

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

5
6 These operating principles supplement the rules and procedures for serving as a member of the 13th district
7 delegation provided by ADA and described in the CDA Bylaws, Chapter XVI.

8 9 **I. ADA House Composition**

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

14 15 **II. 13th District Delegation Composition and Meetings**

16
17 The delegation shall be comprised of delegates, alternate delegates, the 13th district trustee, non-delegate
18 student guests and members of tripartite staff supporting delegation activities.

19
20 Workgroups will be established annually to align with ADA reference committees, with a subject matter
21 specialist and workgroup lead appointed to each. All delegates and sponsored alternates will be assigned to
22 workgroups based on their knowledge and expertise. Workgroups will meet in advance of and during the ADA
23 house to discuss and recommend a position on resolutions assigned to their workgroup.

24
25 Attendance at delegation meetings is limited to members of the delegation as described above. ADA board
26 members, candidates for elected office at ADA, presenters or members of other delegations may be invited to
27 attend delegation meetings as guests. The chair may invite others to attend social events of the delegation as
28 appropriate. Social or networking events in conjunction with the ADA house may be open to guests at ADA's
29 discretion.

30 31 **A. Delegates**

32
33 Delegates serve as official representatives to the ADA house from California. Delegates are responsible for
34 reading all materials and becoming familiar with issues and resolutions before the ADA house and
35 attending the following:

- 36 • Delegation meetings leading up to and at the ADA house, including meetings of any assigned
37 workgroups or subcommittees
- 38 • All sessions of the ADA house
- 39 • Reference committee hearings
- 40 • All pertinent ancillary functions

41
42 Delegates are also strongly encouraged to network and build relationships with members of other delegations.

43 44 **B. Sponsored Alternates**

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46 Each year, the president, in consultation with the delegation chair, will designate a number of alternate
47 delegates to attend the ADA house (referred to as sponsored alternates). Sponsored alternates are required to
48 fulfill the same obligations as delegates.

49
50 Sponsored alternates shall not have access to the house floor unless designated to fill a delegate vacancy. ADA
51 will designate seating for sponsored alternates, alternates and guests.

52 **C. Alternate Delegates**

53
 54 An alternate delegate shall serve as a sponsored alternate or delegate if selected by the CDA president in
 55 consultation with the delegation chair. Alternate delegates are responsible for reading and becoming familiar
 56 with issues and resolutions before the ADA house.

57
 58 Alternate delegates not designated as sponsored may attend the ADA house at their own expense and will be
 59 welcome at all meetings of the delegation, unless the delegation is in a closed session.

60
 61 Alternate delegates shall not have access to the house floor unless designated to fill a delegate vacancy. ADA
 62 will designate seating for sponsored alternates, alternates and guests.

63
 64 **D. Dental Student Guests**

65
 66 Each year, the chair shall appoint two dental students to serve as guests, with school representation rotated
 67 amongst the California dental schools. Student guests will be funded by CDA and are responsible for attending
 68 all delegation and house meetings, having read all materials and becoming familiar with issues and resolutions
 69 before the ADA house.

70
 71 Student guests shall not have access to the house floor. ADA will designate seating for sponsored alternates,
 72 alternates and guests.

73
 74 **III. Delegation Election and Appointment**

75
 76 Delegates and alternate delegates are selected in accordance with the procedures established in the CDA
 77 bylaws and general operating principles.

78
 79 Ex officio delegates include the members of the CDA Board of Directors, speaker, editor and subsidiary chair(s).

80
 81 The Committee on Volunteer Placement shall be urged to consider CDA members serving on ADA councils,
 82 committees, taskforces and workgroups as delegates when making placement recommendations.

83
 84 Should any delegate position be vacated, the president shall replace the delegate in the year of vacancy from
 85 the list of alternate delegates. Should any alternate delegate position be vacated, it shall remain unfilled. Under
 86 special circumstances, the delegation chair or president may seek approval of the board to appoint up to two
 87 alternate delegates.

88
 89 **IV. Delegation Leadership Positions**

90
 91 **A. Chair**

92
 93 The president shall appoint the chair of the 13th district delegation. The chair should have prior CDA leadership
 94 experience and proven chairperson skills. It is also preferred that the chair have considerable prior experience
 95 on the delegation.

96
 97 The term of office shall be one year. The tenure shall be three consecutive terms.

98
 99 The chair shall conduct meetings of the delegation and steering committee and may be required to attend
 100 occasional meetings of the CDA board. In the absence of the chair, the president or an individual appointed by
 101 the chair shall conduct the meetings. The chair, in consultation with the president, shall make appointments to
 102 delegation positions such as subject matter specialists, workgroup leads and access managers.

103 **B. Delegation Secretary**

104
105 A delegation secretary will be assigned by the CDA executive director from among staff and will be responsible
106 for providing administrative support to the delegation, including but not limited to:

- 107 • Developing and distributing delegation materials, including a delegation directory
- 108 • Maintaining a master resolutions spreadsheet indicating the delegation's position, once determined
- 109 • Coordinating staff resources to assist workgroups, as needed

110

111 **C. Workgroup Leads**

112
113 The chair in consultation with the president shall appoint a lead for each workgroup. Leads are responsible for:

- 114 • Facilitating discussions during workgroup meetings
- 115 • Assigning workgroup members to notetaking and research duties
- 116 • Reporting the outcome of workgroup discussions during delegation meetings
- 117 • Developing strategies regarding resolutions and assigning spokespersons to speak to resolutions at
118 reference committees and on the house floor
- 119 • Collaborating with the delegation chair and secretary on submission of substitutions/amendments
- 120 • Serving as a channel for delegation communication on the house floor
- 121 • Completing evaluations of delegates in their workgroup

122

123 **D. Subject Matter Specialists**

124
125 The chair in consultation with the president shall appoint a subject matter specialist for each workgroup. Subject
126 matter specialists are responsible for:

- 127 • Providing context and perspective regarding resolutions
- 128 • Recommending strategies regarding resolutions
- 129 • Answering any questions that may arise related to resolutions
- 130 • Assisting other workgroups and networking with other delegations, as needed

131

132 **E. Access Managers**

133

134 The chair shall appoint two delegates to serve as access managers. Access managers are responsible for:

- 135 • Controlling access to delegation meetings
- 136 • Greeting visitors at the door and notifying the chair of their arrival
- 137 • Coordinating delegate substitutions on the floor of the house, in collaboration with the delegation
138 secretary

139

140 **F. District Representatives**

141

142 The chair shall appoint one or two delegates to serve as district representatives, one of which will be the CDA
143 speaker. District representatives are responsible for:

- 144 • Serving as liaisons to the ADA speaker of the house (speaker). The speaker will utilize these
145 individuals as communication conduits to transmit meeting arrangement details.
- 146 • Serving as a resource for the delegation regarding parliamentary questions and strategy

147

148 **G. Mentors**

149

150 New delegates, sponsored alternates and alternates will be paired with experienced delegates for mentoring
151 purposes. Identified mentors are responsible for:

- 152 • Welcoming the assigned mentee and explaining their responsibilities based on their position
- 153 • Sharing experience and expertise with the mentee, allowing him/her an opportunity to learn the
154 issues, rules and etiquette of the ADA house

- 155 • Accompanying the mentee to meetings to explain proceedings and answer any questions he/she
156 may have

157

158 **H. Networking Coordination Committee**

159

160 A networking committee may be appointed by the chair, as deemed necessary, depending on activities
161 scheduled at the ADA house, such as a candidate running from the 13th district or an important initiative. The
162 committee would be charged with:

- 163 • Hosting the 13th district delegation suite
- 164 • Coordinating networking and other outreach strategies to ensure 13th district collaborative success
- 165 • Learning about members of the delegation in order to facilitate connections between appropriate
166 delegates and alternates with colleagues from other delegations
- 167 • Identifying and making recommendations to the steering committee regarding individuals to speak
168 with other delegations on specific issues

169

170 **I. Steering Committee**

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172 The steering committee is comprised of the CDA president, CDA secretary, CDA treasurer, CDA executive
173 director, delegation chair, 13th district trustee, workgroup leads and district representatives. The purpose of the
174 steering committee is to provide oversight and direction to the delegation including:

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

182

183 **V. Travel**

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

186

187 Unless otherwise determined by the chair, delegate and sponsored alternate delegate travel days shall be the
188 day prior to the first session and the day following the final session (unless travel is possible on the final day of
189 the house following the anticipated adjournment).

- 190 • Travel shall be coordinated through CDA staff. Hotel and event registration must be made by the
191 delegate/sponsored alternate. The cost of hotel and registration shall be reimbursed by CDA, with
192 receipts, up to the amount of stay at a standard room at the host hotel.
- 193 • Expenses incurred as a result of late reservations (when not the result of late appointments to
194 attending positions) may not be reimbursed in full.
- 195 • If a house session ends early and a delegate changes reservations, any expense incurred is the
196 delegate's personal responsibility.
- 197 • Per diem will be provided for each day the house is in session. Any delegate who is not in
198 attendance at adjournment of the final session of the house will forfeit reimbursement for the final day
199 of per diem, unless otherwise approved by the chair.

200

201 The delegation may be required to meet either virtually or in-person prior to the ADA house. Travel and per
202 diem for in-person meetings will be arranged accordingly.

203

204 **VI. Conduct**

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206 The thirteenth district delegation is committed to the highest level of legal, ethical and moral standards of
207 behavior, reflecting the best of the profession. The delegation expects a professional and congenial environment

208 free from harassment and other unprofessional or discourteous conduct. These standards of behavior should be
 209 observed in delegation meetings, as well as at social or networking activity associated with the ADA house.

210

211 **A. Speaking on Resolutions and Candidates**

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

218

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

222

223 **B. Dress Code**

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225 The dress code for house sessions is set by the ADA speaker. Delegation meetings shall be business casual,
 226 unless otherwise noticed by the chair.

227

228 **C. Seating**

229

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

233

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

237

238 **VII. House Events**

239

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

242

243 Meeting space will be provided for scheduled, onsite delegation activities. Should space be needed for
 244 additional meetings, the delegation chair shall contact the delegation secretary to make necessary
 245 arrangements.

246

247 **VIII. Resources**

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249 A full set of resolution worksheets and house materials are provided electronically to each delegate by the ADA.
 250 The delegation secretary shall provide other necessary materials for 13th district delegation activities online or
 251 through other mechanisms noticed to the delegation.

252

253 Delegates are required to have an electronic device leading up to and during the ADA house in order to access
 254 house materials.

255

256 Delegates may be required to utilize a designated communication tool, such as WhatsApp, to communicate
 257 during the house.

258

259 **IX. Evaluations**

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261 Evaluations will be conducted immediately following the ADA house as follows:

- 262 • Delegates shall complete an evaluation of the delegation chair.
- 263 • Delegates shall complete an evaluation of their workgroup lead.
- 264 • Workgroup leads shall evaluate the performance of delegates in their workgroup.

265
266 Evaluations will be made available to the Committee on Volunteer Placement and incoming president to assist in
267 the nomination and appointment process for the following year, upon request.

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

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