

Immunization Task Force Metro Omaha Bylaws	 <div style="display: inline-block; vertical-align: middle;"> Immunization Task Force (ITF) <i>Advocating for Immunizations</i> </div>
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Article I: Name

The name of this organization shall be the Immunization Task force Metro Omaha, herein after referred to as “The Task Force”. Metro Omaha is defined as Douglas, Sarpy, Cass, Dodge and Washington counties in Nebraska, and Pottawattamie County in Iowa.

Article II: Mission

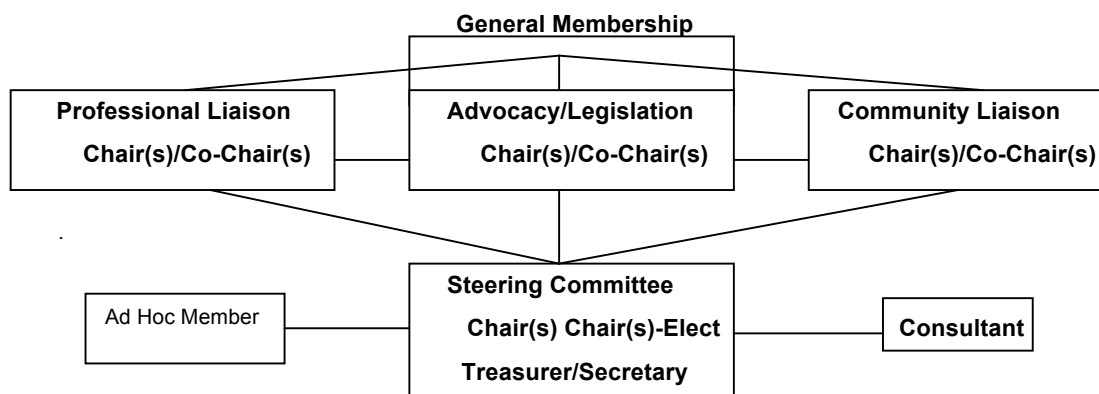
To fulfill the Metro Omaha Community’s commitment to promote immunization levels that will eliminate vaccine preventable diseases throughout the lifespan of all persons.

Article III: Goals

The goals of the task force are to:

- Raise immunization rates in the community to meet national goals;
- Facilitate partnerships among community groups, health care providers, and other agencies throughout Metro Omaha;
- Promote and support local and statewide development of immunization information systems;
- Promote current national immunization recommendations;
- Promote accurate assessment of the immunization status of the Metro Omaha area;
- Spearhead public education efforts on immunization in the Metro Omaha area;
- Educate about and/or advocate for policy and legislative issues relating to immunization, recommend changes in legislation;
- Facilitate the achievement of target immunization levels through education of parents, the public and providers.

Article IV: Structure



Article V: Membership

The Task Force shall be an organization of volunteers consisting of individuals and organizations from the Metro Omaha area who are representative of the community. Membership is open to any person, organization or business, interested in furthering and supporting the Task Force purpose of improving the immunization status of the community. All members will be asked to complete an orientation session. There will be two categories of membership, affiliate and full membership. Members may renew their membership indefinitely.

1. Affiliate Membership

Open to anyone who wants to take advantage of the networking and information sharing opportunities of the Task Force. Affiliate members will be notified of quarterly Task Force meetings and receive all mailings.

2. Full Members

Requirements for full membership include: meeting minimum attendance requirements for quarterly meetings, active service on one standing committee and meeting an established commitment for volunteer time/year or equivalent. Each organization seeking full membership will be asked annually to declare their intended contribution to fulfill membership requirements. Membership in full standing will be formally recognized in all Task Force publications and communications. Requirement for full membership include:

- a. Attendance at two (2) quarterly Task Force meetings annually.
- b. Active service on one standing committee.
- c. Eight (8) hours volunteer time per year or equivalent by fulfilling at least one (1) service below:
 1. Volunteer time at community/professional events representing Task Force (8 hours).
 2. In-kind contributions (i.e. meeting space, printing) -- \$150
 3. Monetary contributions -- \$150
 4. Consultation services to the Task Force – 8 hours.

Article VI: Leadership

1. Task Force Leadership

The leadership of the Task Force shall consist of a Chair (co-Chairs) and Chair-Elect (co Chairs-elect). The Chair(s) will serve a one-year term. An annual election will be held to fill the position of Chair(s)-Elect. Following one year as Chair(s)-Elect, the incumbent will move to the role of Chair(s). The immediate past Chair(s) will function in an advisory capacity to the Chair(s) in the year following their term. A list of candidates will be developed by the Nominating Committee and approved by the Steering Committee.

2. Committee Leadership

Each Committee shall have a chair that is elected by the committee/sub-committee in November of each year for the following year; exception – the role of the Steering Committee Chair will be filled by the Task Force Chair. A Co-Chair may also be elected at the discretion of the committee. A Nominating Committee member will be assigned by the Steering Committee to facilitate the election process.

Article VII: Leadership Responsibility

1. Task Force Chair(s)

The Chair of the Task Force shall preside over general membership meetings of the task Force, serve as Chair of the Steering Committee and serve as ex-officio member of all Committees. The Chair will serve on the Steering Committee in an advisory capacity for the year following their term.

2. Task Force Chair(s)-Elect

The Chair-Elect of the Task Force shall preside over meetings in the absence of the Chair. The Task Force Chair-Elect will be knowledgeable in the business of the Task Force in order to assume the role of the Chair in the event of his/her inability to complete a responsibility or term. The Task Force Chair-elect shall perform other duties as directed by the Chair. The Chair-Elect will assume the role of Task Force Chair in year two (2) of their term.

3. Committee Chair(s)

The Chair(s) of each committee shall preside over their perspective Committee meetings and serve as a member(s) of the Steering Committee. The Chair(s) will consult with the Steering Committee Chair(s) and Task Force Coordinator/Secretary to accomplish the goals of the Committee.

4. Records

Records of all committee activities will be kept, the secretary to the Task Force will maintain records for the Task Force and the Steering Committee. The Chair(s) of the sub-committees will maintain individual committee records and turn over all official committee records to the incoming Chair(s) within 30 days of the end of the term.

5. Task Force Consultant

The Consultant shall be appointed by the Steering Committee and serve on the Steering Committee in an advisory and educational capacity. The Consultant shall be knowledgeable in vaccine preventable diseases and current immunization recommendations.

6. Task Force Treasurer

The Treasurer shall be appointed by the Steering Committee and serve as a member of the Steering Committee. The Treasurer will be knowledgeable in basic accounting practices and will perform the financial functions of the Task Force and maintain records of those functions.

7. Task Force Secretary

The Secretary shall be appointed by the Steering Committee and serve as a member of the Steering Committee. The Secretary will maintain the list serve for both the Steering committee and the committee at large; prepare agendas and minutes for both the steering committee and the quarterly meetings.

8. Ad Hoc Member

One representative of an immunization task force or advocacy organization promoting immunizations is invited to attend the Steering Committee meetings to enhance collaborative efforts.

<h2>Article VIII: Committees</h2>
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The Task Force will form Committees to include, but not be limited to:

- Steering Committee
- Professional Liaison Committee
- Legislative/Advocacy Committee
- Community Liaison Committee
- Nominating Committee

All Committees will meet a minimum of quarterly.

1. Steering Committee

The Chair of each Committee shall be members of the Steering Committee. In the absence of the Chair, a designee will attend. A maximum of four and minimum of two members at large will serve two-year terms as part of the Steering Committee. Half of the members at-large will rotate on an annual basis. Responsibilities of the Committee include: strategic planning, public relations, funding and resource allocation, forming community partnerships and coordinating committee activities. The Steering Committee shall act for the Task Force between meetings of the Task Force.

2. Professional Liaison Committee

The responsibilities of the Committee include activities related to assessment and furthering the education of the professional community regarding immunization standards.

3. Community Liaison Committee

The responsibilities of the Committee include activities related to the assessment and furthering public awareness of the need to immunize.

4. Legislative/Advocacy Committee

The responsibilities of the Committee include activities related to legislative activity, public policy and advocacy.

5. Nominating Committee

Will consist of a minimum of three people who will be appointed by the Task Force Chair(s). The Nominating Committee is responsible for initiating the nominating process in the fall of each year to fill Task Force Chair(s)-Elect and member at large positions. Elected official vacancies open for nomination and incumbents will be announced for nomination recommendation by full members prior to a regularly scheduled fourth quarter meeting. Election will occur at the scheduled fourth quarter meeting and by e-mail, and results announced after the meeting per list serve announcement.

Article IX: Meetings

1. Regular Meetings

- a. Regular meetings for the Task Force shall be held quarterly at a minimum, or as needed.
- b. Regular meetings of the Committees shall be held quarterly at a minimum. Additional meetings will be scheduled by the Committee Chair/Co-Chair as needed to accomplish the work of the group.
- c. All Task Force, Steering Committee and Committee meetings shall be open to any interested task force members.

2. Special Meetings

Special meetings can be called by the task Force Chair, Steering Committee or by written request of four members of the Task Force with 10 days notice. The purpose of the meeting shall be stated in the call.

3. Correspondence/Notification of Meetings

- a. The minutes and notification of each Task Force meeting will be distributed to members electronically via the list serve.
- b. Committee activity will be reported to the Task Force membership at the quarterly meetings and will be reported in the minutes. A copy of the minutes will be included in the notification as per #a. above.
- c. Agenda and meeting notices will be e-mailed to all members at least one week prior to that meeting.
- d. Members may submit items for the meeting agenda up to one month prior to each meeting. Request for discussion of "emergency" items can be added until the time the meeting begins. Contact the Task Force Coordinator or the secretary with this information. These items will be prioritized by the Task Force Chair and the Coordinator or the secretary based on time.

4. Rules of Order

The Chairperson will moderate the meeting. Members who wish to speak must be recognized, in turn, by the Chair.

Decision-making Process

- a. Decisions will be made by a consensus of members present.
- b. If a consensus cannot be reached, a vote will be taken and a decision made. Decisions will be made by a simple majority of full members present.
- c. Conflicts that arise between meetings or which cannot be resolved through normal channels will be referred to the Steering Committee to facilitate the resolutions process.

5. Evaluation

There shall be an annual evaluation of the functioning of the Task Force by the Steering Committee in order to maximize the effectiveness of the Task Force and its meetings.

Article X: Amendment to Bylaws

These Bylaws may be amended at any regular meeting of the Task Force by a majority vote of the full members present, provided that the amendment has been submitted to the members in writing ten (10) days prior to the meeting.

Article XI: Dissolution

A resolution for dissolution of this organization shall be signed by a majority of full members. In the event of dissolution of this organization, the Steering Committee shall, after paying all liabilities of the organization, dispose of all of the remaining assets of the organization as heretofore stated, and to an organization qualifying under the Internal Revenue Code, pursuant to the language of the Articles of Corporation.

Appendix A – Roles and Responsibilities

Task Force Chair(s): Responsible to the Task Force.

Job Description:

- Preside over Task Force meetings.
- Work with Task Force Coordinator/Secretary to arrange the agenda for Task Force meetings.
- Become familiar with organizations and members within Task Force.
- Provide focus for the Task Force in the community at official functions.
- Consult with Steering Committee and Task Force Coordinator as needed.
- Be accessible by phone to staff and members.
- Deal with members and staff fairly, sensitively, and confidentially.
- Promote collaboration, conflict resolution and decision-making.
- Be open to diverse opinions and points of view.

Time Commitment:

- Approximately 6 hours per month.
- Attend quarterly Task Force and Steering Committee meetings and major activities.
- At end of one-year term, the Chair(s) will move into the role of past Chair(s) for one year.

Qualifications:

- Ascribe to the mission, goals and bylaws of the Task Force.
- Possess strong leadership and organizational skills.
- Possess or gain knowledge about resources.
- Be familiar with or willing to learn methods for conducting effective meetings and coalition management.

Task Force Chair-Elect: Responsible to the Task Force Chair.

Job Description:

- Chair the Task Force in the event the Chair(s) is (are) absent or cannot fulfill his/her duties.
- Represent Task Force in the community (with staff assistance).
- Perform such duties as directed by the Task Force Chairperson and the Steering Committee.
- Be accessible by phone to staff and members.
- Deal with members and staff fairly, sensitively and confidentially.
- Promote collaboration, conflict resolution, and decision-making.
- Be open to diverse opinions and points of view.
- Represent Chair in his/her absence.
- Consult with Task Force chair and/or coordinator as needed.

Time Commitment:

- Approximately 3-4 hours per month.
- Attend quarterly Task Force and Steering Committee meetings and major activities.
- Three-year availability, one as Chair-Elect. Will move into Chair for a one-year term, serves as an advisory on the committee for an additional year..

Qualifications:

- Ascribe to the mission, goals and bylaws of Task Force.
- Possess strong leadership and organizational skills.
- Possess or gain knowledge about resources.
- Be willing to make contacts on behalf of the Task Force.

Task Force Committee Chair(s): Responsible to the Task Force Chair(s).

Job Description:

- Maintain and/or expand current Committee membership with assistance from the Task Force Coordinator/Secretary and Steering Committee.
- Represent Task Force in the community (with staff assistance).
- Deal with members and staff fairly, sensitively and confidentially.
- Promote collaboration, conflict resolution, and decision-making.
- Be open to diverse opinions and points of view.
- Serve as liaison for Committee to Steering Committee and Task Force.
- Develop Committee agenda with staff assistance.
- Serve as moderator of Committee meeting (stay after meeting to network/evaluate)
- Designate a recorder for each meeting of the Committee
- Contact and coordinate with members about Committee responsibilities.
- Consult with Task Force Coordinator as needed.

Time Commitment:

- Approximately 4 hours per month.
- Attend Committee, Steering Committee and Task Force meetings and major activities.
- One-year availability.

Qualifications:

- Ascribe to the mission, goals and bylaws of Task Force.
- Possess strong leadership and organizational skills.
- Be familiar with or willing to learn methods for conducting an effective meeting.
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Task Force Committee Members: Responsible to Committee Chair and Co-Chair.

Job Description:

- Attend Committee meetings and quarterly Task Force meetings.
- Have knowledge of or be willing to learn about the issues to be addressed by the Committee.
- Share ideas.

- Make recommendations and help carry out Committee initiatives.
- Serve as recording secretary on a rotating basis. Minutes will be submitted to the Sub-committee Chair at the conclusion of each sub-committee meeting.
- Participates in activities organized by the Committee.

Time Commitment:

- Approximately 1-2 hours per month.
- Attend Committee meetings and major Committee activities.
- Two-year availability.

Qualifications:

- Ascribe to the mission, goals and bylaws of Task Force.

Task Force Consultant: Responsible to Task Force Chair

Job Description:

- Attend Committee meetings and quarterly Task Force meetings.
- Have knowledge of or be willing to learn about the issues to be addressed by the Committees.
- Serve as advisory and educational resource.
- Make recommendations and help carry out Committee initiatives.
- Be available to Task Force Steering Committee members for consultation.

Time Commitment:

- Approximately 3-4 hours per month.
- Attend Steering Committee meetings and quarterly Task Force meetings.
- Minimum of two-year availability.

Qualifications:

- Ascribe to the mission, goals and bylaws of Task Force.
- Be knowledgeable in vaccine preventable diseases and current immunization recommendations.

Task Force Treasurer: Responsible to Task Force Chair
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Job Description:

- Attend Committee meetings and quarterly Task Force meetings.
- Have knowledge in basic accounting practices
- Perform financial functions and maintain financial records of the Task Force
- Make recommendations and help carry out Committee initiatives.
- Participates in activities organized by the Committee.

Time Commitment:

- Approximately 3-4 hours per month.
- Attend Steering Committee meetings and quarterly Task Force meetings.
- Minimum of two-year availability.

Qualifications:

- Ascribe to the mission, goals and bylaws of Task Force.

Task Force Secretary: Responsible to Task Force Chair
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Job Description:

- Attend Committee meetings and quarterly Task Force meetings.
- Prepares agenda and the minutes
- Maintains the list serves for both the Steering Committee and the Committee at large.
- Participates in activities organized by the Committee.

Time Commitment:

- Approximately 3-4 hours per month.
- Attend Steering Committee meetings and quarterly Task Force meetings.
- Minimum of two-year availability.

Qualifications:

- Ascribe to the mission, goals and bylaws of Task Force.

Updated February 2010