



**Crow River Area Breastfeeding Coalition**  
*Operating Procedures*

**Name and Purpose**

The name of this collaborative shall be Crow River Area Breastfeeding Coalition

Our mission is to collaborate with local health departments, WIC, Hospitals, healthcare, businesses, and community members to protect, support and promote breastfeeding.

Our vision is to provide a clear and consistent message through the community about breastfeeding resources and support.

**Membership**

When possible, members shall represent ethnic, age, gender, socio-economic and geographical diversity and will include at least one (1) representative from the following sectors: Public Health, WIC, Healthcare and local residents. Ideally, the CRABC will also have representation from business/chamber, child care/Head Start, and elected officials.

The role of a CRABC Member includes:

- Attend a minimum of four (4) meetings in a 1-year term
- Support, advocate and promote the coalition and breastfeeding within your internal organization as well as outside of your organization
- Provide input into the CRABC structure, activities and decisions
- Assist in the planning of CRABC functions and activities
- Examine own organization to explore if there are any resources to contribute to the CRABC
- Update CRABC on breastfeeding projects, goals, activities occurring in your internal organization

**Officers**

*Chairperson* shall preside at all meetings of the CRABC. He/she shall be an ex-officio member of all standing committees. He/she shall appoint, with the approval of the CRABC, all standing committees, and perform all such other duties pertaining to his/her office.

*Vice-Chairperson* assumes the responsibilities of the Chairperson in times of his/her inability to serve and shall fill the vacancy for the rest of the term. Vice Chairperson shall keep all minutes of all proceedings and handle all correspondence of the CRABC.

*Treasurer* shall keep track of all of the funding in and out of the CRABC and will report financials monthly to the CRABC.

Officer terms will be for one year. Officers will be elected at the annual meeting and upon vacancy.

*Executive Committee* consists of the officers as stated above, as well as two (2) CRABC members. The Executive Committee is authorized to take action in situations that arise between regular meetings. Action taken by the Executive Committee shall be ratified by the CRABC in total at its next meeting.

**Meetings**

Regular meetings of the CRABC shall be scheduled monthly. Meeting dates will be adjusted according to holiday schedules.

The Executive Committee or a majority of members may call special meetings at any time.

The Annual Meeting shall be held in January of each calendar year.

The Executive Committee shall prepare the agenda in advance of the meeting.

Notices, agendas and minutes of the meetings shall be mailed/e-mailed to the members five to seven (5 -7) days before the meeting.

All previous meeting minutes will be approved with a first and second vote at each monthly CRABC meeting.

### **Quorum and Decisions**

A quorum shall consist of five (5) members of the CRABC. Operating by consensus, members shall strive to reach the best possible decision for the group, using compromise and other techniques to avoid or resolve mutually exclusive positions with the CRABC. In situations where a consensus decision cannot be reached CRABC actions will be determined by a majority of votes cast at the meeting. If immediate decision needs to be made and attendance does not consist of five (5) CRABC members, a call or email vote shall be accepted.

### **Structure**

Special committees may be set up as the need arises in order to complete a project.

### **Review**

These Operating Procedures shall be reviewed annually by the CRABC.

These Operating Procedures may be adopted, amended, or annulled by a majority vote of those present and voting at any regular meeting of the CRABC.