

Hawai'i Oral Health Coalition

Operating Structure and Guidelines

Article I

Name, Vision, Mission, and Values

Section 1.1 Name

The name of the organization shall be the Hawai'i Oral Health Coalition.

Section 1.2 Vision

Outstanding oral health for the people of Hawai'i, leading to healthy, fulfilled lives.

Section 1.3 Mission

To improve the overall health and wellbeing of all Hawai'i residents by increasing access and equity in oral health care through collaborative partnerships, advocacy, and education.

Section 1.4 Values in Practice

Equity. We take action to reduce oral health disparities statewide and advocate for person-centered health care through policy and system changes.

Community. We include all voices, promoting authenticity and trust, to ensure diversity and foster a sense of belonging, involvement, and ownership.

Pono. We advocate for community and government action to uphold the rights of all, especially the most vulnerable people in our state, to receive appropriate and respectful oral health care.

Integrity. We create and maintain a safe environment for openly sharing ideas, agendas, and concerns, and employ best practices and evidence-based decision-making.

Article II

Membership

2.1 Eligibility

Membership shall be open to any individual that resides or provides services in the State of Hawai'i that supports the vision, mission, and values of the Hawai'i Oral Health Coalition.

2.2 Membership type

Membership shall be individual and does not represent a public or private organization, agency, institution, or other group.

2.3 Member in good standing

Members shall actively* participate in the Coalition through involvement in a committee or the leadership council. Members shall uphold the vision, mission and values of the Hawai'i Oral Health Coalition. Members shall renew their membership annually.

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*The definition of active is to be determined after the establishment of the leadership council and voted upon within 6 months of the effective date as stated in Article 9

2.4 Resignation or Forfeiture of membership

A member shall notify the leadership council in writing of resignation from the Hawai'i Oral Health Coalition. Resignation shall take effect upon receipt of such notice unless the notice specifies a future date. A member shall forfeit membership for failure to retain eligibility, maintain good standing, or complete annual membership renewal.

Article III Leadership Council

3.1 Composition

The leadership council shall be composed of one representative from each committee, one non-voting representative from the fiscal sponsorship agency, a Chair, and a Vice Chair.

3.2 Chair

The chair shall be the principal officer of the Hawai'i Oral Health Coalition. The Chair will preside over the regularly scheduled leadership council meetings and Coalition-wide meetings.

3.3 Vice-Chair

The Vice-Chair shall carry out the powers, duties, and responsibilities of the Chair in his/her absence, and other duties and responsibilities delegated to him/her by the Chair.

3.2 Term length

Leadership council members shall participate for a one-year minimum term.

Article IV Support

4.1 Fiscal sponsorship

The Hawai'i Public Health Institute shall provide fiscal management support of the Hawai'i Oral Health Coalition.

4.2 Terms of fiscal sponsorship

The detailed terms of agreement between the fiscal sponsorship agency and the Hawai'i Oral Health Coalition shall be outlined in a formal Memorandum of Understanding, to be renewed every two years.

Article V Decision-Making

5.1 Leadership Council

The leadership council shall have authority to make decisions on behalf of the Hawai'i Oral Health Coalition when a decision must be made in 72-hours or less and for the dissolution or creation of a committee. A majority vote of the Leadership Council is needed to pass decisions.

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5.2 Voting and Quorum of Membership

The voting membership of the Hawaii Oral Health Coalition will be asked to make decisions on decisions that do not need to be made within 72 hours. Voting members shall be asked to make decisions on Chair and Vice Chair nominations, annual policy priorities, Coalition-wide initiatives, amendments to the Operating Structure and Guidelines. Voting shall be completed with electronic ballot with a minimum 72-hour response time. One vote shall be counted per member. A 40% quorum will be needed with a majority vote required to pass a decision. A non-response will not be counted as a vote.

Article VI Committees

6.1 Purpose

Committees shall be formed by the Hawai'i Oral Health Coalition to help the Coalition carry out its mission.

6.2 Formation of Committees

The Hawai'i Oral Health Coalition can form committees by the majority vote of the Leadership Council. Members can request committee formation by a written request to the Leadership Council.

6.3 Conduct of Committees

Each committee of the Hawai'i Oral Health Coalition shall have a minimum of five members. Membership on each Committee shall be self-selected from the general voting membership or by the request of the Leadership Council. Each committee shall have broad latitude in how it conducts its business.

6.4 Committee Leadership Council Representative

Each committee of the Hawai'i Oral Health Coalition shall have a representative to participate in the Leadership Council for no less than a one-year term. Committee representatives will be responsible for reporting the business of the committee to the Coalition and actively seek information sharing with fellow Leadership Council members to maintain alignment of the Coalition.

Article VII Meetings and Communications

7.1 Meeting Leadership

Coalition meetings shall be led by the Chair or by the Vice chair. Administrative support shall be provided by the fiscal sponsor agency.

7.2 Meeting Frequency

Leadership Council: Meetings shall occur no less than quarterly

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Committees: Meetings shall occur no less than quarterly

Coalition-wide: Meetings shall occur no less than bi-annually

7.3 Notice of meetings and summary notes

Notice of the Hawai'i Oral Health Coalition meetings shall be delivered by electronic mail to each member at least two-weeks in advance of each meeting and posted on the Coalition website. Summary notes shall be disseminated within two weeks after meetings.

7.4 Communication with members

All communications with members of the Hawai'i Oral Health Coalition shall be transmitted electronically through website postings or electronic mail, or by U.S. mail.

7.5 Website

The Hawai'i Oral Health Coalition shall be regularly maintained, with a calendar of events and relevant information for the general public and members.

Article VIII Amendments

8.1 Operating Structure and Guidelines amendments

The Leadership Council may offer alterations or amendments, which include but are not limited to repealing sections or adding language to the Operating Structure and Guidelines. Any member of the Hawai'i Oral Health Coalition may propose amendments via electronic mail to the Leadership Council. The Coalition Chair shall ensure that any proposed amendments are taken into consideration by the Leadership Council. Adoption of alterations and amendments must be decided upon by the voting membership consistent with the decision-making process outlined in Article V, Section 5.2.

Article IX Effective Date

9.1 Effective Date

The effective date of these guidelines is August 14, 2019