

KMHC POLICIES AND PROCEDURES – 9-22-10 (Informal)

The Kansas Mental Health Coalition has developed policies and procedures for the regular activities of the Coalition and its members. Such policies and procedures are supplemental to the Bylaws of the Kansas Mental Health Coalition and do not include a comprehensive list of all activities which may be engaged by the Coalition. The policies and procedures may be amended by a vote of the Board.

1. The Board of Directors shall conduct the business of the Coalition, including recommending the meeting schedule, topics of meetings, etc.
2. For all regular and special meetings of the Kansas Mental Health Coalition, notice should be provided to members or directors as appropriate not less than one week in advance of the meeting. Notice is defined as the date, time and location of the meeting.
3. Agendas and minutes of the previous meeting should be provided to members not less than one week in advance of Coalition meetings.
4. Elections Process: Directors and officers are to be elected by a simple majority of the members by written ballot the day of the annual meeting or by electronic or written communication sent to the Secretary prior to the annual meeting.
5. Nominations Process: Nominations for directors and officers shall be made at the March meeting. Nominees shall be placed on a ballot which shall be delivered to all members not later than 30 days prior to the annual meeting.
6. Consensus Agenda Process: The Coalition shall develop a consensus agenda to include issues the Coalition will support through advocacy and study. Such items may be pursued through a variety of means including but not limited to legislative advocacy, communications, study by committees or simply staying informed of such issues over time. Any member may submit recommendations for inclusion. The Coalition will set aside time at the monthly meetings in October and November of each year to review, in particular, recommendations for action.
7. It is the duty of the President to provide notice of meetings and to set the agendas for meetings of the Coalition.
8. It is the duty of the President to prepare and submit the required annual report to the Secretary of State by May 15 of each year.
9. It is the duty of the Secretary to develop minutes of the meetings of the Coalition and Board of Directors meetings and to provide to the President for review.
10. It is the duty of the Treasurer to prepare and present financial reports at each monthly membership meeting of the Coalition.
11. It is the duty of the Treasurer to prepare and submit timely tax returns in May of each year, or to arrange for extensions for submission. The Treasurer shall also recommend an accountant for filing the Coalition tax return and manage all communication with the accountant.

- **ADMINISTRATIVE CALENDAR**
 - **December – establish nominating committee for elections**
 - **January – Issue papers**
 - **February – set the date of the annual meeting (May)**
 - **March – Mental Health Advocacy Day**
 - **March – approve nominations**
 - **May 15 – Deadline for Secretary of State Registration (President)**
 - **May 15 – Deadline for tax return (Treasurer)**
 - **September – Draft Policy Priorities**
 - **November/December – Finance Committee meet to discuss budget**
 - **December – Approve Budget and Policy Priorities**