



Sample: By-Law & Norms

THE BYLAWS OF THE WASHINGTON STATE ORAL HEALTH COALITION

ARTICLE I: NAME

The name of the organization is the Washington State Oral Health Coalition.

ARTICLE II: PURPOSE

The Washington State Oral Health Coalition (WSOHC) is a broad-based group of organizations and individuals whose mission is to promote and advocate for optimal oral health for all Washington State residents.

ARTICLE III: GUIDING PRINCIPLES

In support of the WSOHC mission, the coalition believes in the following principles:

- Universal access to oral health care
- Promoting oral health services that are community-based, preventive and culturally appropriate
- Creating partnerships with public, private, and community-based stakeholders, decision makers, and the public regarding oral health issues
- Clear and open communication with all stakeholders to facilitate mutual goals and objectives
- Both the right and responsibility of individuals to participate on decisions affecting their own oral health
- Encouraging creative approaches to oral health issues
- Advocating for and promoting oral health intervention strategies which are based upon sound scientific principles
- Recognizing the value and strength of the current dental delivery system
- Accomplishing our mission through teamwork and continuous improvement

ARTICLE IV: MEMBERSHIP

Section 4.1 Eligibility

The coalition shall be open to any agency, organization or individual residing in or working in Washington State that demonstrates affirmative interest and concern to improve the oral health of Washington State residents.

Section 4.2 Selection of Members

Any agency, organization or individual member can apply and will be selected by a vote of the executive committee for membership. Each county or local oral health coalition within the service area of the coalition shall have at least one representative unless no person can be recruited. It shall be the policy of this coalition to represent public and private entities, such as: (a) public health and social service agencies and departments; (b) dentists and dental hygienists; (c) health and charitable foundations; (d) WIC and Headstart; (e) community and migrant health centers; (f) health and dental clinics and hospitals; (g) dental and health care insurers; (h) schools and school nurses; (i) children's and low income advocacy organizations; (j) consumer and parent groups; (k) health care oversight groups; (l) health referral and access programs; (m) elected government officials; (n) minority groups; (o) business and professional associations; (p) educational institutions; (q) people with special health care needs, and a mix of urban and rural areas and parents or consumer involvement.

Section 4.3 Duties

Members must (a) have a bonafide interest in oral health and subscribe to the WSOHC mission statement; (b) agree to participate in a bi-annual strategic planning session of the coalition that sets goals, objectives, activities and outcome measures; (c) agree to participate actively on at least one WSOHC committee, as needed; (d) agree to attend 50% of scheduled meetings.

Section 4.4 Removal

Any member may be removed by a vote of two-thirds (2/3) of the voting membership. The executive committee will give 30 days notice of such a vote and specify the reasons for such action.

ARTICLE V: VOTING

Section 5.1 Eligibility for voting

A member in good standing will be eligible to vote on issues at an annual meeting or on issues as they arise. Good standing is defined as: has attended 50% of the previous meetings in the last twelve months. Only one representative per organizational unit is eligible to vote and is considered a voting member. An organization can send a proxy voter in the case of an absent voting member. The executive committee shall give notice on the agenda, if possible if a vote needs to be taken.

Section 5.2 Quorum

A minimum of 51% of voting members represents a quorum.

Section 5.3 Nonvoting Issues

It shall be the policy of this coalition not to take a vote on issues that are controversial, divisive or unrelated to the goals and activities of the coalition. 33% of voting members could table a proposal and define it as a non-voting issue.

Section 5.4 Voting Issues

A vote carries by 2/3 of eligible voting members in attendance

ARTICLE VI: EXECUTIVE COMMITTEE

Section 6.1 Election of Officers

The executive committee shall consist of the officers and chairpersons of standing committees. At a meeting in even-numbered calendar years, members shall elect from their voting membership a Chair, Vice-chair, Treasurer, Secretary and committee chairs to serve for a two year term. Candidates receiving the highest number of votes of the voting members present shall be deemed elected. In the event of a vacancy of any officer, the voting membership will be given a month's notice and take a new vote. The officers may serve a maximum of two consecutive two-year terms.

Section 6.2 Chair

The Chair shall: (a) preside at coalition meetings; all special meetings and all meetings of the executive committee; (b) appoint the chairpersons of all the committees except the nominating committee; (c) administer the operating policies established by the coalition; (d) represent the coalition at public events as necessary.

Section 6.3 Vice-chair

The vice-chair shall: (a) serve as leader of the coalition in the Chair's absence or under the Chair's direction; (b) perform other duties as assigned by the Chair.

Section 6.4 Treasurer

The treasurer shall: (a) be responsible for all financial business; (b) keep or oversee the keeping of an accurate account of all money received and spent; (c) report to the executive committee and to the membership at regular intervals on the coalition's finances; (d) sign checks and pay all the bills; (e) be the chairperson of the finance committee.

Section 6.5 Secretary

The secretary shall: (a) keep accurate minutes of any coalition meetings including any annual meetings and executive committee meetings and arrange for their distribution; (b) give notices of coalition meetings including annual and executive committee meetings; and (c) keep a current list of members.

ARTICLE VII: COMMITTEES

Section 7.1 General Conditions

A majority of the members of a committee present at a meeting shall constitute a quorum for the transaction of business. Each committee chairperson shall (a) report committee activities at executive committee meetings or general membership meetings; (b) obtain executive and finance committee approval of projects and budget requests; (c) maintain committee files to pass on to new members. The Coalition may establish additional committees, in addition to the executive, nominating and finance committees for the purpose of supporting the mission and purpose of the Washington State Oral Health Coalition.

Section 7.2 Executive Committee

The executive committee shall meet upon call by the Chair for the purpose of performing urgent business that can not wait or that can not be handled by a functioning standing committee of the coalition. Any action of the executive committee shall be reported for ramification at the next coalition meeting. A simple majority of the officers shall constitute a quorum for the transaction of business. The executive committee shall have the authority to establish and approve policies and procedures for all committees.

Section 7.3 Membership Committee

Members of the ^{nominating} committee shall be appointed by the executive committee to serve for a specified period of time. The committee shall: (a) nominate officers ~~and candidates for membership on the executive committee~~; (b) recommend the criteria for selection of new members; (c) provide orientation to new members; (d) analyze regularly the attendance of members; (e) consult with those who are not attending regularly or fail to attend the minimum number of committee meetings; (f) recommend to the officers action regarding inactive members; (g) recommend to general membership the schedule of meeting dates.

At least four weeks prior to presenting nominations to the Coalition members, the committee shall notify each member in writing of the names of persons it proposes to nominate, with a brief profile describing the qualifications of each proposed nominee.

Section 7.4 Finance Committee

The finance committee shall be composed of the treasurer as the chair of the committee and at least two other members to be appointed by the Coalition in consultation with the treasurer. The finance committee shall report to the executive committee quarterly, and report of coalition's finances shall be sent annually to each member of the executive committee. The committee shall (a) prepare an annual budget for approval by the executive committee; (b) serve as a resource to other committees on budget planning; and (c) research and develop additional and alternative funding sources for the coalition. The finance committee shall have the power to reinvest and invest any funds of the agency.

ARTICLE VIII: AMENDMENTS

The Executive Committee may recommend alterations, amendments, repeal or add provisions of the Bylaws, or make additional provisions to the bylaws, provided that the voting membership shall be notified in advance of any intent to review the Bylaws and that amendments proposed for adoption are circulated by the Executive Committee at least ten days in advance. Alteration, amendment, repeal, or addition to the Bylaws shall be adopted by the affirmative vote of at least two-thirds of the voting membership in attendance at a regularly scheduled meeting.

**Island County Oral Health Coalition
Group Norms**

1. We will have meetings in convenient location
2. We will start and end on time
3. We will have a clear agenda and not waste time
4. We will work to get the right attendees and people that want to be there
5. Meetings will be educational, directed, clear and will accomplish something
6. We will have food available
7. We will have a summary of outcomes at the end of every meeting
8. We will use visual aids when appropriate
9. We will work to encourage and reward participation
10. We will not have arguments
11. We will have a good facilitator