

# DPAC

## *Diabetes Partners in Action Coalition*

### **Charter**

**Mission:** To provide statewide leadership to prevent and control diabetes and reduce its impact in Michigan.

**Guiding Principles:** DPAC believes that every adult and child in the State of Michigan, deserves access to a healthy environment and a lifestyle that minimizes the risk of developing diabetes and its complications.

#### **We value all voices of our partners**

Therefore, we will:

- Exchange information and promote awareness of programs.
- Identify needs of our partners.
- Maintain a diverse membership.
- Encourage honest and open communication.

#### **We value active participation of people affected by diabetes**

Therefore, we will:

- Ensure consumer input and involvement
- Maintain consumer representation

#### **We value our diverse populations**

Therefore, we will:

- Seek input from disparate populations (e.g.; racial, ethnic, age and socio-economic)
- Promote appropriate access to diabetes care
- Enable the use of lay educators

#### **We value using a scientific approach**

Therefore, we will:

- Support programs and activities that are evidence-based
- Encourage and facilitate the translation of research into practice
- Promote evaluation in all programs

#### **We value creativity and innovation**

Therefore, we will:

- Maintain an environment where different perspectives are respected
- Take risks and encourage ideas

**Purpose:**

1. Develop, implement and evaluate the Michigan Diabetes Strategic Plan
2. Represent, facilitate, promote and coordinate collaboration among stakeholders and the various groups, agencies and persons with an active interest in diabetes and diabetes care within Michigan
3. Identify common issues and take an active leadership position on key diabetes issues that impact the residents of Michigan

**Vision:** Through active collaboration, DPAC has mobilized resources to ensure a unified course toward the reduction of diabetes and its complications in Michigan.

**Organizational Structure:****1. Members (see also, DPAC “Membership Expectations and Benefits”):**

- a. All members will be organizations with a representative and an alternate
- b. People with diabetes and/or their caregivers shall be specially appointed as members
- c. Other individuals who do not represent an organization will be appointed by the Board of Directors as deemed appropriate to the mission/vision of DPAC

**2. Membership Guidelines:**

- a. Membership is open to any organization whose mission is not in conflict with the DPAC’s priorities and which meets all membership requirements
- b. All members are required to join at least one committee (Board of Directors are exempt, but have the option to join a committee)
- c. Each member organization will designate a representative and an alternate and encourage one or the other to attend all meetings
- d. The DPAC Board of Directors will approve membership expectations
- e. Member organizations may continue as members as long as they meet membership expectations
- f. Member organizations maintain the right to resign their membership at any time
- g. Every effort will be made to have adequate representation by race/ethnicity, geographic location, and professional specialty

**3. Membership Meetings:**

- a. The full DPAC membership will meet in person at least twice each calendar year, or more frequently as determined by the Board of Directors
- b. The purpose of the full membership meeting will include committee progress reports, a progress report on the strategic plan, recognition/acknowledgments, internal and external communication and, if possible, an opportunity for each committee to meet

#### **4. Committees:**

- a. Committees will be assembled by the Board of Directors sufficient to ensure the implementation, monitoring and evaluation of the Michigan Diabetes Strategic Plan
- b. Each committee will be a working committee and will function only as necessary to carry out its assigned tasks
- c. Ad hoc committees will be appointed by the Board of Directors as needed
- d. Individuals from outside the DPAC membership will be added as needed by the committee co-chairs and/or the Board of Directors

#### **5. Board of Directors:**

- a. The Board of Directors is the governing body of DPAC and is responsible for ensuring that the DPAC acts according to its mission and purpose
- b. The Board of Directors will create, periodically review and approve criteria for Board of Directors membership
- c. The Board of Directors will be elected by an annual vote of the full membership of the DPAC; slate to be determined by a nominating committee consisting of a current Board of Directors member and two members at large
- d. The Board of Directors will elect two of its members to serve as Co-Chairs of the Board of Directors and of the full DPAC membership
- e. The Board of Directors will establish additional standing or ad hoc committees as deemed necessary
- f. Each individual member of the Board of Directors will be permitted one vote

#### **6. Composition of Board of Directors:**

- a. The Board of Directors will include Board of Directors Co-Chairs and a co-chair from all working and standing committees
- b. Composition will include:
  - 1) A person with diabetes not professionally employed in the diabetes area:
  - 2) A physician
  - 3) A certified diabetes educator
  - 4) A representative from Joining People With Diabetes
- c. Total number of members on the Board of Directors will not exceed 15
- d. Staff support will be provided by the DPCP Director and will include a DPCP staff facilitator for DPAC

#### **7. Term of Office for the Board of Directors:**

- a. Individuals elected to the Board of Directors will serve a three-year term

- b. Individuals who have served two consecutive terms on the Board of Directors are not eligible to serve again for at least one year
- c. The Co-Chairs may fill vacancies on the Board of Directors by appointing an individual to serve out the remainder of the term
- d. Board of Directors terms will be staggered such that each year 5 members' terms will expire

**8. Term of Office for Board of Directors Co-Chairs:**

- a. The Co-Chairs will be elected by the members of the Board of Directors
- b. The Co-Chairs' terms will be staggered so as not to coincide
- c. If a vacancy occurs for a Co-Chair position, the Board of Directors will appoint a Board of Director member to serve the remainder of that term
- d. The Co-Chair leaving the Board of Directors will serve as an ex officio member until such time as the new Co-Chair assumes the position

**9. Board of Directors Meetings:**

- a. The Board of Directors will meet no less than four times per year, or more frequently, as needed
- b. Members of the Board of Directors are expected to attend all Board of Directors meetings

**10. Voting:**

- a. General membership:
  - 1) Each member is entitled to one vote
  - 2) Member organizations will designate in writing a representative and an alternate who are eligible to vote on behalf of the member organization
  - 3) No member organization representative will vote on behalf of more than one organization
  - 4) Motions before the general membership will be decided in one of two ways:
    - a) At a meeting of the full DPAC membership where a quorum is present and the vote passes by 60% of those voting:
    - b) By a mail or electronic mail vote and the vote passes by 85% of eligible membership
- b. Motions before DPAC subgroups, including the Board of Directors and committees, will be decided, where there is a quorum, by a simple majority of the voting membership of each individual group

**11. Conflict of Interest:**

- a. On any matter brought to a vote, a member organization of the representative of a member organization with a conflict between the interests of the DPAC and the member's or the representative's interests shall be responsible to declare such conflict

**12. Quorum:**

- a. A quorum for all groups – DPAC, Board of Directors and committees – will consist of one third of the voting members for each group

**13. Amendments to the DPAC Charter:**

- a. The Charter may be amended by the two methods described in “Voting” 1. d. 1) &2)
- b. A notice setting forth the proposed amendments must be sent to all members at least 30 days prior to the vote

**14. Staff Support:**

- a. Staff from the Michigan Department of Community Health, Diabetes Prevention and Control Program will provide support including a Staff Facilitator for the DPAC

**15. Parliamentary Authority:**

- a. The DPAC will be governed by the most current edition of Robert’s Rules of Order in those cases that are applicable or consistent with these bylaws. The DPAC will also be governed by any rules it chooses to adopt.

**Approved:**

As of May 25, 2004  
Date



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Co-Chair, Diabetes Partners in Action Coalition