

Magna United Communities that Care Community Coalition Policies & Procedures

Article I – Name, Mission, Vision, and Location

Section 1 – Name: The name of the organization shall be Magna United Communities that Care “Magna United CTC”

Section 2 – Mission: *Magna United CTC aims to connect youth, parents and families, with resources and services in their community which allow emotional, educational, and economic growth opportunities.*

Section 3 – Vision: *We are dedicated to empowering families, decreasing risk factors, and improving positive youth outcomes.*

Section 4 – Location: Magna United Communities that Care is run through the Magna Metro Township to serve Magna, Utah. This location may change depending on opportunity.

Section 5 – General Coalition: All Board members, workgroup members, Key Leaders, or interested collaborative parties who participate in various Coalition strategies, are considered Coalition members. General Coalition Membership of Magna United CTC is open to those individuals, agencies, organizations, or government entities that support the mission and goals of the Coalition.

Magna United CTC Community Coalition Structure

Article II – Coalition Structure, Composition, and Roles

Section 1 – Coalition Structure and Composition: The Magna United CTC Coalition is an unincorporated association. The Coalition includes the entire roster of volunteers under the Magna United CTC initiative who meet including Key Leaders, Community Board members, workgroup members, and other volunteers and interested parties. The Magna United CTC Coalition Coordinator helps to facilitate the CTC process and works under the guidance of the Key Leader Board, Community Board, and workgroup members.

- A. KEY LEADERS:** Key Leaders are influential members of the Magna community or of supporting systems who leverage their influence to support Magna United CTC. Key Leaders may or may not serve on the Community Board or on workgroups.
- B. COMMUNITY BOARD:** The Community Board in the collaboration with the Key Leader Board are the decision-making entities for the Coalition.

Membership on the Magna United CTC Community Board is open to those individuals, agencies, organizations, or government entities that support the mission and goals of the Coalition. Membership is without regard to gender, race, color, age, religion, national origin, sexual orientation, or disability.

The Magna United CTC Community Board shall consist of at least twelve (12) voting members defined by the required sectors stated in the Drug-Free Communities Support Program Grant (DFC) to represent the twelve sectors including: youth, parent, business, media, school, youth-serving organization, law enforcement, civic/volunteer organization, religious organization, healthcare professional, state/local/tribal government, and other organizations involved. If all 12 sectors are not represented on the Community Board representation will be made up on the Key Leader Board. Community Board membership will include representation from the community that mirrors the demographics of the Magna Metro Township.

Magna United CTC Board memberships shall consist of members who are in good standing in the community and support stated purposes: Mission and Vision, as outlined in Article I.

- C. EXECUTIVE COMMITTEE:** The Executive Committee is considered a workgroup and is made up of the Community Board chairs, including:
- (1) Board Chair
 - (2) Board Vice-Chair
 - (3) Board Secretary
 - (4) Workgroup Chairs
 - (5) Magna United CTC Coalition Coordinator(s)
- D. WORKGROUPS:** Workgroups are comprised of Community Board and Key Leader Board members who have volunteered for these specific task teams. Community members who do not sit on the Community or Key Leader Boards can be workgroup members. Each workgroup has a Chair and/or Co-Chairs. The six (6) workgroup Committees will be:
- (1) Executive Committee
 - (2) Board Development & Maintenance
 - (3) Finance & Funding
 - (4) Implementation
 - (5) Public Relations & Outreach
 - (6) Youth Involvement
- E. GENERAL COALITION:** General Coalition members may assist Coalition efforts in various ways, including: attending Board meetings, assisting at community events, connecting the Coalition with new supporters, working within their organization to partner with Magna United CTC, etc.

Section 2 – Coalition Roles:

A. KEY LEADERS: Key Leaders build support for Magna United CTC efforts and provide access to resources for the Coalition. The Key Leader Board is the primary financial decision-making body.

B. COMMUNITY BOARD: The Magna United CTC Community Coalition is managed by the Community Board. The Board aims to maintain high representation from Magna parents, families, and residents. The Board cannot have more than 35 members at a time.

The Community Board is the primary decision-making body for the Magna United CTC Coalition and is responsible for developing the strategic direction of the Coalition's efforts. The Board has decision-making authority around the following issues:

- Coalitions priority indicators, including risk and protective factors and problem behaviors
- Which tested, effective programs to implement and support
- Which environmental strategies to implement and support
- Election of Board members and Officers
- Policies & Procedures

Board members are invited to join the Board based on their sector representation, affiliations, willingness and ability to serve according to their Community Board Member Agreement (see New Member Packet), support of the Mission and Vision, and special skills and expertise. Member's interests must align with and support those of Magna United CTC. Specific duties include:

- Provide input on various issues through Board meetings, workgroup meetings, via email, or through other means of communications;
- Develop and review the Magna United CTC guiding documents (e.g. Vision Statement, Mission Statement, Policies & Procedures, Community Action Plan, etc.);
- Participate in at least one workgroup, attending workgroup meetings and completing interim assignments;
- Decide and act on recommendations provided by the workgroups (e.g. priority risk and protective factors; tested, effective programs; funding priorities, etc.)

C. EXECUTIVE COMMITTEE: Magna United CTC intends to form an Executive Committee during 2021. The following paragraphs will apply to formed committee. The Executive Committee meets on a quarterly basis to make decisions for the Coalition, give feedback on specific issues, or other specific tasks. The Executive Committee may make decisions on behalf of the Board if a) the matter is not specifically identified as a Board decision in Article II Section 2F or Article V Section 1, and b) the matter must be addressed before the next Board meeting. In these situations, the Board will be apprised of the Executive Committee's decision. The Executive Committee also has

decision-making authority over the removal of Board members from the Board (Article IV Section 6.2).

The Executive Committee acts as a supervisory committee to the Coalition Coordinator. Although the Coalition Coordinator is not employed through Magna United CTC and is employed through Salt Lake County Youth Services (DYS), the Executive Committee can bring concerns over Coalition Coordinator performance to their supervisor at DYS.

D. WORKGROUPS: Workgroups develop and recommend work plans and strategies, and implement Coalition efforts associated with their defined outcomes. For descriptions of the workgroups, refer to the New Member Packet.

Article III - Coalition Leadership and Officers

Officers of the Community Board include the Board Chair, Vice-Chair, and Secretary/Treasurer. When considering potential Officers, individuals may be nominated by Community Board members or may volunteer themselves. Executive Committee Members serve two (2) year terms.

A. COMMUNITY BOARD CHAIR

The main role of the Board Chair is to provide leadership and direction to the entire Magna United CTC effort. A Board Chair may be re-elected for a second term or may serve again after a different Chair's term.

Role of the Board Chair

- (1) Provide overall leadership to the Community Board and its workgroups.
- (2) Preside at Board meetings.
- (3) Meet monthly with Coalition Coordinator prior to Community Board to discuss agenda
- (4) Assist Coalition Coordinator(s) in setting agendas for Board meetings.
- (5) Review with the Coalition Coordinator(s) any issues of concern to the Board.
- (6) Work with Coalition Coordinator(s) to ensure responsible Coalition management.

B. COMMUNITY BOARD VICE-CHAIR

The Community Board Vice-Chair's duty is to assist the Chair. The Vice-Chair will preside over meetings in the absence of the Chair. The Vice-Chair will also take on tasks as necessary.

Role of the Vice-Chair

- (1) Oversees Board meetings in the absence of the chair.
- (2) Assumes the functions of the chair in the event of a vacancy until a new chair is elected.
- (3) Communicates regularly with the chair and the Coalition Coordinator
- (4) Assists the chair in providing overall leadership to the Community Board and its workgroups.

C. COMMUNITY BOARD TREASURER

Magna United CTC does not have a Community Board Treasurer. All funds of Magna United CTC will be facilitated through the Magna Metro Township who will have fiduciary oversight and auditing authority. The Magna United CTC Community Coalition does not hold funds or debt. The Board therefore acts only as an advisory Board to the Magna Metro Township in all financial matters, including contracts, grants, and matters concerning County resources.

D. COMMUNITY BOARD SECRETARY**Role of the Board Secretary**

- (1) Makes written recording of meetings (notes or minutes) of the Community Board meetings.
- (2) Oversees the distribution of meeting notes or minutes to Board members.

E. WORKGROUP CHAIRS**Role of the Workgroup Chair(s)**

- (1) Provide leadership and direction to their specific workgroup.
- (2) Schedule bimonthly workgroup meetings
- (3) Set meeting agendas, lead the meetings, and guide the group toward issue resolution through consensus and group decision-making in an informal atmosphere.
- (4) Ensure workgroup goals and tasks are met as set by the work plan.
- (5) Create the communication channels and working relationships with the other workgroups.
- (6) Commit to full participation on the Executive Committee and Board Meeting.
- (7) If not possible to attend a meeting, provide a designee to represent the workgroup.
- (8) Communicate progress of the workgroup to the board and progress of the board to the workgroup.

The selection of workgroup chairs is on a volunteer basis, and is approved by the Magna United CTC Coordinator. The term for workgroup chairs will be for one year and be opened for re-appointment. The existing chairs will have the option of serving for a consecutive term(s) with the approval of the Coalition Coordinator. When considering a potential chair(s), individuals may be nominated or volunteer themselves.

E. COALITION COORDINATOR

The Coalition Coordinator plays a crucial role in Magna United CTC by ensuring that the Community Board's work keeps moving forward in partnership with the community and its public systems. The Coordinator ensures that all parts of the effort cohesively support its goals. It is envisioned as a full-time role. The position may be located in a local public agency, foundation, community-based organization or other non-profit organization. When the hiring of a new Coalition Coordinator is required, the Board will be responsible for finding or creating the most suitable host organization with the capacity to manage the Board and its financial responsibilities.

Role of Coalition Coordinator

- (1) Focus and facilitate the efforts and energies of the Board and its workgroups.

- (2) Work with executive leadership and board chair(s) to ensure Evidence2Success objectives are achieved.
- (3) Manage key board tasks, including collecting, organizing, and analyzing data; community outreach and public relations; strategic financing; program implementation and evaluation.
- (4) Provide staff support to the Board and its workgroups. Collaborate with workgroups to support or at times lead activities to meet workgroup goals.
- (5) Work with the Community Board Chair to create and maintain a productive Board by setting meeting objectives, facilitating meetings and articulating roles, responsibilities and expected results.
- (6) Foster support from stakeholders.
- (7) Collaborate with the Magna United CTC finance lead or assume finance lead's duties, if necessary.
- (8) Work with executive leadership, community board, partners, and Finance & Funding workgroup to secure funding for Magna United CTC programming, program support infrastructure, and ongoing staffing to support the community process.
- (9) Manage project planning, timelines, and maintenance.
- (10) Represent the Magna United CTC board in local, state and national conversations as opportunities arise.
- (11) Facilitates communication among workgroups.
- (12) Monitor and direct the entire Magna United CTC to ensure compliance with the goals and other regulatory requirements.
- (13) Monitor fiscal management.
- (14) Work with coaches and professional development trainers, as required.

Article IV – Election, Terms, and Termination of Community Board and Executive Committee

Section 1 – Selection of Board Members: The Coalition Coordinator and any Coalition member may nominate a new candidate for the Board. The Board Development and Maintenance workgroup will track sectors (see Article II Section 2F) that require filling. Representatives of unfilled or underrepresented sectors who also meet the criteria outlined in Article II Section 2F will be given priority for Board membership. Members must be confirmed by a majority of the Community Board.

Section 2 – Receiving New Board Members: Potential Board members must first meet with the Coalition Coordinator or Board Chair to discuss the terms of membership prior to receiving membership into the Community Board. Members must sign on an annual basis a Community Board Membership Agreement and a conflict of interest form (see New Member Packet).

Section 3 – Election of Board Officers: The Board Chair or, in their absence, the Vice Chair, may call for nominations when filling a volunteer leadership position (Board Chair, Vice-Chair, Secretary). The Board will follow formal voting procedure when electing Board Officers. Officers shall be elected by their fellow

Board members at the January meeting on years when terms expire. Workgroup Chair terms may operate differently based on the needs of the Board and may coincide with changing priorities and requirements.

Section 4 – Terms of Officers and Board Members: The Chair, Vice-Chair, and Secretary shall be elected for a term of two (2) years. Board membership continues in perpetuity unless the individual does not meet the conditions of set forth in the Policies & Procedures, resigns, or is removed.

Section 5 – Removal and Resignation of Officers: Any Officer may resign at any time upon written notice to the Executive Committee and the Coalition Coordinator, and no acceptance of a resignation shall be necessary to make it effective. Officers' terms being February 1st runs for a full two years. Should a vacancy occur during the year, the Board will elect a member on an interim basis until the next election.

Section 6 – Removal and Resignations of Board Members:

6.1 - Resignation: A Board member must notify the Executive Committee and the Coalition Coordinator in writing of their intention to resign their membership.

6.2 - Removal: A Board member may be removed by a majority vote of the Board's Executive Committee. If a member of the Board wishes to remove another Board member, the member must inform the Executive Committee and the individual in question no less than seven days prior to a vote on Board membership. The individual in question will have the opportunity to defend their position to the Board prior to the vote. Cause for dismissal of Board members -- as determined by the Executive Committee -- may include: 1) being absent for at least 40% of Board meetings in any given year, 2) failing to perform their duties, and 3) engaging in conduct unbecoming of the goals and mission of Magna United CTC.

Article V – Coalition Meetings and Voting

Section 1 – Community Board Meetings: The Community Board meetings of Magna United CTC shall be held monthly unless agreed upon by vote of the Board. Formal voting procedure will be adhered to for Board meetings. A Quorum is established with 60% of the Board present. If a quorum is not in attendance, action items and business will be deferred to by a majority vote or at the following Board meeting or conducted through special meetings or by email, as decided by the Board Chair. Special meetings of the Board may be called by the Chair, Coordinator, or upon the written request of two Board members.

All registered Board members may have one vote in all matters discussed in monthly meetings. Coalition members who are not on the Board may also attend Board meetings but do not have a vote. Business requiring official notice and approval includes, but is not limited to:

- (1) Decisions of significant impact (strategic, political, legal, internal, etc.)
- (2) Amendments to the Policies & Procedures
- (3) Approval of new Board members
- (4) Any other items reasonably deemed appropriate for approval

Section 2 – Special Meetings: Special Board meetings of Magna United CTC may be called by the Executive Committee, Coordinator, or Board Chair. The purpose of the meeting shall be stated in advance of the meeting. Except in cases of emergency, at least one-week notice shall be given.

Section 3 – Notice of Meetings: All Board members will be notified of Board meetings not less than one calendar month in advance and of all special meetings not less than one week in advance. Notice stating the purpose shall be given by email at least one week prior to such meeting, unless the Board Chair or Coordinator waives notice.

Section 4 – Recording of Meetings: The Secretary shall maintain records of all Board meetings and special meetings through a register of attendance and either minutes of proceedings or meeting notes. Workgroup chairs shall maintain any meeting notes and assignments for their workgroup. All records shall be open to inspection. Notes from Board meeting and special meetings shall be posted on the Magna United CTC website. Board meeting notes shall be maintained for at least five (5) years.

Section 5 – Virtual Meeting and Votes: The Coalition Coordinator or Board Chair may call a virtual meeting or vote at any time. Virtual meetings and votes will adhere to the same process as in-person meetings. The initial request for a virtual meeting must include:

- (1) The specific issue that the virtual meeting is designed to discuss and the reasonable implications for a yea or nay vote.
- (2) State that the vote is a yes or no vote and that no amendments can be made.
- (3) Specify a specific time and date that voting will be closed; time and date are not to exceed 10 days from the initial call for the virtual meeting.

During the time period for voting, members may change their vote as often as they wish and the Coordinator will not close voting until the time specified. After the vote is closed, the Coordinator is to publish to the relevant group the following:

- (1) The final decision.
- (2) The number of total participants required that constitute a quorum as outlined above.
- (3) The number of yea votes.
- (4) The number of nay votes.
- (5) The number of abstains.
- (6) The number of absences.

Section 6 – Absentee Voting: In cases where board members are not able to attend for in person meetings, they may provide a written or email statement to the Coalition Coordinator no less than an hour prior to the scheduled meeting. This statement must also be delivered to provide exact voting instructions for the vote.

Section 7 – Ties: In the event of a tie during any vote, the Coalition Coordinator will cast the deciding vote.

Article VI – Grants and Contracts

Section 1 – Fiscal Management: Magna United CTC will partner with a fiduciary agent for managing grants and finances. If the Coalition chooses to establish its own accounts and financial management system, compliant with IRS accounting standards, it will at that point revise these Policies & Procedures accordingly.

Section 2 – Sub-Contracting Services: The Coalition adheres to contract protocols of the fiduciary agent.

Article VII – Conflict of Interest

Magna United CTC Community Coalition must meet high ethical standards in order to merit the trust of the Magna community and partners, as well as donors, governments and the public. The integrity of Magna United CTC depends on ethical behavior throughout the coalition, and in particular, on fair, well-informed decision-making.

The Coalition's Conflict of Interest policy establishes standards of conduct for the Coalition where there are actual or potential conflicts of interest between their duties and their private or professional interests, to promote honest and ethical conduct, and to permit Magna United CTC to manage conflict of interest situations successfully.

Responsibilities and Procedure: Coalition Members are responsible for managing conflict of interest situations in order to ensure that behavior and decision-making throughout the Coalition are not influenced by conflicting interests.

1. Declare it: Magna United CTC requires Board members to identify and disclose a potential, perceived, or existing conflict of interest, including identifying the risk of harm and potential benefits as concretely as possible.

All Board members will be required to fill out and sign Magna United CTC' conflict of interest policy 1) upon joining the Board and 2) once a year thereafter. Other Coalition members will be required to fill out and sign the conflict of interest policy if they have a potential, perceived, or existing conflict of interest.

2. Discuss it: In a doubtful situation, the Board or a designated Board workgroup will ascertain whether the disclosed level of risk is acceptable to the Coalition.

3. Deal with it: If the level of risk is too high according to the Board or designated Board workgroup, Board leadership will work with the reporting Board or Coalition member to reduce the risk to a tolerable level or find another solution agreeable to the Board. Measures to mitigate or eliminate a conflict of interest will depend on what is appropriate to the severity of the situation.

- Restrict the involvement of the individual.
- Remove the individual from affected duties.
- Relinquish the private interest.
- Resign from the official duties.

4. Document decisions: Board or workgroup notes or minutes, correspondence to interested parties, or other documentation will provide a record of steps taken. All Board members are required to fill out and sign the Conflict of Interest form (included in the New Member packet) each year of Board membership. Other Coalition members may also be asked to fill out the Conflict of Interest form. Such forms will be part of public record, and available for review on request.

Article VIII – Debt Obligations and Personal Liability

Magna United CTC Community Coalition, as an unincorporated association, will not hold any financial resources and therefore cannot hold debt. Therefore, no Coalition or Community or Key Leader Board member, Executive Committee member, or employee of Magna United CTC or its fiduciary agent can be personally liable for the debts or obligations of Magna United CTC of any nature whatsoever.

Article IX – Miscellaneous

Section 1 – Designated Contributions: Salt Lake County may accept, on behalf of Magna United CTC, any designated contribution, grant, bequest, or devise consistent with Salt Lake County policy. As so limited, donor-designations generally will be honored subject to review by the Salt Lake County Council.

Section 2 – Loans to Members Prohibited: Members shall not represent, encumber or enter into agreements that result in liability without approval and authorization of Magna United CTC Community Board.

Section 3 – Severability: The invalidity of any provision of these policies and procedures shall not affect the other provisions hereof, and in such event these policies and procedures shall be construed in all respects as if such invalid provision were omitted.

Article X – Approval and Amendments

Section 1 – Ability to Amend: These policies and procedures may be voted on and amended at any Board meeting, provided that the amendment has been circulated at least one (1) week before the Board meeting.

Section 2 – Amendment Process: Any Board member or the Coalition Coordinator may propose an amendment to these policies and procedures at any time. To propose an amendment, the proposer must

submit the proposed amendment(s) in writing to the Coalition Coordinator. The Board will vote on the amendments. Amendment process requirements:

- A.** The petitioner must provide a written statement of the proposed change to the Coalition Coordinator who will distribute the amendment to the full voting Board. The petitioner may provide an explanation for the proposed change at that time. Proposed amendments must be made no less than two weeks prior to the next scheduled Board meeting.
- B.** The amendment must be seconded by one other Board member at Board meeting. If the Coalition Coordinator proposes the amendment, a member must carry the motion to amend and receive a second on the motion.
- C.** A quorum is required for any amendment vote to take place, and the amendment must receive majority approval of the members present.

Original guidelines adopted by vote of the Community Board on January 25th, 2021 and are effective as of January 25th, 2021. Any changes made to the Policies and Procedures will be in effect immediately upon approval of the Board.

Magna United CTC Community Coalition Board Chair

Kellen Schalter

Coalition Coordinator