

FLORIDA DENTAL ASSOCIATION

HOUSE OF DELEGATES MANUAL

INTRODUCTION: This manual is to be read in conjunction with the FDA bylaws and Governance Manual. It does not repeat or supersede the FDA Bylaws.

MEETINGS: Typically 2 per year, in January and June. Special sessions as provided for in the bylaws.

NOTICE OF HOD MEETINGS: The time and place of each session of the House of Delegates is noticed by the Speaker of the House in an official publication of the FDA. Notice shall also be sent via email. During each HOD session, the Speaker will announce the composition and location of reference committee(s) and other meetings.

COMPOSITION, QUORUM AND ATTENDANCE: 103 voting delegates, as credentialed by the component, consisting of 3 students from accredited dental schools in Florida; 100 allocated among six components based on the method of least proportionate error (attached). FDA elected and appointed officers are ex officio members of the HOD (may debate but do not vote). FDA trustees and alternate trustees are ex officio members of the HOD (may debate but do not vote). Quorum to conduct business is a minimum of 69 delegates. Any member of the FDA may attend the HOD as a visitor. For a visitor to address the HOD, they must approach microphone C and ask for the Speaker's permission. The HOD may reverse the Speaker's decision with a majority vote.

ACCESS TO FLOOR OF HOUSE OF DELEGATES: Alternate delegates, council and committee members, association members, consultants and/or invited guests may be granted temporary access to the floor to discuss a matter of business, but do not have the right to vote. Permission for such temporary floor privileges may be granted by the Speaker of the House without objection by the House of Delegates. Alternate delegates, council and committee members, association members, consultants and invited guests are seated in designated sections of the House of Delegates meeting room.

VOTING: Only credentialed delegates vote on business matters before the HOD. Alternates (optional) vote only in the temporary absence of the delegate being replaced. FDA officers (both elective and appointive) and trustees may discuss but do not vote. In the event of a tie, the President may vote or abstain to pass or defeat a motion.

MAJORITY VOTE: Divide number of valid votes by 2 = x ; x means vote fails (unless President votes or abstains); x plus one means vote has passed.

MICROPHONES: A is pro, B is con, C is special order of business. When addressing the HOD, please state your name and component, school or affiliation.

APPROVAL OF 17TH DISTRICT DELEGATION MANUAL: Simple majority vote.

APPROVAL OF BYLAWS CHANGE: If properly noticed, 2/3rds affirmative vote. Divide number of valid votes by 3 = x ; x multiplied by 2 = y ; y means the vote fails (unless President votes or abstains); y plus 1 means vote has passed.

If not properly noticed, HOD must give unanimous consent to consider a bylaws change after being given the proposed changes in writing. If the HOD consents, a non-properly noticed bylaws change requires a 3/4ths affirmative vote. Divide number of valid votes by 4 = a ; a multiplied by 3 = b ; b means the vote fails (unless President votes or abstains); b plus 1 means vote has passed.

APPROVAL OF FDA CODE OF ETHICS CHANGE: Same as Bylaws change.

WHO DOES A DELEGATE REPRESENT? The interests of the component, the public, the FDA and the dental profession normally coincide. When they conflict, delegates must act to protect the FDA above all else.

ALTERNATE REPLACING DELEGATE: If a delegate must temporarily vacate their seat on the floor during an HOD session, they notify their component chair who will appoint a credentialed alternate to occupy the seat.

RECOGNITION OF GUESTS BY PRESIDENT: At each session of the HOD, the FDA President will be asked to recognize guests. Guests include, but are not limited to, any past president; any dean of a dental school; any FDA members serving as a volunteer at the ADA level; any candidate or serving officer of the ADA; anyone else at his or her discretion (usually family, friends and office staff who are present when being installed as incoming President.)

PRESIDING OFFICER OF THE HOD: The FDA Speaker of the House chairs all sessions of the HOD. The Speaker of the House has exclusive authority over the agenda, its order, and its content unless a majority of the HOD votes to override the Speaker's decision.

REFERENCE COMMITTEE PROTOCOL: Any FDA member may attend and testify at reference committee.

FLOW OF BUSINESS: Resolutions that involve FDA policy shall be submitted in writing to the FDA 7 weeks before the January HOD and 4 weeks before the June HOD to be included in the original agenda and become property of the HOD. Resolutions may come to the HOD directly from the BOT, the President, the Executive Director, an appointed officer, councils and workgroups, the component and affiliate dental associations, and any HOD delegates. Resolutions from allied dental organization (e.g., FDA Services) and specialty associations require prior permission from the Speaker of the House, subject to HOD action.

Persons and entities authorized to submit resolutions to the HOD may have their chair, or a designee, introduce and participate in the debate on their respective business. Certain reports do not require action by the HOD and may be accepted for informational purposes only.

Agenda items that require HOD action should include a background statement, a recommended course of action, a statement of the strategic relevance of the matter, an estimate of the unbudgeted financial impact associated with the recommended course of action and the resolution background checklist. Any resolutions which involve an appropriation of funds, whether directly or indirectly, except those relating to the annual budget, shall include a detail of all proposed expenditures and

impacts along with the proposed source of funding. The Speaker assigns each item of HOD business to reference committee(s) (may be “committee of the whole”).

HOD meetings are chaired by the Speaker of the House with staff assisting on parliamentary issues only. In descending order of precedence: Florida law, FDA articles of incorporation, FDA Bylaws, and then the American Institute of Parliamentarians Standard Code of Parliamentary Conduct (AIP Code) specify the HOD rules of order.

The normal order of business is: call to order; Americanism / Invocation; legal compliance reminder; Chair’s opening remarks;; adoption of agenda; items for unanimous consent; resolutions and recommendations from reference committee(s); new business; announcements and adjournment.

Debate: No Delegate shall speak longer than 5 minutes until all present have had an opportunity to be heard and shall not be heard more than twice upon the same subject without unanimous consent by the HOD.

Voting on motions: The HOD method of voting on resolutions is determined by the Speaker who may call for a voice vote, card vote, standing vote, roll call vote, written ballot or electronic ballot. However, if 5 individual delegates or a chair of any component delegation requests a ballot (e.g., for matters of considerable importance, sensitivity or controversy, including elections), then the use of a written ballot is mandatory.

PROTOCOL WHEN VOTING BY WRITTEN BALLOT: When a ballot is needed, Committee on Credentials who are appointed as tellers by the FDA Speaker of the House distribute the ballots for each member of the component’s delegation who is voting and present. These ballots shall allow for a “yea” vote, “nay” vote or “abstain” vote by each officially credentialed delegate. When voting by ballot, secrecy is implicit. The Committee on Credentials shall be responsible for tallying all votes by ballot and presenting to the Speaker the results of the vote.

PROTOCOL WHEN VOTING BY CARDS: If the result of a voice vote is uncertain to the Speaker, or if the HOD calls for a vote by division, then a division is called for and the Speaker will first ask all voting affirmatively to raise their cards. If the results of the card vote are uncertain, the count will be made by Credentials Committee tellers appointed by the Speaker with the count timely reported to the Speaker. It is essential that voters keep their cards raised until the Speaker has indicated that the count is completed. If the result of the card votes is uncertain, then the same procedure is followed for recording the negative votes. The Committee on Credentials is charged with supervising the count of votes in the HOD as directed by the Speaker.

PROTOCOL FOR ELECTION OF PRESIDENT-ELECT, SECRETARY, AT-LARGE TRUSTEE, SPEAKER OF THE HOUSE, EDITOR AND TREASURER:

- A call for nominations for all open positions will go out to the membership at the close of business of the HOD immediately preceding the election.
- The Search Committee shall vet all submitted nominations to ensure that each nominee meets the requirements for the positions for which they have been

nominated. The committee will announce all the names of those who meet the qualifications no later than 60 days prior to the election.

- Members wishing to add names to the published list of nominees will have the opportunity to enter those names in nomination (including self nomination) no later than 30 days prior to the election.
- The Search Committee will review the qualifications of the additional names submitted and publish a final list of all nominees who meet the qualifications for their respective office no later than 14 days prior to the election.
- Once this final list is submitted, NO ADDITIONAL names shall be added to the list.
- Limited campaigning will be allowed before the HOD. Candidates may contact individual delegates but are not allowed to give speeches at pre-HOD caucus meetings. FDA staff will provide lists of delegates to candidates.
- A virtual forum will be held before the HOD for all those running for elected positions. It will be open to all FDA members. Each candidate will give up to a five (5) minute speech. Questions will be allowed after all candidates have spoken but will be limited based on time. However, each candidate will answer the same number of questions.
- Each candidate will address the HOD for up to five (5) minutes. After the speeches, each candidate will answer one question from each component. Each candidate will remain in the room while the other is addressing the HOD.
- Each component may invite the candidates to their breakfast caucus during the HOD. Current BOT members are asked to refrain from walking with candidates into caucus, but should rather remain neutral in caucus proceedings in districts that are not their own.
- The election is conducted via written or electronic, anonymous ballot containing the names of all nominees for that individual office. A valid ballot for President-elect, Secretary, and Speaker shall contain only one vote for each of these positions. A valid ballot for the at-large positions shall contain the exact number (i.e., no fewer or no more) than the number of open positions.
 - For example, if there are two open positions for the At-Large positions and four candidates on the ballot, the ballot must contain 2 votes. Ballots with less than or more than 2 votes shall be rejected.
- The credentials committee is responsible for collecting the ballots and counting the votes. The credentials committee disregards ballots that are invalid. For example, voting for more than one candidate, voting for someone who is ineligible to serve, or ballots that are unreadable.
- The ballots are counted by the credentials committee in a private room with supervision by FDA general counsel and other appropriate FDA staff.
- After the ballots are counted, the chair of the credentials committee reports the results to the Speaker of the House who announces the winner for each office. The number of votes each candidate received is kept confidential.
- To be elected, a candidate must receive a majority of all legal votes cast. For example, if three candidates are nominated for an office, all 103 delegates get to vote. If one of the three candidates gets a majority (50 percent plus one of valid

ballots) then the election is over. If no one wins a majority, then we go to a run-off election between the two highest vote getters.

**PROTOCOL FOR ELECTION OF DELEGATES AND ALTERNATE DELEGATES TO
ADA:** Refer to the 17th District Delegation Manual