

Vineyard Cares
A Communities That Care Coalition
Governing Bylaws
Policies and Procedures

Article I – Name, Mission, Vision, and Location

Section 1 – Name: The name of the organization shall be **Vineyard Cares: A Communities That Care Coalition**, hereafter referred to as “Vineyard Cares.”

Section 2 – Mission: The mission of Vineyard Cares is to prevent and reduce substance misuse, as well as spread resources and awareness regarding mental health issues, among youth and families living in Vineyard, Utah.

Section 3 – Vision: Vineyard Cares vision is an inclusive and thriving community where mental, social, emotional, and physical wellness are prioritized, empowering residents to lead fulfilling, healthy lives.

Section 4 – Location: Vineyard Cares operates as a municipal program of Vineyard City to serve Vineyard, Utah, and follows applicable City policies, ordinances, and public meeting and records requirements.

Section 5 – General Coalition: The General Coalition includes Commission Board members, active Coalition members, workgroup members, Key Leaders, and community partners who participate in or support Vineyard Cares strategies and activities. General Coalition participation is open to individuals and representatives of agencies, organizations, or government entities that support the mission and goals of Vineyard Cares and serve the Vineyard community. While all Commission Board members are members of the General Coalition, Commission Board members exercise governing and voting authority only when acting in their official Board capacity during duly noticed Commission Board meetings.

Article II – Coalition Structure, Composition, and Roles

Section 1 – Coalition Structure and Composition: The Vineyard Cares Coalition is a municipal program of Vineyard City. The Coalition includes the entire roster of volunteers under the Vineyard Cares initiative who meet and work under the guidance of the Vineyard Cares Coalition Coordinator, including Key Leaders, Commission members, workgroup members, and other volunteers and interested parties. In the event of any conflict between these Policies & Procedures and Vineyard City Code or applicable law, City ordinance and law shall govern.

A. KEY LEADERS

Key Leaders are influential individuals within the Vineyard community or supporting systems who provide guidance, advocacy, and support for Vineyard Cares. Key Leaders serve in an advisory capacity only and do not hold governing or voting authority unless they are separately appointed to the Vineyard Cares Commission Board. Key Leaders may participate in Coalition activities and workgroups as appropriate.

B. COALITION MEMBERS

Membership in the Vineyard Cares Coalition is open to community members, as well as individuals and representatives of agencies, organizations, or government entities, who support the mission and goals of Vineyard Cares. Membership is open without regard to race, color, religion, sex, sexual orientation, gender identity, age, national origin, or disability. Coalition members are expected to participate in meetings, workgroups, and activities as appropriate to their role and availability, and to uphold the Mission and Vision of Vineyard Cares.

C. COMMISSION BOARD

The Vineyard Cares Commission Board is the governing body of Vineyard Cares and provides leadership, direction, and oversight for the Coalition's work. Commission members are appointed by the Mayor with City Council approval in accordance with the Vineyard Municipal Code, including Section 2.30.030 (Communities That Care Commission). The Commission consists of up to five (5) appointed members and up to two (2) alternates.

The Commission reviews data, helps set priorities, supports decision-making, and exercises final governing and voting authority for Vineyard Cares when acting in its official capacity.

Officers of the Commission include:

1. Board Chair
2. Board Vice Chair
3. Board Secretary

All Commission members, including those not serving as officers, have equal voting authority and may serve as workgroup chairs, liaisons, or in other leadership or support roles as determined by the Commission.

Alternates:

The Commission may include up to two (2) alternates, appointed in accordance with the Vineyard Municipal Code. Alternates attend Commission and Coalition meetings and may participate fully in discussion. Alternates may vote only when serving in place of an absent Commission member and otherwise support the work of the Commission and Coalition in a non-voting capacity.

When one or more Commission members are absent, alternates shall be seated in the order of their appointment to fill vacant seats for that meeting. Alternates count toward quorum

and may exercise voting authority only while seated in place of an absent Commission member.

Alternates do not hold officer positions and do not count toward quorum unless formally seated as a voting member for a specific meeting. Meeting minutes shall document when an alternate is seated and identify the Commission member whose seat is being filled.

D. WORKGROUPS

Workgroups are formed to support specific focus areas, strategies, or tasks of Vineyard Cares and are comprised of Coalition members and may include Commission Board members. Workgroups are responsible for developing and implementing activities, making recommendations, and supporting Coalition priorities within their assigned scope of work.

Each workgroup may have a Chair or Co-Chairs selected from Coalition members or Commission Board members. Workgroup Chairs may share leadership responsibilities and may serve concurrently. Workgroup Chairs are not officers of the Commission Board and do not hold governing or voting authority unless separately appointed to the Commission.

Workgroup Chairs:

Workgroup Chairs provide leadership and coordination for their assigned workgroup and support effective collaboration in alignment with Coalition priorities and Commission guidance.

Role of the Workgroup Chair(s):

1. Provide leadership and direction to the assigned workgroup.
2. Schedule workgroup meetings as needed and communicate meeting details to members in a timely manner, in coordination with the Coalition Coordinator when appropriate.
3. Develop meeting agendas, facilitate discussion, and guide the group toward collaboration and consensus-building.
4. Coordinate workgroup goals, tasks, and timelines in support of the work plan.
5. Support communication and collaboration with other workgroups, as appropriate.
6. Communicate workgroup progress, recommendations, and needs to the Commission Board or designated Workgroup Liaison.
7. If unable to attend a meeting, identify a designee to represent the workgroup when appropriate.

Workgroup Chairs may be Coalition members or Commission Board members. Selection of Workgroup Chairs is on a volunteer basis and is confirmed by the Coalition Coordinator, with input from the Commission Board as appropriate.

Workgroup Chair terms are typically one (1) year but may be shorter or longer as needed based on the scope of work, project timelines, or Coalition needs. Chairs may be renewed or reappointed based on interest, performance, and Coalition needs.

Workgroup Liaison:

The Commission Board may designate a Commission Board member or the Coalition Coordinator to serve as Workgroup Liaison. The Workgroup Liaison supports communication, coordination, and alignment across all workgroups; assists with tracking progress and reporting; and helps ensure workgroup efforts align with Coalition priorities and Commission direction.

Workgroups make recommendations to the Commission Board but do not exercise governing or voting authority.

Workgroups may be formed, modified, or dissolved by the Commission Board, with input from the Coalition, based on community needs and priorities.

Workgroup focus areas may include, but are not limited to, the following:

1. Risk & Protective Factor Assessment
2. Resource Assessment & Evaluation
3. Community Outreach, Youth Involvement & Public Relations
4. Coalition Development & Sustainability
5. Strategy, Schools & Grants

Section 2 – Coalition Roles: This section describes how Key Leaders, the Coalition, the Commission Board, and Workgroups contribute to the planning, coordination, and implementation of Vineyard Cares activities.

A. KEY LEADERS

Key Leaders build support for Vineyard Cares efforts and provide guidance, advocacy, and access to resources for the Coalition. Key Leaders serve in an advisory capacity and do not hold governing or voting authority unless separately appointed to the Commission.

B. COALITION

The Vineyard Cares Coalition is the primary community planning, engagement, and advisory body for Vineyard Cares and is managed by the Commission Board. Coalition

participation is open, with the goal of maintaining strong representation from Vineyard parents, families, schools, youth-serving organizations, and community partners.

The Coalition supports the development of Vineyard Cares priorities and strategies by reviewing data, identifying needs, recommending tested and effective programs and environmental strategies, and supporting implementation through workgroups. The Commission Board exercises final governing and voting authority for Vineyard Cares.

Coalition members may join at any time. The Coalition Coordinator and Commission may encourage participation to support balanced sector representation, relevant expertise, and alignment with Vineyard Cares priorities.

Coalition functions and member participation may include providing input, ideas, and community perspective on needs, priorities, and strategies through Coalition meetings, workgroup meetings, email, and other appropriate communication methods.

Coalition members may contribute ideas or feedback, when invited by the Commission or through workgroups, related to guiding documents such as the Vision Statement, Mission Statement, Policies & Procedures, and Community Action Plan. These contributions are advisory in nature and help inform Commission consideration.

Coalition members are encouraged to participate in at least one workgroup, as appropriate to interest and availability, including attending meetings and supporting assigned tasks or activities.

The Coalition also reviews data, workgroup findings, and recommendations and provides input and feedback that helps inform Commission Board decisions, including the identification of priority risk and protective factors, tested and effective programs, environmental strategies, and funding priorities.

Community partners who are not active Coalition members may support Vineyard Cares efforts in a variety of ways, including attending meetings, assisting with community events, connecting the Coalition with new supporters, and partnering through their organizations to support Vineyard Cares activities.

C. COMMISSION BOARD

The Commission Board is the governing body of Vineyard Cares and exercises final decision-making and voting authority in accordance with these Policies & Procedures and applicable City ordinance. The Commission Board meets at least quarterly and more frequently as needed.

The Commission Board considers recommendations from the Coalition, workgroups, and Key Leaders and takes formal action on behalf of Vineyard Cares. When time-sensitive matters arise between regularly scheduled meetings, the Commission Board may take action as needed, with notice of such actions provided to the Coalition.

D. WORKGROUPS

Workgroups support implementation, coordination, and community engagement and make recommendations to the Commission Board.

Article III - Coalition Leadership and Officers

Commission Board Members shall serve for a term of four (4) years and shall not serve more than two (2) consecutive terms. Each term shall begin on January 1 of the year of appointment and shall end on December 31 of the year when the appointment expires. The terms shall be staggered. A commission member may be appointed for a term of less than four (4) years to provide for staggered terms or to complete a vacated, unexpired term.

Officers of the Commission, including the Board Chair, Vice-Chair, and Secretary, will be selected from the appointed Vineyard Cares Commission Board. Commission officers are elected by majority vote of the Commission Board. Officer terms are separate from Commission appointment terms. Officers serve one (2)-year terms, with the option for a one (1)-year extension by majority vote of the Commission Board. Extensions may be granted once per officer term. There is no automatic succession between officer roles. Officer terms are intended to encourage shared leadership and periodic rotation while maintaining continuity.

A. COMMISSION BOARD CHAIR

The Commission Board Chair provides leadership and direction to the Commission Board and oversight of Vineyard Cares governance and Coalition activities.

Role of the Chair:

1. Provide leadership to the Commission Board and support effective governance.
2. Preside at Commission Board and Coalition meetings.
3. Work with the Coordinator to develop meeting agendas and materials.
4. Serve as the primary liaison between the Commission Board and the Coordinator.
5. Support alignment between Commission decisions, Coalition activities, and approved priorities.

6. Provide guidance and support on significant issues or concerns affecting Vineyard Cares, in coordination with the Coordinator and Commission Board.

B. COMMISSION BOARD VICE-CHAIR

The Commission Board Vice-Chair supports the Chair in carrying out Commission responsibilities and assists with leadership and governance of Vineyard Cares.

Role of the Vice-Chair:

1. Preside at Commission Board and coalition meetings in the absence of the Chair.
2. Assist the Chair in supporting effective Commission governance.
3. Support coordination and continuity of Commission activities as requested by the Chair or Commission Board.
4. Perform additional duties related to Commission governance as assigned by the Commission Board.

C. COMMISSION SECRETARY

The Commission Board Secretary supports accurate documentation of Commission actions and decisions and helps maintain continuity of institutional memory for Vineyard Cares.

Role of the Secretary:

1. Take notes during Commission Board meetings sufficient to document motions, votes, and key discussion points for the official record.
2. Take notes during Coalition meetings that capture discussion themes, action items, and community input.
3. Review draft meeting minutes prepared by staff for accuracy prior to Commission Board approval.
4. Support continuity of institutional memory by assisting with the organization and retention of governance records.
5. Perform additional governance-related duties as assigned by the Commission Board.

D. COALITION COORDINATOR (STAFF POSITION)

The Coalition Coordinator serves as the primary staff lead for Vineyard Cares and is responsible for coordinating the day-to-day operations, facilitation, and implementation of the Communities That Care framework in partnership with the Commission Board, Coalition, workgroups, and community partners.

Role of the Coalition Coordinator:

1. Facilitate Commission Board and Coalition meetings, including meeting preparation, facilitation, and follow-up.
2. Provide staff support to the Commission Board, Coalition, and workgroups to ensure effective planning, coordination, and follow-through on Commission-approved priorities.
3. Work with the Commission Board Chair to prepare meeting agendas, materials, and schedules.
4. Coordinate public noticing, posting of agendas, preparation of meeting minutes, and posting of approved minutes in compliance with public meeting and records requirements.
5. Facilitate communication and coordination among workgroups and between the Coalition and Commission Board, including supporting the Workgroup Liaison function when designated.
6. Implement and maintain fidelity to the Communities That Care framework, including required documentation, benchmarks, data review processes, and reporting.
7. Coordinate data collection, analysis, reporting, and evaluation activities consistent with Communities That Care practices and grant requirements.
8. Coordinate community outreach, engagement, and public communications related to Vineyard Cares.
9. Write, administer, and report on grants; coordinate invoices and reimbursement requests; and manage fiscal tracking in collaboration with Vineyard City and Utah County, which retain fiduciary and auditing authority.
10. Support implementation of Commission-approved strategies, programs, and activities.
11. Manage project planning, timelines, documentation, and reporting.
12. Foster and maintain relationships with community stakeholders, partners, and key leaders.
13. Represent Vineyard Cares in local, state, and national Communities That Care activities, trainings, and professional networks as appropriate.
14. Ensure compliance with City policies, grant conditions, Communities That Care requirements, and applicable regulatory standards.

The Coalition Coordinator may supervise additional staff, contractors, interns, or volunteers and may delegate administrative or support tasks as appropriate as the program grows; however, responsibility for coordination, compliance, and official records remains with the Coalition Coordinator. The Coalition Coordinator is a City staff position and does not exercise governing or voting authority.

Article IV – Election, Terms, and Removal of Commission Board

Section 1 – Selection of Board Members: The Vineyard Cares Commission Board members are appointed to the Board by the Mayor with City Council approval in accordance with the Vineyard Municipal Code.

Section 2 – Receiving New Coalition Members: All members of the Vineyard community who support the Mission and Vision of Vineyard Cares are invited to join the Coalition. Vineyard Cares Coalition membership consists of individuals and representatives of agencies, organizations, or government entities who support the purposes outlined in Article I. Coalition participation is open and voluntary and is not subject to appointment, term limits, or formal membership requirements.

Coalition members are encouraged to participate in meetings, workgroups, and activities in ways that align with their interests, expertise, and availability. Coalition members are expected to participate in good faith, act in the best interest of the community, and disclose any potential conflicts of interest when participating in discussions or recommendations.

Section 3 – Election of Board Officers: The Commission Board Chair, or in their absence the Vice-Chair, may call for nominations when filling an officer position (Board Chair, Vice-Chair, or Secretary). The Commission Board shall follow the election and voting procedures outlined in Robert’s Rules of Order when electing officers. Officers shall be elected by majority vote of the Commission Board at the January meeting in years when officer terms expire.

Officers and Board Members: Commission Board officers (Chair, Vice-Chair, and Secretary) shall be elected for a term of two (2) years, with the option for a one (1) year extension by majority vote of the Commission Board. Officer terms are separate from Commission appointment terms.

Commission Board membership continues until the end of the appointed term unless the member resigns or is removed in accordance with these Policies & Procedures or applicable City ordinance.

Section 5 – Removal and Resignation of Officers: Any officer may resign at any time by providing written notice to the Commission Board and the Coalition Coordinator. No acceptance of a resignation is required for it to become effective. Officer terms begin January 1 and run for the full elected term unless otherwise vacated.

Should an officer vacancy occur during a term, the Commission Board shall elect an interim officer to serve until the next scheduled officer election.

Section 6 – Removal and Resignations of Commission Board Members:

6.1 - Resignation: A Commission Board member must notify the Commission Board and the Coalition Coordinator in writing of their intent to resign.

6.2 - Removal: A Commission Board member may be removed by a majority vote of the Commission Board, subject to applicable City ordinance. A motion for removal must be provided to the Commission Board and the member in question no fewer than seven (7) days prior to a vote. The member shall have the opportunity to address the Commission Board prior to the vote.

Cause for removal may include, but is not limited to:

1. Absence from $\geq 40\%$ of Commission Board meetings within a calendar year.
2. Failure to perform assigned duties.
3. Conduct inconsistent with the mission, goals, or standards of Vineyard Cares.

6.2.1 – Removal by the Mayor: The Mayor may remove any Commission Board member without cause, subject to approval by a majority of the City Council, in accordance with Vineyard Municipal Code. Any member so removed shall be entitled to a hearing before the City Council if requested in writing within seven (7) calendar days following the Council’s vote. The purpose of the hearing is to allow the member to be heard regarding the removal.

Article V – Meetings, Notices, and Voting

Section 1 – Commission Board Meetings: The Vineyard Cares Commission Board shall meet at least quarterly, and more frequently as necessary to conduct the business of Vineyard Cares.

Commission Board meetings shall be conducted in accordance with the Utah Open and Public Meetings Act (OPMA) and applicable Vineyard City policies. Meetings shall be properly noticed, open to the public, and conducted using formal voting procedures.

A quorum of the Commission Board shall consist of a majority of the appointed and seated Commission Board members, which for the current five (5) member Commission Board is three (3) members. No official action may be taken without a quorum present.

Each seated Commission Board member, including alternates when formally seated, shall have one (1) vote. Coalition members and members of the public may attend Commission Board meetings but do not have voting authority.

Official action of the Commission Board includes, but is not limited to:

1. Adoption or amendment of Policies & Procedures.
2. Approval of strategic priorities, plans, or major initiatives.
3. Actions required by City ordinance, grant requirements, or applicable law.
4. Other matters reasonably determined by the Commission Board to require formal approval.

Section 2 – Special Commission Board Meetings: Special meetings of the Commission Board may be called by a majority of the Commission Board, the Coordinator, or the Commission Board

Chair. Special meetings shall be noticed and conducted in compliance with OPMA. The purpose of the meeting shall be stated in the public notice.

Section 3 – Notice of Meetings: Notice of all Commission Board meetings, including regular and special meetings, shall be provided in accordance with the Utah Open and Public Meetings Act (OPMA) and Vineyard City public notice requirements. Public notice shall include the date, time, and location of the meeting and an agenda describing the topics to be discussed or acted upon. Public notice requirements may not be waived.

In addition to required public notice, Commission Board members shall receive internal notification of meetings as a courtesy. Board members shall be notified of regular meetings in advance and, when practicable, of special meetings at least one (1) week in advance. Internal notification does not replace or supersede public notice requirements under OPMA.

Section 4 – Coalition Meetings: The Vineyard Cares Coalition shall meet regularly, typically on a monthly basis, to support community engagement, planning, and coordination of Vineyard Cares efforts.

Coalition meetings are not governing meetings and do not include formal motions or votes. Coalition meetings are facilitated by the Coalition Coordinator and may include presentations, guest speakers, discussion, data review, workgroup updates, and community input.

Coalition meeting schedules may be adjusted as needed and shall be communicated in advance to Coalition members and the public, consistent with City practices.

Section 5 – Electronic and Remote Participation: Commission Board meetings may include electronic or remote participation only when conducted in compliance with OPMA, including requirements for public access and notice.

Remote participation shall not diminish the public’s ability to attend, observe, and participate as required by law.

Section 6 – Voting Procedures: All votes of the Commission Board shall occur during a properly noticed Commission Board meeting at which a quorum is present. Proxy voting, absentee voting, and voting by email or other asynchronous means are not permitted.

In the event of a tie vote, the motion shall fail or may be tabled for consideration at a future meeting.

Section 7 – Records of Meetings: The Coalition Coordinator, as City staff, is responsible for preparing draft meeting minutes, ensuring the proper posting of agendas and approved minutes, and maintaining official Commission records in accordance with Vineyard City policies and applicable law.

The Commission Board Secretary shall review draft meeting minutes for accuracy prior to Commission Board approval.

Approved minutes and other required records of Commission Board meetings shall be retained in accordance with Vineyard City records retention policies and applicable state law and shall be made available to the public through Vineyard City's official public notice and records systems in compliance with the Utah Open and Public Meetings Act (OPMA).

Article VI – Grants and Contracts

Section 1 – Fiscal Management: Vineyard Cares does not maintain independent bank accounts and does not hold funds or incur debt. All grants and financial resources supporting Vineyard Cares are administered through Vineyard City, which serves as the fiscal and fiduciary authority in accordance with City policy, state law, and applicable grant requirements. Program funding is administered on a reimbursement basis, with eligible costs invoiced to and reimbursed through Utah County pursuant to annual interlocal agreements.

Section 2 – Contracts and Subcontracting: All contracts, subcontracts, and grant-related agreements supporting Vineyard Cares shall follow Vineyard City procurement, contracting, and approval procedures, and shall be executed by the City or its authorized designee.

Article VII – Conflict of Interest

Section 1 – Purpose: Vineyard Cares must meet high ethical standards in order to merit the trust of the Vineyard community and its partners, funders, and the public. The integrity of Vineyard Cares depends on ethical behavior throughout the Coalition, and in particular, on fair, transparent, and well-informed decision-making.

The purpose of this Conflict of Interest policy is to establish standards of conduct for Commission Board members, Coalition members, and workgroup participants where actual, potential, or perceived conflicts of interest may arise between their Vineyard Cares responsibilities and their private or professional interests.

Section 2 - Responsibilities and Procedure: All participants are responsible for identifying and appropriately managing conflict of interest situations to ensure that actions and recommendations are made in the best interest of the community.

A. DISCLOSURE

Individuals shall disclose any actual, potential, or perceived conflict of interest as soon as it is known, including the nature of the interest and how it relates to the matter under discussion.

B. DETERMINATION

For matters before the Commission Board, the Commission Board shall determine whether the disclosed conflict requires mitigation. For workgroup matters not requiring Commission action, the workgroup chair or designated Workgroup Liaison may make an initial determination, subject to Commission review if needed.

C. MANAGEMENT

When a conflict of interest is identified, appropriate steps shall be taken to protect the integrity of the process. These steps may include limiting participation in discussion, recusal from recommendations or votes, reassignment of duties related to the conflict, or other measures deemed appropriate to the circumstances.

D. DOCUMENTATION

Disclosures of conflict of interest and any resulting actions, including recusal, shall be documented in meeting minutes or other official records sufficient to demonstrate compliance with ethical and legal standards.

E. COMPLIANCE

Commission Board members shall comply with applicable Utah law and Vineyard City policies regarding conflicts of interest. Conflict of interest disclosures and related records shall be handled in accordance with City records retention and public records requirements.

No annual disclosure form is required unless later adopted by the Commission Board.

Article VIII – Fiscal Authority, Debt, and Personal Liability

Vineyard Cares operates as a municipal program of Vineyard City and does not maintain independent legal or fiscal authority to incur debt, enter into contracts, or hold financial obligations in its own name. All financial activity related to Vineyard Cares is administered through Vineyard City, and when applicable, Utah County, in accordance with applicable law, policy, and grant requirements.

Commission Board members, Coalition members, workgroup participants, Key Leaders, and volunteers act in an advisory and governance capacity only and do not assume personal responsibility for the financial obligations, contracts, or liabilities of Vineyard City or any designated fiscal or fiduciary entity acting on behalf of Vineyard Cares, except as may otherwise be required by law.

Nothing in this Article shall be interpreted to limit or supersede the authority, responsibility, or liability provisions established by Utah law or Vineyard City policy.

Article IX – Miscellaneous

Section 1 – Designated Contributions: Vineyard City, on behalf of Vineyard Cares, may accept designated contributions, grants, bequests, or other gifts that are consistent with Vineyard City policy, applicable law, and grant requirements. Donor designations will be reviewed by Vineyard City and honored to the extent permitted by City policy and legal or fiscal constraints.

Section 2 – Authority to Incur Obligations: No Commission Board member, Coalition member, workgroup participant, Key Leader, or volunteer may represent, encumber, obligate, or enter into any agreement that creates financial, contractual, or legal liability on behalf of Vineyard Cares or Vineyard City unless expressly authorized in accordance with Vineyard City policy and applicable law. The Coalition Coordinator may facilitate authorized agreements only within the scope of delegated administrative authority and City approval.

Section 3 – Severability: If any provision of these Policies & Procedures is determined to be invalid or unenforceable under applicable law, such determination shall not affect the validity or enforceability of the remaining provisions, which shall remain in full force and effect.

Article X – Approval and Amendments

Section 1 – Authority to Amend: These Policies & Procedures may be amended by majority vote of the Vineyard Cares Commission Board at a properly noticed Commission Board meeting, provided the proposed amendment has been distributed to Commission Board members in advance of the meeting in accordance with notice requirements outlined in section 2 of this article.

Upon adoption, these Policies & Procedures are subject to non-substantive legal review by the City Attorney. Any legal corrections required shall be presented to the Commission Board for ratification.

Section 2 – Amendment Process: Any Commission Board member or the Coalition Coordinator may propose amendments to these Policies & Procedures by submitting the proposed amendment in writing to the Coalition Coordinator for distribution to the Commission Board.

The amendment process shall include the following steps:

1. Proposed amendments shall be distributed to Commission Board members no less than one (1) week prior to the meeting at which the amendment will be considered.
2. A motion to amend must be made and seconded by Commission Board members during a duly noticed meeting. If the Coalition Coordinator proposes the amendment, a Commission Board member must move and second the motion.
3. A quorum must be present for any amendment vote to occur.

4. Amendments shall be adopted by majority vote of the Commission Board members present.

Unless otherwise specified, approved amendments shall take effect immediately upon adoption.

Section 3 - Adoption: These Policies & Procedures were formally adopted by majority vote of the Vineyard Cares Commission Board on February 5, 2026, and are effective as of that date.

Adopted by the Vineyard Cares Commission Board on February 5, 2026.

David Pearce
Commission Board Chair
Vineyard Cares Commission

Melissa Ghandour
Coalition Coordinator
Vineyard City