

BYLAWS

ORAL HEALTH AWARENESS COLORADO!

ARTICLE I NAME

The name of this organization shall be the Oral Health Awareness Colorado!, hereinafter referred to as "OHAC!."

ARTICLE II MISSION

It shall be the mission of the OHAC! to develop and promote strategies to achieve optimal oral health of all Coloradoans.

ARTICLE III GOALS

The goals of the OHAC! are to:

- Reduce the burden of oral disease
- Promote prevention strategies to improve oral health
- Increase Collaborations
- Change perceptions of oral health

ARTICLE IV MEMBERSHIP

OHAC! shall be a diverse coalition of organizations and individuals from the state of Colorado who are representative of various community segments.

Terms of Membership

- a. Organizations and individuals who wish to become members of OHAC! will sign a Collaboration Agreement.
- b. Each organization will designate a representative to join the coalition.
- c. If a member organization's designated representative cannot attend a meeting or leaves the organization, the organization will appoint a substitute or new representative.

<p style="text-align: center;">ARTICLE V OFFICERS</p>
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OHAC! Officers

Section 1. Elected Officers

The officers of OHAC! shall consist of a Chair or Co-Chairs and a Vice Chair who shall be elected annually by OHAC from a list of nominees submitted by the Membership Action Team. The offices will be filled by nominees receiving the majority vote at the appointed meeting. The Chair(s) and Vice Chair will serve a minimum of one year terms.

Section 2. Vacancies

In the event of the vacancy of the Chair, the second co-chair shall fill the expired term, in the case of on no second chair the Vice Chair shall fill the unexpired term. In the event of the vacancy of the Vice Chair position be vacated, the unexpired term may be filled by affirmative vote of majority of members present at a regularly scheduled meeting.

Section 3. Resignations

Notice of resignations shall be made in writing to the Executive Council.

<p style="text-align: center;">ARTICLE VI DUTIES OF OFFICERS</p>

Section 1. Chair(s)

The Chair(s) of OHAC! shall preside over meetings OHAC!, serve as member of Executive Council, and serve as ex-officio member of all committees.

Section 2. Vice Chairperson

The Vice Chair of OHAC! shall preside over meetings in the absence of the Chair(s). OHAC! Vice Chair will be knowledgeable in the business of the Board in order to assume the role of the Chair in the event of the Chair inability to complete a responsibility or term. OHAC! Vice Chair shall perform other duties as directed by the Chair. Shall serve as member of Executive Council.

ARTICLE VII Executive Council

Section 1. Executive Council

Members will include: OHAC Chair(s), Vice Chair, Action Team chairs and OHAC! Coordinator.

- a. Ensure the effective operation of OHAC!
- b. Oversee strategic planning and policy development, board development, leadership of all action teams.
- c. Provide necessary support to accomplish goals.
- d. Ensure that OHAC! engages in education, policy development, and advocacy as needed, and consistent with OHAC! goals and funder's requirements.

ARTICLE VIII Action Teams

Section 1. Action Team Chairs

The Chairs of the Action Teams shall preside over their respective meetings. They will be knowledgeable in the activities of their team.

Section 2. Action Teams

The Coalition will form Action Teams to, include but not limited to:

- Membership
- Infrastructure
- Communications

- State Oral Health Plan
- Sustainability

Section 4. Nominating Action Team

Members will include one member from each Action Team and the Coalition Coordinator.

- a. Present to the general membership nominations for the positions of Chair(s) and Vice Chair when appropriate.

Section 4. Development Action Team

Chair(s) will be a member of OHAC! Members will be selected from OHAC! and other parties necessary to complete the work of the Action Team.

- a. Development Action Team will encompass infrastructure, sustainability, and membership teams.
 1. The Infrastructure Action Team will be responsible for meeting OHAC goals and objectives and provide coordination to the other groups; Implement the evaluation of OAHAC!
 2. Sustainability Action Team will consider sustainability of the organization and financing issues; seek funding for special projects; consider long-term funding strategies to maintain OHAC!
 3. Membership Action Team will be responsible for recruitment and retention of members of OHAC!

Section 5. Communications Action Team

Chair(s) will be a member of OHAC! Members will be selected from OHAC! and other parties necessary to complete the work of the Action Team.

- a. Communications Action Team will Promote OHAC activities, and raise awareness of the oral health needs of and solutions for Coloradoans
 1. Maintain a master calendar of events of interest to OHAC!
 2. Maintain the design and layout of www.beasmartmouth.com

<p>ARTICLE IX MEETINGS</p>

Section 1. Regular Meetings

- a. Regular meetings of OHAC! shall be held quarterly or as needed.
- b. Regular meetings of the Action Teams shall be held as determined by the Action Team Chair.

Section 2. Special Meetings

Special Meetings can be called by OHAC! Chair(s), Executive Council or by written request of four members of OHAC!. The purpose of the meeting shall be stated in the call. Special meetings may include a planning retreat for all OHAC! members.

Section 3. Quorum

The majority of participants present being members of OHAC! shall constitute a quorum at OHAC! meetings. A majority of the Executive Council shall constitute a quorum at Executive Council meetings.

Section 4. Open Meetings

OHAC!, general, Executive Council, Action Team meetings shall be open. Notification of guest and potential member attendance will be made to the Coalition Coordinator one week prior to meetings.

Section 5. Correspondence/Notification of Meetings

- a. Minutes from each meeting (and handouts for members who were absent) will be sent within one month after the meeting.
- b. Agenda and meeting notices will be e-mailed out to members the Monday prior to that meeting.

Section 6. Meeting Agenda

- a. Members have the opportunity to add to the meeting agenda up until one week before each meeting. "Emergency" items can be added until the time the meeting begins. Contact the OHAC! Coordinator with this information.
- b. Time will be provided at the end of the meeting (at least 10 minutes) for questions and comments and member announcements.

Section 7. Rules of Order

- a. The Chairperson(s) will moderate the meeting. Members who wish to speak must be recognized, in turn by the Chair.
- b. Side conversations should be kept to a minimum.
- c. The Chair has the authority and responsibility to "keep the meeting moving"

by cutting discussion short.

- d. Members should be open to the diversity of membership. Questions and constructive comments should not be criticized or ridiculed.

Section 8. Conflicts and Decision-making

- a. Conflicts that arise during or between meetings will be negotiated by the Chairperson(s) or Coalition Coordinator.
- b. Decisions will be made by a consensus of members present.
- c. If a consensus cannot be reached, a vote will be taken and a decision made. Decision will be by a simple majority of members present when a quorum exists.
- d. In the absence of a quorum, decisions that are critical to Coalition functioning will be made by consensus of all members (i.e., absent members will be polled by phone, email or mail).

Section 9. Evaluation

There shall be a formal evaluation of OHAC! by the Coalition Coordinator in order to maximize the effectiveness of the OHAC! and its meetings.

<p style="text-align: center;">ARTICLE X AMENDMENT TO BYLAWS</p>

These Bylaws may be amended at any regular meeting of the OHAC! by a majority vote of those present, provided that the amendment has been submitted to the members in writing ten (10) days prior to the meeting.