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**California Dental Association**  
**General Operating Principles of the 13<sup>th</sup> District Delegation**  
Revised November 2010

13 The American Dental Association House of Delegates (ADA house), as the governing body, is the supreme authority  
14 of the American Dental Association. It speaks for ADA members and for the dental profession in the United States.  
15 The 13<sup>th</sup> District Delegation, as defined by the *Constitution and Bylaws of the American Dental Association*, is the  
16 delegation to the ADA house from the California Dental Association (CDA).  
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18 These operating principles supplement the rules and procedures for serving as a member of the 13th District  
19 Delegation described in the CDA Bylaws, Chapter XV.  
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**I. ADA House Composition**

24 The members of the ADA house are chosen by the 53 constituent societies in 17 districts, the five federal dental  
25 services and the American Student Dental Association (ASDA). The allocation of delegates to the constituent  
26 societies is made proportionally on the basis of membership with each constituent society assigned at least two  
27 delegates.  
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**II. Delegation Responsibilities**

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**A. Delegate**

36 Delegates serve as official representatives of the CDA to the ADA house. Delegates will be assigned to a workgroup  
37 corresponding to an ADA reference committee. They are responsible for reading all materials and becoming familiar  
38 with issues and resolutions before the ADA house. Delegates are strongly encouraged to build relationships with  
39 members of other delegations.  
40

41 Delegates are required to attend delegation meetings called by the chair. Delegates are also required to attend the  
42 following:

- 43 • Delegation meetings at the ADA house
  - 44 • All sessions of the ADA house
  - 45 • All assigned Reference Committee hearings
  - 46 • All pertinent ancillary functions
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48 The term of an elected delegate shall be two years with no limitation on the number of terms served.  
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**B. Alternate Delegates**

53 An alternate delegate shall serve as a delegate if selected by the president in consultation with the CDA Executive  
54 Committee. They are responsible for reading and becoming familiar with issues and resolutions before the ADA  
55 house.  
56

57 Each year, the president, in consultation with the Executive Committee, will designate a number of alternate delegates  
58 who are asked to attend the ADA house (referred to as funded alternates). These funded alternate delegates are  
59 required to fulfill the same obligations as delegates.  
60

61 Alternate delegates not designated by the president may attend the ADA house at their own expense and will be  
welcome at all meetings of the delegation.  
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63 The term of an alternate delegate shall be one year with no limitation on the number of terms served.  
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**C. Delegates and Attending Alternate Delegates**

68 Delegates and attending alternates are expected to network, build new relationships and maintain contact with  
69 delegates from other districts. They should bring a supply of their personal business cards for this purpose. They  
70 should be familiar with the other members of the delegation, and will be provided with a directory for this purpose.  
71

72 New delegates and funded alternate delegates will be paired with more experienced delegates who will review with  
73 their assignee meeting materials, workgroup tasks, responsibilities onsite, etc.  
74

62 **III. Delegation Election and Appointment**

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64 Delegates and alternate delegates are selected by the CDA House of Delegates (CDA house) through the established  
65 process, with applications submitted to the Committee on Volunteer Placement for recommendation to the CDA  
66 Board of Trustees (board) and election by the CDA house.

67  
68 Ex officio delegates include the CDA president, president-elect, vice-president, secretary, treasurer, speaker,  
69 immediate past president, editor, and TDIC/TDIC Insurance Solutions chair.

70  
71 Under special circumstances, the executive committee may seek approval of the board for the president to appoint up  
72 to two alternate delegates.

73  
74 Should any delegate position be vacated, the president shall replace the delegate in the year of vacancy from the list of  
75 alternate delegates to serve until the next annual session of the CDA house, at which time the unexpired term shall be  
76 filled by the house. Should any alternate delegate position be vacated, it shall remain unfilled.

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78 **IV. Delegation Leadership Positions**

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80 **A. Chair**

81  
82 The chair of the delegation is the CDA president. The chair shall conduct meetings of the Steering Committee and  
83 delegation. In the absence of the chair, the CDA president-elect or an individual appointed by the chair shall conduct  
84 the meetings. The chair shall make appointments to house positions such as whips, floor managers and sergeants-at-  
85 arms. The chair shall also host ADA officer candidates and lead outreach to other delegations.

86  
87 **B. Secretaries**

88  
89 The CDA Secretary shall be the delegation secretary and be responsible for roll call at delegation meetings.  
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91 A caucus secretary will be assigned by the executive director from among staff, and be responsible for providing  
92 administrative support to the delegation, including appropriate liaison activities between the ADA and the delegation.

93  
94 **C. Whips**

95  
96 The chair shall appoint a whip for each workgroup. The whips are responsible for:  
97

- 98 • Serving as the chair of the delegation’s reference committee efforts, including facilitating discussions
- 99 during workgroup meetings, making assignments relative to research duties, reporting the outcome of
- 100 workgroup discussions, developing strategies regarding resolutions, assigning spokespersons to speak to
- 101 resolutions at reference committees and on the house floor, and being a channel for delegation
- 102 communication on the house floor
- 103 • Completing evaluations of delegates in their group
- 104 • Coordinating delegates relative to networking opportunities

105 **D. Sergeants-at-Arms, Floor Managers, and Speaker District Representatives**

106  
107 The chair shall appoint delegates to serve as sergeants-at-arms, floor managers, and speaker district representatives.  
108 These positions may be stand-alone or combined at the chair’s discretion.

109  
110 The sergeants-at-arms are responsible for greeting visitors, controlling access to the delegation meeting, and  
111 coordinating delegate substitutions on the floor with the caucus secretary.

112  
113 The floor managers are responsible for working with the trustee, chair and staff in orchestrating onsite negotiations,  
114 networking and other outreach strategies to ensure 13<sup>th</sup> District collaborative success.

115  
116 The speaker district representatives serve as liaisons to the ADA Speaker of the House (speaker). The speaker will  
117 utilize these individuals as communication conduits to transmit meeting arrangement details.

118

119 **E. Networking Coordination Committee**

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121 This committee, appointed by the chair, is charged with hosting the 13<sup>th</sup> District Delegation suite and providing  
122 hospitality. The committee is responsible for learning as much as possible about the members of the delegation in  
123 order to facilitate connections between appropriate delegates and alternates with colleagues from other delegations.  
124 The committee shall identify and make recommendations to the Steering Committee regarding individuals to speak  
125 with other delegations on specific issues.

126

127 **F. Leadership Breakfast Hosts**

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129 Delegates will be selected by the chair to serve as hosts to ADA trustees, officers, and executive director. Hosts are  
130 expected to introduce each incoming or returning leader at the delegation's ADA Leadership Breakfast.

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132 **G. Steering Committee**

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134 The composition of the Steering Committee is the CDA Executive Committee, 13<sup>th</sup> District Trustee, floor managers,  
135 and whips.

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137 The purpose of the Steering Committee is to provide oversight and direction to the delegation, including:

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Delegates shall not make any return airline reservations earlier than 3:00 p.m. on the last day of the house.

- If the house is in a location where more than two hours is required for transportation to the airport and check-in procedures, a different window of time will be determined by the CDA executive director.
- If a flight schedule selected after this predetermined departure hour for an ADA house session will not permit a delegate to arrive home by 11:00 p.m., a hotel and per diem extension for that evening will be approved by the executive director at the time the reservations are made.
- If a house session ends early and a delegate changes reservations, any expense incurred is the delegate's personal responsibility.

**B. Additional Meetings**

The delegation may be required to meet prior to the ADA house. In such cases, travel and per diem will be arranged accordingly.

**C. Per Diem**

Per diem will be provided for each day the house is in session. Any delegate who is not in attendance at adjournment of the final session of the house and does not have a bona fide emergency will forfeit reimbursement for the final day of per diem.

An individual with a bona fide emergency (e.g., family or health emergencies) requiring early departure during sessions of the house must fully report the circumstance to the secretary for review by the CDA Executive Committee prior to a per diem reimbursement decision.

**VI. Conduct**

179 **A. Speaking**

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181 The delegation may decide by a majority vote to recommend that delegates speaking at the ADA house speak on  
182 behalf of the delegation in support of or opposition to a particular resolution.

183  
184 Any delegate may offer a minority opinion to the ADA house that differs from the majority opinion of the 13<sup>th</sup> District  
185 delegation. Delegates who wish to do so are expected to inform the chair of their intent and must identify himself or  
186 herself as speaking as an individual and not on behalf of the delegation.

187  
188 **B. Dress Code**

189  
190 Unless otherwise indicated by the ADA speaker, the delegation will dress in business attire. Delegates and attending  
191 alternates will be provided with specific delegation attire and name badges, which they are to wear during the duration  
192 of the house, including during candidate receptions and ancillary functions when appropriate.

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194 **VII. House Events**

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196 The ADA house includes a number of meetings and activities in which delegates and attending alternates are expected  
197 to participate.

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199 **A. ADA Candidate Visits**

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201 Prior to the ADA house, ADA president-elect candidates are invited to visit our delegation. During the ADA house,  
202 all ADA officer candidates are invited to visit the delegation to make a presentation and answer prepared questions.  
203 Members of the delegation are not permitted to address the delegation relative to the merits of any given candidate.

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205 **B. ADA Campaign Receptions**

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207 Participation at the ADA campaign receptions is required and no conflicting functions may be planned during these  
208 events.

209  
210 **C. ADA Leadership Breakfast**

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212 The 13th District invites ADA trustees, officers, including newly-elected ADA trustees and officers, and the executive  
213 director to attend its delegation breakfast on the last day of the ADA house.

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215 **D. 13<sup>th</sup> District Delegation Events**

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217 The 13<sup>th</sup> District Delegation suite will be used as the headquarters for gatherings, strategy meetings, networking  
218 opportunities, and office space.

219  
220 **VIII. Resources**

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222 A full set of resolution worksheets and house materials are provided to each delegate by the ADA through mailings,  
223 website, and onsite material distribution. CDA provides summaries of all resolutions, reports, and other logistical and  
224 support materials.

225  
226 The delegation receives a seating chart for its section at the ADA house. Workgroup members are seated together to  
227 facilitate strategic discussions. Delegation leaders are seated in close proximity to each other to facilitate  
228 communication on the floor of the house.

229  
230 **IX. Evaluations**

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232 Delegates shall complete an evaluation of the whips immediately following the ADA house. Whips shall evaluate the  
233 performance of delegates in their workgroup.

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235 Evaluations will be reviewed by the Committee on Volunteer Placement and incoming president to assist in the CDA  
236 nomination and appointment process for the following year.

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238 The Steering Committee will also conduct a debriefing of the meeting.

239 **X. Amending the General Operating Principles of the 13<sup>th</sup> District Delegation**

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241 The *General Operating Principles of the 13<sup>th</sup> District Delegation* may be amended by a majority vote of the CDA Board  
242 of Trustees.