

1 **General Operating Principles of the 13th District Delegation**

2 Revised June 2019

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

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

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12 **I. ADA House Composition**

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

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18 **II. Delegation Composition and Meetings**

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

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23 Attendance at delegation meetings is limited to members of the delegation as described above and any ADA  
24 board members, candidates, presenters or members of other delegations as discussions of ADA business may  
25 include material or information deemed confidential by ADA. The chair may invite others to attend social events  
26 of the delegation as appropriate. Social or networking events in conjunction with the ADA house may be open  
27 to spouses or guests at ADA's discretion.

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29 **A. Delegate Responsibilities**

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

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

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

45 **B. Alternate Delegate Responsibilities**

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

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

53 alternates). These alternate delegates are required to fulfill the same obligations as delegates.

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55 Alternate delegates not designated as funded or sponsored may attend the ADA house at their own expense  
56 and will be welcome at all meetings of the delegation.

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### 58 **C. Delegates and Attending Alternate Delegates**

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

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

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### 68 **III. Delegation Election and Appointment**

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

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

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

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### 81 **IV. Delegation Leadership Positions**

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#### 83 **A. Chair**

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

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#### 92 **B. Secretary**

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

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#### 98 **C. Whips**

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

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

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**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.

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

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## 164 **VI. Conduct**

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

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### 171 **A. Speaking on Resolutions and Candidates**

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

179

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

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### 184 **B. Dress Code**

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

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### 188 **C. Seating**

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

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

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## 197 **VII. House Events**

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

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

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## 206 **VIII. Resources**

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

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## 212 **IX. Evaluations**

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214 Delegates shall complete an evaluation of the whips. Whips shall evaluate the performance of delegates in their

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

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

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