

**Georgia Birth to Five Coalition
Home Visiting Work Group
Operating Guidelines
Revised and approved July 27, 2010
With recommendations from the Leadership Team August 26, 2010**

Membership

Membership is open to any organization or individual.
Members are required to be members of the Georgia Birth to Five Coalition or a representative of a related state agency.
Multiple individuals from the same organization may be members.

Quorum and Voting

For purposes of conducting business, a quorum consists of those present at the meeting. To be approved, actions must receive an affirmative vote from a simple majority of those organizations and government agencies who are represented at the meeting. Each organization shall have one vote. Public statements and policy statements approved by the Work Group must be submitted to the Georgia Birth to Five Coalition Leadership Team for approval.

Meetings

Meetings will be held at least quarterly, and an annual calendar of meetings shall be developed in December of each year. Additional meetings may be called by the chair or co-chairs as needed.

Co-Chairs

The Work Group may elect to have a chair or two co-chairs to be selected annually in October of each year, for a 2 year term. The chair or co-chairs may serve for up to two terms.

Nomination and election of the chair or co-chair shall be held at the October meeting of the Work Group. The chair or co-chairs shall be ratified by the Georgia Birth to Five Coalition Leadership Team to serve as members of the Leadership Team.

Minutes

Minutes of all meetings shall be recorded, approved by the co-chairs, and sent to the members within two weeks of the meeting and circulated to the Leadership Team.

Committees

Ad hoc committees may be appointed by the chair or co-chairs to assist with the Work Group activities.