

# **2022 Manual of the House of Delegates and Supplemental Information**

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**ADA** American  
Dental  
Association®

America's leading  
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# **Manual of the House of Delegates**

# Introduction

The House of Delegates, as the legislative and governing body, is the supreme authority in the American Dental Association. As such, it speaks for 161,000 members of the Association and for the dental profession in the United States. This *Manual* has been prepared so that all who participate in the annual sessions of the House of Delegates may have a better understanding of the methods and rules under which it operates.

The House of Delegates is composed of officially certified delegates of the 53 constituent dental societies; officially certified delegates from each of the five federal dental services; and five student members of the American Student Dental Association (ASDA). Currently, the House of Delegates has 484 voting members. The number of voting members is determined by the methodologies set forth elsewhere in this *Manual*.

It is the responsibility of a delegate to:

- Be informed of the business to be transacted at the convention
- Act, first, in the best interest of the profession and Association as a whole; and second, in the best interest of the constituency they represent
- Report to their constituency on the actions taken at the convention and the reasons for these actions

According to the *American Institute of Parliamentarians Standard Code of Parliamentary Procedure* (AIPSC), "It is not wise for

delegates to be instructed by their constituents to take specific actions on items of business. The delegates should be free to weigh the pros and cons and vote according to what appears to be the wisest course for the organization. The members who the delegates represent may be unaware of the full range of arguments and information to be presented at the convention and cannot know the final wording of the proposed action, if amended."

Since the House of Delegates meets only once a year, it is obvious that many important issues must be considered and decisions made at the annual session. The volume and complexity of the issues which are placed before the House of Delegates make it impossible to handle them without having a well-established routine for the conduct of business. This routine demands the close cooperation of the members of the House and the Headquarters Office.

In the following pages there is information relating generally to the organization and operation of the House of Delegates and specifically to the 2022 annual session of the House of Delegates. A careful reading of this material will give every member of the House of Delegates a more informed view of the activities which lead to the establishment of policy for the American Dental Association and for the dental profession in the United States.

# General Information for Delegates and Alternates

## House of Delegates Information and Resource Office

An Information and Resource Office will be open Friday, October 14 through Monday, October 17, and will be located at the Marriott Marquis Houston, David Mitzner Room, near Delegate Registration. This office will be open to delegates, alternates, constituent society officers and staff. The office will be equipped with computers with printing capability; a copy machine; and general information about the meetings of the House of Delegates and related activities. Everyone is urged to use the Information and Resource Office when drafting resolutions or testimony. Individuals having resolutions for submission to the House of Delegates will be directed to the Headquarters Office where *final* resolution processing will occur.

## Credentials for Delegates and Alternates

Official credentials will be transmitted electronically to all delegates and alternate delegates certified prior to September 15. Any delegates and alternate delegates certified after this date will need to be credentialed by the Committee on Credentials, Rules and Order at Delegate Registration. Proof of credentialing must be presented to the Committee on Credentials, Rules and Order at the time of registration.

## Registration

For the convenience of those who attend meetings of the House of Delegates and have not registered in advance, special registration facilities in the delegate registration area will be provided for the following: delegates, alternate delegates, officers and members of the Board of Trustees; chairs and members of councils and commissions; officers, executive directors and staff of constituent and component societies; former presidents, former trustees, former officers, and the representatives from the American Hospital Association and American Medical Association; and honorary members. Those eligible for special registration may also register their spouses and other members of their families.

Badges may be picked up at Delegate Registration or SmileCon™ Registration. Delegate packets will be available at Delegate Registration.

SmileCon Registration will be located at the George R. Brown Convention Center, Grand Lobby.

The Delegate Registration facility will be located at the Marriott Marquis Houston, Texas Foyer, Level Four. The hours will be maintained during the meeting as follows:

Friday, October 14	8:00 am to 5:00 pm	Texas Foyer, Marriott Marquis Houston
Saturday, October 15	7:00 am to 4:00 pm	Texas Foyer, Marriott Marquis Houston
Sunday, October 16	8:00 am to Noon	Texas Foyer, Marriott Marquis Houston
Monday, October 17	8:00 am to Noon	Texas Foyer, Marriott Marquis Houston
Tuesday, October 18	6:30 am to close of business	Texas Foyer, Marriott Marquis Houston

All others attending SmileCon are required to register at the on-site registration desks located at the George R. Brown Convention Center, Grand Lobby.

Badges are required in order to gain admittance to all business meetings of the House of Delegates.

## Admittance Cards for Delegates

Each delegate will receive four numbered, varicolored admission cards in addition to an official badge. The properly numbered card must be presented to the doorkeeper for each meeting in order to gain admission to the floor of the House of Delegates. The badge will not admit you without the proper card. The loss of admission cards should be reported promptly to the Committee on Credentials, Rules and Order.

## Seating of Alternate Delegates

Delegates wishing to substitute alternate delegates from their delegation for themselves during a meeting of the House of Delegates must complete the appropriate delegate-alternate

substitution form at Delegate Registration. The constituent's executive director or secretary is required to sign the form and the delegate must surrender his or her admission card for the meeting or meetings not attended before admission cards will be issued to the alternate delegate by the Committee on Credentials, Rules and Order.

Substitution of alternate delegates may be made during all three meetings of the House of Delegates.

### **Access to Floor**

Access to the floor of the House of Delegates is limited to officers and members of the House of Delegates, the elective and appointive officers of the Association, the former presidents, the members of the Board of Trustees, the chairs of the councils and commissions, the secretaries and executive directors of constituent societies, the executive director and president of the American Student Dental Association, an officially designated representative from each of the American Hospital Association and American Medical Association and members of the Headquarters Office staff. Council and commission chairs are responsible for requesting floor access for any non-delegate council or commission member who desires to speak during debate on the report of the council or commission consistent with the *Governance Manual* and the Rules of the House of Delegates.

Alternate delegates, former officers (except for former presidents) and former trustees do not have the privilege of access to the floor, but will be seated in a special area reserved for them.

### **Visitors at House Meetings**

Anyone may attend meetings of the House of Delegates as a visitor upon display of the SmileCon badge. Visitors are not permitted access to the floor of the House, but must be seated in the section reserved for visitors.

### **Schedule of House Meetings**

The annual session of the House of Delegates is scheduled for four days, Saturday through Tuesday. Meetings of the House will be held on Saturday afternoon, Tuesday morning, and Tuesday afternoon until business is completed. Sunday is devoted to the hearings of the reference committees. Special meetings of the House of Delegates may be called by vote of the House. All meetings of the House of Delegates will

be held at the Marriott Marquis Houston in the Texas Ballroom, Level Four. Hearings of the reference committees will be held in various rooms of the Marriott Marquis.

The following is the daily schedule of the House of Delegates for 2022.

*Saturday, October 15, 12:30 p.m.* The first meeting will be devoted to matters relating to the organization of the House, presentation of the reports of the President, the Board of Trustees, councils, commissions and the resolutions of the constituent societies. Nominations for the elective offices will be presented during this meeting.

In accordance with Resolution 1H-2017, Resolutions submitted by a trustee district or the American Student Dental Association delegation and received after September 30 through the first meeting of the House of Delegates require a majority vote to be considered new business. Resolutions will be given a conditional assignment to a Reference Committee and at this meeting the House will decide whether to consider these items of new business. Resolutions received after the House convenes will be accepted as new business but will not be referred to a reference committee.

*Sunday, October 16.* No meeting of the House of Delegates is scheduled. The reference committees will hold open hearings in various rooms of the Marriott Marquis Houston. The personnel of the standing and reference committees for the 2022 House of Delegates and the rooms in which hearings will be held are listed beginning on page 31 of this Manual. All members of the Association are privileged to attend and participate in the hearings of the reference committees.

*Monday, October 17.* No meeting of the House of Delegates is scheduled. Trustee district delegations will hold caucus meetings.

*Tuesday, October 18, 7:30 a.m.* The second regular meeting of the House of Delegates will convene at 7:30 a.m. This meeting is devoted to acting upon the reports of the reference committees and initial consideration of the preliminary annual budget.

Officer Elections will take place on the House floor and will be taken up as one of the first items of business on Tuesday morning.



*Tuesday, October 18, 1:00 p.m.* The third, and final, meeting of the House of Delegates will convene at 1:00 p.m. This meeting will be devoted to completion of the reports of the reference committees, the installation of new officers and trustees, adoption of the final budget and establishing the dues for 2023.

### **New Delegate and Alternate Delegate Orientation**

The Speaker of the House of Delegates will conduct an orientation session prior to the first meeting of the House of Delegates for newly elected delegates and alternate delegates. The purpose of this orientation is to help familiarize new members of the House with the parliamentary process and our parliamentary authority *The American Institute of Parliamentarians Standard Code of Parliamentary Procedure* followed at the ADA meeting, including the proper use of motions. All delegates and alternate delegates who did not serve in the House during the last session are strongly encouraged to attend this Orientation.

Additionally, ADA Legal Counsel will give an attorney-client briefing if necessary.

# Operation of the House of Delegates

## Officers

The House of Delegates has two officers, chair and secretary. The Chair is the Speaker of the House of Delegates who is elected every three years by the House of Delegates. The Speaker may not be a member of the Board of Trustees. The Secretary of the House is the Executive Director of the Association.

The Speaker presides at all meetings and the Secretary serves as the recording officer and custodian of the records.

## Duties of the Speaker of the House of Delegates

As recited in the ADA *Bylaws*, the Speaker of the House of Delegates shall (1) preside at all meetings of the House of Delegates; (2) with the assistance of the Secretary of the House of Delegates, determine the order of business for all meetings subject to the approval of the House of Delegates; (3) appoint tellers to assist in determining the result of any action taken by vote; and (4) perform such other duties as custom and parliamentary procedure require. The decision of the Speaker shall be final unless an appeal from such decision shall be made by a member of the House, in which case final decision shall be by majority vote. In addition, following adjournment of the Standing Committee on Constitution and Bylaws, the Speaker and the Chair of the Council on Ethics, Bylaws and Judicial Affairs shall be responsible for reviewing and either approving or redrafting any new resolutions or changes to resolutions that propose amendments to the *Constitution* and *Bylaws* or to the *Governance Manual*, in accordance with provisions in the Standing Committee section of the *Manual of the House of Delegates*.

## Duties of House of Delegates and Board of Trustees

The House of Delegates serves as the legislative body of the Association while the Board of Trustees serves as the administrative body. The duties of both are clearly defined in the *Bylaws*.

The powers and duties of the House of Delegates, as defined in Chapter III, Sections 40 and 50, of 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*,

the *Governance Manual* and the ADA *Principles of Ethics and Code of Professional Conduct*; create special committees; approve memorials in the name of the Association; and serve as the court of appeals for decisions of the Council on Ethics, Bylaws and Judicial Affairs involving disputes arising between constituent societies or between constituent and component societies. The House of Delegates also has the duty of electing the President-elect, the Second Vice President, the Speaker of the House of Delegates, the Treasurer and members of the councils. It also approves the annual budget and serves as the final court of appeal in decisions except those decisions involving discipline of members.

The powers and duties of the Board of Trustees, as defined in Chapter V, Sections 70 and 80, of the *Bylaws*, make it the managing body of the Association with full powers to conduct all business. In general, the Board of Trustees carries out the policies of the House of Delegates and has the power to establish *ad interim* policies when the House of Delegates is not in session and when such policies are essential to the management of the Association. Such policies must be presented for review and consideration by the House of Delegates at its next session.

The Board of Trustees also provides for the purchase, sale, mortgage, maintenance and supervision of the Headquarters Office and all other property or offices owned or operated by this Association; appoints the Executive Director; prepares the annual budget; supervises financial affairs; selects the time and place of the annual session; and reviews all reports and makes recommendations on them to the House of Delegates.

At the annual session, the Board of Trustees presents reports on its activities to the House of Delegates and makes recommendations on the programs of the Association.

## Recommendations to House of Delegates

Recommendations which involve Association policy come to the House of Delegates from several different sources: the President of the Association, the Board of Trustees, the councils and commissions, the trustee districts, the constituent and component societies, individual

delegates and, occasionally, from other organizations.

The President is charged by the *Bylaws* with making an annual report to the House of Delegates. In this report the President may make recommendations dealing with the Association's programs or with problems of the dental profession.

The Board of Trustees reports annually to the House of Delegates on its activities during the past year. The number of reports presented to the House varies each year depending on the issues facing the profession. However, the Board will present at least two reports. The first will deal with Association affairs and administrative resolutions relating to such matters as nominations to councils. The other report will address financial affairs and the recommended budget for fiscal year 2023.

The reports of the Board of Trustees will be presented at the first meeting of the House on Saturday. All reports or comments on resolutions are presented on resolution worksheets.

The ten councils and four commissions, are charged in the *Bylaws*, Chapter VIII, Section 30 and Chapter IX, Section 30, with making recommendations to the House on the matters under their jurisdiction.

The constituent societies frequently direct resolutions on the establishment of policy to the House of Delegates. Component societies, when seeking similar action, usually address their resolutions to the House of Delegates through their constituent societies.

Occasionally, the House of Delegates will receive a recommendation on policy from an outside organization, such as an international or specialty group in the field of dentistry or from a civic or philanthropic organization. Acceptance of such resolutions for consideration by the House of Delegates will be determined by the Speaker subject to the approval of the House.

The employed staff of the Association may also make recommendations to the House of Delegates but only through an appropriate agency such as the Board of Trustees or an individual council or commission.

In these ways, the House of Delegates receives many recommendations for consideration each year and its task is to act on them in the best way to meet the changing needs of the Association and of the profession.

In accordance with a 2012 action of the House of Delegates, reports and resolutions to be

considered by the House of Delegates will be available in electronic format only (with the exception of Reference Committee Reports and Agendas). The publication *Annual Reports* contains the annual reports of all agencies and entities that are charged with this reporting obligation. Every resolution, regardless of source, appears on a resolution worksheet accompanied by the appropriate background information.

Resolution worksheets are provided to members of the House of Delegates in an electronic format only via postings on the House of Delegates community of ADA Connect. The first set of worksheets will be posted after the Board's June session, and the second set of worksheets will be posted after the Board's August session. Any resolutions received after the second posting of worksheets will be posted on ADA Connect as they are processed. In accordance with the Standing Rules of the House of Delegates, any resolution that is submitted less than 15 days prior to the first meeting must be proposed by a trustee district or the American Student Dental Association and receive a majority vote of the delegates present and voting in order to be considered. At the adjournment of the first meeting of the House, all members will have received (via ADA Connect) every item of business (worksheets) to be referred to a reference committee. Any business received after that first meeting will be deemed new business and posted on ADA Connect.

Every report which is not published in *Annual Reports* will be included in the publication *Supplement to Annual Reports and Resolutions*, which is compiled after the House of Delegates session and serves primarily as a resource document.

A thorough advance 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.

## **Quorum**

As defined in the *Bylaws*, Chapter III, Section 80, twenty-five percent (25%) of the voting members of the House of Delegates, representing at least twenty-five percent (25%) of the constituent societies, the American Student Dental Association and the federal dental services combined, shall constitute a quorum for the transaction of business at any meeting.

# Rules of the House of Delegates

The following are the standing rules of the House of Delegates.

## Certification of Delegates and Alternate Delegates

The executive director or equivalent chief executive officer of each constituent, the ranking administrative officer of each federal dental service, and the secretary of the American Student Dental Association shall file with the Executive Director of this Association, at least sixty (60) days prior to the first day of the annual session of the House of Delegates, the names of the delegates and alternate delegates designated by the constituent, service or association. The Executive Director of this Association shall provide each delegate and alternate delegate with credentials which shall be presented to the Committee on Credentials, Rules and Order of the House of Delegates. In the event of a contest over the credentials of any delegate or alternate delegate, the Committee on Credentials, Rules and Order shall hold a hearing and report its findings and recommendations to the House of Delegates for final action.

Amendment of this section of the Rules of the House of Delegates shall be by a two-thirds (2/3) affirmative vote of the delegates present and voting.

## Terms of Delegates and Alternate Delegates

The term of a delegate or alternate delegate elected or selected pursuant to the provisions contained in *Bylaws*, Chapter III, Section 10.D., commences from the time such delegate or alternate delegate is certified pursuant to these *Rules* until another delegate or alternate delegate elected or selected in place of such delegate or alternate delegate is certified.

Amendment of this section of the Rules of the House of Delegates shall be by a two-thirds (2/3) affirmative vote of the delegates present and voting.

## Seating of Delegations

The Secretary shall arrange for the seating of delegations in the House of Delegates in accordance with the following formula: the delegations shall be seated in accordance with the number assigned to their trustee districts in the

*Bylaws*, provided that in each successive year, the first four delegations at the head of the list will be returned to the end of the list for the next annual session.

The secretary and executive director of a constituent society may be seated with the constituent society delegation on the floor of the House of Delegates even though they are not official delegates. It is not permissible to designate an "acting" secretary or executive director of a constituent society so that he or she may be seated on the floor of the House under the standing rule, unless that person is designated as "acting" secretary or executive director for the remaining portion of the annual session.

Delegates representing the American Student Dental Association shall be seated as a single delegation along with the president and executive director of ASDA.

## Speaking Privileges

The right to speak to issues before the House of Delegates is held—in addition to delegates—by officers of the Association, trustees of the Association, former presidents of the Association and an officially designated representative from each of the American Hospital Association and the American Medical Association. Chairs and members of councils and commissions who are not members of the House of Delegates shall have the right to participate in debate on their respective reports but shall not have the right to vote. Secretaries and executive directors of constituent societies; council and commission directors; and those members of the administrative staff holding general supervisory positions may be present on the floor of the House of Delegates and shall be privileged to speak when called upon as a resource.

## Presentation by President-elect

The President-elect may make a formal presentation at the first meeting of the House of Delegates for the purpose of outlining his or her goals and objectives for the ensuing year.

## Rules of Order

The rules contained in the current edition of the American Institute of Parliamentarians *Standard Code of Parliamentary Procedure* (AIPSC) govern the deliberations of the House of Delegates in all

cases in which they are applicable and not in conflict with the standing rules, *Bylaws* or the *Governance Manual*.

### **Meeting Schedule and Order of Business**

Consistent with procedures established in the *Manual of the House of Delegates*, the Speaker and Secretary of the House are responsible for the day-to-day business of the House. Included are selection of the on-site location and facilities and determination of times for convening and adjourning each meeting, the order of business and the agenda, subject to the approval of the House. Any substantive consolidation or expansion of the meeting schedule can take place only with the prior approval of the House. The sequencing of resolutions, for House action, will be organized by the Speaker of the House of Delegates, in consultation with the Secretary of the House of Delegates, as necessary.

### **Items of Business**

An item of business becomes the property of the House of Delegates and subject to House action in accordance with the appropriate order of business and agenda schedule when such item is received in writing by the American Dental Association Executive Director (Secretary of the House) subject to the following conditions:

1. Reports and resolutions from Association agencies, constituent and component societies, trustee districts and individual delegates are governed by the Association *Bylaws* and the *Manual of the House of Delegates*.
2. Resolutions from dental agencies not part of the American Dental Association may become items of business at the discretion of the House if received in writing by the Executive Director (Secretary of the House) at least 15 days in advance of a session.

### **Reports**

All reports of councils and commissions, except supplemental reports, are available on ADA Connect to each delegate and alternate delegate at least 14 days in advance of the opening of the annual session. All supplemental reports are available electronically via ADA Connect to each delegate before such reports are considered by the House.

### **Resolutions to Amend the Rules of the House of Delegates**

The standing rules are internal policy of the House of Delegates on how it conducts its business. Since the House does not reaffirm existing policy, the standing rules do not have to be approved at each annual session. If an amendment to the standing rules is offered, it will be accepted and considered in the same manner as all other resolutions. The resolution will be referred to a reference committee where it will be debated and considered before the House is asked to take action. The resolution will be reported to the House as a priority item at the beginning of the second meeting. The standing rules may be amended by a majority vote of the delegates present and voting. If the House adopts the resolution, the amendment will govern the balance of that session as well as future sessions.

### **Suspension of the Standing Rules**

In accordance with the *Standard Code*, a motion to suspend rules is an incidental motion that permits the House of Delegates to vote to suspend procedural rules that interfere with the accomplishment of a particular action. Rules may be suspended only for a specific purpose and for the limited time necessary to accomplish the proposed action. A two-thirds affirmative vote of the delegates present and voting is required to adopt a motion to suspend the standing rules.

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

Prior to each session of the House of Delegates, the Speaker of the House shall prepare a list of recommended referrals to reference committees (in the form of the All Inclusive General Index to resolution worksheets), such list to be available on ADA Connect before the opening meeting of the House of Delegates and be subject to amendment or approval on vote of the House of Delegates.

### **Resolutions on the Appropriation of Funds**

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

## Resolutions on Creation of New Programs

Any resolutions submitted to the House of Delegates which call for creation of new programs, special committees or studies must be accompanied by estimates of the financial impact on the Association and the potential source of funds. The Executive Director of the Association will assist in determining the cost estimates of such new programs.

## Consideration of Budget

The proposed annual budget shall be submitted to the members of the House of Delegates at least 30 days prior to the opening meeting of the annual session. In the event the proposed budget as submitted is not approved, all recommendations for changes adopted by the House of Delegates shall be referred to the Board of Trustees to prepare and present a revised, proposed budget.

Recommendations for changes shall be made in the form of fully debatable motions which shall be individually considered and acted upon by the House of Delegates. To be in order, the proper wording for such a motion must be:

“I move that the proposed budget be returned to the Board of Trustees for revision with the recommendation that...”

If any recommendations for changes in the proposed budget receive House approval, they shall be identified as House Budget Recommendation 1, House Budget Recommendation 2, etc.

House approval of any recommendations for changes automatically returns the proposed budget to the Board of Trustees for revision and subsequent resubmission to the House of Delegates for approval or further recommendations for modification. This procedure will be repeated until a preliminary budget for the ensuing fiscal year is adopted.

This preliminary budget includes all items that the Board of Trustees and House of Delegates have approved, but it remains a preliminary budget since it does not incorporate any programs that may subsequently be adopted by the House at this session which require additional funding. The final budget is established and adopted by the House of Delegates through its approval of the preliminary budget plus the changes made as a result of actions by the House of Delegates. The

Board of Trustees will present this final budget, which will include the preliminary budget plus any additions made as a result of action by the House of Delegates, to the House at the last meeting of the annual session.

## Special Assessments

For the purpose of funding a specific project of limited duration, a mechanism has been established to allow a special assessment to be levied by the House of Delegates, in accordance with Chapter XII, Section 60, of the *Bylaws*. Such an assessment may be levied at any annual or special session of the House of Delegates by a two-thirds (2/3) affirmative vote of the delegates present and voting, provided the appropriate notification requirements have been met. A resolution (main motion) setting forth a special assessment may be amended by the House of Delegates only if the amendment is germane and adopted by a two-thirds (2/3) affirmative vote of the delegates present and voting. The resolution proposing a special assessment may fund only one specific project at a time. However, if properly adopted by the House, two or more special assessments may be in force at the same time. A resolution proposing a special assessment that does not meet the 30-day notice set forth in the *Governance Manual* may be adopted by a unanimous vote of the House of Delegates, provided the resolution has been presented in writing at a previous meeting of the same session.

## Introduction of New Business

No new business shall be introduced into the House of Delegates less than 15 days prior to the opening of the annual session, except when such new business is submitted by a trustee district or the American Student Dental Association delegation and is permitted to be introduced by a majority vote of the delegates present and voting. The motion introducing such new business shall not be debatable. Approval of such new business shall require a majority vote except new business introduced at the last meeting of a session that would require a bylaw amendment cannot be adopted at such last meeting. Reference committee recommendations shall not be deemed new business.

Any resolution that the Speaker refers to a reference committee must be made available to all members of the House before adjournment of the first meeting. For this reason, resolutions received in the Headquarters Office before the House officially convenes its first meeting will be

processed, referred to a reference committee, and made available to all members of the House at that meeting. Resolutions received after the first meeting has convened will not be referred to a reference committee. They will be accepted as new business, posted on ADA Connect, and taken up when the Speaker calls for new business.

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

Only a member of the House of Delegates has the right to present a motion. Therefore, within the limitation of the rule on the introduction of new business at the House of Delegates, any member of the House of Delegates may present amendments and substitute resolutions, as well as appropriate procedural and other matters, from the floor. It is customary, though not mandatory, that amendments or substitute resolutions be presented on behalf of a constituent society, a trustee district or the American Student Dental Association. Such items of business must be presented as far in advance as possible to the Secretary of the House of Delegates so that electronic copies may be made available to members of the House.

Resolutions which (1) merely reaffirm or restate existing Association policy, (2) commend or congratulate an individual or organization, or (3) memorialize an individual shall not be introduced in the House of Delegates.

A resolution becomes the property of the American Dental Association when submitted to the ADA House of Delegates for consideration. If adopted by the House of Delegates, this Association shall be the sole owner of the resolution which shall constitute "work made for hire" under copyright laws. This Association shall have the exclusive right to seek copyright registration for the resolution and to secure copyrights and retain ownership of such copyrights in its own name.

### **Seconding of Motions**

Following the proper movement of a motion, a second is not required.

### **Action on Motions Recommended by Reference Committee**

A reference committee request for action on an item of business (resolution) shall be brought to the floor of the House for debate in the form of a main motion. The main motion should present the substantive proposal to the House for

consideration and action, with a recommendation that precisely reflects the position of the reference committee on that particular resolution. House of Delegates procedure requires the reference committee chair to make the appropriate main motion immediately following the reading of the resolution and the portion of the reference committee report related to that resolution. (It should be noted that the content of the resolution is actually part of the main motion.)

The main motion may be to adopt the resolution, adopt in lieu of, refer or any other action deemed appropriate by the reference committee. A motion is rejected by that motion failing to receive the vote necessary for adoption. This is in contrast to the method used by some other organizations, such as legislative bodies, which have a complex series of screenings to evaluate the merit of any proposed legislation. Therefore, any resolution or proposal able to survive the screening mechanism of these organizations is always presented in a favorable manner, since it takes a majority of those involved in the screening process to bring the legislation to the floor for vote. Reference committees are the only screening mechanism in the legislative process of the ADA House of Delegates. Reference committees cannot "pigeonhole" any resolution presented to them even though that resolution has the support of only a single delegate. Therefore, to aid the House in its deliberations, the main motion together with the committee's recommendation should reflect the majority opinion of the members of the reference committee.

Following the presentation of a main motion by the chair of the reference committee (whether that be to adopt, adopt in lieu of, refer or any other), the motion is subject to all the specified rules which govern main motions as outlined in the parliamentary authority of the House of Delegates (AIPSC).

After any main motion regarding a resolution is presented, debate is opened and any subsidiary motion including motions to amend (or substitute) may be applied to it in order of precedence as outlined in the AIPSC.

To avoid confusion, it must be emphasized that motions usually considered to be subsidiary may be, and are in fact, main motions when presented by reference committee chairs in cases such as those outlined in the previous paragraphs. Otherwise, those motions (as listed in the AIPSC) are subsidiary motions when presented from the

floor and are subject to the particular rules which commonly apply to them.

If a main motion to adopt a resolution passes or fails, the vote of the House disposes of the resolution.

If a motion to adopt a resolution in lieu of other resolutions passes, the remaining resolutions are not acted on directly but are now moot.

If a motion to adopt a resolution in lieu of other resolutions fails, the Speaker will announce that any delegate may propose the adoption of any one of the underlying resolutions in lieu of the remaining resolutions. This process will be repeated until one of the resolutions is adopted in lieu of the others or until none of them are adopted. If no delegate moves one of the remaining resolutions in lieu of the others, they all become moot.

If a main motion other than to adopt is presented and it passes, the resolution is disposed of in the manner presented (referred to a committee or whatever).

If a main motion other than to adopt is presented (e.g., a motion to refer) and it fails, a motion to adopt the resolution is then in order and is usually made by a delegate who favors adoption of the resolution. This resolution is now before the House for debate, amendment and action.

### **Motions to Vote Immediately**

A motion to vote immediately on all pending motions shall not be used in the House of Delegates. The motion to vote immediately may be used so long as it applies only to the immediately pending motion. A motion to vote immediately shall not be made in conjunction with the proposal of another motion or debate on a pending motion.

### **Motion to Table**

A motion to table shall not be used in the House of Delegates since it stops debate and could force the delegates to vote without full information.

### **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 Trustees for study and report at the next annual session, the motion to be used to accomplish this purpose is the motion to refer to a committee. In order to give members of the

House additional opportunities to provide information about the subject matter of the referred resolution, the Office of the Executive Director is encouraged to post all referred resolutions with the name of the primary agency responsible for addressing the referral in the House of Delegates community of ADA Connect.

A motion to postpone definitely to the next session should not be used since it is not permissible to postpone a question beyond the end of the convention.

### **Closed Session**

A closed session is any meeting or portion of a meeting of the House of Delegates with limited attendance in order to consider a highly confidential matter. A closed session may be held if agreed upon by general consent of the House or by a majority of the delegates present at the meeting at which the closed session would take place. In a closed session, attendance is limited to officers of the House, delegates and alternate delegates, and the elective and appointive officers, trustees, past presidents and general counsel of the Association. In consultation with the Secretary of the House, the Speaker may invite other persons with an interest in the subject matter to remain during the closed session. In addition to senior management, this is likely to include members and staff of the council(s) or commission(s) involved with the matter under discussion and executive directors of constituent societies and the American Student Dental Association (ASDA). No official action may be taken nor business conducted during a closed session.

Immediately after a closed session, the Speaker will inform the delegates that they may present a motion to request permission to review information which was discussed in the closed session, with the information being discussed only with those members present at the session. This provision is not applicable to an attorney-client session.

*Attorney-Client Session.* An attorney-client session is a form of closed session during which an attorney acting in a professional capacity provides legal advice, or a request is made of the attorney for legal advice. During these sessions, the legal advice given by the attorney may be discussed at length, and such discussion is "privileged." The requests, advice, and any discussion of them are protected, which means that opponents in litigation, media



representatives, or others cannot legally compel their disclosure. The purpose of the privilege is to encourage free and frank discussions between an attorney and those seeking or receiving legal advice. The privilege can be lost (waived) if details about the attorney-client session are revealed to third parties. Once the privilege has been waived, there is a danger that all privileged communications on the issues covered in the attorney-client session, regardless of when or where they took place, may become subject to disclosure. For attorney-client sessions, the Speaker and Secretary shall consult with the General Counsel regarding attendance during the session. No official action may be taken nor business conducted during an attorney-client session.

In accordance with the above information, all those participating in an attorney-client session shall refrain from disclosing information about the discussion held during the attorney-client session. In certain cases, a decision may be made to come out of the attorney-client session for purposes of conducting a non-privileged discussion of the same or related subject matter. The difference will be that during the non-privileged session there will be no discussion of any legal advice requested by attendees during the attorney-client session or about any of the legal advice given by legal counsel. It is such requests for legal advice, legal advice given, and discussion of the legal advice during the attorney-client session that are protected by the privilege and that shall not be disclosed or discussed outside of the attorney-client session.

### **Dues of Active Members**

The dues of active members are established by the House of Delegates as the last item of business at each annual session. A resolution will be proposed at each annual session by the Board of Trustees in conformity with the *Governance Manual*, Chapter V., Section F.2. Notice of such a resolution will be sent electronically to each state society and posted on ADA Connect or its equivalent not less than thirty (30) days before the first session of the House of Delegates at which it is to be considered. This will enable the constituent societies to promptly notify their delegates and alternate delegates of the resolution. The resolution will also be announced to the general membership in an official publication of the Association at least fifteen (15) days in advance of the annual session. In conformity with the *Bylaws*, the resolution

establishing the dues of active members for the following year may be amended to any amount and/or reconsidered by the House of Delegates until a resolution establishing the dues of active members is adopted. The resolution establishing the dues of active members requires a sixty percent (60%) affirmative vote of the members present and voting for adoption.

### **Amendments to *Constitution and Bylaws***

The House of Delegates is governed in its amendment of the *Constitution and Bylaws* by the provisions of the *Constitution and Bylaws*. In accordance with the *Bylaws* and the *Governance Manual*, an amendment affecting the procedure for changing the dues of active members may be adopted by the House only if the proposed amendment has been presented in writing at least 30 days before the first day of the session of the House of Delegates at which it is to be considered. Notice of such a resolution shall be sent electronically to each constituent society not less than 30 days before such session. This will enable the constituent societies to promptly notify their delegates and alternate delegates of the resolution. The resolution will also be announced to the general membership in an official publication of the Association at least 15 days in advance of the annual session. Amendments affecting the procedure for changing the dues may also be adopted by unanimous vote of the members present and voting provided the proposed amendment is presented in writing at a previous meeting of the same session of the House of Delegates at which it is to be considered.

A resolution to amend the procedure for changing the dues of active members that complies with the notice requirements of Chapter XVI, Section 20, of the *Bylaws* may be submitted to the House of Delegates and may be amended by a majority vote of the delegates present and voting. If such resolution contains a percentage or dollar amount pertaining to dues, that amount may be amended to any other amount. This traditional procedure will continue to permit the House of Delegates to freely amend a resolution affecting the procedure for changing the dues of active members and facilitate the efforts of the House and the Board of Trustees in balancing revenues and expenses in the annual budget for the ensuing year.

Otherwise, the *Bylaws* may be amended at any session of the House of Delegates by a

two-thirds (2/3) affirmative vote of the delegates present and voting, providing the proposed amendments shall have been presented in writing at a previous session or a previous meeting of the same session. It should be noted the annual "session" is composed of three "meetings."

The *Constitution* may be amended by a two-thirds (2/3) affirmative vote of the delegates present and voting, provided that the proposed amendments have been presented in writing at any previous session of the House.

The *Constitution* may also be amended at any session of the House by a unanimous vote, provided the proposed amendments have been presented in writing at a previous meeting of such session.

### **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, show of hands (voting cards), standing vote, roll call of the delegations, electronic voting or such other means that the Speaker deems appropriate. The House may also, by majority vote, determine for itself the method of voting that it prefers.

Only votes cast by voting members of the House of Delegates either for or against a pending motion shall be counted. Abstentions shall only be counted in determining if a quorum is present.

Proxy voting is explicitly prohibited; however, an alternate delegate may vote when substituted for a voting member in accordance with procedures established by the Committee on Credentials, Rules and Order.

If the result of a vote is uncertain or if a division is called for, the Speaker may use the electronic voting method or may call for a standing vote. If a standing vote, the count will be made by tellers appointed by the Speaker and reported to the Secretary. It is essential that voters remain standing until the Speaker has indicated that the count is completed. The same procedure is then followed for recording the negative vote.

The Committee on Credentials, Rules and Order is charged with supervising the count of votes in the House of Delegates.

### **Nomination Procedures**

Nominations for President-elect, Second Vice President and Speaker of the House of Delegates are made from the floor of the House of Delegates at the first meeting by a simple

declaratory statement and may be followed by an acceptance speech not to exceed four (4) minutes by the candidate from the podium, according to the protocol established by the Speaker of the House of Delegates. Seconding a nomination is not permitted.

The nominations of these officers will be made at the first meeting. The details of the nomination procedure are set forth in the *Governance Manual*.

The nominations for membership to councils by the Board of Trustees shall also be made at the first meeting. The nomination of council members is governed by the provisions of Chapter VIII of the *Governance Manual*.

No additional nominations will be accepted after the first meeting.

### **Election Procedures**

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, Rules and Order. Voting for Officer Elections will take place in the House of Delegates through electronic voting on the House floor and will be taken up as one of the first items of business on Tuesday morning.

In the event more than two candidates are vying for an office and a run-off election is necessary, voting will open again on Tuesday morning at a time designated by the Speaker.

If one of such candidates receives a majority of the votes cast for the office being sought, such candidate will be elected. If none of the more than two candidates for an office receives a majority of the votes cast, in accordance with the procedures set forth in Chapter III, Section 120 of the *Bylaws* and in this *Manual*, the candidate with the fewest votes shall be removed from the ballot and the remaining candidates shall be balloted upon again, on Tuesday, October 18.

The officer election card should be presented at the polling location at the designated time of voting on Tuesday morning.

### **Election Protocol for a Tie Vote**

In the event of a tie vote for an elected officer position, the following protocol will be followed.

A. For a two candidate contest resulting in a tie vote, the House of Delegates shall continue balloting during the second (and third) meetings of the House, until one candidate receives a majority of the votes cast.

B. If, in a contest of more than two candidates, the two candidates with the greatest number of votes have an equal number of votes, the House of Delegates shall conduct a second balloting with the candidate who received the fewest number of votes being removed from the ballot in an attempt to secure a majority vote. The balloting will continue with the candidate having the fewest number of votes removed from the ballot each time until a candidate receives a majority of the votes cast.

C. If, in a contest of more than two candidates, the two candidates with the fewest number of votes have an equal number of votes, the House of Delegates shall conduct a second balloting in an attempt to secure either a majority vote or eliminate one or more candidate(s) with the fewest votes.

- In a contest of three candidates, if, following the second balloting, the two candidates with the fewest number of votes continue to have an equal number of votes, and no candidate receives a majority of the votes cast, the balloting will continue with all three candidates in an attempt to secure either a majority vote or eliminate one candidate with the fewest votes. In the event that subsequent balloting results in a two candidate contest with a tie vote, the same procedure as outlined in A. above shall be followed.

- In a contest of four or more candidates, if, following the second balloting, the two candidates with the fewest number of votes continue to have an equal number of votes, the balloting will continue with those candidates having the fewest number of votes removed from the ballot. The balloting will continue with the candidate having the fewest number of votes being removed from the ballot each time until a candidate receives a majority of the votes cast. In the event that subsequent balloting results in a two candidate contest with a tie vote, the same procedure as outlined in A. above shall be followed.

### **Installation of New Officers and Trustees**

Installation ceremonies for new officers and trustees shall take place on Tuesday afternoon as the first item of business with the time specified by the Speaker of the House.

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

No material may be distributed in the House of Delegates without obtaining permission from the Secretary of the House. Material to be distributed must relate to subjects and activities that are proposed for House action or information.

# Representation of Constituents and Periodic Reapportionment of Delegates and Alternate Delegates

## A. Goal of Delegate Apportionment

The allocation of the remaining delegates over the minimum number of delegates allocated to each constituent and the District of Columbia Dental Society shall be made pursuant to the delegate allocation methodology set forth in this section of the *Manual of the House of Delegates*. The goals of the delegate apportionment scheme adopted by the ADA is to (i) achieve as close to proportional representation of active, life and retired members of constituents and federal dental services as possible while providing for the minimum representational requirements set forth in the *Governance and Organizational Manual of the American Dental Association (Governance Manual)*; (ii) providing for representation of the American Student Dental Association; and (iii) maintaining the size of the House of Delegates as close to 473 delegates as possible while meeting the other goals recited in this herein.

## B. Delegate Allocation Methodology

Commencing in 2014, based on the representational requirements and goals set forth in this *Manual* and in the *Governance Manual*, delegates shall be allocated according to the allocation methodology set forth below. Thereafter, to account for membership fluctuations, delegate allocations shall be reviewed and delegates shall be reallocated by the Secretary of the House of Delegates every four (4) years among the Association's constituents, the five (5) federal dental services and the American Student Dental Association in accordance with that same methodology. Delegate allocations shall be based on the Association's year-end membership records for the second calendar year preceding the year in which the delegate allocations become effective. The review of delegates shall take place as soon as possible after the membership numbers on which the delegate allocations are based are available and the Secretary of the House of Delegates shall publish the new delegate allocations expeditiously thereafter to the constituent dental societies, the five (5) federal

dental services and the American Student Dental Association. The delegate allocations shall also be published in this *Manual*. The delegate allocation methodology is as follows:

1. **The Target Delegate Number.** For purposes of allocating delegates, the target number of delegates to be used in calculating the allocation is four hundred seventy-three (473). From that target number two delegates will be deducted for each constituent except that only a single delegate will be deducted from each of the Colegio de Cirujanos Dentistas de Puerto Rico and the Virgin Islands Dental Association unless the number of members in either of those societies is equal to or greater than the number of members in the smallest state constituent, in which case a minimum of two (2) delegates will be deducted from the target delegate number for that entity. One delegate is deducted from the target delegate number for each of the five (5) dental services, except that a minimum of two (2) delegates will be deducted for any federal dental service where the number of members is equal to or greater than the number of members in the smallest state constituent. In addition, five (5) delegates will be deducted from the target delegate number for the American Student Dental Association. For purposes of the delegate allocation methodology set forth in the *Manual of the House of Delegates*, the remaining number of delegates in the target number of delegates following the deductions of delegates listed above from the target number of delegates shall be referred to as the "net delegate allocation pool."
2. **Allocation to the American Student Dental Association.** Five (5) delegates shall be allocated to the American Student Dental Association regardless of the number of members.

**3. Determination of the True Proportional Delegate Counts for each Constituent and each Federal Dental Service.**

Divide each constituent's and each federal dental service's total membership by the total constituent and federal dental service membership of the Association. Multiply the resulting percentage of membership for each constituent and federal dental service by the target number of delegates set forth in section B.1. of this methodology less the number of delegates allocated to the American Student Dental Association in section B.2. of this allocation methodology. The resulting true proportional delegate numbers will be used later in the delegate allocation methodology.

**4. Determination of Constituents and Federal Dental Services that Qualify to Receive More than the Minimum Delegate Allocation.**

a. Divide the total constituent and federal dental service membership of the Association by the target number of delegates set forth in section B.1. of this allocation methodology less the number of delegates allocated to the American Student Dental Association in section B.2. of this methodology. Compare the resulting number against the membership numbers for the Colegio de Cirujanos Dentistas de Puerto Rico, Virgin Islands Dental Association and Public Health Service if they received a single delegate pursuant to the review performed in section B.1. of this allocation methodology. If the membership numbers of any of those entities are less than the result of the calculation, allocate the number of delegates deducted from the target delegate allocation number for each such entity and exclude those entities from the remaining steps of the delegate allocation methodology.

b. Take the result of the calculation performed in section B.4.a. of this allocation methodology and multiply it by two (2). Compare the resulting number against the membership numbers for each constituent society and each federal dental service for which two (2) delegates were deducted from the target delegate allocation number in section B.1. of this methodology. If the membership of any of those constituent societies and federal

dental services are less than that number, allocate the number of delegates deducted from the target delegate allocation number for each such entity and exclude those entities from the remaining steps of the delegate allocation methodology.

**5. Calculation of Non-Minimum Membership Total.**

Subtract the total membership numbers of each constituent and federal dental service identified as being excluded from the remaining steps of the delegate allocation methodology from the total constituent and federal dental service membership of the Association. The resulting non-minimum membership total will be used in the remaining delegate allocation methodology steps.

**6. Allocation of Remaining Delegates.**

- a. Divide each remaining constituent's and federal dental service's membership by the non-minimum membership total determined in section 5, above, to arrive at their percentages of the non-minimum membership total.
- b. Calculate the remaining number of delegates to be allocated by subtracting from the target number of delegates listed in section B.1. of this allocation methodology the delegates allocated to the American Student Dental Association in section B.2. of this methodology and the delegates allocated by the minimum allocation steps in sections B.4.a. and B.4.b., above.
- c. For each remaining constituent and federal dental service, multiply its percentage of the non-minimum membership total determined by the calculation in section B.6.a., above, and the remaining number of delegates to be allocated as determined by the calculation in section B.6.b. of this allocation methodology. Round the result to the nearest whole number.
- d. For each remaining constituent and federal dental service, multiply the resulting percentage of membership obtained in section B.3. above, by the target number of delegates specified in section B.1., above, less the number of delegates allocated to the American

Student Dental Association pursuant to paragraph B.2. of this methodology and round the result to the nearest whole number.

- e. For each remaining constituent and federal dental service, subtract the result obtained in section B.6.d. of this allocation methodology from the result obtained in section B.6.c. hereof. If the result is negative, use the result obtained in section B.6.d. as that constituent's allocated delegate total. If the result is zero or positive, use the result obtained in section B.6.c. of this methodology as that constituent's allocated delegate total.

#### **7. Finalize the Delegate Allocation.**

Add together the final delegate allocations for the constituents, federal dental services and the American Student Dental Association determined through the calculations of sections B.2., B.4.a., B.4.b. and B.6.e. of this allocation methodology. The result is the total delegates allocated. The total delegates allocated should vary no more than five percent (5%) from the target number of delegates set forth in paragraph B.1. of this subsection.

#### **8. Calculating the Fairness Ratio.**

Divide each constituent's and each federal dental service's percentage of total delegates (the constituent's allocated delegates divided by the total delegates allocated as determined by the calculation set forth in subparagraph B.7 of this methodology less the number of delegates allocated to the American Student Dental Association) by its percentage of total membership as

calculated in B.3., above. Except for those constituents that only receive the minimum number of allocated delegates, the resulting "fairness ratio" should deviate by a small amount on either side of 1, with 1 representing a perfectly proportional delegate allocation. The fairness ratio for constituents and federal dental services that receive only the minimum allocation of delegates may deviate from 1 to a larger degree because those constituents and federal dental services may be over-represented.

### **C. SUSPENSION OF THE REPRESENTATION OF A CONSTITUENT**

The representation of a constituent in the House of Delegates may be suspended by a two-thirds (2/3) affirmative vote of the House of Delegates present and voting upon a determination by the House of Delegates that the constitution or bylaws of the constituent violate the *Constitution* or *Bylaws* of this Association. Any such suspension shall not be in effect until the House of Delegates has voted that the constitution or bylaws of the constituent violate the *Constitution* or *Bylaws* of this Association and the constituent has one (1) year following notification of the specific violation within which to correct the violation.

Amendment of this section of the *Manual of the House of Delegates* shall be by a two-thirds (2/3) affirmative vote of the delegates present and voting.

# Standing Committees of the House of Delegates

## 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, Rules and Order; and (2) the Committee on Constitution and Bylaws. The Committee on Credentials, Rules and Order is composed of nine members of the House of Delegates appointed by the President. The Committee on Constitution and Bylaws is composed of not more than eight nor less than six members of the Council on Ethics, Bylaws and Judicial Affairs appointed by the President in consultation with the Speaker of the House of Delegates and the Council Chair. These committees are largely concerned with procedural matters. The following is a description of their specific duties.

### *Committee on Credentials, Rules and Order.*

This standing committee of the House of Delegates consists of nine (9) members from the officially certified delegates and alternate delegates, who are appointed by the President at least sixty (60) days in advance of each session. It is the duty of the Committee to present the agenda and recommend 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 the House. In addition, this committee has the duty to conduct hearings and to make recommendations on the eligibility of delegates and alternate delegates to a seat in the House of Delegates when a seat is contested, maintains a continuous roll call and periodically reports on the roll call to the House of Delegates, determines the presence of a quorum and supervises voting and election procedures. The Committee also has the responsibility to consult with the Speaker and Secretary of the House of Delegates on matters relating to the order of business and special rules of order as required. It is on duty throughout the annual session.

*Committee on Constitution and Bylaws.* The Standing Committee on Constitution and Bylaws shall consist of not more than eight (8) nor less than six (6) members of the Council on Ethics, Bylaws and Judicial Affairs of this Association appointed by the President in consultation with the Speaker of the House of Delegates and the Council Chair. The Committee reviews the wording of all proposed amendments to the *Constitution, Bylaws* and *Governance Manual* that are submitted prior to the first meeting of each new session of the House of Delegates. The Standing Committee either approves the text of the amendment as written or redrafts the resolution to accomplish the intent of the maker in the form currently used by the House of Delegates. The Standing Committee files a report of its findings and actions at the first meeting of the House of Delegates and then adjourns. Thereafter, and until the House of Delegates adjourns *sine die*, the Speaker of the House and the Chair of the Council on Ethics, Bylaws and Judicial Affairs (CEBJA) are responsible for reviewing any new resolutions or changes to resolutions that propose amendments to the *Constitution, Bylaws* and *Governance Manual*. Each reference committee is required to clear the wording of a proposed amendment either with the Standing Committee or, if the amendment is proposed after the Standing Committee adjourns, with the Speaker who, with the Chair of CEBJA, will determine whether the language of the amendment is in appropriate form.

# Reference Committees of the House of Delegates

## Reference Committees

The Reference Committees of the House of Delegates each consist of nine members from the officially certified delegates and alternate delegates, appointed by the President of the Association. The number of reference committees varies from year to year depending on the issues which are 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 somewhat from year to year on the basis of the assignments which are made to them by the House of Delegates.

*Committee A (Budget, Business, Membership and Administrative Matters).* This committee will consider the annual association budget for the ensuing fiscal year, the annual subsidiary reports of ADA Business Enterprises, Inc. and ADA Business Innovation Group; the ADA Foundation annual report; strategic planning; the Report of the President; the reports of the Council on Communications, Council on Members Insurance and Retirement Programs, and Council on Membership; and, in general, matters relating to membership, international issues, relations between the ADA and the local and state dental societies, and those administrative and business-related matters referred to it.

*Committee B (Dental Benefits, Practice and Related Matters).* This committee will consider the reports of the Council on Dental Benefit Programs and Council on Dental Practice; and, in general, matters relating to planning, administration and financing of dental benefit programs; dental practice management, marketing and auxiliary utilization; the dental laboratory industry; quality assurance; and dental workforce issues.

*Committee C (Dental Education, Science and Related Matters).* This committee will consider the reports of the Council on Dental Education and Licensure, Commission for Continuing Education Provider Recognition, Commission on Dental Accreditation, Joint Commission on National

Dental Examinations, National Commission on Recognition of Dental Specialties and Certifying Boards and Council on Scientific Affairs; the annual subsidiary report of the ADA Science and Research Institute, LLC; and, in general, matters relating to dental, advanced dental and allied dental education; dental schools, dental specialties and certifying boards; career guidance, continuing dental education and licensure issues; dental research; dental materials, instruments and equipment; and dental therapeutic agents.

*Committee D (Legislative, Health, Governance and Related Matters).* This committee will consider the reports of the Council on Advocacy for Access and Prevention, Council on Ethics, Bylaws and Judicial Affairs and Council on Government Affairs; and, in general, matters relating to community oral health, preventive dentistry, fluoridation, and issues pertaining to the relationship of dentistry and medicine; legal and legislative advocacy, public awareness, professional communications, public information and education, state public affairs activities, state and federal legislation, the federal dental services, judicial procedures, the ADA *Constitution, Bylaws and Governance Manual*, the *Principles of Ethics and Code of Professional Conduct*, health care policy/reform, and any other matters referred to it.

*Note.* Any member appointed to serve on a reference committee retains the right to offer commentary during their respective district caucus deliberations. The objectivity of a reference committee is important. Such objectivity is a key component in building and maintaining trust with the delegates. House of Delegates members, and others, who speak at the hearings should feel their testimony will be received without preconceived opinions by the members of the committee.

Members of reference committees do not give up their right to participate fully in caucus proceedings, including discussion of resolutions that will be deliberated at the House of Delegates, but are requested to be mindful of such trust and objectivity when they meet in their caucuses prior to the convening of 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 Trustees 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.

The reference committee shall not prevent the House of Delegates from taking action 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, adopt in lieu of, not adopt, amend or refer a resolution which has been placed before it.

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

## Authority

Reference committees have a good deal of authority but must act within the standing rules of the House of Delegates and within the framework of the *Constitution, Bylaws and Governance Manual*. The reference committees may not only act on resolutions before them but may also propose resolutions on their own initiative dealing with matters placed before it. They may call upon the officers, members of the Board of Trustees and councils, commissions 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, adopted in lieu of, not adopted, amended or replaced by a substitute resolution or referred.

## Referral of Items of Business to Reference Committees

The reference committees receive items of business for consideration by referral from the House of Delegates. Under a standing rule adopted in 1953, the Speaker of the House is authorized to prepare a preliminary list of referrals prior to the opening meeting of the House of Delegates. This preliminary list of referrals appears as the All Inclusive General Index distributed with the resolution worksheets. This list enables the reference committees to obtain in advance a good idea of the matters which they will have to consider.

At the opening meeting of the House, the preliminary list of referrals prepared by the Speaker is presented to the House for approval. If there is no objection, the list stands as presented, although the House may, at its discretion, vote a different referral to a committee.

Other items of business may be referred to a reference committee by the Speaker of the House during the course of business on Saturday. A printed list of all referrals made to the reference committees will be available in the hearings of the reference committees on Sunday morning. This list, in effect, constitutes the agenda for the meetings of the reference committees.

## Conferences with Board of Trustees

In order to cooperate with the reference committees, the Board of Trustees has adopted the following rule: "All reference committees to the House of Delegates shall be advised annually that an appropriate officer or member of the Board of Trustees shall be available at a time suitable to both agencies in order to discuss problems of mutual concern which are pending in the House of Delegates." When such a conference is desired by a reference committee, the chair of the reference committee should notify the Secretary of the House of Delegates or a member of the Secretary's staff.

## Clerical Assistance

The Executive Director will be responsible for providing necessary clerical assistance to each reference committee. Those responsible for such

assistance shall not participate in the substantive deliberations of the committee.

Verbatim minutes shall not be required as there is no time for transcription. The uniform format for the report should be followed precisely by each reference committee.

Those assigned to provide clerical assistance shall be instructed by the Executive Director to hold all committee deliberations in the strictest confidence.

### **Conduct of Hearings**

The primary duty of a reference committee is to receive and evaluate opinions and information 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 session at which the committee's decisions are made.

The chair of the reference committee should preside at both the hearing and the closed session. The chair should carry out the usual duties of maintaining order, facilitating the transaction of business and ruling on length and pertinence of discussion.

The chair 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 chair should ensure that all who want to be heard are heard but 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 chair, with the consent of the committee, may place reasonable limitations on discussion and debate.

All members of the American 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. Nonmembers of the Association may participate in the discussion at hearings with the consent of a majority of the reference committee. ADA members who are not members of the House of Delegates and nonmembers of the Association may submit written testimony via a designated Reference Committee testimony email address that will be published in *ADA News* in late September.

Participants should be aware that members of news media may attend committee hearings. At the start of the reference committee hearing, each chair shall ask members of the media and any other nonmembers, excluding component, constituent and ADA staff, to identify themselves. The committee can then make its decision on whether the nonmembers may participate. In general, nonmembers should be permitted to take part so long as they do not interfere with the orderly conduct of the hearings.

Reference committees are expected to be available during the announced hours of a hearing.

Prior to beginning the reference committee hearing, each chair is requested to read the following statement:

All members of the American Dental Association have the right to attend and participate in the reference committee hearing, whether or not they are members of the House of Delegates. However, nonmembers of the Association may participate in the discussion at this hearing with the consent of a majority of the reference committee. Members of this Association who are not members of the House of Delegates and nonmembers of the Association have been provided the opportunity to submit written testimony. Any testimony submitted by the October 10 deadline is posted in the House of Delegates community on ADA connect. At this time, I respectfully request that all members of the media and other nonmembers, excluding component, constituent and ADA staff, to identify themselves.

American Dental Association staff members are available at this hearing to provide information requested by members of the reference committee or through the chair by those participating in the discussion.

In accordance with the ADA Disclosure Policy, at the appropriate time anyone present at this meeting is obligated to disclose any personal, professional or business relationship that they or their immediate family may have with a company, professional organization or individual doing business with the ADA, when such company, professional organization or person is being discussed. This includes, but

is not limited to insurance companies, sponsors, exhibitors, vendors and contractors.

At this hearing, you must first identify those relationships before speaking on an issue related to such conflict of interest.

### **Conduct of Closed Session**

After evidence and information has been received at the open hearing, the committee shall retire to a closed session to reach its decisions. The report shall be prepared only on the basis of materials dictated by the committee and the committee is solely responsible for the report.

The Executive Director shall designate members of staff to assist each reference committee to the degree that each committee shall request such assistance. Such staff may be at closed sessions at the pleasure of the committee.

The committee is empowered to invite others into the closed session to provide resource information under such conditions as it may set, if such invitations are, in the view of the committee, necessary for the proper discharge of its duties.

When it wishes, the committee may exclude from closed session everyone except the members.

### **Amendments to *Bylaws* and *Governance Manual***

Various reference committees will be asked to consider amendments to the *Bylaws* and the *Governance Manual*. The determination of whether or not the policy involved in the proposed amendment is desirable must be made by the reference committee that received the referral. The wording of all proposed *Bylaws* and *Governance Manual* amendments, however, must have the approval of the Standing Committee on Constitution and Bylaws of the House of Delegates or, after the Standing Committee adjourns, the Speaker of the House of Delegates and the Chair of the Council on Ethics, Bylaws and Judicial Affairs. The Standing Committee adjourns after it files its report at the first meeting of the House of Delegates. Each reference committee will be provided with a copy of the Standing Committee's report, approving or redrafting all proposed amendments to the *Bylaws* and the *Governance Manual* that were submitted to the Standing Committee before it adjourned. The reference committee should refer to the Standing Committee's report for the approved language of

a proposed *Bylaws* or *Governance Manual* amendment. Any proposed *Bylaws* or *Governance Manual* amendment that was not considered by the Standing Committee should be submitted to the Speaker who will consult with the Chair of the Council on Ethics, Bylaws and Judicial Affairs with regard to whether the language of the amendment is in appropriate form. When the language of the amendment is approved, the reference committee will then incorporate the approved text of the amendment in its report, indicating that it was approved by the Standing Committee on Constitution and Bylaws or the Speaker of the House and the Chair of the Council on Ethics, Bylaws and Judicial Affairs, as appropriate. The purpose of this procedure is to give the individual reference committees the opportunity to determine whether the policy of an amendment is desirable, while reserving the technical wording of the amendment to the Standing Committee or the Speaker and the Chair of the Council on Ethics, Bylaws and Judicial Affairs.

### **Preparation of Report**

The report of the reference committee to the House of Delegates is nothing more than the comment and the recommendation of the committee on the material which it has had under consideration.

All recommendations to the House of Delegates must be placed in the standard resolution form. Except in very unusual cases, the use of preliminary and explanatory "whereas" clauses is 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 a 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.

If the report of a council or commission 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 as brief as possible. Long sections of material which the delegates already have before them should not be repeated.

Resolutions which (1) merely reaffirm or restate existing Association policy, (2) commend or congratulate an individual or organization, or (3) memorialize an individual shall not be introduced in the House of Delegates.

### **Consent Calendar**

In an effort to best use the time of the House of Delegates, each reference committee will utilize a consent calendar. The consent calendar will include those resolutions on which there was no testimony, all positive testimony, and those on which the reference committee feels its recommendations are likely to be accepted by the House without objection. The reference committee's recommendations for disposing of each resolution will follow immediately after the resolution summary in the consent calendar. Recommendations can be to adopt, not adopt, refer, or adopt in lieu of. The resolution to accept the reference committee's recommendations shall be presented as the consent calendar.

Any delegate has the right to object to the inclusion of any item on the consent calendar that he or she wishes to debate or oppose. Resolutions (items) extracted from the reference committee consent calendar will be considered at the end of that report.

### **Signature of Report**

One copy of the report must be signed by all members of the committee and presented to the Secretary of the House of Delegates or to a member of the Secretary's staff before it is presented to the House of Delegates.

### **Reports of Reference Committees**

Completed reference committee reports will be made available to the chair of record of each district delegation on Monday morning. A sufficient number of copies of each report will be provided for each delegation's delegates, alternate delegates, secretary, executive director and editor. Reference committee reports will be posted in the House of Delegates community of ADA Connect for downloading to personal computers.

It should be noted that all delegates must bring their copies of reference committee reports to the meetings of the House of Delegates since additional copies will not be available.

### **Presentation of Reports to House of Delegates**

The reports of the reference committees are presented by their chairs. The priority items, resolutions considered to be of utmost importance to the ADA, of each reference committee report will be identified and sequenced by the Speaker of the House of Delegates in consultation with the Secretary of the House of Delegates, as necessary, and considered at a time designated by the Speaker. Following consideration of the priority items, the remainder of each reference committee report will be called for, usually, but not necessarily, in accordance with the following order:

- Committee A (Budget, Business, Membership and Administrative Matters)
- Committee B (Dental Benefits, Practice and Related Matters)
- Committee C (Dental Education, Science and Related Matters)
- Committee D (Legislative, Health, Governance and Related Matters)

The Secretary of the House of Delegates will attempt to advise a chair shortly before the Speaker is to call for the committee's report.

Reports are presented at the podium located to the Speaker's right. Reports should be read slowly and clearly. The House will act on the report section by section, and the Speaker will indicate when the chair is to continue with the next section of the report. Background material contained in the reports of reference committees should not be read by the chair, unless the chair and members of the committee feel that it is necessary and important to do so. Page numbers and other citations should not be read since all members of the House will have copies of the report before them.

In the event of debate or discussion, the chair and members of a reference committee are free to reply to any questions or to comment. If the chair desires, a member of a council or commission, officer, member of the Board of Trustees or staff may be called to supply the information requested. However, the chair of the

committee, or the designated committee member, should be prepared to comment on the position which the committee has taken.

# **Supplemental Information**

# Agenda

Saturday, October 15, 2022

## ADA Disclosure Policy

In accordance with the ADA Disclosure Policy, at the appropriate time anyone present at this meeting is obligated to disclose any personal, professional or business relationship that they or their immediate family may have with a company, professional organization or individual doing business with the ADA, when such company, professional organization or person is being discussed. This includes, but is not limited to insurance companies, sponsors, exhibitors, vendors and contractors.

### First Meeting of House of Delegates, 12:30 p.m.

1. Meeting Called to Order by the Speaker of the House, W. Mark Donald
2. Pledge of Allegiance
3. Introduction of ADA Officers and Distinguished Guests
4. Report of the Committee on Credentials, Rules and Order: Todd R. Christy, chair
5. Consideration of New Business
6. Referrals of Reports and Resolution: "Prior to each session of the House of Delegates, the Speaker of the House shall prepare a list of recommended referrals to reference committees, such list to be available at the opening meeting of the House of Delegates and be subject to amendment or approval on vote of the House of Delegates" (*Trans.1953:208*)\*
7. Address of President, Cesar R. Sabates
8. Report of the Treasurer, Ted Sherwin
9. Report of the Executive Director, Raymond A. Cohlma
10. Reports of Board of Trustees: Susan Becker Doroshow
11. Nominations of Officers and Presentation of Incoming Trustees
12. Remarks by ADPAC Chair, Brad W. Barnes
13. Closed Session
14. Adjournment

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\* A list of referrals (in the form of an All Inclusive General Index to resolution worksheets) will be posted on ADA Connect with the second set of resolution worksheets. This All Inclusive General Index will continue to be updated to include resolutions received after the posting of the second set through the call to order of the first meeting of the House of Delegates on Saturday, October 15.

# Agenda

Tuesday, October 18, 2022

## ADA Disclosure Policy

In accordance with the ADA Disclosure Policy, at the appropriate time anyone present at this meeting is obligated to disclose any personal, professional or business relationship that they or their immediate family may have with a company, professional organization or individual doing business with the ADA, when such company, professional organization or person is being discussed. This includes, but is not limited to insurance companies, sponsors, exhibitors, vendors and contractors.

**Second Meeting of House of Delegates, 7:30 a.m.**

**Third Meeting of House of Delegates, 1:00 p.m.**

### Election Notice

Voting for Officer Elections will take place in the House of Delegates through electronic voting on the House floor and will be taken up as one of the first items of business during the Second Meeting of the House of Delegates on Tuesday morning.

1. Meeting Called to Order by the Speaker of the House, W. Mark Donald
2. Report of Committee on Credentials, Rules and Order: Todd R. Christy, chair
3. Voting for Elective Officers
4. Announcement of Election Results
5. Reports of Reference Committees of the House of Delegates
  - A. Priority Items: Presentation will be by respective Reference Committee Chairs
  - B. Committee A (Budget, Business, Membership and Administrative Matters): Robert E. Butler, chair
  - C. Committee B (Dental Benefits, Practice and Related Matters): Najia Usman, chair
  - D. Committee C (Dental Education, Science and Related Matters): Rekha C. Gehani, chair
  - E. Committee D (Legislative, Health, Governance and Related Matters): Matthew J. Messina, chair
6. Installation of Officers and Trustees
7. Address of Incoming President, George R. Shepley
8. Remarks by ADPAC Chair, Brad W. Barnes
9. Unfinished Business
10. New Business: "No new business shall be introduced into the House of Delegates less than 15 days prior to the opening of the annual session, except when such new business is submitted by a trustee district or the American Student Dental Association delegation and is permitted to be introduced by a majority vote of the delegates present and voting. The motion introducing such new business shall not be debatable. Approval of such new business shall require a majority vote except new business introduced at the last meeting of a session that would require a bylaw amendment cannot be adopted at such last meeting. Reference committee recommendations shall not be deemed new business." (*Manual of the House of Delegates and Supplemental Information*, section "Rules of the House of Delegates.")
11. Adjournment



# Standing and Reference Committees

## Standing Committees

### Constitution and Bylaws

Bailey, Meredith A., Massachusetts (1), **chair**  
 Burton, Bruce A., Oregon (11)  
 Clark, Alma, California (13)  
 Cranford, William D., South Carolina (16)  
 Mellion, Alex T., Ohio (New Dentist Committee)  
 Peters, Debra A., Michigan (9)  
 Reavis, Allen B., Kansas (12)

### Credentials, Rules and Order

Christy, Todd R., Michigan (9), **chair**  
 Ackley, Eva F., Florida (17)  
 Bender, Marissa N., Washington (11)  
 Jallad, Mahmoud, Illinois (8)  
 Miller, Charles W., Texas (15)  
 Paumier, Thomas M., Ohio (7)  
 Riordan, Danielle M., Missouri (6)  
 Sachdeva-Munk, Radha, New York (2)  
 Willett, Emily S., Nebraska (10)

## Reference Committees

### Committee A (Budget, Business, Membership and Administrative Matters)

Butler, Robert E., Missouri (6), **chair**  
 Barnashuk, Frank C., New York (2)  
 Fridh, Daniel, Indiana (7)  
 Gwin, Sherry R., Mississippi (5)  
 Johnston, Mark M., Michigan (9)  
 Keeling, Heather M., Maine (1)  
 Lynn, Casey C., Florida (17)  
 Panec, Leland R., California (13)  
 Smith, Carmen P., Texas (15)

### Committee C (Dental Education, Science and Related Matters)

Gehani, Rekha C., New York (2), **chair**  
 Caputo, Anthony C., Arizona (14)  
 Clemente, Elizabeth A., New Jersey (4)  
 Comisi, John C., South Carolina (16)  
 Kulkarni, Roopali, Pennsylvania (3)  
 Lindauer, Paul A., North Carolina (16)  
 Lyon, Lucinda J., California (13)  
 Moriarty, Janis B., Massachusetts (1)  
 Potter, Richard M., Texas (15)

### Committee B (Dental Benefits, Practice and Related Matters)

Usman, Najia, Ohio (7), **chair**  
 Compton, Lindsay M., Colorado (14)  
 Jenkins, Jill C., Kansas (12)  
 Maher, Rachel A., Delaware (4)  
 Kalarickal, Zacharias J., Florida (17)  
 Phillips, James J., Jr., Alabama (5)  
 Schwab, Brian M., Pennsylvania (3)  
 Tronsgard, Paul J., North Dakota (10)  
 Youel, Benjamin C., Illinois (8)

### Committee D (Legislative, Health, Governance and Related Matters)

Messina, Matthew J., Ohio (7), **chair**  
 Grogan, Patrick, District of Columbia (4)  
 Hale, Denise D., Illinois (8)  
 Hilton, Irene V., California (13)  
 Hughes, Bertram J., Florida (17)  
 Shelton Wagers, Jill, Idaho (11)  
 Vanderbrook, Drew W., Texas (15)  
 Vaughn, Ryan M., Georgia (5)  
 Wilguess, Daniel J., Oklahoma (12)

# Hearings of Reference Committees

Hearings will be held by the reference committees of the House of Delegates in various rooms located at the Marriott Marquis Houston. All members of the American Dental Association are privileged to attend hearings conducted by the reference committees of the House of Delegates and to participate in the deliberations.

<b>Time</b>	<b>Reference Committee</b>	<b>Room</b>
7:00 a.m. to 8:30 a.m.	<b>Committee C (Dental Education, Science and Related Matters)</b>	Houston Ballroom 5-7
8:30 a.m. to 10:30 a.m.	<b>Committee A (Budget, Business, Membership and Administrative Matters)</b>	Houston Ballroom 1-4
10:30 a.m. to 11:30 a.m.	<b>Committee B (Dental Benefits, Practice and Related Matters)</b>	Houston Ballroom 5-7
11:30 a.m. to 1 p.m.	<b>Committee D (Legislative, Health, Governance and Related Matters)</b>	Houston Ballroom 1-4

# Trustee District Meetings

The caucus meetings listed below will be held at the Marriott Marquis Houston.

<b>District</b>	<b>Meeting Schedule</b>	<b>Trustee</b>
<b>First</b> (Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont)	<b>Monday, October 17</b> 7:30 a.m. to 5 p.m. Montgomery A-B, Level 2	Richard J. Rosato
<b>Second</b> (New York)	<b>Saturday, October 15</b> 8:30 a.m. to 12 p.m. Meyerland A-B, Level 3 <b>Monday, October 17</b> 7:30 a.m. to 4 p.m. Houston Ballroom 7, Level 2	Paul R. Leary
<b>Third</b> (Pennsylvania)	<b>Saturday, October 15</b> 8 a.m. to 12 p.m. Memorial Room, Level 3 <b>Monday, October 17</b> 8 a.m. to 4 p.m. Westchase Room, Level 3	James M. Boyle, III
<b>Fourth</b> (Air Force, Army, Delaware, District of Columbia, Maryland, Navy, New Jersey, Public Health Service, Puerto Rico, Veterans Affairs, Virgin Islands)	<b>Monday, October 17</b> 8 a.m. to 5 p.m. Memorial Room, Level 3	Frank J. Graham
<b>Fifth</b> (Alabama, Georgia, Mississippi)	<b>Saturday, October 15</b> 7 a.m. to 12 p.m. Galveston A-B, Level 2 <b>Sunday, October 16</b> 1 p.m. to 5 p.m. Fort Bend A-B, Level 2 <b>Monday, October 17</b> 7 a.m. to 5 p.m. Meyerland A, Level 3	Marshall H. Mann
<b>Sixth</b> (Kentucky, Missouri, Tennessee, West Virginia)	<b>Monday, October 17</b> 7:30 a.m. to 3 p.m. Clear Lake A-B, Level 3	Michael D. Medovic

<b>District</b>	<b>Meeting Schedule</b>	<b>Trustee</b>
<b>Seventh</b> (Indiana, Ohio)	<b>Saturday, October 15</b> 8:30 a.m. to 11:30 a.m. Brazoria A-B, Level 2 <b>Monday, October 17</b> 7:30 a.m. to 5 p.m. Houston Ballroom 1, Level 2	Chad R. Leighty
<b>Eighth</b> (Illinois)	<b>Saturday, October 15</b> 8:30 a.m. to 11:30 a.m. Houston Ballroom 6, Level 2 <b>Monday, October 17</b> 7:30 a.m. to 4 p.m. Briargrove A-B, Level 3	Susan Becker Doroshow
<b>Ninth</b> (Michigan, Wisconsin)	<b>Saturday, October 15</b> 9 a.m. to 11:30 a.m. Briargrove A-B, Level 3 <b>Monday, October 17</b> 7 a.m. to 3 p.m. Meyerland B, Level 3	Michele M. Tulak-Gorecki
<b>Tenth</b> (Iowa, Minnesota, Nebraska, North Dakota, South Dakota)	<b>Saturday, October 15</b> 7 a.m. to 12 p.m. Westchase Room, Level 3 <b>Monday, October 17</b> 7 a.m. to 5 p.m. Houston Ballroom 4, Level 2	Scott L. Morrison
<b>Eleventh</b> (Alaska, Idaho, Montana, Oregon, Washington)	<b>Saturday, October 15</b> 9 a.m. to 12 p.m. Fort Bend A-B, Level 2 <b>Monday, October 17</b> 7 a.m. to 4 p.m. Fort Bend A-B, Level 2	Linda J. Edgar
<b>Twelfth</b> (Arkansas, Kansas, Louisiana, Oklahoma)	<b>Saturday, October 15</b> 8 a.m. to 11 a.m. Chambers A-C, Level 2 <b>Monday, October 17</b> 7 a.m. to 2 p.m. Chambers A-C, Level 2	Terry Fiddler
<b>Thirteenth</b> (California)	<b>Friday, October 14</b> 7 a.m. to 5 p.m. Harris Room, Level 2 <b>Saturday, October 15</b> 7 a.m. to 12 p.m. Harris Room, Level 2 <b>Monday, October 17</b> 7 a.m. to 5 p.m. Harris Room, Level 2	James D. Stephens

District	Meeting Schedule	Trustee
<b>Fourteenth</b> (Arizona, Colorado, Hawaii, Nevada, New Mexico, Utah, Wyoming)	<b>Saturday, October 15</b> 7:30 a.m. to 12 p.m. Hunter's Creek A, Level 3 <b>Monday, October 17</b> 7:30 a.m. to 5 p.m. Houston Ballroom 2, Level 2	Brett Kessler
<b>Fifteenth</b> (Texas)	<b>Saturday, October 15</b> 8 a.m. to 12 p.m. Houston Ballroom 5, Level 2 <b>Monday, October 17</b> 8 a.m. to 5 p.m. Houston Ballroom 5-6, Level 2	Craig S. Armstrong
<b>Sixteenth</b> (North Carolina, South Carolina, Virginia)	<b>Saturday, October 15</b> 8 a.m. to 11 a.m. Clear Lake A-B, Level 3 <b>Monday, October 17</b> 7:30 a.m. to 5 p.m. Hunter's Creek A, Level 3	Gary R. Oyster
<b>Seventeenth</b> (Florida)	<b>Saturday, October 15</b> 8:30 a.m. to 12 p.m. Liberty A-B, Level 2 <b>Monday, October 17</b> 7:30 a.m. to 5 p.m. Liberty A-B, Level 2	Rudolph T. Liddell

Information current as of 09/15/22

# Non-Voting Members, Delegates, Alternates

**Note:** Delegate and alternate listings printed here meet the requirement set forth in this Manual that delegate allocations be published in the Manual of the House of Delegates. This listing is current as of August 12. An updated list of certified delegates and alternate delegates will be posted on ADA Connect on October 7. The House of Delegates will vote to approve the list as one of its first items of business on Saturday, October 15.

\*Indicates new dentist delegates and alternates.

## *Speaker*

Donald, W. Mark, Louisville, MS

## *Executive Director and Secretary*

Cohlma, Raymond A., Chicago

## *Officers*

Sabates, Cesar R., Coral Gables, FL, *president*

Shepley, George R., Baltimore, *president-elect*

Maranga, Maria C., Aquebogue, NY *first vice president*

Bronson, Mark E., Cincinnati *second vice president*

Sherwin, Ted, Orange, VA *Treasurer*

## *Trustees*

Armstrong, Craig S., Houston *Fifteenth District*

Boyle, James M., III, York, PA *Third District*

Doroshov, Susan Becker Skokie, IL, *Eighth District*

Edgar, Linda J., Federal Way, WA, *Eleventh District*

Fiddler, Terry, Conway, AR *Twelfth District*

Graham, Frank J., Teaneck, NJ *Fourth District*

Kessler, Brett, Denver *Fourteenth District*

Leary, Paul R., Smithtown, NY *Second District*

Leighty, Chad R., Marion, IN *Seventh District*

Liddell, Rudolph T., III, Valrico, FL *Seventeenth District*

Mann, Marshall H., Rome, GA *Fifth District*

Medovic, Michael D., Wheeling, WV *Sixth District*

Morrison, Scott L., Omaha, NE *Tenth District*

Oyster, Gary R., Raleigh, NC *Sixteenth District*

Rosato, Richard J., Concord, NH

## *First District*

Stephens, James D., Los Altos, CA, *Thirteenth District*

Tulak-Gorecki, Michele M., Rochester Hills, MI, *Ninth District*

## *Former Presidents*

Brandjord, Robert M., Jupiter, FL  
Calnon, William R., Rochester, NY

Chadwick, D. Gregory, Greenville, NC

Cole, Jeffrey M., Wilmington, DE  
Crowley, Joseph P., Cincinnati

D'Eustachio, Richard W., Cherry Hill, NJ

Devine, Joseph A., Cheyenne, WY  
Faiella, Robert A., Osterville, MA

Feinberg, Maxine, Cranford, NJ  
Findley, John S., Plano, TX

Gaines, James H., Greenville, SC  
Gehani, Chad P., Jackson Heights, NY

Gist, Raymond F., Flint, MI,  
Haught, Richard, Tulsa, OK

Jones, T. Howard, Carrollton, GA  
Klemmedson, Daniel J., Tucson, AZ

Norman, Charles H., Greensboro, NC

Rainwater, Gary, Crested Butte, CO  
Roberts, Gary L., Waynesville, NC

Roth, Kathleen, West Bend, WI  
Sekiguchi, Eugene, Monterey Park, CA

Summerhays, Carol Gomez, Washington City, UT

Tankersley, Ronald L., Newport News, VA

Ten Pas, William S., Milwaukie, OR  
Whiston, David A., Arlington, VA

## **Air Force**

### *Delegates 2*

Jordan, Christopher R., Patrick Space Force Base, FL

Smith, Christopher J., San Antonio, TX

### *Alternates*

Barry, Tonya N., Oakton, VA  
Stratmeyer, Matthew, Las Vegas

## **Alabama**

### *Delegates 5*

Bishop, Deborah S., Huntsville

Browder, Larry F., Montgomery

Gardner, Stacey S., Huntsville

Ingram, William L., V, Huntsville

Kent, Leigh W., Birmingham

### *Alternates*

Boykin, Michael J., Tuskegee

Jackson, Adolphus, Birmingham

Phillips, James J., Jr., Auburn

Reynolds, Preston L., Birmingham

Wallace, Mary T., Rainbow City

## **Alaska**

### *Delegates 2*

Albertson, David A., Ketchikan

Willis, Heather A., Fairbanks

### *Alternates*

Winthrop, Chad M., Denver, CO

## **American Student Dental Association**

### *Delegates 5*

Ames, Lauren A., Columbus, OH

Elkhal, Christopher S., Portland, OR

Huynh, Sammy, Charleston, SC

Keller, Zane D., Kansas City, MO

Koutrakis, Nicholas, New York, NY

*Alternates*

Anderson, Nicole, Los Angeles, CA  
 Carroll, Victoria, St. Petersburg, FL  
 Kaminsky, Ryan, Philadelphia, PA  
 Lee, Ryan N., Houston, TX  
 Nathani, Shafa, Boston, MA

**Arizona***Delegates 8*

Blue, Ann Hammi, Phoenix  
 Caputo, Anthony C., Tucson  
 Curtis, Eric K., Safford  
 Frausto, David, Jr., Prescott  
 House, Allison B., Phoenix  
 Robertson, Kirk J., Flagstaff  
 Snyder, Randolph A., Yuma  
 Wood, Susan L., Paradise Valley

*Alternates*

Davis, Charles A., Jr., Tucson  
 Duong, Mai Ly, Mesa  
 Klemmedson, Daniel J., Tucson  
 Olsen, Fred B., III, Peoria  
 \*Patel, Onika R., Phoenix  
 Robertson, Jessica L., Flagstaff  
 Roda, Robert S., Scottsdale  
 \*Zhu, Tian A., Tempe

**Arkansas***Delegates 3*

Golden, Kristi G., Hot Springs  
 National Park  
 Kosmitis, Kim, Pine Bluff  
 Schneider, Werner W., Little Rock

*Alternates*

Isbell, T. Stotts, Mountain View  
 Nichols, Tina H., Little Rock  
 Wilson, Larkin M., El Dorado

**Army***Delegates 2*

Danko, Eric, Falls Church, VA  
 Goksel, Tamer, Armed Forces  
 Europe

*Alternates*

Luevano, Christopher J., Arlington,  
 VA  
 Tucker, Melissa F., San Antonio, TX

**California***Delegates 72*

Ackerman, Gary R., Carmichael  
 Aflatooni, Nima, Gold River  
 Altrock, Christine N., San Diego  
 Alvarez, Jorge A., Tarzana  
 Ayson, Paul F., Visalia

\*Banner, Wade M., La Verne  
 Bellamy, Wallace J., Elk Grove  
 Benedict, Nannette J., Scotts Valley  
 Blake, John L., Long Beach  
 Blasingame, Eric M., Redding  
 Carney, Kerry K., Benicia  
 Carrington, Adrian J., Sacramento  
 Cassat, D. Douglas, San Diego  
 Chen, Esther L., Buena Park  
 Clark, Alma J., Hayward  
 Crowson, Steven C., Chico  
 Davidson, Daniel G., San Francisco  
 De Tomasi, Dennis C., Clearlake  
 Demichelis, Elizabeth A., Modesto  
 Dougan, Gary L., Cathedral City  
 Duffala, Gail H., San Francisco  
 \*Elkhatieb, Amro, American  
 Canyon

Ellison, Naomi L., Los Angeles  
 Felsenfeld, Alan L., Los Angeles  
 Finney, Debra S., Folsom  
 Glasband, Gary L., Long Beach  
 Hanlon, Robert J., Jr., Escondido  
 Herman, Gary N., Northridge  
 Hilton, Irene V., San Francisco  
 \*Hsiao, Shih Yen Paul, Clovis  
 Irani, Karin, Beverly Hills  
 Jenkins, Daniel N., Riverside  
 Jones, Jeffrey T., Murrieta  
 \*Kai, Kevin Y., San Francisco  
 \*Kazim, Amir E., Long Beach  
 Kend, Steven J., Torrance  
 Kim, Scott Y., Los Angeles  
 Klauser, Donna K., Arcadia  
 Lad, Sunjay, Temple City  
 Lojeski, Stephen M., Upland  
 Lyon, Lucinda J., Murphys  
 Marcos, Carliza A., San Carlos  
 Martinez, Max B., Cypress  
 Menold, GERALYN M., Salinas  
 Middleton, Gerald M., Riverside  
 Nadershahi, Nader A., San  
 Francisco

Nagy, Richard J., Los Angeles  
 Nakamura, Wayne, Ontario  
 \*Nour, Noha, Tustin  
 Otomo-Corgel, Joan, Los Angeles  
 Panec, Leland R., Mountain View  
 Pascarella, Jonathan R., Red Bluff  
 Patel, Sanjay, Pittsburg  
 Patel, Virenchandra R., Folsom  
 Pendurkar, Shakalpi R., Los Gatos  
 Reed, Robert E., Bakersfield  
 Robinson, Lindsey A., Grass Valley  
 Sanderson, James, Dixon  
 \*Sandretti, Stephanie L., Fair Oaks  
 Sayre-Carstairs, Lynn, San Luis  
 Obispo  
 \*Shah, Erin L., San Francisco  
 \*Shah, Rutu J., Port Hueneme  
 Stein, Alan R., Northridge

Tai, Alice, San Ramon  
 Taylor, John E., Ladera Ranch  
 Terlet, Ariane R., Berkeley  
 Tippet-Whyte, Judee, Stockton  
 Townsend, Julia H., Los Gatos  
 Tran, Amy, San Gabriel  
 \*Tran, Jacqueline J., Yorba Linda  
 Weber, Walter G., Monte Sereno  
 Wong, Benson H.W., South San  
 Francisco

*Alternates*

Abeltdt, Philip J., Elk Grove  
 Chan, Raymond K., San Lorenzo  
 Gandola, Robert A., San Diego  
 Gereis, Mahfouz M., Panorama City  
 Gowda, Ramesh A.M., Anaheim  
 Habjan, Denise, Santa Ana  
 Leung, Chi C., Glendale  
 Shorey, Robert D., Morgan Hill  
 Toorani, Brian, Huntington Beach

**Colorado***Delegates 11*

Compton, Lindsay M., Arvada  
 Foster, Karen D., Greenwood  
 Village  
 Jackson, David P., Boulder  
 Kahl, Jeffrey A., Colorado Springs  
 Kunzman, Nathaniel W., Greeley  
 Morrow, Carol M., Colorado Springs  
 Patterson, Kevin M., Denver  
 Peters, Kenneth S., Aurora  
 Schoch, Sheena M., Hayden  
 \*Schulz, Leah E., Fort Collins  
 Varley, Michael R., Highlands  
 Ranch

*Alternates*

Boynton, Jonathan C., Boulder  
 Chinni, Asha, Englewood  
 Lurye, David C., Grand Junction  
 Marshall, Bryan T., Denver  
 Scheidt, Michael J., Westminster  
 \*Seto, Angelica L., Denver  
 \*Singh, Amisha, Aurora

**Connecticut***Delegates 7*

Brenner, Bethaney B., Burlington  
 Delessio-Matta, Annemarie,  
 Southbury  
 Fried, David L., Yalesville  
 Knapp, Jonathan B., Bethel  
 Mooney, John J., Putnam  
 Natelli, Albert A., Southington  
 Ungerleider, Michael A., Granby

*Alternates*

\*Baylis, Allison, West Haven

Clauss, Mark R., Watertown  
Desrosiers, Mark B., Columbia  
Dubin, Gary K., Madison  
McLaughlin, Kevin S., Norwalk  
Safian, Michael J., Shelton  
You, Jennifer Y.Y., New Haven

### **Delaware**

#### *Delegates 2*

Calhoun, Charles D., Wilmington  
Williams, Erika L., Wilmington

#### *Alternates*

Kelly, Joseph C., Wilmington  
Maher, Rachel A., Wilmington

### **District of Columbia**

#### *Delegates 2*

Noguera, Angela P., Washington  
Tigani, Stephen P., Washington

#### *Alternates*

Clark, Kathryn J., Bethesda, MD  
Grogan, Patrick M., Washington

### **Florida**

#### *Delegates 23*

Ackley, Eva F., New Port Richey  
Bird, Gerald W., Cocoa  
Boden, David F., Port Saint Lucie  
Brown, Andrew B., Jacksonville  
Bulnes, Christopher M., Tampa  
Bustillo, Natalie C., Riverview  
Cordoba, John X., Lake Mary  
Gesek, Daniel J., Jr., Jacksonville  
Harrison, F. Reese, Inlet Beach  
Hughes, Bertram J., Gainesville  
Johnson, Kristie L., Largo  
Kalarickal, Zacharias J., Wesley Chapel  
Kolos, George, Fort Lauderdale  
Marron-Tarrazzi, Irene, Miami  
Miller, Paul R., New Port Richey  
Nguyen, Robin M., Trinity  
Palo, Paul A., Winter Haven  
Paul, John H., Lakeland  
Stratton, Michael W., Orange Park  
Terry, Beatriz E., Miami  
Thiems-Heflin, Suzanne, Ocala  
Trotter, Linda G.A., Jacksonville Beach  
Zuknick, Stephen J., Brandon

#### *Alternates*

Attanasi, Ralph C., Jr., Delray Beach  
Brown, Thomas A., Jr., Ponte Vedra Beach  
Byrne, Susan M., Tallahassee

Cochran, Stephen D., Jacksonville  
Douglas, Bethany A., Jacksonville  
Essen, S. Donovan, Stuart  
Glerum, Karen G., Boynton Beach  
Hall, Jeannette P., Miami  
Iranmanesh, Mohammad R., Tampa

Johnson, Jay A., Cocoa  
Kahn, Bernard A., Maitland  
\*Lynn, Casey C., Riverview  
Olmos, Rodolfo A., Orlando  
Ottley, Jeffrey C., Milton  
Pansick, Ethan A., Delray Beach  
Pasqual, John R., Delray Beach  
Richardson, Joseph, Eutis  
Romano, Rodrigo, South Miami  
Stevenson, Richard A., Jacksonville  
Stilley-Mallah, Jessica A., New Port Richey  
Wong, Anthony I., Lake Alfred  
\*Wright, ArNelle R., Orlando

### **Georgia**

#### *Delegates 11*

Capes, Jeff O., Saint Simons Island  
Carpenter, Robert H., Jr., Columbus  
\*Gray, Hardy L., Valdosta  
Jagor, Thomas C., Atlanta  
Jernigan, Ben W., Jr., Decatur  
Lawson, Amber P., Macon  
Lopez, James I., Columbus  
Phillips, James T., Jr., Tifton  
Powell, Zachary J., Sr., Saint Simons Island  
Shatz, Peter, Marietta  
Sword, Rhoda J., Augusta

#### *Alternates*

Adkins, Chris L., Stockbridge  
Benson, Henry B., Jr., Atlanta  
Bradberry, R. David, Marietta  
Kuhmichel, Amy D., Atlanta  
McGee, Heather P., Gainesville  
Patel, Kumar J., Marietta  
Pruett, Michael E., Augusta  
Rainge, Louvenia A., Augusta  
Reich, Robin S., Smyrna  
Vaughn, Ryan M., Flowery Branch  
Wells, Erik H., Watkinsville

### **Hawaii**

#### *Delegates 3*

Lee, Christopher C., Honolulu  
Lum, Dayton Q.L., Pearl City  
Shimizu, Curt S., Honolulu

#### *Alternates*

Chun, Norman S., Kailua  
Fujimoto, Patsy K., Hilo

Kanamori, Scott S., Makawao

### **Idaho**

#### *Delegates 3*

Fukuoka, Brooke M., Jerome  
Hisel, John E., Jr., Kuna  
Penberthy, Timothy W., Post Falls

#### *Alternates*

Frandsen, Justin G., Idaho Falls  
Keller, Kim B., Nampa  
Wagers, Jill Shelton, Boise

### **Illinois**

#### *Delegates 19*

Alapati, Satish, Chicago  
Amirsoltani, Shafa, Elmwood Park  
Bishop, Susan Bordenave, Peoria  
Bloom, Spencer R., Chicago  
Bona, Richard A., Jr., Lansing  
Bryniarski, James H., Riverside  
Danner, Michael D., Pekin  
Furusho, Cissy K., Lincolnwood  
Hardy, James M., Danville  
Kozal, John F., Summit Argo  
Larsen, Christopher C., Moline  
Markarian, Randall C., Swansea  
Perlman, Sharon J., Chicago  
Rawson, Kenneth G., O'Fallon  
Reedy, Lyle S.C., Freeport  
Schneider, Thomas F., Jr., Chicago  
Simon, William A., Chicago  
Waryjas, Ronald J., Burr Ridge  
\*Youel, Benjamin C., Grayslake

#### *Alternates*

Biasiello, Michael J., Park Ridge  
Guerrero, Jason C., Palatine  
Hale, Denise D., Palos Hills  
Hanna, Danny, Chicago  
Hardy, Marcia A., Decatur  
Henderson, Harry G., Sparta  
Imburgia, Louis A., Park Ridge  
\*Jallad, Mahmoud, Herrin  
Jean, Kathy H., Evanston  
Lim, Jun S., Wilmette  
Maggio, Frank A., Elgin  
Pappas, Renee P., Prospect Heights  
Patel, Vishruti, Plainfield  
Schefke, Philip L., Lockport  
Tiersky, Terri S., Skokie  
Tzanos, Alexander C., Palatine  
Van Scoyoc, John P., Bloomington  
White, Lawrence A., Chicago  
Zelazo-Smith, Susan K., Chicago

### **Indiana**

#### *Delegates 9*

Blake, Thomas R., Fort Wayne



Burns, Jill M., Richmond  
 Celis, Lorraine J., South Bend  
 Conard, Lisa A., Lebanon  
 De La Rosa, Rebecca J., Avon  
 Ellinwood, Steven P., Fort Wayne  
 Hollar, Steven C., Warsaw  
 Holm, Steven J., Portage  
 John, Vanchit, Indianapolis

*Alternates*

Fridh, Daniel W., La Porte  
 \*Kimmel, Tyler J., Fort Wayne  
 Kolkman, Matthew S., Fort Wayne  
 Maupin, Heather A., Plainfield  
 Miller, Amanda F., Indianapolis  
 \*Neese, Jennifer, Zionsville  
 Platt, Joseph R., Fort Wayne  
 Sheline, R. Daron, Elkhart  
 \*Torkeo, Jill S., Fort Wayne

**Iowa**

*Delegates 5*

Arend, John J., Independence  
 Bogue, Christopher W., Carroll  
 \*Kim, Brian T., Davenport  
 Larsen, James A., Davenport  
 Stuefen, Sara E., Vinton

*Alternates*

Larsen, Carolyn P., Bettendorf  
 Stanford, Clark M., Iowa City

**Kansas**

*Delegates 4*

Dakin, Robert H., Wichita  
 Reavis, Allen B., Atchison  
 Rogers, Paul N., Arkansas City  
 Sherwood, Cynthia E.,  
 Independence

*Alternates*

Fales, John T., Jr., Olathe  
 Jenkins, Jill C., Shawnee  
 Newkirk, Nealy A., Lawrence  
 Nielson, Daniel C., Olathe

**Kentucky**

*Delegates 5*

Depp, Ansley H., Fort Thomas  
 Elliott, O. Andy, II, Martin  
 Howard, H. Fred, Harlan  
 Robertson, Stephen W., Bowling  
 Green  
 Shaver, Samantha, Louisville

*Alternates*

Greenwell, Darren S., Radcliff  
 Heine, Robert D., Jr., Paducah  
 Rich, Jonathan W., Dry Ridge

**Louisiana**

*Delegates 6*

Basinger, Brian D., Shreveport  
 Chaney, Mark S., New Orleans  
 Corcoran, Glen J., Mandeville  
 Garrett, Marty B., Baton Rouge  
 Savoie, Lance N., Abbeville  
 Soileau, Kristi M., New Orleans

*Alternates*

Daly, Nelson P., Baton Rouge  
 DiLeo, Vincent L., Jr., Metairie  
 Mangum, Aaron S., Alexandria  
 Morgan, Stephen A., Jr., Houma  
 Scott, Lewis K., West Monroe  
 Weaver, Stephanie B., Lake  
 Charles

**Maine**

*Delegates 2*

Desjardins, Norma J., Presque Isle  
 \*Keeling, Heather M., Portland

*Alternates*

Gagnon, Shanna L., Farmingdale  
 \*Saltz, Adam E., South Portland

**Maryland**

*Delegates 7*

aBecket, Thomas R., Millersville  
 Brown, Wendy A., Columbia  
 Doring, Charles A., Rockville  
 Liang, Christopher G., Potomac  
 Martin, William F., III, Towson  
 Romaine, Diane D., Frostburg  
 Wilson, Robert J., Jr., Gaithersburg

*Alternates*

Booker, Winifred J., Owings Mills  
 Christopher, Ann E., Baltimore  
 Clark, Kathryn J., Bethesda  
 Dargan, Stephen M., Port Republic  
 Nokkeo, Jay S., Gaithersburg  
 Rief, Joanne B., Owings Mills  
 Ziara, Celeste M., Princess Anne

**Massachusetts**

*Delegates 16*

Abdulwaheed, Abdullaibrahim A.,  
 Quincy  
 Arsenaault, Karin V., Dracut  
 Bailey, Meredith A., Boston  
 Demello, Mary C., Medfield  
 Discepolo, Keri E., Brookline  
 Greffrath, Charles A., Rochdale  
 Hanlon, Mary Jane,  
 Kennebunkport, ME  
 Karen, Jeffrey R., Bedford  
 Korzeb, Jennifer, Haverhill

\*Lee, James E., Lexington  
 Martin, Raymond K., Mansfield  
 \*Mayr, Michael A., Boston  
 Morell, Maritza, Lawrence  
 Moriarty, Janis B., Malden  
 \*Zelikov, Andre A., Boston  
 Zolot, Howard M., North Andover

*Alternate*

Rawal, Kadambari D., Boston  
 \*Tonelli, Andrew S., North Reading

**Michigan**

*Delegates 18*

Benivegna, Vincent V., East  
 Lansing  
 Christy, Todd R., Berrien Springs  
 Dziurgot, Michelle C., Shelby  
 Township  
 Gorecki, Christopher T., Warren  
 Hall, John C., Traverse City  
 \*Holdwick, Gabriel B., Harbor  
 Beach  
 Knudsen, Elizabeth A.H., Escanaba  
 Knudsen, Eric W., Escanaba  
 Kohen, Jerry, West Bloomfield  
 Lizzio, Vincent P., Allen Park  
 Maihofer, Michael, Saint Clair  
 Shores  
 Mayberry, Melanie E., Rochester  
 Hills  
 \*Miller, Daniel R., Grand Rapids  
 Newman, Cheri S., Cottrellville  
 Patchak, William A., Jackson  
 Shah, Darshika B., Troy  
 Smiley, Christopher J., Grand  
 Rapids  
 \*Vanderhoof, Lauryne M.,  
 Kentwood

*Alternates*

Brown, Deborah E., Grand Rapids  
 Christy, Lisa J., Bridgman  
 Farooq, Naila S., Commerce  
 Township  
 Ford, Inge B., Marquette  
 Gingrich, Margaret S., Big Rapids  
 \*Greenland, Robert G., Rockford  
 Johnston, Mark M., Lansing  
 \*Mashni, Jason D., East Lansing  
 Peters, Debra, Caledonia

**Minnesota**

*Delegates 9*

Aguirre, Alejandro M., Plymouth  
 Cziok, Amber D., Litchfield  
 Dens, Kevin W., Brainerd  
 Holland, Tim R., Owatonna  
 McDonnell, Stephen R., Saint Paul  
 Nickman, James D., Lino Lakes

Perpich, Rosalie J., Oak Park Heights  
 Rao, Aruna, Minneapolis  
 Williams, Doug R., Bemidji

*Alternates*

Flynn, Michael T., Winona  
 Noack, John D., Northfield  
 Wagnild, Scott A., Fergus Falls

**Mississippi**

*Delegates 3*

Hollingsworth, James W., Newton  
 Holman, John K., Tupelo  
 Scarbrough, A. Roddy, Richton

*Alternates*

Courtney, Rebecca C., Wiggins  
 Gwin, Sherry R., Madison  
 Trout, Kelly M., Columbus

**Missouri**

*Delegates 7*

Butler, Robert E., Webster Groves  
 Dear, David J., Versailles  
 Raman, Prabu, Kansas City  
 Rechten, Theodore A., III,  
 Bridgeton  
 Riordan, Danielle M., Saint Peters  
 White, Connie L., Leawood, KS  
 Wyckoff, Douglas A., Cameron

*Alternates*

\*Brown, Jay M., Joplin  
 First, Louise R., Saint Louis  
 Hayes, Robyn D., Chesterfield  
 Popejoy, Ashley N., Nixa  
 Tait, Robert M., Grandview  
 Weimer, Wendy J., Kansas City  
 Wheeler, Jennifer L., Chesterfield

**Montana**

*Delegates 2*

Gillette, Jane, Bozeman  
 Lindemann, Kurt S., Kalispell

*Alternates*

Davis, Ronald V., Kalispell  
 Tanguay, Jason A., Bozeman

**Navy**

*Delegates 2*

Freedman, Rick, Bristow, VA  
 Hernandez-Feldpausch, Marina A.,  
 Clarksburg, MD

*Alternates*

Huber, Jayson H., Rockville, MD

Johnson, Susan, Norfolk, VA

**Nebraska**

*Delegates 3*

Alexander, Thomas G., Lexington  
 West, Debra S., Omaha  
 \*Willett, Emily S., Lincoln

*Alternates*

Meeske, Jessica A., Hastings  
 Papineau, Elizabeth L., York

**Nevada**

*Delegates 3*

Abbatangelo, Tina M. Brandon, Las Vegas  
 Dragon, Richard J., Gardnerville  
 White, David M., Reno

*Alternates*

Doucette, Jason, Sparks  
 Hunter, Gregory J., Las Vegas  
 Sutter, Scott G., Sparks

**New Hampshire**

*Delegates 2*

Hartzler, Mark W., Gorham  
 Wilson, Kevin D., Milford

*Alternates*

Simpson, Earle W., Jr., Bedford  
 Vachon, Jeffrey R., Manchester

**New Jersey**

*Delegates 14*

Ambrosio, Maria, Wayne  
 Arace, Renee, West Orange  
 Babinowich, Fredrick P., Mercerville  
 Carotenuto, Frank, Roselle Park  
 Chinoy, Walter I., Scotch Plains  
 Clemente, Elizabeth A., Skillman  
 DeSciscio, Peter L., South Amboy  
 Dietz, Andrew J., Haddon Heights  
 Divincenzo, Giorgio T., Jersey City  
 Kahn, Richard B., East Brunswick  
 Roshong, Bryon E., Dumont  
 Shah, Dipika T., Holmdel  
 Shekitka, Robert A., Point Pleasant  
 Boro  
 Sterritt, Frederic C., Neshanic  
 Station

*Alternates*

Ayad, M. George, Hackensack  
 Gallucci, Lisa N., Marlton  
 \*Ghisalberti, Giancarlo, Ridgefield  
 Goldberg, David A., North Plainfield  
 Lapine, Donald P., East Rutherford

Rossi, Thomas A., Roseland  
 Rothstein, Alan, Livingston  
 \*Saba, Michael, Union  
 Small, Kaitlin, Lawrenceville  
 Velazquez, Elisa, Toms River  
 Vitale, Mark A., Edison

**New Mexico**

*Delegates 2*

Goad, Jamie D., Carrizozo  
 Thompson, Jennifer L., Farmington

*Alternates*

Ryals, Kelley H., Santa Fe  
 \*Scott, Anne M., Albuquerque

**New York**

*Delegates 36*

Albicocco, Paul S., Staten Island  
 Baim, Loren C., Glens Falls  
 Barnashuk, Frank C., Orchard Park  
 Bijoor, Renuka R., Briarcliff Manor  
 Buchalter, Alyson K., Brooklyn  
 Casper-Klock, Theresa A., Auburn  
 Cuomo, Anthony M., Carmel  
 Edwards, Maurice L., New York  
 Essig, Steven L., Ghent  
 Galati, James E., Halfmoon  
 Gehani, Rekha C., Jackson Heights  
 Giordano, Louis M., Endwell  
 Gounardes, Steven, Brooklyn  
 Greenberg, Mitchell S., Kew  
 Gardens  
 Hanlon, Patricia M., Wading River  
 Harrison, Wayne S., Middle Grove  
 Henner, Kevin A., Deer Park  
 Hoddick, James A., Tonawanda  
 Jackson, Lois A., New York  
 Jaiswal, Meena, Massapequa  
 \*Kapral, Elizabeth B., Buffalo  
 Kim, Mina C., New York  
 Krishnan, Prabha, Forest Hills  
 Mentzelopoulou, Ioanna G.,  
 New York  
 Mindlin, Mitchell D., New York  
 Ossen, Stephen M., Hastings On  
 Hudson  
 Passalacqua, Stephen, New  
 Hartford  
 Peskin, Robert M., Garden City  
 Samuels, Jacqueline J., Bronx  
 Scharoff, Gary M., New Rochelle  
 Shreck, Michael S., New Hyde Park  
 Stacy, Lynn A., Lowville  
 Vazquez Santiago, Ivan A.,  
 Shoreham  
 Viola, Joseph A., Webster  
 Vittoria, Nick J., Islip Terrace  
 Weinberger, Mark J., Clifton Park

*Alternates*

Akseizer, Stephen, Syosset  
 Chawla, Suchie, New York  
 Damelio, Steven G., Penfield  
 Demas, John P., Brooklyn  
 Deutch, Andrew S., New York  
 Dominger, Martin G., Port Jefferson  
 Station

Donato, Michael J., Jr., Staten  
 Island

Doyle, Daniel C., Carmel  
 Feigenbaum, Arthur J., Commack  
 Gambacorta, Joseph, Williamsville  
 Garcha, Inderpal S., Guilderland  
 Jacobs, James E., New York  
 Jonke, Guenter J., Setauket  
 Keating, Michael K., Auburn  
 Korkosz, Adrienne L., Schenectady  
 Madonian, Margaret, Liverpool  
 Mauleon, Luis T., Jr., Ithaca  
 Miller, Edward, Jr., Hartsdale  
 Miller, Raymond G., Lancaster  
 Noroozi-Leibowitz, Katayoon,  
 Glen Cove

Palmaccio, Frank J., Plainview  
 Ratner, Craig S., Staten Island  
 Sachdeva-Munk, Radha, Nesconset  
 Safferstein, Don, Bronx  
 Sahawneh, Duraid F., Yonkers  
 Shroff, Pratik K., Floral Park  
 Snyder, Steven I., East Setauket  
 Sorge, Kevin, Fayetteville  
 Tang, Vera W.L., New York  
 Teplitsky, Paul W., Brooklyn  
 Wetzel, Frederick W., Schenectady  
 Zhang, Lily, Kingston

**North Carolina***Delegates 12*

Buchanan, John G., Lexington  
 Cashion, Scott W., Greensboro  
 Crisp, Roslyn M., Burlington  
 Hardesty, Willis S., Jr., Raleigh  
 Hendrick, Joseph R., Jr., Shelby  
 Jewell, Wilson O., Wilmington  
 Lindauer, Paul A., Greenville  
 Morgan, Thomas E., Jacksonville  
 Olson, Shelley Barker, Oxford  
 Porter, Royce A., Jr., Winston  
 Salem

Stowe, Robert, Winston Salem  
 Teague, J. Jackson, III, Asheville

*Alternates*

Adams, Carlton B., Goldsboro  
 Ahmad, Nazir, Raleigh  
 Barwick, Karen D., Chapel Hill  
 Chadwick, D. Gregory, Greenville  
 \*Crumley, Madison S., Mills River  
 \*Cunningham, Catherine H.,

## Raleigh

King, Rebecca S., Chapel Hill  
 Pabst, Mark D., Greenville  
 \*Purvis, James T., Trent Woods  
 Rickabaugh, Jeff L., Winston Salem  
 Sadler, Kenneth M., Winston Salem  
 Vakil, Shamik S., Charlotte

**North Dakota***Delegates 2*

Dohm, Otto W., Bismarck  
 Tronsgard, Paul J., Fargo

*Alternates*

Orn, Carrie A., Jamestown

**Ohio***Delegates 16*

Adams, Roderick H., Jr., University  
 Heights

Chopra, Manish, Cincinnati  
 Espeleta, Karl G., Englewood  
 Fitzgerald, Lori A., Canfield  
 Guter, Hans P., Circleville  
 Jerome, Jennifer J., Akron  
 Jeter, Harold S., South Point  
 Kelly, Thomas S., Beachwood  
 Khetarpal, Ruchika, Cincinnati  
 Mahilo, John D., Gahanna  
 Messina, Matthew J., Lewis Center  
 Paumier, Thomas M., Canton  
 Scott, Tyler L., Loudonville  
 Usman, Najia, Medina  
 Vorherr, David L., Cincinnati  
 Zucker, Andrew W., Sandusky

*Alternates*

Bogan, Kyle D., Delaware  
 Cottle, James H., Westerville  
 Depalma, Joseph M., Dillonvale  
 Halasz, Michael H., Kettering  
 Hanna, Adel H., Springboro  
 Lemmo, Ronald P., Wickliffe  
 Leon, Joseph, Mayfield Heights  
 Michaels, Gregory C., Lancaster  
 Moore, Patrick M., East Liverpool  
 Poole, Tracy E., Toledo  
 Roth, Kelly A., Canton  
 Safavian, Mehrdad S., Dublin  
 Stempowski, Matthew A., Lorain  
 Twyman, Rachel T., Cincinnati  
 \*Wong, Winnie W.Y., Cuyahoga  
 Falls

**Oklahoma***Delegates 5*

Berg, Tamara S., Yukon  
 Cohlmia, Matthew, Oklahoma City  
 Fagan, Timothy R., Oklahoma City

Herman, Robert J., Tulsa  
 Wood, C. Rieger, III, Tulsa

*Alternates*

Griffin, Shannon L., Edmond  
 Lopez, Juan R., Lawton  
 Smith, Lindsay, Tulsa  
 Wilguess, Daniel J., Edmond  
 Wood, Paul S., Lawton

**Oregon***Delegates 7*

Hansen, Scott S., Milwaukie  
 Javadi, Cyrus B., Tillamook  
 Miller, Mark A., Portland  
 Mutschler, Mark D., Oregon City  
 \*Ramirez Cuevas, M. Eddie,  
 Troutdale  
 Roa, Calie, Medford  
 \*Zeller, Caroline, Tigard

*Alternates*

Burton, Bruce A., Portland  
 \*Martinez, Britta M., Portland  
 Salathe, Olesya Z., Molalla  
 \*Schoblaske, Alayna L., Medford  
 Wright, Kimberly R., West Linn

**Pennsylvania***Delegates 15*

Abod, Samantha R., Scranton  
 Brady, Tamara S., Exton  
 Brian, Karin D., Coatesville  
 Dombrowski, Charles J., Altoona  
 Gans, Michael J., Pittsburgh  
 Grossman, Richard R., Kingston  
 Kiessling, John H., Harrisburg  
 Mancini, James, Meadville  
 Oleski, Darleen A., Scranton  
 Rockwell, Theodore, J., Warren  
 Rosenthal, Nancy R., Jenkintown  
 Schwab, Brian M., Blandon  
 Tauberg, James A.H., Pittsburgh  
 Thakkar, Nipa R., West Chester  
 Troxler, Richard D., Williamsport

*Alternates*

\*Burkhardt, Janine N., Philadelphia  
 Ghazzouli, Hadi, Phoenixville  
 Hamm, George L., III, Dover  
 \*Klingensmith, Kayla C., Lancaster  
 Korch, Michael J., Gibsonia  
 \*Kulkarni, Roopali, Philadelphia  
 \*Lewin, Rachel L., Maple Glen  
 \*McKenzie, Craig P., Pittsburgh  
 \*Nguyen, Selena, Philadelphia  
 \*Rascon, Allison N., Philadelphia  
 Ross, Joseph E., New Castle  
 Shirley, Eric L., Harrisburg  
 Wells, Jay R., III, Bethel Park

\*Yap, Lauren, Danville  
Zabelsky, Dennis A., Munhall

## Public Health

### *Delegates 1*

Joskow, Renee W., Bethesda, MD

### *Alternates*

Wong, Carol J., Suffolk, VA

## Puerto Rico

### *Delegate 1*

Information not available at time of publication.

## Rhode Island

### *Delegates 2*

Brown, Steven A., East Greenwich  
Stepka, Gregory P., North  
Smithfield

### *Alternates*

Hartman, Frederick A., Riverside  
Torbett, Jennifer A., Westerly

## South Carolina

### *Delegates 6*

Cayouette, Monica J., Hollywood  
Crockett, Deidre B., Columbia  
\*Hall, Daniel W., Easley  
Hicklin, Anna Louise, Greenville  
Mercer, James E., West Columbia  
Moss, J. David, Florence

### *Alternates*

Comisi, John C., Charleston  
Howell, James W., Greenville  
Huja, Sarandeep S., Charleston  
Martin, Theodore H., Seneca  
Mikell, Julia K., Columbia  
Papadea, Nicholas A., Pawleys  
Island

## South Dakota

### *Delegates 2*

Frankman, Michael J., Sioux Falls  
Kampfe, Mark I., Rapid City

### *Alternates*

Crump, Thane E., Watertown  
Feiock, Jeffrey M., Sioux Falls

## Tennessee

### *Delegates 7*

Baldree, G. Mitchell, Chattanooga  
Clayton, George H., Brentwood  
Curtiss, James W., Jr., Maryville

Hymes, Rachel D., Johnson City  
King, Michael W., Jackson  
Robinette, Richard L., Spring Hill  
Switzer-Nadasdi, Rhonda D.,  
Nashville

### *Alternates*

Moore, Robert C., Martin  
Patel, Nishel, Germantown  
Pitts, Kimberly D., Murfreesboro  
Randall, Marcus K., Hixson  
Raum, Rhett E., Lafayette  
Watson, Hope E., Maryville  
Zambrano, Steven, Germantown

## Texas

### *Delegates 26*

Anderton, Xochitl D., Post  
Cammarata, Rita M., Houston  
Cooley, Ralph A., Houston  
Crump, Brad, Dallas  
Cruse, William J., San Antonio  
Danna, Jodi D., Prosper  
Garcia, John H., McAllen  
Goldman, Elizabeth S., McKinney  
Graves, Cody C., Goldthwaite  
Gupta, Shailee J., Austin  
Ho, Duc M., Katy  
Hopson, Jerry J., Bonham  
Jolliff, Susan D., Brady  
Masters, Lisa B., San Antonio  
Miller, Charles W., Arlington  
Moore, Alan B., Austin  
Neal, Robert A., Frisco  
Poteet, Sarah T., Dallas  
Potter, Richard M., Helotes  
Ricci, Shane A., Plano  
Roark, Summer K., Lubbock  
Roberts, Matthew B., Crockett  
Rodriguez, Victor, Houston  
Schott, Laura J., Cypress  
Walters, Karen A., Houston  
Worsham, Debrah J., Center

### *Alternates*

Beatty, Robert C., Frisco  
Du Vernois, Mark F., El Paso  
Glenn, Randal M., Sugar Land  
Goulding, Michael J., Fort Worth  
Harrison, Thomas C., Katy  
Loar, Roberto N., Austin  
Purdy, John M., El Paso  
Putthoff, Susan L., Kerrville  
Smith, Carmen P., Dallas  
Southerland, Janet H., Galveston  
\*Stuchlik, Katie E., Houston  
\*Theriot, Adrien L., Houston  
Vanderbrook, Drew M., Dallas  
\*Vogel, Jonathan C., Dallas  
Willard, Joshua C., Plano

## Utah

### *Delegates 4*

Baldwin, Ken J., Salt Lake City  
Gatrell, Gregory W., Salt Lake City  
Larson, Brent A., Salt Lake City  
Theurer, Scott L., Logan

### *Alternates*

Aste, Len R., Manti  
Chamberlain, Darren D., Payson  
Christensen, Kay B., Tremonton  
Taylor, Mark R., Kamas

## Vermont

### *Delegates 2*

Lucier Pryles, Rebekah N., White  
River Junction  
Peck, Loren T., Bennington

### *Alternates*

Hurlburt, Justin E., South  
Burlington  
Rayes, Steven K., Norwich

## Veterans Affairs

### *Delegates 2*

Arola, Patricia E., Wesley Chapel,  
FL  
Gerngross, Peter J., Pearland, TX

### *Alternates*

Patel, Ankur D., Brookfield, WI  
Trapp, Scott A., Richmond, VA

## Virgin Islands

### *Delegate 1*

Taylor-Griffith, Sonia A., St.  
Thomas

## Virginia

### *Delegates 12*

Anderson, David C., Burke  
Dougherty, William V., III,  
Falls Church  
Galstan, Samuel W., Chester  
Howell, Ralph L., Jr., Suffolk  
Hutchison, Bruce R., Centreville  
Iuorno, Frank P., Jr., Glen Allen  
Link, Michael J., Newport News  
Norbo, Justin R., Round Hill  
Olenyn, Paul T., Burke  
Southern, Cynthia, Pulaski  
Taliaferro, Richard L., Stephens City  
Young, Brenda J., Fairfax

### *Alternates*

Batchelor, Caitlin S., Harrisonburg  
Berman, Scott C., Falls Church

Cooper, Lyndon, Cary, NC  
 Crabtree, Mark A., Martinsville  
 \*Devasia, Jeena E., McLean  
 Hamlin, Zaneta T., Virginia Beach  
 \*Hammitt, Bradley, Lynchburg  
 Hartman, Melanie W., Burke  
 \*Howell, Christine D., Suffolk  
 Marshall, David T., Norfolk  
 Miller, Benita A., Richmond  
 Reynolds, Elizabeth C., Richmond

## Washington

### *Delegates 13*

Baer, Theodore M., Tacoma  
 Buttaro, Lisa L., Tacoma  
 Delecki, Christopher, Kirkland  
 Edgar, Bryan C., Federal Way  
 Gibbons, John L., Silverdale  
 \*Hobart, Emily D., Anacortes  
 Irwin, Todd R., Port Angeles  
 Larson, Bernard J., Mount Vernon  
 Ogata, Gregory Y., Mercer Island  
 Pauley, Cynthia R., Redmond  
 Russell, Nathan G., Bainbridge  
 Island  
 Smith, Mary Krempasky, Spokane  
 Ulmer, Ashley L., Spokane

### *Alternates*

Bender, Marissa N., Artesia, NM  
 Butler, Brianne M., Sequim  
 Cook, Amy J.L., Auburn  
 Edwards, Herbert, Walla Walla  
 Egbert, Lisa M., Kenmore  
 Kang, Teresa K., Kirkland  
 Nguyen, Dzon M., Seattle  
 Ogata, Randall H., Mercer Island  
 Shvartsur, Oleg A., Issaquah  
 \*Susarla, Harlyn K., Seattle

## West Virginia

### *Delegates 2*

Richardson, Michael L., Charleston  
 \*Simpson, Kerri T., Morgantown

### *Alternates*

Pittman, Lance M., Martinsburg  
 Wills, Travis M., Lochgelly

## Wisconsin

### *Delegates 9*

Avery-Stafford, Cheska,  
 Milwaukee  
 Childs, Eric T., Menasha  
 \*Conlon, Molly, Lake Geneva

Crum, Paula S., Green Bay  
 Godar, Dennis E., Marshfield  
 Hansen, Chris J., Two Rivers  
 Hartmann, Clifford R., New Berlin  
 Johnson, Christopher D., Eau Claire  
 Steele, Rachel, Black River Falls

### *Alternates*

\*Casteel, David, Manitowoc  
 Chiera, Edward J., Beloit  
 Hebl, Monica M., Milwaukee  
 \*Johnson, Samantha R., Delavan  
 Lobb, William K., Mukwonago  
 Mackey, Bridget, Glendale  
 Meyers, Carl, West Bend  
 Nelson, Jon G., Superior  
 Vandehaar, Kent L., Chippewa Falls

## Wyoming

### *Delegates 2*

Hill, Rodney C., Casper  
 \*Marsh, Britton M., Torrington

### *Alternates*

McPherson, John R., Laramie  
 Schamber, Holly L., Gillette

# Officers, Trustees, Council Members

## Nominations and Elections

### Election Procedures

The following are the provisions of the *Bylaws* which govern the election of the elective officers, members of the Board of Trustees and members of councils of the American Dental Association (Chapter III, Section 120):

Elective officers and members of councils and committees shall be elected by ballot, except that when there is only one candidate such candidate may be declared elected by the Speaker of the House of Delegates. The Secretary shall provide facilities for voting.

1. When one is to be elected, and more than one has been nominated, the majority of the ballots cast shall elect. In the event no candidate receives a majority on the first ballot, the candidate with the fewest votes shall be removed from the ballot and the remaining candidates shall be balloted upon again. This process shall be repeated until one (1) candidate receives a majority of the votes cast.
2. When more than one is to be elected, and the nominees exceed the number to be elected, the following applies:
  - a. Each voting member may vote for a number of nominees not to exceed the number to be elected, and
  - b. For any single nominee, only one vote may be cast by each voting member,
  - c. The candidates receiving the greatest number of votes shall be elected.

### Nomination and Election of Officers

Nominations of the elective officers will take place at the Saturday, October 15 meeting of the House of Delegates. Officers to be elected are: President-elect, Second Vice President and Speaker of the House of Delegates.

Voting for Officer Elections will take place in the House of Delegates through electronic voting on the House floor and will be taken up as one of the first items of business on Tuesday morning. The Committee on Credentials, Rules and Order will announce in the House of Delegates the time at which the official roll will be closed to changes in the membership of the delegations.

Pursuant to Chapter VI of the *Governance Manual*, the following govern the nomination and election of the elective officers

A. ELIGIBILITY: Only an active, life or retired member, in good standing, of this Association shall be eligible to serve as an elective officer. No trustee or other elected officer is eligible to serve simultaneously as Treasurer or Speaker of the House of Delegates.

#### B. NOMINATIONS:

1. President-elect and Second Vice President. Nominations for the offices of President-elect and Second Vice President shall be made in accordance with the order of business. Candidates for these elective offices shall be nominated from the floor of the House of Delegates by a simple declaratory statement, which may be followed by an acceptance speech not to exceed four (4) minutes by the candidate from the podium, according to the protocol established by the Speaker of the House of Delegates. Seconding a nomination is not permitted.

2. Treasurer. Nominations for the office of Treasurer shall be made in accordance with the order of business. As provided in the *Governance Manual*, the search for Treasurer shall be announced in an official publication of the Association in November of the final year of the incumbent Treasurer's term, together with the Board of Trustees' recommended qualifications for that position. Candidates for the office of Treasurer shall apply by submitting a standardized Treasurer Curriculum Vitae form to the Executive Director at least one hundred twenty (120) days prior to the convening of the House of Delegates. Each candidate's application shall be reviewed by the Board of Trustees. At least sixty (60) days prior to the convening of the House of Delegates the Executive Director shall provide all members of the House of Delegates with each candidate's standardized Treasurer Curriculum Vitae and the determination of the Board of Trustees as to whether the candidate meets the

recommended qualifications for the office of Treasurer. No other candidate shall be nominated from the floor of the House of Delegates. Nominations shall be made in accordance with the order of business. Each nomination may be followed by an acceptance speech not to exceed four (4) minutes by the candidate from the podium, according to the protocol established by the Speaker of the House of Delegates. Seconding a nomination is not permitted. No further nominations for the office of Treasurer shall be accepted from the floor of the House of Delegates. If there are no eligible candidates for the office of Treasurer when the House of Delegates meets, the term of the incumbent Treasurer shall be extended by one (1) year. Should the incumbent Treasurer be unwilling or unable to serve an additional one (1) year term, the office of Treasurer shall be filled in accordance with the vacancy provisions of this chapter of the *Governance Manual*. Under these circumstances, former Treasurers of this Association not otherwise eligible to serve as Treasurer due to term limits will be eligible to serve as Treasurer until the House of Delegates can elect a Treasurer.

3. Speaker of the House of Delegates. Nominations for the office of Speaker of the House shall be made in accordance with the order of business. The search for Speaker of the House shall be announced in an official publication of the Association in November of the final year of the incumbent Speaker of the House's term. Candidates for the office of Speaker of the House shall apply by submitting a curriculum vitae along with a statement supporting their qualifications to the Executive Director at least one hundred twenty (120) days prior to the convening of the House of Delegates. At least sixty (60) days prior to the convening of the House of Delegates the Executive Director shall provide all members of the House of Delegates with each candidate's curriculum vitae and statement of qualifications for the office of Speaker of the House. If no candidate has applied or submitted the required documentation, then the Association shall inform all delegates of this circumstance and the period to apply shall be extended to thirty (30) days prior to the convening of the House of Delegates. Only candidates who have applied and submitted the required

documentation shall be nominated from the floor of the House of Delegates. If thirty (30) days prior to the convening of the House of Delegates no candidate has applied and submitted the required documentation then the Association shall inform all delegates of this circumstance and also inform them that nominations shall be permitted from the floor of the House of Delegates. The nominations may be followed by an acceptance speech not to exceed four (4) minutes by each candidate from the podium, according to the protocol established by the Speaker. Seconding a nomination is not permitted. No further nominations for the office of Speaker of the House shall be accepted from the floor of the House of Delegates. If there are no eligible candidates for the office of Speaker of the House when the House of Delegates meets, the term of the incumbent Speaker of the House shall be extended by one (1) year. Should the incumbent Speaker of the House be unwilling or unable to serve an additional one (1) year term, the office of Speaker of the House shall be filled in accordance with the vacancy provisions of the *Bylaws*. Under these circumstances, former Speakers of the House of this Association not otherwise eligible to serve as Speaker of the House due to term limits would be eligible to serve as Speaker of the House until the House of Delegates can elect a Speaker of the House of Delegates.

### **Installation and Election of Trustees**

Election results for the incoming members of the Board of Trustees, as determined by their Trustee District, shall be read by the Speaker of the House during the first meeting of the House on Saturday, October 15. Incoming members of the Board of Trustees will be installed on Tuesday, October 18. The terms of the following members of the Board of Trustees will expire with the current session.

*District 2.* Paul R. Leary

This district is composed of the constituent society of New York.

*District 8.* Susan Becker Doroshow

This district is composed of the constituent society of Illinois.

*District 11.* Linda J. Edgar

This district is composed of the constituent societies of Alaska, Idaho, Montana, Oregon and Washington.

*District 13.* James D. Stephens

This district is composed of the constituent society of California.

The following are the provisions of the *Bylaws* and *Governance Manual* which govern the nomination and election of members of the Board of Trustees (*Bylaws*, Chapter V, Sections 20-40; *Governance Manual*, Chapter V, Sections A. and B.):

*Bylaws:*

Section 20. TERM OF OFFICE: The term of office of a trustee shall be four (4) years.\* Except as otherwise provided in these *Bylaws*, the tenure of a trustee shall be limited to one (1) term.

\* The term "year" in the context of holding an office or position means the period of time commencing with the adjournment *sine die* of an annual meeting of the House of Delegates and ending with the adjournment *sine die* of the next successive annual meeting of the House of Delegates.

Section 30. ELECTION: Trustee nominations shall be by an elective process, the rules of which shall be determined by each trustee district. Each trustee district's election process shall result in a single nominee for trustee by each trustee district.

Section 40. INSTALLATION: The installation of trustee nominees and the New Dentist Committee chair shall be as provided in the *Governance Manual*.

*Governance Manual:*

A. Eligibility. A trustee must be an active, life or retired member, in good standing, of this Association and an active, life or retired member of one of the constituents of the trustee district which the trustee is elected or appointed to represent.

B. Nomination, Declaration of Election and Installation Procedure. The name of each nominee for the office of trustee brought forward by the nominee's trustee district shall be read to the House of Delegates by the Speaker of the House of Delegates. Because there is only a single nominee provided by each trustee district, following the reading of names, the Speaker of

the House of Delegates shall declare the nominees elected. The newly elected trustees shall be installed by the President or the President's designee.

## **Nomination and Election of Members of Councils**

The nomination of members of councils of the Association will be presented to the House of Delegates on Saturday, October 15. Election of council members will be held at the Saturday, October 15 meeting.

## **Conflict of Interest**

As stated in the *Governance Manual*, Chapter XVIII, it is the policy of this Association that individuals who serve in elective, appointive or employed offices or positions do so in a representative or fiduciary capacity that requires loyalty to the Association. At all times while serving in such offices or positions, these individuals shall further the interests of the Association as a whole. In addition, they shall avoid:

- a. Placing themselves in a position where personal or professional interests may conflict with their duty to this Association.
- b. Using information learned through such office or position for personal gain or advantage.
- c. Obtaining by a third party an improper gain or advantage.

As a condition for selection, each nominee, candidate and applicant shall complete a conflict of interest statement as prescribed by the Board of Trustees, disclosing any situation which might be construed as placing the individual in a position of having an interest that may conflict with his or her duty to the Association. Candidates for offices of President-elect, Second Vice President, Treasurer, Speaker of the House, nominees for office of trustee, and nominees to councils shall file such statements with the Secretary of the House of Delegates to be made available to the delegates prior to election. As a condition of appointment, consultants, advisers and staff of Councils, Commissions and Special Committees, and each person nominated or seeking such positions, shall file conflict of interest statements with the executive director of this Association.

While serving in any elective, appointive or employed office or position, the individual shall comply with the conflict of interest policy applicable to his or her office or position, shall



complete and file a conflict of interest statement for each year of service, and shall promptly report any situation in which a potential conflict of interest may arise.

The Board of Trustees shall approve any additional compliance activities that will

implement the requirements of this chapter. The Board of Trustees shall render a final judgment on what constitutes a conflict of interest except with respect to the work of the Commission on Dental Accreditation.

# Election Commission and Campaign Rules

The Election Commission is composed of three members: the immediate past President, and the chair and vice chair of the Council on Ethics, Bylaws and Judicial Affairs (CEBJA). The chair of CEBJA serves as the Election Commission chair. The Speaker and the President-elect's campaign manager or appointee will serve as consultants to the Election Commission, each without the right to vote. Except as provided below, in the event that one of the members is unavailable, a replacement member will be selected by the chair of the Election Commission in consultation with the Election Commission. In the event that the chair is unavailable due to a conflict with a candidate, the vice chair of CEBJA shall serve as chair and shall appoint a replacement member in consultation with the Election Commission. In the event that both the chair and vice chair of CEBJA are unavailable due to conflicts with a candidate, the senior class of CEBJA shall select replacement members and the chair of the Election Commission.

The Election Commission is charged with (1) overseeing and adjudicating contested issues arising under the Election Commission Rules Governing the Conduct of Campaigns for all ADA Elective Officers (the Campaign Rules); (2) informing anyone identified as being under a disciplinary sentence of suspension or probation for violating his or her duties to the constituent society within whose jurisdiction the member practices or to this Association that they are ineligible to seek elective or appointive office while under that disciplinary sentence; (3) referring any dispute of eligibility to CEBJA; (4) informing the House of any violation of the Campaign Rules; (5) reviewing and proposing revisions to the Campaign Rules as required; and (6) receiving summaries of campaign revenues and expenses from candidates for all ADA elective offices.

## **Election Commission Rules Governing the Conduct of Campaigns for All ADA Elective Officers**

The following Campaign Rules govern the announcement and conduct of campaigns for ADA elective officers. These Campaign Rules will be

distributed annually to all candidates, delegates, alternate delegates and other parties of interest. Candidates for elective officers are expected to abide by the Campaign Rules.

## **Procedures Concerning Interpretation and Distribution of the Campaign Rules**

1. To the extent one or more candidates has a question concerning the interpretation of the Campaign Rules or whether a particular activity is prohibited or permitted under the Campaign Rules, the following procedures shall be followed:
  - a. Prior to contacting the Election Commission concerning the question or interpretation, candidates and/or their campaign managers shall communicate and attempt in good faith to reach a consensus on the question.
  - b. If a consensus cannot be reached:
    - i. The campaign that raised the issue shall contact the Election Commission (copying the other candidates and their campaign managers) via a brief and succinct email, state the question or interpretation that has arisen and that the campaigns were unable to reach a consensus on the issue and provide the campaign's position on the issue presented.
    - ii. Within three business days of the receipt of the email referenced in Paragraph b.i, above, any other campaign desiring to do so shall send the Election Commission a brief and succinct email setting forth that campaign's position on the question or interpretation presented to the Election Commission.
2. Any communications from a candidate to the Election Commission regarding these Campaign Rules shall be submitted to the chair of the Election Commission via email addressed to [electioncommission@ada.org](mailto:electioncommission@ada.org) or by such other means as the Election Commission may from time-to-time specify.

3. It is the responsibility of each candidate to inform their campaign committee members, the constituent Executive Directors within their trustee districts and other constituent staff within their trustee districts who are assisting the campaign of these Campaign Rules within fourteen (14) days of the candidate's announcement of candidacy.

### **Agreements between Candidates**

4. Candidates can negotiate and enter into any agreement concerning the conduct of a campaign for elective officer that does not contravene and is not in conflict with any of the Campaign Rules contained herein; agreements between candidates that narrow any of the provisions of these Campaign Rules or agreements by which the candidates forego any campaign activities permitted under these Campaign Rules are permissible. The negotiation and enforcement of any such agreement will be the responsibility of the candidates. The Election Commission will neither facilitate nor enforce any such agreement.

### **Announcing Candidacy**

5. Candidates for President-elect and Second Vice President shall formally announce their intent to run for office on the final day of the annual session immediately preceding their candidacy. A formal announcement shall include, at a minimum, the name of the candidate and an identification of the office being sought. Prior to this formal announcement, candidates may freely campaign within their own trustee districts. Campaign activities outside a candidate's own trustee district shall begin only after the official announcement at the annual session. Candidates for President-elect and Second Vice President not formally announcing their candidacies on the last day of the annual session immediately preceding their candidacy shall not be permitted to campaign outside their own trustee districts but shall be permitted to be nominated for elective office at the annual session of the House of Delegates pursuant to Chapter VI., Section

B.1. of the *Governance Manual of the American Dental Association (Governance Manual)*.

6. Announcements of candidacies for the offices of Treasurer and Speaker of the House of Delegates shall be as stated in Chapter VI. Section B.2. and B.3., respectively, of the *Governance Manual*.

### **Travel and Meeting Attendance**

7. Candidates for the office of President-elect shall limit their campaign travel to attending state and/or district annual meetings and/or leadership conferences and annual session district caucus meetings to which all candidates have been invited. The procedures for attendance at such events shall be as follows:
  - a. Candidates for the office of President-elect may accept and attend any such event in a manner mutually agreed upon but only if all candidates have been invited.
  - b. Candidates for the office of Second Vice President, Speaker of the House of Delegates and Treasurer shall limit campaign travel to attending the district caucus meetings held during the ADA annual session.
  - c. District caucuses and state constituent societies shall issue timely invitations to the President-elect candidates through the Office of the Executive Director.
  - d. President-elect candidates shall negotiate a mutually agreeable travel schedule. It is the responsibility of the candidate and/or the campaign managers, through coordination among the campaigns, to determine the candidates' availability and respond directly to the inviting organizations. Except for conflicts due to a religious holiday observed by one or more of the candidates, candidates shall vote on whether to accept an invitation, with a majority needed to accept; a tie vote will result in accepting the invitation. A religious holiday conflict with a single candidate shall result in all the candidates declining the invitation.
  - e. Candidates who have scheduling conflicts prohibiting personal attendance at a

district or caucus event may, at their option, participate in the event via electronic audio or audiovisual means available to both the candidate and the event's sponsor.

- f. After a meeting has been accepted, if an emergency arises and a candidate must cancel their attendance, the remaining candidates may attend as planned. Candidates who cancel their attendance at an event due to an emergency may, at their option, participate in the event via electronic audio or audiovisual means available to both the candidate and the event's sponsor.
8. Caucuses and state meetings are requested to provide an appropriate opportunity for the candidates to meet with their members. It is recommended that such forums be structured to allow:
  - a. All candidates to make presentations;
  - b. Caucuses freedom to assess candidates; and
  - c. Each candidate to respond to questions.
9. Notwithstanding any of these Campaign Rules, nothing in these Rules shall prevent a candidate from traveling on a personal basis or attending a meeting, conference or other event as an official ADA representative. Campaigning while personally traveling or attending events as an ADA representative is strictly prohibited. When traveling personally or as an ADA representative, candidates shall notify other candidates of such travel as soon as possible once the travel has been scheduled.
10. Candidates shall not use campaign-sponsored social functions or hospitality suite/meeting rooms on behalf of their candidacy at any regional, national or annual meeting. (This is not intended, however, to limit candidates from holding campaign meetings for the purpose of strategizing.) Campaign receptions are not to be held at the ADA Annual Session. Additionally, a district that hosts a reception during the ADA annual session and is sponsoring a candidate in a contested election shall not host the reception prior to the officer elections; a reception may be held after the election. Prior to the election, candidates shall not attend events in or visit district hospitality suites. This prohibition shall not apply to a

candidate visiting his or her own district's hospitality suite or attending events hosted by their own district exclusively for the district's members.

## **Publications and Media**

11. News articles on and interviews of a candidate are permissible if published by a state dental journal. Online state dental journal news articles on and interviews of a candidate are permissible. Articles about a candidate's intention to run for office are permissible. Articles about why one person would make a better candidate are not permissible.
12. When announcing their candidacy for elective officer, except for the candidate's constituent and component, candidates shall notify all organizations and groups to which they belong of their candidacy and shall request that during the campaign such organizations and groups refrain from distributing or publishing any information or material referencing the campaign or the candidate's candidacy.
13. Candidates shall not participate in interviews on their leadership capacity with leadership or national journals that will be published within the timeframe of their campaign. Candidates shall not knowingly seek to have their name, photo, appearance, and writings published in national trade or non-peer reviewed publications or websites during the campaign, and shall avoid submitting articles in non-peer reviewed paper or electronic publications. Candidates who are participants in a speaker's bureau or earn revenue by speaking nationally or regionally shall avoid all unnecessary self-promotion during the campaign related to national speaking engagements.

## **Use of Social Media**

14. In order to facilitate providing information to delegates and alternate delegates by candidates, any candidate may establish a closed-group Facebook page for purposes of disseminating information about the candidate's campaign and interacting with delegates and alternate delegates concerning campaign-related subjects and issues. Any such closed-group Facebook page instituted by a candidate shall comply with these

Campaign Rules and shall also be governed by the ADA's Social Media Policy and the Social Media Posting Protocol for ADA Officers and Trustees. In the event of a conflict between these Campaign Rules, the Social Media Policy and the Social Media Posting Protocol for ADA Officers and Trustees, these Campaign Rules control.

- a. The Election Commission will determine the appropriate administrative settings for the closed-group campaign Facebook page that candidates may use for campaign-related posts. Those settings will be communicated by the Election Commission to the candidates shortly after the candidates announce their intention to run for elective officer.
- b. Only delegates, alternate delegates, campaign staff and Election Commission members and staff shall be invited to join a candidate's closed-group campaign Facebook page.
- c. Shortly after a candidate's candidacy is announced, the ADA will provide the known email addresses of delegates and alternate delegates. Using that list, invitations to join the closed-group page may be issued via email by a candidate who wishes to initiate a closed-group campaign Facebook page. Invitations to join the closed-group page may also be sent to the candidate's campaign staff and shall be sent to members and staff of the Election Commission.
- d. Following the compilation of the list of certified delegates and alternate delegates who will attend the House of Delegates session at which the election will occur, the ADA will send the candidate an updated list of certified delegates and alternate delegates that the candidate may use to send a second closed-group campaign Facebook page invitation so that newly listed delegates and alternate delegates may join the candidate's closed-group campaign Facebook page.
- e. Only material that is relevant to the campaign shall be posted on a candidate's closed-group campaign Facebook page. No posts that are negative to any opposing candidate or that may be considered to be negative campaigning

shall be permitted on the closed-group campaign page. Any candidate who develops a closed-group campaign Facebook page shall be responsible for the monitoring of posts to the page to ensure that posts comply with these Campaign Rules and that the posts are consistent with the ADA's Social Media Policy and the Social Media Posting Protocol for ADA Officers and Trustees.

- f. No surveys or polls shall be used or conducted via a candidate's closed-group campaign Facebook page.
  - g. Interactions between a candidate and delegates and alternate delegates using the candidate's closed-group campaign Facebook page shall not count toward any limits on a candidate's contact with individual delegates and alternate delegates contained in these Campaign Rules.
15. Except for the closed-group campaign activity on Facebook specified in Paragraph 14, above, there shall be no campaigning using any social media platform or application.
  16. Personal, non-campaign use of social media by candidates during the campaign for elective officer is permitted but candidates shall not post information or material relating to the campaign on personal social media sites. Candidates shall review their personal social media site settings to ensure that privacy and security settings are set to allow review and deletion of any third party post, and candidates shall frequently monitor their own personal Facebook pages and other personal social media sites and delete any posts that references the campaign or the candidate's campaign activities or posts that can be tagged for distribution to third party sites.

### **Campaign Literature and Communications to Delegates and Alternate Delegates**

17. No printed campaign-related material may be distributed in the House of Delegates or to delegates and alternate delegates.
18. Candidates may prepare a piece of campaign literature to be electronically distributed to the delegates and alternate delegates following a

candidate's announcement of candidacy for elective officer. Such campaign literature shall be sized so that if printed the literature is no larger than four single-sided sheets of 8½ x 11 inch paper. If desired, a second piece of campaign literature of similar length may be electronically distributed to the delegates and alternate delegates following the candidates' receipt from the ADA of the final list of certified delegates and alternate delegates.

19. Each candidate may prepare a video to be distributed as described below to delegates and alternate delegates and other members of the House of Delegates.
20. Each piece of literature and any video developed by any candidate shall be submitted to the ADA for review and approval prior to being distributed. Such literature review may take up to five (5) business days to complete. Video reviews will be completed as quickly as possible but are dependent on the length of the video. The candidates shall obtain permissions to use the likeness or image of any non-familial third party that appears in a piece of campaign literature or in any video. Candidates shall state that such permissions have been obtained when submitting the literature and any video for review. The permission should be retained by the candidates and submitted to the ADA only if requested.
21. Each candidate is permitted to individually communicate with each delegate and alternate delegate a single time via an electronic communication (i.e., email) for the purpose of campaigning, electioneering and soliciting votes following the receipt from the ADA of the list of certified delegate and alternate delegate contact information. A third party vendor may be used to send such electronic communications so long as the privacy of the email addresses and identities of the recipients are maintained and preserved and there is no ability to reply to all the recipients of the electronic communication. At each candidate's option, the candidate's electronic communication may contain the campaign literature and/or video referenced in these Campaign Rules, either by embedding or attaching the literature and/or the video to the electronic communication or by providing a hyperlink or hyperlinks that connect to the literature and/or the video that is stored in a remote location maintained by or on behalf of the candidate.
22. Each campaign is permitted to individually initiate a telephonic (phone call or text) communication with each delegate and alternate delegate a single time for the purpose of campaigning, electioneering and soliciting votes following the receipt from the ADA of the list of certified delegate and alternate delegate contact information.
23. Nothing in these Campaign Rules shall prevent a candidate from communicating regarding matters within the specific duties of the candidate's position as an ADA officer, member of the Board of Trustees, task force or workgroup, as long as the communication is strictly related to such responsibilities and is not used for campaigning, electioneering or soliciting votes.
24. Candidates may each schedule up to three (3) telephone or video conferencing forums or town hall events during the campaign. A candidate desiring to hold up to three (3) telephone or video conferencing forums or town hall events shall communicate to the ADA the date of each event and the times at which each such event shall commence and end, together with the instructions and contact information necessary for participants to email and/or call with the questions they would like asked during the telephonic town hall. The ADA will announce the telephone or video conferencing town hall information to delegates and alternate delegates via ADA Connect and provide the information to Election Commission members and staff. Candidates may also publicize the telephonic town halls they sponsor on any closed-group campaign Facebook page that they maintain.
25. The agenda for a candidate's telephonic town hall meeting(s) shall be the prerogative of the candidate, with the candidates being permitted to provide opening and closing statements and whether follow-up questions are permitted. The length of the telephonic town hall event is also discretionary with the candidate.
26. No negative campaigning or negative comments concerning opposing candidates shall be permitted to be made by the candidate or any participant posing questions or making comments during the town hall event. Candidates shall be responsible for

ensuring that a screening mechanism is employed during the town hall event so that broadcasting participant comments or questions that violate this provision is avoided.

## Contributions

27. Contributions (including money and in kind services) are acceptable only from individual dentists, family members and ADA constituent and component dental societies, which includes component branches and study clubs recognized as part of the constituent society. Contributions from any other sources are not permissible. No candidate will knowingly accept campaign contributions which create the appearance of conflict of interest as reflected in the ADA *Bylaws*.
28. The sending of a brief note acknowledging a financial contribution or thanking a host of a campaign event to those contributors or hosts outside of the candidate's district is permitted, as long as no additional campaign message is included. Such thank you notes may be sent on campaign letterhead or a notecard containing the campaign logo; envelopes for the thank you note may contain an identification of the campaign or the campaign logo.
29. Any contribution source that could be interpreted to be a conflict of interest or creates the appearance of a conflict of interest must be reported to the Election Commission and the ADA Board of Trustees. In the event a contribution source is deemed to be a conflict of interest or creates the appearance of a conflict of interest, the candidates will be required to return the contribution.
30. Candidates for all ADA elective offices should submit a summary of campaign contributions and expenses to the Election Commission at the end of the campaign.

## Violations

31. In the event a violation of the Campaign Rules is determined by the Election Commission to have occurred more than fourteen (14) days prior to the House of Delegates convening, then the Election Commission, if it cannot resolve the violation between the candidates, shall post a report of the violation in the House of Delegates section on ADA Connect. In addition, an email reporting on any such violations will be sent by the Election Commission to each certified delegates and alternate delegates with a working email address on file with the ADA on or about fourteen (14) days prior to the convening of the House of Delegates.
32. In the event a violation of the Campaign Rules is determined by the Election Commission to have occurred in the period from fourteen (14) days prior to the convening of the House of Delegates through the elections of elective officers, then the Election Commission, if it cannot resolve the violation between the candidates, shall report those violations to the House of Delegates. The report will be given orally by the Election Commission chair (or a designee of the Election Commission if the chair is absent from the House of Delegates session) at the first meeting of the House. If violations occur after that meeting, and before the election, then a report of such violations shall be read to each caucus by a designee of the Election Commission.
33. In addition to the foregoing notifications of violations, all violations of the Campaign Rules that occur shall be reported orally at the House of Delegates meeting by the Election Commission.

September 2019

# Ethical Statement

As members of the legislative and governing body of the American Dental Association, we are to be reminded of our responsibility to act with integrity and exercise our powers and perform our duties relating to professional matters in a manner consistent with the *Principles of Ethics* and *Code of Professional Conduct* of the Association.

By acting ethically and with integrity over the course of this annual session, we can be certain

that our legislative obligations and decision making authority will be discharged in keeping with the profession's fiduciary obligations.

Finally, we must be mindful of our responsibility for professionalism and respect for each other in our work and deliberations. The ADA's Professional Conduct Policy that appears in the Manual of the House of Delegates speaks to the fact that professionalism is the standard for communications throughout this Association.



# ADA Professional Conduct Policy and Prohibition Against Harassment

The following ADA Professional Conduct Policy and Prohibition Against Harassment is provided for your information. As you are aware, the ADA, as an employer and as an organization that is volunteer-driven, must maintain an effective policy and process to prevent and remedy harassment. The ADA takes its anti-harassment policies very seriously and appreciates the efforts of all who comply with the policies. Please review the Policy carefully.

## Professional Conduct Policy and Prohibition Against Harassment

The American Dental Association (ADA) is proud of its professional and congenial work environment, and it will take all necessary steps to ensure that the work environment remains pleasant for all who work here. It is ADA policy that all ADA employees and volunteers are responsible for assuring that the work place is free from improper harassment. The ADA absolutely prohibits sexual harassment and harassment on the basis of race, color, religion, gender, national origin, age, disability, sexual orientation, status with respect to public assistance, marital status, or any other status protected by federal, state or local law. Such discriminatory harassment is unlawful and may subject the ADA and/or the individual harasser to liability. In addition, with this policy, the ADA prohibits not only unlawful harassment, but also other unprofessional and discourteous actions. Derogatory racial, ethnic, religious, age, sexual orientation, sexual or other inappropriate remarks, slurs, or jokes will not be tolerated.

Sexual harassment includes unwelcome sexual advances and requests for sexual favors, and all other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either implicitly or explicitly a condition of the individual's employment;
- submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or

- such conduct is sufficiently severe or pervasive to alter the conditions of employment and to create a hostile or abusive working environment.

Sexual harassment may take many forms, including, but not limited to:

- verbal harassment or abuse of a sexual nature;
- subtle pressure or abuse of a sexual nature;
- unnecessary touching of an individual, for example, patting, pinching, hugging, repeated brushing against another employee's or volunteer's body;
- offensive sexual flirtation, advances or propositioning;
- graphic verbal commentaries or jokes;
- sexually degrading words used to describe an individual; or
- the offensive display in the workplace of sexual objects, pictures or writings.

Each employee and volunteer must exercise his or her own good judgment to avoid engaging in conduct that may be perceived by others as harassment. Forms of harassment include, but are not limited to:

- verbal: repeated sexual innuendoes, racial or sexual epithets, derogatory slurs, off-color jokes, negative stereotyping, personally abusive remarks, propositions, threats or suggestive or insulting sounds;
- visual/non-verbal: derogatory posters, cartoons, or drawings; suggestive objects or pictures; graphic commentaries; leering; or obscene gestures;
- physical: unwanted physical contact including touching, interference with an individual's normal work movement or assault; and
- other: making or threatening reprisals as a result of a negative response to harassment.

ADA employees and volunteers are responsible for keeping our work environment free of all such harassment. If you believe that you have been harassed, or if you become aware of an incident of harassment, whether by an employee or a non-

employee, you should report it as soon as possible to the Executive Director and/or to the ADA Chief Human Resources Officer, 1-800-621-8099, ext. 2563 or 312-440-2563. Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating that situation.

The ADA's Professional Conduct Policy and Prohibition Against Harassment applies to the immediate work place as well as to ADA related activity outside the ordinary work place, such as Annual Session and ADA-sponsored social or recreational events.

In response to every complaint, the ADA will take prompt, appropriate investigatory actions and corrective and preventative actions where necessary. All ADA volunteers should be aware that the privacy of the complaining party and the person accused of the harassment will be protected to the extent consistent with effective enforcement of this policy. The ADA will retain confidential documentation of all allegations and its investigations.

# Association Whistleblower Policy

The ADA's *Bylaws, Standing Rules, Principles of Ethics and Code of Professional Conduct* and, for its employees the Employee Handbook, (collectively, the "Rules"), require trustees, officers, council and commission members, volunteers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of the Association, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations. For this reason trustees, officers, council and commission members, volunteers and employees with reasonable grounds are encouraged to report violations or suspected violations of the Rules in accordance with this Whistleblower Policy. Without limiting your reporting any instances of violations of the Rules, examples of matters which should be reported include awareness of false or misleading information in the Association's financial statements or other public or legal documents, situations where false information is provided to or withheld from auditors or government officials, forgery or alteration of documents, authorizing or receiving compensation for goods or services not received, falsifying the Staff Reimbursement Form, or falsifying reimbursement for medical or dental treatment.

**No Retaliation.** No trustee, officer, council and commission member, volunteer or employee who in good faith reports a violation of the Rules or the ADA's *Professional Conduct Policy and Prohibition Against Harassment* shall suffer harassment, retaliation or adverse employment consequence. Another employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. However, an allegation may not be made maliciously, recklessly without foundation, or knowingly false. Such misuse of the Whistleblower Policy will be viewed as a serious disciplinary offense.

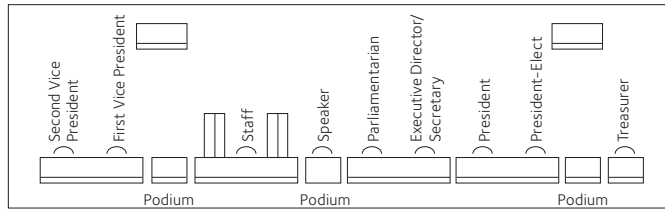
**Reporting Violations.** In the case of employees, your supervisor may be in a position to address your area of concern, but alternatively, you may contact the Chief Human Resources Officer or the Vice President (VP) in your division. VPs, supervisors and managers, trustees, officers, council and commission members, and everyone in the case of suspected fraud, are required to report suspected violations of the Rules to the Association's designated Compliance Officer, ADA General Counsel, who has the specific responsibility to investigate all reported violations, or alternatively the Vice President of Human Resources. You may choose to report suspected violations on a confidential basis or anonymously. Reports will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

**Compliance Officer.** The Association's Compliance Officer is responsible for investigating and resolving reported allegations concerning violations of the Rules and shall advise the Executive Director and/or the Audit Committee of the Board of Trustees where appropriate. The Compliance Officer shall in all cases promptly notify the Audit Committee in the case of financial, accounting and auditing matters, which shall address all such reported concerns. The Vice President of Human Resources shall also have the authority to conduct investigations with reference to the reported allegations referred to herein.

**Effect of Policy.** This policy is intended to encourage and support high ethical standards, but is not an express or implied contract of employment. In the case of employees, they continue to be employed on an at-will basis, which means that the Association or the employee may terminate the employment relationship at any time, with or without reason, and with or without notice. The Association reserves the right to change, modify or delete any provision in this Whistleblower Policy and to interpret and administer this policy in its sole discretion.

# American Dental Association House of Delegates Seating Chart

October 15-18, 2022 | Houston, TX



**KEY**

- P** = Priority Microphone
- A** **B** = A & B Microphones
- 1** **3** **5** = PRO Microphone
- 2** **4** **6** = CON Microphone

Row	Seating	Seating	Seating	Seating
Row 1	DISTRICT 17	FORMER PRESIDENTS		AMAAHA
Row 2	DISTRICT 8	DISTRICT 6		
Row 3	DISTRICT 1	DISTRICT 16	DISTRICT 6	
Row 4	DISTRICT 1	DISTRICT 16	DISTRICT 5	
Row 5	DISTRICT 1	DISTRICT 5		
Row 6	DISTRICT 13	DISTRICT 10		
Row 7	DISTRICT 13	DISTRICT 9	DISTRICT 10	
Row 8	DISTRICT 13	DISTRICT 9	DISTRICT 11	
Row 9	DISTRICT 4	DISTRICT 11		
Row 10	DISTRICT 4	DISTRICT 7	DISTRICT 11	
Row 11	DISTRICT 2	DISTRICT 7	DISTRICT 14	
Row 12	DISTRICT 2	DISTRICT 14		
Row 13	DISTRICT 2	DISTRICT 15	DISTRICT 14	
Row 14	COUNCIL/COMMISSION/STAFF	DISTRICT 15	STAFF	
Row 15	COUNCIL/COMMISSION/STAFF	COUNCIL/COMMISSION/STAFF	STAFF	

Alaska.....AK	Florida.....FL	Louisiana.....LA	Nebraska.....NE	Oklahoma.....OK	Utah.....UT	Army.....ARMY
Alabama.....AL	Georgia.....GA	Maine.....ME	Nevada.....NV	Oregon.....OR	Vermont.....VT	Navy.....NAVY
Arizona.....AZ	Hawaii.....HI	Maryland.....MD	New Hampshire.....NH	Pennsylvania.....PA	Virgin Islands.....VI	U.S. Public Health Service.....PHS
Arkansas.....AR	Idaho.....ID	Massachusetts.....MA	New Jersey.....NJ	Puerto Rico.....PR	Virginia.....VA	Veterans Affairs.....V.A.
California.....CA	Illinois.....IL	Michigan.....MI	New Mexico.....NM	Rhode Island.....RI	Washington.....WA	
Colorado.....CO	Indiana.....IN	Minnesota.....MN	New York.....NY	South Carolina.....SC	West Virginia.....WV	
Connecticut.....CT	Iowa.....IA	Mississippi.....MS	North Carolina.....NC	South Dakota.....SD	Wisconsin.....WI	
Delaware.....DE	Kansas.....KS	Missouri.....MO	North Dakota.....ND	Tennessee.....TN	Wyoming.....WY	
District of Columbia.....DC	Kentucky.....KY	Montana.....MT	Ohio.....OH	Texas.....TX	Air Force.....AF	