



# North Central Florida Health Care Coalition

**Coordinating Preparedness & Resilience  
through all sectors of the healthcare system**

## Administrative Plan: NCFHCC Structure

**Geographic Area:** The region served by the NCFHCC includes the following counties: Alachua, Bradford, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Levy, Putnam, Suwannee, and Union.

**Membership:** Any entity or individual that agrees to work collaboratively on healthcare preparedness and emergency response activities may request membership in the NCFHCC.

### Board of Directors

The Board is the voting membership. The Board consists of designated representatives from the following for a total of seven votes:

- At-large members (one vote per member; total of three votes)
- Each discipline representative\*\* (one vote per discipline; total of four votes)

***\*\* The four discipline representatives on the Board are to represent public health, emergency management, hospitals, and emergency medical services. The number and nature of the Board may be changed by amendment to these Bylaws.***

When voting on NCFHCC issues, plans, and all expenditures, each Board member has one vote. Each act of decision done or made by a majority of Board members present and voting at a meeting duly held at which a quorum is present is the act of Board. Board members may appoint a proxy to serve in their absence at a meeting.

Annually, the Board reviews and adopts by standing rule a project funding procedure.

## **Chair**

The Chair is the operational officer of the Board and presides at meetings of Board or General Members. The Chair may delegate all or any part of his/her duties to the Vice-Chair.

## **Vice Chair**

The Vice-Chair may execute the same duties as the Chair in the Chair's absence.

## **Secretary/Treasurer**

The Secretary/Treasurer records all votes and the minutes of all proceedings and reviews and present the financial report and its key findings at each General Member meeting.

## **Standing Committees**

Members of Standing Committees are drawn from the General Members or Board. Each Standing Committee Chair may select members of the committee, with the restriction that they shall come from the General Members or Board. Committees are to perform work as needed by the NCFHCC. The selection of each Committee Chair and Committee Members shall be subject to approval by Board. The term of a committee chair and member is one year and may be renewed. Each Standing Committee shall have a minimum of three members. The Standing Committees established in the Bylaws are:

- |               |             |
|---------------|-------------|
| 1. Executive  | 4. Funding  |
| 2. Nominating | 5. Training |
| 3. Planning   | 6. Exercise |

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**Bylaws reviewed to develop Administrative Plan:** September 19, 2016  
**Administrative Plan revised:** October 7, 2016