

# UTAH ORAL HEALTH COALITION

## Organization Guidelines

Adopted on 01/13/2017, revised on 05/05/2023.

### 1. Name

A. The name of the organization is the Utah Oral Health Coalition (UOHC).

### 2. Mission, Methods

A. We envision an oral health system of care in which:

- i) Families, patients and providers are knowledgeable about and involved in improving oral health for Utah residents, including people with special needs;
- ii) Treatment is accessible, timely, affordable, of high quality and integrated into the overall health and well-being of the patient;
- iii) Prevention is emphasized, and
- iv) The oral health needs of families, patients and providers are met.

B. Our mission is to assure the oral health of Utah residents through:

- i) Increasing community awareness of the oral health needs in the state;
- ii) Promoting oral health education and prevention, and
- iii) Improving access to oral health care services.

C. Our mission is achieved by:

- i) Building links and partnerships;
- ii) Communicating with policy makers;
- iii) Communicating with the public;
- iv) Building community capacity;
- v) Support and help implement interventions targeting vulnerable populations such as low-income children and adults and individuals with special needs, and
- vi) Support and help implement preventive interventions such as fluoridation, dental sealants, fluoride varnish, and early dental visits.

### 3. Coalition

A. Membership:

Coalition membership is open to any organization committed to improving oral health that subscribes to the mission of the UOHC. There is no member term limit. Upon the withdrawal of a UOHC member, that organization will be asked to designate a new representative to the UOHC.

B. Leadership:

Leadership of the Coalition is provided through the Steering Committee.

C. Meetings:

- i) Coalition meetings occur once a quarter.
- ii) Special summits or conferences for oral health shall be held as determined by the Steering Committee.
- iii) The Steering Committee plans agendas and finds locations for meetings.

D. Subcommittees and Workgroups:

- i) Subcommittees and Workgroups are formed by the chair with guidance from the Steering Committee to address oral health issues as determined by the UOHC and meet as needed to complete tasks.
- ii) Members volunteer to serve on one or more subcommittees or workgroups.

4. Steering Committee

A. Leadership:

- i) The leadership of the Steering Committee is a chair, chair-elect and past-chair (starting March 2016). The chair-elect serves for a period of one year (starting March), at the end of which they become chair for one year, followed by past-chair for one year. The chair is selected with the guidance of the Steering Committee.
- ii) In the event of a tie regarding decisions (motions, resolutions and issues) at any meetings the chair shall make the final decision. In their absence, the chair-elect makes the final decision. In the absence of the chair and chair-elect, the past-chair makes the final decision.
- iii) The chair supervises and manages activities as pertain to the office, including appointment of subcommittee or workgroup chairs. The chair will chair the Steering Committee and be an ex-officio member of all subcommittees or workgroups.
- iv) If the chair vacates the position for any reason the chair-elect shall serve for the remainder of the year and then continue in the chair position for the next full year.

B. Terms and Attendance:

- i) The Steering Committee meets as determined necessary by the chair and the Committee. The Committee discusses ideas and proposals regarding UOHC activities and makes recommendations for the direction and activities of the UOHC. The Committee assists the chair with input on matters of importance that arise between scheduled Coalition meetings. The Committee determines dates and draft agendas for the meetings. The Committee discusses and recommends subcommittees and workgroups.
- ii) The Steering Committee consists of six or more members: chair, chair-elect, past-chair, and others appointed by the chair, with guidance from the Steering Committee. At least two voting members of the Committee shall be dentists and at least two voting members shall be dental hygienists. At least one representative from the Utah Department of Health and Human Services (UDHHS) Oral Health Program will attend the meetings in an advisory role. UDHHS staff serve as non-voting members.
  - a) Recommendations for at least one dentist and one dental hygienist to serve on the Committee shall be encouraged from the Utah Dental Association (UDA) and the

Utah Dental Hygienists' Association (UDHA) respectively. The chair and Steering Committee shall consider these recommendations and determine if the individual is to be asked to serve.

- b) New Steering Committee members shall be asked to serve for a term of three years. If the individual desires, they may continue for an additional term of three years with the approval of the Steering Committee. The new chair-elect will begin a new three-year term from the start of service.
  - c) Steering Committee members shall commit to 70% attendance at Committee meetings by phone or in person.
- iii) Committee members participating at meetings constitute a quorum for the purpose of conducting business.

C. Selection of new leaders (chair-elect):

- i) Prior to the spring Coalition meeting the Steering Committee will select a chair-elect to start serving at the spring meeting.
- ii) At least once every two or three years the chair-elect shall be a dentist. Recommendations from the UDA, the UDHA, as well as other non-dental professionals shall be encouraged and considered for the chair-elect. The new chair-elect shall be someone who has been participating with the Coalition for a reasonable amount of time in the past as determined by the Steering Committee.
- iii) The selection of the chair-elect shall be by majority vote of the Steering Committee.
- iv) The current chair shall ask the selected individual to serve for the 3-year period. If the chair is not available, the Steering Committee shall determine who will ask the selected individual to serve.

5. Modifications of the Guidelines

- A. These guidelines may be modified by majority vote of the Steering Committee at any meeting to which the Steering Committee was notified at least two weeks in advance.