

Wisconsin Asthma Coalition

Rules of Operation

Revised June 3, 2008

Article I: Name

The name of this body is the Wisconsin Asthma Coalition, herein referred to as the WAC.

Article II: Vision and Mission

A. Vision

Individuals with asthma in Wisconsin will attain optimal health and quality of life and asthma will be prevented to the extent possible.

B. Mission

To develop and implement a sustainable statewide action plan that expands and improves the quality of asthma education, prevention, management, and services, and eliminates the disproportionate burden of asthma in racial/ethnic minority and low income populations.

Article III: Membership

A. Executive Committee

Section 1 - Purpose of Executive Committee

The purpose of the Executive Committee is to guide, monitor, and make recommendations for the Wisconsin Asthma Coalition (WAC) to create and implement the Wisconsin Asthma Plan.

Section 2 – Executive Committee Responsibilities

- a. Set agendas for statewide WAC meetings
- b. Make recommendations on funding
- c. Identify and apply for funding to implement the Wisconsin Asthma Plan
- d. Identify key stakeholders to be contacted
- e. Determine coalition structure
- f. Report on workgroup and local coalition activities and make recommendations for action
- g. Update and revise the Wisconsin Asthma Plan as needed
- h. Interact with local coalitions through discussion of local coalition activities, sharing resources, and identifying collaboration opportunities between and among local asthma coalitions in Wisconsin

Section 3 - Decision-Making Model

- a. Consensus will be used for day-to-day operations.
- b. Simple-Majority, 51% of the quorum, will be used for minor decisions such as the prioritization of activities.
- c. Super-Majority, 75% of all Executive Committee members, will be used for major or urgent decisions such as the voting of chair or approval of the final Wisconsin Asthma Plan.
- d. Nominal Group Process for long-term decision-making.

Section 4- Quorum

A quorum is defined as 51% of voting members.

Section 5 - Executive Committee Staff

Staff members will serve as ex-officio members of the Executive Committee.

- a. DHFS Asthma Contract Manager
- b. DHFS Asthma Epidemiologist
- c. CHAW Project Manager

Section 6 - Executive Committee Members

One person may represent more than one organization or entity.

- a. Chair
- b. Vice Chair
- c. DHFS Principle Investigator
- d. CHAW Executive Director
- e. Workgroup Chairs (1 chair from each workgroup)
- f. Bureau of Community Health Promotion
- g. Department of Public Instruction
- h. FAM Allies
- i. Self-insured Employer
- j. American Lung Association of Wisconsin
- k. Wisconsin Allergy Society
- l. Wisconsin Medical Society
- m. Health Delivery Organizations
- n. Health Care Professionals and Their Professional Associations
- o. Advocacy Groups
- p. Local Asthma Coalitions

Section 7 – Election

New members of Executive Committee will be nominated and approved by Executive Committee members using a simple majority vote.

Section 8 - Meetings

- a. The Executive Committee will meet monthly or bimonthly based on need.
- b. Attendance is preferred in person, but will be accepted via teleconference.
- c. Executive Committee members are encouraged to attend at least 75% of the Executive Committee meetings per year (October 1 – September 30).

Section 9 – Termination

An Executive Committee member shall be terminated from the Executive Committee when:

- a. The Executive Committee member submits his/her resignation in writing to the Chair at any time;
- b. Any Executive Committee member who fails to attend 75% of the Executive Committee meetings per year (October 1 – September 30) may be removed by vote of the Executive Committee. Removal under these circumstances shall follow a review of the attendance records by the Executive Committee. Any Executive Committee member removed by this provision will be informed in writing by the Chair.

B. Workgroups

Section 1 – Standing Workgroups

Standing workgroups include Clinical Care, Education, Enhanced Covered Services, Environmental/Work-Related Asthma, Health Disparities, Local Development & Communication, Public Policy & Advocacy, and Surveillance.

Section 2 – Ad Hoc Workgroups

All other workgroups will be created as needed by the Chair with concurrence from the Executive Committee.

Section 3 - Workgroup Members

a. Chair responsibilities:

- Coordinate and facilitate workgroup meetings
- Facilitate the completion of identified action steps in the Wisconsin Asthma Plan
- Serve as a member of the Executive Committee
- Report to the Executive Committee quarterly or as needed

b. Active Members (see Stakeholders, Section 1 – Membership) are responsible for working with the Workgroup Chair to:

- Ensure the completion of identified action steps in the Wisconsin Asthma Plan
- Identify and implement Wisconsin Asthma Plan activities that do not require funding
- Identify, secure funding for, and implement Wisconsin Asthma Plan activities that do require funding

Section 4 – Decision-making Model

Workgroups will use Nominal Group Process as the decision-making process.

C. Stakeholders

Section 1 - Membership

Membership is open to individuals, organizations, foundations, and businesses who complete a Membership Agreement to the vision and mission of the Coalition. Membership levels are as follows:

a. Active Membership

An Active Member is one who participates in WAC coalitions meetings and activities, including, but not limited to, receiving mailings and notices, voting, and holding elected office within the WAC. To be eligible to vote, and to remain an Active Member, the member must participate in at least one Workgroup or attend at least one WAC Coalition Meeting per year. Voting is available to Active Membership.

b. Associate Membership

An Associate Member is one who receives mailings and notices and may attend events or activities, but is not eligible to vote or to hold an elected position. Associate Members are welcome to change their status to Active Member by submitting a new Membership Agreement to become a member.

c. Sponsors

Any interested individual, organization, foundation, or business whose involvement with the WAC solely entails direct financial support or in-kind support of the WAC is eligible to be a Sponsor. Individuals and organizations in this status receive mailings, notices, and special recognition, but are not eligible to vote, and are not eligible to hold an elected position. (Note: Funders may elect to be an Active Member pending the qualifications are met.)

Section 2 - Voting

Organizations, foundations, and businesses members will be entitled to only one (1) vote (excluding Executive Committee members who each get one (1) vote).

Section 3 – Conflict of Interest

Each member of the WAC shall disclose to the Chair any possible conflict of interest pertaining to any matter under consideration by the WAC, shall abstain from voting on the matter. This in no way precludes organizations or individuals that are members of the WAC and/or Executive Committee from receiving contracts to provide services to or for the WAC and DHFS.

D. Local Coalitions

Section 1 - Membership

Membership is open to local coalitions who complete a Membership Agreement to the vision and mission of the WAC and adopt the Wisconsin Asthma Plan.

Section 2 – Responsibilities

- a. Identify activities from Wisconsin Asthma Plan to incorporate into local workplan
- b. Identify and secure funding for local workplan activities
- c. Implement local workplan activities
- d. Encourage attendance at semi-annual statewide WAC meetings
- e. Collaborate with other local coalitions through discussion of local coalition activities, sharing resources, and identifying collaboration opportunities between and among local asthma coalitions in Wisconsin

Section 3 – Use of WAC Logo

- a. Local coalition members may utilize the WAC logo as a chapter of the WAC coalition. Local chapter specific WAC logos will be created by the Children’s Health Alliance of Wisconsin (Alliance) Graphics Design & Communication Specialist.
- b. The WAC logo must be used in accordance with the WAC Graphic Standards policy. Any exception or alteration to these standards must be approved in writing by the Alliance Graphics Design & Communication Specialist.
- c. WAC logos may only be used for efforts consistent with the Wisconsin Asthma Plan.

Article IV: Officers

A. Officers

The officers of the WAC shall be Chair and Vice Chair. At least one officer must be a medical professional.

B. Terms of Office

Section 1 - Chair

Nominated and elected by Executive Committee to serve 2-year term.

Section 2 – Vice Chair

Nominated and elected by Executive Committee to serve 2-year term. Once initial term is completed, the Vice Chair moves into the Chair position to serve a 2-year term.

C. Elections

Chair and Vice Chair candidates are nominated and elected by the Executive Committee.

D. Officer Responsibilities

Section 1 - Chair

- a. Member of the Executive Committee
- b. Chair monthly Executive Committee meetings
- c. Attend monthly Core Team meetings
 - Core Team meetings are used to set Executive Committee agendas, strategize next steps, and discuss any additional issues
- d. On-going recruitment for the Executive Committee and the Wisconsin Asthma Coalition membership
- e. Act as a visible presence of the Wisconsin Asthma Coalition through outside meetings and functions currently attended
- f. Build relationships and partnerships with key stakeholders
- g. Keep abreast of relationships and partnerships Executive Committee members build with key stakeholders
- h. Attend other meetings as needed
- j. Advise the Executive Committee the needs of the Chair position

Section 2 - Vice Chair

- a. Chair monthly Executive Committee meetings when Chair is unavailable
- b. Attend monthly Core Team meetings
- c. On-going recruitment for the Executive Committee and the Wisconsin Asthma Coalition membership
- d. Act as a visible presence of the Wisconsin Asthma Coalition through outside meetings and functions currently attended
- e. Build relationships and partnerships with key stakeholders
- f. Attend other meetings as needed
- g. Advise the Executive Committee the needs of the Vice Chair position