



Partners for Suicide Prevention Coalition Guidelines

Statement of Background

Suicide Prevention Coalitions have emerged as a valuable tool in addressing suicide prevention throughout New York State. In 2016, Monroe County embarked on a needs assessment to determine interest and role for a local suicide prevention coalition. In partnership with the Suicide Prevention Center of NY, a wide variety of local stakeholders determined the importance of establishing Partners for Suicide Prevention in order to:

- Address suicide prevention across the lifespan and diverse populations;
- Promote awareness of suicide as a public health concern;
- Be a centralized hub of resources that exist throughout Monroe County; and
- Make meaningful use of data.

Mission Statement

Partners for Suicide Prevention is a community coalition that promotes awareness and use of resources for all people of Monroe County to build hope and resilience.

Vision Statement

We envision a community where individuals choose to use skills and resources as an alternative to suicide.

General Strategies/Objectives: *To be completed by 12/31/17*

1. Organize a structure for the Coalition
2. Organize existing resources
3. Promote awareness (Coalition & Prevention)
4. Community education

Membership

Membership is open to any person/organization that is interested in furthering suicide prevention in Monroe County, NY and agrees to support the Coalition's Mission Statement. This may include (but not limited to) treatment providers, community-support providers, schools, those with lived experiences, government entities, research institutions, and law enforcement. There are two general categories of membership: Voting and Non-Voting. Voting Membership shall be based on payment of annual dues (January 1-December 31).

Voting Membership Privileges:

- Attendance at all meetings
- Voting
- Receive meeting minutes & Listserv notifications
- Eligibility to serve on Executive Committee, Steering Committee, and General Committees

- Free promotion of events/trainings on Coalition website

Non-Voting Membership Privileges:

- Attendance at all meetings
- Receive Listserv notifications
- Eligibility to serve on General Committees

Coalition Leadership

A. Chair

1. Term:

Two years, renewable for an additional two year term if the Coalition so votes. If the Chair resigns during his/her unexpired term, the Vice-Chair shall succeed as Chair for the remainder of the Chair's term, and shall be eligible for election to two full terms as Chair. However, the total successive years served as Chair shall not exceed five years. Upon the expiration of the Chair's second full term, the Vice-Chair shall automatically succeed as Chair, renewable for an additional two year term if the Coalition so votes.

2. Duties:

- a. Announce, chair, facilitate and build agenda for general and special general meetings;
- b. Participate as an ex officio member of all committees;
- c. Represent the Coalition to the public and the media;
- d. Make timely decisions between general and special meetings in consultation with the Executive and Steering Committees;
- e. Appoint Vice-Chair, Secretary, Treasurer and/or Committee Chair(s) as needed following resignations to ensure adequate representation of the Coalition Constituency.

B. Vice-Chair

1. Term:

Two years, renewable for an additional two year term if the Coalition so votes. If the Vice-Chair resigns during his/her unexpired term, or is elevated to the position of Chair, the position of Vice-Chair shall be filled by Chair appointment for the remainder of the Vice-Chair's unexpired term, and shall be eligible for election to two full terms as Vice-Chair. However, the total successive years served as Vice-Chair shall not exceed five years.

2. Duties:

- a. Perform all of the above-described duties of the Chair in the Chair's absence;
- b. Perform those additional duties delegated by the Chair;
- c. Participate as an ex officio member of all committees.

C. Treasurer

1. Term:

Two years, renewable for an additional two year term if the Coalition so votes. If the Treasurer resigns during his/her unexpired term, the position of Treasurer shall be filled by Chair appointment for the remainder of the Treasurer's unexpired term, and shall be eligible for election to two full terms as Treasurer. However, the total successive years served as Treasurer shall not exceed five years.

2. Duties:

- a. Acts as the fiscal and administrative agent of the Coalition;
- b. Maintain accurate accounting of any funds obtained through fundraising, dues and/or grants;

- c. Disperses funds as needed to support the Mission Statement of the Coalition under the approval of the Executive Committee;
 - d. Prepares and distributes financial reports to the Executive Committee, Steering Committee and full Coalition Membership.
- D. Secretary
- 1. Term:

Two years, renewable for an additional two year term if the Coalition so votes. If the Secretary resigns during his/her unexpired term, the position of Secretary shall be filled by Chair appointment for the remainder of the Secretary's unexpired term, and shall be eligible for election to two full terms as Secretary. However, the total successive years served as Secretary shall not exceed five years.
 - 2. Duties:
 - a. Perform those additional duties delegated by the Chair;
 - b. Records and distributes meeting minutes;
 - c. Maintains membership roster;
 - d. Ensures minutes of Executive Committee, Steering Committee and full Coalition Meetings are publicly available via Coalition website;
 - e. Coordinates Coalition-wide communication and announcements;
 - f. Coordinates edits/updates to the Coalition website.

Letters of resignation for Coalition leadership positions should be submitted to the Chair (Vice-Chair in the event of the resignation of the Chair).

In the event of a removal from a Coalition leadership position, evidence of harm to the Coalition through the individual's actions should be brought to the attention of a member of the Steering Committee who shall then bring forward to the Steering Committee for review. Credibility of such evidence must be substantiated through a full consensus of the Steering Committee.

Meetings

- A. General meetings/full coalition meetings: General meetings shall take place quarterly (January, April, July and October), unless otherwise scheduled by the general membership. Any changes in the General Meeting calendar will be communicated by the Coalition Secretary.
- B. Special general meetings: The Chair may call a Special General Meeting. The Coalition Secretary shall notify all members of the date, time and location of such meeting at least one week prior to the meeting date.
- C. Committee meetings: Members of each committee shall decide the date, time and location of its regular meetings. Each Committee Lead may call a special committee meeting and shall be responsible for notifying the members of the committee of the date, time and location of all regular and special meetings at least one week prior to the meeting date.

Committees

Efforts will be made to ensure that, at a minimum, representatives from treatment providers, community-support providers, schools, those with lived experiences, government entities, research institutions, and law enforcement that become members will be included in each committee. Any Coalition Member may attend any committee meeting. New committees and Committee Lead appointments shall be approved by the Executive Committee. Annual review of Committees and Lead appointments, by the Executive Committee, will ensure continued alignment with the Mission and

Vision. Committees may create and oversee workgroups to assist in meeting Coalition goals. The committees shall be, but not limited to, the following:

- A. Executive Committee: This committee shall be comprised of the Coalition Chair, Vice-Chair, Treasurer and Secretary. This committee shall be the decision-making body of the Coalition for policy implementation, structure and strategy when the full Coalition is not in session but reports to the full Coalition. This committee shall meet at least monthly in those months where the quarterly general meetings do not take place.
- B. Steering Committee: This committee shall be comprised of the Executive Committee, Committee Leads and three at large seats to ensure balance of representation. This committee shall be the decision-making body of the Coalition for the development and implementation of strategic direction and provides general oversight of committee work and mission alignment including annual reviews/updates to Coalition Guidelines. This committee shall meet at least monthly in those months where the quarterly general meetings do not take place.
- C. Nomination Committee: This committee shall coordinate candidates for any role within the Executive Committee. Individuals may notify this committee if they wish to be considered. This committee reports to the full Coalition and meets only as needed.
- D. Training Committee: This committee shall conduct gatekeeper training as well as serve as a centralized hub for advertisement of other community training opportunities.
- E. Promotion Committee: This committee shall promote both suicide prevention and the coalition itself via social media, brand development and marketing platforms.

Voting

Any vote put before the general membership by the Chair shall be at a General Meeting at which a quorum is present. For purposes of these guidelines a quorum shall mean seven voting members. Votes are limited to one vote per individual/organization per most recent membership roster. Prior to the vote the individual/organization shall provide the name of the member authorized to vote. It will be the sole responsibility of each member organization to ensure that a member is present for any vote. No proxy vote shall be allowed. For Executive Committee elections, electronic voting will be allowed.

Any vote put before the Executive Committee by the Chair shall be at an Executive Committee meeting at which a quorum is present. For purposes of these guidelines, a quorum shall mean seven of its voting members.

There will be four categories of voting:

- A. General meeting and Executive Committee category votes shall deal with noncontroversial issues involving the general course of business of the Coalition. Votes in this category will be voted only on by those present at a general or special general meeting or a meeting of the Executive Committee at which a quorum is present by simple majority.
- B. Guidelines category votes shall deal with changes to the Coalition's Guidelines. Votes in this category will be voted on by a super majority of 3/4, at a membership or special meeting at which a quorum is present. Final wording of any guideline changes to be voted upon will be emailed to the whole voting membership at least seven calendar days before the next general meeting.
- C. Election of Executive Committee Members:
 - 1. Nominations:

Nominations for Executive Committee members shall be proposed by the Nominations Committee and shall become the endorsed nominees of the Coalition if approved by a simple majority of members at a general or special general meeting at which a quorum is present. The Nominations Committee, in determining recommendations for the positions of Executive Committee shall take the following qualifications into account:

- a. Leadership and communication skills
- b. Public health background
- c. Public policy background
- d. Lived experience
- e. Management and organizational skills

Any individual may self-nominate or nominate an individual different from the nominees proposed by the Nominations Committee. October 1 of odd numbered years shall be the deadline for Nomination Committee recommendations. November 1 of odd numbered years shall be the deadline for the complete list of candidates. This list shall be distributed by the Nomination Chair no later than November 5.

2. Elections:

Elections shall take place no later than December 7 of odd numbered years. The Executive Committee shall be elected by a simple majority of members by paper ballot at a general or special general meeting at which a quorum is present. The terms of the Executive Committee shall commence on January 1 of even-numbered years.

Fiscal Responsibility

The Treasurer shall maintain the fiscal responsibilities of the Coalition. All checks shall be authorized by the treasurer and one additional member of the Executive Committee. Monies will be spent to support the mission, vision, and strategic plan of Partners for Suicide Prevention as approved by the Executive Committee. Approvals for expenditures will appear in the minutes.

Effective Date

The effective date of these guidelines is January 1, 2018. These guidelines shall remain in effect unless and until amended in part or rescinded in their entirety by the Steering Committee. Amendments may be considered annually or by request to the Executive Committee. Dates of amendment(s) shall be recorded here: