community Board Co-Chair will be for one year and be opened for re-appointment each September. The existing co-chair will have the option of serving for a consecutive term(s) if the majority of the active members of the board approves. When considering potential officers, individuals may be nominated or volunteer themselves.

### C. Workgroup Chairs/Co-Chairs

The role of the Workgroup chairs is to provide leadership and direction to the specific Workgroup, and as part of the Community Board, create the communication channels and working relationships with the other Workgroups. The Chair/Co-Chair shall set and/or approve the meeting agendas, lead the

meetings, and guide the group toward issue resolution through consensus and group decision-making in an informal atmosphere

The selection of Workgroup Chairs/Co-Chairs is on a volunteer basis, and is approved by the CTC Coordinator. The term for Workgroup Chairs/Co-Chairs will be for one year and be opened for re-appointment each September. The existing Chairs/Co-Chairs will have the option of serving for a consecutive term(s) if the correlating Workgroup approves. When considering potential officers, individuals may be nominated or volunteer themselves.

A Chair or Co-Chair of each committee can, optionally, join the Executive Committee. To join the Executive Committee, the Chair/Co-Chair must inform the Coordinator that they intend to join and, to retain membership on the Executive Committee, all Executive Committee members must attend at least 50% of Executive Committee meetings.

## D. Sector Representation

The following sectors will have between one and three designated representatives on the Board, but all active board members will be encouraged to select a sector that they represent, including: Business; Media; Schools; Youth Serving Organization; Law Enforcement; Civic/Volunteer Organization; Religious/Fraternal Organization; Healthcare Professional; State/Local Government; Substance Abuse Organization; Youth; Parents; and Community Member. Each sector representative will be encouraged to participate regularly in at least one Workgroup, as well as attend coalition meetings. Additionally, all Sector Representatives will be asked to submit a letter of commitment to the coalition.

There is no term limit for Sector Representatives, but Sector Representatives shall submit a resignation, via email or in writing, to the Coordinator if they are no longer to maintain Active Board membership as defined above (Section II, Community Board)

## E. Community Coordinator

The role of the Coordinator is to focus and facilitate the efforts and energies of the Board and its Workgroups. The Coordinator provides staff support to the Board and its committees, creates appropriate documentation of the project and coordinates meetings of the Board and its committees. The Coordinator shall facilitate communication among the Board by serving as the contact person for the Executive Committee and each Workgroup. Additionally, the Coordinator monitors and directs the entire CTC project to ensure compliance with the goals

and applicable grant requirements. The Coordinator will be employed, and supervised, by Jefferson County Public Health.

## V. Meeting Procedures

### A. Procedures for all meetings

All Jefferson County Communities That Care meetings shall include the following organizational elements:

- Calendar invitations will be sent by the Chair, Co-Chair, Coordinator or designee at least one week prior to the meeting;
- All members of the group can request that CTC-related items be added to an upcoming agenda and there will be opportunities for members to make announcements; however, candidate campaigning activities should not be engaged in during meetings;
- An agenda will be prepared by the Coordinator or designee;
- A sign in sheet will be filled out by those attending the meeting and will be used to track meeting attendance;
- All meetings, including Community Board meetings, Executive Committee meetings and Workgroup meetings, are open to visitors/non-members;
- Meeting minutes shall be recorded at Community Board meetings and Key Leader meetings by a member delegated by the Community Coordinator;
- Meeting minutes may be recorded at Workgroup meetings and special events or, at the discretion of the Workgroup, meeting minutes may be replaced by an orally report presented at the following Community Board meeting and recorded in the meeting minutes;
- The coordinator or designee will post Community Board and Key Leader meeting minutes on the internet in a location accessible by the Community Board and Key Leaders.

### B. Key Leaders Meetings

Key Leaders meetings and/or events will take place two to four times per year, to be scheduled a minimum of one month in advance. Key Leaders meetings shall be called by the Executive Committee, the Coordinator or through a vote of the

Community Board. Key Leaders meetings and/or events may be combined with Community Board Meetings and/or events.

### 1. Purpose of meetings

The goals of Key Leaders meeting are to inform Key Leaders about Board activities, recommendations and needs in order to secure support or receive feedback.

### 2. Decision making

Key Leaders delegate formal voting on key decisions to the Community Board, using the procedure described below.

Key Leaders will make recommendations to the Board through consensus, with the option of dissenting opinions included in recommendations. Key Leaders may, at the discretion of the Executive Committee or Coordinator, participate in voting when the Community Board makes decisions via electronic voting (see below).

## C. Community Board Meetings

Meetings shall be called when required by the Community Board Chair/Co-Chairs, or by the CTC Coordinator, at a time and place agreeable to the Board. The Board will meet, at minimum, six times per year.

### 1. Purpose of meetings

The goals of these meetings are to coordinate CTC activities, keep the board informed of progress, participate in decision-making processes as appropriate, communicate with the Executive Committee, and address issue resolution among Workgroups. The Coordinator should guide the Board toward issue resolution through group decision-making, seeking input from all of the membership by encouraging the free flow of opinions and ideas. The Coordinator (or someone the coordinator designates) should facilitate the meeting and keep members focused on the discussion pertinent to the items of the agenda, and stay on track by reminding the membership of the meeting's purpose and time frame.

A quorum is not required to hold a meeting, but is required, as described below, in order for the board to vote.

## 2. Voting

Active Members of the Board will vote on issues designated by the Board Chair, Board Co-Chair, Executive Committee or Coordinator as requiring a vote, including, at minimum:

- Adoption and updates to these Bylaws
- Adoption of or changes to Board vision or mission statements
- Community Action Plans
- Strategic Plan
- Letters from the Board
- Applications for funding made on behalf of the Board

All Active Board members, as defined above, who are present or who respond to a request sent via their email of record, are eligible to vote. Voting will require a quorum, consisting of at least 15 Active members as described above (Section II, Community Board) and representing at least 7 sectors as described above (Section IV, Roles and Selection of Officials, D Sector Representatives).

Voting may take place in person at Board meetings or electronically. Voting will not be anonymous. When votes take place electronically, notification of the vote will be sent via each Active Member's email of record and responses will be accepted for a minimum of five business days. The Coordinator and other Jefferson County Communities That Care staff members are not eligible to vote. Inactive members and guests attending meetings are not eligible to vote.

The Board Chair or Co-Chair will ask for a motion and a second in order to call a vote on a given measure. They will then ask if there is consensus regarding the measure among all Active Board members present; however, if consensus is unattainable, decisions will be arrived at by a 75% vote among those eligible to vote.

## D. Executive Committee Meetings

### 1. Purpose of meetings

The goals of these meetings are provide oversight of Board membership and voting issues, to assist with selection of CTC staff, to create proposals for actions or initiatives to bring before the Community Board, and other matters related to ensure functional operation of the Key Leaders and Community Board.

## 2. Decision making

These meetings shall be called when required by members of the committee or by the CTC Coordinator, at a time and location agreeable to the Executive Committee. Not less than 60% of the members must be present.

The CTC Coordinator should facilitate the meeting by providing guidance and assistance to the CTC Board Chair/Co-Chair. The Chair/Co-Chair shall encourage the resolution of issues and the approval of topics through mutual consensus among the members of the committee in the spirit of encouraging the free-flow of opinions and ideas. However, if consensus is unattainable, the Chair/Co-Chair may bring the issue or topic to a 60% vote of the attending executive committee members or refer unresolved issues to a meeting of the entire Board for final resolution, as described above.

## E. Workgroup Meetings

These meetings shall be called when required by the Workgroup Chair/Co-Chair or by the CTC Coordinator at a time and location agreeable by the Workgroup membership. The Community Coordinator should be in attendance as a neutral observer available for direction and assistance as needed.

The goals of these meetings are to complete the specific objectives of the Workgroup, as outlined by the CTC frameworks and to contribute to the creation, updating and/or implementation the Board's Community Action Plan. The Workgroup Chair/Co-Chair leads the meeting within an informal atmosphere, encourages the free-flow of opinions and ideas, and strives for consensus on all issues brought before the Workgroup. Prior to decision-making, each member in attendance should be given an opportunity to express his or her ideas or opinions. If full consensus cannot be attained, the Chair/Co-Chair shall have the options of calling the question for a vote or sending the issue to the Executive Committee for issue resolution.