



RULES OF OPERATION

Section 1. NAME

This organization will be known as the New York City Asthma Partnership ("NYCAP").

Section 2. VISION

The New York City Asthma Partnership envisions a city where every person lives in an environment that promotes respiratory health and where people with asthma live full and active lives.

Section 3. MISSION

The mission of the New York City Asthma Partnership is to develop and advance a citywide collaboration for asthma prevention and control.

Section 4. MEMBERSHIP

The NYCAP is comprised of individuals representing themselves and individuals representing institutions, agencies, or organizations. All of these individuals share a common interest in asthma.

Status

The NYCAP has two categories of membership. The NYCAP members will consist of Members and Sponsors.

1. Members

Any interested individual or organization who shares the common vision of NYCAP is eligible for membership. Members participate in all NYCAP meetings and activities, including, but not limited to, receiving mailings and notices, voting, and holding elected office within the NYCAP. To be eligible to vote, the individual or organization must attend at least one General Membership Meeting (see section 7) per year and participate continuously in at least one Standing Committee.

2. Sponsors

Any individual or organization whose involvement with the NYCAP solely entails direct financial support or in-kind support of the NYCAP 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.
(See NYCAP Conflict of Interest Policy)

Becoming a Member

Individuals who are interested in becoming members can directly request membership in the NYCAP. A request for membership must be submitted to the Chairperson or Chairpersons of the NYCAP Steering Committee or the NYCAP Coordinator. In requesting membership, the individual must provide information indicating:

- What category of membership the requestor seeks (Member or Sponsor)
- The name of the institution, agency, or organization the requestor represents, if any
- The address, phone number, and fax number through which the requestor can be contacted
- That the requestor has read and understands the vision, mission, and rules of operation of the NYCAP
- That the requestor had read and agrees to abide by the NYCAP Conflict of Interest Policy

Membership Dues

The NYCAP will neither charge membership dues nor require any other sort of financial contribution from its Members.

Section 5. STEERING COMMITTEE

The Steering Committee will manage overall planning and organizational policy setting for the NYCAP.

Membership

The Steering Committee's membership will consist of one representative elected from each Standing Committee, one representative from each local NYC asthma coalition or partnership, and no more than three elected Members-at-Large. The size of the Steering Committee shall not be less than 9, not including non-voting observers such as NYCAP ex-officio staff and invited advisors.

At its own discretion, the Steering Committee may invite advisors to attend the Steering Committee meetings. These advisors are not members of the Steering Committee and will not have any rights or responsibilities associated with being a Steering Committee member.

The Steering Committee may alter its committee composition and/or its membership as necessary, with advice and consent of the general membership.

Elections

The Standing Committees will conduct internal elections, prior to the Annual Meeting, to elect their representatives to the Steering Committee. Members will elect the Steering Committee's Members-at-Large at the Annual Meeting (see Section 7, General Membership Meetings). To ensure representation from the community, active asthma coalitions or partnerships in New York City will be given one appointed position on the Steering Committee.

Term

Steering Committee members serve for terms of two years, and are eligible for election for up to five consecutive terms or a total of ten (years).

Vacancies

The Steering Committee will work with the Standing Committees to replace people who vacate their positions on the Steering Committee. As described in Section 6, Vacancies, Standing Committee representatives to the Steering Committee must be replaced by the Standing Committees within 60 days.

Vacated Steering Committee positions must be filled within 60 days. The Steering Committee will appoint new persons to the Steering Committee in order to replace a vacated representative. The person appointed will serve the remainder of the vacated representative's term, and may be reelected at that time.

Vacated positions of Members-at-Large shall be elected at the next General Membership Meeting, even if the next General Membership Meeting is not the Annual Meeting (see Section 7, General Membership Meetings).

Responsibilities

The Steering Committee sets administrative policies and oversees the general planning for the NYCAP. Its responsibilities include, but are not limited to:

- Approving the formation of Standing Committees and special task groups
- Establishing regulations for the administration and operation of the NYCAP
- Approving the use of the NYCAP name and logo for sponsorship purposes
- Approving fund-generating activities
- Approving the annual budget, if applicable
- Approving staff-related activities
- Electing a Chairperson (or Chairpersons) of the NYCAP
- Planning the agenda and activities for the general membership meetings
- Policy development and approval
- Strategic planning
- Giving overall direction to NYCAP efforts and activities
- Guiding NYCAP priorities

Leadership

The Chairperson (or Chairpersons) of the Steering Committee will serve as the Chairperson (or Chairpersons) of the NYCAP. The Chairperson(s) will be elected every two years by a majority vote of the Steering Committee. Like all Steering Committee positions, the Chairperson(s) term will be for two years and are eligible for election for up to five consecutive terms or a total of ten (years).

Only current members of the Steering Committee will be eligible to be elected as Chairperson(s).

The Steering Committee will ensure that a staff person for NYCAP (see Staff below) is designated to coordinate business functions. At the Steering Committee's discretion, it may assign members to coordinate other key functions of the NYCAP's management.

Meetings

The Steering Committee will meet a minimum of four times each year. Special meetings of the Steering Committee may be called at any time by the Chairperson(s) or at the request of a majority of members of the Steering Committee. The Chairperson(s) will preside at all meetings of the Steering Committee unless the Chairperson(s) designate(s), at that given meeting, someone else on the Steering Committee to serve as the facilitator.

Quorum

For the purposes of voting, the presence in person or via conference call of 51% of the voting-eligible Steering Committee membership will constitute a quorum at any given Steering Committee meeting.

Majority

The majority vote of the voting-eligible members attending a meeting will be the action of the committee. Proxy voting will be permitted only when the proposed action has been presented to the Steering Committee prior to the meeting.

Staff

A NYCAP Coordinator will be identified to coordinate membership, research, record-keeping, public relations, fundraising/budget and assist with strategic planning as appropriate. Additionally, the Coordinator will assist in the activities of standing committees and meeting planning as a non-voting member.

If applicable, NYCAP staff members will serve as ex-officio members of the Steering Committee.

Section 6. STANDING COMMITTEES

The Standing Committees ("Committees"), with guidance from the Steering Committee, will plan and carry out the activities of the NYCAP.

Formation

The formation of Standing Committees may be initiated by the Steering Committee or by any group of at least five (5) members, but must be approved by the Steering Committee.

Membership

Any NYCAP member may serve on any Standing Committee. It is the responsibility of the Standing Committee's Representative to the Steering Committee to inform the Steering Committee of which members are active participants in the Standing Committee.

Responsibilities

Each Standing Committee is responsible for:

- Developing and implementing an annual plan of activities to be approved by the Steering Committee
- Electing a representative to the Steering Committee
- Implementing the NYCAP Strategic Plan
- Reporting its progress at General Membership Meetings

- Identifying issues and areas for collaboration among Committees
- Securing approval from the Steering Committee for proposed policies, programs and/or position statements
- Submitting notices, minutes, and updates to the Steering Committee
- Communicating regularly with the NYCAP Coordinator

Leadership

Each year, prior to the Annual Meeting, each Standing Committee will elect by a majority vote a Committee Coordinator to lead and to manage the Committee meetings and a Committee Representative to represent the Committee on the Steering Committee. At the Committee's discretion, the Committee Coordinator position and the Committee Representative position may be filled by the same person.

The Standing Committee must make the decision of whether or not to elect two separate individuals as Representative and as Coordinator before holding elections for either position. At the Committee's discretion, two individuals may be elected to the Committee Coordinator position. However, only one person may represent the Committee on the Steering Committee.

Terms

The Committee Chair or Co-Chairs will serve a two-year term and are eligible for election for up to five consecutive terms or a total of ten (years)

Accountability

The Standing Committees are accountable to the Steering Committee and ultimately, to the general membership.

Vacancies

When a vacancy occurs in positions of Committee Coordinator or Committee Representative, the Standing Committee must replace the individual in the vacant position within 60 days. It is at the Committee's discretion whether to hold an election or to appoint an individual from within the group.

Meetings

Standing Committees will hold meetings, with the frequency and location determined by each Committee. Notices for these meetings will be sent to all members of each Committee. Minutes of the Committee meetings must be kept and sent to the NYCAP central office (or to the Steering Committee's Record-Keeping Coordinator) for the official records of the NYCAP.

Decision Making

Each Standing Committee is authorized to establish its own methods for and rules of decision-making. The Standing Committees are welcome to use the Quorum and Majority rules designated for the Steering Committee, but they are not required to do so.



Section 7. GENERAL MEMBERSHIP MEETINGS

The NYCAP will hold general membership meetings two times per year, once in the Spring and once in the Fall. The Spring Meeting will be designated the Annual Meeting, at which elections are held. The Fall Meeting will include updates and information sharing among the general membership.

Notice

Notices for these meetings will be sent to all members no less than 45 days ahead of time.

Agenda

Creating the agenda for the semi-annual meetings will be the responsibility of the Steering Committee. All General Membership Meetings will include progress reports from Standing Committees. At the Annual Meeting, elections will be held for Member-at-Large positions of the Steering Committee.

Recording

Until further notice, the New York City Department of Health will be responsible for keeping records of the General Membership Meetings and for disseminating General Membership Meeting proceedings.

Section 8. REPRESENTING THE NYCAP

It is the responsibility of the NYCAP Chairperson(s) to speak on behalf of and distribute written information about the NYCAP to the press, government officials, and to any other person seeking information about the NYCAP for official and/or public purposes. No member shall speak on behalf of the NYCAP without prior approval from the Chairperson(s).

Section 9. AMENDMENTS

Recommendations for amendments to the Rules of Operation may arise from the Steering Committee or from a majority vote at the Annual Meeting. Such recommendations will be distributed to the general membership 30 days prior to the Annual Meeting for review and comment. Any approved changes become effective immediately following the Annual Meeting at which they are approved.

Section 10. EFFECTIVE DATE OF RULES OF OPERATION

The NYCAP Rules of Operation were approved and adopted at the first Annual Meeting on May 3, 2001. Amendments to term durations and limits were accepted at the Fourth Annual Meeting on June 10, 2004, and amendment to include representatives from local New York City asthma coalitions on the Steering committee was adopted on June 5, 2006.