



# Montana Statewide Breastfeeding Coalition

Adopted October 17<sup>th</sup>, 2007

## Operating Guidelines

### **I. NAME:**

The Montana Statewide Breastfeeding Coalition (MSBC) is a group of individuals and businesses interested in promoting and supporting breastfeeding for a healthier Montana.

### **II. MISSION:**

MSBC is an association of breastfeeding advocates whose mission is to promote collaboration, education, networking and the exchange of consistent and accurate information in Montana to nurture breastfeeding support, protection and promotion in our communities.

### **III. GOALS:**

A. The MSBC will focus on goals to promote and support breastfeeding in Montana. While there are many diverse members with many breastfeeding areas of interest, in order for the MSBC to accomplish efforts, we will concentrate on the following goals:

Goal 1) Support legislation which promotes and supports breastfeeding.

Goal 2) Support activities which provide education and training for paraprofessionals and professionals on breastfeeding.

Goal 3) Plan at least one breastfeeding related activity per year (i. e. training sessions or PSA campaign).

Goal 4) Secure financial support to maintain a viable coalition status.

B. Goals will be measurable, reasonable, have a timeline and be evaluated upon completion.

### **IV. MEMBERSHIP:**

A. Categories of Membership:

1. Active Membership

- Individual members will have an occupational or other direct interest in breastfeeding promotion and support. Active members participate in meetings, conference calls and projects.



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- Organizational members will be solicited from breastfeeding stakeholder organizations that have an interest in the mission and goals of MSBC. Members representing their organization will be speaking on behalf of that organization.

## 2. Supporting Membership

- Supporting members will meet specifications of either individual or organizational members (as above) who are informed about and support the MSBC mission, goals and projects, but are unable to dedicate the time necessary to be an active member

## 3. Local Membership

- Local members will have a local interest in promotion and support of breastfeeding. They are informed about and support the MSBC mission, goals and projects. They may work on projects to carry them out in their area.

## B. Membership Criteria:

1. Involvement on the MSBC will be on a volunteer basis for all members.
2. Members may not receive compensations or commissions from infant formula companies.
3. Under no circumstances will there be a charge for solicitation for the services and resources provided from the MSBC to the general public throughout the state of Montana.
4. MSBC members will work under the guidelines of a 501(c)(3) non-profit group, under the non-profit status of the Eat Right Montana Coalition.
5. All MSBC members will be asked to make at least a two year commitment to the Coalition (ERM).
6. MSBC members do not have to be active members of ERM, but are encouraged to participate in ERM to the extent of their ability.



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7. Active members will be expected to attend a majority of the MSBC meetings as well as support and work toward the common goals and objectives identified in the Mission Statement and Goals in an active manner, which involves at least one of the following on a consistent basis:
  - ▶ attendance and participation at meetings;
  - ▶ response to e-mails;
  - ▶ feedback on MSBC documents (comments, edits and approval); and
  - ▶ active involvement on one or more subcommittees or projects.
8. Members may be moved to a Supporting Membership or an Inactive Status by a vote from the Steering Committee (see V Steering Committee).
9. Inactive status members are individuals or organizations who are not able to participate on the MSBC in an active form. A member may choose this status or the Steering Committee may vote to move a member to this status.
10. Members will be recruited with approval from the Steering Committee. Potential members will be asked to complete a membership application. The Steering Committee will review applications and update the member status list prior to every December quarterly meeting.

### **V. STEERING COMMITTEE**

#### **A. Protocol for nomination:**

1. The Steering Committee shall consist of active leadership and act as the executive decision-making group for the MSBC.
2. The Steering Committee will consist of the Chair, Vice-Chair, Secretary/Treasurer and two (2) MSBC members-at-large.
3. The Chair and Vice-Chair terms will alternate with one position nominated and elected from the general membership each year for a term of two years to allow for continuity of leadership.
4. A Secretary/Treasurer will be nominated and elected from the general membership for a term of two years. Election of the



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Secretary/Treasurer will coincide with the election of two members-at-large. The position will record meeting minutes, disseminate committee communications, maintain financial records and when funds available, pay allowable business expenses.

5. Members-at-Large will be nominated and elected from the general membership for a term of two years. Election of members-at-large in alternate years, with two elected one year and three the following year.

### B. Protocol for Steering Committee voting

1. A quorum of the Steering Committee will exist when at least three (3) of the committee members are present for the meeting.
2. The decisions of the Steering Committee will be made by majority vote.
3. Only one vote per organizational member will be allowed on the Steering Committee.
4. The entire Steering Committee should be prepared to support all of the decisions of the group. This does not mean that each member is required to take action on Steering Committee decisions; however, it does mean that the Steering Committee members will not deny or speak against decisions from this committee.
5. Should there be an occasion when a decision needs to be reached before the next scheduled meeting, an e-mail outlining the questions(s) can be used and a majority of members in agreement will be acceptable as long as a number equal to a quorum responds with a vote.



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### C. Steering Committee Meetings

1. Steering Committee meetings will be held at least quarterly, but may be more frequent due to business to be conducted.
2. They may be held in conjunction with ERM quarterly meetings, with other conferences, or separately.
3. Meetings may be face-to-face, via conference call or other means acceptable to the committee.
4. The Chair will determine the location(s) of the meeting.

### D. Vacancies and Removal

1. The Steering Committee shall fill vacancies by a vote of the majority of the remaining Steering Committee members to complete the term.
2. A Steering Committee member may be removed when sufficient cause exists for such removal. Examples include non-attendance of meetings; ineligibility due to membership criteria; or speaks against the committee's decision.

## VI. GENERAL MEMBERSHIP MEETINGS

### A. Meetings

1. General membership meeting will be held quarterly in conjunction with ERM meetings, with other conferences or by conference call.
2. Meetings may be face-to-face, via conference call or other means acceptable to the Steering Committee.
3. The Chair will determine the location(s) of the meeting.

### B. Protocol for voting:

1. Only active members of MSBC can vote with one vote per Organization. Individuals not representing an organization, institution or business, have one vote per person.



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2. Fifty percent of the voting active members shall constitute a quorum.
  3. Voting will be conducted by a simple majority of voting members present via a conference call or in-person meeting as long as there is a quorum present.
  4. If a quorum is not present, the topic for vote will be e-mailed to the active membership for a vote; a reply must be sent to the Secretary/Treasurer within seven (7) business days or vote is forfeited. The Secretary/Treasurer will report to the Chair the vote tally.
  5. The Steering Committee can modify the composition of the membership or the Steering Committee with a majority vote.
- C. Order of Business
1. Agenda Items
    - a. Approval of Minutes
    - b. Reports from Chair
    - c. National Update
    - d. Report from Committees
    - e. Old and Unfinished Business
    - f. New Business and Issues Brought Forth from the General Membership
    - g. Set or Confirm Next Planned Meeting
    - h. Adjourn
  2. The Chair will call for agenda items two (2) weeks prior to a meeting.
  3. An agenda will be sent to all general members by the Secretary/Treasurer one (1) week prior to the meeting.
  4. Should a non-agenda topic/issue arise after the agenda is set, out of respect for the general members' time, it will be put in the parking lot and discussed at the end of the meeting if time allows. If time is out, it moves to the front of the next meeting's agenda for discussion. The Steering Committee may also review the item to determine if other action is necessary prior to the next general membership meeting.



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5. The MSBC mission statement, goals, objectives, projects and membership will be reviewed and revised at least once a year.

### **VII. SUBCOMMITTEES**

#### A. Subcommittee Type

##### 1. Standing Committee(s)

- a. The Coalition will have a grant investigation and writing committee. The grant investigation and writing committee will be responsible for researching possible grant opportunities and responding with an application when the grant match the MSBC's mission and purpose.
- b. The Coalition will have a fund raising committee to investigate other methods of soliciting funds.
- c. Other Standing Committees may be created by the Steering Committee to perform work for the MSBC.

##### 2. Ad Hoc Committee(s) – Select committees will be formed by the Chair as needed.

#### B. Reporting

1. Committees shall report to the Chair and membership at each regular meeting.

### **VIII. LIAISON**

#### A. The Steering Committee will appoint a liaison to work with ERM.

1. The liaison will report MSBC activities to ERM during regular quarterly meeting.
2. The liaison will report ERM activities to the MSBC general membership during quarterly meetings.



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### **IX. Funding and Expenses of Members**

- A. Funds solicited from other sources may not conflict with MSBC's mission and goals.
- B. Members are responsible for their own expenses to attend meetings. The MSBC will not reimburse for travel and per diem.
- C. Outside sponsorship which does not conflict with MSBC's mission and goals or with the member criteria may be accepted for travel and per diem expenses.

### **X. Books and Records**

- A. Minutes of the Steering Committee meetings and general membership meetings will be available to MSBC members via the web page, e-mail requests and with the next subsequent general membership meeting information packet.
- B. The books, records and papers of the MSBC will be available to members upon request. Some items may also be available via the web page. Such a request should be made to the Chairperson.
- C. When a new Treasurer is elected, an audit of the financial records will be performed. An audit may also be performed upon request of the Chairperson.
  - 1. An audit may be performed by 3 members selected by the Chairperson if the general operating budget and reserves are less than \$10,000.
  - 2. An audit must be performed by a Certified Public Accountant if the general operating budget and reserves are equal to or greater than \$10,000 or if required by a grantor.