

## **CFAN Bylaws**

### **Mission:**

To encourage and facilitate the participation and leadership of families in efforts to improve the health and wellness of children and youth throughout Canada.

### **Goals:**

1. To help family-based advisory groups associated with paediatric health centres (including tertiary care and community hospitals, rehabilitation centres, and paediatric hospices) or programs (including those provided by regional health authorities and homecare organizations) achieve their goals by facilitating the sharing of information, advice, and encouragement.
2. To ensure the voices of families are heard in discussions and debates—especially in national, provincial, and regional forums—about the health of children and youth and about the healthcare services that are or should be available to them and to their families.
3. To serve as a resource to The Canadian Association of Paediatric Health Centres (CAPHC) and to other organizations that wish to collaborate with families in projects aimed at improving the health of children and youth.

### **Membership**

1. Membership (with voting rights and opportunity to participate in all CFAN activities) is open to any family-based advisory group associated with a centre or program.
2. Associate membership (with opportunity to participate in all CFAN activities but without voting rights) is open to all individuals committed to helping CFAN achieve its goals.
3. All member groups are expected to report on their activities at least once a year—whether at the annual symposium or in the CFAN newsletter—and are encouraged to participate in a variety of CFAN activities by, for instance, reviewing documents, providing advice to the Steering Committee, and informing local members about national initiatives.
4. Member groups and associate members will be asked each fall to indicate in writing whether they intend to renew their membership for another year. The Steering Committee, at the annual business meeting, will vote on each request for membership renewal and report its decisions about membership at the annual workshop.
5. Groups applying for full membership and individuals applying for associate membership for the first time are welcome to apply to the membership director on the Steering Committee who will bring the application to the Steering Committee for approval.
6. A list of all group members (with contact names) and all associate members will be maintained by the membership director and posted on CFAN's website.

## **Steering Committee**

### **A. Membership**

1. A Steering Committee shall consist of the following: a Chair, a Vice-Chair, the Past Chair, a Secretary / Membership Director, a Treasurer, and three at-large members.
2. All members of the Steering Committee must be or have been members of groups that are themselves CFAN members.
3. Only one person from any member group can be on the Steering Committee, except in the case of the group on which the Past Chair is or was a member.
4. A majority of the Steering Committee members, including the Chair, must be parents who are not staff members of the organizations their groups advise.
5. The Steering Committee should reflect at least some of Canada's regional diversity by having members from at least three of the main regions (The Atlantic Provinces, Quebec, Ontario, The Prairie Provinces, British Columbia, and The Territories).

### **B. Terms**

1. All Steering Committee members elected at an annual symposium serve renewable terms of two years.
2. Steering Committee members elected between annual symposia to fill vacant or vacated positions serve until the next symposium where they may seek election to a full-term.

### **C. Nominations and Election**

1. The Past Chair will inform everyone on the contact list at least 45 days before the symposium at which elections will take place that nominations are open to all positions.
2. Eligible individuals can nominate themselves or be nominated by any member of a member group. The nominator must indicate for which position he or she is nominating himself, herself, or another.
3. The Past Chair will provide everyone on the contact list at least 15 days before the symposium the names of all who have accepted nominations and the positions for which they have been nominated.
4. Additional nominations can be made at any time before or during the annual symposium.
5. If more than one person is nominated for Chair, Vice-Chair, Secretary / Membership Director, or Treasurer, election will be by secret ballot with each member group represented having one vote. The winner must receive a majority of the votes cast. In cases where no nominee has a majority, the nominee with the lowest number of votes will be removed from the ballot and another vote taken.
6. If more than three people are nominated for at-large positions, each group represented will cast a secret ballot and list its three choices. The three nominees with the largest number of votes will be declared the winners.
7. If a position is left vacant or vacated after the Symposium, the members of the Steering Committee may ask an eligible person to fill the role until the next symposium as long as a majority of the steering committee members agree and everyone on the contact list is informed of the change.

#### **D. Roles of Steering Committee Members**

1. The Steering Committee is responsible for coordinating CFAN's activities, for planning the annual symposium, for producing an annual report, and for ensuring the bylaws are adhered to.
2. The Steering Committee will meet via teleconference at least three times a year and either on the day of or the day before the annual symposium in October. All members of member groups and associate members are welcome to attend and participate in the October meeting.
3. **The Chair** is responsible for coordinating the work of the Steering Committee and for scheduling and chairing Steering Committee meetings and the annual symposium.
4. **The Vice Chair** is responsible for chairing whatever meetings the Chair is not able to chair and for overseeing the publication of the newsletter and the drafting of bylaws, new releases, articles and other CFAN communications.
5. **The Past Chair** is responsible for helping the whole Steering Committee, especially the Chair, maintain and strengthen existing partnerships and contacts, for providing advice about initiatives and processes, and for overseeing the nomination and election process for the Steering Committee.
6. **The Secretary / Membership Director** is responsible for keeping and maintaining accurate minutes of meetings and current membership and contact lists and for contacting and responding to current and potential members.
7. **The Treasurer** is responsible for identifying potential sources of funds, for coordinating the application process for funds, and for reporting, as required, to the awarders of funds.
8. Members at large are responsible for assisting other Steering Committee members in their principal tasks and for gathering and reporting questions, suggestions, and information from local groups and individuals.

#### **Amendments**

1. Any member of a member group may propose an amendment to these bylaws if the proposal is seconded by a member of another member group and circulated in writing to everyone on the contact list at least 30 days before the annual symposium.
2. At the annual symposium the member proposing the change will speak for up to 5 minutes about the proposed amendment. There will be up to 10 minutes allotted to questions and discussion. A roll-call vote will then be taken. If a majority of the member groups represented approve of the amendment, the amendment will be declared accepted and incorporated into the bylaws.