

1.4 MONTANA FAMILY PLANNING ADMINISTRATORS

Policy: The Montana Family Planning Administrators (MFPA) has as its purpose to 1) promote and expand comprehensive family planning services throughout the state, 2) participate in the development, implementation and evaluation of the state program in the decisions affecting family planning in the State and 3) to provide an opportunity for local programs to communicate face-to-face and share experiences and problems.

Procedure:

1. Current membership is composed of one sub-recipient director or designated alternate of each family planning contract. The director or his/her alternate shall serve as a representative of the appropriate governing board of the Title X program. FPP staff is ex-officio members. MFPA meets, at a minimum, two times per year.
2. Title X sub recipients must send either its director or his or her representative to two MFPA meetings per year as scheduled by FPP. If a representative is designated, he or she must be an employee of the Title X Family Planning Program or a member of the Board of Directors of the Title X Family Planning Program.
3. MFPA members will follow the MFPA by-laws.
4. MFPA by-laws will be reviewed on an as needed basis.

MFPA BY-LAWS

Article 1 - Name and Jurisdiction

The name of the organization is the Montana Family Planning Administrators (MFPA). It will serve as an advisory body for all family planning matters in the State of Montana.

Article 2 - Purpose

Sec. 1: To promote and expand comprehensive family planning services for the citizens of Montana on a statewide basis.

Sec. 2: To participate in the development, implementation and evaluation of a statewide family planning project in the decisions affecting family planning in the state.

Sec. 3: To provide an opportunity for individual programs to communicate face to face and share experiences and problems.

Article 3 - Goals and Objectives

Sec. 1: To coordinate existing and future family planning programs.

Sec. 2: To determine existing and future state and local family planning needs and develop an overall plan to meet the needs.

Sec. 3: To promote and generate public interest and support for family planning services by initiating an active statewide public relations program.

Sec. 4: To establish and maintain high standards of quality client care through ongoing continuing education programs, peer review and program evaluation.

Sec. 5: To provide information and feedback to state staff and association constituents concerning rural and urban needs, resources, attitudes and current developments relevant to family planning.

Sec. 6: To initiate legislative change relating to maternal and child health as it relates to and affects family planning services.

Article 4 - Membership

Sec. 1: Official membership shall be composed of one director or designated alternate of each family planning contract. The program director or his/her alternate shall serve as a representative of the appropriate governing board of the Title X program.

Sec. 2: Each official member will have one vote. Ex officio members and other community representatives may participate in all discussions and will not have a vote.

Sec. 3: The state family planning program staff will be ex officio members.

Sec. 4: Representatives from new programs will automatically become members.

Article 5 - Meetings

Sec. 1: Meetings will be held 2 times a year.

Sec. 2: All Montana Family Planning Administrators meetings shall be in Helena unless otherwise designated.

Sec. 3: Special meetings can be called by agreement of the state program manager and association chairperson, but a 7-day notice must be given to members.

Sec. 4: A quorum shall consist of 50% of total membership.

Article 6 - Organizational Structure

Sec. 1: Officers shall consist of Chairperson, Vice-Chairperson and a Secretary-Treasurer.

Sec. 2: Officers shall be elected by members of the association. Terms of office shall extend for two years and no officer shall serve for more than six consecutive years in the same position. Election shall be the first meeting of the calendar year. Any exceptions to the term of office can be approved by two thirds of the voting membership.

Sec. 3: The Chairperson will preside at all meetings of the association. The chairperson shall be eligible to vote in case of a tie. The chairperson shall appoint all standing and ad hoc committees.

Sec. 4: In the absence of the chairperson and vice-chairperson, the Association may choose a chairperson for the meeting by a majority vote.

Sec. 5: Secretarial duties such as minutes and correspondence shall be performed by the Program Specialist to the Montana State Family Planning Program. In the event this person is unable to attend a meeting or to perform secretarial duties an alternate may be assigned from a State Family Planning Program, or the chairperson may direct any person in attendance to act as secretary.

Sec. 6: Working committees will be established as need to accomplish the goals of the association.

Article 7 - Amendments

Sec. 1: These bylaws may be amended or replaced and new bylaws adopted by two- thirds majority voting membership of an existing quorum.