



NEW YORK STATE ORAL HEALTH COALITION

Rules of Operation

ARTICLE I - NAME

This organization will be known as the New York State Oral Health Coalition (Coalition).

ARTICLE II - PURPOSES

Section 1. MISSION Support the development of leading oral health strategies in New York State

Section 2. VISION Achieving optimal oral health for all New Yorkers thus improving overall health.

Section 3. GUIDING PRINCIPLES

The Coalition will:

- a) Be inclusive of all major stakeholders and residents, and work in collaboration with other oral health coalitions.
- b) Keep issues of disparities and equity in the forefront.
- c) Draw upon scientific evidence from research, best practices and cost-effective strategies to accomplish the Coalition's goals and objectives.
- d) Be committed to expanding access to dental treatment and oral disease prevention

Revised. 2.11.2014

Initiated. 2006

ARTICLE III – COALITION MEMBERSHIP

Section 1. MEMBERS

The Steering Committee will establish membership categories, as needed, that may include one or more of the following categories:

- a.) **Members:** Any interested individual or organization that does not qualify as a Sponsor is eligible to be an Active Member. Active Members participate in New York State Oral Health Coalition meetings and activities, including, but not limited to committee participation, receiving mailings and notices, voting, and holding elected office within the New York State Oral Health Coalition.

Section 2. APPLICATION FOR MEMBERSHIP

Individuals who are interested in becoming members must complete an application found on NYSOHC website. In requesting membership, the individual must provide a statement confirming their support of the mission and vision of NYSOHC and why they wish to actively engage in the work of the Coalition. NYSOHC staff/volunteer will process all requests for membership and respond to applicants.

Section 3. DUES

Membership dues, if any may be established by the Steering Committee.

ARTICLE IV – STEERING COMMITTEE

Section 1. MEMBERSHIP AND DUTIES

- a) The Steering Committee will manage overall planning and organizational policy setting for the New York State Oral Health Coalition.
- b) The Steering Committee's membership will consist of, at a minimum, one representative from each of the following categories: government, community, education, providers, provider organizations, general public, third-party payers, policy, and higher education stakeholders. All of the Steering Committee

Revised. 2.11.2014

Initiated. 2006

- members as mentioned above must be members of the NYSOHC. The size of the Steering Committee shall not be less than ten (10), or more than fifteen (15).
- c) The Steering Committee may alter committee composition and/or its membership as necessary.

Section 2. NOMINATION AND ELECTION

The general membership will elect the Steering Committee Members and officers at the Annual Meeting from a slate of nominees selected by the Nominating Committee of the Steering Committee and presented to the general membership at least 21 days prior to the Annual Meeting or as the result of a call for nominees from the members present at the Annual meeting of the general membership.

- a) The Nominating Committee of the Steering Committee, chaired by the Immediate Past Chair/Co-Chairs or designee, shall present one or more candidates for each vacancy for officer positions and the Steering Committee.
- b) The slate shall be the result of a call for nominees from the general membership at least 40 days prior to the Annual Meeting. The Nominating Committee of the Steering Committee may submit nominees in addition to those from the general membership.
- c) The officers of the coalition will include Chair/Co-Chairs, Vice Chair, Secretary, Treasurer and Immediate Past Chair/Co-Chairs and will serve two year terms.
- d) Except for the Immediate Past Chair/Co-Chairs who shall automatically succeed to the position upon completion of term as Chair/Co-Chairs, officers, Chairs of standing committees and additional steering committee members shall be elected by written ballot by a majority vote of the members present and voting.
- e) Officers, Chairs of Standing Committees and Additional Steering Committee members elected at each Annual Meeting shall assume their duties immediately following the Annual Meeting of their election and shall serve their stipulated terms or until their successors are elected.

Section 3. TERMS

Steering Committee members may serve (2) consecutive (2) year terms, or until a successor is elected. If the individual leaves the organization h/she represents, the organization will nominate a candidate to fill the remaining portion of the vacated term. This nomination must be approved by the Steering Committee.

Section 4. VACANCIES

Revised. 2.11.2014
Initiated. 2006

The Steering Committee may, by appointment, fill vacancies interim to the Annual Meeting of NYSOHC.

Section 5. DUTIES AND RESPONSIBILITY

The Steering Committee sets administrative policies and oversees the general planning for the New York State Oral Health Coalition. Responsibilities and duties of Steering Committee members include, but are not limited to:

1. Giving overall direction and guidance to Coalition priorities, efforts and activities
2. Strategic planning
3. Developing and approving policy
4. Establishing rules for the administration and operation of the Coalition
5. Approving the use of the New York State Oral Health Coalition name and logo for sponsorship purposes
6. Approving fund-generating activities
7. Approving the annual budget
8. Approving staff/volunteer related activities
9. Planning the agenda and activities for the annual general membership meetings
10. Reporting all Coalition and Steering Committee activities to the membership
11. Approving the formation of committees and special project or task groups
12. Attending a minimum of 50% of the committee meetings, either in person or via conference call.

Section 6. LEADERSHIP

The Executive Committee will consist of the Chair/Co-Chairs, Vice Chair, Treasurer, Secretary and Immediate Past Chair/Co-Chairs. The Vice Chair of the Steering Committee will serve as Chair at the request or in the absence of the Chairs. The Secretary of the Steering Committee will conduct the official correspondence for the NYSOHC. The Secretary will work with staff/volunteers to ensure the Steering Committee has the appropriate minutes prepared and retained for the coalition records. The Treasurer of the Steering Committee will be responsible for preparing the annual budget for the NYSOHC and for its presentation at the Annual Meeting of the Coalition. The Treasurer will act as the Chair of the Finance Committee and will be responsible for preparing a report of the income and expenditures of the Coalition. The Chair/Co-Chairs, after completion of his/her term as Chair/Co-Chairs of the NYSOHC will immediately succeed to the position of Immediate Past Chair. At the Steering Committee's discretion, it may assign other members to coordinate other key functions of the Coalition management.

Revised. 2.11.2014

Initiated. 2006

Section 7. MEETINGS

The Steering Committee will meet a minimum of four times each year and may be by electronic means. Special meetings of the Steering Committee may be called at any time by the Chair/Co-Chairs or at the request of a majority of members of the Steering Committee.

The Chair/Co-Chairs will preside at all meetings of the Steering Committee. The Vice Chair will act as Chair of the Steering Committee at the request of or in the absence of the Chair/Co-Chairs. In the event the Chair/Co-Chairs cannot complete his/her term; the Vice Chair will serve as Chair for the remainder of the term.

Section 8. QUORUM

For the purposes of voting, the presence in person or via conference call of 51% of the Steering Committee membership will constitute a quorum at any given Steering Committee meeting.

Section 9. VOTING

Decisions of the Steering Committee will be made by consensus when possible. In the event of inability to reach consensus, the majority vote of the members attending a meeting will be the action of the committee.

ARTICLE V COMMITTEES

Section 1. STANDING AND AD HOC COMMITTEES

The Committees of the Coalition, with guidance from the Steering Committee, will plan and carry out the activities of the New York State Oral Health Coalition.

Standing Committees including Ad Hoc Committees, Project or Task Forces (Committee) of the Coalition may be initiated by the Steering Committee or by any group of at least five (5) members of the Coalition, but must be approved by the Steering Committee. Committees shall continue to exist until the Steering Committee acts to terminate them or until the charge is completed.

Section 2. COMMITTEE RESPONSIBILITIES

Each Committee is responsible for:

- Developing an annual plan of activities
- Implementing the activities of its annual plan

Revised. 2.11.2014

Initiated. 2006

- Reporting its progress at General Membership Meetings
- Submitting notices, minutes, and updates to the Steering Committee

Section 3. COMMITTEE MEETINGS

Committees will hold meetings, with the frequency and location determined by members of each Committee. Notices for these meetings will be sent to all members of each Committee. Minutes of the Committee meetings must be kept and sent to the Steering Committee's staff/volunteer.

Section 4. COMMITTEE DECISION MAKING

A quorum will be considered as 51% of the Committee membership. Decisions will be made by consensus when possible. In the event of inability to reach consensus, the majority vote of the members attending a meeting will be the action of the committee.

ARTICLE VI – MEETINGS OF THE GENERAL MEMBERSHIP

The New York State Oral Health Coalition will hold a general membership meeting at least once per year. Members of the Coalition will elect the Slate of Officers and Steering Committee members. The Chair/Co-Chairs will appoint an Annual Meeting Planning Committee who shall plan and execute the session. The Chair/Co-Chairs of the Coalition will be responsible for setting the agenda for the business meetings of the Coalition with input from the Steering Committee. The Secretary shall record the minutes of all meetings of the Coalition.

ARTICLE VII – REPRESENTATION

It is the responsibility of the New York State Oral Health Coalition Chair/Co-Chairs or their designee, to speak on behalf of and distribute written information about the New York State Oral Health Coalition to the press, government officials, and to any other person seeking information about the New York State Oral Health Coalition for official and/or public purposes. No member shall speak on behalf of the New York State Oral Health Coalition without prior approval from the Chair/Co-Chairs.

ARTICLE VIII– POLICY STATEMENTS

Section 1. PROCEDURE FOR ESTABLISHING POLICY STATEMENTS

The Coalition exists to improve oral health for all New York citizens and will recommend changes and program improvements to fulfill its mission. The following

Revised. 2.11.2014

Initiated. 2006

procedure will be used to establish policy statements that represent the New York State Oral Health Coalition.

- a) The Coalition member interested in seeing an improvement in a particular policy or issue will provide a written description of the issue to the Chair/Co-Chairs of the Steering Committee or the Standing Committee concerned with the issue to be considered. The Chair/Co-Chairs will place the issue on the agenda of the next Committee or if more urgent, for discussion on a conference call. If the Committee agrees that it is appropriate, the Chair/Co-Chairs will forward the written issue to the Steering Committee Chair/Co-Chairs.
- b) The Steering Committee Chair/Co-Chairs will place the written issue on the agenda for the next meeting of the Steering Committee or if more urgent, for discussion on a conference call. If the Steering Committee feels that it is appropriate, the issue, as presented or in an altered form, will approve the issue for the membership.
- c) The Steering Committee, acting in good faith, will report new policy statements to the general membership via email if possible, and at the next NYSOHC Meeting.

Coalition members are encouraged to use the information provided by the Coalition to advance their efforts to improve the delivery of oral health services throughout New York State.

Section 2. CONFLICT OF INTEREST AND LEGAL LIABILITY

- a) A NYSOHC member, who maintains a direct or indirect financial interest in any action considered by the Coalition, shall disclose the interest during the Coalition meeting and have the disclosure specifically noted in the minutes of that meeting. The affected Coalition member shall not vote or debate the matter in conflict or attempt to influence any other Coalition member on the subject in question.
- b) A member of the NYSOHC shall not accept compensation, gifts, favors or other benefits from an individual, firm or organization for work performed as a Coalition member.
- c) The NYSOHC shall not endorse any person, company, product or procedure without the specific approval of the Steering Committee. Any contributions from corporations or foundations will be disclosed by the NYSOHC to its members and the public.
- d) NYSOHC members shall not use their official capacity in the Coalition to solicit or otherwise influence others for personal reasons or benefits.

ARTICLE IX - NON-INUREMENT

No part of the net earnings of the Coalition shall inure to the benefit of, or be distributed to, its members, directors, officers, or other private persons, except that the Coalition

Revised. 2.11.2014

Initiated. 2006

shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments in furtherance of its non-profit purposes.

ARTICLE X - DISSOLUTION

In the event that the New York State Oral Health Coalition dissolves and ceases to exist, any assets that the organization has accumulated will be distributed to a charity by majority vote of the Steering Committee.

ARTICLE XI - PARLIAMENTARY AUTHORITY

The rules contained in the latest edition of Robert's Rules of Order Newly Revised, shall govern the proceedings of the Coalition in all cases to which they are applicable and in which they are not inconsistent with the Coalition's Rules of Operation, bylaws and any other rules of order the Coalition may adopt.

ARTICLE XII - AMENDMENTS

Recommendations for amendments to the Rules of Operation may arise from the Steering Committee or from a majority vote at the Annual Meeting. Such recommendations must be submitted to the Executive Committee of the Coalition and will be distributed, via postal mail or email, to the general membership 21 days prior to the Annual Meeting for review and comment. However, if an amendment originates from the floor it may be instituted immediately if three-quarters of the membership in attendance approve it. Any approved changes become effective immediately following the Annual Meeting at which they are approved.

The New York State Oral Health Coalition Rules of Operation were approved and adopted in 2006. The Rules of Operation may be revised at subsequent annual meetings in accordance with the most current adopted Rules of Operation.