

CALIFORNIA CONVERGENCE BYLAWS

FINAL

6/28/11

ARTICLE 1 NAME, GOAL, MISSION AND PURPOSE

Section 1: Name The name of this organization shall be the CALIFORNIA CONVERGENCE (CAC).

Section 2: Goal, Mission, and Purpose (for CAC as whole)

CAC's goal is to build health equity in communities, by improving food and physical activity environments.

CAC's mission is to unite community voices through a regionally-organized, statewide network, and to jointly advance policy that creates health equity in communities, through improved food and physical activity environments.

CAC's purpose is to provide a forum for joint action efforts to:

- ❖ Increase opportunities for access to healthy foods and physical activity in all environments where children and adults live, work, learn and play.
- ❖ Raise the visibility and voice of local leaders, and stories of local success, to influence state and federal policy change.
- ❖ Increase democratic involvement by community residents so that residents have a strong, leadership voice shaping the community environments in which they live.
- ❖ Advocate for shared health-focused policies and practices in communities schools and other systems and environments and empower community members to do the same.
- ❖ Share lessons learned, promote best practices, make best use of resources and community strengths, and achieve shared policy goals.
- ❖ Build health equity in communities, by improving food and physical activity environments.
- ❖ Build collaborative relationships with government, community groups, businesses and others that support the CAC mission.

ARTICLE 2 ORGANIZATIONAL STRUCTURE

This section outlines the three organizational levels of CAC: (1) Regional Groups, (2) Steering Committee, and (3) Statewide Coordinating and Technical Assistance Partners.

1. Regional Groups - autonomous collaboratives that:
 - Represent and advocate for the communities encompassed within a specific region and for their regional identity.
 - Facilitate communication between local jurisdictions and state policy advocates to help create policy wins at the local, regional and state level.
 - Develop and implement group processes, sustain regional frameworks, and set and advance regional priorities.
2. Steering Committee - comprised of representatives from regional groups that:
 - Provide governance and guide CAC statewide efforts.
3. Statewide Coordinating and Technical Assistance Partners – comprised of organizations, coalitions and collaboratives that:
 - Engage in policy, evaluation, communications, coordination, funding and other forms of support in partnership with CAC Regional Groups and the Steering Committee to implement CAC's mission.

ARTICLE 3 MEMBERSHIP AND PARTNERS

Section 1: Admission

CAC is open to all California residents (including youth), organizations, coalitions, and collaboratives, sharing an interest in joining a regionally-organized, statewide network to build health equity in communities by improving food and physical activity environments.

Section 2: Membership and Partnership

1. Community PARTNER
 - Local residents, organizations, coalitions, and collaboratives that participate in CAC Regional Groups and/or CAC workgroups, but have not completed a Community Outreach Profile.
2. Regional MEMBER
 - Open to all residents, organizations, coalitions, and collaboratives from counties within CAC regions that actively participate in the CAC Regional Group efforts and complete a Community Outreach Profile. Membership is confirmed via completion of a Community Outreach Profile and posting on the CAC website. (See Article 4 for more info on Regional Groups' form and function.)
3. Steering Committee (SC) MEMBER
 - Regional Group members appointed by their respective Regional Group. (See Article 5 for more info on governance structure, roles and responsibilities).
 - Meetings are open to everyone, but only designated SC Members may vote.
4. Statewide Coordinating or Technical Assistance PARTNER
 - Volunteer or funded individuals and organizations, approved by the SC to work in partnership with CAC. These PARTNERS may or may not be California-based.

Section 3: Maintenance of Active Membership

The active Regional Membership will be reviewed and updated annually in the fall by Regional Members through the CAC Website to ensure that information is current and accurate.

Section 4: Membership Lists

The CAC coordinating office will maintain a web-based listing of Regional Members and Steering Committee Members to reflect the statewide CAC network. The list shall only be used for purposes that directly carry out the goal and mission of CAC

ARTICLE 4 REGIONAL GROUPS

Section 1: Regional Groups Purpose

1. Collectively form the statewide CAC network to achieve major policy change
2. Establish and/or maintain a diversity of community leaders involved in CAC to support democratic involvement and adequate community representation.
3. Serve as a forum for community leader collaboration, relationship building and sharing of best practices in order to facilitate regional efforts that increase awareness, support and action towards statewide policy.

Section 2: Regional Group Goals

1. Provide a forum for Community Partners and Regional Members to:
 - Connect and share information on environmental, systems and policy change.
 - Identify and address local/regional policy priorities and recommend statewide policy action relevant to the needs of local jurisdictions.

- Work collectively on local and regional policy priorities.
 - Support statewide policy efforts via advocacy.
 - Identify and request resources and technical assistance needed from the SC and State Coordinating and Technical Assistance Partners to implement state policies at the local level and engage local residents in regional, statewide and national policy advocacy efforts.
2. Represent the regions on state and national forums, such as ENACT Day or Food Day.

Section 3: Regional Boundaries

1. CAC has six regional groups in different stages of formation – Far North, Bay Area, Central Coast, CCROPP, Los Angeles and Southern California. Current Configuration does not include Central Mountain area or Sacramento. (see Addendum for background on regional group formation.)
2. Annual Review: A review of regional boundaries by all Regional Groups is recommended annually. Regional groups will recommend to the SC every December whether and how to redraw the boundaries in their respective regions. Regional Groups may take into account the following factors when determining whether and how to redraw regional boundaries: need, population, number of counties in a proposed region, geographic area (sq miles) of a proposed region, density of coalitions and/or partners within each county, local policy advocacy efforts, changes in local efforts to implement state policy, political will, existing resources, and other factors as identified by the regions.

Section 4: Regional Group Activities to Support CAC Achieve its Goals and Mission:

The following Regional Group activities are recommended in order to support the organizational structure, goals, and mission of CAC:

1. Review regional boundaries annually and make recommendations every December to the SC on whether and how to redraw the boundaries.
2. Review statewide policy priority options annually in February and make recommendations to the SC on three (3) policies to advance, and identify what resources are needed to support the efforts locally.
3. Identify the following:
 - Current local policy advocacy efforts (e.g., passing nutrition standards policies).
 - Current efforts to implement state policy locally (e.g., water stations in cafeterias, school PE requirements).
 - Desired policy priorities for statewide policy agenda.
4. Identify resource and technical assistance needs of Community Partners and inform the SC. The SC will share the information with Strategic Alliance and statewide policy partners who may be able to provide support to:
 - Implement local policy advocacy efforts.
 - Implement state policies locally.
 - Support statewide policy efforts.
5. Encourage Regional Group members to add or update their information on the CAC website.
6. Nominate and appointment four members of each Regional Group, at least one being a resident, to serve as CAC Steering Committee members annually in September.

Section 5: Regional Group Success and Sustainability

Success of the CAC is closely tied to the successful formation and sustainability of Regional Groups, which requires funding. The SC is committed to supporting capacity building and program development efforts to assist regional groups in their formation.

ARTICLE 5 STEERING COMMITTEE - LEADERSHIP AND GOVERNANCE

Section 1: Steering Committee Purpose

The CAC Steering Committee (SC) guides the work of the CAC, and assures that:

1. Efforts of CAC align with the goal, mission and purpose of CAC.
2. Collectively, local Regional Members lead and govern the CAC.
3. Most issues to be considered by the SC come from the regionally organized CAC membership.

Section 2: Steering Committee Members

The SC consists of no more than 24 voting members, including four (4) members from each of the six (6) Regional Groups. Regional Groups are responsible for appointing four (4) Regional Members to serve as SC members. At least one of the four (4) appointed Regional Members from each Regional Group must be a community resident.

SC Members agree to:

1. Attend a minimum of four (4) SC meetings/teleconferences with at least one being in person.
2. Actively participate in a minimum of four regional meetings, if the region has begun meeting.
3. Serve on at least one SC subcommittee or workgroup

Section 3: Steering Committee Co-Chairs

1. There are two co-chairs. Co-chairs serve for one calendar year. New co-chairs will be elected in September, three months prior to taking office, allowing for transition and mentorship by the outgoing chairs, reflecting CAC's collaborative leadership model.
2. The responsibilities of the co-chairs include:
 - Facilitate the SC meetings and teleconferences.
 - Provide leadership to the CAC.
 - Prepare for SC meetings, in concert with the coordinating/support entity (PPH), and facilitating SC meetings.
 - Represent CAC on other non-CAC subcommittees, workgroups and task forces.
 - Respond in a timely manner to policy action and advocacy opportunities.
 - Guide the coordinating office on how to take action on time-sensitive issues that align with goals of SC and are in the best interest of CAC.
 - Facilitate conflict resolution within the SC, with Coordinating and Technical Assistance Partners, and others.
 - One co-chair serves on the Sustainability and Resource Development Subcommittee and one on the Policy Subcommittee.

Section 4: Steering Committee Member Responsibilities

1. Represent the interests of their Regional Groups.
2. Guide and participate in CAC strategic planning and budget processes.
3. Provide input on the use of CAC resources – staff, and financial resources, technical support, etc.
4. Review and steer CAC actions.
5. Determine policy priority recommendations, based on needs identified by their respective Regional Groups.
6. Participate in developing the philosophy, design, tools, metrics and reporting for evaluations of CAC.
7. Facilitate conflict resolution between the Regional Groups and the Steering Committee, when disagreements arise and decisions are made.
8. Partner with Funders and Partnership for the Public's Health (PPH) to secure funding to support the Regional Group development and to promote CAC through the following:
 - Encourage Funders' own organizations, boards and grantees to support and invest in CAC, (e.g., create internal policy and systems changes, such as building in requirements and resources for

other grantees that are aligned with CAC mission to actively engage in the CAC Regional Groups and statewide network.

- Outreach to other funders (e.g., community and family foundations, government) to create a more diversified funders' collaborative, to align, leverage, and sustain current statewide resources, and to grow the Regional Groups in order to build a collective, powerful voice and movement for policy change.

Section 5: Steering Committee Terms of Office

- Steering Committee Members agree to serve for a minimum of one calendar year.

Section 6: Regular Steering Committee Meetings

The SC will schedule a minimum of six meetings/teleconferences per year.

- At least two (2) meetings per year will be held face-to-face. All others will be held via teleconference.
- Face-to-face SC meeting locations will rotate through the different CAC Regions.
- One of the face-to-face meetings may take place at a larger conference in California.
- All meetings are open to the public; but only SC Members may vote.
- The coordinating office will provide continuity by setting agendas and monitoring associated tasks.
- In person meetings will include healthy food and physical activity breaks as standard practices.

Section 7: Conduct of Steering Committee Meetings

- CAC SC co-chairs shall convene and facilitate the SC meetings and teleconferences.
- The Coordinating Office will record and send meeting notes to SC members following each meeting; and will post notes on CAC website for transparency to broader membership.

Section 8: Steering Committee Subcommittees and Workgroups

The SC may establish subcommittees and workgroups. Subcommittees are standing bodies that play an ongoing role for the SC. Workgroups are short term entities established to "work on" specific, time limited activities.

- The SC will identify and confirm subcommittees and workgroups as needed.
- Subcommittees and workgroups are open to Steering Committee Members, Regional Members, and Community Partners.
- Each subcommittee will make an effort to have at least one resident serve on its subcommittee.
- The recommendations of any subcommittee(s) and workgroup will be reported to the SC.

Section 9: Steering Committee Authority

Making decisions by consensus, the SC has the authority to:

- Design a system that supports Regional Groups with communication between local jurisdictions and state policy advocates that helps create policy wins at the local, regional and state level.
- Develop and approve CAC strategic plans and budget.
- Review SC process and revise the CAC Bylaws.
- Convene face-to-face and teleconference SC meetings.
- Develop subcommittees and workgroups.
- Contribute to fund development (e.g., grant writing) on behalf of the whole CAC.
- Help resolve disputes between regions, related to CAC SC work.
- Review and approve the design for evaluation processes and evaluation reports.

Section 10: Steering Committee Decision Making Process

- All SC members are voting members.
- At least two representatives from each region will constitute a quorum at any meeting. Participation in meetings includes in person or via phone.

- Face-to-Face Meetings: Decisions will be made by consensus using the four-square consensus method:
 - green – go / completely agree
 - yellow – needs discussion
 - red – no
 - white – abstain
- Teleconference Meetings: Decisions will be made by consensus using the following method – SC Co-chairs will go through a roll call and ask each member to select one of the following responses:
 - agree (yes, ok as is)
 - more discussion
 - no
 - abstain
- If an issue is not approved using the consensus method, the SC co-chairs will call for a vote. If a vote is required, there must be a quorum present and decisions are made by majority vote. Without a quorum, decisions may be made in writing (e.g., email, mail or fax), after the meeting. Approval requires a majority vote of the entire SC Membership.

Section 11: Conflict of Interest

Conflict of interest occurs when a voting SC member has a direct or fiduciary interest in an organization for which a decision is being made including any such interest that existed at any time during the prior twelve months. Direct or fiduciary relationships may include ownership, employment, contractual, creditor, consultant, board member, staff member or volunteer.

In the event of conflict of interest, and/or during the period of review of said conflict of interest, members with a conflict of interest shall state the conflict, may participate in the discussion of the matter in conflict/question but shall recuse themselves from voting on the matter. Such members will be counted in order to determine if a quorum is present.

All statements and concerns regarding conflict of interest will be recorded in the SC meeting notes for possible review if needed. The SC will be responsible for taking further action if deemed appropriate.

Section 12: Elections

Chairpersons:

The role of the SC Co-chairs will rotate annually, reflecting CAC’s collaborative leadership model. New co-chairs will be elected in September, three months prior to taking office, allowing for transition and mentorship by the outgoing chairs.

Steering Committee Members:

Revolving Membership:

- SC Members are elected by Regional Groups in September, allowing for three months of mentoring by current SC Members. Regional Groups may choose to keep current SC members serving for another term, as there are no term limits for SC Members.
- Elections may also be held when vacancies occur.
- Efforts will be made to achieve diverse representation of CAC members on the SC.

ARTICLE 6 ACCOMODATIONS AND COMPENSATION

Section 1: Accommodations

In order to allow the CAC to do its work, and for residents to be meaningfully involved, the CAC seeks to provide the following accommodations:

- Support for teleconferencing, travel and lodging.

- Translation of documents and simultaneous interpretation during meetings.
- Meetings scheduled at times that are convenient for residents, including meetings outside of normal work hours.
- Accessibility for people with disabilities.

Section 2: Compensation

- SC Members may receive a stipend or per diem and reimbursement for travel expenses incurred while performing duties for the Steering Committee. SC will determine the amount and rates, and the coordinating entity will keep the information on file. SC is committed to obtaining funding to support regional groups participation in events; compensation will come in a variety of ways based on resident needs and determined by regions.

ARTICLE 7 COORDINATION AND SUPPORT

The following organizations will provide key coordinating and support to CAC.

1. Partnership for the Public’s Health (PPH), which is one of 24 centers at the Public Health Institute, will:
 - Provide day-to-day staffing for CAC and its Steering Committee - providing research, developing draft agendas and materials, facilitating meetings and teleconferences, producing and disseminating meeting notes, facilitating problem-solving, managing and provides stipends, travels and related support, and handling logistics.
 - Provide support for regional organizing, fund development and networking activities.
 - Promote the ability of community leaders to advocate for the issues that matter to them.
 - Link the SC with Statewide Coordinating and Technical Assistance Partners.
 - Work in partnership with Strategic Alliance to connect local leaders and communities to regional, state and national policy advocates and policy change opportunities.
 - Facilitate two-way communication, on-line and in person; help to develop and distribute work products, e-newsletters and other information relevant to the work of the CAC; host and maintain the CAC website.

2. Strategic Alliance, staffed by the Prevention Institute will:
 - Identify strategic actions regarding CAC policy priorities.
 - Connect community leaders to resources and activities to accomplish policy goals.
 - Serve as a hub for independent statewide, policy advocacy and other statewide organizations working to improve health equity, nutrition and physical activity

ARTICLE 8 ADVOCACY

CAC seeks to identify clear, specific local, regional, state, and federal policy issues that will translate to environmental or systems change at the local level (City and County), in order to increase opportunities for healthy eating and physical activity among California residents, particularly among low-income residents. To accomplish this, CAC seeks to engage local jurisdictions to advocate for statewide policy change and support statewide policies at the local level.

ARTICLE 9 MONITORING AND REPORTING

To be determined by Steering Committee in collaboration with CAC funded evaluators.

ARTICLE 10 BYLAW REVISION

Changes to the bylaws shall be made using SC decision making processes outlined in Article 5, Section 10.

Proposed changes to the bylaws shall be communicated to the SC at least ten (10) working days prior to the meeting at which time they will be considered for action.

ADDENDUM

Addendum I: Map of Emerging Regions

Emerging Convergence Regions

