# **BUTLER COUNTY SUICIDE PREVENTION COALITION BYLAWS**

# **Article I. Name**

# **This organization shall be known as Butler County Suicide Prevention Coalition.**

# **Article II. Vision**

# **An informed and responsive community that actively works to prevent suicide and suicide attempts and to bring hope and support to those affected by suicide in Butler County.**

# **Article III. Mission**

# **To mobilize community collaboration in Butler County to promote optimal mental health and prevent suicides and attempts through the implementation of evidence-based prevention strategies and stigma reduction.**

# **Article IV. Goals of Coalition**

**Strategic Direction 1**: **Healthy and Empowered Individuals, Families, and Communities**

GOAL 1. Integrate and coordinate suicide prevention activities across multiple sectors and settings.

Objective 1.1: Integrate suicide prevention into the values, culture, leadership, and work of a broad range of organizations and programs with a role to support suicide prevention activities.

Objective 1.2: Establish effective, sustainable, and collaborative suicide prevention programming at the local level.

Objective 1.3: Explore public‐private partnerships to advance suicide prevention.

Action Step/Task #1: Convene and hold monthly Coalition meetings around issue of suicide prevention to ensure ongoing cross‐sector involvement.

GOAL 2. Implement research‐informed communication efforts designed to prevent suicide by changing knowledge, attitudes, and behaviors.

Objective 2.1: Develop, implement, and evaluate communication efforts designed to reach defined segments of the population.

Objective 2.2: Promote communication efforts conducted online that promote positive messages and support safe crisis intervention strategies.

Objective 2.3: Increase knowledge of the warning signs for suicide and of how to connect individuals in crisis with assistance and care.

Action Step/Task #2: Launch strategic social marketing campaigns focused on awareness and how to get help ‐‐ include messaging to appeal to parents, youth, middle‐aged men and the general public.

Action Step/Task #3: Promote utilization of community resources such as text crisis line, crisis response and Butler County crisis line in campaign

GOAL 3. Increase knowledge of the factors that offer protection from suicidal behaviors and that promote wellness and recovery.

Objective 3.1: Promote effective programs and practices that increase protection from suicide risk.

Objective 3.2: Reduce the prejudice and discrimination associated with suicidal behaviors, mental health, and substance use disorders.

Objective 3.3: Promote the understanding that recovery from mental health and substance use disorders is possible for all.

Action Step/Task #4: Outline and begin implementation of plan to make QPR (Question Persuade, Refer) or comparable gatekeeper training available to community at large.

**Strategic Direction 2: Clinical and Community Preventive Services**

GOAL 4. Develop, implement, and monitor effective programs that promote wellness and prevent suicide and related behaviors.

Objective4.1: Strengthen the coordination, implementation, and evaluation of comprehensive suicide prevention programming.

Objective 4.2: Encourage community‐based settings to implement effective programs and provide education that promote wellness and prevent suicide and related behaviors.

Objective 4.3: Intervene to reduce suicidal thoughts and behaviors in populations with suicide risk.

Objective 4.4: Strengthen efforts to increase access to and delivery of effective programs and services for mental health and substance use disorders.

Action Step/Task #5: Suicide Prevention programming aimed at youth. (Life Lines, QPR-Hope Squads, Signs of Suicide)

Action Step/Task #6: Utilize subcommittees of larger advisory board to focus on creating additional prevention and intervention strategies in specific sectors including education and healthcare.

GOAL 5. Promote efforts to reduce access to lethal means of suicide among individuals with identified suicide risk.

Objective 5.1: Encourage providers who interact with individuals at risk for suicide to routinely assess for access to lethal means.

Objective 5.2: Partner with firearm dealers and gun owners to incorporate suicide awareness as a basic tenet of firearm safety and responsible firearm ownership.

Action Step/Task #8: Convene a group to explore championing of Red Flag laws and whether or not there is local support by first responders and others in community. Outline plan to craft language around local position and chart path to champion at state level.

Action Step/Task #9: Explore other means to reduce access to lethal means including take back days and permanent drop boxes.

GOAL 6. Provide training to community and clinical service providers on the prevention of suicide and related behaviors.

Objective 6.1: Provide training on suicide prevention to community groups that have a role in the prevention of suicide and related behaviors.

Objective 6.2: Provide training to mental health and substance abuse providers on the recognition, assessment, and management of at‐risk behavior, and the delivery of effective clinical care for people with suicide risk.

Objective 6.3: Develop and implement protocols and programs for clinicians and clinical supervisors, first responders, crisis staff, and others on how to implement effective strategies for communicating and collaboratively managing suicide risk.

Action Step/Task #10: Provide opportunities for local providers and professionals to receive ongoing training on suicide prevention strategies.

**Strategic Direction 3: Treatment and Support Services**

GOAL 7. Provide care and support to individuals affected by suicide deaths and attempts to promote healing and implement community strategies to help prevent further suicides.

Objective 7.1: Develop guidelines for effective comprehensive support programs for individuals bereaved by suicide, and promote the full implementation of these guidelines at the state and community levels.

Objective 7.2: Provide appropriate clinical care to individuals affected by a suicide attempt or bereaved by suicide, including trauma treatment and care for complicated grief.

Objective 7.3: Engage suicide attempt survivors in suicide prevention planning, including support services, treatment, community suicide prevention education, and the development of guidelines and protocols for suicide attempt survivor support groups.

Objective 7.4: Adopt, disseminate, implement, and evaluate guidelines for communities to respond effectively to suicide clusters and contagion within their cultural context, and support implementation with education, training, and consultation.

Objective 7.5: Provide health care providers, first responders, and others with care and support when a patient under their care dies by suicide.

Action Step/Task #11: Maintain active list of referrals sources for those impacted by suicide.

Action Step/Task #12: Devise multi‐sector strategy for providing clinical and supportive care for those bereaved by suicide.

**Strategic Direction 4: Surveillance, Research, and Evaluation**

GOAL 8. Evaluate the impact and effectiveness of suicide prevention interventions and systems and synthesize and disseminate findings.

Objective 8.1: Evaluate the effectiveness of suicide prevention interventions.

Objective 8.2: Evaluate the impact and effectiveness of the Butler County Strategy for Suicide Prevention in reducing suicide morbidity and mortality.

# **Article V. Governing structure: Officers, Staff and duties**

Section 1 Envision Partnerships will act as the fiduciary for the Coalition.

a) Prepare an annual budget and monitor spending.

b) Supervise all assets and disbursement of funds.

c) Provide monthly written reports of all financial transactions.

Section 2 The Executive Committee shall consist of:

1. Chairperson (Envision Partnerships designee)
2. Secretary
3. Vice-Chair Fundraising
4. Vice-Chair Marketing
5. Designated Chairs of each taskforce/subcommittee.

Section 3 The duties of the Executive Committee shall include the following:

a) Monitor the overall policy and direction of the Coalition.

b) Take necessary action to continually improve the progress of the coalition.

c) Convene regular monthly meetings of the Coalition.

d) Ensure that the activities of the Coalition are in alignment with the goals and the implementation of the Ohio State Suicide Prevention Plan.

e) Tend to membership issues as they arise.

Section 4 The Executive Committee shall meet monthly.

Section 5 The Envision Partnerships designee is a permanent member and the term of other Executive Committee officers shall be two years, beginning in January. Executive Committee officers may serve consecutive terms.

Section 6 Each member of the Executive Committee shall be entitled to one vote on each matter submitted to a vote of the committee.

Section 7 The Executive Committee, except for Envision Partnerships designee, shall receive no compensation.

Section 8 Resignation, termination, and absences

a) Resignations from the Executive Committee must be in writing and received by the Secretary 30 days prior to leaving the position.

b) An Executive Committee member shall be terminated from the Committee due to excess absences.

c) An Executive Committee member may be removed for other reasons by a three- fourths vote of the remaining Executive Committee.

Section 9 Vacancies

1. When a vacancy on the Executive Committee exists mid-term, the Secretary must receive nominations to fill the vacancy from the members of the full Coalition two weeks in advance of a meeting. These nominations shall be sent out to Coalition members with the regular Coalition meeting announcement, to be voted upon at the next meeting. These vacancies will be filled only to the end of the exiting Executive Committee member’s term.
2. Term ends.

Section 10 The duties of the Chairperson (Envision Partnership designee) shall include the following:

1. Convene regularly scheduled Coalition meetings and preside, or arrange for other members of the Executive Committee to preside, at each meeting.
2. Distribute the agenda to the Coalition via the newsletter prior to the monthly meeting and distribute meeting minutes vis the newsletter after the monthly meeting.

c) Ensure that the meetings are started and ended on time.

d) Call for corrections to the previous monthly minutes. If there are no corrections, the Chairperson shall call for a vote to accept and adopt the minutes. In the case of corrections, if there are minimal corrections, the Chairperson will call for a vote to accept and adopt the minutes to include the corrections. In the case of many conflicts in the minutes, the minutes will be tabled until the next meeting and the secretary will circulate the minutes again for corrections and revisions, and vote moved to the next meeting.

e) Serve as the official spokesperson for the Coalition.

f) Carry out other duties as deemed appropriate by the Executive Committee.

Section 11 The duties of the Secretary shall include the following:

a) Record the minutes of the monthly Coalition meetings and make them available to the Executive Committee in a timely manner.

b) Create the agenda for the monthly meeting with the assistance from the Chair.

c) Establish and keep the formal organizational records of the Coalition, including bylaws, attendance, minutes, activities, elections and policies.

d) Assign another member to sit in for the Secretary in his/her absence and ensure that the minutes are taken at each meeting.

e) Carry out other duties as delegated by the Chairperson.

Section 12 The duties of the Vice Chair Marketing:

a) Support the Coalition by publicizing the work of all the committees and work groups formed by the Coalition including progress in strategic plan and measurable outcomes.

b) Attend monthly meeting of the Executive Committee.

c) Assist the Chairperson as needed in setting the agenda and leading Executive Board monthly meetings.

Section 13 The duties of the Vice Chair Fundraising (Envision Partnership designee) include:

a) Advise Coalition members when appropriate to seek additional grant dollars or begin other fundraising efforts.

b) Lead fundraising efforts to seek additional dollars to support Coalition efforts as necessary.

c) Must receive approval from Envision Partnerships before any solicitation.

**Article VI Membership**

Section 1 Membership of the Coalition shall include any interested person, such as representatives of public and private agencies and organizations as well as individual stakeholders, survivors, advocates, and non-profit organizations interested in suicide prevention, intervention, aftercare, and related issues.

Section 2 Membership in the Coalition shall be established by interested parties submitting a membership form to the Secretary for general membership in the Coalition.

Section 3 To be a voting member of the Coalition, a member must attend three-quarters (3/4) of the Coalition meetings and/or committee meetings within a given year. Exemptions to this rule may be granted by vote of the Executive Committee.

**Article VII Meetings and Voting/ Parliamentary Authority**

Section 1 Robert’s Rule of Order, Current Edition, shall govern the conduct of business in all cases when applicable and not in conflict with these bylaws. Other decision-making methods may be employed at the discretion of the Executive Committee.

Section 2 Quorum: the members present at any properly announced meeting shall constitute a quorum.

Section 3 Voting & Decision Making

1. At all meetings of the Coalition, the members present shall have one (1) vote and all decisions shall require a **majority vote** of the members present and voting.
2. If the Coalition agrees that an item should have a formal vote, then the item will be tabled to the next meeting.
3. All Coalition members will be notified one week in advance of items that will require a vote and will be requested to send their virtual vote if unable to attend the next coalition meeting. All email votes will be presented to the Coalition and tallied with the votes of those present to determine the outcome of the vote.
4. Any member of the Coalition having direct or indirect interest, beyond being a Coalition member in any issue before the Coalition meeting or any of its committees shall abstain from voting on said issue.

Section 4 Conflict Resolution

The Executive Board has endorsed the following principles for members to follow:

* Respect for one another’s point of view;
* Commitment to resolving the issue;
* Willingness to compromise;
* Confidentiality;
* Impartiality;
* Respect;
* Prompt action; and
* Freedom from repercussions.

Section 5 Coalition Meetings.

Regular meetings of the Coalition will be held on the 2nd Thursday of every month, unless a change is formally announced by the Co-Chairpersons.

Section 6 Special Meetings

Special meetings of the Coalition may be called by the Chairperson of the Executive Committee. Special meetings of a committee may be called by the chairperson of that committee.

Article VIII Taskforces

Section 1 Taskforces can be joined by any member of the Coalition voting or non-voting. Attendance to Work groups count as overall attendance for voting membership status. Members may stay as long as they want to in the taskforce. The one exception is the Executive Committee.

Section 2 Taskforces Meetings

Each taskforce shall hold one or more meetings, either in person, virtually, or hybrid prior to, or concurring with, each regular monthly meeting of the Coalition. The specific date, time and place of each taskforce meeting will be designated by the taskforce chairperson and notice will be sent out to each taskforce member by email.

Section 3 Taskforce chairs will be appointed by the Executive Committee.

Section 4 Current Taskforces

1. Veteran's Suicide Prevention Subcommittee includes a diverse and broad range of stakeholders who come together with the common interest in preventing Veteran suicide, connecting those touched by veteran suicide to helpful resources and providing education about suicide to the public and professional community.
2. LGBTQ Suicide Prevention Taskforce includes a diverse range of stakeholders to support this vulnerable sector of the community and parents of young people who are LGBTQ.
3. Taskforce to Increase Community Readiness in the Black Population includes a diverse range of stakeholders to support this vulnerable sector of the community.
4. L.O.S.S./D.O.S.S. Team (Local Outreach to Suicide Survivors/Drug Overdose Survivor Support) is trained in LOSS to support family, friends, loved ones of suicide and fatal drug overdose.
5. Lethal Means Taskforce includes a diverse and broad range of stakeholders who come together with the common interest in preventing suicide by firearm or toxicity, connecting those who purchase and use firearms to helpful suicide prevention resources and providing education about suicide to the public and professional community.
6. Ad Hoc Committees – For example, The Walk to Remember Planning Team

Article VIIII Amending Bylaws

Section 1

Proposed amendments generated by the membership at large or a member of the Executive Committee must be submitted in writing to the Executive Committee. Those amendments shall be presented to the Executive Committee and considered within 30 days of receipt. The Executive Committee shall review proposed amendment and determine consideration to the full Coalition. A proposed amendment will be offered for review by Coalition members at the following regular meeting of the Coalition and may be amended by a simple majority.