

**BY-LAWS OF THE
SUPPORTING HANDS NURSE-FAMILY PARTNERSHIP
JOINT POWERS BOARD**

ARTICLE I: NAME, PURPOSE

Section 1.1 - The name of the twenty-one county joint powers organization shall be the Supporting Hands Nurse-Family Partnership.

Section 1.2 - The purpose of the Supporting Hands Nurse-Family Partnership is to implement the Nurse-Family Partnership program in the 21 partner counties. The Nurse-Family Partnership is an effective, evidence-based intensive nurse home visiting program designed to improve the health and life-course of low-income, first-time mothers and their children.

ARTICLE II: MEMBERSHIP

Section 2.1 - Membership shall consist of one elected Commissioner appointed by each County Commission who is a party to the Supporting Hands Nurse-Family Partnership Joint Powers entity.

Section 2.2 - The addition of a new party to the Joint Powers entity shall require a majority vote of the Board and shall occur only when the Party has documented its ability to meet membership requirements. New members shall be required to pay the participation fee and meet any other requirements as approved by a quorum of the existing Joint Powers Board members.

ARTICLE III: GOVERNANCE

Section 3.1 - The Governing Board shall be the Supporting Hands Nurse-Family Partnership Joint Powers Board. The Joint Powers Board is responsible for the overall policy and direction of the Supporting Hands Nurse-Family Partnership. The Joint Powers Board may delegate some of the ongoing program administration to the Supporting Hands Nurse-Family Partnership Executive Director.

ARTICLE IV: APPOINTMENT AND TERMS OF OFFICE

Section 4.1 - Each County Commission that is a party to this entity shall annually appoint one Commissioner representative to serve on the Supporting Hands Nurse-Family Partnership Board.

Section 4.2 - Vacancies shall be filled by the respective Board member's county with the new Board member eligible to complete the remainder of the particular Board member's term.

Section 4.3 - Resignations from the Board must be in writing and received by the Chair. In the event that a Board member misses three consecutive meetings without justification to the Chair, the respective county entity will be advised of the absence in writing. The individual county entity shall determine if the person should be removed and a replacement appointed.

Section 4.5 - Board members shall be entitled to a per diem, travel and other necessary expenses for attending meetings and other relevant conferences and trainings from their respective county or Public Health Agency in accordance with the travel and per diem policies established by that county or Public Health Agency.

ARTICLE V: MEETINGS

Section 5.1 - The Supporting Hands Nurse-Family Partnership Joint Powers Board shall meet no less than annually at a time and location established by the Board at the first meeting of the year.

Section 5.2 - The first meeting of the calendar year will be the annual meeting. The Joint Powers Board, at the last meeting of the previous calendar year, shall set the date, time and location of the annual meeting.

Section 5.3 - The Chairperson, or a simple majority of the Joint Powers Board, may call special meetings.

Section 5.4 - Written notice of each regular meeting shall be given to each voting member not less than seven days before the meeting, and in accordance with the provisions of M.S.13D.01. At its annual meeting, the Joint Powers Board shall designate its official newspaper for the purpose of publishing official meeting notices of the Supporting Hands Nurse-Family Partnership Joint Powers Board.

Section 5.4.1 - Written notice of special meetings of the Board shall be made upon three days notice to all Board members, and at least three days posted notice to the public in the place and manner provided for the regular meeting. The notice shall also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings.

Section 5.5 - A quorum shall consist of fifty-one percent (51%) of the Board members eligible to vote (11 members) before decisions can be made or business transacted regarding the affairs of the Supporting Hands Nurse-Family Partnership. Board actions shall be determined by a majority of the votes cast at the meeting.

Section 5.6 - Pursuant to M.S.13D.021, in the event that the Chair or designated Chair of the Supporting Hands Nurse-Family Partnership Joint Powers Board determines that an in-person meeting or a meeting conducted under section 13D.02 is not practical or prudent because of a health pandemic, or an emergency declared under Chapter 12, or a personal family emergency, or adverse weather conditions that prohibit travel to the in-person meeting, one or more Board

members may participate in a meeting of the Joint Powers Board, or a committee meeting, by means of conference telephone or similar communications equipment that allows all persons participating in the meeting to hear one another and hear all discussion. Participation in this manner shall constitute presence in person at such meeting.

ARTICLE VI: OFFICERS

Section 6.1 – At the first meeting of the year, the Board shall elect a Chair, a Vice-Chair and a Secretary from its membership who takes office at the first meeting of that calendar year and shall serve through the next annual meeting or until a successor is elected. A Recorder will also be appointed and in attendance at each meeting but will not have voting privileges.

- The Chair shall convene and preside at all regularly scheduled and special Board meetings. The Chair shall see that all orders and resolutions of the Joint Powers Board are carried into effect. The Chair shall appoint all committees and shall serve as an ex-officio member of all committees.
- The Vice-Chair shall convene and preside at Board meetings in the absence of the Chair and will chair committees on special issues as designated by the Board.
- The Secretary shall be responsible for taking minutes of the meetings, preparing and distributing the meeting minutes and the Board agenda, and maintaining resolutions and other documents of the Supporting Hands Nurse-Family Partnership.
- The Recorder will be a staff person from a member county. The Recorder shall assist the Secretary in recording meeting minutes and Board actions, sending out meeting announcements, and distributing copies of minutes and agenda to each Board member.

ARTICLE VII: COMMITTEES

Section 7.1 – The Joint Powers Board shall establish an Executive Committee that shall be comprised of the three officers of the Board; the Chair, the Vice Chair and the Secretary. The Executive Committee shall have all of the powers and authority of the Board in the intervals between meetings of the Board, subject to the direction and control of the Joint Powers Board.

Section 7.2 – The Joint Powers Board shall establish a Finance Committee that shall be comprised of the Chair and two other members of the Joint Powers Board. The Finance Committee shall be responsible for developing and reviewing the annual budget with the Executive Director. While the Joint Powers Board must approve the budget, the Finance Committee may approve any major change to the annual budget. The Finance Committee may also develop and regularly review fiscal procedures.

Section 7.3 – The Joint Powers Board shall establish a Personnel Committee that shall be comprised of members of the Joint Powers Board. The Personnel Committee shall consider and make decisions related to personnel decisions and policies. It shall consider and make recommendations to the Finance Committee for employee wages and benefits. This committee will be responsible for the hiring and performance review of the Executive Director.

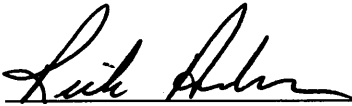
Section 7.4 - The Board may establish such other committees as necessary to advise, consult with, and make recommendations to the full Joint Powers Board on matters relating to the Supporting Hands Nurse-Family Partnership.

ARTICLE VIII: AMENDMENTS

Section 8.1 - These By-laws may be amended as necessary by a two-thirds majority of the Joint Powers Board. Any revision or amendment of these by-laws may be made at any regular or special meeting of the Joint Powers Board providing all members received notice in writing at least one week prior to the meeting at which the Joint Powers Board will consider the revision or amendment.

Section 8.2 - These by-laws shall be reviewed annually.

These By-laws were revised at a meeting of the Supporting Hands Nurse-Family Partnership Joint Powers Board on November 7th, 2022.

Attest: 
Chairperson
Supporting Hands Nurse-Family Partnership Joint Powers Board

Revised ~~February 6th, 2017~~ ^{November 7th, 2022} SB