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LOUISIANA DENTAL ASSOCIATION

MANUAL

OF THE

HOUSE OF DELEGATES

MANUAL OF THE LDA HOUSE OF DELEGATES

PREFACE

The House of Delegates is the legislative and governing body the Louisiana Dental Association. As such it speaks and takes action for the members of the Louisiana Dental Association. This manual has been prepared so that all who participate in the sessions of the House of Delegates may have a better understanding of the methods and rules under which it operates.

The House of Delegates is composed of 75 voting members and the Speaker of the House. Any active, active life, retired or retired life member of the Louisiana Dental Association in good standing who is not currently serving as an elective or appointive officer of the LDA or as a member of the Board of Directors of the LDA shall be eligible for election as a delegate except that this provision shall not apply to alternate directors of the LDA Board of Directors. The number of delegates shall be based on the proportionate percentage of the total number of active, active life, retired and retired life members listed in good standing in each component as determined in the executive office as of September 30th of the preceding year. The elected officers, and the Past-Presidents are ex-officio members of the House of Delegates with all privileges except the power to vote or present motions unless certified as Delegates.

The members of the House of Delegates have the duty of considering not only the wishes of their district association but also the welfare of the state association and the dental profession as a whole.

Since the House of Delegates meets regularly only during the annual session of the Louisiana Dental Association, it is obvious that many important problems must be considered and decisions made at this time. The volume and complexity of the issues placed before the House of Delegates make it impossible to handle them without a well established routine for the conduct of business. This routine demands the close cooperation of the members of the House, the members of the Board of Directors, and the central office staff.

In the following pages there is information relating to the operation of the House of Delegates. A careful reading of this material will give each member of the House of Delegates a more view of the activities which lead to the decisions made and the informed establishment of policy of the Louisiana Dental Association.

GENERAL INFORMATION

Credentials and Registration:

Official credentials have been mailed in advance to all delegates and alternate delegates by the Executive Director of the Association. These credentials must be presented to the Committee on Credentials at the time of registration.

Admission Cards for Delegates:

Each delegate at registration shall receive an official delegate badge and such other means of identification as may be deemed necessary.

Seating of Alternate Delegates:

If a delegate cannot attend a meeting of the House of Delegates he shall notify the President of the district association or his representative who shall designate an alternate in writing to the Executive Director of the Louisiana Dental Association. If a delegates wishes to yield his seat to a credentialed alternate delegate from his/her component once a meeting of the House has commenced, a delegate may do so at his/her discretion, though the chairman of that component's delegation or the component president should be informed of such substitutions.

Access to Floor:

Access to the floor of the House of Delegates is limited to officers, members of the Board of Directors, Delegates to the ADA from the LDA, the Editor, Past-Presidents of the Association, chairmen of Committees of the LDA, invited guests, members of the Executive Office staff, and Executive Directors of Component Associations. Alternate Delegates do not have access to the floor unless seated in place of a delegate. Access to the floor shall mean physical presence on the floor or podium of the House of Delegates.

Privilege of the Floor:

Privilege of the floor shall be limited to officers and members of the House of Delegates, elected and appointed officers of the association, members of the LDA Board of Directors, the editor of the LDA Journal, and the past-presidents of the association. Privilege of the floor shall mean the right to speak on debatable questions. The right to present motions while the House is in session, and to vote shall be reserved solely for the members of the House of Delegates. Chairmen of Committees, LDA Delegates to ADA, and members of the Board of Directors, invited guests, and members of the Executive Office staff shall act solely as resource persons to report and to supply information to the House as an aid in their deliberations.

Visitors at House Meetings:

Anyone may attend meetings of the House of Delegates as a visitor. Visitors are not permitted access to the floor, but must be seated in the section reserved for visitors.

Distribution of Handouts, Position Papers, and other printed material:

No material may be distributed in the House of Delegates without obtaining permission from two out of three of the following persons: Secretary/Treasurer, Immediate Past President and Speaker. This shall include position papers and similar material related to business pending before the House, whether submitted by delegates, components, or any other member or entity.

Materials to be distributed in the House of Delegates on behalf of any member's candidacy for elective office shall be limited to printed matter on paper only and nothing else.

SESSIONS AND ORDER OF BUSINESS

The House of Delegates shall meet once during the Annual Meeting. New Business or Resolutions may be introduced at this session only by the affirmative vote of three-fourths (3/4) of the Delegates present and voting.

ORDER OF BUSINESS

1. Call to order by Speaker of House
2. Introduction of Guests
3. Introduction of Speaker
4. Report of Committee on Credentials
5. Report of Committee on Rules and Order
6. Minutes of Previous Meeting
7. Report of the Nominating Committee
8. Presentation of Awards
9. Election of Officers, Delegates, and Alternate Delegates to ADA
10. Report of Secretary-Treasurer
11. President's Address
12. Report of Board of Directors
13. Consideration of Resolutions
14. Call For New Business
15. Installation Ceremonies
16. Address of Newly Installed President
17. Announcements
18. Adjournment

OPERATION OF THE HOUSE OF DELEGATES

Speaker of the House:

The Speaker of the House is elected to a three (3) year term of office and shall become a member of the House without vote and shall preside at all of its sessions. He may determine or change the order of business for all sessions, subject to the approval of the House. He shall appoint tellers to assist him in determining the result of any action by vote. He shall perform such other duties as custom and parliamentary procedure require. His decision shall be final unless appeal from such decision shall be by majority vote. The Speaker at his option may appoint a parliamentarian from the active membership in good standing of the LDA.

Secretary-Treasurer and Executive Director:

The Secretary-Treasurer and Executive Director of the Louisiana Dental Association shall serve in their respective capacities for the House of Delegates and shall cause a record of the proceedings of the House to be published as the official transactions of the House.

Duties:

Further duties and authority of the House of Delegates and Board of Directors shall be as outlined in the Articles of Incorporation and Bylaws of the Louisiana Dental Association.

Recommendations and Resolutions:

Resolutions and recommendations may come before the House of Delegates from the Officers of the Louisiana Dental Association, the Board of Directors, the Committees of the Louisiana Dental Association, the Component Associations, Reference Committees of the House of Delegates, or from one or more of the delegates.

All recommendations and resolutions should be placed in writing and presented to the Executive Director sixty (60) days prior to the annual meeting so as to allow for distribution to all delegates prior to the convening of the annual session.

Any resolutions submitted to the House of Delegates which call for creation of new programs, special committees or studies, must be accompanied by estimates of the financial impact on the Association and the potential source of funds. The Association will assist in determining the cost estimate of such new programs.

Nominations and Elections:

The Directors of the LDA representing the Component Associations shall act as a Nominating Committee and present the names of nominees for office in the LDA and Delegates and Alternate Delegates to the ADA at the beginning of the annual session of the House of Delegates of the Annual Meeting. Elections shall take place during the regular session of the House of Delegates.

Quorum:

A quorum of the House of Delegates shall consist of 27 voting members with 50% of the Component Associations represented.

RULES OF THE HOUSE OF DELEGATES

Seating of Delegates:

The Secretary-Treasurer shall arrange for the seating of delegates of the Component Associations, rotating the position of the component association delegations annually. He shall also arrange for separate seating of those having right of access of the floor of the House.

Rules of order:

The latest edition of Sturgis' Standard Code of Parliamentary Procedure shall govern the House of Delegates on all procedures not covered by the Articles of Incorporation and Bylaws or the Manual of the LDA House of Delegates.

Consideration of Budget:

The Annual Budget shall be submitted to the House of Delegates at the regular session of the annual meeting as a part of the report of the Secretary-Treasurer. In the event the budget is not approved, all recommendations for changes shall be referred to a committee composed of the President, President-Elect, and Secretary-Treasurer to prepare and present as a revised budget before the close of the annual meeting. All motions or recommendations for appropriations of funds not included in the budget shall be handled in a similar manner.

Election Procedure:

Only properly certified delegates are permitted to participate in elections by the House of Delegates, and the election shall be under the supervision of the Committee on Credentials.

STANDING COMMITTEES OF THE HOUSE OF DELEGATES

Committee on Credentials:

This standing committee of the House of Delegates makes recommendations on the eligibility of Delegates and Alternate Delegates to a seat in the House of Delegates when such a seat is contested, maintains a continuous roll call, determines the presence of a quorum and supervises voting and election procedures.

It is composed of five members of the House of Delegates appointed by the President and is on duty throughout the annual session.

COMMITTEE ON RULES AND ORDER:

This standing committee presents the agenda and recommends for approval such rules as are necessary for the conduct of the business of the House of Delegates. The report of this committee is prepared in collaboration with the officers of the Louisiana Dental Association and the Speaker of the House of Delegates and is presented at the opening of the regular session. The committee consists of five members of the House of Delegates appointed by the President.

COMMITTEE ON MINUTES

This committee shall review and approve the minutes of the regular and special sessions of the House of Delegates prior to the next annual meeting of the Louisiana Dental Association. These minutes shall be distributed according to LDA's Handbook. This committee shall be composed of the Speaker of the House of Delegates, Secretary-Treasurer, Chairman of the Committee on Credentials, Chairman of the Committee on Rules and Order, and the Executive Director.