



NAC

Northern ACEs Collaborative

**Northern Adverse Childhood Experiences
(ACEs) Collaborative**

Operating Guidelines

Founded: 2019

Northern California Region

(Revised January 2023)

Preamble

The purpose of the Northern ACEs Collaborative shall be to unite members from across six Northern California counties – Butte, Colusa, Glenn, Shasta, Tehama, and Trinity – to advance opportunities for policy and systems change that mitigate issues of adverse childhood experiences (ACEs), trauma, and domestic violence using the Life-Course Model. NAC shall facilitate an environment of collaboration to support the membership’s work to address ACEs.

Article I: Name

The name of this organization shall be the Northern ACEs Collaborative (NAC).

Article II: Logistics

Section 2.01: Governing Body

The official title of the governing body of NAC shall be the Northern ACEs Collaborative Steering Committee. The Northern ACEs Collaborative Steering Committee will hereafter be referred to as the NAC Steering Committee (NAC SC). To ensure transparent decision-making, the NAC SC may be comprised of representatives from the larger collaborative membership.

Section 2.02: Purpose

The purpose of the NAC SC shall be to coordinate and provide strategic and leadership oversight for the activities of NAC with the Population Health Innovation Lab (PHIL), a program of the Public Health Institute (PHI), as the backbone organization. The backbone provides support for NAC to advance its collective work.

The NAC SC may maintain communication with the larger collaborative membership and support NAC to meet its mission. The NAC SC may suggest new strategies and activities to improve the efficacy of NAC and represent the NAC mission and activities in relevant discussions throughout the northern state.

Section 2.03: Strategic Framework

NAC shall adopt the Self-Healing Communities model as its Strategic Framework. The framework document may define strategies in the four areas of community engagement:

- Leadership Expansion
- Focus and Communication
- Cycles of Learning
- Results and Outcomes

Activities under each strategy may be identified and become part of an annual Implementation Plan developed and overseen by the NAC SC and the backbone.

Article III: NAC Meetings

Section 3.01: NAC Partner Meetings

The purpose of the NAC Partner Meetings shall be to provide up-to-date information and direction to the larger collaborative membership. The NAC SC may receive feedback and continued participation from the larger collaborative membership for shared knowledge and ideas.

- Meetings may be coordinated by the backbone and led by the NAC SC.
- Meetings may be held quarterly for approximately 2 hours.
- Meetings may be open to all. The larger collaborative membership is highly encouraged to attend and invite guests.
- The NAC Partner meetings may integrate guest speakers to highlight innovations and compelling programming and training in the region.

Article IV: NAC Membership

Section 4.01: Members

The larger collaborative membership includes all participating members of the collaborative. The larger collaborative members may also be known as NAC members or NAC partners and participate in NAC Partner Meetings, NAC subcommittees, and other NAC events. NAC members may include individuals and organizations interested in improving the well-being of children, youth, and families in the northern state and any public or private organization or individual who supports the NAC mission. NAC members at large are encouraged to nominate new organizations and individuals to participate in the quarterly NAC Partner Meetings. New NAC members may receive a welcome packet following their first NAC Partner Meeting.

Section 4.02: Active Member Requirements

An active NAC member will have attended at least two (2) of the last six (6) quarterly NAC Partner Meetings and/or participate in a NAC subcommittee in the year. The backbone may ensure an updated list of who attends the meetings.

Article V: NAC Steering Committee Membership

Section 5.01: Members

The NAC SC may consist of no fewer than six (6) and no greater than eleven (11) participants with each member having an equal vote. Additional members will be added based on the strategic direction of the group.

NAC SC members will be nominated and confirmed by the larger collaborative membership. Support staff, such as the backbone, will not be considered voting members. The backbone will support the NAC SC and the larger collaborative membership through facilitation, documentation, and strategic consultation.

Section 5.02 Qualifications of Members

The NAC SC may be composed of individuals from each of the participating counties, including Butte, Colusa, Glenn, Shasta, Tehama, and Trinity counties. The members may be individuals who:

- Will demonstrate support of the vision of NAC.
- Have influence within the community to inspire participation and alignment.
- Have the ability to further the purpose of the collaborative.
- Are willing to give time and effort without remuneration from the collaborative.
- Are civic-minded citizens who have the welfare of the community at heart.
- Are in a position or designated by a lead position to make decisions for the agency/entity represented.

Section 5.03: Membership Process

The NAC SC is responsible for reviewing all referrals and candidate recommendations for the NAC SC and the larger collaborative membership body.

Section 5.04: Term of Office and Election of Members

- Members of the NAC SC may be nominated from the larger collaborative membership.
- NAC Members can nominate each other and/or self-nominate.
- The NAC SC may consist of no fewer than six (6) positions with a the intention that each of the six counties is represented on this committee, if possible. The NAC SC members can vote to increase its membership up to eleven (11) should the need arise, considering key additional discipline representatives.
- NAC SC members are elected to serve for a minimum of two (2) years. NAC SC members may serve additional terms and are eligible for reappointment.

Section 5.05: Nomination of Members

- Nomination of members may be brought to the larger collaborative membership.
- The NAC SC Chair will present prospective members to the NAC SC for approval.

Section 5.06: Vacancies

- When a vacancy on the NAC SC exists, new committee members may be proposed by the larger collaborative membership and the remaining NAC SC.
- Proposed NAC SC candidates will be reviewed at the next NAC SC meeting and will then be confirmed at the next NAC Partner Meeting.

Section 5.07: Responsibility of Members

- Each member of the NAC SC pledges their support for the good of the collaborative initiative according to their personal capability.
- This support will consist of advice and suggestions on specific matters, based on personal experience in business, professional or volunteer activity, so far as such advice is not contrary to professional or business ethics.
- NAC SC members will make every effort to attend meetings and will notify the backbone if they are not able to attend.

Section 5.08: Removal of Member

- Removal of NAC SC members is reserved for the appointed officers.
- The NAC SC Chair and NAC SC Co-Chair will consider removals for cause.
- Cause may be determined by attendance, potential or actual conflict of interest, or other activity that may not reflect the best interest of the collaborative.

Article VI: NAC Steering Committee Meetings

Section 6.01: Regular Meetings

- Regular meetings of the NAC SC may be held monthly for approximately 90 minutes via a virtual platform.
- Additional meetings may be scheduled as deemed necessary by the NAC SC.

Section 6.02: Special Meetings

Special meetings with the members of the NAC SC, for any purpose or purposes, may be called at any time by the NAC SC Chair.

Written notice of the time and place of meetings may not be required, but the support staff may make every effort to give each member reasonable advance notice of the time and place of such meetings.

Section 6.03: Agendas

Agendas may be co-created between the NAC SC Chair and the backbone and may be circulated prior to the meeting. Action items may be presented in advance for review and consideration before action is to be taken. Time-sensitive actions may be addressed within special meetings.

Section 6.04: Meeting Flow

NAC SC meetings will be organized as follows and encourage voice and choice:

- Check In
- Call to order by the Committee Chair
- Approval of the minutes of the previous meeting
- Business (listed in order of priority)
- Adjournment

Section 6.05: Community Agreements

- Choose to be present, engaged, and mindful of implicit bias.
- Actively seek out diversity of thought and listen to understand.
- Stay open to all perspectives and outcomes.
- Tell the truth and assume good intentions.
- Be willing to have brave and sometimes messy conversations.
- Respect different learning, engagement, and communication styles.

Section 6.06: Compensation

The NAC SC and/or larger collaborative membership may receive no compensation for their services to NAC.

Article VII: NAC Steering Committee Officers

Section 7.01: Officers

- The NAC SC may select the NAC SC Chair to facilitate the meetings with the NAC SC Co-Chair.
- The NAC SC members will also choose the NAC SC Chair elect.

Section 7.02: Appointment of Officers

- The NAC SC Chair and NAC SC Co-Chair will be nominated and elected by a show of hands.

- The NAC SC Chair will serve a term of one (1) year.
- At the end of the year, the NAC SC Co-Chair will assume the NAC SC Chair role, and another NAC SC Co-Chair elect will be selected by nomination and a show of hands. This approach will give each individual a year of mentoring from the NAC SC Chair to be apprised of the NA SC Chair's responsibilities and assist with the facilitation of meetings.
- Officers may be reappointed with a majority vote.

Section 7.03: NAC SC Chair

- Proposes and reviews the agenda and additional documents for the meetings facilitates the meetings, and works closely with the Backbone staff in preparation for the next meetings.
- Call and preside at all SC Meetings and NAC Partner Meetings.

Section 7.04: NAC SC Co-Chair

- Assists the NAC SC Chair and takes their place in all matters when the NAC SC Chair is unable to attend to their duties.
- At the end of the one-year term, the NAC SC Co-Chair may assume the NAC SC Chair responsibilities, and a new NAC SC Co-Chair will be appointed.

Article VIII: Subcommittees

- The NAC SC Chair of the NAC SC may request the NAC SC form ad hoc subcommittees for specific purposes.

Article IX: Guideline Revisions

- The Operating Guidelines will be reviewed once a year and amended as needed with approval by the majority of the NAC SC.