

DPAC Charter

Mission: To provide statewide leadership to prevent and control diabetes and reduce its impact in Michigan.

Vision: DPAC is an active, unified collaboration in Michigan to prevent and reduce diabetes and its complications.

DPAC Guiding Principles:

We believe every adult and child in Michigan deserves access to a healthy environment, affordable, appropriate and timely care and support that minimizes the risk of developing diabetes and its complications.

We value all voices of our partners

Therefore, we will:

- Exchange information and promote awareness of programs;
- Identify needs of our partners;
- Maintain a diverse membership; and
- Encourage honest and open communication.

We value active participation of people with diabetes

Therefore, we will:

- Seek consumer input and involvement from people living with diabetes;
- Strive to maintain representation of people living with diabetes.

We value diverse populations

Therefore, we will:

- Seek input from disparate populations (e.g.; racial, ethnic, age and socio-economic);
- Promote appropriate access to diabetes care, treatment, support, and supplies;

- Promote the use of lay health workers.

We value using a scientific approach

Therefore, we will:

- Support programs and activities that are evidence-based;
- Encourage and facilitate the translation of research into practice; and
- Promote evaluation in all programs.

We value creativity and innovation

Therefore, we will:

- Maintain an environment where different perspectives are respected; and
- Take risks and encourage ideas.

Purpose:

1. Represent, facilitate, promote and coordinate collaboration among stakeholders and the various groups, agencies, and persons with an active interest in diabetes and diabetes care within Michigan.
2. Identify common issues and take an active leadership position on key diabetes issues that impact the residents of Michigan.

Organizational Structure:

1. Members and Membership Guidelines:

- a. Membership is open to any organization or individual whose mission is not in conflict with the priorities of DPAC.
- b. Every effort will be made to have adequate representation by race/ethnicity, geographic location, and professional specialty.
- c. The Board of Directors has the right to terminate a member who is not in compliance with the DPAC mission and vision.

2. Membership Meetings:

- a. The full DPAC membership will meet at least twice each calendar year including meeting in the spring and one in November coordinated with ADA for National Diabetes Month at the Capitol.

- b. The purpose of the full membership meeting will include presentations related to diabetes prevention and management, internal and external communications, dedicated member networking time, recognition of members' initiatives and relevant DPAC business.
- c. The meeting will be evaluated to ensure member's needs are being met.
- d. If the Michigan DPCP develops a diabetes symposium with other chronic disease partners, a DPAC meeting could be folded into the symposium.

3. Ad Hoc Subcommittees:

- a. Ad hoc subcommittees will be appointed by the Board of Directors, as needed, to respond to DPAC members' priorities as identified in annual member surveys.
- b. Individuals from outside the DPAC membership will be added to the ad hoc subcommittees as needed by the Board of Directors.

4. Board of Directors:

- a. The Board of Directors is the governing body of DPAC and is responsible for leading DPAC in accordance to its mission and purpose.
- b. Responsibilities include assistance in planning full member meetings, partner recruitment and subcommittee determination.
- c. The Board of Directors will create, periodically review and approve criteria for Board of Directors membership.
- d. The Board of Directors will be elected by the full membership of the DPAC; slate to be determined by an ad hoc committee consisting of the current Board of Directors.
- e. The Board of Directors will elect the DPAC Co-Chairs.
- f. The Board of Directors will establish additional standing or ad hoc workgroups as deemed necessary.
- g. Each individual member of the Board of Directors will be permitted one vote.

5. Composition of Board of Directors:

- a. The Board of Directors will include Board of Directors Co-Chairs and a co-chair from all previous standing workgroups.
- b. Composition will include:
 - A person with diabetes not professionally employed in the diabetes area;
 - A physician;
 - A certified diabetes educator; and
 - A diabetes related organization whose mission and structure is congruent with DPAC.
- c. Total number of members on the Board of Directors will not exceed 15.
- d. Staff support will be provided by the DPCP Manager and will include a DPCP staff facilitator for DPAC. General structural diagram of DPAC defined in Attachment A.

7. Term of Office for the Board of Directors:

- a. Individuals elected to the Board of Directors will serve a three-year term.
- b. Individuals who have served two consecutive terms on the Board of Directors are not eligible to serve again for at least one year. However, if an individual has an interest to stay on past the two terms and has demonstrated Board of Director's membership responsibilities and an adherence to the DPAC mission and vision, an extension can be approved by the Board.
- c. The Co-Chairs may fill vacancies on the Board of Directors by appointing an individual to serve out the remainder of the term.
- d. Board of Directors terms will be staggered such that each year 5 members' terms will expire.

8. Term of Office for Board of Directors Co-Chairs:

- a. The Co-Chairs will be elected by the members of the Board of Directors.
- b. The Co-Chairs' terms will be staggered so as not to coincide.
- c. If a vacancy occurs for a Co-Chair position, the Board of Directors will appoint a Board of Director member to serve the remainder of that term.
- d. The Co-Chair leaving the Board of Directors will serve as an ex officio member until such time as the new Co-Chair assumes the position.

9.

Board of Directors Meetings:

- a. The Board of Directors will convene via conference calls or email, as needed.
- b. Members of the Board of Directors are expected to attend all Board of Directors meetings.

10. Voting:

- a. General membership:
 - 1) Each member is entitled to one vote;
 - 2) Member organizations will designate in writing a representative and an alternate who are eligible to vote on behalf of the member organization;
 - 3) No member organization representative will vote on behalf of more than one organization;
 - 4) Motions before the general membership will be decided in one of two ways;
 - At a meeting of the full DPAC membership where a quorum is present and the vote passes by simple majority of those voting, or
 - By a mail or electronic mail vote and the vote passes by simple majority of eligible membership.
 - Motions before the Board of Directors, will be decided, where there is a quorum, by a simple majority of the Board membership. .

11. Use of DPAC Name and Logo

- a. The DPAC name can be used only with the approval of the Board Leadership.
- b. Materials with the DPAC name and logo are subject to a review process by the Communication and Advocacy Workgroup and the Board Leadership.
- c. Use of the DPAC name and logo with position statements must be reviewed and approved by the Board.

12. Conflict of Interest:

- d. On any matter brought to a vote, a member organization or the representative of a member organization with a conflict between the

interests of the DPAC and the member's or the representative's interests shall be responsible to declare such conflict.

13. Quorum:

- a. A quorum for all groups – DPAC, Board of Directors and committees – will consist of one third of the voting members for each group.

14. Amendments to the DPAC Charter:

- a. The Charter may be amended by the two methods described in Voting (10.a4).
- b. A notice setting forth the proposed amendments must be sent to all members at least 30 days prior to the vote.

15. Staff Support:

- a. Staff from the Michigan Department of Community Health, Diabetes Prevention and Control Program will provide support including a Staff Facilitator for the DPAC

16. Parliamentary Authority:

- a. The DPAC will be governed by the most current edition of Robert's Rules of Order in those cases that are applicable or consistent with these bylaws. The DPAC will also be governed by any rules it chooses to adopt.

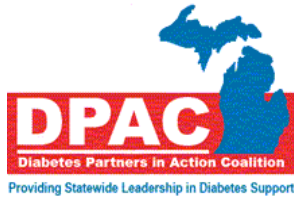
Approved:

As of February 1, 2012

Date

Micki Jupp, MA, BSN, RN, CDE Co-Chair, Diabetes Partners in Action
Coalition

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DPAC Organizational Chart

