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 XVI.

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. 13th District Delegation Composition and Meetings

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

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

Attendance at delegation meetings is limited to members of the delegation as described above. ADA board members, candidates for elected office at ADA, presenters or members of other delegations may be invited to attend delegation meetings as guests. 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 guests at ADA’s discretion.

A. Delegates

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 and attending the following:

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

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

B. Sponsored Alternates

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

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

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

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

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

D. Dental Student Guests

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

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

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 members of the CDA Board of Directors, speaker, editor and subsidiary chair(s).

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

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 delegation chair or president may seek approval of the board 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 chair should have prior CDA leadership experience and proven chairperson skills. It is also preferred that the chair have considerable prior experience on the 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 board. In the absence of the chair, the president or an individual appointed by the chair shall conduct the meetings. The chair, in consultation with the president, shall make appointments to delegation positions such as subject matter specialists, workgroup leads and access managers.
B. Delegation Secretary

A delegation secretary will be assigned by the CDA executive director from among staff and will be responsible for providing administrative support to the delegation, including but not limited to:
- Developing and distributing delegation materials, including a delegation directory
- Maintaining a master resolutions spreadsheet indicating the delegation’s position, once determined
- Coordinating staff resources to assist workgroups, as needed

C. Workgroup Leads

The chair in consultation with the president shall appoint a lead for each workgroup. Leads are responsible for:
- Facilitating discussions during workgroup meetings
- Assigning workgroup members to notetaking and research duties
- Reporting the outcome of workgroup discussions during delegation meetings
- Developing strategies regarding resolutions and assigning spokespersons to speak to resolutions at reference committees and on the house floor
- Collaborating with the delegation chair and secretary on submission of substitutions/amendments
- Serving as a channel for delegation communication on the house floor
- Completing evaluations of delegates in their workgroup

D. Subject Matter Specialists

The chair in consultation with the president shall appoint a subject matter specialist for each workgroup. Subject matter specialists are responsible for:
- Providing context and perspective regarding resolutions
- Recommending strategies regarding resolutions
- Answering any questions that may arise related to resolutions
- Assisting other workgroups and networking with other delegations, as needed

E. Access Managers

The chair shall appoint two delegates to serve as access managers. Access managers are responsible for:
- Controlling access to delegation meetings
- Greeting visitors at the door and notifying the chair of their arrival
- Coordinating delegate substitutions on the floor of the house, in collaboration with the delegation secretary

F. District Representatives

The chair shall appoint one or two delegates to serve as district representatives, one of which will be the CDA speaker. District representatives are responsible for:
- Serving as liaisons to the ADA speaker of the house (speaker). The speaker will utilize these individuals as communication conduits to transmit meeting arrangement details.
- Serving as a resource for the delegation regarding parliamentary questions and strategy

G. Mentors

New delegates, sponsored alternates and alternates will be paired with experienced delegates for mentoring purposes. Identified mentors are responsible for:
- Welcoming the assigned mentee and explaining their responsibilities based on their position
- Sharing experience and expertise with the mentee, allowing him/her an opportunity to learn the issues, rules and etiquette of the ADA house
H. Networking Coordination Committee

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

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

I. Steering Committee

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

- Creating an agenda for 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 sponsored alternate delegate travel days shall be the day prior to the first session and the day following the final session (unless travel is possible on the final day of the house following the anticipated adjournment).

- Travel shall be coordinated through CDA staff. Hotel and event registration must be made by the delegate/sponsored 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, unless otherwise approved by the chair.

The delegation may be required to meet either virtually or in-person prior to the ADA house. Travel and per diem for in-person meetings 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. However, it is the expectation that such testimony be coordinated with the
workgroup lead 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 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

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

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 delegation secretary in conjunction with 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 delegation’s 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.

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

VIII. Resources

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

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

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

IX. Evaluations

Evaluations will be conducted immediately following the ADA house as follows:
• Delegates shall complete an evaluation of the delegation chair.
• Delegates shall complete an evaluation of their workgroup lead.
• Workgroup leads shall evaluate the performance of delegates in their workgroup.

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

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 Directors.