

Branch County Community Network  
(the Community Collaborative for Branch County)  
Fiscal Year 2019 Operating Guidelines



### **PURPOSE**

The **Branch County Community Network** (BCCN) is the **community collaborative for** Branch County and exists to enhance community development by providing a platform for networking and collaboration.

### **FISCAL YEAR**

The fiscal year begins October 1 and ends September 30.

### **MEMBERSHIP / MEMBER SERVICES**

Membership is available to any organization who desires to improve the lives of families in Branch County by *working together* with other organizations. Potential members are asked to submit an application which will reviewed by committee.

Membership networking meetings will occur every month on a day, time, and location determined annually. Members will receive emailed meeting reminders and may request information and announcements be emailed to other members and/or posted on the Network's webpage, if appropriate. Members will have the opportunity to have a 15-minute presentation about the member's organization. Members can request a date to have the presentation, or our coordinator will set up schedules for the members.

### **DUES**

Different levels of dues are offered to give members options for participation in the BCCN and to encourage the participation of more community members. Dues are payable on or before October 1 each year.

#### Voting Members

- \$500 – State-required collaborative member organizations pay dues at the \$500 level. At this level, the appointed alternate may vote in the absence of the chief administrator. Up to five additional organizational members can attend meetings as non-voting members.

These members include Branch Intermediate School District, Community Action, ProMedica Coldwater Regional Hospital, Community Mental Health (Pines Behavioral Health), Community Health Agency, County of Branch (County Administrator or his/her designee), and the Department of Human Services.

- \$200 – Non-governmental organizations members may appoint one alternate who represents the organization and can vote in the absence of the chief administrator. Up to two organizational representatives may attend BCCN meetings each month.

#### Non-Voting Members

- \$ 50 – One representative from an organization attends monthly meetings. Members at this level do not vote on BCCN issues.

### **VOTING MEMBERS**

The voting members will consist of one (1) representative with decision-making power from the Branch Intermediate School District, Community Action, Community Health Center, Community Mental Health (Pines Behavioral Health), Community Health Agency, County of Branch, (County Administrator or his/her designee), Department of Human Services, and at least two (2), but no more than four (4) other collaborative members, as appointed.

The voting members are granted power to act on behalf of collaborative as necessary and when a special (unscheduled) collaborative meeting cannot be held due to time constraints.

### **QUORUM FOR VOTING**

For the transaction of business, one-half (50%) of the eligible voting members shall constitute a quorum at all meetings. Business may be conducted via email. A request for a vote will be sent to all voting members and their designated alternate. For a motion to carry via email, it must be supported by at least 50% of members or their designated alternates (only one vote per member organization will be counted).

### **CONFLICT OF INTEREST**

No voting member of the BCCN shall participate in any vote on any matter in which s/he or his/her organization has potential conflict of interest due to having material economic involvement regarding the matter being discussed. When such a situation presents itself, the member must announce his or her potential conflict; disqualify himself or herself from voting. The member with the conflict will be excused during the discussion and vote on the matter for which there is a conflict. The chair of the meeting is expected to make inquiry if such conflict appears to exist and the member has not made it known.