

Date: July 2021

To: Delegates and Alternate Delegates  
Former ADA Presidents  
Former ADA Officers and Trustees  
Council and Commission Chairs and Vice Chairs  
Secretaries and Executive Directors of Constituent Dental Societies  
Executive Directors of Component Dental Societies  
Recognized Dental Specialties and Affiliated Dental Organizations

From: Kathleen T. O'Loughlin, D.M.D., M.P.H., executive director and secretary of the  
House of Delegates

Subject: 2021 House of Delegates



I am looking forward to being with you at the meeting of the 2021 ADA House of Delegates in Las Vegas. This letter will provide you with important information about the House meeting schedule, access to meeting materials and other House-related activities.

*Worksheet Information.* Concurrent with the posting of this letter is the posting of the first set of meeting materials in the House of Delegates community on [ADA Connect](#) and House of Delegates section of [ADA.org](#). Worksheets are organized according to the proposed reference committee referral. Each reference committee grouping contains a separate index to the material in that section. Each report and resolution appearing in the reference committee's all-inclusive PDF file has been bookmarked to help search for and find reports and resolutions. There is also a general index for all worksheets.

Additionally, for those with access to ADA Connect, separate sets of the first and second sets of resolution worksheets in PDF format will be posted in the [2021 Resolutions and Reports](#) library, under the section titled, "Reports and Resolutions by Date."

Microsoft Word versions of worksheets are available to assist in preparing amendments and substitute resolutions. These documents are also organized by reference committee and can be found only in the House of Delegates community of ADA Connect in the Amendable Format Documents library. Material in this library is intended to be a resource only and is not linked to an index. A limited number of short amendment forms will be available in paper form and may be picked up on-site. In addition to paper versions, an electronic version of the form may be used. This electronic version is posted in the Amendable Format Documents library on ADA Connect. Anyone submitting a short amendment form must still present the form in person at the headquarters office in Las Vegas.

The second set of reports and resolutions will be posted in September. Note that in accordance with Resolution 74H-2012, all materials of the House of Delegates are provided in an electronic format only (with the exception of reference committee reports and agendas). Requests for paper copies of worksheets cannot be accommodated. All materials will be posted on ADA Connect, making it essential that delegates are able to access and navigate the site. Delegates must download and save resolutions directly to their computer prior to the meetings of the House. The Speaker would like to remind everyone that this is a paperless House of Delegates. Wi-Fi is available in the House of Delegates as a convenience, but members do not need to be online to participate. Advance preparation is extremely important.

*Introduction of New Business.* In accordance with Resolution 1H-2017, 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.

Resolutions received no later than September 28 will be assigned to a reference committee and considered at this year's House. Resolutions received after September 28, but prior to the opening meeting on Wednesday, October 13, will be given a conditional assignment to a reference committee and the House will vote on whether to consider these items of new business. Items submitted as new business after the opening meeting has convened will not be assigned to a reference committee. They will be processed as new business, posted on ADA Connect, and the House will vote on them individually as to whether they will be considered. Any new business items that do not receive a majority vote for consideration will not be presented at this year's House of Delegates.

Technical support training documents are available in the [Support](#) section of ADA Connect. A review of the [ADA Connect End User Guide](#), [ADA Connect User Hardware and Software Requirements](#), [Alerts Guide for Site Members](#), [Discussions End User Guide](#) and [Zip and Download Selected Files](#) is recommended. Training videos are available on [ADA.org](#).

Details regarding Internet and Wi-Fi capabilities in Las Vegas will be distributed on-site in delegates' tote bags.

*Manual of the House of Delegates, 2021.* The *2021 Manual of the House of Delegates and Supplemental Information* complements the worksheets by providing all pertinent meeting information (i.e., Standing Rules of the House of Delegates, House agendas, standing and reference committee membership, reference committee hearing times and locations, and district caucus information). The *Manual* will be posted in August in the [HOD Supplemental Information](#) library of ADA Connect and in the House of Delegates section on [ADA.org](#). Everyone is encouraged to review the *Manual* prior to the meetings of the House of Delegates when it becomes available.

*Submission of New Resolutions and Common Ground 2025: ADA Strategic Plan.* In continuation with the practice of aligning resolutions with Strategic Plan Goals, you are requested to link any proposed new resolutions to the ADA Strategic Plan by identifying one of the 10 plan objectives that most directly supports the resolution. To assist you with this identification, the Strategic Plan objectives are posted in the [HOD Supplemental Information](#) library on ADA Connect and in the Strategic Planning page on [ADA.org](#). In addition, provide any potential financial impact of the new resolution.

*ADA House of Delegates Schedule.* The first meeting of the House of Delegates will begin on Wednesday, October 13 at 12:30 p.m. All meetings of the House of Delegates will be held at Mandalay Bay, North Convention Center, South Pacific Ballroom.

*Closed Session.* As customary, during the first meeting of the House on Wednesday, October 13, there will be a closed session, if necessary.

*Voting for Elective Officers.* 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 Saturday, October 16.

Only properly certified delegates will be permitted to access the delegate section of the House floor on Saturday morning from the time the doors open at 6:30 a.m. until the final election results have been announced. During this time, non-voting members of the House will not be allowed in the delegate section of the House floor.

Delegates must bring their officer election card to access the House floor and receive a smart card for voting. Election results will be announced shortly after balloting has been completed. In the event a second balloting is necessary, the vote will take place shortly after the Speaker has announced a runoff.

The attire for the House of Delegates is business casual as described below:

*Business Casual Wear.* Business casual wear requires slacks, coat or sports coat for men; slacks, skirts or dresses for women.

*Updated Information on Badges.* If you have registered for SmileCon please note that pre-registration for continuing education classes (with the exception of hands-on courses) is not necessary. All presentations, conversations and experiences are included based on the SmileCon package purchased. ADA will scan the badge for these courses to receive continuing education credit. If you have registered for House of Delegates only, a name badge will still be provided for access to the governance meetings. Please note, badges will not be mailed this year but can be picked up at Mandalay Bay starting on Sunday, October 10 at 1 p.m. For a full schedule please visit [SmileCon.org](https://www.smilecon.org).

Thank you for your participation and efforts in this important democratic process. I hope that everyone will find this to be an exciting, rewarding and memorable experience. I look forward to seeing everyone in Las Vegas.

If you have any questions or require further information regarding meetings of the House of Delegates, please contact Ms. Michelle Kruse in the ADA office at (312) 440-4657 or [krusem@ada.org](mailto:krusem@ada.org).

KTO:mk

cc: Dr. W. Mark Donald, Speaker of the House of Delegates  
Officers and Members of the Board of Trustees  
ADA Senior Staff  
Directors of Councils and Commissions