General Operating Principles of the 13th District Delegation

Revised June 2019

The American Dental Association House of Delegates (ADA house) is the governing body of the American Dental Association. It speaks for ADA members and for the dental profession in the United States. The 13th district delegation, as defined by the Constitution and Bylaws of the American Dental Association, is the delegation to the ADA house from the California Dental Association (CDA).

These operating principles supplement the rules and procedures for serving as a member of the 13th district delegation provided by ADA and described in the CDA Bylaws, Chapter XV.

I. ADA House Composition

The members of the ADA house are chosen by the constituent societies in ADA districts, the federal dental services, and the American Student Dental Association (ASDA). The allocation of delegates to the constituent societies is as defined by ADA.

II. Delegation Composition and Meetings

The delegation shall be comprised of delegates, alternate delegates, the 13th district trustee, non-delegate student guests (as appointed by the chair) and members of tripartite staff supporting delegation activities.

Attendance at delegation meetings is limited to members of the delegation as described above and any ADA board members, candidates, presenters or members of other delegations as appropriate based on the business of the delegation. The chair may invite others to attend social events of the delegation as appropriate. Social or networking events in conjunction with the ADA house may be open to spouses or guests at ADA’s discretion.

A. Delegate Responsibilities

Delegates serve as official representatives to the ADA house from California. Delegates are responsible for reading all materials and becoming familiar with issues and resolutions before the ADA house. Delegates are strongly encouraged to build relationships with members of other delegations.

Because discussions of ADA business may include material or information deemed confidential by ADA, attendance at delegation meetings is limited to members of the delegation as described above and any ADA board members, candidates, presenters or members of other delegations as appropriate based on the business of the delegation. Delegates are also required to attend the following:

- Delegation meetings before and at the ADA house, including meetings of any assigned subcommittees or workgroups.
- All sessions of the ADA house.
- Reference committee hearings.
- All pertinent ancillary functions.

B. Alternate Delegate Responsibilities

An alternate delegate shall serve as a delegate if selected by the CDA president in consultation with the CDA executive committee and delegation chair. They are responsible for reading and becoming familiar with issues and resolutions before the ADA house.

Each year, the president, in consultation with the executive committee and delegation chair, will designate a number of alternate delegates who are asked to attend the ADA house (referred to as funded or sponsored...
C. Delegates and Attending Alternate Delegates

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

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

III. Delegation Election and Appointment

Delegates and alternate delegates are selected in accordance with the procedures established in the CDA bylaws and general operating principles.

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

Should any delegate position be vacated, the president shall replace the delegate in the year of vacancy from the list of alternate delegates. Should any alternate delegate position be vacated, it shall remain unfilled. Under special circumstances, the CDA executive committee may seek approval of the board for the president to appoint up to two alternate delegates.

IV. Delegation Leadership Positions

A. Chair

The president shall appoint the chair of the 13th district delegation. The term of office shall be one year. The tenure shall be three consecutive terms. The chair shall conduct meetings of the delegation and steering committee and may be required to attend occasional meetings of the CDA executive committee. In the absence of the chair, the CDA president-elect or an individual appointed by the chair shall conduct the meetings. The chair, in consultation with the CDA president, shall make appointments to delegation positions such as whips, floor managers and sergeants-at-arms.

B. Secretary

A caucus secretary will be assigned by the CDA executive director from among staff and will be responsible for providing administrative support to the delegation, including appropriate liaison activities between the ADA and the delegation.

C. Whips

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

- Serving as the chair of the delegation’s reference committee efforts, including facilitating discussions during workgroup meetings, making assignments relative to research duties, reporting the outcome of workgroup discussions, developing strategies regarding resolutions, assigning spokespersons to speak to resolutions at reference committees and on the house floor and being a channel for delegation communication on the house floor.

- Completing evaluations of delegates in their group.
D. Sergeants-at-Arms, Floor Managers and Speaker District Representatives

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

The sergeants-at-arms are responsible for greeting visitors and controlling access to the delegation meeting.

The floor managers are responsible for coordinating delegate substitutions on the floor with the caucus secretary.

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

E. Networking Coordination Committee

This committee, appointed by the chair, is charged with hosting the 13th district delegation suite and coordination of networking and other outreach strategies to ensure 13th district collaborative success. The committee is responsible for learning as much as possible about the members of the delegation in order to facilitate connections between appropriate delegates and alternates with colleagues from other delegations. The committee shall identify and make recommendations to the steering committee regarding individuals to speak with other delegations on specific issues.

F. Steering Committee

The composition of the steering committee is the CDA executive committee, delegation chair, 13th district trustee, floor managers and whips. The purpose of the steering committee is to provide oversight and direction to the delegation, including:

- Creating an agenda for the delegation meetings.
- Assigning priorities of issues.
- Planning and recommending delegation strategy.
- Executing assignments and strategy.
- Submitting, amending or withdrawing resolutions on behalf of the delegation consistent with CDA policy or delegation positions.
- Providing placement recommendations to the appropriate CDA entity for future delegations.

V. Travel

ADA will notify CDA and certified delegates of the dates and times of the ADA house.

Unless otherwise determined by the chair, delegate and funded alternate delegate travel days shall be the day prior to the first session and the day following the final session (unless travel is possible following the anticipated end time).

- Travel shall be coordinated through CDA staff. Hotel and event registration must be made by the delegate/funded alternate. The cost of hotel and registration shall be reimbursed by CDA, with receipts, up to the amount of stay at a standard room at the host hotel.
- Expenses incurred as a result of late reservations (when not the result of late appointments to attending positions) may not be reimbursed in full.
- If a house session ends early and a delegate changes reservations, any expense incurred is the delegate’s personal responsibility.
- 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 will forfeit reimbursement for the final day of per diem.
The delegation may be required to meet prior to the ADA house. In such cases, travel and per diem will be arranged accordingly.

VI. Conduct

The thirteenth district delegation is committed to the highest level of legal, ethical and moral standards of behavior, reflecting the best of the profession. The delegation expects a professional and congenial environment free from harassment and other unprofessional or discourteous conduct. These standards of behavior should be observed in delegation meetings, as well as at social or networking activity associated with the ADA house.

A. Speaking on Resolutions and Candidates

Any delegate or alternate delegate may speak at a reference committee hearing or on the floor of the house regarding a resolution or issue before the assembly. However, it is the expectation that such testimony be coordinated with the whip of the associated workgroup or delegation chair — whether speaking in favor of the workgroup recommended position or a differing position. Delegates or alternates may be asked by the whip or chair to specify that their testimony is not on behalf of the delegation when it is provided and is expected to do so if directed.

During the ADA house, all ADA officer candidates are invited to visit the delegation to make a presentation and answer prepared questions. Members of the delegation are not permitted to address the delegation relative to the merits of any given candidate.

B. Dress Code

Unless otherwise indicated by the ADA speaker, the delegation will dress in business attire.

C. Seating

ADA assigns a section of the house floor to the district trustee, executive director, secretary and delegates. Specific seats shall be further assigned by the chair to facilitate floor communication and needs.

An alternate delegate seating area outside the house floor (within the ballroom or event room) is provided by ADA, and attending alternates are expected to be seated in that section as close to the delegations floor position as possible.

VII. House Events

The ADA house includes a number of meetings and activities in which delegates and attending alternates are expected to participate. A list of such events will be provided by the delegation chair and networking committee.

The 13th district delegation suite will be used as the headquarters for gatherings, strategy meetings, networking opportunities and office space.

VIII. Resources

A full set of resolution worksheets and house materials are provided to each delegate by the ADA. The secretary shall also provide all resolutions, the manual of the house and other important delegation information online or through other mechanisms noticed to the delegation.

IX. Evaluations

Delegates shall complete an evaluation of the whips. Whips shall evaluate the performance of delegates in their
workgroup. Evaluations will be reviewed by the Committee on Volunteer Placement and incoming CDA
president to assist in the nomination and appointment process for the following year.

X.  **Amending the General Operating Principles of the 13th District Delegation**

The *General Operating Principles of the 13th District Delegation* may be amended by a majority vote of the
CDA Board of Trustees.