



**BYLAWS**  
**2-1-1 Oklahoma Coordinating Council**  
Adopted April 14, 2010

**ARTICLE I**  
**NAME**

The name of this organization shall be the 2-1-1 Oklahoma Coordinating Council, hereafter referred to as “Council”.

**ARTICLE II**  
**PURPOSE**

The general purpose of the Council is to represent 2-1-1 Information and Referral (I&R) service providers and partnering agencies in the development, implementation and sustainability of 2-1-1 in Oklahoma.

**ARTICLE III**  
**VISION, MISSION AND RESPONSIBILITIES**

Section 4.1. Vision. *2-1-1 Oklahoma will enhance access to community services by being Excellent, Efficient, Everywhere....Everyday.*

Section 4.2. Mission. *Advance 2-1-1 Oklahoma as a sustainable, easy-access system for information and referral to community services for those who need help and those who provide help.*

Section 4.3. Responsibilities.

1. Develop and maintain a statewide coordinated approach for the promotion of a 2-1-1 system.
2. Develop and maintain an integrated statewide 2-1-1 service that avoids overlap of 2-1-1 call centers in Oklahoma.
3. Develop and maintain certification standards for providers that operate as a 2-1-1 call center in Oklahoma.
4. Assure that each 2-1-1 call center is accountable and maintains compliance with Oklahoma Corporation Commission standards. Develop and maintain a process for 2-1-1 call center accountability and compliance with state and national standards and any contractual obligations.
5. Provide leadership and coordination for 2-1-1 call centers as it relates to large-scale emergencies and homeland security needs.
6. Develop and implement a statewide, outcome-driven strategic plan for 2-1-1 Oklahoma.
7. Advocate for funding to support and sustain 2-1-1 system delivery.
8. Coordinate with national, state and local partners in the provisioning of 2-1-1 services.
9. Responsible for the allocation of funds appropriated for 2-1-1 Oklahoma.

## **ARTICLE IV COUNCIL MEMBERS**

Section 5.1. Council Composition. Membership is established per the 2-1-1 Oklahoma Coordinating Council and includes private and public sector representatives.

Section 5.2. General Powers. The Council members shall exercise the powers of the Council. The Council shall have the power to adopt policies and procedures consistent with these bylaws and the laws of the State of Oklahoma for the management and administration of the affairs of the Council.

Section 5.3. Designees. Designees will be selected by their represented associations or agencies with written confirmation sent to the Council Chair. Members at large will be recommended by the Nominating committee and confirmed by majority vote of the voting Council members.

Section 5.4. Terms of Office. Council members appointed shall serve terms detailed in the 2-1-1 Oklahoma Coordinating Council Tenure Policy, Section 5.8.

Section 5.5 Attendance. Council members or their designee will be expected to attend all Council meetings. Absences of more than four (4) meetings require the Council to request another representative from the appointing agency or association.

Section 5.6. Vacancies. Any Council vacancy caused by resignation, death, retirement, disqualification, incapacity, expiration of term, or otherwise shall be filled by that position's representing organization within 60 days of the occurrence of the vacancy. The Council will request the representing organization fill an unexpired term with an appointee from that organization.

Section 5.7. Council Composition. The Council shall be comprised of 15 members; 5 of which are public sector representatives and 10 of which are private sector representatives.

Section 5.8. Council Tenure Policy. New members of the Council will be appointed at the last meeting of the state fiscal year. The term of office for each member shall be three (3) years. The term of office for one-third (1/3) of the member positions shall expire annually and those positions will be coordinated by Nomination Committee.

## **ARTICLE V COUNCIL MEETINGS**

Section 6.1. Regular Meetings. Regular meetings of the Council for the purpose of transacting business shall be held no less than quarterly and according to a schedule approved by members. The regular meeting held in the last month of the fourth quarter of the state fiscal year shall be designated as the annual meeting.

Section 6.2. Open Meeting Act. The Council shall comply with the Oklahoma Open Meeting Act, 25 O.S. 301 et seq., to the full extent required by law. In all meetings of the Council, the vote of each member must be publicly cast and recorded.

Section 6.3. Place of Meetings. Regular meetings of the Council shall be held at any place within the State of Oklahoma, which is convenient to the public and acceptable to the Council.

Section 6.4. Special Meetings. Special meetings of the Council must be called by the Chairman of the Council, at the decision of the Executive Committee, or upon written request by three (3) members of the Council. No business shall be considered at any special meeting other than the purposes mentioned in the notice given to each member, except upon the unanimous consent of all members.

Section 6.5. Notice of Meetings. Notice of Council meetings shall be mailed or sent by electronic communication to each Council member at the member's last recorded address in advance, with a statement of time and place and information to be considered.

Section 6.6. Quorum and Vote. A quorum at any meeting of the Council shall be a majority of 50% plus one the total number of Council members. In establishing a quorum, a vacancy on the Council shall not be counted toward the total number of voting members. A Council member may designate another individual to serve in his/her absence at official Council meetings by providing a written statement to the Council. The designated individual cannot be an existing Council member. The Council member designee may exercise all of the same rights and privileges afforded to the Council member. Each action at any meeting of the Council shall be taken in accordance with established quorum and the Oklahoma Open Meetings Act, by a majority of the votes cast on the question by the Council members present, each exercising one vote, unless applicable law or these Bylaws provide otherwise.

Section 6.7. Compensation. Council members shall receive no compensation for serving on the Council. Members may be reimbursed from any funds received by the Council for mileage expenses incurred in the performance of their duties in accordance with the State Travel Reimbursement Act.

Section 6.8. Resignation. Any member may resign at anytime with written notice to the Council provided by the appointing agency or association 30 days in advance. Unless otherwise specified in the written notice, the resignation shall take effect upon receipt thereof.

Section 6.9. Removal of Council Members. Any member may be removed at anytime for cause, by majority vote of Council members present.

## **ARTICLE VI EXECUTIVE COMMITTEE**

Section 7.1. Composition. The Executive Committee shall be comprised of the Council elected officers and immediate past Council chair. Other members can serve upon request of the Committee.

Section 7.2. Duties. The Executive Committee shall have and exercise all of the authority of the Council in the management of the 2-1-1 Oklahoma Coordinating Council, except to the extent of adopting, amending, or repealing the By-Laws; approving the annual budget; or where action of the full Council is required by law. The Executive Committee shall keep regular minutes of its proceedings and actions, which shall be reported to the Council at their next meeting.

Section 7.3. Policies and Procedures. The Executive Committee shall be responsible for establishing governing policies and procedures for the operations of the 2-1-1 Oklahoma Coordinating Council.

Section 7.4. Meetings. The Executive Committee shall meet at such times as may be designated by the Committee or at the will of the Chairman of the Council. Notice of the time, place of the meeting and information to be considered shall be given to each member of the Committee in advance of the meeting.

Section 7.5. Quorum and Voting. A majority of the members of the Executive Committee shall constitute a quorum for the transaction of business. The act of the majority of the members of the Executive Committee present at a meeting at which a quorum is present shall be the act of the Executive Committee. At all meetings of the Executive Committee, each member present shall have one (1) vote which shall be cast by him or her in person.

Section 7.6. Vacancies. The Council shall fill all vacancies in the Executive Committee, which may occur from time to time.

## **ARTICLE VII OFFICERS**

Section 8.1. Officers. The officers of the Council shall be a Chair, a Vice-Chair, a Secretary, and a designated Council member.

Section 8.2. Election. The candidates for officers shall be nominated by the Nominating Committee and elected by a majority vote of the Council at the annual meeting.

Section 8.3. Terms of Office. The officers shall serve for terms of 2 years with a maximum of two successive terms of the same office.

Section 8.4. Removal or Resignation. Any officer may resign at any time by giving written notice of his/her resignation to the Chair 30 days in advance. Any such resignation shall take effect at the date of the receipt of such notice or any later time specified therein.

Section 8.5. Vacancies. A vacancy in any office shall be filled in the manner prescribed in Section 8.2.

## **ARTICLE VIII COMMITTEES**

Section 9.1. Standing Committees. The Council Chair shall designate standing committees he/she deems appropriate.

Section 9.2. Chairs and Members. The Council Chair shall appoint standing committee chairpersons. Chairpersons must be members of the Council or designees.

Section 9.3. Limitation of Authority. No committee shall have any authority beyond that expressly granted to it by the Council.

Section 9.4. Committee Membership. Committee Chairpersons may recruit and appoint committee members to include those not currently serving on the Council based upon experience or expertise.

Section 9.5. Special Committees. The Council may create such other advisory, administrative or special function committees as needed.

Section 9.6. Compensation. Committee members are not entitled to compensation but may be reimbursed for mileage expenses incurred in the performance of their duties in accordance with the State Travel Reimbursement Act.

**ARTICLE IX  
AMENDMENTS TO THE BYLAWS**

Section 10.1. Process. These By-Laws may be amended, altered, changed, or repealed by the affirmative vote of a majority of the Council, at any regular or special meeting of the members if notice of the proposed amendment, alteration, change or repeal be contained in the notice of the meeting.

**ARTICLE X  
CONFLICT OF INTEREST**

Section 11.1. Voting. Whenever a member has cause to believe that a matter to be voted upon would involve himself or herself in a conflict or possible conflict of interest, he or she shall announce the conflict of interest and shall abstain from voting on such matter.

**ARTICLE XI  
APPROVAL**

The foregoing By-Laws, after having been read Article by Article, were adopted by the members at the 211 Advisory Collaborative meeting held on April 14, 2010. These by-laws are effective July 1, 2010.

The By-Laws were amended and approved by the members at the Council meeting held on \_\_\_\_\_.

\_\_\_\_\_  
Chairman of the Collaborative

\_\_\_\_\_  
Secretary of the Collaborative