



Policies and Procedures

History of the Petersburg Wellness Consortium

The Petersburg Wellness Consortium (PWC) was launched in Fall 2012 by Dr. Maghboeba Mosavel, Associate Professor in the Department of Health Behavior and Policy at Virginia Commonwealth University in the School of Medicine and Dwala Ferrell formerly of Pathways, Inc. This academic-community partnership, known as the WE Project was established to address obesity in Petersburg. Support for the WE Project and the academic-community partnership was funded by the National Institute on Minority Health and Health Disparities (1R24MD008128). It was the work of this partnership, and in particular, the WE Community Health Leadership Council that provided the impetus, support, and time to ensure the sustainability of the PWC. Members of the Leadership Council included: Virginia Commonwealth University, Pathways, Crater Health District, Virginia State University - Cooperative Extension Services, The Cameron Foundation, Petersburg YMCA, Petersburg Parks and Leisure Services, the Black Nurses Association, Community Gardens Network, and Mama Ruth's Meals.

The PWC was launched after several community meetings were held by the WE project in the Spring of 2012. During these meetings, diverse community stakeholders, including residents, gathered to determine a health priority for the WE research project. These community meetings were well attended and highly engaged. After the community input was incorporated and the WE research grant submitted, Dr. Mosavel decided to launch the PWC independent from the WE project. The PWC was established with the recognition that it is important to “build something” that lives on beyond a research project. Petersburg community and community organizations’ enthusiasm and strong commitment clearly indicated a need for a consortium that would work towards being the umbrella organization for health and wellness in Petersburg. And so, the PWC was formed.

From 2013 to April 2015, the work of the PWC was supported by the WE project, the Leadership Council, and the many volunteers and community organizations who provided countless hours of their time towards improving health outcomes in Petersburg. In May 2015, a steering committee was assembled and received coaching from the Robert Wood Johnson Foundation. Since 2015, a steering committee has formally led the PWC. The Steering Committee (Leadership Team) consisted of Maghboeba Mosavel (Chair: Virginia Commonwealth University); Valerie Liggins (The Cameron Foundation); Tiffany Cox (Crater Health District); Debbie Jones (Cooperative Extension Services) and Mike Roberts (Petersburg YMCA). The work of the steering committee has been extensive. Since 2015, under the leadership of Dr. Maghboeba Mosavel, the steering committee worked diligently to solidify the structure of the Petersburg Wellness Consortium (PWC) and to brand the identity of the organization as one that is focused on impacting health and health outcomes in the City of Petersburg using the lens of the social determinants of health.

Jan O'Neill, Coach, County Health Rankings and Roadmaps Project (funded by the Robert Wood Johnson Foundation), provided guidance in identifying strategies for building the structure of the PWC. Through the coaching meetings, the steering committee determined that engagement of the Petersburg City leadership, non-profit organizations, and community residents was the key first step in the process. To this end, the steering committee and the Petersburg Wellness Consortium hosted the I AM Petersburg Stakeholder's Forum in collaboration with the



City of Petersburg. The forum was well attended with over 70 attendees representing the sectors of government, health, human services, education, criminal justice, business, and community. The key questions addressed in the summit focused on (1) Where does the individual, organization, and leadership in attendance see themselves or their organization in the broad picture of improving health in the City of Petersburg, and (2) What is the collective potential of the individuals and organizations present to create improved health for all in the City of Petersburg?

The Forum illustrated both the strengths and challenges faced by the steering committee. The task of speaking with a unified voice on how to address health indicators was vigorously debated. Never-the-less, one outcome of the Forum was a shared belief among the majority of attendees and the steering committee that policy change and health education are important investments that are needed in the City of Petersburg.

The steering committee with the support of the majority of the PWC membership also worked to solidify the organization through: (1) the creation and adoption of the organizations by-laws; (2) the formation of three work groups: chronic disease, youth health and wellness, and oral health integration; (3) the development of the PWC website; (4) the election of the first leadership team: Chair, Theresa Caldwell, Vice-Chair, Annie Mickens, Secretary, Rachel Beck-Berman and Treasurer, Katelyn Schifano; (5) the development of the policies and procedures for the PWC; (6) co-sponsoring the City of Petersburg Healthy and Equitable Communities Workshop, which resulted in technical assistance opportunities to assist the workgroups in strategic planning; and (7) the first Petersburg Wellness Consortium Annual report distributed in 2017. Furthermore, under the guidance of Dr. Mosavel, the steering committee secured funding through the Robert Wood Johnson Foundation and the Dentaquest Foundation to assist with the continued work of the PWC.

Vision

We envision Petersburg residents living in excellent health and wellness.

Mission

To improve Petersburg's health and wellness by optimizing resources and partnerships.

Purpose

The Petersburg Wellness Consortium is an alliance of community partners and stakeholders. The PWC provides an opportunity to build a local, well-represented coalition that can maximize existing resources, and help to establish a shared agenda to reduce health disparities.

The Guiding Principles

Community Engagement, Collaboration, and Partnerships.



Goal

The goal of the PWC is not to embark on individual projects, but to work with partners across all sectors doing work in the City of Petersburg to establish shared agendas while maintaining each organization's unique identity, mission, and tasks. The PWC seeks to emphasize:

Education and Advocacy: Building a Culture of Health through capacity building of organizations, businesses, educational institutions, faith-based entities and other health promoting agencies, and building an infrastructure for communication that can consistently inform the public.

Health: Building a Culture of Health that will have strategies and activities that align with the data, and in the long term yield improved health outcomes and enhance better health choices for residents of the City of Petersburg.

Policy: Building a Culture of Health and working with all relevant stakeholders including lawmakers to address health indicators.

The PWC has established three areas of focus: **Chronic Disease, Oral Health Disparities and Youth Health and Wellness**. The overall goal of the workgroups is to collectively establish a culture of health and wellness in the City of Petersburg within the context of addressing the social determinants of health within the areas of focus. The goal of the PWC is not to embark on individual projects, but to work with partners across all sectors working in the City of Petersburg. The PWC seeks to establish shared agendas with partners, while understanding each organization's unique identity, mission, and tasks. The PWC will strive to identify shared measurements of indicators and coordinate activities in Petersburg through mutually agreed upon plans of action. This will be accomplished through the workgroups as supported by the community data for the City of Petersburg.



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Operations



Meetings

The Petersburg Wellness Consortium is an alliance of community partners and stakeholders committed to reducing health disparities and raising the overall level of wellness in Petersburg. The Petersburg Wellness Consortium (PWC) operates as a non-profit initially under the fiscal sponsorship of Pathways. The fiscal year for the Petersburg Wellness Consortium is January-December. General meetings are hosted monthly January through October, with no meeting held in July.

The Annual Meeting is hosted during the month of October. The Annual Meeting will address leadership changes and strategic plans for the organization, preparation for the annual report to be distributed the next fiscal year at the first general meeting scheduled, accomplishments, highlight planned initiatives completed, officers to be elected to the Board (as scheduled in the Bylaws), offer a budget or explanation of current funding, and special presentations at the discretion of the Board.

A quorum to conduct business at a PWC meeting will occur with the presence of a simple majority of the voting members in attendance of a general or special meeting. In convened Board Meetings, the presence of two-thirds of the PWC Board of Directors will be a quorum and sufficient to conduct business. Any quorum of the Board of Directors must include either the Chair or Vice Chair in attendance.

Special meetings are held as outlined in the PWC Bylaws 2016.

Agenda

The agenda for the Petersburg Wellness Consortium (PWC) meetings should be completed at least two weeks prior to the next scheduled meeting and distributed to the membership by e-mail. The agenda template should always be used for consistency.

The agenda for the meeting should be established by the Executive Committee of the Board (Chair, Vice-Chair, Secretary, and Treasurer) with input from the PWC membership. The agenda document should include the date and time of the scheduled meeting, the location, and the mission and vision of PWC. The agenda items for discussion, the purpose, the presenter responsible for the content and the time allotted for the discussion should be completed on the template. The PWC Board Chair is responsible for conducting the meeting and following the agenda as outlined.

General Body Meeting

- Opening Activities (optional)
- Organization business/Officer reports
- Community Snapshot: Emphasis on health and wellness data highlights and discussion (relevant data that is locality specific)
- Presentation: Non-profit organizations, schools, health department, etc., as selected by the Board.



- Announcements
- Workgroup reports
- Workgroup meetings: Chairs of the workgroups set the agenda

Board Meetings

- Chair sets the agenda for all meetings
- Agenda set in consultation with Board members

Community Fellowship Meetings

- Agenda set by the Board
- Held outside of the regular general meeting times, unless decided otherwise by the Board, and include a flexible agenda that includes a speaker and discussion on the health and wellness of the community. Dinner/refreshments served at Community Fellowship meetings.

Minutes

The minutes for the Petersburg Wellness Consortium (PWC) should be recorded by the Secretary or their designee. The template for the minutes should always be used for consistency and include the date and time of the meeting, attendance at the meeting, the location of the meeting and the vision and mission of PWC.

The minutes should identify the topic discussed, the actions that will result from the discussion, the person responsible for the implementation of the action and the deadline for executing the task. The minutes should be completed, edited as needed, and distributed to the membership within two weeks of the completion of a bi-monthly meeting.

Membership, Dues and Voting

Membership in the PWC will be renewed and updated annually. Active members are responsible for the payment of dues to offset the expenses of the PWC. Dues will be \$25 per organization and \$10 per individual membership, paid yearly. Individual dues can be waived by the Board, if the individual requests a waiver due to financial hardship. Dues will be used to support the work of the Board and Committees. The funds will be kept in an account designated for the PWC Board with access by the backbone agency, the Treasurer and Board Chair. The PWC shall accept financial support in the form of gifts, grants, donations, contracts and in-kind contributions through its lead agency, or through any other organization or individual member in good standing, as long as the gift, grant application, donation, solicitation, or contract obligation is approved in advance by a majority of the Board. Only members with a paid membership can solicit funding support from the PWC for a project or initiative.

Full membership is demonstrated by evidence of commitment by application, financial commitment, and attendance in at least 50% of the full membership meetings and/or workgroup



meetings. Active members, without the financial standing, can participate in the meetings and participate on one or more of the workgroups. Only members in full membership status are eligible to vote. All members may attend meetings, receive mailings/e-mails and serve on committees. Active members who do not have full membership status, do not have voting privileges. A voting member is an organization or individual who successfully meets the attendance requirement, meets the financial obligation and represents an organization or individual interests. Each member organization may have only one lead member that shall be designated the voting member. Individual members vote on behalf of the individual. If the voting member is unable to attend a meeting, the organization or individual may designate an alternate to vote in the primary attendee's absence, or send a proxy form, for voting on the organization's behalf and represent the member on the attendance rolls. The Secretary of the Board will record one vote for each member organization, and one vote for each individual member.

Membership Duties

Member responsibilities include, but are not limited to:

- Attending general and workgroup meetings.
- Actively participating in a minimum of one workgroup.
- Organizations and individuals must have an active interest in health and wellness and be open to addressing health disparities from a broader health lens.
- Assisting the PWC with continuing education opportunities to inform the work of organizations, individuals, committees and workgroups in the City of Petersburg.
- Providing resources to the PWC in the form of dues, monetary donations and in-kind support.

Membership Dues

Member dues will offset the expenses of the PWC.

Active membership	Organization	\$25/year
	Individual**	\$10/year

****Individual membership dues** can be waived by the PWC Board if the individual requests a waiver due to financial hardship.

Voting

Only active membership has voting privileges. Organizations must designate one representative on record as their primary attendee who will serve as its voting member, but more than one member may attend the meetings.

The organization or individual must successfully meet these qualifications to be able to vote:

- Attendance in at least 50% of the meetings and/or workgroup meetings.
- Membership dues paid.



The annual membership covers the time frame of January through December. The updating of the membership roster will begin upon the completion of the annual meeting which is hosted in October.

The secretary is responsible for maintaining a list of eligible voters

Membership Invoice

Only active membership has voting privileges. Organizations must designate one representative on record as their primary attendee who will serve as its voting member, but more than one member may attend the meetings.

Parliamentary Procedures

All meetings will be conducted in accordance with the latest revised edition of Robert Rules of Order except where contrary to the bylaws or any standing rule.

Leadership

PWC operates under the leadership of a Board of Directors, elected as outlined in the Bylaws. The Officers are the Chair, Vice Chair, Secretary, and Treasurer. The Work Group Chairs join the officers for votes constituting Board decisions. The Immediate Past Chair attends meetings, but has no voting privileges.

Each Work Group has a maximum of two Co-Chairs, with one of them being an individual who lives or work in the City of Petersburg. In the event of a Work Group having a lone Chair, that individual is not required to be a Petersburg resident. However, that individual may serve without a resident Co-Chair for a maximum period of 12 months. If that lone Chair is a Petersburg resident, that individual may serve without a Co-Chair for a maximum period of 18 months.

The Board can vote to release up to \$250.00 in PWC funding without a vote of the full membership.

Roles of PWC Board of Directors

Officer Position	Role	Qualifications
Chair	<ul style="list-style-type: none">• Preside over general meetings, special meetings and PWC Board meetings.• Maintain and/or expand the current work of the PWC membership with assistance from other elected officers, members and staff.	<ul style="list-style-type: none">• Adhere to the PWC mission and bylaws.• Demonstrated commitment to improving the health and



	<ul style="list-style-type: none"> • Develop the agenda of the PWC organization with assistance from the PWC Board, and ensure continuing education opportunities are available to the members. • Contact and coordinate with the Chairs of the workgroups about their responsibilities. • Serve as the liaison for the Board of Directors and workgroups, and ensure the development of goals and objectives of each workgroup and the submission of workgroup reports to document successes and challenges. • Work with the PWC Board to ensure the correct administrative protocols are in place, and the responsible parties are aware and understand their role in the process. • Promote collaboration and collective impact models to address health disparities. • Represent the PWC in the community with the assistance of PWC Board members and the Coalition Coordinator. • Coordinate with other elected members to ensure roles and protocols are being followed. • Model fairness, sensitivity and confidentiality and openness to diverse opinions and points of view. 	<p>wellness of residents in the City of Petersburg.</p> <ul style="list-style-type: none"> • Possess strong leadership and organizational skills. • Be familiar with or willing to learn principles of parliamentary procedures.
Vice Chair	<ul style="list-style-type: none"> • Preside over general meetings and Executive committee meetings in the absence of the Chair. • Perform other duties as directed by the Chair. • Support the agenda of the PWC organization, and assist to ensure continuing education opportunities are available to the membership. • Promote collaboration and collective impact models to address health disparities. • Model fairness, sensitivity, confidentiality and openness to diverse opinions and points of view. 	<ul style="list-style-type: none"> • Adhere to the PWC mission and bylaws. • Demonstrated commitment to improving the health and wellness of residents in the City of Petersburg. • Possess strong leadership and organizational skills. • Be familiar with or willing to learn principles of parliamentary procedures.
Secretary	<ul style="list-style-type: none"> • Serves as secretary to the PWC general meetings, special meetings and PWC Board meetings. • Assists with agenda layout and distribution. • Notifies members of upcoming meetings at least two weeks in advance. • Locates and secure facilities for PWC general meetings. • Records meeting minutes, and distributes electronically to members within two weeks of meeting. • Works with workgroups to compile reports submitted in ongoing preparation for the annual report. 	<ul style="list-style-type: none"> • Adhere to the PWC mission and bylaws. • Demonstrated commitment to improving the health and wellness of residents in the City of Petersburg. • Possess strong leadership and organizational skills. • Strong time management skills, and proficiency with the appropriate software to assist with the creation and/or



		<p>maintain of the documentation for the PWC.</p> <ul style="list-style-type: none"> • Be familiar with or willing to learn principles of parliamentary procedures.
Treasurer	<ul style="list-style-type: none"> • Collects dues and maintains financial records. • Prepares financial reports for the membership. • Works with Backbone agency and the Executive Committee to prepare annual budget. • Works with workgroups to compile reports submitted in ongoing preparation for annual report. 	<ul style="list-style-type: none"> • Adhere to the PWC mission and bylaws. • Demonstrated commitment to improving the health and wellness of residents in the City of Petersburg. • Possess strong leadership and organizational skills. • Proficiency in basic cash accrual accounting procedures a plus. • Be familiar with or willing to learn principles of parliamentary procedures.
Past Chair	<ul style="list-style-type: none"> • Assist with the Board Orientation and Onboarding Process for Board Leadership. • Promote collaboration and collective impact models to address health disparities. • Coordinate with the Chair to ensure roles and protocols are being followed. • Model fairness, sensitivity and confidentiality and openness to diverse opinions and points of view. 	<ul style="list-style-type: none"> • Adhere to the PWC mission and bylaws. • Demonstrated commitment to improving the health and wellness of residents in the City of Petersburg. • Possess strong leadership and organizational skills. • Strong time management skills, and proficiency with the appropriate software to assist with the creation and/or maintain of the documentation for the PWC. • Be familiar with or willing to learn principles of parliamentary procedures.



Nominations and Elections

Every two years, or as needed, the PWC Board officer's will open for nomination. Nominations for leadership will begin during the month of **August** of an election year in preparation for the vote by the PWC membership at the annual meeting in **October**.

Nominations must be submitted in writing via the Board Member Nomination form or by e-mail answering the questions on the nomination form, and must be accompanied by a brief résumé. Assistance by PWC leadership must be offered to the general public regarding the completion of the nomination forms and resumes to ensure diversity in representation. Completed nominations forms should be submitted to leadership of the PWC two weeks prior to the scheduled annual meeting. Individuals nominated or self-nominated must be prepared to present their qualifications to membership in a brief five minute statement to the PWC membership at the annual meeting. Voting will take place upon the completion of the presentations. Announcement of the new leadership will be presented at the annual meeting with the new representatives taking the leadership helm at the first scheduled PWC meeting of the next fiscal year.

The Board must consist of an odd number and a minimum of nine members. The remaining at large seats will comprise of residents and stakeholders living and/or working in the Petersburg community. Some of the individuals elected or appointed to the Board of PWC may fulfill more than one role on the Board. All Board members must be in good membership standing.

Individuals nominated for the Board must:

- Must officially accept the nomination
- Must be in good standing
- Must submit their résumés to the Secretary for dissemination to the membership for review within 14 days of completion of the meeting
- Will have the opportunity to present their qualifications to the membership at the Annual meeting and to receive questions from the membership with the total time not to exceed five minutes per candidate.

The Board of Directors roster to be presented at the annual meeting:

PWC Chair	Elected
PWC Vice Chair	Elected
PWC Secretary	Elected
PWC Treasurer	Elected
PWC Youth Health and Wellness Workgroup Chair	Appointed
PWC Chronic Disease Workgroup Chair	Appointed
PWC Oral Health Integration Workgroup Chair	Appointed
Petersburg Resident	Appointed
Petersburg Resident	Appointed
Crater Health District Representative	Appointed
Virginia Commonwealth University Representative	Appointed
Past Chair	No voting privileges



Committees/Workgroups

Workgroups meetings will be held at the discretion of the Chairs. The Leadership team is responsible for staying in communication with the Chairs to ensure that supports are in place to assist the Chairs in their roles.

The workgroups will be responsible for developing the goals, objectives and action plans for the area of focus. The Chair shall recommend committees or task forces as needed to further the purpose of the consortium. Each committee will be chaired by a member of the Board, along with a Vice Chair, which shall be appointed from the Board or General membership.

The Chair of any active committee shall report to the General Membership at each coalition meeting and to the Board as requested. Workgroup chairs are responsible for presenting their action plan, timelines and workgroup membership list to the full PWC membership at the meeting designated by the Board.

Committee Rules

1. All committee Chairs, or their designee, will serve as a member of the PWC Board of Directors.
2. Members must act for the benefit of health and wellness of the City of Petersburg as a whole, and not for individual organizations or for individuals.
3. Ad hoc committees may be established by the PWC Board of Directors, as deemed appropriate, for limited and specific purposes to advance the mission of the PWC.

Committees

Youth Health and Wellness	This area is focused on prevention strategies and management of the health and well-being of their children and teens living in the City of Petersburg.
Chronic Disease	This broad area will address and seek to reduce health disparities that will prevent obesity, diabetes, heart disease and stroke.
Oral Health Disparities	This area will focus on reducing or alleviating oral health disparities amongst those disproportionately affected by the burden of disease. Oral health focuses on the multiple factors within a system or community that contributes to continued disparities and lack of access.

Personnel

The Board maintains a consultant for online/marketing services. The Board presents this position and the associated funding to the full membership for a vote every two (2) years.



PWC's regular operations are executed by a Director who is hired by, and works under the supervision of, the Board. This is a Part-Time position that does not exceed 20 hours a week, however, there may be special events that necessitate more of this person's time. In that situation, a separate agreement will be executed to compensate that person for their time.

The Director's duties include, but are not limited to:

- Maintaining communication between PWC member organizations and individuals.
- Developing and disseminating meeting schedules, notifications, and minutes (Board, General Body, Work Groups, Special Committees).
- Working with online/marketing consultant on meeting notifications, as well as website and social media content.
- Developing, gathering and disseminating PWC member-supported information to the organization's e-list.
- Attending all General Body Meetings, and Board Meetings as requested.
- Supporting PWC participation in community events.
- Maintaining organization's filing system.
- Other duties as assigned.

If the Director position is vacant, those duties shall be fulfilled by members of the Board and/or Board designees.

Human Resource/Personnel Filing Procedure:

Each folder will be filed in a secure location. Personal information will not be shared with anyone outside of the Board.

- Each employee will have a folder. It will include contact information, signed contract and salary details, invoices, attendance records, and performance reports.
- Each contractor will have a folder. It will include contact information, signed contract and salary details, invoices, and performance reports.

Operational Tasks

Monthly

- Board Meeting: Create agenda; notify Board Members of meeting date, time, location, and agenda (Board Chair, Coordinator/Director or Board Chair does notification). Meeting is held as scheduled. Subject to change at call of the Chair.
- General Body Meeting: Create agenda; notify Members and Partners of meeting date, time, location, and agenda (Board Chair, Coordinator/Director or Secretary does notification). Meeting is held as scheduled. Subject to change at vote of the Board.
- Work Groups Meet: Create agenda; notify Members and Partners of meeting date, time, location, and agenda (Co-Chairs, Coordinator/Director, Co-Chairs, or designee do notification). Meeting is held as scheduled. Subject to change at call of the Co-Chairs.
- Treasurer Reports. During Board and Full Body Meetings.



- Funds Dispersed. Payments to vendors, reimbursements. All payments require appropriate form, invoice, and or receipt submitted to Treasurer. Payments made within 45 days.

Quarterly

- Quarterly financial statements submitted to the Board.
- Board reports, including Work Group updates.

Annually

- Report of the Board Chair. Presented during first meeting of the new year.
- Votes on issues, actions, and leadership, as appropriate. During the Annual Meeting in October.
- Review of finances.
- Review of membership.
- Renew any memberships and fees, as appropriate.
- File insurance and legal forms, as appropriate.

Special Events

PWC supports a wide range of community events. These events are usually sponsored by one of our member organizations, or civic institutions. Events are brought to the attention of a member, Work Group, or Board Member. Special meetings are held as outlined in the PWC Bylaws 2016

The nature and level of participation requested will dictate the approval process. If participation includes PWC financial support of up to \$250.00, a vote of the Board is required. If PWC financial support of more than \$250.00 is requested, a vote of the full membership is required.

Work Groups are allotted a budget every year. They have their own process for evaluating sponsorship requests. The Work Group must complete a form provided by the Treasurer which details the requested support, and their reason for approving the support. The Board votes on the request. Requests must be submitted at least 21 days before the funds are needed, not including weekends and holidays.

All recipients of PWC support must acknowledge that support in printed and/or online promotional communications, when sponsorships are acknowledged.

The fiscal year for the Petersburg Wellness Consortium is January-December. General meetings are hosted bi-monthly during the months of February, April, June, August, October and December.

The annual meeting is hosted during the month of October. The annual meeting will address leadership changes and strategic plans for the organization and preparation for the annual report to be distributed the next fiscal year at the first general meeting scheduled.

Whistleblower Policy



A whistleblower policy encourages staff and volunteers to come forward with credible information on illegal practices or violations of adopted policies of the organization, specifies that the organization will protect the individual from retaliation, and identifies those staff or board members or outside parties to whom such information can be reported.

The Petersburg Wellness Consortium (PWC) Code of Conduct requires directors, officers, members, and personnel/contractors to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As members and representatives of PWC, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

It is the responsibility of all directors, officers and employees to comply with the Code and to report violations or suspected violations in accordance with this Whistleblower Policy.

Definition: One who reveals wrongdoing within an organization to the public or to those in positions of authority.

Retaliation

No director, officer or member who in good faith reports a violation of the Code shall suffer harassment, retaliation, or adverse membership or employment consequence. A member who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including permanent termination of membership, or employment/severance of contract as appropriate. This Whistleblower Policy is intended to encourage and enable members and others to raise serious concerns within the PWC prior to seeking resolution outside of the organization.

Reporting Violations

PWC has an open door policy, and suggests that members share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, a member's Workgroup chair/co-chair is in the best position to address an area of concern. However, if you are not comfortable speaking with your Workgroup co-chair, don't have one, or you are not satisfied with your chair/co-chair's response, you are encouraged to speak with someone on the PWC Board who you feel comfortable approaching. Workgroup chairs/co-chairs are required to report suspected violations of the Code of Conduct to PWC's Compliance Officer, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or uncomfortable with following PWC's open door policy, individuals should contact the Compliance Officer directly.

Compliance Officer^{*}

The PWC Compliance Officer is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, at her/his discretion, shall advise the PWC Chair and/or the audit committee. The Compliance Officer has direct access to the audit committee of the board of directors and is required to report to the audit committee at



least annually on compliance activity. The Organization's Compliance Officer is the chair of the audit committee.

Accounting and Auditing Matters

The audit committee of the board of directors shall address all reported concerns or complaints regarding organizational accounting practices, internal controls or auditing. The Compliance Officer shall immediately notify the audit committee of any such complaint and work with the committee until the matter is resolved.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

*Compliance officer is an ex-officio Board member or designee. Designee is chosen by a consensus of the Executive Committee, and approved by the Membership.

Conflict of Interest

The following Financial Conflict of Interest Policy ("Conflict of Interest Policy") is an effort to ensure that the deliberations and decisions of the Petersburg Wellness Consortium (PWC) are made solely in the interest of reducing health disparities and raising the overall level of wellness in Petersburg, Virginia, and to protect the interests of PWC when the organization and its representatives consider any transaction, contract, or arrangement that might benefit or be perceived to benefit the private interest of a person affiliated with PWC. As used in this Conflict of Interest Policy, a PWC Representative includes any member of the Board of Directors, a Steering Committee member operating their capacity as such, financial advisor, legal counsel, employee, or consultant or member acting in their capacity as a representative of the PWC.

1. **Duty to Petersburg Wellness Consortium.** Each PWC Representative owes a duty to PWC to advance PWC's legitimate interests when the opportunity to do so arises. Each PWC Representative must give undivided allegiance when making decisions affecting the



organization. Similarly, PWC Representatives must be faithful to PWC's nonprofit mission and are not permitted to act in a way that is inconsistent with the central goals of the organization and its nonprofit status.

2. **Gifts.** Any gifts or benefits personally accepted from a party having a material interest in the outcome of a PWC action or decision should be merely incidental to the recipient's role as a PWC Representative and should not be of substantial value. Any gift with a value of \$500 or more, or any gifts with a cumulative value in excess of \$2500 received by an PWC Representative in any twelve-month period from a single source, shall be considered substantial. Cash payments may not be accepted, and no gifts should be accepted if there are strings attached. For example, no PWC Representative may accept gifts if he or she knows that such gifts are being given to solicit his or her support of or opposition to the outcome or content of any PWC decision.
3. **Conflicts of Interest.** The following are examples of conflicts of interest which must be promptly disclosed to the PWC Board of Directors pursuant to Section 4 below by any PWC Representative with knowledge of such conflict of interest:
 - (a) any real or apparent conflict of interest between a donor and a PWC Representative;
 - (b) a PWC Representative's ownership of an equity interest in a business or organization that is or will be the beneficiary of PWC's financial support; and
 - (c) failure to disclose to PWC all relationships between the subject(s) of any PWC reports, or recipients of PWC funding and other forms of support, and any PWC Representative or close relatives of the PWC Representative.

4. **Conflict Procedure:**

- (a) If a PWC Representative or party related to a PWC Representative has an interest in any contract, action or transaction to be entered into with PWC, a conflict of interest or potential conflict of interest exists. Any PWC Representative having knowledge that such a conflict of interest exists or may exist (an "Interested PWC Representative") will so advise the Board of Directors promptly. An Interested PWC Representative will include in the notice the material facts as to the relationship or interest of the Interested PWC Representative in the entity proposing to enter into a contract, action or transaction with PWC.
- (b) Notwithstanding anything herein to the contrary, the Board of Directors may authorize any committee appointed pursuant to the PWC Bylaws (a "Committee") to act in lieu of the Board of Directors in determining whether an action, contract or transaction is fair to PWC as of the time it is authorized or approved by the Committee.
- (c) At any time that a conflict of interest or potential conflict of interest is identified, the President of the Board or a Chair of the applicable Committee will ensure that such conflict of interest is placed on the agenda for the next meeting of the Board of Directors or the Committee, as applicable. The notice of such meeting of the Board of Directors or the Committee, as applicable, will include, to the extent available when the notice is sent, a description of the



conflict of interest matter to be discussed. By notice before the meeting or at the meeting, the directors on the board or the Committee, as applicable, will be advised that a vote will be taken at the meeting and that, in order to authorize the relevant contract, action or transaction, an affirmative vote of a majority of disinterested directors present at the meeting at which a quorum is present will be required and will be sufficient, even though the disinterested directors constitute less than a quorum of the Board of Directors or the Committee.

(d) Reasonable effort will be made to cause the material facts concerning the relationships between the individuals and PWC which create the conflict to be delivered to and shared with the members of the Board of Directors or the Committee, as applicable, prior to the meeting to enable the directors to arrive at the meeting prepared to discuss the issue. In the event it is not practicable to deliver the information prior to the meeting, it will be delivered to the directors at the meeting, and the directors can act upon the matter with the same authority as if notice had been given prior to the meeting.

(e) The Board of Directors or the Committee, as applicable, will invite all parties to the conflict of interest to attend the meeting, to make presentations and to be prepared to answer questions, if necessary. The Board of Directors or the Committee, as applicable, will also invite outside experts if necessary.

(f) At the meeting, providing a quorum is present, the conflict will be discussed to ensure that the directors present are aware of the issues and the factors involved. The interested directors may be counted for purposes of a quorum, even though they may not take part in any vote on the issues.

(g) The Board of Directors or the Committee, as applicable, must decide, in good faith, reasonably justified by the material facts, whether the action, contract or transaction would be in the best interest of PWC and fair to PWC as of the time it is authorized or approved.

(h) All interested directors must abstain from voting and, if necessary, leave the room when the vote is taken.

(i) The Board of Directors or the Committee, as applicable, will maintain a written account of all that transpires at the meeting and incorporate such account into the minutes of the meeting and disseminate it to the full Board of Directors. Such minutes will be presented for approval at the next meeting of the Board of Directors and maintained in the organizational records.

(j) To the extent that the conflict of interest is continuing and the contract, action or transaction goes beyond one (1) year, the foregoing notice and discussion and vote will be repeated on an annual basis.

Personal Loans. Petersburg Wellness Consortium (PWC) may not loan to, or guarantee the personal obligations of, any PWC Representative.



Code of Conduct

Petersburg Wellness Consortium (PWC) is a community-based organization comprised of individual and organizational members committed to raising the overall level of wellness in Petersburg. To that end, we conduct ourselves in a manner that furthers our mission at all times. Participation in the PWC is subject to the observance of PWC rules and procedures.

Respect for All. PWC members, volunteers, staff, and partners respect the individual identity, values, and purpose of every individual or organizational PWC member, as well as those we serve in the community. All individuals in the PWC, those who attend PWC events as well as those where PWC has any level of sponsorship or support, will be treated with respect and served without discrimination of any kind.

Respectful Experiences for All. PWC members, volunteers, staff, and partners will treat each other and those we serve with respect. We will honor differences, allow diversity of opinions, and maintain an established set of rules of decorum during meetings and other events. This includes allowing speakers/presenters to complete their presentations with confidence. Those wishing to engage speakers will follow established protocols for recognition by the speaker/presenter, chair, or other responsible individual managing the floor or event.

Collaboration with Others. PWC members, volunteers, staff, and partners will collaborate and cooperate with other individual, faith-based, nonprofit, governmental, public and private entities when needed in order to serve the needs of the broader community, as long as those entities operate in a manner that respects All.

The activities outlined below are strictly prohibited. Any PWC member, guest, volunteer, staff member, contractor, or vendor who violates this Code is subject to discipline, up to and including revocation of PWC membership for a time to be determined by the Board.

- Abusive language towards a member, volunteer, guest, partner, or any participant in a PWC meeting or event.
- Possession or use of alcoholic beverages or illegal drugs during a PWC meeting or event, or reporting to a PWC meeting or event while under the influence of drugs or alcohol.
- Bringing into a PWC meeting or event dangerous or unauthorized materials such as explosives, firearms, weapons or other similar items.
- Discourtesy or rudeness to a fellow meeting/event member, volunteer, guest, partner, or any participant.
- Verbal, physical or visual harassment of another member, volunteer, guest, partner, or any participant.
- Actual or threatened violence toward any individual or group.
- Conduct endangering the life, safety, health or well-being of others.



- Failure to follow any PWC policy or procedure.
- Bullying or taking unfair advantage of any member, volunteer, guest, partner, or any participant.
- Failing to cooperate with a PWC leadership as appropriate.

Board Performance Evaluation

The members of the Petersburg Wellness Consortium will annually or bi-annually (depending on the term) evaluate the members of the Board. Board members will be assessed on their attendance, participation in meetings, adherence to the roles and responsibilities, leadership in meetings, and level of communication. They will be rated on a 1-5 scale assessing each of these categories, with 1 representing the lowest performance indicator and 5 representing the highest performance indicator. The evaluation will have an open ended section to provide suggestions for improvement.



Financial Management



Fiscal Agent Role

The Backbone Organization is the Fiscal Agent for the PWC and is responsible for providing administrative oversight and back office support for the organization. The Backbone organization helps to manage resources and keep communication among PWC members current.

Fiscal Sponsor (Backbone Organization):

Pathways

1200 West Washington Street

Petersburg, VA 23803

804-862-1104, fax 804-862-1015

www.pathways-va.org

All PWC funding goes to Pathways, and is distributed by, Pathways. This includes membership fees, grants, and financial donations to PWC. PWC makes purchases using our fiscally-sponsored, non-profit status with Pathways. Pathways disburses PWC funds, including but not limited to donations to other organizations, funds allocated to Work Group projects, and reimbursements to PWC members who have made payments or purchases on behalf of the organization. As our Fiscal Sponsor, Pathways handles all federal and state financial reporting requirements.

PWC's elected Treasurer works closely with the Pathways Financial Manager. The Treasurer gives financial reports during General Body Meetings, prepares a quarterly report that is submitted to the Board, and completes an annual report for the organization's files. The Treasurer also distributes and collects forms and receipts required for funds to be released, and is involved in every PWC financial transaction.

The Treasurer maintains forms for membership, and Work Group funding requests.

Fundraising Filing Procedure:

The organization as a whole and individual Work Groups may apply for grants/funding.

- All applications must be approved by the Board.
- Applications must be kept with the organizational files, color- or number-coded.
- Files must include, as appropriate, letter of interest, proposal, contract, report, and all correspondence with funder.
- Applications of which PWC is a partner/named must include an agreement re: PWC acknowledgment and/or partial funding support.

Funding Opportunities



Grant opportunities can be pursued by members who are in full membership status with the written consent of the PWC Board. The grant opportunity should list PWC as a partner, with PWC receiving financial and/or in-kind support from the grant opportunity. The request for support of the grant application should come with a project description and a budget attached with budget justification statements for the PWC Board to review before providing a response to the request.

Workgroup Chairs can request financial support from the PWC Board to support the work of the workgroups. The request for financial support should not exceed \$250. The workgroup chair will need to provide a project description and a budget for the request amount. The request must be approved by the PWC Board before any funds can be designated. Funds may be issued through reimbursement of funds spend or vendor invoices.

Grants Management (for Board Members and Fiscal Agent)

Pre-Award: Grant Management	Identify funding opportunities Proposal Development/Application
Pre-Award: The Grant Lifecycle	Evaluation and Review Budget Preparation and Review Activity Monitoring
Post Award: The Grant Lifecycle	Payments Reporting Amendments Close outs and Audits



Communications



Regular Communication

Newsletter

The PWC Director writes and distributes the newsletter to members on the member contact list once monthly via email. The newsletter includes, but is not limited to, PWC updates and announcements, upcoming events, and previous meeting notes.

The PWC Director should receive information to be included in the PWC newsletter monthly by the date designated by the Director. Information received after this time will be included in the next month's newsletter or as a time-sensitive communication based on the Chair, Vice Chair and/or the Director's discretion. Content for the newsletter can be submitted by members and/or non-members, and is deemed appropriate (or not) by the Director and/or the Chair or Vice Chair.

Meeting Announcements/reminders

The PWC Director will distribute meeting announcements/reminders once monthly, one week prior to the PWC general body meetings via email.

Reports and Updates

The PWC Chair writes, with assistance from workgroup chairs and other board members, the PWC Annual Report. The Chair presents the report during the first full body meeting of the new year. The annual report includes, but is not limited to, workgroup accomplishments, PWC accomplishments, financial gains and expenditures, and activities demonstrating community engagement, collaboration and partnership.

Workgroup Chairs submit quarterly reports to the Board. These reports must include, but are not limited to, workgroup goals, accomplishments, financial expenditures and/or revenue, challenges, resource needs, and activities demonstrating community engagement, collaboration and partnership. Workgroup reports may be presented in person during a regular Board meeting, but must be submitted in writing. (see Appendix)

Website and Social Media

The PWC uses its website and social media accounts to communicate PWC information and appropriate community events, resources and highlights. The Director, or the Board's designee, is responsible for maintenance and updates to the PWC website and social media accounts. The following parameters outline appropriate use of the website and social media accounts:



- Content is updated as needed and appropriate, but no less than once monthly
- Content must align with PWC's vision, mission, purpose and guiding principles, and is deemed appropriate (or not) by the Director or the Board's designee
- Access (i.e. passwords) is limited to the Director, the Board and/or the Board's designee, and must be changed when a new Director or new board members are elected
- No member may create websites or social media accounts bearing PWC's name, logo or any other language or images that identifies association with the PWC without Board approval.

Intermittent and Time-sensitive Communication

Voting Decisions

Voting decisions will be communicated by the PWC Coordinator/Director, Chair, Co-chair, and/or Secretary primarily at PWC general body meetings verbally, and secondarily via email.

Time-sensitive Information

Time-sensitive information is information that is highly relevant for a short period. It includes information that may be of great importance to the community, the PWC and/or its members. It may also include events that are of particular significance or importance for which the PWC had little notice or awareness. Communication of time-sensitive information occurs outside regular communication methods, and is deemed timely and appropriate by the Coordinator/Director and/or the Board. The Coordinator/Director disseminates the information to PWC members, and decides which form of communication is most appropriate.

Branding and Marketing

PWC branding includes the logo, tagline, color scheme, mission, vision, purpose, guiding principles, and/or any other language or images that identifies association with the PWC. Marketing materials are any promotional items that include the PWC branding. The following parameters outline appropriate use of PWC branding and marketing materials:

- The PWC logo is the consortium's most important visual expression and should appear on everything PWC produces and/or sponsors (meetings, events and/or activities involving PWC members or partners that is planned, hosted or financially supported by the PWC)
- Use of the PWC logo by members and non-members must be in alignment with the PWC Bylaws and Policies and Procedures, and must be requested and approved by the Director and/or the Board
- The size of the logo may vary but its proportions must remain the same (e.g. no stretching or cropping)
- The logo should not be merged with other words or images that would constitute an alternate version of the logo
- The logo color scheme should not be changed or altered



- If the color makes the logo difficult to read on some background colors of printed or digital materials, the Board should be consulted for options to address this
- The logo below is the only logo approved for use without further consultation with the Board



- PWC marketing materials are used to promote the PWC mission, vision and guiding principles
- Marketing material inventory is maintained by the Director (e.g. water bottles, T-shirts, pedometers, jump ropes, etc.)
- The Director, Board and/or Workgroup Chairs are responsible for appropriate use of marketing materials

Communication Methods and Responsibilities

The PWC shares information using the following forms of communication: email, verbal, standard mail, website and social media (Facebook, Twitter and Instagram). The PWC Director oversees all forms of communication but may be assisted by the Board, other members, member committees, and/or paid or voluntary staff. Other forms of communication may be presented for approval by the PWC Board and/or its designee.

PWC receives information using the same forms of communication listed above depending on specificities outlined in the PWC Policies and Procedures. The Director is responsible for receiving information and any bi-directional correspondence necessary, with consultation from the PWC Board. PWC contact information includes the following:

Email: pwcpetersburg@gmail.com

Website: <https://www.pwcpetersburg.org/>

Facebook/Twitter/Instagram: @PWCPetersburg

Standard mail: P.O. Box 2410, Petersburg, VA 23804

Telephone: (804) 410-1780

Note: the PWC Secretary, other board members or the Board's designee shall assume communications responsibilities if the Director position is vacant.



Training



Board Governance Training (for Board Members)

Training is provided as needed, and approved by the Board. The Chair, Vice Chair, and/or Director are required to participate in the yearly Roberts Rules of Order training. The Chair, Vice Chair and/or Director will utilize the Train the Trainer model to educate members, and workgroup chairs.

Leadership is advised to utilize the training resources of the National Council of Nonprofits, www.councilofnonprofits.org for core education on board governance and the management of nonprofits. Capacity building resources are also available through The Cameron Foundation, www.camfound.org and the University of Richmond Professional and Continuing Studies, Institute of Philanthropy, <https://spcs.richmond.edu/centers-institutes/philanthropy/index.html>. In addition www.connectva.org and Learning and Leadership opportunities <https://www.cfrichmond.org/Partnering-with-Us/For-Nonprofits/Learning-Leadership> are valuable nonprofit resources sponsored by The Community Foundation for a Greater Richmond.



Appendices



Template for Agenda



**PETERSBURG WELLNESS
CONSORTIUM**
COMMUNITY ENGAGEMENT, COLLABORATION, AND PARTNERSHIPS

Wednesday, MONTH ##, 1:00 - 3:00 pm
Petersburg Family YMCA
120 N. Madison St, Petersburg, VA 23803

Our meetings are public events and may be recorded or photographed.
By attending, you are consenting to having your image and voice being shared with the public.


Topic	Agenda Items	Presenter
1. Icebreaker		
2. Secretary's Report	1) Minutes & Status 2) Outreach (website, blog, etc.)	
3. Treasurer's Report	1) Financial Status 2) Membership	
4. Community Snapshot	TITLE or DESCRIPTION	
5. Presentation	TITLE or DESCRIPTION	
6. Discussion		
7. Announcements	Members as Desired <i>Next Meeting:</i>	
8. Work Groups	Break Out Sessions	
9. Notes		

www.pwcpetersburg.org pwcpetersburg@gmail.com

Vision: We envision Petersburg living in excellent health and wellness.
Mission: To improve Petersburg's health and wellness by optimizing resources & partnerships.

Template for Minutes



 PETERSBURG WELLNESS CONSORTIUM <small>COMMUNITY ENGAGEMENT, COLLABORATION, AND PARTNERSHIPS</small>		Attendance:	
Date/Time: Location:			
Topic	Actions discussion	Responsible Party	Deadline
1. Example	1) Example topic	Example	Example
	2) Example topic a. Sub point b. Sub point	Example	Example
	3) Example topic	Example	Example
	4) Example topic	Example	Example
	5) Example topic a. Sub point	Example	Example
2. Example	1) Example topic	Example	Example
	2) Example topic a. Sub point b. Sub point		
	3) Example topic		
	4) Example topic		
	5) Example topic a. Sub point		
3. Example	1) Example topic		
	2) Example topic a. Sub point b. Sub point		
	3) Example topic		
	4) Example topic		
	5) Example topic a. Sub point		
4. Example	1) Example topic		
	2) Example topic		

Vision: We envision Petersburg living in excellent health and wellness.
Mission: To improve Petersburg's health and wellness by optimizing resources & partnerships

	a. Sub point		
	b. Sub point		
	3) Example topic		
	4) Example topic		
	5) Example topic a. Sub point		
5. Example	1) Example topic		
	2) Example topic a. Sub point b. Sub point		
	3) Example topic		
	4) Example topic		
	5) Example topic a. Sub point		

Vision: We envision Petersburg living in excellent health and wellness.
Mission: To improve Petersburg's health and wellness by optimizing resources & partnerships

Robert Rules of Order

ROBERTS RULES CHEAT SHEET

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count to verify voice vote	"I call for a division of the house"	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled	"I move we take from the table..."	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	No	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).



PROCEDURE FOR HANDLING A MAIN MOTION

NOTE: Nothing goes to discussion without a motion being on the floor.

Obtaining and assigning the floor

A member raises hand when no one else has the floor

- The chair recognizes the member by name

How the Motion is Brought Before the Assembly

- The member makes the motion: *I move that (or "to") ... and resumes his seat.*
- Another member seconds the motion: *I second the motion or I second it or second.*
- The chair states the motion: *It is moved and seconded that ... Are you ready for the question?*

Consideration of the Motion

1. Members can debate the motion.
2. Before speaking in debate, members obtain the floor.
3. The maker of the motion has first right to the floor if he claims it properly
4. Debate must be confined to the merits of the motion.
5. Debate can be closed only by order of the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.

The chair puts the motion to a vote

1. The chair asks: *Are you ready for the question?* If no one rises to claim the floor, the chair proceeds to take the vote.
2. The chair says: *The question is on the adoption of the motion that ... As many as are in favor, say 'Aye'.* (Pause for response.) *Those opposed, say 'Nay'.* (Pause for response.) *Those abstained please say 'Aye'.*

The chair announces the result of the vote.

1. *The ayes have it, the motion carries, and ...* (indicating the effect of the vote) or
2. *The nays have it and the motion fails*

WHEN DEBATING YOUR MOTIONS

1. Listen to the other side
2. Focus on issues, not personalities
3. Avoid questioning motives
4. Be polite

Page 2 of 5

HOW TO ACCOMPLISH WHAT YOU WANT TO DO IN MEETINGS

MAIN MOTION

You want to propose a new idea or action for the group.

- After recognition, make a main motion.
- Member: "Madame Chairman, I move that _____."

AMENDING A MOTION

You want to change some of the wording that is being discussed.

- After recognition, "Madame Chairman, I move that the motion be amended by adding the following words _____."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words _____."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words, _____, and adding in their place the following words _____."

REFER TO A COMMITTEE

You feel that an idea or proposal being discussed needs more study and investigation.

- After recognition, "Madame Chairman, I move that the question be referred to a committee made up of members Smith, Jones and Brown."

POSTPONE DEFINITELY

You want the membership to have more time to consider the question under discussion and you want to postpone it to a definite time or day, and have it come up for further consideration.

- After recognition, "Madame Chairman, I move to postpone the question until _____."

PREVIOUS QUESTION

You think discussion has gone on for too long and you want to stop discussion and vote.

- After recognition, "Madam President, I move the previous question."

LIMIT DEBATE

You think discussion is getting long, but you want to give a reasonable length of time for consideration of the question.

- After recognition, "Madam President, I move to limit discussion to two minutes per speaker."

Page 3 of 5

POSTPONE INDEFINITELY

You want to kill a motion that is being discussed.

- After recognition, "Madam Moderator, I move to postpone the question indefinitely."

POSTPONE INDEFINITELY

You are against a motion just proposed and want to learn who is for and who is against the motion.

- After recognition, "Madame President, I move to postpone the motion indefinitely."

RECESS

You want to take a break for a while.

- After recognition, "Madame Moderator, I move to recess for ten minutes."

ADJOURNMENT

You want the meeting to end.

- After recognition, "Madame Chairman, I move to adjourn."

PERMISSION TO WITHDRAW A MOTION

You have made a motion and after discussion, are sorry you made it.

- After recognition, "Madam President, I ask permission to withdraw my motion."

CALL FOR ORDERS OF THE DAY

At the beginning of the meeting, the agenda was adopted. The chairman is not following the order of the approved agenda.

- Without recognition, "Call for orders of the day."

SUSPENDING THE RULES

The agenda has been approved and as the meeting progressed, it became obvious that an item you are interested in will not come up before adjournment.

- After recognition, "Madam Chairman, I move to suspend the rules and move item 5 to position 2."

POINT OF PERSONAL PRIVILEGE

The noise outside the meeting has become so great that you are having trouble hearing.

- Without recognition, "Point of personal privilege."
- Chairman: "State your point."
- Member: "There is too much noise, I can't hear."

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COMMITTEE OF THE WHOLE

You are going to propose a question that is likely to be controversial and you feel that some of the members will try to kill it by various maneuvers. Also you want to keep out visitors and the press.

- After recognition, "Madame Chairman, I move that we go into a committee of the whole."

POINT OF ORDER

It is obvious that the meeting is not following proper rules.

- Without recognition, "I rise to a point of order," or "Point of order."

POINT OF INFORMATION

You are wondering about some of the facts under discussion, such as the balance in the treasury when expenditures are being discussed.

- Without recognition, "Point of information."

POINT OF PARLIAMENTARY INQUIRY

You are confused about some of the parliamentary rules.

- Without recognition, "Point of parliamentary inquiry."

APPEAL FROM THE DECISION OF THE CHAIR

Without recognition, "I appeal from the decision of the chair."


Rule Classification and Requirements

Class of Rule	Requirements to Adopt	Requirements to Suspend
Charter	Adopted by majority vote or as proved by law or governing authority	Cannot be suspended
Bylaws	Adopted by membership	Cannot be suspended
Special Rules of Order	Previous notice & 2/3 vote, or a majority of entire membership	2/3 Vote
Standing Rules	Majority vote	Can be suspended for session by majority vote during a meeting
Modified Roberts Rules of Order	Adopted in bylaws	2/3 vote

Page 5 of 5



Nomination Form



BOARD MEMBER NOMINATION FORM

Per the PWC bylaws, all nominees are requested to submit a brief resume. If assistance is needed in compiling a resume, please contact any member of the Steering Committee.

Date: _____

Name of **Nominator**: _____

Name of **Nominee**: _____

Name of **Nominee's Organization**: _____

Petersburg Resident (circle one that applies): Yes No

Positions Available (circle one that applies):

Chair Vice Chair Secretary Treasurer

List the unique qualifications of the nominee for this position:

PWC Steering Committee: Tiffany Cox, Debbie Jones, Valerie Luggins, Megh Breche Maxwell, Mike Korborta
 Vision: We envision Petersburg residents living in excellent health and wellness.
 Mission: To improve Petersburg's health and wellness by optimizing resources and partnerships.

What specifically would the nominee contribute to **this position**?:

What would the nominee contribute to **the PWC in general**?:

Please list **3 references** for the nominee:


1) Name: _____ Phone Number: _____
 Relationship: _____

2) Name: _____ Phone Number: _____
 Relationship: _____

3) Name: _____ Phone Number: _____
 Relationship: _____

PWC Steering Committee: Tiffany Cox, Debbie Jones, Valerie Luggins, Megh Breche Maxwell, Mike Korborta
 Vision: We envision Petersburg residents living in excellent health and wellness.
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Membership Form



ACTIVE MEMBERSHIP INVOICE FORM

Per the PWC bylaws, all individuals or organizations who are interested in being an active member are responsible for the payment of dues. An active membership is demonstrated by evidence of commitment by application, financial commitment and attendance in at least 50% of the full membership meetings and/or volunteer meetings (PWC bylaws, pg. 4).

You have received this invoice because you have either participated with the Petersburg Wellness Consortium or have been recommended as someone who may be interested in becoming a member. If you are not the appropriate person in your organization to be contacted, please forward this invoice to the correct person, or respond with the correct contact information. Additionally, if you are no longer interested in receiving communications from the Petersburg Wellness Consortium, please contact: _____

Please print this invoice and send it, along with a check made out to Petersburg Wellness Consortium to:

Name: _____
 Address: _____

Dues are used to support the expenses of the Board and Committee. The funds will be kept in an account designated for the PWC Board with access by the bookkeeper, the Treasurer and Board Chair.

Please see reverse side

PWC Steering Committee: Tiffany Cox, Debbie Jones, Valerie Luggins, Megh Breche Maxwell, Mike Korborta
 Vision: We envision Petersburg residents living in excellent health and wellness.
 Mission: To improve Petersburg's health and wellness by optimizing resources and partnerships.

Date: _____

Individual Membership (\$10)

*Group financial liability will include membership dues can be waived by the Board. Please send requests for a waiver to _____, and you will be contacted by a Board member.

Name of Member: _____

Address: _____

Ward: _____

Phone Number: _____

Email address: _____

Area of Interest (rank 1-3, with 1 being your top choice):

____ Chronic Disease ____ Youth Health & Wellness ____ Oral Health Integration

____ Other (please add detail): _____

Organization Membership (\$25)

Name of Member: _____

Address: _____

Ward: _____

Phone Number: _____

Email address: _____

Primary Voter: _____ Secondary Voter: _____

Area of Interest (rank 1-3, with 1 being your top choice):

____ Chronic Disease ____ Youth Health & Wellness ____ Oral Health Integration

____ Other (please add detail): _____

PWC Steering Committee: Tiffany Cox, Debbie Jones, Valerie Luggins, Megh Breche Maxwell, Mike Korborta
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Credit (Unpaid) Internship Proposal

INTERN: 1 Undergraduate College Student

INTERNSHIP TERM: 1 Semester, may work for more than one semester.

CREDIT: As approved by student's school. Timesheets signed by supervisory PWC Board Member.

PROCESS: Submit résumé, interview, document of assignments/goals (signed by PWC supervisor and intern), evaluation (PWC & school).

ADMINISTRATION: Supervisor(s) TBD. Program documents to be created include, but are not limited to: timesheet/responsibilities checklist, assignments/goals form (above), evaluation form, program description.

POSSIBLE RESPONSIBILITIES MAY INCLUDE:

Come up with icebreakers for at least one semester, prepare them

Assist with Petersburg student meal distribution (summer)

Assist workgroups with planning process

PR/Marketing. Including Social media (send posts to PWC Secretary for approval and posting)

Assist with IT for meetings as needed

Meeting prep: distribute agendas and other materials, greet attendees, note-taking

Coordination for various grantees' meetings, materials and requirements

Support development of procedure documents

Culminating project to be developed by student and PWC supervisor

Develop PWC orientation packet/process

Develop internship guidelines/handbook

Support development of content for PWC website as assigned by PWC supervisor

Youth Health & Wellness activities: planning/prep for recruitment/info session, Coordination of youth participant

Assistance with grant requirements for possible funding sources

Identifying training for youth





Paid Internship Proposal

INTERN: 1 Undergraduate College Student

INTERNSHIP TERM: 1 Semester, may work for more than one semester.

STIPEND: \$800. Distribution: Intern receives half at the midway point, half at the end tied to evaluation.

PROCESS: Submit résumé, interview, document of assignments/goals (signed by PWC supervisor and intern), evaluation (PWC & school).

ADMINISTRATION: Supervisor(s) TBD. Program documents to be created include, but are not limited to: timesheet/responsibilities checklist, assignments/goals form (above), evaluation form, program description.

POSSIBLE RESPONSIBILITIES MAY INCLUDE:

Come up with icebreakers for the year, prepare them

Assist with summer meal distribution

Assist workgroups with planning process

PR/Marketing. Including Social media (send posts to PWC Secretary for approval and posting?)

Assist with IT for meetings as needed

Meeting prep: distribute agendas and other materials, greet attendees, note-taking

Coordination for Oral Health grantees meetings, materials and requirements

Developing procedure documents

Culminating project to develop a program or systems change for the PWC to embark on (*maybe more appropriate level student*)

Develop PWC orientation packet/process

Develop internship guidelines/handbook

Develop content and possibly design for a data page for PWC website

Youth Health & Wellness activities: planning/prep for recruitment/info session, Coordination of youth participant

Assistance with grant requirements for possible funding sources

Identifying training for youth



PWC Workgroup Report Template

Workgroup:

Date:

Submitted by:

Workgroup goals (for the year)

Progress toward goals

Challenges to achieving goals

Other activities demonstrating community engagement, collaboration and partnership

Do you have any resource needs or other pertinent information you would like to share with the Board?



Financial Report

	<i>March</i>	<i>June</i>	<i>September</i>	<i>December</i>	<i>Total</i>	<i>Purpose/Source</i>
<i>Expenditures</i>						
<i>Revenue</i>						

Expenditures Row: Include the total amount of money spent for the quarter under each month for which that quarter's report is submitted. For example, the amount of money included for March should be the total amount of money spent between January and March.

Quarter 1: January – March (report submitted in March)

Quarter 2: April – June (report submitted in June)

Quarter 3: July – September (report submitted in September)

Quarter 4: October – December (report submitted in December)



The total box should include the total spent to date for the year, and should equal the total of all four quarters.

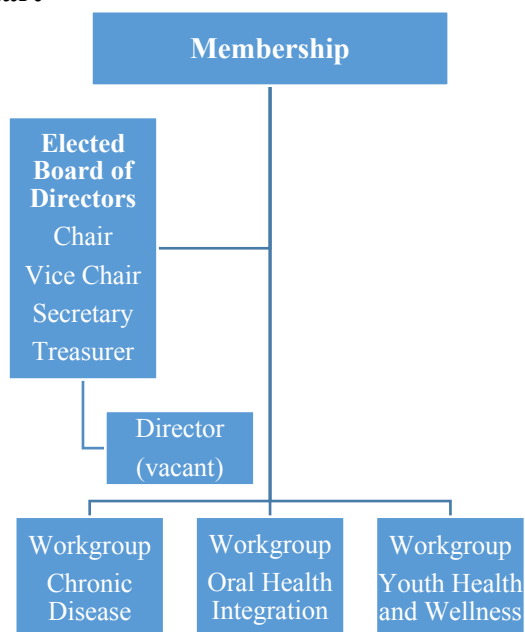
The purpose box should briefly describe what the money was spent on for the current quarter on which you are reporting.

Revenue Row: Include the total amount of money gained by the workgroup via donations, grants, ticket sales, etc. under each month for which that quarter's report is submitted.

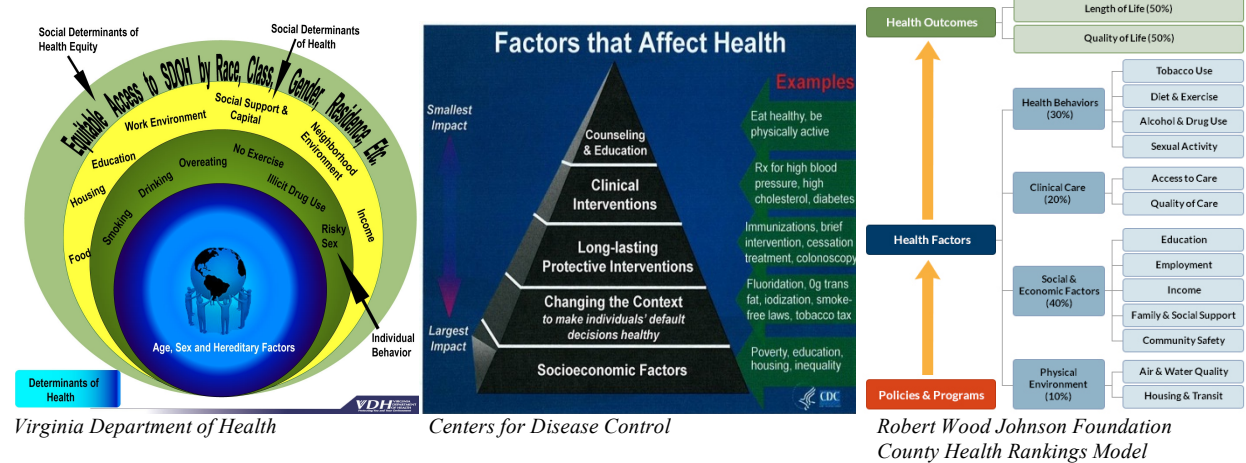
The total box should include the total gained to date for the year, and should equal the total of all four quarters.

The source box should briefly describe from where/whom the money was received for the current quarter o

PWC Organization Chart



Social Determinants of Health/Health Equity



The Petersburg Wellness Consortium has established three areas of focus: **1) Youth Health and Wellness, 2) Chronic Disease, and 3) Oral Health Integration.**

