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**TEXAS DELEGATION
TO THE
AMERICAN DENTAL ASSOCIATION

XV TRUSTEE DISTRICT

PROCEDURE AND STANDING RULES**

COMPOSITION OF THE XV TRUSTEE DISTRICT

In accordance with Chapter IV, Section 30, Bylaws, American Dental Association, the XV Trustee District is composed of the Texas Dental Association.

THESE SHALL BE THE GOVERNING RULES OF THE XV TRUSTEE DISTRICT AND SHALL TAKE THE PLACE OF ANY PREVIOUS STANDING RULES OR RULES OF PROCEDURE.

PURPOSE: To represent the TDA membership at the ADA Annual Session.

GOALS:

- Educate: To provide a forum for the Delegates of the TDA to discuss and deliberate matters coming before the ADA House of Delegates in order to be a more effective delegation.
- Resolve: To develop resolutions for the ADA House of Delegates.
- Consensus Builder: To formulate methods to strengthen the position of this Trustee District in ADA Affairs.
- Representation: To represent the interests of the dental profession and the public it serves within this Trustee District.

MEMBERSHIP

The delegates and alternate delegates to the American Dental Association Annual Session of the House of Delegates, duly elected by the House of Delegates of the Texas Dental Association or appointed in accordance with the Texas Dental Association bylaws, shall comprise the voting membership of the Texas Delegation. The Secretary Treasurer shall be an *ex-officio* member of the Delegation without vote. The Trustee of the XV District shall be an *ex-officio* member of the delegation without vote except where authorized in these Rules. The appointed delegation Parliamentarian shall be a member of the delegation without vote unless he/she is a delegate or alternate delegate to the current American Dental Association Annual Session.

DUTIES OF THE DELEGATION

1. To attend all official meetings of the Delegation
2. To organize and conduct the affairs of this trustee district delegation in an orderly and efficient manner.
3. To receive the report of the XV District Trustee
4. To effect the policies and actions of the ADA through its House of Delegates and the XV District Trustee in a manner calculated to strengthen the leadership and influence of the American Dental Association.
5. To elect the XV District Trustee nominee
6. To nominate and elect the Vice Chair of the delegation
7. To elect by Division the members of the Planning and Review Committee
8. To approve the appointments of the Chair and Vice Chair
9. To review and update the XV Trustee District's Strategic Goals on an annual basis, and to implement the Goals as a guide for its business.

1 OFFICERS

2 The officers of this trustee district shall be:

- 3 a. Chair. The current Trustee, elected in accordance with Chapter VII, Section 50, Bylaws, ADA, shall serve
4 as Chair.
- 5 b. Vice Chair. The Vice Chair, elected in accordance with Chapter VIII, Section 70, Bylaws, TDA.
- 6 c. Secretary-Treasurer. The Secretary-Treasurer shall be the Secretary-Treasurer of the Texas Dental
7 Association, without vote unless a serving also as a delegate or alternate delegate.
- 8 d. Parliamentarian. The Parliamentarian shall be appointed by the current Trustee from Delegates or former
9 Delegates to the ADA from this trustee district and shall be without vote unless serving as a delegate or
10 alternate delegate.

11 DUTIES OF OFFICERS

12 a. Chair (Trustee). It shall be the duty of the Chair (Trustee):

- 13 1. To represent the XV Trustee District on the Board of Trustees of the American Dental Association.
- 14 2. To make a report, either orally or in writing, of business transacted at the regular or special meetings of
15 the Board of Trustees.
- 16 3. To call and supervise arrangements for all meetings of this trustee district delegation, in accordance with
17 Chapter VIII, Section 60, Bylaws, TDA.
- 18 4. To call to order and to serve as Chair of all meetings of this trustee district delegation, and to perform
19 such other duties as custom and parliamentary usage require.
- 20 5. To appoint the delegation parliamentarian with the approval of the delegation.
- 21 6. To introduce candidates for ADA office or other visitors to any meeting and, if necessary, to interrupt the
22 meeting or pending order of business to do so.
- 23 7. To introduce individuals or members of other trustee delegations to present information or viewpoints at
24 any meeting of this trustee district after a good-faith effort has been made to determine that such
25 information is pertinent and not otherwise available to the Delegation.
- 26 8. To make such other appointments or assignments not covered in these Rules as may be necessary to
27 conduct the affairs of this trustee district delegation. Such appointment or assignment shall terminate
28 upon the completion of the task assigned or upon adjournment sine die of the annual session of the ADA
29 following such appointment or assignment.
- 30 9. To arrange for the election of the Trustee (Chair) and Vice Chair of the TDA Delegation in accordance
31 with these Rules.

32 b. Vice Chair. It shall be the duty of the Vice Chair:

- 33 1. To assist the Chair in determining the order of business and in preparing an agenda for all meetings.
34 This agenda shall be the order of business for that meeting.

- 1 2. To assist the Chair in conducting the meetings and in the affairs of this trustee district in accordance with
2 these Rules.
- 3 3. To assist the Chair as requested
- 4 4. To serve as Chair *pro tem* in the absence of the Chair, and to conduct the affairs of this trustee district in
5 the absence of the Chair.
- 6 5. To serve as Chair of the Planning and Review Committee.
- 7 6. To serve as Chair of the Hospitality Committee and to appoint the members of the Hospitality Committee
8 in accordance with these Rules.

9 c. Secretary-Treasurer. It shall be the duty of the Secretary-Treasurer:

- 10 1. To assist the Chair in the dissemination of reports and all informational material to the membership
11 permitted by these Rules, such material to include the annual dissemination of these Rules, and to
12 attend meetings of this trustee district.
- 13 2. To make arrangements for all meetings under the direction of the current Trustee.
- 14 3. To serve as custodian of all records and the expenditure of funds.
- 15 4. To make an annual financial report, together with any recommendations related thereto, at the first
16 meeting of this trustee district delegation.
- 17 5. To record the minutes and actions taken at all meetings of this trustee district.
- 18 6. To retain a copy of all minutes and actions taken for a permanent file to be kept by this trustee district.

19 d. Parliamentarian. It shall be the duty of the Parliamentarian:

- 20 1. To become well-versed in parliamentary procedure as set forth in the current edition of *The American*
21 *Institute of Parliamentarians Standard Code of Parliamentary Procedure*, the parliamentary authority of
22 this trustee district.
- 23 2. To assist the Chair or Vice Chair, as requested, in the proper conduct of all meetings.

24 MEETINGS

- 25 a. Official Meetings. There shall be a minimum of three (3) official regular meetings of the XV Trustee
26 Delegation, all such meetings to be called by the current Trustee or scheduled as otherwise provided for in
27 these Rules. Official meetings are eligible for reimbursement.
- 28 1. First Meeting: (First Caucus), shall be held approximately 30 days prior to the Annual Session of the
29 American Dental Association. It will be a full day meeting to transact all appropriate business prior to
30 the annual session of the American Dental Association. The meeting will be held at a site within the
31 trustee district. The agenda of this meeting will include the election of the Vice Chair, division election
32 of the Planning and Review Committee and the selection of the Trustee Nominee by vote in
33 appropriate years. The newly-elected Vice Chair shall take office when installed at the last caucus of
34 the delegation.
35

- 1 2. Second Meeting: (Second Caucus), will be held immediately prior to the first meeting of the American
2 Dental Association's House of Delegates. This will be a briefing and strategy meeting.
3
4 3. Third Meeting: (Third Caucus) will be a full day meeting held during the American Dental
5 association's Annual Session. The purpose of the meeting will be to discuss the ADA Reference
6 Committee reports and to conduct any other appropriate Delegation Business. The meeting will be
7 held prior to the second meeting of the ADA House of Delegates. The newly elected Vice Chair shall
8 be installed as the last order of business at this caucus unless an additional caucus is to be held
9 before the end of ADA Annual Session, in which case the Vice Chair shall be installed as the final
10 item of business at the last caucus.
11
12 4. Additional Official Meetings: may be called by the Trustee at any time during the ADA Annual
13 Session. With the exception of amending these Rules, any additional meetings called during the ADA
14 Annual Session shall not require prior notice for any business to be conducted.

- 15 b. Unofficial Meetings. Additional meetings of the American Dental Association XV District Delegation may be
16 conducted in conjunction with other major dental meetings in Houston or Dallas at the call of the Trustee.
17 The purpose of these meetings is for the Trustee to update the Delegation on activities of the American
18 Dental Association.

19 There shall also be an unofficial meeting held during the Texas Meeting on a day that the Texas Dental
20 Association House of Delegates does not meet. The purpose of this meeting is to conduct a Candidates
21 Forum for candidates for ADA President-Elect.

22 Unofficial Meetings are not eligible for reimbursement.

- 23 c. Special Meetings: may be called during the year by the current Trustee provided the TDA President and
24 Vice Chair of the trustee district are notified. Also, a Special Meeting must be called by the Trustee upon
25 receipt of a written petition of one-half (1/2) of the Delegation. Notice to the Delegates and Alternate
26 Delegates will be announced twenty (20) days prior to any scheduled Special Meeting.

27 Special meetings are eligible for reimbursement if funds are available.

- 28 d. Quorum. A majority of the voting members of this trustee district Delegation shall constitute a quorum for
29 the transaction of business at any meeting.
30
31 e. Closed Session. A closed session may be called by the Chair or any voting member of the Delegation
32 during any duly constituted meeting (caucus or special meeting). The Closed Session shall end with a
33 motion to so, and adopted by general consent or majority vote.

34 COMMITTEES

- 35 a. The following shall be standing committees of this delegation: Planning and Review Committee and
36 Hospitality Committee.
37
38 b. Eligibility for and Duties of the Committees
39
40 1) Planning and Review Committee – shall consist of five members of the Texas Delegation who have
41 served at least two years as either an Alternate Delegate or Delegate with at least one more year to
42 serve, one from each division of the Texas Dental Association, and elected by the Delegates and
43 Alternate Delegates of each division. The Vice Chair of the Delegation shall be an ex-officio member
44 of the Committee and shall serve as Committee Chair. The Committee members shall serve for one
45 year, beginning after the current ADA Annual Session and ending with the adjournment of the
46 following ADA Annual Session. The duties of the Committee shall be to assist the Trustee as follows:
47

- 1 a. To announce to the TDA membership, through the TEXAS DENTAL JOURNAL and/or
2 other communications, appointive and/or elective ADA positions available in a timely
3 manner.
4
5 b. To receive and forward to the Trustee the names and resumes of members interested in
6 being appointed to ADA councils, committees and commissions.
7
8 c. To receive in writing and forward to the Delegation the names and resumes of members
9 interested in elective ADA office. The committee shall meet with each candidate other
10 than candidates for ADA Trustee or ADA Councils and:
11 1. apprise them of others seeking the same office
12 2. discuss electability
13 3. discuss the effect on other XV Trustee District campaigns, both present and
14 future
15 d. To make recommendations on behalf of the Delegation to the TDA Board of Directors for
16 contributions to the campaigns of candidates for ADA office.
17
18 2) Hospitality Committee - will consist of up to four delegates or Alternate Delegates to be appointed each
19 year by the Delegation's Vice Chair. The Committee is responsible for the planning and coordination of
20 the Delegation's hospitality activities during the annual session of the American Dental Association.
21 The Committee will be responsible for all aspects of the Delegation's hospitality and reception activities.
22 Work rosters, rules, and other appropriate protocols will be developed by the committee for use during
23 the various events hosted by the Delegation.

24 MEETING ATTENDANCE

25 Attendance at all meetings of the XV Trustee District shall be open to any current member in good standing of the
26 Texas Dental Association, designated TDA staff, and guests invited at the discretion of the Chair or by majority
27 vote of the Delegation. The privilege of the floor [recognition by the Chair to speak] shall be extended to any
28 guest in attendance with the consent of the members of the Delegation present and voting.

29 QUORUM

30 A majority of the voting members of this trustee district Delegation shall constitute a quorum.

31 VOTING AND ELECTIONS

32 Voting

33 Voting rights shall be limited to certified Delegates and Alternate Delegates from the XV Trustee District to the
34 current annual session of the American Dental Association who are in attendance.

35 Voting shall be conducted in the method proscribed by the Chair in any method by which he/she can be assured
36 of an accurate assessment of the prevailing vote. Elections voting shall be by secret ballot when there is more
37 than one candidate for Trustee or Vice Chair.

38 Majority vote shall mean a majority of the legal votes cast and, except as otherwise provided in these Rules, any
39 action receiving a majority affirmative vote shall be adopted.

40 In elections, all voting shall be by secret ballot. Any candidate receiving the majority of legal votes cast shall be
41 declared the winner. If no candidate receives a majority of the legal votes cast, the candidate with the fewest
42 number of votes shall be dropped from the list of candidates and a new vote taken. This process shall be
43 repeated until a candidate receives a majority vote. If there is only one nominee, no vote will be required, and the
44 Chair may declare the nominee duly elected.

45 Elections

1 1. Trustee

- 2
- 3 a. Nomination for the Trustee is made at the ADA House of Delegates in the year the current trustee's
- 4 term expires, in accordance with Chapter VII, Section 40, Subsection A. – SINGLE CONSTITUENT
- 5 DISTRICT, of the ADA Bylaws.
- 6
- 7 b. The Planning and Review Committee shall be responsible for notifying the membership of the Texas
- 8 Dental Association of the coming vacancy of the office of Trustee.
- 9
- 10 c. Notification shall be made through the TDA Journal. It shall announce the time and place of the
- 11 selection of the Nominee for Trustee. The announcement should be made in a Journal issue prior to
- 12 the TDA Annual Session in the year before the Trustee term of office expires.
- 13
- 14 d. Nominations for the position of Trustee nominee will be accepted according to these Rules:
- 15
- 16 i. The selection of the nominee for Trustee of the XV District Board of Trustees shall be made by
- 17 vote of the XV District Delegation at the First Caucus in the year preceding the expiration of the
- 18 term of office of the Trustee.
- 19
- 20 ii. Candidates should submit a statement of their intent to participate in the selection process and
- 21 must submit a brief *curriculum vita* along with a signed conflict of interest statement. These
- 22 documents shall be submitted to the Association's Secretary Treasurer.
- 23
- 24 iii. Nominates are due not less than 30 days prior to the First Caucus. No nominations will be
- 25 accepted after this date. Nominations will be considered to have been made when the Secretary-
- 26 Treasurer receives the documents.
- 27
- 28 iv. All candidates must attend the First Caucus to complete their nomination, and to present
- 29 themselves to the Caucus for questions during the period for nominations.
- 30
- 31 v. Nomination and selection by vote shall occur as the first item of business on the Agenda of the
- 32 First Caucus.
- 33
- 34 vi. The Trustee-Nominee is selected by the parliamentary principle that the majority rules. Therefore
- 35 the candidate that receives the majority of legal votes cast shall be the Nominee presented from
- 36 the XV Trustee District to the ADA House of Delegates. If there are more than two candidates for
- 37 the position and no candidate receives a majority vote, then the candidate with the fewest number
- 38 of votes shall be dropped from the ballot and a new vote taken. This procedure shall be repeated
- 39 until one candidate receives a majority vote.
- 40
- 41 vii. Following election, the Trustee Nominee-elect shall be the Trustee Nominee and shall be the only
- 42 nominee from the XV Trustee District at the following ADA Annual Session. The nomination may
- 43 be reconsidered at that time according to ADA Bylaws, Chapter VII Section 40, but only for cause.
- 44

45 2. Vice Chair

- 46 a. Qualification – The Vice Chair, at the time of installation, must be a delegate who has been a
- 47 delegate in attendance in at least 3 Annual Sessions of the ADA House of Delegates, and have at
- 48 least one year remaining as delegate to the ADA House of Delegates.
- 49
- 50 b. Term of Office – shall be 1 year commencing upon installation at the final caucus at the ADA Annual
- 51 Session.
- 52
- 53 c. Nomination – shall be made at the First Caucus of the Delegation.
- 54
- 55 d. Election – shall occur immediately after the close of the nominations. Should there be an unresolved
- tie, the Vice Chair shall be chosen by the next House of Delegates of the Texas Dental Association.
- e. Installation – the Chair shall install the new Vice Chair as the last item of business at the last caucus
- of the ADA Annual Session at which the election occurred.

- 1 f. Vacancy – In the event the office Vice Chair becomes vacant or the status of the Vice Chair changes
2 in regard to the preceding qualification, the office shall be declared vacant by the Chair who shall call
3 an election at the next meeting of the caucus. After being duly elected, the Chair shall immediately
4 install the new Vice Chair to serve the remainder of the vacated term.
5

6 ENDORSEMENTS

7 A duly constituted meeting (caucus or special meeting) of this trustee district may endorse an action before the
8 House of Delegates or a candidate for ADA office, except for the office of Trustee from this trustee district, if
9 approved by a majority of the delegates present and voting. Such endorsement will not be binding upon the
10 vote of individual delegates. In all considerations of the meetings, the unit-rule system shall not apply.
11

12 FINANCES

13
14 All functions of this trustee district are to be funded through the budgetary process of the Texas Dental Association.
15

16 STAFFING

17
18 For purposes of coordination and implementation, appropriate staff support from the Texas Dental Association will
19 be required for Delegation activities during the annual session of the American Dental Association. Such staff
20 support shall not apply to other directives. The number of staff personnel required is dependent on the level of
21 Delegation activity in regards to candidates for elected office. The Executive Director in consultation with the
22 Trustee and the Vice Chair shall determine the appropriate staffing needs for the delegation.
23

24 AMENDMENTS

25
26 These standing rules or rules of procedure shall be amended in the following manner:

- 27 1. at any regular meeting provided they were introduced at a previous regular meeting
28
29 2. at any regular meeting by a 2/3rds majority of the membership of the delegation if they were not introduced
30 at a previous meeting
31
32 3. at any special meeting by a majority vote with 30 days notice to the members of the delegation with the
33 intended changes noted in writing. Email and fax notice shall be considered as having satisfied this
34 requirement with those having an email address or fax number on file with the Texas Dental Association.
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38 (Revised 08/16)