



Supporting dignity, respect, choice and self determination in long-term care

MINNESOTA CULTURE CHANGE COALITION ACCORD

ARTICLE I – NAME

The name of this Coalition shall be Minnesota Culture Change Coalition.

ARTICLE II – VISION

The Minnesota Culture Change Coalition will collectively foster a person-centered and directed model of care in Minnesota. This philosophy offers individuals who live and work in long-term care settings, supportive communities that uphold individual dignity and respect and enable choice and self-determination. The Coalition's initial focus and activity will be on nursing home settings and care.

ARTICLE III – PURPOSE

- 1) To encourage person-centered and directed models of care.
- 2) To support educational programs that foster the vision.
- 3) To support and encourage efforts of organizations with shared visions
- 4) To advance public policies that further the vision.
- 5) To develop collaborative partnerships to advance the vision

ARTICLE IV – MEMBERSHIP

Section 1. Membership in the Minnesota Culture Change Coalition is organizational. Organizations with interest in membership should notify the Coalition in writing 30 days prior to the Annual Meeting.

Coalition Membership

Based on the original founding of the Minnesota Culture Change Coalition, Coalition Membership will be comprised of six categories:

- Provider Associations
- Provider Facilities
- Consumer Advocacy Organizations
- Government Organizations
- Quality Improvement Organizations
- Educational Organizations

Membership from any one category shall not exceed twenty-five (25) percent of Coalition Membership.

Coalition Memberships follow organizations, not individuals and in the case of the primary representative's absence, members are encouraged to send a representative from their organization to attend Coalition meetings.

Any person representing an organization, regardless of race, creed, sex, color, national origin, religion, disability, marital status, sexual orientation or status with regard to public assistance, may represent an organization.

Section 2. Coalition Member Responsibilities

Dues. Dues will be established by the Coalition annually.

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

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

ARTICLE V – CONVENORS & REPRESENTATIVES

Section 1. The Minnesota Culture Change Coalition shall elect Coalition Members to facilitate the business of the Coalition. These positions shall include Convener and Financial Representative.

I. Convener

Responsibilities of the Convener shall include convening Coalition meetings, coordinating meeting agendas and logistics, engaging and serving as contact for outside meeting facilitators when needed, and recording and distributing meeting summaries.

II. Finance Representative

Responsibilities of the Finance Representative shall include custody of records and funds for the Coalition and collection of annual membership dues.

ARTICLE VI – COMMITTEES

Section 1. Creation

Committees will be chartered on an ad hoc basis by the Coalition.

Section 2. Committee Leadership

All committees shall be convened by Coalition Members. Committee participation may include non-Coalition members.

ARTICLE VII – MEETINGS

Section 1. Annual Meeting

There shall be an Annual Meeting of the Coalition, generally the first meeting of the fiscal year, at which time the Coalition will review membership, dues, convener, financial representative, committees, finances, 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 January 1st to December 31st.

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.

Section 3. Decision Making

In the spirit of the Minnesota Culture Change Coalition vision, all Coalition business shall be conducted based on the philosophy of mutual respect and consensus decision-making. If, after due discussion consensus cannot be reached, a vote will be taken. Simple majority rules will apply. Coalition Members are entitled to one vote per organization.

Section 4. Voting

Voting on the business of the Coalition may be conducted via electronic means.

Section 5. Communications

Documents bearing the Minnesota Culture Change Coalition logo or other communications representing the Coalition to external audiences shall follow the communications oversight policy.

ARTICLE IX – AMENDING THE ACCORD

The Coalition may propose an amendment to this Accord by resolution at any regular meeting of the Coalition. Proposed changes shall be circulated to all the Coalition Members before the vote is taken. A majority vote of the members shall be required.

MINNESOTA CULTURE CHANGE PROCEDURAL POLICIES

Communication Oversight Policy

Documents bearing the Minnesota Culture Change Coalition logo or other communications representing the Coalition to external audiences shall adhere to the following communication oversight policy:

- The Committee that developed the document will e-mail the document to the full Coalition, seeking approval of the document by a specified date and time.
- Approval is defined as being able to support the document, even if it is not worded in accordance with each Member's first choice.
- Failure to respond to the e-mail by the identified deadline will constitute implicit approval by a Coalition Member.
- If all Coalition Members approve the document, the Committee is free to publish the document.
- If full approval is not obtained, the Committee will propose alternative language based on feedback obtained by Coalition members and attempt to seek consensus on the revised document. If consensus is obtained, the Committee is free to publish the document.
- If full approval of the revised document is not obtained, the Committee may seek majority support, at which point the document can be published by the Committee.

Adopted by Coalition on June 12, 2007.