



## 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 Florida’s Roadmap for Oral Health.

### 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 2.3 Member in Good Standing

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

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### 40 **Section 2.4 Resignation of Member**

41 A member shall notify the Board of Directors in writing of resignation from Oral Health  
42 Florida. Resignation shall take effect upon receipt of such notice unless the notice  
43 specifies a future date.

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## ARTICLE III LEADERSHIP COUNCIL

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### 48 **Section 3.1 Purpose**

49 During the interim period of Oral Health Florida's transition from governance by Leadership  
50 Council to governance by Board of Directors, the Leadership Council will act in an advisory  
51 capacity to the Board of Directors and shall serve as Oral Health Florida's policy  
52 committee until such time as it is formally defined by the Board of Directors.

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### 54 **Section 3.2 Composition**

55 The Leadership Council shall be composed of 20 members: 14 of these members will have  
56 voting rights and 7 will have ex-officio non-voting status.

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58 The 14 voting members include a representative from each of the following public or  
59 private organizations, agencies, or institutions:

- 60 1. Federally Qualified Health Center
- 61 2. Organized Dental Association
- 62 3. Florida Dental Hygiene Association
- 63 4. Florida Public Health Association
- 64 5. College of Dentistry in Florida
- 65 6. College of Dentistry in Florida
- 66 7. Florida Allied Dental Educators

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68 In addition, seven of the 14 voting members are considered Member-at-Large with two of  
69 these representing local coalitions that focus on oral health.

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71 Each voting member may present a proxy to act as a representative in the voting  
72 member's absence.

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

- 75 1. Florida Agency for Health Care Administration
- 76 2. Florida Board of Dentistry
- 77 3. Florida Department of Children and Families
- 78 4. Florida Department of Health County Dental Programs
- 79 5. Florida Department of Health Public Health Dental Program
- 80 6. Florida Institute of Health Innovation

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

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### 85 **Section 3.3 Members-at-Large**

86 Any Group member of Oral Health Florida in good standing and not representing one of  
87 the seven listed organizations in Section 3.1 is eligible to serve on the Leadership Council  
88 as a Member-at-Large. Any Individual member of Oral Health Florida in good standing and  
89 not officially representing one of the seven listed organizations in Section 3.1 is eligible to  
90 serve on the Leadership Council as a Member-at-Large. Any current Group or Individual  
91 Member of Oral Health Florida may nominate another Oral Health Florida General Member  
92 for these positions and may also nominate him or herself.

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

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98 Members-at-Large shall serve two-year terms. The Members-at-Large not representing  
99 local coalitions shall serve terms which are staggered from one another. For the first term  
100 only, and in order to establish staggered terms, the seven organization members of the  
101 Leadership Council shall designate which Members-at-Large shall serve a one-year term  
102 and which Members-at-Large shall serve a two-year term.

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### 104 **Section 3.4 Voting & Quorum**

105 Voting for the first Board of Directors and on policy issues is limited to members of the  
106 Leadership Council. A consensus vote for all policy issues is required and a majority vote  
107 for all other issues shall constitute a quorum for the transactions of business. No one  
108 person may have more than one vote. A member may not vote in those situations in which  
109 the member has a conflict of interest.

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### ARTICLE IV ACTION TEAMS & SUB-COMMITTEES

#### **Section 4.1 Types of Action Teams and Sub-Committees**

Board of Directors shall determine the different types of Action Teams and Sub-Committees and identify the focus area for each one.

#### **Section 4.2 Composition**

Each Oral Health Florida Action Team and Sub-Committee shall have a minimum of five members. Membership on each Action Team and Sub-Committee shall be self-selected from the General Membership or by the request of the Board of Directors, Action Team, or Sub-Committee Chairperson.

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

The Board of Directors shall act on the recommendation of the Chairperson for each Action Team and Sub-Committee by the existing members of each Action Team and Sub-Committee.

#### **Section 4.4 Action Team & Sub-Committee Chairperson Responsibilities**

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

#### **Section 4.5 Resignation and Removal of Action Team and Sub-Committee Chairpersons**

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

### ARTICLE V MEETINGS, COMMUNICATIONS & REPORTS

#### **Section 5.1 Types of Meeting**

Oral Health Florida shall hold three different types of meetings.

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- 146 1. General – This type of meeting involves the entire Oral Health Florida membership.  
147 General meetings shall be held at a minimum two times annually with one held  
148 electronically and the other held face-to-face.
- 149 2. Board of Directors – This type of meeting involves the Board of Directors only.  
150 Board of Directors meetings shall be held at a minimum six times annually with a  
151 minimum of one held face-to-face.
- 152 3. Governance Committees, Action Teams, and Sub-Committees – These types of  
153 meetings involve corresponding Governance Committees, Action Teams, and Sub-  
154 Committee members. Governance Committees, Action Teams, and Sub-  
155 Committees will meet at a minimum once a quarter with all meetings held  
156 electronically, although face-to-face meetings when possible will also satisfy the  
157 quarterly requirement.

### 158 159 **Section 5.2 Notice of Meetings**

160 The Board of Directors shall determine the time and format of General Meetings and the  
161 Board of Directors meetings.

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163 The Chairperson for each of the Governance Committees, Action Teams, and Sub-  
164 Committees shall determine the time and format of associated meetings. The notice for all  
165 meetings stating the format or place, day, and time duration of any meeting shall be  
166 delivered individually by electronic mail to each member.

### 167 168 **Section 5.3 Meeting Agenda and Summary Notes**

169 Agendas will be disseminated by the Chairperson for the Board of Directors, Governance  
170 Committees, Action Teams, and Sub-Committees at least one week prior to the meeting  
171 and summary notes will be disseminated within two weeks after meetings.

### 172 173 **Section 5.4 Communicating with Members**

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

### 176 177 **Section 5.5 Website**

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

### 180 181 **Section 5.6 Reports**

182 The Board of Directors will approve all reports prior to publication.



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### ARTICLE VI

#### PARLIAMENTARY AUTHORITY AND AMENDMENTS

##### **Section 6.1 Parliamentary Authority**

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

##### **Section 6.2 Amendments**

Members of the Board of Directors may offer alterations or amendments, which include, but are not limited to repealing sections or adding language to the Operating Principles. The Board of Directors may only adopt alterations or amendments by two-thirds vote with prior notice to the membership and three-quarters vote without prior notice at any Board of Directors meeting. The Board of Directors shall distribute final changes to the Operating Principles electronically to the Oral Health Florida membership.