

**RENVILLE COUNTY  
WELLNESS WORKSITE COMMITTEE  
BYLAWS**

**Mission Statement**

Creating a worksite environment where the healthy choice is the easy choice for employees and their families.

**Guiding Principles**

The Wellness Worksite Committee (WWC) will keep informed of current trends and best practices in worksite wellness programs. The WWC will strive to follow the following five essential elements:

- 1) Career
- 2) Social
- 3) Financial
- 4) Physical
- 5) Community

**Committee Members**

Standing WWC members include, but are not limited to, employees with interest in employee health and wellness programming; one management position from each of the following departments: Public Health, Human Services, Sheriff, Public Works, and Administration; one County Commissioner; one non-union member; and one representative from each of the employee unions.

Additional members will be added to the WWC at the discretion of the WWC. These members will serve a two-year term with the option to renew their membership. The process for adding WWC members is:

- 1) Interested employees shall contact their Department Head for approval.
- 2) Interested employees shall complete an interest survey and submit to the Chair.
- 3) Acceptance of the new member will be by consensus of the WWC.

If a member finds it necessary to resign from the WWC, he/she is encouraged to remain until a replacement can be selected and to provide as much notice as possible.

### **Chair/Co-Chair**

- 1) The Co-Chair is selected by the WWC to assist the Chair with leadership duties. The Co-Chair will serve a two-year term with the option to renew.

### **Duties of Wellness Worksite Committee Chair/Co-Chair**

- 1) Schedule regular committee meetings.
- 2) Develop written Agendas for conducting meetings.
- 3) Conduct WWC meetings.
- 4) Approve WWC correspondence and reports.
- 5) Research best practices and guidelines for worksite wellness programs.
- 6) Oversee and recommend wellness educational opportunities for committee members.
- 7) Obtain approval from County Board as necessary (speaker contracts, etc.).

### **Duties of Members**

The WWC meets the first Thursday of each month or as needed to plan, implement, monitor, and evaluate the Renville County employee wellness program. Members are expected to:

- 1) Complete an interest survey.
- 2) Participate in planning events and programs.
- 3) Co-facilitate at least two events annually.
- 4) Assist at all events.
- 5) Help in planning the budget for the WWC.

Members of the WWC will keep informed of trends and best practices in worksite wellness programs through personal inquiry or through the direction of the WWC.

In addition, regular attendance is vital to the purposes of the WWC. Members accept the duty and obligation to attend meetings and to provide advance notice if they are unable to attend. Repeated absences may be considered grounds for replacement of a member at the discretion of the WWC. Membership on the WWC is on a voluntary basis.

### **Meetings**

- 1) Monthly Schedule: Meetings will be held on the second Thursday of each month at 2:00 p.m. or as needed.
- 2) Attendance: Each member will attend regularly scheduled WWC meetings and participate in WWC programs. Any member unable to attend a meeting or other WWC event will inform the Chair/Co-Chair before the meeting or event.
- 3) Agenda: The Agenda will state the order in which the WWC conducts its business. Any member wishing to include an item on the Agenda has the responsibility to draft and represent the Agenda item to the Chair/Co-Chair for approval and inclusion.
- 4) Voting: A quorum of 51% of current members will be reached through in-person or electronic communication for all WWC activities brought to a consensus during WWC meetings.
- 5) Minutes: Minutes will be recorded at each WWC meeting and be distributed by email to all members of the WWC. All reports, evaluations, and recommendations of the WWC will be included in the Minutes, as well as a task list for each of the members.
- 6) Resource Persons: The WWC may identify and invite resource persons for a topic on the Agenda. Upon invitation, the resource person may participate in the discussion with the final action taken by the WWC.

### **Finances**

The WWC budget is currently funded by wellness funds allotted from the County. WWC-approved expenditures are submitted to Administration for payment.

### **Compensation**

Meetings will be conducted during regular County business hours as normal hours worked.

### **County Board Involvement**

The Renville County Board of Commissioners approves of the Wellness Worksite Committee.

### **Bylaws**

These Bylaws will guide the WWC and WWC actions. Should the WWC Bylaws need to be amended, amendment shall be approved by consensus of a quorum of the WWC at the next meeting.