



**TERMS OF REFERENCE
OF
THE OHIO INJURY PREVENTION PARTNERSHIP (OIPP)**

ARTICLE 1: NAME, MISSION AND VISION

Section 1.1: Name

The name of the organization shall be “Ohio Injury Prevention Partnership (OIPP),” hereto known as the Organization and serves as the Centers for Disease Control and Prevention (CDC) recommended Injury Community Planning Group (ICPG) for Ohio.

The Organization may change its name at its pleasure by a *majority vote of the membership body*.

Section 1.2: Mission and Vision

Our **Mission** is: To prevent injuries in Ohio using data and collaborative partnerships.

Our **Vision** is: Working together to create a safe and injury free Ohio.

ARTICLE 2: PURPOSE, DESCRIPTION, NATURE, AND GOALS

Section 2.1: Purpose

Recognizing that, because of the incomparable cost and the disabling and disrupting consequences, injury and violence remain significant public health problems in Ohio. They are the leading cause of death for Ohioans aged 1 to 34 and the 5th leading cause of death overall. Injuries, including suicide and homicide, cause more deaths of children and young adults from ages 1 through 34 than all other leading causes of death combined, including heart disease, stroke and cancer. This Organization is committed to strengthening and sustaining effective injury and violence prevention and control measures that reflect the significance of the problem.

Members of the organization agree that:

- Injuries are not accidents; they are preventable.
- Collaboration is effective in addressing injury.
- Improved statewide coordination of injury prevention efforts is needed in Ohio.
- Initiatives should be data-driven to identify the populations at highest risk.
- Policy change is an effective strategy for injury prevention.
- Alcohol/other drugs are significant risk factors for injury and violence.

Section 2.2: Description and Nature

The Organization is a group of professionals representing a broad range of public and private agencies and organizations at the regional, state and local level concerned with building Ohio’s capacity to address the prevention of injury, particularly related to the following identified priority areas.

The OIPP is coordinated by the Ohio Department of Health (ODH) and supported by funds from the Centers for Disease Control and Prevention (CDC). It will advise and assist the Ohio Department of Health, Violence and Injury Prevention Program (VIPP) with establishing priorities and future directions regarding injury and violence prevention initiatives in Ohio.

Specifically, the Organization will help to develop a statewide plan to guide the direction of injury prevention activities in Ohio. The plan will focus on the identified injury priority areas informed from Ohio data reports detailing the burden of injury in Ohio, gaps in prevention efforts and member priorities.

Injury Priority Areas

The Organization recognizes the following injury priority areas based on the burden of injury in Ohio and other specified criteria identified through a strategic planning process. The organization will devote special attention to these injury priority areas:

- Falls among older adults
- Prescription drug abuse and overdose
- Child/Youth Injury¹ with a specific focus on:
 - Motor vehicle traffic
 - Traumatic brain injury prevention among children/youth²
 - infant suffocation
- *Intentional injury*³ including:
 - *Suicide*
 - *Firearm-related violence*

Section 2.3: Goals

To advance the mission, the Organization engages in activities to reduce the burden of unintentional injury and violence in Ohio. This may be accomplished through the following goals:

1. Assess needs and increase availability and quality of injury data in Ohio.
2. Build infrastructure and sustainability for injury prevention in Ohio.
3. Promote injury prevention as a public health priority in Ohio.
4. Promote evidence-based injury prevention policies and programs throughout Ohio.
5. Increase statewide collaboration around injury prevention in Ohio.

ARTICLE 3: MEMBERSHIP

Section 3.1: Eligibility

Membership in the Organization is open to persons and organizations who are committed to the reduction and prevention of injury and violence in Ohio.

¹The Organization recognizes the need to focus on Child/Youth Injury issues as injury is the leading cause of death for children. The Child Injury Action Group of the Organization has identified the following specific priorities, including but not limited to infant sleep suffocation, sports-related traumatic brain injury, bicycle helmets, child passenger safety and teen driving.

² This area is considered a flexible priority and is subject to change based on injury trends identified through surveillance data and changes in member organizations' priorities.

³ While *violence* is not a current Organization priority area receiving concerted attention, due to its burden in Ohio, it will remain a recognized and significant concern of the Organization. Related to statewide violence prevention efforts, the Organization will continue to support ongoing information sharing and discussion among members concerning its unique role, existing gaps, and available resources/capacity of the Organization to assume a role. The Organization will also receive updates from the Ohio Violent Death Reporting System (OH-VDRS) and other violence prevention-related partners in Ohio.

Members must complete and sign a Membership Agreement and Information (MAI) Form in order to be added to the membership roster. This form is available through an electronic survey format on the Organization website and in hard copy upon request.

Section 3.2: Membership Term

Members shall provide an annual commitment to the Organization.

- Members shall actively renew their membership each year through a brief, electronic acknowledgement form or a similar written acknowledgement of annual membership agreements (e.g., email) to the OIPP Coordinator.
- New members who joined the Organization within the current calendar year will be excused from this requirement.
- The OIPP Coordinator shall provide sufficient notice to all Members and clear instructions for completing this annual requirement. Acknowledgements will be reviewed annually by the OIPP Coordinator prior to the end of the calendar year. The Membership list will be updated after the acknowledgements are reviewed.
- Termination of membership is addressed in Article 11.

Section 3.3: Responsibilities

Member responsibilities:

- Actively support the implementation of the state violence and injury prevention plan.
- Actively initiate and participate in the activities of the Organization.
- Provide the Organization with representation from their agency or organization.
- Promote the Organization to injury stakeholders and colleagues as appropriate.
- Advocate for the Organization, its vision, mission and its goals.
- Actively participate in meetings and events sponsored by the Organization.
- Actively participate in Action Groups based on member availability and interest.
- Contribute resources –technical, human or financial—to the Organization’s efforts.

ARTICLE 4: MEETINGS

Section 4.1: Regular meetings

Regular membership meetings of the Organization shall be held quarterly. A list of quarterly meeting dates for the following calendar year shall be presented by November of each year.

The OIPP Coordinator or Chairperson shall notify every member at his/her email address as it appears in the Organization’s membership files of the time and place of Organization meetings.

The purpose of regular meetings include:

- To serve as a forum of information exchange on progress, problems and challenges in relation to injury prevention efforts in general and Organization projects in particular.
- To review and stimulate overall progress towards implementation of the state injury and violence prevention plan.
- To share and review progress towards implementation of Organization Action Group plans.
- To provide a forum for networking of violence and injury prevention professionals.
- To highlight and share information about member organizations.

- To increase professional capacity of Organization members through sharing information on best practices, policies, new data, public health strategies, etc. that contribute to the mission/vision of the Organization.

Section 4.2: Annual Meeting-General Membership

An Annual Meeting of the Organization will be held in conjunction with a regularly scheduled quarterly meeting. The purpose of the annual meeting is to:

- To confirm the selection of the Leadership Team and Action Group Chairs in order to conduct all business necessary to support the mission, vision and purpose of the Organization.
- To review annual progress towards implementation of the state injury and violence prevention plan.
- To recognize member, Organization and Action Group successes during the past year.

ARTICLE 5: ORDER OF BUSINESS

Section 5.1: Meeting Participation

Members shall make a best effort to participate in meetings first, in person when possible or second, via conference call if available. If unable to attend, members shall make every effort to send a designee to represent their organization in their place.

Section 5.2 Decision Making

Decisions shall be made by consensus whenever possible.

At least one week before meetings, a specific agenda will be sent to all members.

- If a member is unable to attend, their input, comments and/or concerns regarding the agenda and/or specific agenda items are encouraged to be given to the OIPP Coordinator prior to the meeting.
- Members who are present at the meetings will make decisions regarding agenda items with consideration given to input received from those not in attendance.
- Designees of members not in attendance may provide comments and input on behalf of the members and member organizations they represent.
- Important decisions will be communicated to members within two weeks following a meeting. Members not in attendance will have the opportunity to comment on important decisions via email or phone call within two weeks of the meeting notes being distributed except when there are time limitations requiring immediate action. Consideration will be given to the importance of the decision at hand and if there is a need for a follow-up meeting.
- In cases where immediate action is required or consensus cannot be achieved, a vote may be indicated. When a vote of the entire membership is taken, whenever possible, the vote will be conducted electronically so that all members have an opportunity to voice their opinion. A simple majority of the membership respondents (or of those present, if taken in person) shall be required to pass the vote in these cases.

ARTICLE 6: LEADERSHIP, OFFICERS AND RESPONSIBILITIES

The powers of the Organization shall be vested in and exercised by or under the authority of the Leadership Team.

Section 6.1: Leadership Team

The Leadership Team shall have the control and management of the affairs and business of the Organization. The Leadership Team shall also have responsibility for sustainability. The Leadership Team shall act only in the name of the Organization when it shall be regularly convened by its Chair after due notice to all the team members of such meeting. The current OIPP Chair shall serve as Chair of the Leadership Team.

Section 6.1A: Leadership Team Members

Not more than twenty (20) recognized leaders and advocates in the field of injury and violence prevention in Ohio shall serve as the Leadership Team.

The Leadership Team shall include identified experts in specific injury areas including, but not limited to the identified injury priority areas and the goals of the Organization as stated in Article 2.

Section 6.1B: Leadership Team Responsibilities

Leadership Team member roles and responsibilities shall include:

- Actively participate in Organization meetings and at least one Action Group of the Organization.
- Advise and counsel the Organization as requested.
- Promote the Organization to injury stakeholders, colleagues and personal acquaintances as appropriate.
- Provide professional and personal expertise and insight to the Organization.
- Identify potential sources of financial and other support for the Organization.
- Advocate for the Organization and its vision and mission.
- Actively participate, as appropriate, in events sponsored by the Organization.
- Assist with other issues as requested by the Organizations leadership and membership.

Section 6.1C: Leadership Team Nomination and Term

All current action group chairs/co-chairs will automatically serve as members of the leadership team.

Other vacancies in the Leadership Team shall be filled by consensus of the Leadership Team.

Leadership Team members shall serve a one year term which may be renewed annually. The commitment to the Leadership Team shall be actively renewed each year through verbal or written acknowledgement to the Chairperson or OIPP Coordinator.

ODH shall provide staff support for the Leadership Team and quarterly meetings of the Organization, which may include, but is not limited to preparing meeting minutes, scheduling meetings, sending

meeting notifications to the membership and maintaining the records of the business of the Organization.

Section 6.1D: Leadership Team Meetings and Decision Making

Meetings of the Leadership Team shall be held as needed.

Leadership Team members shall make an effort to participate in all Leadership Team meetings in person, by email or by teleconference. Members will notify the Chairperson and/or OIPP Coordinator if they will not be able to participate in a meeting.

Leadership Team decisions shall be determined through a consensus process as described in Article V, Section 1. The input of members not able to attend meetings is encouraged to be delivered to the OIPP Coordinator or Chairperson prior to meetings via phone, email or mail. Decisions will be made based on discussion of members in attendance and feedback provided by those not present.

The Leadership Team may amend such rules and regulations covering its meetings if it determines necessary.

Section 6.2: Officers

Section 6.2A: Officer Positions

The officers of the Organization shall be selected from among all members of the Organization and shall be as follows:

- A. **Chairperson** shall be the principle executive officer of the Organization.
- B. **Chair-Elect** shall be the incoming Chairperson of the Organization.
- C. **Immediate Past-Chair** shall be the exiting Chairperson.

Section 6.2B: Officer Eligibility

In order to be nominated for, or hold office, the individual must be a member of the Organization as defined in **Article 3**.

Section 6.2C: Officer Responsibilities.

- A. **Chairperson** shall:
 - 1. Preside at all-membership meetings.
 - 2. Chair the Leadership Team.
 - 3. Serves as the spokesperson for the Organization.
 - 4. Present a summary of the work of the Organization for the previous year at an annual meeting of the Organization.
 - 5. Ensure all reports, etc. prepared by the Organization are properly prepared and accurate.
 - 6. Assist in developing and approving all-member and Leadership Team meeting agendas.
 - 7. Communicate issues of relevance to OIPP members.

8. Serve as the OIPP Liaison to the Ohio Trauma Committee, attend OTC meetings when possible and provide a brief OIPP Liaison report. If unable to attend in person, the Chair will provide a brief, written summary report to the Ohio Trauma Committee Coordinator. With the approval of the Leadership Team, the Ohio Trauma Committee liaison duty may be delegated to another interested Organization member if necessary.

B. **Chair-Elect** shall serve one year under the Chairperson prior to taking the Chair position. The Chair-Elect shall:

1. Share the roles of the Chairperson as necessary.
2. Have such powers as may be reasonably construed as belonging to the secondary chief executive of any organization.
3. Assist in developing and approving all-member and Leadership Team meeting agendas.

C. **Immediate Past-Chair** shall:

1. Fill the office of Chair if the office becomes vacant before completion of a term.
2. Preside at all-membership meetings and Leadership Team meetings should the Chair be absent.
3. Mentor the new Chair and Chair-elect as needed to assist with the transition of leadership.
4. Assist in identifying a new Chair-elect from among the Leadership Team.
5. Assist in developing and approving all-member and Leadership Team meeting agendas.

Section 6.2D: Nomination and Term of Office

The Chairperson of the organization shall serve a three-year commitment to the Partnership; one year as chair-elect, one year as chair and one year as immediate past-chair.

The Chair-Elect shall be filled by a nomination from and approved by the Leadership Team members. Approved nominations will be voted upon by all members. Voting may be done in person, teleconference or e-mail. The nominee receiving the majority of votes will be elected the Chair-Elect.

Section 6.2E: Action Groups

The Leadership Team shall establish such working, interest or ad hoc action groups as are needed to conduct the work of the Organization.

Section 6.2F: Timing of Terms

The terms for Officers shall run from January through December.

Section 6.2G. Executive Team

The Executive Team shall consist of the Chair, Vice Chair and Immediate Past-Chair, along with the ODH OIPP Coordinator or other designated ODH Violence and Injury Prevention Program Staff.

The Executive Committee shall be responsible for the management of Organization business between meetings and conference calls.

Section 6.2H. Vacancies

In the event of a vacancy in the office of Chair, the Immediate Past-Chair shall assume the office of Chair to complete the unexpired term. In the event there is not an Immediate Past Chair, the office of Chair shall be assumed by the Chair-elect.

In the event of a vacancy in the office of Chair-elect, the Leadership Team may appoint another Leadership Team member to complete the unexpired term of the vacant office.

ARTICLE 7: ACTION GROUPS

All members of the Organization are encouraged to serve on action groups. The members of each action group shall select their chairperson or co-chairs. Members of action groups shall also complete the electronic application through the Ohio Injury Prevention Partnership.

Section 7.1: Action Groups

Purpose: Action Groups may be created to facilitate the ongoing work of the Organization. This includes planning, developing and assisting in carrying out strategies to meet the Organization's goals with regard to identified priority areas.

Ad Hoc committees may also be created on an as needed basis.

Action Groups may include but are not limited to goals identified in the Organization plan and Article II:

- Data Action Group –DAG-Injury Data and Surveillance (Goal 1) *
- Injury Prevention and Policy Action Group-IPPAG-(Goals 2&3) *
- Professional Development and Capacity Building Action Group-PROCAP(Goal 4)

Injury Priority Area Action Groups may include but are not limited to the injury priority areas identified in the Organization plan and Article II:

- Older Adult Fall Prevention *
- Prescription Drug Abuse *
- Child Injury including suffocation, motor vehicle traffic and TBI prevention *
- Intentional Injury
 - Suicide Prevention
 - Firearm-related Injury Prevention

Ad hoc and/or Advisory Groups may include but are not limited to:

- Strategic planning
- Symposium Planning
- Fundraising and Sustainability
- Media
- Nominating committee
- Technical Assistance and Training
- Injuries Among Special Populations
- Emerging Topics

***existing groups**

Section 7.2: Action Group Administration.

Action Group chairpersons shall serve on and report to the Leadership Team, oversee the activities of the action group and be responsible for:

- A. Arranging group meetings.
- B. Communicating with Action Team members.
- C. Developing meeting agendas and
- D Assuring that meeting notes are recorded and distributed.
- E Reporting group activities at regular meetings in person or by written report.

ARTICLE 10. YEAR

The terms for Organization and Action Group Chairs shall run from January through December.

ARTICLE 11. TERMINATION OF PARTICIPATION

Section 11.1 Voluntary Termination

Any member may decide to terminate its involvement in the Organization at any time by providing written notice to the OIPP Coordinator at ODH.

Section 11.2 Inactive Termination

The involvement of any member shall terminate if and when:

1. the member decides to leave the Organization
2. the member ceases to meet the criteria set forth in Article 3, Section 3.2-3.3. Specifically, if a member fails to provide annual acknowledgement of membership, the member shall be removed from the Organization active membership list and email distribution list at the end of the calendar year. Members shall be notified at least twice in writing prior to being removed from the membership record.
3. the coordinator receives two non-deliverable email returns from a member's list serve information.

Section 11.3: Re-Joining the Organization following a Break in Membership

The member may rejoin the Organization at any time by simply completing the Membership Acknowledgement agreement. Depending on the length of the break in membership, the member may be asked to complete the entire Membership Agreement and Information Form again to ensure that the Organization's membership records are complete and up-to-date.

ARTICLE 12. AMENDMENTS

Any individual from the membership may, at any time, submit recommendations for amendment to these Terms of Reference to the Leadership Committee for review.

The membership, by affirmation of two thirds (2/3) of the members present may alter, amend or revoke these Terms at any regular or special membership meeting of the Organization providing that written notice shall be given to all members at least thirty (30) days prior to any action being taken.

ARTICLE 13. EFFECTIVE DATE AND AMENDMENTS OF BYLAWS

These Terms of Reference were adopted on November 18, 2011.

Ohio Department of Health, Violence and Injury Prevention Program

Ohio Injury Prevention Partnership – Current Structure

