Missouri Council for Activity and Nutrition (MoCAN)

Membership Operating Principles

Definition:
The Missouri Council for Activity and Nutrition (MoCAN) is a coalition comprised of representatives from statewide and local agencies, institutions, organizations, other coalitions or individuals who work together to advance the goals and objectives of the statewide plan, Preventing Obesity and Other Chronic Diseases, Missouri’s Nutrition and Physical Activity Plan (from this point on, called the Plan).

I. Membership:
Members will indicate their support of MoCAN’s vision, mission and guiding principles through a Member Agreement form.

Member Roles and Responsibilities:
Members will:
1. Participate in at least three times a year with the winter/spring meeting designated as the annual business meeting.
2. Endorse and promote policies and systems to improve overweight/obesity prevention and control as approved by the Steering Committee.
3. Participate in Council and Work Groups to promote and implement the Plan.
4. Assist in identifying additional Work Groups, as needed, to accomplish the mission, vision, goals and future plans of the MoCAN.

II. Council Work Groups:
MoCAN consists of seven Work Groups and a Steering Committee:

1. Schools/Child Care  5. Healthcare
2. Food Systems  6. Policy
3. Worksites  7. Built Environment
4. Messages?

Additional interest groups may be convened, as needed, e.g., membership, funding, evaluation, etc.

A. Steering Committee

Leadership:
The Steering Committee is comprised of two (2) members of each of the six (6) Work Groups and up to six (6) at-large members as may be identified and elected by members of MoCAN.

The Steering Committee should be prepared to support the decisions of the group. While action may not be required, the Steering Committee members will not deny or speak against decisions.
from this group. If there is a conflict by a member with any issue being discussed, he or she may excuse him/herself from voting on that issue.

Elected offices of the Steering Committee include:

1. Chairperson
2. Vice-Chairperson
3. Secretary/Treasurer, as needed

The elected officers will serve as the executive committee between meetings.

MoCAN member organizations will provide administrative support to the Steering Committee, work groups and MoCAN. Administrative support will include arrangements for meetings; taking minutes of meetings; distributing meeting agenda, minutes and handouts; and other support functions, as mutually agreed to. Support activities may be divided among member organizations.

**Steering Committee Roles and Responsibilities:**

In addition to general membership roles and responsibilities, Steering Committee members:

1. Serve on a two-year renewable term (rotating term).
2. Submit a slate of Steering Committee members to the MoCAN membership at the business meeting for the coming year. Nominations will be allowed from the floor, and voting will be conducted by ballot.
3. Approve major policy or funding issues brought forth by the membership.
4. Approve the annual work plan and budget (as applicable).
5. Approve or reject changes to the operating principles as recommended by the membership or Steering Committee.
6. Elect Steering Committee officers: one Chairperson; one Vice-Chairperson; one Secretary/Treasurer.
7. Recommend guidelines and governance for MoCAN.
8. Review/recommend funding issues/decisions affecting MoCAN.
9. Act on behalf of MoCAN between large group meetings. In situations where a decision is needed so quickly that a polling of the membership is not possible, the Steering Committee will make the decision. The Steering Committee will make the decision by consensus or by a majority vote. Decisions made on behalf of MoCAN will be shared with the membership.
10. Promote the Plan as the foundation of the work of MoCAN.
11. Review and accept/reject/terminate membership to MoCAN and identify gaps.
12. Assist Work Groups to set priorities for annual MoCAN activities, as needed.
13. Coordinate an annual evaluation of MoCAN activities.
14. Develop an annual budget for MoCAN, as indicated.
15. Assist with and communicate funding opportunities to MoCAN members.
16. Meet at least once quarterly, in person or via phone conference. Members who miss two consecutive meetings without notification will be considered as resigning from the Steering Committee.
17. Identify and facilitate opportunities for collaboration across health promotion and chronic disease initiatives, other coalitions and MoCAN, e.g., matters concerning policy issues, communications and funding.
18. Coordinate MoCAN meetings and professional development programs.
19. Provide ongoing communication to the MoCAN membership.
20. Review the Operating Principles at least annually.

**B. Work Groups**

**Responsibilities:**

In addition to general membership roles and responsibilities, Work Group members:

1. Identify two (2) individuals to serve as members of the Steering Committee.
2. Attend the meetings of MoCAN and Work Groups and meet as needed between large group meetings.
3. Assure Work Group representation at each MoCAN and Steering Committee meeting.
4. Join the appropriate Work Group List Serve.
5. Identify, recruit and retain additional members.
6. Contribute relevant data and other information, e.g., new research or information for evaluation activities.
7. Provide monthly and annual updates to the Steering Committee.
8. Provide technical assistance to MoCAN members.
9. Assist with the revision of the *Burden of Overweight and Obesity* document and the *Plan* as necessary.
10. Address specific time-sensitive needs.
11. Complete the activities of their respective Work Groups, collaboratively, as determined by the members.
12. Utilizing the *Plan* goals and objectives as a framework, gather and maintain an inventory of member agencies and their activities, and catalogue how they relate to the *Plan*.
13. Initiate and facilitate member discussions regarding issues that require action from their individual Work Groups. Examples include: pending legislation that may affect school wellness programs or policies, or MoCAN as a whole, e.g., legislation and policy issues that cut across all disciplines, e.g., those that would apply to all health promotion and chronic diseases, and may be better addressed through an interagency sub-group.
14. Actively participate in all of the meetings of MoCAN and their Work Group.
15. Undertake other responsibilities as identified.

**III. Decision-Making:**

Decisions are made by active participation in meetings, discussions, e-mail and other communications. When a decision needs to be made, MoCAN seeks to work toward reaching a consensus of opinion. If consensus of the membership is not achieved, voting will take place. Each member will have one vote. Decisions by the general membership will be made by a majority of the members present.