

**MARYLAND DEPARTMENT OF HEALTH and MENTAL HYGIENE  
CENTER for PREVENTIVE HEALTH SERVICES (CPHS)**

**PARTNERSHIP FOR A SAFER MARYLAND (PSM)  
BY-LAWS**

**ARTICLE I: NAME, MISSION and VISION**

**Section 1. Name.**

The name of the organization shall be the Partnership for a Safer Maryland, hereto known as the Organization and serves as the CDC recommended Injury Community Planning Group (ICPG) for Maryland.

The Organization may change its name at its pleasure by a two thirds (2/3) vote of the membership body.

**Section 2: Mission & Vision.**

Mission: Advocate for injury and violence prevention and promote education and surveillance in Maryland through statewide partnerships.

Vision: Reduce death and disability associated with injury and violence.

To advance this mission, the Organization engages in activities to:

- Increase awareness of injury including violence as a public health problem
- Network all organizations in Maryland engaged in injury/violence prevention to increase effectiveness
- Provide injury and violence prevention and control education, training, and professional development for those within the injury and violence prevention field
- Enhance the capacity of public health and safety agencies to conduct research on injury and violence in our communities
- Enhance the capacity of public health and safety agencies to conduct injury/violence prevention programs
- Support public health policies designed to advance injury and violence prevention.
- Utilize data driven and evidenced-based interventions.

## **ARTICLE II: PURPOSES**

1) Recognizing that, because of the incomparable cost and the disabling and disrupting consequences, injury and violence remain major public health problems in Maryland, this Organization is committed to strengthening and sustaining effective injury and violence prevention and control measures that reflect the significance of the problem.

2) Advise and assist the Maryland Department of Health and Mental Hygiene, Center for Preventive Health Services with establishing priorities and future directions regarding injury and violence prevention initiatives in Maryland.

## **ARTICLE III: MEMBERSHIP**

### **Section 1: Eligibility.**

Membership in the Organization is open to person's and organizations who are committed to the reduction and prevention of injury and violence in Maryland.

### **Section 2: Term of Office.**

Each member shall serve for an unspecified term.

### **Section 3: Vacancies.**

Vacancies in the membership may be filled in the same manner as provided in the original selection.

## **ARTICLE IV: MEETINGS**

### **Section 1: Regular meetings.**

Regular membership meetings of the Organization shall be held quarterly, beginning in December 2005.

The Center for Preventive Health Services (CPHS) shall notify every member of the time and place of meetings at his/her address as it appears in the Organization's membership roll book.

### **Section 2: Annual Meeting-General Membership**

An Annual Meeting of the Organization will be held in conjunction with the regularly scheduled fall meeting. The purpose of this meeting is to confirm the

selection of the Steering Committee and sub-committee chairpersons in order to conduct all business necessary to support the mission, vision and purpose of the Organization.

### **Section 3. Annual Summit**

The Organization shall convene one summit per budget year to develop specific marketing injury prevention strategies for the comprehensive injury prevention plan.

The summit should include, but not be limited to: Regional/statewide representatives of key governmental and non-governmental agencies; media outlets; HMO/MCOs; hospital/trauma medical centers; state athletic associations; medical/professional organizations/associations and other stakeholders or gatekeepers.

### **Section 4. Special Meetings-General Membership**

The chairperson may call special meetings of the Organization when he/she deems in the best interest of the organization. Notices of such meetings shall be mailed to all members at their addresses as they appear in the membership roll book.

No other business but that specified in the notice may be transacted at such special meeting without the unanimous consent of all present at such meetings.

## **ARTICLE V: VOTING**

### **Section 4: Quorum.**

A simple majority of the members present at a meeting shall constitute a quorum.

At all meetings all votes shall be by voice.

## **ARTICLE VI: ORDER OF BUSINESS**

1. Sign In.
2. Approve the Minutes
3. Reports of Committees.
4. Old Business.
5. New Business.
6. Adjournment.

## **ARTICLE VII: ADVISORS, OFFICERS and RESPONSIBILITIES**

The powers of the Organization shall be vested in and exercised by or under the authority of the Steering Committee with guidance from the Board of Advisors.

### **Section 1. Board of Advisors.**

#### **Section 1A. Members.**

Not more than twenty (20) recognized leaders and advocates in the field of injury and violence prevention in Maryland shall serve as the Board of Advisors.

#### **Section 1B: Responsibilities.**

Board of Advisors member roles and responsibilities shall include:

- Advise and counsel the Organizations Steering Committee as requested
- Promote the Organization to injury stakeholders, colleagues and personal acquaintances as appropriate.
- Provide professional and personal expertise and insight to the Organization and its Steering Committee.
- Identify potential sources of financial and other support for the Organization.
- Advocate for the Organization and its vision and mission.
- Attend, as appropriate, events sponsored by the Organization.
- Attend annual meetings of the Advisory Board.
- Assist with other issues as requested by the Organizations Steering Committee and membership.

### **Section 2: Steering Committee.**

#### **Section 2A: Members.**

A Steering Committee consisting of no more than ten (10) members, excluding CPHS, shall manage the business of this organization.

The Steering Committee shall include identified experts in specific injury areas including but not limited to:

Violence/Suicide/Firearms  
Motor Vehicle/Motorcycle/Pedestrian  
Home & Burn  
Occupational

Recreational/Sports  
Poisons

**Section 2B: Officers.**

The initial officers of the Organization shall be selected from among all members of the Organization and shall be as follows:

A. **Chairperson** shall be the principle Executive Officer of the Organization and shall:

1. Preside at all membership meetings,
2. Chair the Steering Committee,
3. Present at each Annual Meeting of the Organization an annual report of the work of the Organization,
4. Insure all books reports, etc prepared by the Organization are properly prepared and accurate,
5. Have such powers as may be reasonably construed as belonging to the chief executive of any organization.

No officer shall for reason of his office be entitled to receive any salary or compensation.

**Section 2C: Eligibility**

In order to be nominated for, or hold office, the individual must be a member of the Organization as defined in **Article III**.

**Section 2D: Responsibilities.**

The Steering Committee shall have the control and management of the affairs and business of this organization. Such Steering Committee shall only act in the name of the Organization when it shall be regularly convened by its chairman after due notice to all the directors of such meeting.

Fifty-one (51)% percent of the members of the Steering Committee shall constitute a quorum and the meetings of the Steering Committee shall be held regularly as needed.

Each Steering Committee member shall have one vote and such voting may be done in-person, teleconference or e-mail.

Steering Committee members shall be present at 75% of all Steering Committee meetings.

The Steering Committee may make such rules and regulations covering its meetings as it may in its discretion determine necessary.

**Section 2E: Nomination and Term of Office**

Vacancies in the Steering Committee shall be filled by a nomination from the members at large. Nominations shall be approved by the Steering Committee.

Steering Committee members shall serve a two-year term and may serve up to two (2) consecutive terms.

CPHS shall provide staff support for the Steering Committee and quarterly meetings of the Organization, which may include, but is not limited to preparing meeting minutes, scheduling meetings, sending meeting notifications to the membership and maintaining the records of the business of the Organization.

**Section 2F: Committees.**

The Steering Committee shall establish such working, interest, or ad hoc committees as are needed to conduct the work of the Organization.

**ARTICLE VIII: COMMITTEES**

All members of the Organization are encouraged to serve on interest groups.

The members of each committee shall select an interest group chairperson.

**Section 1: Action Specific Interest Groups.**

Standing interest groups shall be action specific and may include but are not limited to:

- Networking
- Technical Assistance and Training
- Fundraising
- Government Relations
- Injury and Violence Prevention Awareness

**Section 2: Interest Group Administration.**

Interest Group chairpersons shall report to the Steering Committee, oversee the activities of the interest group and be responsible for:

- A. Arranging group meetings.

- B. Assuring that minutes are recorded
- C. Report group activities at regular meetings in person or by written report.

Purpose: Plan, develop, and assist in carrying out strategies to meet the Organizations goals with regard to each action area.

### **ARTICLE IX: AMENDMENTS**

Any individual from the membership may, at any time, submit recommendations for amendment to these By-laws to the Steering Committee for review.

The membership, by affirmation vote of two thirds (2/3) of the members present may alter, amend, or revoke these By-laws at any regular or special membership meeting of the Organization providing that written notice shall be given to all members at least thirty (30) days prior to any action being taken. The membership of the Association may also alter, amend, or revoke these By-laws by mail ballot instead of a face to face general or special membership meeting. All rules for voting and for notification will still apply.

Approved: 5-24-2006