

Operating Principles

ARTICLE I

NAME, VISION & PURPOSE

Section 1.1 Name

The name of the coalition shall be Oral Health Florida, hereinafter referred to as “Oral Health Florida.”

Section 1.2 Vision

The vision of Oral Health Florida is that all people in Florida will achieve optimal oral health and well-being.

Section 1.3 Purpose

The Oral Health Florida coalition is comprised of a broad based group of agencies, institutions, organizations, communities, stakeholders, policymakers, leaders, and other individuals whose mission is to promote and advocate for optimal oral health and well-being of all persons in Florida. This mission is accomplished through the implementation of the State Oral Health Improvement Plan.

ARTICLE II MEMBERSHIP

Section 2.1 Eligibility

Oral Health Florida shall be open to any public or private organization, agency, institution, or individual residing or providing services in the State of Florida that demonstrates affirmative interest and concern to promote, protect, and improve the oral health of all people in Florida.

Section 2.2 Terms of Membership

Any public or private organization, agency, institution, or individual interested in becoming a member of Oral Health Florida.

- Group – A public or private organization, agency, institution, or other group.
- Individual – A person who is not appointed to represent a public or private organization, agency, institution, or other group.

Section 2.4 Member in Good Standing

A member in good standing is a member who agrees to uphold the vision and purpose of Oral Health Florida, and whose Oral Health Florida membership registration is updated annually or more frequently as needed.

Operating Principles

37 **Section 2.5 Resignation of Member**

38 A member shall notify the Leadership Council in writing of his or her resignation from Oral
39 Health Florida. Resignation shall take effect upon receipt of such notice, unless the notice
40 specifies a future date.

41

42

ARTICLE III LEADERSHIP COUNCIL

43
44 **Section 3.1 Composition**

45 The Leadership Council shall be composed of 20 members: 13 of these members will have
46 voting rights and 7 will have ex-officio non-voting status.

47

48 The 13 voting members include a representative from each of the following public or
49 private organizations, agencies, or institutions:

- 50 1. Federally Qualified Health Center
- 51 2. Organized Dental Association
- 52 3. Florida Dental Hygiene Association
- 53 4. Florida Public Health Association
- 54 5. College of Dentistry in Florida (alternating to ex-officio status every two years)
- 55 6. Florida Allied Dental Educators

56

57 In addition, seven of the 13 voting members are considered Member-at-Large with two of
58 these representing local coalitions that focus on oral health.

59

60 All voting members may present one proxy to act as a representative in their absence.
61 Only one proxy may be appointed per voting member.

62

63 Members with ex-officio status that have no voting rights include:

- 64 1. Colleges of Dentistry in Florida (alternating to voting status every two years)
- 65 2. Florida Agency for Health Care Administration
- 66 3. Florida Board of Dentistry
- 67 4. Florida Department of Children and Families
- 68 5. Florida Department of Health County Dental Programs
- 69 6. Florida Department of Health Public Health Dental Program
- 70 7. Florida Institute of Health Innovation

71

72

Operating Principles

73 Consultants may be appointed as deemed necessary by a majority vote of the Leadership
74 Council. Consultants to the Leadership Council will not have voting rights.

75
76 Leadership Council may alter its committee composition as is deemed necessary through
77 revision to the Operating Principles.

78 79 **Section 3.2 Members-at-Large**

80 Any Group of Oral Health Florida in good standing and not representing one of the six
81 listed organizations in Section 3.1 is eligible to serve on the Leadership Council as a
82 Member-at-Large. Any individual Member of Oral Health Florida in good standing and not
83 officially representing one of the six listed organizations in Section 3.1 is eligible to serve
84 on the Leadership Council as a Member-at-Large. Any current Group or Individual Member
85 of Oral Health Florida may nominate another Oral Health Florida General Member for
86 these positions and may also nominate him or herself.

87
88 All nominations for the Members-at-Large positions will be presented to and verified by the
89 Leadership Council that the Group or Individual is a member in good standing. Members of
90 the Leadership Council shall elect the Member-at-Large members from these nominations.

91
92 Members-at-Large shall serve two year terms. The Members-at-Large not representing
93 local coalitions shall serve terms which are staggered from one another. For the first term
94 only, and in order to establish staggered terms, the six organization members of the
95 Leadership Council shall designate which Members-at-Large shall serve a one year term
96 and which Members-at-Large shall serve a two year term.

97 98 **Section 3.3 Officers**

99 The officer of Oral Health Florida shall have a Chairperson and Vice-Chairperson. The
100 Chairperson and Vice-Chairperson shall each be members of the Leadership Council as a
101 prerequisite before a majority vote elects that member into position. A majority vote of the
102 Leadership Council is necessary to elect a Leadership Council member into the
103 Chairperson and Vice Chairperson positions.

104
105 The Chairperson is the principal officer for the Leadership Council. The Chairperson shall
106 be elected biennially by the Leadership Council during the Annual Oral Health Florida
107 Meeting and shall hold office for a period of two years thereafter. The Chairperson shall

Operating Principles

108 perform all duties incident to the office of Chairperson. Chairperson responsibilities
109 include:

- 110 1. Presiding at Oral Health Florida Leadership Council meetings, general state-wide
111 coalition meetings, and other meetings conducted by Oral Health Florida;
- 112 2. Coordinating with Leadership Council members and the Oral Health Coalition
113 Manager to develop an agenda for all applicable meetings;
- 114 3. Representing Oral health Florida at public events as necessary.

115
116 The Vice Chairperson shall serve a two-year term and shall assume the Chairperson
117 position in the absence of the Chairperson, or in the event of his or her disability, inability,
118 or refusal to act. The Vice Chairperson shall become Chairperson upon the conclusion of
119 the current Chairperson's two-year term upon approval of the Leadership Council. At this
120 time, the Leadership Council shall confirm the Vice Chairperson as the new Chairperson
121 and elect a new member as Vice Chairperson.

122

123 **Section 3.4 Leadership Council Responsibilities**

124 The Leadership Council provides administrative oversight for Oral Health Florida. Its
125 responsibilities include, but are not limited to:

- 126 1. Approving changes or revisions to the State Oral Health Improvement Plan;
- 127 2. Establishing the formation of Governance Committees, Action Teams, and Sub-
128 Committees;
- 129 3. Appointing chairpersons for Governance Committees, Action Teams, and Sub-
130 Committees;
- 131 4. Inviting any institution, agency, public or private organization or individual to provide
132 expert guidance to Governance Committees, Action Teams, and Sub-Committees,
133 as needed;
- 134 5. Establishing and approving operating procedures for all Governance Committees,
135 Action Teams, and Sub-Committees;
- 136 6. Ensuring that the content of the Oral Health Florida website is factual and consistent
137 with the State Oral Health Improvement Plan;
- 138 7. Approving any Governance Committees, Action Teams, or Sub-Committees report
139 prior to publication;
- 140 8. Voting on any issue that may come up before the committee;
- 141 9. Attend Oral Health Florida Leadership Council and general meetings;
- 142 **10.** Exercise authority to establish fees.

143

Operating Principles

144 **Section 3.5 Governance Committees**

145 The Leadership Council shall establish Governance Committees, not limited to advocacy,
146 communications, membership and meetings. The Leadership Council shall also appoint
147 the chairs and members, and determine the responsibilities of each Governance
148 Committee.

149 **Section 3.6 Voting & Quorum**

150 Voting is limited to members of the Leadership Council. A 2/3 vote for all policy issues are
151 required and a majority vote for all other issues shall constitute a quorum for the
152 transactions of business. No one person may have more than one vote. A member may
153 not vote in those situations in which the member has a conflict of interest.
154

155 **Section 3.7 Resignation of Removal of Officers**

156 An officer shall notify the Leadership Council in writing of his or her resignation from the
157 Council. Resignation shall take effect when the Leadership Council receives such notice,
158 unless the notice specifies a future date.

159 The removal of officers shall occur either by request from the person that holds that office
160 or by a majority in favor of removal by the Leadership Council.
161

ARTICLE IV

ACTION TEAMS & SUB-COMMITTEES

162
163
164 **Section 4.1 Type of Action Teams and Sub-Committees**

165 The Leadership Council shall determine the different type of Action Teams and Sub-
166 Committees and identify the focus area for each one.
167

168 **Section 4.2 Composition**

169 Each Oral Health Florida Action Team and Sub-Committee shall have a minimum of five
170 members. Membership on each Action Team and Sub-Committee shall be self-selected
171 from the General Membership or by the request of the Leadership Council, Action Team,
172 or Sub-Committee Chairperson.
173

174 **Section 4.3 Action Team & Sub-Committee Chairpersons**

175 The Leadership Council shall act on the recommendation of the Chairperson for each
176 Action Team and Sub-Committee by the existing members of each Action Team and Sub-
177 Committee.
178

179 **Section 4.4 Action Team & Sub Committee Chairperson Responsibilities**

Operating Principles

180 The Chairperson of each Action Team or Sub-Committee shall serve as the principal
181 organizer and facilitator for Action Team or Sub-Committees meetings.

182
183 **Section 4.5 Resignation and Removal of Action Team and Sub-Committee**
184 **Chairpersons**

185 An Action Team or Sub-Committee Chairperson shall notify the Leadership Council in
186 writing of his or her resignation as Chair. Resignation shall take effect when such notice is
187 received, unless the notice specifies a future date. The removal of an Action Team or Sub-
188 Committee Chairperson shall occur either by request from the person that holds that office
189 or by a majority in favor or removal by the Leadership Council.

ARTICLE V

MEETINGS, COMMUNICATION & REPORTS

191
192
193 **Section 5.1 Types of Meeting**

194 Oral Health Florida shall hold three different types of meetings.

- 195 1. General – This type of meeting involves the entire Oral Health Florida membership.
196 General meetings shall be held at a minimum two times annually with one being
197 held electronically and the other being held face-to-face.
- 198 2. Leadership Council – This type of meeting involves the Leadership Council only.
199 Leadership Council meetings shall be held at a minimum four times annually with
200 two meetings being held electronically with a minimum of one being held face-to-
201 face.
- 202 3. Governance Committees, Action Teams, and Sub-Committees – These types of
203 meetings involve corresponding Governance Committees, Action Teams, and Sub-
204 Committee members. Governance Committees, Action Teams, and Sub-
205 Committees will meet at a minimum once a quarter with all meetings being held
206 electronically, although face-to-face meetings when possible will also satisfy the
207 quarterly requirement.

208
209 **Section 5.2 Notice of Meetings**

210 The Leadership Council shall determine the time and format of General Meetings and the
211 Leadership Council meetings.

212
213 The Chairperson for each of the Governance Committees, Action Teams, and Sub-
214 Committees shall determine the time and format of associated meetings. The notice for all

Operating Principles

215 meetings stating the format or place, day, and time duration of any meeting shall be
216 delivered individually by electronic mail to each member.

217

218 **Section 5.3 Meeting Agenda and Summary Notes**

219 Agendas will be disseminated by the Chairperson for the Leadership Council, Governance
220 Committees, Action Teams, and Sub-Committees at least one week prior to the meeting
221 and summary notes will be disseminated at least two weeks after meetings.

222

223 **Section 5.4 Communicating with Members**

224 All communication to members of Oral Health Florida shall be transmitted electronically or
225 by U.S. mail.

226

227 **Section 5.5 Website**

228 A website will be maintained and used to highlight a calendar of Oral Health Florida
229 meetings and to provide other relevant information.

230

231 **Section 5.6 Reports**

232 The Leadership Council will approve all reports prior to publication.

233

234

ARTICLE VI

235

PARLIAMENTARY AUTHORITY AND AMENDMENTS

236 **Section 6.1 Parliamentary Authority**

237 The current edition of *Robert's Rule of Order* shall govern the proceedings of Oral Health
238 Florida in all cases to which they are applicable.

239

240 **Section 6.2 Amendments**

241 Members of the Leadership Council may offer alterations or amendments, which include,
242 but are not limited to repealing sections or adding language to the Operating Principles.

243 The Leadership Council may only adopt alterations or amendments by two-thirds vote with
244 prior notice and three-quarters vote without prior notice at any Leadership Council
245 meeting. The Leadership Council shall distribute final changes to the Operating Principles
246 electronically to the Oral Health Florida membership.