



Maine Culture Change Coalition

LOCAL AREA NETWORK OF EXCELLENCE (LANE)

Advancing Excellence in Quality of Care and Quality of Life

Maine Culture Change Coalition/LANE Bylaws

Article I – Name

The name of this Coalition shall be Maine Culture Change Coalition/LANE.

Article II – Vision & Mission

Vision Statement

Quality of Care and Quality of life exists in all care settings

Tag Line: Advancing Excellence in Quality of Care and Quality of Life

Mission Statement

To enhance and support the spirit for living for older adults in all care settings by improving quality of care and quality of life through philosophies and environments that promote individualized choices.

Article III – Purpose

1. To be an Advocacy Group for older people and their caregivers.

2. To encourage person-centered and person-directed models of care in Assisted Living and Long Term Care
3. To support educational programs that fosters the vision.
4. To support and encourage efforts of organizations with shared visions.
5. To advance public policies that furthers the vision.
6. To develop collaborative partnerships to advance the vision.
7. To serve as the LANE for Maine.

Article IV – Membership

Section 1. Participants

Participation in the Maine Culture Change Coalition/LANE is open to organizations and individuals interested in fostering the vision by actively engaging in the planning and work of the Coalition.

Maine participant categories may include:

- Provider Associations
- Long-term Care Communities (including corporations, facilities, CCRC's, etc.)
- Consumer Advocacy Organizations
- Government Organizations
- Providers (e.g. Home Care clinicians)
- Quality Improvement Organizations
- Educational Organizations
- Professionals
- Consumers

- Funding Organizations
- Academics

Section 2. Coalition Member Responsibilities

Meeting Attendance. Coalition Members agree to attend in person or by teleconference a minimum of fifty (50) percent of scheduled meetings each year with not more than two (2) consecutive unexcused absences.

Committees. Coalition Members agree to actively participate in committee work, and are expected to volunteer their services for Coalition projects.

Article V – Officers

Section 1. The officers of the organization shall be President, Vice-President, Secretary and Treasurer.

Section 2. The officers shall be in good standing, elected by the full membership to serve one year, and their terms of office shall begin July 1st of the year following their election.

Section 3. The term of office for each officer shall be one year, with an option to serve a second year consecutively and shall commence immediately upon installation.

Section 4. No member shall hold more than one office at a time, and no member shall hold the same office for more than two (2) years consecutively.

Section 5. If a vacancy in the office of President occurs, Vice-President shall automatically become President; if a vacancy occurs in any other office, it shall be filled by election by the Board of Directors.

Section 6. President. The President shall supervise the affairs of the coalition, subject to direction of the Executive Committee, and shall preside at all meetings of the coalition.

The President shall work collaboratively with the coalition members in conducting Coalition meetings, coordinating meeting agendas and logistics, engaging and serving as contact for outside meeting facilitators when needed, and serving as a public representative of Maine Culture Change Coalition/LANE as needed. It shall be the President's responsibility to ensure that all resolutions and orders of the coalition and executive committee are carried out.

Section 7. Vice-President. The Vice President shall in the absence of the President, perform the duties of the President and perform other such duties as may from time to time be assigned by the President or Executive Committee.

Section 8. Secretary. The Secretary shall act as custodian of all records and reports of the Coalition and shall be responsible for making and keeping the minutes of all meetings of the Coalition and Executive Committee, and adequate records of all transactions of the Coalition. The Secretary shall develop and send out the agenda in conjunction with the President.

Section 9. Treasurer. The Treasurer shall have charge and custody of and be responsible for all funds of the Coalition, receive and give receipt for money due and payable, and deposit all such money in the name of the Coalition. The Treasurer shall render to the President and Executive committee upon request, an account of all transactions and the financial condition of the Coalition. The Treasurer shall perform other such duties as may from time to time be assigned by the President or Executive Committee. The Treasurer shall be an active member of the Advocacy and Funding Committee.

Article VI – Committees

Section 1. The business of the Coalition will take place within its committees and all Active Members are expected to select the committee or committees on which they wish to serve during any given year.

Section 2. The standing committees of the Coalition are executive, governance, education and communication, advocacy, and AE Lane Recruitment. Other Task Forces may be formed on an ad hoc basis as needed.

Section 3. Committees are chaired by Active Coalition Members chosen by the Executive Committee at the annual meeting.

Section 4. The term of service for the committee chairs shall be for the year subsequent to their appointment with an option to serve a second year consecutively and shall commence immediately upon installation, which shall be at the close of the Annual Business Meeting.

In the event a chair cannot complete a term, the Executive Committee shall appoint a replacement to complete the term of office.

Section 5. No member shall hold more than one committee chairmanship at a time.

Section 6. The Executive Committee shall be composed of the four (4) elected officers and the chairs of the standing committees. Its duties shall be to supervise affairs of the Coalition between business meetings, advise the President of issues affecting the Coalition, carry out any advisory functions given it by the President, and report on its

activities during regular Coalition meetings. The Executive Committee shall function as the Nominating Committee.

Section 7. Governance: The Governance Committee shall be the keeper of the Bylaws. The committee shall review and recommend proposed changes to the coalition as a whole.

Section 8. The Education and Communication Committee shall be responsible for planning all the Coalition's educational programs and workshops. It shall promote culture change enhancements statewide through presentations, preparing tables for conferences, and partnering with other organizations. The committee shall submit a written report on its activities for the year at the annual meeting.

Section 9. The Advocacy Committee shall serve as the Funding Committee. The Advocacy Committee shall be responsible for coordinating efforts to develop collaborative partnerships and advance public policies that support the mission and vision of the Maine Culture Change Coalition/LANE.

Section 10. AD HOC Task Forces may be created as necessary. The Coalition President shall appoint the Chairpersons of such committees and the committees shall function for the time required to accomplish their purposes.

Section 11. AE LANE Recruitment: The Advancing Excellence LANE Recruitment Committee shall be responsible for recruitment of NF/SNF facilities to register for the Advancing Excellence in America's Nursing Homes Campaign. This committee will promote the quality improvement resources and tools offered by the Advancing Excellence Campaign and provide assistance to those registered for the campaign.

Section 12. The Coalition President shall be an ex-officio member of all committees.

Article VII – Meetings

Section 1. Annual Meeting

There shall be an Annual Meeting of the Coalition, held prior to the beginning of the Fiscal Year, at which time the Coalition will review membership, receive committee reports, develop annual goals, and other business.

Section 2. Meetings

Meetings of the Coalition shall be held at least quarterly. Meetings may take place in person or by electronic means.

Article VIII – Fiscal and Procedural Policies

Section 1. Fiscal Year

The Coalition's fiscal year shall be from July 1st to June 30th.

Section 2. Conflicts

No one may profit financially from membership in the Coalition by sales or solicitation at meetings or workshops, without prior approval of the Coalition. Officers will disclose any actual or potential conflicts of interest to the Executive Committee.

Section 3. Decision Making

In the spirit of the Maine Culture Change Coalition/LANE vision, all Coalition business shall be conducted based on the philosophy of mutual respect. Simple majority rules will apply. Coalition Members are entitled to one vote per member.

Section 4. Voting

Voting on the business of the Coalition may be conducted by those members in attendance at the meeting either in person or by teleconference. Proxy voting via email is permissible.

Section 5. Communications

The Maine Culture Change Coalition/LANE has adopted a Logo which should be used in all communications. Changes to the logo must be approved and voted by the membership.

Documents bearing the Maine Culture Change Coalition/LANE logo or other communications representing the Coalition to external audiences shall follow the communications oversight policy. See following procedural policies.

Article IX – Amending the By-laws

The Coalition members may propose a by-law amendment to the Governance Committee at any regular meeting of the Coalition. Proposed changes shall be circulated to all the Coalition Members at least 14 days before the vote is taken. The vote will be taken at the next meeting of the Coalition. A majority vote of the members present at the meeting or by proxy email shall be required.

Maine Culture Change Coalition/LANE Procedural Policies

Communication Oversight Policy

Communications representing the Coalition to external audiences shall adhere to the following communication oversight policy:

- All communications developed by members of the Coalition/LANE shall be approved by the President or designee prior to distribution.

- When representatives of our Coalition speak or write on behalf of the Coalition/LANE they will adhere to our mission, visions and goals. This includes but is not limited to social media, testifying, letter writing, etc.
- Written communications will include both the Maine Culture Change Coalition/LANE and the Advancing Excellence campaign logos. Color choice for the Maine Culture Change/Lane logo is up to the individual organization.

Adopted by Coalition on May 6, 2010.
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Approved April 4, 2011
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