

# HOUSE OF DELEGATES MANUAL

Connecticut State Dental Association



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# MANUAL OF THE HOUSE OF DELEGATES

## *GENERAL INFORMATION FOR DELEGATES AND ALTERNATE DELEGATES*

### INTRODUCTION

The House of Delegates is the supreme authoritative body of the Connecticut State Dental Association. As such, it speaks for the members of the Association and for the dental profession in Connecticut.

This manual has been prepared so that all who participate in the sessions of the House of Delegates may have a better understanding of the methods and rules under which it operates.

The operation of the House of Delegates is governed by the Constitution and Bylaws of this Association, several standing resolutions, and the parliamentary authority of this Association (the most current version of the Standard Code of Parliamentary Procedures as published by the American Institute of Parliamentarians).

### CERTIFICATION FOR DELEGATES AND ALTERNATES

The Secretaries or other designated officer of each component society and the UCONN chapter of ASDA shall have filed with the Executive Director by the time of the Annual Session of the Association, the names of the delegates and alternate delegates designated by each society to serve for the ensuing year. The list of all certified delegates and alternates is used by the Credentials Committee at each House session to register delegates. Alternate delegates should attend, whenever possible, all House of Delegates meetings. A list of delegates and alternate delegates will be mailed to each district caucus chairperson and is available upon request to any delegate or alternate delegate prior to each House meeting.

#### ***Composition of the House of Delegates***

The House of Delegates shall be composed of members chosen from the active, retired or life membership lists of the component societies of this Association. One (1) voting student member shall be chosen by the ASDA chapter of the University of Connecticut School of Dental Medicine from its active ASDA membership list. Each component society of this association will be entitled to a number of delegates equal to their total number of voting members divided by fifty (50). Any fractional numbers will be rounded up.

*Revision Note: A two-thirds majority of the House of Delegates is required to amend this section:*

#### ***Delegate Elections***

Each component and the ASDA Chapter of the University of Connecticut School of Dental Medicine shall elect delegates and alternate delegates as provided in their bylaws. Such

elections shall take place between March 1 and the Annual Session of the Association in each year and the names of the delegates shall be submitted to the Executive Director in compliance with the CSDA Bylaws.

*Revision Note: A two-thirds majority of the House of Delegates is required to amend this section:*

### **Seating of Alternate and Substitute Delegates**

If a delegate cannot attend a meeting of the House of Delegates, a certified delegate or alternate delegate from any component society within the same district may be seated in his/her place but must be registered with the Credentials Committee. Any component society wishing to seat a non-certified individual as a delegate may do so by providing the Credentials Committee with a letter from the President or Secretary of the Component Society attesting to the need for seating such an individual.

### **Term Limits**

The CSDA Bylaws limit the number of consecutive years that an individual may serve as a delegate or alternate delegate. Starting in 2022 all delegates and alternate delegates shall be limited to serving up to a maximum of ten (10) consecutive years in the House of Delegates. Any individuals who reach this limit will be ineligible to serve in the CSDA House of Delegates for a period of two (2) years. After that two-year period, the member would regain their eligibility to serve as a delegate or alternate delegate for a maximum of five (5) consecutive years.

The Credentials Committee has been charged with documenting the length of consecutive service for each delegate and alternate delegate in order to ensure compliance with these term limit provisions. Therefore, on March 1<sup>st</sup> of each year the Chair of the Credentials Committee will provide the Secretaries of each component society and the UConn chapter of ASDA with a list of their past delegates and alternate delegates from the prior year. This list will also indicate how many consecutive years (starting from 2012) that each individual has served in the CSDA House of Delegates. Beginning in 2022, the Chair of the Credentials Committee will also notify each component society of any members who are ineligible for election as a delegate or alternate delegate for the coming year due to these term limit provisions.

### **Voting Cards for Delegates**

Each delegate, at registration, will receive an official voting card in addition to the official badge.

## **DISTRICTS**

Connecticut component societies are divided into the following districts:

**District I:** Greenwich Dental Society, Stamford Dental Society, New Canaan Dental Society, Greater Norwalk Dental Society.

**District II:** Bridgeport Dental Association

**District III:** Naugatuck Valley Dental Society, Dental Society of Greater Waterbury, Meriden-Wallingford-Cheshire Dental Society,

**District IV:** New Haven Dental Association, Milford Dental Society.

**District V:** Greater Danbury Dental Society, Litchfield County Dental Society, Bristol Dental Society, New Britain Dental Society.

**District VI:** Hartford Dental Society.

**District VII:** Shoreline Dental Society, Middlesex County Dental Society, Manchester Dental Society, Tolland County Dental Society, Northeastern Connecticut Dental Society, New London County Dental Society.

For the sole purpose of representation as an entity within the CSDA House of Delegates, the ASDA Chapter of the University of Connecticut School of Dental Medicine shall be considered as an additional component society of the Association with no allegiance to any district.

*Revision Note: A two-thirds majority of the House of Delegates is required to amend this section:*

## **ACCESS TO FLOOR**

Access to the floor of the House of Delegates is limited to the officers and members of the House of Delegates, the elective and appointive officers of the Association, the past presidents, the members of the Board of Governors, the Chairman of the Councils, and members of the Headquarters Office staff. Alternate delegates do not have the privilege of access to the floor but may be seated in a designated section adjacent to the House floor. All CSDA members in good standing shall also be granted access to the floor if the House forgoes the use of Reference committees. However, the ability to vote and make motions is limited to the certified delegates of the House.

## **PRIVILEGE OF SPEAKING**

Only delegates, members of the Board of Governors, and past presidents of the Association (who are ex-officio members without a vote), are privileged to be recognized and speak from the floor of the House. If the House forgoes the use of Reference committees, all CSDA members in good standing will also be given the opportunity to speak as they would normally do at a committee hearing. Other individuals with access to the floor, including the Executive Director and the employed staff of the CSDA, may from time to time petition the Speaker for

the privilege of speaking from the floor. The Speaker shall grant such privilege with a majority vote of the delegates on the floor.

## **OPERATION OF THE HOUSE OF DELEGATES**

### ***Officers***

The House of Delegates has two officers: the SPEAKER of the HOUSE OF DELEGATES and the SECRETARY of the HOUSE OF DELEGATES. The Speaker and the Secretary are elected by the House of Delegates for a three-year term of office.

### ***Term Limits for Officers of the House***

Starting in 2015 no person shall be elected as Speaker or Secretary for more than six (6) consecutive years or nine (9) total years. Any individual who reaches the consecutive years limit shall be ineligible to serve in that specific officer position for a period of three (3) years.

Whenever no nominations are received by the deadline stated in our governing documents, an office holder that would otherwise be prevented from continuous service due to term limits, may serve another year. Details pertaining to this exception are listed in the Membership Manual.

### ***Duties of the Officers***

**Speaker:** The Speaker of the House of Delegates shall:

- preside at all meetings of the House of Delegates and determine the order of business for all meetings subject to the approval of the House of Delegates.
- set the time and place of the House of Delegates meeting in conjunction with the Secretary of the House and the Executive Director at least one year in advance. If the designated meeting place shall be in a location not within the State of Connecticut, the final decision shall be subject to approval by a majority vote of the House of Delegates.
- be an ex-officio member of the Board of Governors without voting privileges; and
- be an ex-officio member of the Council on Constitution and Bylaws without voting privileges.

**Secretary:** The Secretary of the House of Delegates shall:

- serve as the recording officer of the House and the custodian of its records and shall cause a record of the proceedings of the House to be published as the “Official Transactions of the House.”
- provide the Committee on Rules & Order with the draft minutes of the last meeting of the House of Delegates within thirty days of adjournment.
- be responsible for the transmission of all pertinent information to members of the House of Delegates.
- notify delegates of their appointment to committees of the House and their charge.
- be in close liaison with the Executive Director of the Association for all matters pertaining to the House (i.e., council appointments and elections, assure transfer of

official delegate lists from components to the Central Office, etc.).

- render annually a report to the Board of Governors for submission to the Annual Session of the House of Delegates setting forth House activities and accomplishments with recommendations for the continued successful operation of the House of Delegates.
- determine by February 15 of each year the number of delegates allocated annually to each component society as outlined in Chapter IV, Section 1 and to notify immediately thereafter the secretaries of the component societies of this determination.
- to work in concert with the Council on Constitution and Bylaws in reviewing all proposed Constitution and Bylaw changes prior to their transmission to the House.

*Revision Note: A two-thirds majority of the House of Delegates is required to amend this section:*

### **Duties of the House of Delegates**

The House of Delegates serves as the legislative agency of the Association. The duties are clearly defined in the BYLAWS. The powers and duties of the House of Delegates, as defined in the Bylaws, make it the supreme authoritative body of the Association. As such, it can enact legislation, determine policies, enact, amend and repeal the CONSTITUTION and BYLAWS, and the PRINCIPLES OF ETHICS, elect honorary members, create special committees, approve memorials in the name of the Association and approve changes to our dues, late payment fees or installment payment plan charges as well as the power to approve special assessments.

Besides electing the officers of the House of Delegates, the House has the duty of electing the delegates and alternate delegates to the House of Delegates of the American Dental Association and Officers of the Association.

### **Recommendations to House of Delegates**

Recommendations which involve Association policy come to the House of Delegates from several different sources: The officers of the Association, the Board of Governors, the Councils, the Component Societies, any member or members of the Association, the Executive Director and employed staff of the CSDA through the Board of Governors, and from other organizations as presented by the Speaker and with a majority vote of the House of Delegates.

The President will make an annual report to the House. In this report the President may make recommendations dealing with the Association's programs or with problems confronting the dental profession.

The Board of Governors presents written reports to the House in the following forms: (1) Association affairs and administrative resolutions; (2) Reports of councils/committees, resolutions from agencies and component societies. This report includes Board recommendations; (3) financial affairs and the recommended budget for the ensuing fiscal year (Annual Session); and (4) a list of the members appointed to serve on CSDA Councils.

Occasionally, the House of Delegates will receive a recommendation on policy from an outside organization in the field of dentistry or from a civic or philanthropic organization. Acceptance of such recommendations for consideration by the House of Delegates will be presented by the Speaker subject to a majority vote of the House.

In these ways, the House of Delegates receives many recommendations for consideration for each session and its task is to act on them in the best way to meet the changing needs of the Association and of the profession. All of the reports to be considered by the House of Delegates are presented in printed form. Material received too late for proper printing and mailing will be presented to the House in typewritten form.

Delegates and alternates are asked to bring their copies of Reports and Resolutions to the meetings of the House of Delegates. A thorough advanced study of the various reports and resolutions will provide an essential background for a full understanding of activities as they occur in the House of Delegates.

### ***Approval of Meeting Minutes***

Within thirty days from the adjournment of any session of the CSDA House of Delegates, the Secretary of the House shall prepare and present a draft copy of the minutes to the Committee on Rules & Order. The committee is required to review the draft for potential errors, make any corrections that may be necessary to accurately reflect the proceedings of the House and approve these meeting minutes within 30 days from their receipt of the Secretary's draft. The approved minutes will be posted on the members' only section of the CSDA website within 30 days and distributed in the mailing for the next session of the CSDA House of Delegates. Notwithstanding the language above, the CSDA House of Delegates may correct any other errors that may be found in the future in order to ensure the accuracy of the meeting minutes.

## **RULES OF THE HOUSE OF DELEGATES**

The following are the standard rules of the House:

### ***Seating of Delegations***

The Committee on Credentials shall arrange for the seating of delegations in the House of Delegates.

### ***Rules of Order***

The rules of order as contained in the most recent edition of *Standard Code of Parliamentary Conduct* shall govern the deliberations of the House of Delegates in all cases in which they are applicable and not in conflict with the standing rules or the BYLAWS and where the Bylaws are silent.

### ***Order of Business***

The order of business shall be the agenda adopted by the House of Delegates in conformity with the Bylaws and this Manual of the House of Delegates.

*Revision Note: A two-thirds majority of the House of Delegates is required to amend this section:*

### ***Referral of Reports and Resolutions***

All reports of elective officers, councils, and committees, except supplemental reports, shall be sent to each delegate and alternate delegate at least thirty (30) days in advance of the opening Annual Session. All supplemental reports shall be distributed to each delegate and alternate before each report is considered by the House of Delegates. In the event that Reference committees will be convened, the Speaker of the House shall submit a list of recommended referrals that is subject to the approval of the House.

*Revision Note: A two-thirds majority of the House of Delegates is required to amend this section:*

### **Introduction of new documents requiring House approval before publication and distribution**

A copy of the draft must be sent to all delegates and alternates at least thirty (30) days prior to the House meeting at which the document shall be voted upon.

*Revision Note: A two-thirds majority of the House of Delegates is required to amend this section:*

### **Resolutions on the Creation of New Programs or other Appropriation of Funds**

Resolutions submitted to the House of Delegates which call for the creation of new programs, special committees, or studies must be accompanied by cost estimates of such new programs.

Any resolution proposing an appropriation of funds, except those relating to the annual budget, shall be referred to the Board of Governors for a report at the same session on the availability of funds for the purpose specified.

*Revision Note: A two-thirds majority of the House of Delegates is required to amend this section.*

### **Consideration of Budget**

The Finance Committee will draft a proposed balanced budget for the review and approval of the Board of Governors. The Board will approve an initial budget and submit a report to the House of Delegates at least thirty (30) days prior to the Annual Session.

This report is for informational purposes only. However, any proposed rate change for the dues, installment payment plan or late payment charges as well as the levying of special assessments must be submitted in a resolution that requires the approval of the House.

In the event the House amends or rejects such a resolution, the Board will reconvene before the start of the next fiscal year to revise the budget in order to reflect this change in revenue. The Board may also reconvene if the House approves any resolution for an additional appropriation of funds.

### **Introduction of New Business at the Last Meeting**

No new business shall be introduced into the House of Delegates at the last meeting of the session except by a two-thirds (2/3) majority vote of those present and voting. Approval of such new

business shall require a two-thirds (2/3) majority vote of those present and voting.

### ***Presentation of Resolutions and Other Items of Business***

Within the limitation of the rule on the presentation of new business at the last meeting of the House of Delegates, any delegate may present an item of business. Items of business should be presented at least forty-five (45) days prior to the House meeting so that copies may be made available to the members of the House. Resolutions will be accepted up to forty-five (45) days before any session of the House of Delegates except for Resolutions from district caucuses that will be accepted up to seven (7) days prior to the opening session of the House.

### ***Motions to Approve Resolutions***

All properly presented resolutions are placed before the House for consideration. Resolutions may be referred to reference committees for hearings at the discretion of the Speaker or a majority vote of the House. All resolutions are subject to debate, amendment, and final action. All amendments should be presented in written form to the Secretary at the time of debate/discussion on the House floor. The MOTION TO APPROVE is a main motion, and a vote by the House disposes of the resolution.

### ***Motion to Recommit or Refer to an Agency***

When the House of Delegates wishes to recommit or refer a pending resolution to a Council or to the Board of Governors for study and report at another session, the motion to be used to accomplish this purpose is the motion to REFER TO A COMMITTEE.

### ***Motion to Postpone Definitely***

A motion to postpone definitely any item of business may be made as long as a definite time is fixed for its consideration. This may be at the same or future scheduled session of the House of Delegates.

### ***Amendments to "Constitutions and Bylaws"***

The House of Delegates is governed in its amendment of the Constitution and Bylaws by the provisions of the Constitution and Bylaws. The BYLAWS may be amended at any session of the House of Delegates by a two-thirds (2/3) majority vote of the members present and voting, provided that the proposed amendment shall be presented in writing at least forty-five (45) days prior to a session of the House of Delegates for action.

The CONSTITUTION may be amended by presenting the proposed amendment in writing by any member or members in good standing to the Executive Director at least thirty (30) days prior to any Annual Session of the House of Delegates. Action on such proposed amendment shall be POSTPONED DEFINITELY until the next Annual Session of the House of Delegates, at which time, a two-thirds (2/3) affirmative vote of the members of the House of Delegates present and voting shall be necessary to amend.

House approved amendments to both the Constitution and the Bylaws are subject to the following provisions:

- An amendment passed by the House of Delegates shall be submitted to the Board of Governors for review.
- A two-thirds (2/3) majority vote of the full voting membership of the Board of Governors shall be necessary for disapproval of an amendment.
- The Board of Governors shall act within sixty (60) days of the date of submission.
- In the event of the disapproval of the amendment by the Board of Governors, said amendment shall be referred back to the House of Delegates for consideration at the next regular session of the House of Delegates.
- A two-thirds (2/3) majority of the membership present and voting shall be necessary for the final approval of the amendment.

### ***Voting Procedures***

The method of voting in the House of Delegates is usually determined by the Speaker of the House, who may call for a voice vote, raising of official voting cards, roll call of the delegation of each component society, or vote by check list and ballot. If the result of a vote is uncertain or if a division is called for, the Speaker will ask for a raising of official voting cards or a roll call by delegations. Credential Committee members will then supervise the count of votes in the House of Delegates.

### ***Nomination and Related Procedures***

- A. Elections shall be conducted during the Annual Session of the House of Delegates. Any eligible CSDA member in good standing may announce his/her candidacy for elected office or as a member of the ADA delegation no later than January 31<sup>st</sup>. Any candidate must be eligible to serve if elected without violating the term limit provisions found in the CSDA Bylaws or Section B. 5. below.

This announcement will be done by submission of the following to the Executive Director: a letter of intent (maximum 3 pages), Curriculum Vitae (maximum 2 pages), a signed and dated informational sheet (for candidacy to the ADA delegation) and a signed Conflict of Interest form. The Executive Director shall provide the Secretary of the House with copies of the letter of intent and Curriculum Vitae (“CV”) by no later than February 15<sup>th</sup>. The Secretary will then disseminate these materials to the members of the House by March 1. Other nominations may be submitted to the Executive Director at least 45 days prior to the opening meeting of the Annual Session of the House of Delegates by petition of at least five (5) percent of the members of the Association or by 2/3 of the delegates of any one of the districts of the Association. The Executive Director shall disseminate information on the petition process and this deadline to CSDA members by no later than February 15.

Any candidates who are nominated by petition must provide the Executive Director with the same materials required of the other candidates (i.e., letter of intent, CV, etc.) within 5 days of the petition deadline. The Executive Director will then provide copies of the letter of intent and CV to the Secretary in a timely manner so that these materials can be disseminated to the members of the House at least 30 days prior to the Annual Session.

Prior to the election, the Executive Director shall certify that all candidates are members of the CSDA in good standing and that none of the candidates for Speaker or Secretary of the House are ineligible to serve under the term limit provisions in the CSDA bylaws.

In the event there is a position that has not been filled by election or has been vacated after election by means of resignation or otherwise, that position shall be filled by means of a special electronic vote. The special election shall be conducted by the Executive Director with the advice and consent of the Speaker of the House. The Speaker shall certify the results of the special election. No special election is to be held if there are less than six months remaining in that term of office. No special election is to be held to replace a member of the ADA delegation within ninety (90) days of the upcoming ADA meeting. In the event that an ADA delegate needs replacement, the Chairman of the Delegation shall promote a duly elected alternate delegate to the delegate position and the special election will be to select a new alternate delegate.

There will be no nominations made from the floor of the House of Delegates unless a position as an elected officer or member of the ADA delegation has no candidates. In the event that there are no eligible candidates for Speaker or Secretary of the House, the House of Delegates may nominate any member in good standing who is not prohibited from serving under the term limit provisions of the CSDA Bylaws. If nominations from the floor of the House are necessary because a candidate has withdrawn their name from the ballot, the Speaker of the House will make an announcement at the beginning of the meeting. This announcement will identify the office(s) that will be open to nominations from the floor. Once the announcement is made nominations from the floor will not begin until at least one hour has passed.

At no time shall more than two of the following officers be from the same district of the Association: The Treasurer, the Vice President, the President-Elect, or the President.

1. If two members of the same district are already serving a multi-year term of office that will not expire during this election cycle then no other active, retired or life members from that district will be eligible for nomination.
2. In the event that the eligible candidates from the same district are nominated for different officer positions and the election results could subsequently trigger this limitation, separate elections will be held in the following sequence: the President-Elect, followed by the Vice President and then the Treasurer if that position is open for election during this cycle
  - a) A winner will be determined in each race and announced to the House before the election for the next officer position in this sequence will be conducted.
  - b) Once a second member of the same district is elected to one of these officer positions, any remaining candidates from the same district will be declared ineligible.
  - c) If this results in no remaining candidates for an Officer position, then additional nominations may be made from the floor of the House in compliance with these rules.

If there is only one nominee for a specific officer position, the Speaker of the House of Delegates shall declare such nominee elected. If there are two or more nominees for a specific officer position, the election shall be by ballot. The majority of the ballots cast shall elect. In the event that no candidate receives a majority of the votes cast on the first ballot, the two

candidates receiving the largest number of votes cast shall be balloted upon again.

The Secretary of the House of Delegates shall provide facilities for voting. The hours and duration of voting shall be decided by the Speaker of the House with the approval of the House. Only properly certified delegates are permitted to participate in the elections of the House of Delegates. Contested elections are held under the supervision of the Committee on Credentials.

Any other problems or unforeseen aberrations to the election process shall be adjudicated by the Speaker of the House.

- B. The number of delegates and alternate delegates that are allocated to our delegation in the American Dental Association House of Delegates may vary based on fluctuations in our share of their overall membership. The CSDA will send the full number of delegates and alternates allocated by the ADA to each ADA HOD meeting
1. Automatic Delegates: The President, President-Elect, and Vice President shall automatically serve as delegates to the American Dental Association House of Delegates
    - a. If the Vice President does not have the experience required under Chapter VII, Section 3 of these bylaws then the Vice President shall serve as an Automatic Alternate Delegate as described below:
    - b. If any CSDA member is serving as an officer of the ADA 1st District Caucus and announces their candidacy for an elected office in the ADA, that individual will switch from an Automatic Alternate Delegate to an Automatic Delegate if their candidacy is endorsed by the CSDA Board of Governors:
    - c. If any CSDA member is elected as the First District Trustee, that individual will be an Automatic Delegate the year that they are serving as Trustee Elect and to be inducted at that annual session. Additionally, if an individual is endorsed by the CSDA BOG to run as a Trustee, they will be an Automatic Delegate to the CSDA Delegation the year they are running for Trustee.
  2. Elected Delegates: Those candidates who receive the most votes in the election for our delegation shall serve as a delegate if they have the prior experience required in this policy manual. If one or more of the candidates who received the most votes do not have the required experience listed above, they shall serve as an alternate delegate and will be replaced by the candidate(s) with the required experience who received the next highest vote total in this election.
  3. Automatic Alternate Delegates: Any CSDA member serving in the First ADA District Delegation as an officer shall automatically serve as one of our alternate delegates to the American Dental Association House of Delegates. The Vice President may also serve as the automatic alternate delegate if this officer does not have the experience required under CSDA policy to serve as a delegate.
  4. Elected Alternate Delegates: These positions are filled by those candidates who did not receive enough votes to win election as a delegate or who did not have the prior experience required to serve as a delegate. As with the Elected Delegates positions, our Elected Alternate Delegate positions are filled based on the order of finish in the election described

above.

5. **Term Limits:** An active, retired or life member who has served for ten consecutive years in our delegation to the American Dental Association House of Delegates will be ineligible to serve as an Elected Delegate or Elected Alternate Delegate for two years. After two years have passed the individual will regain his/her eligibility for these positions.
    - a. **Exceptions:** These term limits do not apply to anyone who serves as an Automatic Delegate or Automatic Alternate Delegate. Time served in these positions does not count towards the term limit provisions for Elected Delegates or Elected Alternate Delegates.
    - b. **Effective Date:** No service time that was accumulated prior to 2016 will be counted against our volunteers who served in these positions before the adoption of these term limits.
- C. Every member of the CSDA Delegation to the ADA House of Delegates is fully funded every year, funding reimbursement be according to the CSDA Volunteer/Staff Travel and Expense Policy.

*Revision Note: A two-thirds majority of the House of Delegates is required to amend these sections (A, B, and C)*

### **Election Campaign Rules**

The following rules shall govern the conduct of any campaigning by candidates for a position in our state delegation to the ADA House of Delegates or CSDA officer positions:

- A. All campaign materials including CV, handouts, videos, and electronic communications will be submitted to the CSDA House of Delegates Committee on Rules and Order for review, approval, and subsequent distribution.
- B. Candidates for ADA HOD delegate or alternate shall be able to present a self-made non-professional video, after approval from the CSDA House of Delegates Rules and Order Committee, to promote themselves for candidacy; the deadline to submit these videos will be made by the 3<sup>rd</sup> Monday of March. The video shall be no longer than three minutes.
- C. There will be no Campaign Committees, but Candidates may appoint a Campaign Chair. Candidates must notify the CSDA Executive Director of the name of their Campaign Chair within two business days from when this appointment is made.
- D. No electronic communications (emails, texting, etc.), campaigning, or solicitation of votes in any form once the Annual Session of the CSDA House of Delegates is called to order.
- E. Each candidate is solely responsible for any costs related to their election campaign. As a condition of their candidacy each individual agrees not to accept any donations for their election campaign.
- F. Candidates should have equal access to information related to the election including but not limited to the dates of component society or district caucus meetings. Our component societies and district caucuses must extend an invitation to all candidates to speak at these events.
- G. The candidates are responsible for sharing these rules with all relevant and appropriate individuals who may have an impact on the election.

## ***No Smoking***

There is to be no smoking in the House of Delegates, or in any of the reference committee meetings.

## ***Distribution of Material in the House of Delegates***

No material of any kind shall be distributed to the delegates' desks in the House of Delegates without prior express permission of the Speaker of the House. Such permission shall be announced to the House by the Speaker prior to any distribution of any materials.

## **STANDING COMMITTEES OF THE HOUSE OF DELEGATES**

In order to conduct its business, the House of Delegates uses two standing committees: (1) The Committee on Credentials, and (2) The Committee on Rules and Order. These committees, each composed of five (5) members from the House of Delegates, are concerned with procedural matters. The Standing Committees of the House of Delegates shall be appointed for one-year terms beginning with the Fall Session. The President and the Officers of the House of Delegates choose them. The following is a description of their specific duties.

### ***Committee on Credentials***

This standing committee of the House of Delegates makes recommendations on the eligibility of delegates and alternate delegates to a seat in the House of Delegates when a seat is contested. The committee also tracks the length of continuous service for each delegate and alternate delegate to ensure compliance with the term limit provisions that apply to all members of the House. While the House is in session this standing committee maintains a continuous roll call, determines the presence of a quorum, and supervises voting and election procedures. It is on duty throughout each session.

### ***Committee on Rules and Order***

This standing committee presents the agenda as recommended by the Speaker and recommends for approval such rules as are necessary for the conduct of the business of the House of Delegates. The report of this committee is prepared in collaboration with the Officers of the House of Delegates and is presented at the opening of the first meeting of each session. The minutes of all sessions shall be available at the offices of the Association at the request of any member of the CSDA through the Executive Director.

## **REFERENCE COMMITTEES OF HOUSE OF DELEGATES**

When there is an extensive or complex agenda, the House may utilize Reference committees to assist in the timely consideration of its business or optimize the decision-making process within the time constraints that exist. The following rules apply when Reference committees are utilized by the House of Delegates.

The reference committees of the House of Delegates consist of five (5) members of the House of Delegates, representing different districts, appointed for one (1) year terms beginning with the Fall Session. They are chosen by the President of the Association and the Officers of the House. The number of reference committees varies depending on the number of business items before the House of Delegates. The following is a general description of the material assigned to each of the reference committees. The scope of the committees will vary based on the assignments which are made to them by the House of Delegates.

## **General Procedures for Reference Committees**

### ***Duties***

The primary duty of a reference committee is to recommend to the House of Delegates an appropriate course of action on matters which have been placed before it. This duty can best be discharged by evaluating all resolutions which it has received from the Councils, the Board of Governors, the Component Societies and other agencies by basing its recommendations on the best information and advice which is available, and by making its decision in the best interests of the public, the Association and the dental profession.

It is not the duty of the reference committee to attempt to prevent the House of Delegates from acting on any matter which has been presented. Nor is it the committee's duty to accept automatically and without deliberation the opinions of its own members or, on the other hand, the opinions of those who have testified. The reference committee fulfills its duty when it takes into consideration all of these factors and advises the House of Delegates to adopt, amend, postpone, or reject a resolution which has been placed before it.

The reference committee has the final duty of acting on all matters assigned to it. A reference committee may not "pigeon-hole" any item but must refer it to the House of Delegates for final disposition.

### ***Authority***

Reference committees have extensive authority but must act within the standing rules of the House of Delegates and within the framework of the Constitution and Bylaws. The reference committees may not only act on resolutions before them but may also propose resolutions on their own initiative. They may call upon the officers, members of the Board of Governors and Councils, and the members of the staff when they desire to gain information. They may make an explanation of the committee's decision before recommending to the House of Delegates that a resolution be **adopted, rejected, amended, postponed, or replaced by a substitute resolution.**

### ***Referral of Items of Business***

The reference committees receive items of business for consideration by referral from the House of Delegates. The Speaker of the House is authorized to prepare a preliminary list of referrals. The Speaker shall present this list to the House for approval. If there is no objection, the list stands as presented although the House may, at its discretion, vote to change the assignment of a resolution to a different reference committee. Other items of business may be referred to a reference

committee by the Speaker of the House during the course of business at the first meeting.

### ***Conduct of Hearings***

The primary duty of a reference committee is to receive and evaluate opinions so that it may present a well-informed recommendation to the House of Delegates. Opinions are received during the open hearing which is conducted by the reference committee and later evaluated in a closed meeting at which the committee's decisions are made. The chairperson of the reference committee should preside over both the hearing and the closed meeting. He should perform the usual duties of a chairperson in maintaining order, facilitating the transaction of business, and in ruling on length and pertinency of discussion.

The chairperson should not permit the making of motions or the taking of formal votes at an open hearing, since the objective of the hearing is to receive information and opinions and not to make decisions of any sort which would bind the reference committee in its subsequent deliberations. The chairperson should ensure that all who want to be heard are heard but he should be watchful against prolonged holding of the floor by one or more persons at the expense of others who may wish to counsel with the committee. The chairperson, with the consent of his committee, may place reasonable limitations on discussion and debate.

All members of the Connecticut State Dental Association have the right to attend reference committee hearings and participate in the discussion whether or not they are members of the House of Delegates. Non-members of the Association may participate in discussion at hearings only at the invitation of a majority of the reference committee. Reference committees are expected to be available during the announced hours of a hearing.

### ***Conduct of Closed Meeting***

After evidence and information have been received at the opening hearing, the committee may retire to a closed meeting at which only the members, the committee secretary, and a liaison of the Speaker may be present. The reference committee will have the prerogative of requesting other individuals and/or entities (i.e., the Board of Governors) of the Association for points of information. At this meeting, the committee reaches its decisions and prepares its report.

### ***Amendment to the Constitution and Bylaws***

Bylaw amendments must be submitted to the Executive Director forty-five (45) days prior to any regularly scheduled session of the House of Delegates. Prior to that regular session of the House of Delegates (within the 30 days) the Council on Constitution and Bylaws shall review the proposed Bylaw amendment, put it in proper legislative form -- including all necessary additional Bylaw changes to remove or prevent any conflicts -- and make its written report to the House. Bylaw amendments require a two-thirds (2/3) majority vote to pass.

Constitutional amendments must be submitted thirty (30) days prior to any Annual Session of the House of Delegates. Prior to that Annual Session of the House of Delegates (within the 30 days) the Council on Constitution and Bylaws shall review the proposed Constitutional amendment, put it in proper legislative form -- including all necessary additional Bylaw changes to remove or prevent

any conflicts -- and make its written report to the House. The proposed Constitutional amendment shall be **AUTOMATICALLY REFERRED** to the next Annual Session of the House of Delegates. Constitutional amendments require a two thirds (2/3) vote to pass.

### ***Preparation of Report***

The report of the reference committee to the House of Delegates is nothing more than a restatement of the original resolution and the recommendation of the committee with regard to the material which it has had under consideration.

### ***Recommendations to the House***

The Reference Committee Chairman is asked to stand before the House of Delegates to present the committee's report. The Chairman moves each resolution assigned to the Reference Committee in priority order by stating the number of the resolution, reading it, and then making the committee's recommendation. The recommendation is made as follows: "The chairman moves the resolution with the recommendation for..."

- (1) **Adoption.**
- (2) **Referral** (to a council, committee, Board of Governors, etc.) with the Recommendation to Report back to the House of Delegates at a specific time.
- (3) **Definite Postponement** to a specific time.
- (4) **Amendment by deletion or addition** of a single word or minor phrase for clarification purposes only. Any major change to the content of a resolution should be addressed with the amendment by substitution.
- (5) **Amendment by Substitution** of a new motion which has been re-written by the Reference Committee. In this case the Chairman would make his/her recommendation to amend by substitution of the newly written resolution and refer to it by the addition of the letters "RC" following the resolution number (i.e., RES: #1RC-2000). The chairperson would then read the new resolution
- (6) **Rejection.**

### ***Numbering of Resolutions***

- RES: #1-20, First new resolution of the ANNUAL SESSION.
- RES: #1BS-20, Board of Governors substitute resolution.
- RES: #1RC-20, Reference Committee substitute resolution.

All Reference Committee recommendations to the House of Delegates must be placed in the standard written resolution form. Except in very unusual cases, the use of preliminary and explanatory "whereas" clauses are not permitted. The committee should place this prefatory material in its comment on the resolution in the general text of its report. Resolutions should be worded with the utmost clarity and must contain only a single topic. Resolutions containing more than one topic must be divided so that the House of Delegates can vote intelligently on a single question. The wording of the resolution is most important, since an improperly worded resolution will not give the delegates a clear and immediate idea of the question on which they are being asked to vote.

## ***Reports of Councils***

If the report of a Council contains no resolutions, the reference committee should merely state that it has noted the report and make such comment as it may desire. It is not proper to recommend that the report be "received," "approved," or "adopted". If the reference committee wishes to adopt or approve some item in the report, it must draft a suitable resolution. The report should be brief as possible. Long sections of material which the delegates already have before them should not be repeated.

## ***Majority and Minority Reports***

Every effort should be made by the members of a reference committee to reach unanimous agreement. If this is not possible, majority and minority reports may be presented. The report receiving the most support from members of the committee is presented as the "majority report".

## ***Signature of Report***

One copy of the report must be signed by all members of the committee, except in the case of a minority report, and presented to the Secretary of the House of Delegates before it is presented to the House of Delegates. The Secretary of the House of Delegates will attempt to advise a chairperson shortly before the Speaker is to call for his committee report.

Reports are presented from the right-hand side of the rostrum. They should be read slowly and clearly. The House will act on the report section by section, and the Speaker will indicate when the chairperson is to continue with the next section of the report. Page numbers and other citations should not be read since all members of the House will have copies of the report before them.

The chairman's motion to adopt, postpone, etc., shall be deemed to represent the majority of the committee and therefore not need a second. In the event of debate or discussion, the chairperson and members of a reference committee are free to reply to any questions or to comment. If the chairperson desires, he may call on a member of a Council, Officer, member of the Board of Governors, or staff to supply the information requested. The chairperson of the committee, however, should be prepared to comment on the position which his committee has taken.

## ***Miscellaneous***

A "consensus of the House," or similar polls of opinion shall be discouraged, because they do not call for any action of the House.

## **APPENDIX A: NOMINATIONS**

1. An informational sheet for all ADA delegation shall be posted on the CSDA website. It shall explain the obligation, expectation, and responsibilities of delegation members. This form must be signed, dated, and included as part of the application for candidacy.
2. All first-time candidates to the ADA delegation must have experience serving as a delegate or alternate delegate to the CSDA House of Delegates, or as a student delegate or alternate delegate to the American Dental Association House of Delegates for at least one session.
3. The CSDA will utilize the ADA's definition of diversity as an aspirational model for the composition of our state delegation to the ADA House of Delegates.