

SAN MATEO COUNTY ORAL HEALTH COALITION BYLAWS

PURPOSE

The San Mateo County Oral Health Coalition (Coalition) exists to improve the oral health status of the County's traditionally underserved and vulnerable populations. To that end the efforts of the Coalition are directed toward increasing the capacity of the public and private primary care safety net system to deliver preventive and restorative oral health services within San Mateo County while identifying the systemic impediments to adequate oral health care and developing strategies for addressing those impediments. The Coalition reviews dental related materials and program issues, makes recommendations, and advises the Board of Supervisors. The Coalition helps to identify local dental resources, evidence-based research, gaps in accessing services, supports financial opportunities for the stakeholders, and supports collaborative initiatives.

MEMBERSHIP

Coalition membership shall consist of key oral health stakeholders in San Mateo County. Representatives may be from various sectors including community-based organizations, county agencies and commissions, federally qualified health centers and other health centers, provider associations and societies, and the community at large.

OFFICERS

Officers shall include a Chairperson and Vice-Chairperson who will be elected bi-annually. Nominations will be submitted at the third quarterly meeting and elections will be held during the fourth quarterly meeting. The officers shall be elected by a majority of the voting Coalition membership present.

DUTIES OF COALITION CHAIR

- ◆ Serves a bi-annual term
- ◆ Arranges meeting locations and logistics, in partnership with the County as needed
- ◆ Develops coalition meeting agendas with core team, distributes minutes, and facilitates the quarterly meetings
- ◆ Orients the new, incoming chair
- ◆ Reviews Bylaws with membership in January, and updates as necessary
- ◆ Assures that a current roster of Coalition members is maintained
- ◆ Ensures the core team is effective and running smoothly, including engagement of members

DUTIES OF COALITION VICE-CHAIR

- ◆ Serves a bi-annual term
- ◆ Works in partnership with the Chair to develop core team and coalition agendas; facilitates parts of meetings
- ◆ Carries out chair's duties in her or his absence.
- ◆ Succeeds chair

DUTIES OF COALITION MEMBERS

- ◆ Attend quarterly meetings.
- ◆ Keep local programs informed and updated on dental topics pertinent to the Coalition.
- ◆ Participate in projects of mutual benefit that help advance strategic plan.
- ◆ Provide Coalition reports as requested.

DUTIES OF WORKGROUP CHAIRS/CO-CHAIRS

- ◆ Creates agendas for and facilitates workgroup meetings
- ◆ Maintains roster of and recruits additional workgroup members as needed
- ◆ Supports implementation of workplans created within workgroup that advances strategic plan
- ◆ Attend quarterly core team and coalition meetings and provides reports as requested.
- ◆ Chairs/co-chairs serve for at least one 2-year term after which, chair/co-chair may step down so other succeeding chair/co-chair(s) can step forward to serve. Chair/co-chair must have served either on the core team or on a workgroup prior to service. It is recommended that co-chairs serve no more than three 2-year terms. The year that term(s) are scheduled to end, Coalition co-chair(s) will ask for volunteers at core team meetings and ask workgroup chair/co-chair(s) to ask for volunteers at workgroup meetings where votes can take place if needed. Vacancies can be announced at Coalition meetings, however, as previously stated, chair/co-chair must have served either on the core team or on a workgroup prior to service.

MEETING FREQUENCY

The Oral Health Coalition will meet quarterly each calendar year, currently the 3rd Tuesday of February, May, August and November.

CORE TEAM

*** Will exist to streamline the business of the Coalition, provide guiding principles for the Coalition's strategic direction**

- Will consist of Chair, Vice-Chair, Representative of the Community at Large and be supported by County as capacity allows. The Core Team has member representation from following groups:
 - Leadership (e.g. chairs, co-chairs) of each Workgroup
 - Chair and Vice-Chair of Coalition (2 members)
 - County Oral Health Program representative
 - Former chair and vice-chair of Coalition per interest and capacity (2 members)
 - At-large members from key partner agencies, e.g. oral health clinics serving underserved populations, Healthcare Districts, County Office of Education, Dental Societies, etc. At-large members are elected by consensus of other core team members. (2-4 members)
- Core Team Terms:
 - Upon selection, core team members are to serve no more than three 2-year terms, not including terms as Chair and/or Vice Chair. Chair and co-chair will be responsible for tracking core team members terms and to facilitate selection of new core team members.
- Core Team Selection:
 - Selection of new core team members will take place during the bi-annual selection of a new Coalition Chair and Vice Chair as outlined in the Officers section.
 - Nominations will be submitted (or self-nominated) at the third quarterly core team meeting and elections will be held during the fourth quarterly core team meeting.

Core team members shall be elected by a majority of the voting core team present.

- If a core team member leaves their role prior to fulfilling term, the remaining core team members will decide whether to fill that vacancy for the remainder of the term and if yes, then by majority vote, determine who should be nominated. Core team will determine who reaches out to pending replacement member and confirm whether the nomination was accepted and then a final vote will take place at the subsequent core team meeting.

Core Team Member Responsibilities:

- Will monitor and provide advice to development and implementation of workplans developed by Workgroups to help advance strategic plan.
- Core Team will meet regularly throughout the year via quarterly meetings (currently just before the Coalition meetings), and other meetings as determined.

WORKGROUPS

Upon completion of strategic plan, the Coalition will determine if and how members will create and run workgroups to support implementation, including the appointment or election of a chair or co-chairs for each workgroup. These chair(s) and co-chair(s) also agree to serve on the Core Team. See Purpose/Roles document for more specific details.

BYLAWS APPROVAL/AMENDMENTS

Bylaws will be reviewed at the third quarterly meeting, or more often as indicated, and may be amended by a majority of the members.