

# Bylaws

## Senior Dental Advisory Committee

### A. CREATION

The Senior Dental Advisory Committee, hereinafter referred to as the “Committee,” is created by statute, Section 25.5-3-406, C.R.S., and its members are appointed pursuant thereto.

### B. ORGANIZATION

#### 1. Officers.

- a. The Committee chair is designated by the Executive Director of the Department of Health Care Policy (the Department). The Committee shall elect from its members a vice-chair.

#### 2. Sub-committees and work groups.

- a. Sub-committees and works groups shall be established only by vote of the Committee.
- b. Sub-committee and work group members shall be appointed by the chair and shall serve at the pleasure of the Committee.
- c. Any sub-committee or work group so established and appointed:
  - i. Shall act in an advisory capacity to the Committee.
  - ii. Shall serve without compensation but may, in the discretion of the Committee, be allowed actual and necessary traveling and subsistence expenses when in attendance at meetings away from their places of residence.
  - iii. Shall fix times and places of meetings.

### C. PROCEDURES AND RULES OF ORDER

#### 1. Meetings of the Committee.

- a. Regular meetings of the Committee shall be held on a monthly basis, or at such other times as may be fixed by a vote of the Committee.
- b. The meetings will be held at the Colorado Department of Health Care Policy and Financing, unless otherwise designated.
- c. Special meetings may be called by the chair or by a majority of the members of the Committee at any time on three days prior notice by mail, or in case of emergency, on twenty-four hours’ notice by telephone, facsimile or electronic mail.

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2. **Bylaws.** The Committee at any time may amend these bylaws by a vote of the majority of the entire membership or, if the amendment was submitted in writing at the previous regular meeting, by a two-thirds vote of those voting, a quorum being present.
3. **Quorum.** A majority of the entire membership of the Committee shall constitute a quorum.
4. **Conflicts of Interest.** A Committee member who believes that he or she may have an actual or perceived conflict of interest should consult with the Colorado Office of the Attorney General as to the potential conflict.

#### **D. MEETING PROCEDURES**

1. All meetings shall be open to the public except when executive session is announced and conducted as authorized by law.
2. Meetings shall be conducted generally in keeping with Robert's Rules of Order, but shall be as informal as circumstances permit.
3. The chair, or in the absence of the chair, the vice-chair, shall chair all meetings. In the absence of both chairperson and vice-chair, a member selected by those Committee members present shall preside.
4. The chair may participate in discussion and vote as any other member.
5. A resolution or other formal action of the Committee shall be passed by a majority of members present, a quorum being present, unless otherwise required by law or by these bylaws.
6. The agenda or order of business may be changed by the chair or by a majority vote of the Committee members present.
7. All meetings of the Committee shall be recorded and retained in appropriate minutes, which shall be considered unofficial until approved by the Committee. The recording shall be retained as the complete and accurate record of the meeting proceedings. The responsibility to keep all records of the Committee is delegated to appropriate Departmental staff.

#### **E. GENERAL POLICIES**

1. The Committee shall act only by resolution adopted at a duly called meeting of the Committee, and no individual member of the Committee shall exercise individually any administrative authority with respect to the Department.
2. The Committee shall not involve itself directly Department personnel matters or to intradepartmental problems except through the executive director.
3. No individual member shall make a statement of policy that purports to be that of the

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Committee unless the Committee shall have adopted such policy, but no one shall be prohibited from stating his or her personal opinions, provided they are clearly identified as such.

### **F. ADMINISTRATIVE DIRECTIVES**

1. The executive director shall see that a copy of the bylaws of the Committee is presented to all members of the Committee upon their appointment, and to appropriate members of staff, and members of sub-committees. Such copies shall be kept current and shall include an up-to-date list of members of the Committee and of sub-committees of the Committee.

It being the desire of the Committee to meet its responsibilities to the people of Colorado, and, in the most efficient and conscientious way possible, to discharge its duties under the law, the Senior Dental Advisory Committee does by resolution hereby adopt these bylaws.

Date of Resolution: \_\_\_\_\_ Effective date: \_\_\_\_\_

Linda Ross Reiner Committee Chair