

Bylaws of the Oklahoma Oral Health Coalition

REVISED 4/8/2015

Article I – Name and Purpose

Section 1.1 – Name

The name of the organization shall be the Oklahoma Oral Health Coalition, herein referred to as “the Coalition.”

Section 1.2 – Mission

Impacting the oral health of Oklahomans, with an emphasis on children and special populations, through collaboration, coordination, and education.

Article II – Membership

Section 2.1 – Categories

There shall be two categories of Coalition membership: Organizational and Individual.

Organizational Member: An organization, public or private, whose purpose is consistent with the mission of the Coalition, as determined by the Executive Committee.

- Organizational Membership belongs to the organization.
- Each organization shall designate a Primary Representative.
- Organizations may designate any number of Secondary Representatives.
- If a Primary or Secondary Representative of an Organizational Member leaves that organization, he or she may become an Individual Member.

Individual Member: A person who is not employed or otherwise represented by an Organizational Member and is committed to the purposes of this Coalition, as determined by the Executive Committee.

Section 2.2 – Membership Process

Prospective Organizational and Individual Members may petition to join the Coalition by submitting the respective membership form for consideration by the Executive Committee.

Section 2.3 – Governing Body and Voting Rights

The Organizational Membership shall be the governing and legislative body of the Coalition. Each Organizational Member shall have one vote, which shall be cast by its Primary Representative. The Primary Representative may designate one of the Organization’s Secondary Representatives as proxy voter via an email to the Coalition Secretary in advance of any meeting.

Individual Members shall be non-voting members with member benefits.

Section 2.4 – Dues

There are no membership dues. Membership dues may be established by an amendment to these bylaws.

Section 2.5 – Member in Good Standing

An Individual Member is considered to be in good standing if he/she has been present, in person or by phone conference, for at least one of the previous four Coalition meetings.

An Organizational Member is considered in good standing if at least one of its Representatives has been present, in person or by phone conference, for at least two of the previous four Coalition meetings.

Article III – Officers

Section 3.1 – Elected Officers

The officers of the Coalition shall be Chair, Vice-Chair, and Secretary. Organizational Member Representatives (both Primary and Secondary) and Individual Members are eligible to hold office. Members must be in good standing to qualify for office and remain in office.

Section 3.2 – Duties

Chair: Chair Coalition meetings; establish meeting dates and times; prepare meeting agenda; represent the Coalition to outside entities.

Vice-Chair: Perform the duties of the Chair in his/her absence.

Secretary: Prepare and maintain minutes of Coalition meetings; send meeting notice and previous minutes at least seven days prior to Coalition meetings; maintain roster of membership.

Section 3.3 – Term of Office

Officers shall serve a two-year term of office from January to December.

Section 3.4 – Election

Regular election of officers shall be held at the fourth quarter meeting of odd numbered years.

Section 3.5 – Vacancies

Should the office of Chair become vacant, the Vice-Chair shall succeed the office of Chair until the next regular election of officers.

Should the Vice-Chair or Secretary become vacant, the Coalition shall, at the next meeting of the Coalition, elect a member to serve the remaining term of office.

Article IV – Executive Committee

Section 4.1 – Duties and Powers

The business affairs of the Coalition shall be managed by its Executive Committee, which may exercise all such powers of the Coalition and do all such lawful acts as are not, by statute or these bylaws, proscribed.

Section 4.2 – Composition

The Executive Committee shall consist of elected the elected officers and the immediate past Chair.

Section 4.3 – Executive Committee Rules and Policies

The Executive Committee may, by majority vote, adopt rules and policies for the conduct of its business. The Chair may call Executive Committee meetings as needed and may conduct meetings or business via phone or email or in person.

Article V – Meetings

Section 5.1 – Meetings

Coalition meetings shall be held quarterly on the second Wednesday unless otherwise determined by the members. Meetings shall be open to the public.

Section 5.2 – Quorum and Voting

Only the Primary Representatives (or their proxies) of Organizational Members in good standing are eligible to vote.

Five voting-eligible members, including at least two Executive Committee members, present at Coalition meetings shall constitute a quorum for the purpose of conducting Coalition business.

Decisions shall be made upon majority vote of the voting-eligible members present, except in the case of amendments to the bylaws, which require two-thirds affirmative vote.

Section 5.3 – Minutes

The Coalition shall keep minutes of the proceedings of its meetings.

Section 5.4 – Committees

Committees may be formed by the Chair to address issues as determined by the Coalition. Committees will meet as needed to complete the task(s) assigned by the Coalition. Coalition members will volunteer to serve on a committee(s). Minutes of committee meeting shall be kept and provided to the Coalition as requested.

Article VI – Amendments

Section 6.1 – Approval by Membership

These bylaws may be amended or repealed by two-thirds (2/3) vote of the members present and voting at any meeting.