

Revised to March 14, 1998

MANUAL FOR
LOUISIANA DENTAL ASSOCIATION
DELEGATES AND ALTERNATE DELEGATES
TO THE
AMERICAN DENTAL ASSOCIATION

MANUAL FOR LOUISIANA DENTAL ASSOCIATION
DELEGATES AND ALTERNATE DELEGATES
TO THE AMERICAN DENTAL ASSOCIATION

- A. The OFFICIAL DELEGATION shall be composed of the following:
the elected Delegates, the elected Alternate Delegates, the President, the President-Elect,
the Secretary-Treasurer and the Executive Director.
- B. The PRESIDENT shall have the following duties:
1. He shall appoint from the elected Delegates a "Chairman of Delegates" whose duties shall be separately defined.
 2. He shall attend the State Officers' Conference just prior to the House of Delegates meeting.
 3. He shall select and appoint an Alternate Delegate to replace a Delegate when said Delegate is unable to attend an official session of the House of Delegates, and will so notify the Secretary-Treasurer and the Chairman of the Delegation.
 4. He shall act as Chairman of the Delegation when the appointed Chairman is prevented from carrying out his duties.
- C. The PRESIDENT-ELECT shall have the following duties:
1. He shall attend the State Officers' Conference.
 2. He shall familiarize himself fully with the duties of the President as related above so as to be prepared for the assumption of those duties the following year.
 3. He shall act in place of the President when said person is prevented from carrying out his duties.
 4. He shall be responsible for reporting to any Component Society.
- D. The CHAIRMAN OF DELEGATES shall have the following duties:
1. He shall see that resolutions proposed by the LDA are disseminated to the other State delegations in the 12th District Caucus and to the Executive Director of the American Dental Association.

2. He shall act as spokesman for the Louisiana delegation on the floor of the House of Delegates.
3. He shall, in cooperation with the LDA Executive Director, submit a written report of the highlights of the actions of the ADA House of Delegates to the LDA Board of Directors of the Louisiana Dental Association at its next regular meeting after the close of the House.
4. He shall initiate and direct the procurement of pertinent information from other State delegations.
5. He shall, upon receipt of "Reports of Officers and Councils of the ADA" cooperate with the 12th District Trustee in assigning certain sections to specific Delegates in order that they may be responsible for reporting fully to the Caucus on their content.
6. He shall assure the distribution to all Delegates and Alternate Delegates any written reports of the 12th District Trustee.
7. He shall conduct a Caucus of the official delegation at the ADA Annual Meeting of the House of Delegates at a time of his selection in consultation with the LDA President. At this meeting any matters to come before the Delegation may be discussed.

E. The SECRETARY-TREASURER shall have the following duties:

1. He shall notify all Delegates and Alternate Delegates of their election and add their names to the roll call of the Board of Directors of the Louisiana Dental Association.
2. He shall attend the State Officers' Conference.
3. He shall be seated with the Louisiana delegation on the floor of the House of Delegates during each official session of the House, except when carrying out duties specifically requested by the Caucus Chairman.
4. He shall assist the Caucus Chairman, at the request of the latter in any manner feasible.
5. He shall arrange a meeting place for the LDA caucus prior to the opening session.

F. The EXECUTIVE DIRECTOR shall have the following duties:

1. He shall notify the ADA Central Office of the names and addresses of the Delegates and Alternate Delegates immediately upon their election in order that proper credentials and housing request forms may be made available to them.

2. He shall assist the Secretary-Treasurer and the Caucus Chairman in the carrying out of their duties.
3. He shall be seated on the House floor with the delegation and keep available on the floor of the House a file of material that may be needed by the Chairman of Delegates.
4. He shall keep posted on the whereabouts of all the official delegation.
5. He shall supply each member of the "official delegation" with a copy of this Manual.

G. The DELEGATES & ALTERNATE DELEGATES to the American Dental Association shall have the following duties:

1. He shall familiarize himself with the contents of this Manual.
2. He shall read and familiarize himself with the contents of "Reports," "Supplement to Reports" and "Manual of the House of Delegates."
3. He shall assume a specific responsibility for those sections of "Reports" and Supplement" assigned to him by the Caucus Chairman so that he can fully explain the resolutions contained therein to the Caucus along with whatever background material is required to clarify the issues.
4. He shall be required to attend all sessions of the House of Delegates, all 12th District caucuses and all L.D.A. caucuses at an Annual Meeting except as excused by the Caucus Chairman for specific cause.
5. He shall be required to attend all meetings of the Board of Directors of the Louisiana Dental Association.
6. He shall be required to submit a report to his Component Society of the proceedings of the House of Delegates.
7. He shall inform the Executive Director of his address at the meeting and his whereabouts during the meeting.
8. He shall immediately inform the Secretary-Treasurer of any convention duties (Councils, Reference Committees, etc.) to which he is appointed or assigned by any official of the American Dental Association or 12th District caucus.
9. He shall formulate an opinion of all business matters before the House of Delegates and not hesitate to make his opinions known in caucus and, where desirable, on the floor of the House of Delegates.

10. The Alternate shall function in the stead of an absent Delegate on assignment of the Caucus Chairman.

REPORTS: INSTRUCTIONS AND REQUIREMENTS

SUBMISSION OF REPORTS:

- A. Councils and Committees of all types shall make reports to the Board of Directors as needed. Resolutions included in these reports necessitating action by the House of Delegates shall be included in the respective annual reports.
- B. It has traditionally been the custom of the L.D.A. that each elected Officer and each Director shall submit a written report to the Board of Directors at the second and third regular meetings of the Board and whenever requested by the Board, however, only resolutions contained therein requiring action by the House of Delegates need be submitted to the members of the L.D.A. House of Delegates.
- C. All annual reports shall be sent to the Executive Office in sufficient time to allow for their publication and study by the Board of Directors prior to the Board meeting held in conjunction with the Bowden Conference.

All annual reports shall be received and/or acted upon by the Board prior to their submission to the LDA House of Delegates.

RESPONSIBILITY FOR REPORTS:

It shall be the responsibility of each elected Officer, Director and Chairman of each Council and Committee to prepare and submit his report to the Board. The signature of each member of a Council or Committee is not necessary, however, it is advisable to secure the approval of the report by each member.

MINORITY REPORT:

The right of a member of a Council or a Committee to make a minority report is inherent and such a report may be made. If a minority report is to be made, the Chairman shall make it clear to the Board of Directors that there was an irreconcilable disagreement within the Committee and that two differing resolutions will be submitted for consideration.

SUPPLEMENTAL REPORTS:

Any actions, information or material which developed after the report had been prepared may be submitted as a supplemental report. Supplemental reports must be submitted sufficiently in advance to permit reproduction of additional copies. Supplemental reports prepared just prior to a Board meeting in routine matters are to be avoided.

FORM OF REPORTS:

The report should be brief and to the point, and should not be replete with long discussions of unimportant matters.

Each section should have a separate section with an underlined heading indicating the subject of that section.

The same subject should not be discussed several times in a report. The report should not be in the form of minutes of a meeting.

Council and Committee reports should include:

1. A statement of the question, subject or work assigned to the committee, and any important instructions given to it.
2. A brief explanation of how the committee carried out its work.
3. A description of the work that the committee performed, or, in the case of a deliberating or investigating committee, its findings and conclusions.
4. Resolutions if action of the Board is desired.

PROCEDURE FOR INTRODUCING RECOMMENDATIONS AND RESOLUTIONS TO THE BOARD:

If an Officer or Director desires to secure action on any matter by the Board of Directors, the resolution form must be used. The use of "whereas" clauses should be reduced to an absolute minimum, with any explanations incorporated in the body of the report rather than in the resolution itself. Resolutions should be clear and short and limited to one subject. All resolutions should be grouped together and placed at the end of the report under the center heading "RESOLUTIONS". Comment on the resolution and a brief statement of the reason for the resolution should appear in the body of the report under the proper topic heading. Councils or Committees that wish to have recommendations that contain resolutions may do so. These resolutions must be introduced, however, by a director or officer of the Board for consideration.

LOUISIANA DENTAL ASSOCIATION

REPORT OF THE _____ COMMITTEE

Committee Charge (*Project*):
Techniques (*How you tackled it*):

Progress and Conclusions (What you found):

Comments (*What recommendations lead from it*):

Resolutions (*What do you want the LDA to do about it?*):

RESOLVED, that

_____ Committee

/s/ _____ D.D.S.

Chairman

LOUISIANA DENTAL ASSOCIATION

MID-TERM REPORT OF THE _____ DISTRICT
DIRECTOR

Officers & Board of Governors:

(Note only changes since last Annual Meeting of LDA):

Title: _____ Dr. _____

_____ Dr. _____

Date of Annual Meeting and Election: _____

Activities since last Annual Meeting of LDA:

Comments:

Resolutions:

/s/ _____ D.D.S.
Director

LOUISIANA DENTAL ASSOCIATION

ANNUAL REPORT OF THE _____ DISTRICT DIRECTOR

Officers & Board of Governors:

President _____

President-Elect _____

1st Vice-President _____

2nd Vice-President _____

Secretary _____

Treasurer _____

Board of Governors _____

Director to LDA _____

Alternate Director _____

Membership as of 12/31: _____

Potential Membership of District: _____

Financial Report

Income: _____

Disbursements: _____

Bank Balance: _____

Annual Dues Retained by District: \$ _____

Activities since last annual Meeting of LDA:

Comments:

Resolutions:

RESOLVED, that.....

/s/ _____ D.D.S.
Director