

**Fulton, Montgomery, Otsego, Schoharie Healthy Living Partnership**  
**Operating Guidelines**  
(approved March 27, 2008)

Purpose

- The purpose of these Operating Guidelines is to facilitate the work of the Coalition, not to hinder that work. They are not formal bylaws, and they may be adjusted, amended or restated at any meeting or virtual meeting of the Coalition. Nothing in them changes an organization's rights and responsibilities under the Coalition's grants or under other laws and regulations. If there is a conflict between these guidelines and the Coalition's grants, the latter will prevail.

Access

- The Coalition values equal opportunity, striving for diversity in both its membership and activities.

Name

- Our formal name is the Fulton, Montgomery, Otsego, Schoharie Healthy Living Partnership. Informally, we call ourselves the Diabetes Coalition, and throughout these guidelines we are referred to as the Coalition.

Region

- The Coalition operates in the New York Counties of Fulton, Montgomery, Otsego, and Schoharie, also known as Region 7 for the New York State Department of Health Diabetes Prevention and Control Program.

Membership

- **Joining the Coalition**  
Organizations and agencies with offices or community programs in the Region may join the Coalition by submitting a completed *Member Information Form* and a *Subcontractor Agreement*.
- **Membership Levels**
  - *Coalition Lead Agency*  
The Coalition Lead Agency is the organization or agency under contract with the New York State Department of Health to oversee the Diabetes Prevention and Control Program in the Region. The Coalition Lead Agency is a Participating Member.
  - *Participating Member*  
A Participating Member agrees to attend Coalition and Sub-Group Meetings, to provide input to decisions and discussions, and to devote time and effort to work plan outcomes and objectives. Participating Members are eligible to be included in and reimbursed through the Coalition's approved work plan and budget. Being a Participating Member does not create a right to receive reimbursement, and Participating members must work closely with the Coalition Lead Agency to ensure that the work performed and the expenses incurred are reasonable and justified.

- *Attending Member*  
An Attending Member agrees to attend Coalition and Sub-Group Meetings and to provide input to decisions and discussions.
- *Corresponding Member*  
A Corresponding Member receives Coalition emails and mailings, and will suggest ideas whenever they desire to do so.
- **Leaving the Coalition**
  - A Member may leave the Coalition by submitting a letter of its intent to the Coalition Lead Agency.

### Meetings

- The Coalition meets six times per year on the second Monday of the even numbered months at 1:30pm. If a meeting falls on a holiday, it will be moved to the third Monday. Coalition Members may change the time and place of meetings for their convenience.
- Coalition Members are encouraged to host Coalition meetings, with the goal being to rotate the location around the Region.
- Special meetings may be called should the need arise.
- The Coalition Lead Agency and the Coalition Coordinator must be present at Coalition Meetings.
- Virtual meetings via email are permitted.
- To have a quorum, at least five Participating Members must be present at an actual meeting or participating in a virtual meeting.

### Communication

- The preferred method of communication between members is via email.

### Making Decisions

- While the Coalition Lead Agency will endeavor to get input and support from the Members, it reserves the sole right to make decisions on behalf of the Coalition.
- Whenever possible, decisions will be made by consensus, allowing discussion and comment to proceed until the members present at a meeting or participating via email support the decision. To meet a pending deadline, to overcome a deadlock or for other reasons, the Coalition Lead Agency may call for a motion and vote of the members, in which case the decision will carry upon receiving a simple majority of affirmative votes of those present at the meeting or virtual meeting.

### Responsibilities

- Coalition Members agree to submit reports, invoices, and other documents as requested by the Coalition Lead Agency.

### Coalition Sub-Groups

- The Coalition has three Sub-Groups made up of Participating Members and Attending Members located in one of the three following areas: 1. Fulton and Montgomery Counties, 2. Otsego County, and 3. Schoharie County. The purpose of the Sub-Groups is to coordinate and accomplish work plan outcomes and objectives within the Sub-Group's area.