

Louisiana Statewide Oral Health Coalition Bylaws

1. Name and Purpose

- 1.1. Name- The name of the Coalition shall be the Louisiana Statewide Oral Health Coalition, hereinafter referred to as the Coalition.
- 1.2. Purpose and vision- The Coalition is a voluntary, collaborative representing oral health interests throughout Louisiana. The Coalition's vision is a Louisiana where people of all ages have excellent oral health.
- 1.3. Mission- To coordinate the provision of information, resources, and services so that people of all ages can have excellent oral health.
- 1.4. Conduct of business- The Coalition will conduct business in accordance with these Bylaws and in all situations not addressed by these Bylaws, in accordance with the latest edition of Robert's Rules of Order (Revised).

2. Membership

- 2.1. Eligibility- Membership is open to any agency, organization, or individual who demonstrates an interest in oral health for Louisiana.
- 2.2. Composition- The Coalition strives to have a diverse membership with representation from various community segments.
- 2.3. Orientation- Upon joining the Coalition, new members will partake in an orientation conducted by the Membership Committee that will serve to introduce new members to the Coalition's norms and expectations.
- 2.4. Membership Commitment Form- Upon joining the Coalition, new members are expected to sign a Membership Commitment Form which will outline the requirements for active membership.
- 2.5. Duties- Each organization that has an active Membership Commitment Form will designate a representative to participate in the Coalition. Active members are encouraged to participate in at least one standing or ad hoc committee. Active members must support the Coalition's mission and must be agreeable to act as a representative of the Coalition to outside organizations, agencies, or persons. Active members are expected to contribute to and participate in the Coalition's activities outside of the quarterly meetings.
- 2.6. Attendance- Active members are expected to attend at least 50% of scheduled meetings. If an active member is unable to attend, a proxy must be appointed to attend the meeting on the active member's behalf. Failure to meet this requirement empowers the Membership Committee to review the member's active standing, and if need be, authorizes the Membership Committee to revoke active membership and all privileges associated with such standing. If a proxy for an active member cannot be designated, the active member is responsible for submitting an explanation of such in writing to the Membership Committee.

- 2.7. Resignation- Active members who wish to resign from the Coalition must submit in writing an explanation of their intentions to the Membership Committee.
- 2.8. Designee Replacement- In the event an organization or agency's designated representative is no longer able to fulfill the duties of an active member; it is the responsibility of the organization or agency to appoint a replacement representative. Notification of this change must be made in writing to the chair of the Membership Committee.
- 2.9. Compensation- Participation in the Coalition is voluntary. No compensation will be provided.

3. Officers

- 3.1. Executive Committee- The elected members of the Executive Committee will be comprised of a Chair, Vice-Chair, and a Secretary/Treasurer. The chairperson of each standing committee will represent their respective committee on the Executive Committee. All efforts shall be made to ensure diversity of expertise and representation from all areas of the state.
- 3.2. Term of office- Terms are for a period of 2 years. The maximum period any member can serve in a particular position consecutively is two terms. Once the term limit has been reached for a member in a particular position, the member, should they be seeking to fill the same position, must wait for a minimum of one term period to elapse before being eligible for re-election. A member may seek election for a different position if the term limit has been reached on a particular position without waiting the minimum one term period. An officer may be asked to remain in their position beyond their term until another officer can be elected to that position. The term limit as defined above does not include time invested as an interim chair holder.
- 3.3. Duties- The Chair shall preside at the quarterly Coalition meetings, as well as special meetings, meetings of the Executive Committee, and serve as ex-officio member of all Standing and Ad Hoc Committees. The Chair will work with administrative staff provided by the Oral Health Program to administer the operating policies. The Chair will represent or appoint a member to represent the Coalition at public events as necessary. The Vice Chair shall serve as a leader of the Coalition in the Chair's absence or under the Chair's direction. The Vice Chair will perform other duties assigned by the Chair. The Secretary/Treasurer shall keep accurate minutes of any Coalition meetings, arrange for distribution of minutes and meeting materials, give notice of meetings, and collaborate with the Membership Committee for maintaining an accurate membership roster. The Secretary./Treasurer shall oversee any financial business.
- 3.4. Election- Members of the Executive Committee are elected by eligible members of the Coalition. Candidates receiving the highest number of votes of the voting members

present shall be deemed elected. Should they choose, persons holding interim chair positions are eligible to run for the chair position they are holding.

- 3.5. Vacancies- In the event an Executive Committee position becomes vacant, the membership will conduct an election process at the next quarterly meeting. Executive Committee members already serving in a Committee position are eligible to be nominated to fill the vacated position.
- 3.6. Resignations- Executive Committee members who wish to resign from their elected post must submit in writing an explanation of their intentions to the Executive Committee.

4. Committees

- 4.1. Committees- Committees will meet as needed to complete the task(s) assigned by the Coalition. Coalition members will volunteer to serve on a committee or committees. Minutes of committee meetings shall be kept and provided to the Coalition as requested. Committees will nominate a chair that is responsible for representing their respective committee at the Executive Committee meetings.
- 4.2. Standing committees- Standing Committees are formed with the approval from the Chair. The Standing Committees shall be reflective of the focus areas detailed in the State Plan. Additionally, there will be a Standing Committee that focuses on Membership, Surveillance and Evaluation, and an Election Committee.
- 4.3. Ad hoc committees- Ad hoc committees are formed by appointment from the Chair to address specific topics as designated by the Coalition. Appointments to an ad hoc committee are valid for the duration of the Chair's term. The Chair may dissolve an ad hoc committee at his or her discretion. Should the membership deem that the ad hoc committee's task(s) is continuously relevant, the ad hoc committee has the ability to become a standing committee.
- 4.4. Election committee- At the onset of each meeting year, the Chair will approach the membership to solicit participation in the Election Committee. The Election Committee will serve as necessary throughout the meeting year.

5. Meetings

- 5.1. Meetings- A meeting of the Executive Committee as well as the Coalition-at large will occur quarterly. Standing committees and ad hoc committees are to meet ad libitum. Special meetings may be called at the discretion of the Executive Committee. Meetings may be conducted using audio/visual technologies as necessary.
- 5.2. Meeting year- The meeting year will commence September 1st and will conclude on August 31st.
- 5.3. Meeting notification- Prior notification of quarterly meeting dates, times, and locations will be made to active Coalition members. Notification will be made at a minimum of

three weeks prior to the next meeting. Special meetings may follow a different system of notification if necessary.

- 5.4. Quorum- Those members present at the Coalition's meetings shall constitute a quorum.
- 5.5. Minutes- Minutes and meeting records will be maintained by the Secretary, as well as by the Oral Health Program. Minutes will be made available at the following meeting. Minutes may be provided to any individual, organization, or agency at special request.
- 5.6. Requests for presentation at meeting- Any individual, organization, or agency, regardless of membership in the Coalition, who is desirous of making a presentation at a Coalition meeting, shall submit a written request to the Executive Committee. The written request is due to the Executive Committee a minimum of 30 days prior to the desired presentation date. The request shall include a brief discussion of the intent of the presentation and supplemental information about the presenter(s), the organization or agency, if applicable. The Executive Committee will grant approval for presentations at their discretion. All decisions of the Executive Committee are final. Presentations or presenters that are solicited by the Coalition are not subject to submitting a request for approval.
- 5.7. Agenda items- Persons wishing to submit a recommendation of an agenda item shall submit their proposal in writing to the Executive Committee a minimum of 15 days before the next Coalition meeting.

6. Nomination Process

- 6.1. Election process commencement- It is the responsibility of the Chair to notify the Election Committee to commence with any and all processes required for conducting an election.
- 6.2. Nomination form- The Election Committee is responsible for the creation of the nomination form. Nominations for elected positions must be made on the nomination form. Forms may be submitted in person, electronically, or over facsimile transmission to the Election Committee. Nomination forms are due a minimum of 45 days preceding an election to allow creation of an accurate ballot. Nomination forms will be printed with the respective dates of the nomination period.
- 6.3. Eligibility- Members who have a signed, active Membership Commitment Form on file with the Membership Committee are eligible to complete a nomination form. The Election Committee will confirm eligibility.
- 6.4. Election day- Nominations from the floor, or those made the day of the election, will not be permitted for positions candidate (or candidates) has (have) been identifies via the process detailed in Articles 6.2 and 6.3. If there are no viable candidates for a particular position for an election, the current officer in that position will be asked to remain in that position until another officer can be elected to that position. If the

current officer is unable or unwilling to remain in that position for another quarter, the chair may appoint a volunteer from the membership to act as an interim officer until another officer can be elected to that position.

6.5. Ballot creation- The Election Committee is responsible for creating the ballot used for an election.

7. Voting

7.1. Eligibility- a Coalition member is eligible to vote if they, or the organization or agency they represent, has an active, signed Membership Commitment Form on file with the Membership Committee. A person who is serving as a proxy for individual, organization, or agency with an active, signed Membership Commitment Form is eligible to vote. In the event that an organization or agency has more than one representative attending meetings, only one representative is authorized to vote on behalf of the organization or agency. Any individual, organization, or agency in good standing shall have one vote.

7.2. Ballots- Ballots shall be distributed with the meeting notification prior to the holding of the meeting in which the election of an officer or the election of a person to a specific post is to occur. Ballots will be provided to the membership no less than 15 days prior to the election. Ballots may be of paper or electronic form.

7.3. Voting- The Coalition will utilize a single vote system. Absentee ballots will not be provided. A vote is valid id and only if an eligible voting member, or his/her proxy, is present at the meeting in which the voting process is being hosted. Voting for elections will be conducted using ballots.

7.4. Conducting an election- In order to hold an election, at least 50% of the Executive Committee members must be present.

7.5. Quorum- The candidate or voting topic receiving the highest number of votes of the voting members present at the voting process shall carry the vote.

7.6. Finality of votes- The outcome of any election or voting process is final. Elections or voting processes shall be conducted in the best interest of the Coalition.

7.7. Nonvoting issues- Issues that are controversial, divisive, or unrelated to the vision and mission of the Coalition can be tabled and defined as a nonvoting issue by a simple majority of the eligible voting members.

7.8. Election of inaugural executive committee- For the purpose of electing the inaugural members of the Executive Committee, the election process detailed above may be modified. All efforts will be made to ensure a fair voting process in this instance. Electronic voting will be permitted, if necessary.

8. Amendments

- 8.1. Proposed changes- Proposed changes to the bylaws must be submitted to the Executive Committee at least 30 days in advance of the next quarterly meeting at which the voting on such matters will take place.
- 8.2. Comment period- The 30 days before a quarterly meeting at which a voting process concerning amending the Bylaws is to be held, is reserved for the membership to pose questions and comments to the body responsible for proposing the amendment.
- 8.3. Passage of amendments- Amendments will be voted on. The voting process for proposed amendments will follow that detailed in Article 7.

9. Dissolution of Coalition

- 9.1. Dissolution of coalition- Dissolution of the Coalition requires a majority vote.
- 9.2. Maintenance of records- Records will be maintained by the Louisiana Department of Health & Hospitals- Oral Health Program.