

Nassau County Perinatal Services Network Rules of Operation

Article 1 – Name, Location and Jurisdiction

The name of this organization is the Nassau County Perinatal Services Network (NCPSN). The jurisdiction within which the NCPSN operates shall be the County of Nassau, State of New York.

Article 2 – Vision, Mission, Goals and Objectives

- 2.1 Vision: To improve birth outcomes by reducing perinatal health disparities in Nassau County.
- 2.2 Mission: The NCPSN is a voluntary multi-sector collaboration of private, public, non-profit organizations, health and human service providers, consumers, and members of the community organized to address the complex issues that impact healthy birth outcomes in Nassau County, such as infant mortality and health disparities.
- 2.3 Goals: The goals of the NCPSN are to increase access to health care and other critical services for pregnant and childbearing age individuals and to encourage health and human service providers to work together to build healthier communities.
- 2.4 Objectives:
 - A. Increase access to prenatal and perinatal care, with particular emphasis on serving those individuals who are at high risk for poor birth outcomes.
 - B. Improve access to community resources and address the needs of pre-conceptual and pregnant individuals and their families.
 - C. Reduce the impact of risky behaviors on birth outcomes, promote healthy behaviors and pre-conceptual health.

Article 3 – Membership, Voting, Meetings

- 3.1 Any interested citizen, consumer and/or individual representing an organization including, but not limited to, birthing hospital is eligible to serve as a member of the NCPSN.
- 3.2 In order to be a member in good standing, a member is expected to:

- A. Make proposals of initiatives in accordance with the approved annual Work Plan.
 - B. Attend at least two of the three annual NCPSN General Meetings.
 - C. Serve on one Work Group.
 - D. Participate in a majority of the Work Group meetings as scheduled.
- 3.3 Only members in good standing may vote for Elected Officers at scheduled elections.
- 3.4 NCPSN General Meetings
- A. NCPSN General Meetings shall be held three times per year. Notice of the NCPSN General Meetings will be sent to all members at least four weeks in advance.
 - B. The Chairperson of the NCPSN shall preside over all NCPSN General Meetings. The agenda will include reports from the following: the NCPSN Secretary and the Chairpersons of the three Work Groups; and all active Ad Hoc Committees.
 - C. Each NCPSN General Meeting may include presentations on community resources and services related to maternal child health.

Article 4 – Officers

- 4.1 An NCPSN Chairperson and an NCPSN Vice Chairperson will be elected by members in good standing. A Nassau County Department of Health staff member designated by the Nassau County Commissioner of Health will be appointed NCPSN Secretary.
- A. NCPSN Chairperson
The NCPSN Chairperson shall preside over the NCPSN and the Executive Advisory Board meetings, guiding and directing activities toward fulfillment of the strategic plan for the NCPSN.
 - B. NCPSN Vice Chairperson
The NCPSN Vice Chairperson shall act for the NCPSN Chairperson in their absence. In the event that the NCPSN Chairperson is unable to complete their term of office, the NCPSN Vice Chairperson shall assume the office of NCPSN Chairperson for the remainder of the term.
 - C. NCPSN Secretary
The NCPSN Secretary will give notifications of the meetings to the members. The NCPSN Secretary will maintain records of the meeting

minutes/attendance of the NCPSN, Executive Advisory Board and its Work Groups, the Rules of Operation and all updated Membership Lists. The NCPSN Secretary will distribute all meeting minutes to the members. Meeting attendance and voting records will be kept and maintained by the NCPSN Secretary.

The NCPSN Secretary will prepare a proposed annual Work Plan with the input of the Executive Advisory Board and in accordance with §7.5. **The proposed annual Work Plan must be submitted to the Nassau County Commissioner of Health for his/her approval.**

- 4.2 Each elected Officer shall have been a member in good standing (as defined in §3.2) of the NCPSN for a minimum of one year prior to being nominated.

Article 5 – Election of Officers

Elected officers are: NCPSN Chairperson and NCPSN Vice Chairperson. These positions shall be held for a **renewable** term of three years. Completion of an unfilled term does not represent a served term. The operating year of the NCPSN is from January 1st to December 31st.

5.1 Nominations

The NCPSN Chairperson shall announce the elections of officers in September of the election year and encourage members to consider nominations.

Members in good standing (as defined in §3.2) can nominate themselves or be nominated by another member. A member in good standing who is interested in running for the NCPSN Chairperson or NCPSN Vice Chairperson position must submit a request to be placed on the ballot for that specific position in writing no later than two weeks prior to the meeting date on which the election will take place.

A nominee shall have been a member in good standing of the NCPSN for a minimum of one year prior to being nominated.

5.2 Elections

Elections are held in November of every election year.

5.3 Special Elections

In the case of an unexpected removal, resignation or other departure of an Executive Advisory Board member in an elected position, the following will occur:

- A. Departure of the NCPSN Chairperson – The NCPSN Vice Chairperson will assume the position for the remainder of the term, and shall be eligible for election to a full term as NCPSN Chairperson.

- B. Departure of the NCPSN Vice Chairperson – The NCPSN Chairperson will announce the need for candidates to the members of the NCPSN, and will call for a Special Meeting of the NCPSN in order to hold an election for the open position for the remainder of the term.
- C. Departure of a Work Group Chairperson – A special meeting of the Work Group in question will take place, and the Work Group will elect a Chairperson (who is not presently serving as an Officer) from among its members.

Article 6 – Meetings

- 6.1 Regular Meetings of the NCPSN: Regular NCPSN meetings will be attended by all members three times per year. At least four weeks in advance of each meeting, a notice will be sent to all members with the date, hour and location of the upcoming meeting.
- 6.2 Special Meetings of the NCPSN: As indicated in Article 5, in the event of the departure of the NCPSN Vice Chairperson, the NCPSN Chairperson will call for a Special Meeting of the NCPSN in order to announce the need for candidates, hold nominations, as well as hold an election for the open position.
- 6.3 Special Meetings of the NCPSN Executive Advisory Board: The NCPSN Chairperson may call for a meeting with the Executive Advisory Board members if an urgent matter arises. The NCPSN Chairperson will advise the Nassau County Commissioner of Health and the NCPSN Secretary about the meeting and the purpose of it. The Nassau County Commissioner of Health is likewise authorized to request a special meeting of the Executive Advisory Board. The NCPSN Secretary shall notify the NCPSN membership of actions taken by the Executive Advisory Board.

Article 7 – Work Groups/Annual Work Plan

- 7.1 The NCPSN Work Groups will work in collaboration to accomplish the goals of the annual Work Plan of the NCPSN. The NCPSN will have three Work Groups: 1) Education and Outreach Work Group; 2) Perinatal Disparity Work Group; and, 3) Perinatal Mental Health Work Group. The Work Groups will each elect a Chairperson. Ad Hoc Committees will be established at the direction of the Executive Advisory Board. Each member of the NCPSN must serve on at least one Work Group.
- 7.2 Each Work Group will select a Chairperson who will serve for a three-year, renewable term. The Chairperson of each Work Group will serve as a member of the Executive Advisory Board during their term. Each Work Group Chairperson may select a Work Group member to serve as a Co-Chairperson if they choose.

The Work Group Chairperson and/or designee will be responsible for taking written minutes of the Work Group's monthly meetings and filing same with the NCPSN Secretary in advance of the following month's Work Group meeting.

7.3 Work Group members must attend a majority of the scheduled Work Group meetings.

7.4 All Work Group members shall adhere to all NCPSN Rules of Operation, including NCPSN attendance requirements.

7.5 **All Work Group Chairpersons must submit their Work Group's portion of the annual Work Plan, as described in §7.7 below, to the NCPSN Secretary by September 1st of each calendar year.**

7.6 Description of Work Groups

A. Education and Outreach Work Group

In accordance with the annual Work Plan, this Work Group will (1) develop conferences/trainings using a life course approach to educate perinatal health and human services providers on strategies to reduce perinatal health disparities, prematurity, and infant mortality; and (2) develop educational and outreach strategies for childbearing age, pregnant and postpartum individuals to improve health outcomes and reduce infant mortality in high risk communities in Nassau County.

B. Perinatal Disparity Work Group

In accordance with the annual Work Plan, this Work Group will develop strategic plans to increase perinatal health equity in Nassau County and reduce perinatal health disparities such as prematurity and infant mortality. The members of this Work Group will include individuals who are leaders/advocates for Nassau County communities at high risk for poor birth outcomes; individuals who work in birthing hospitals in Nassau County; and/or individuals who are otherwise employed in a capacity that addresses perinatal health equity.

C. Perinatal Mental Health Work Group

In accordance with the annual Work Plan, this Work Group will develop strategies to increase awareness of Perinatal Mood and Anxiety Disorders (PMAD) and promote the importance of screening for and treatment of PMAD. This Work Group, in collaboration with health, mental health, other human service providers, and those who have experienced PMAD, will seek to provide a safety net for women experiencing PMAD.

7.7 Work Plans

- A. The annual Work Plan of the NCPSN shall include Goals selected by the Work Groups. For each Goal, there shall be stated Objectives; Activities Planned to Achieve Objectives; Completed by (month and year); Person(s) Responsible; and Outcomes. A template for the NCPSN Annual Work Plan is attached to the NCPSN Rules of Operation.
- B. **The NCPSN is not authorized to take any action or position that is not part of the approved annual Work Plan unless express permission of the Nassau County Commissioner of Health has been granted.**
- C. Activities Planned to Achieve Objectives in the Annual NCPSN Work Plan.

Activities Planned to Achieve Objectives in the Annual NCPSN Work Plan include, but are not limited to the following:

1. Any press releases, articles (in printed or electronic form) prepared and/or distributed on behalf of the NCPSN or work group of the NCPSN.
2. Any educational materials, presentations, PowerPoints, handouts, brochures (in printed or electronic form), prepared and/or distributed on behalf of the NCPSN, work group of the NCPSN, and/or event sponsored or otherwise brought by the NCPSN or work group of the NCPSN.

Article 8 – Executive Advisory Board

- 8.1 The Executive Advisory Board shall be vested with the overall management of the affairs of the NCPSN. The Executive Advisory Board shall meet quarterly.
- 8.2 The Executive Advisory Board consists of:
 - A. NCPSN Chairperson: elected by members in good standing.
 - B. NCPSN Vice Chairperson: elected by members in good standing.
 - C. NCPSN Secretary: A Nassau County Department of Health staff member designated by the Nassau County Commissioner of Health will be appointed NCPSN Secretary.
 - D. Chairperson of the Education and Outreach Work Group: elected by the Education and Outreach Work Group.

- E. Chairperson of the Perinatal Disparity Work Group: elected by the Perinatal Disparity Work Group.
- F. Chairperson of the Perinatal Mental Health Work Group: elected by the Perinatal Mental Health Work Group.

Article 9 – Quorum

- 9.1 At all meetings of the NCPSN, a majority of members shall constitute a quorum for the transaction of any business except as otherwise set forth herein.

Except as otherwise set forth herein, the vote of a majority of members in good standing present at a meeting at which there is a quorum shall be the action of the NCPSN. A tie vote shall result in preserving the status quo.

- 9.2 Each member in good standing (as defined in §3.2) present at a meeting shall have one vote.
- 9.3 Once a quorum is established, it must be maintained for all action items.

Article 10 – Role of Nassau County Department of Health

- 10.1 Nassau County Department of Health shall, as resources allow, provide administrative and coordination support to the NCPSN as set forth in the NCPSN Rules of Operation and as determined by the Nassau County Commissioner of Health.
- 10.2 Nassau County Department of Health shall not solicit or accept funds on behalf of the NCPSN.
- 10.3 Nassau County Department of Health retains the right to conclude its collaboration with the NCPSN at any time and for any reason, or for no reason given, without liability whatsoever of any party/member to any party/member of the NCPSN. In such instance that the Nassau County Department of Health exercises its right to conclude its collaboration with the NCPSN, the Rules of Operation of the NCPSN terminate simultaneously with such act.

Article 11 – Removal or Resignation

Vacancies of elected positions for any reason shall be filled by vote of members in good standing (as defined in §3.2) at the next regularly scheduled NCPSN meeting. The individual elected to fill a vacancy shall hold office for the remaining term of his/her predecessor.

- 11.1 Resignation: A member of the NCPSN may resign at any time by giving written notice to the Chair of the Executive Advisory Board. Unless otherwise specified in the notice, the resignation shall take effect upon receipt thereof.
- 11.2 Removal: A member of the NCPSN may be removed or asked to resign from the NCPSN at the discretion of the Nassau County Commissioner of Health who may also consider recommendations regarding same from the Executive Advisory Board. A member may be considered for removal of membership if they have two consecutive unexcused absences from either the NCPSN or Work Group meetings.

Article 12 – Amendments to the Rules of Operation

The Rules of Operation are prepared/written by Nassau County Department of Health only and may be adopted, amended (as drafted by Nassau County Department of Health) or repealed by a vote of members in good standing, voting at a regularly scheduled meeting of the NCPSN (except as set forth in §6.3). A quorum of members in good standing is required to adopt, amend or repeal the Rules of Operation. Notice of voting and a full copy of the proposed Rules of Operation will be distributed to the membership to review at least two weeks prior to the NCPSN meeting at which the vote will take place.

NASSAU COUNTY PERINATAL SERVICES NETWORK WORKPLAN
January 20__ – December 20__

Goal I:

Objectives	Activities Planned to Achieve this Objective	Completed by (month & year)	Person(s) Responsible	Outcomes

NASSAU COUNTY PERINATAL SERVICES NETWORK WORKPLAN
January 20__ – December 20__

Goal 2:

Objectives	Activities Planned to Achieve this Objective	Completed by (month & year)	Person(s) Responsible	Outcomes

NASSAU COUNTY PERINATAL SERVICES NETWORK WORKPLAN
January 20__ – December 20__

Goal 3:

Objectives	Activities Planned to Achieve this Objective	Completed by (month & year)	Person(s) Responsible	Outcomes