



<b>STANDING RULES OF THE HOUSE OF DELEGATES</b>
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## Section 1. Officers

### A. Speaker of the House

In addition to duties indicated by the Bylaws, the speaker of the house serves as a non-voting member of the House of Delegates and performs the following tasks:

- Instructs delegates about the rules and procedures of the House of Delegates
- Conducts an annual review of House of Delegates procedures and information and recommends revision as necessary and appropriate
- Informs delegates and association members of the actions taken in fulfillment of the directives of adopted resolutions
- Manages delegate reviewers and reference committees at Annual Session
- Attends other meetings as assigned to guide delegates in preparation of resolutions for consideration at the next House of Delegates meeting and to conduct training for delegates.

As chair of the House of Delegates, the speaker presides over all House meetings. The speaker has the authority to rule on the operation of the House and all business before the House, subject to an appeal that must be approved by a majority vote of the delegates.

### B. Secretary of the House

The secretary of the House of Delegates (executive director) serves as the recording officer and custodian of the records.

## Section 2. Organization of the House of Delegates

### A. Credentials and Access

Delegates, members of the Board of Trustees, council chairs, staff and invited guests are given access to the floor of the House of Delegates. During Annual Session registration, each certified delegate receives a credential card and a name badge. The proper credential card must be presented to the staff member at the credentials desk for each meeting in order to gain admission to the floor of the House of Delegates. The badge alone will not admit delegates without the proper credential card. Upon surrendering their assigned credential ticket, each delegate receives a voting card.

Delegates wishing to exit the House and temporarily substitute an alternate delegate from their chapter during a meeting of the House of Delegates must surrender their voting card to the staff at the credentials desk in exchange for an exit pass. The same delegate may return with the exit pass for re-entry or an alternate delegate may present that exit pass. When the delegate/alternate presents the exit pass, they will surrender that pass in exchange for a voting card and access to the floor.

Delegates wishing to transfer their credentials to an alternate may do so at the registration desk or at a credentials desk by surrendering the credentials to the new delegate and providing the name of the new delegate to staff.

#### B. Seating

Delegates are seated on the House floor by chapter and district. Trustees are seated on the House floor with the delegates from their respective districts. The Executive Committee is seated on the front stage with the secretary of the House (executive director). Invited guests and council chairs are traditionally seated at the back of the House floor. Alternate delegates and other staff members and guests are traditionally seated behind the House floor.

The secretary and staff shall arrange for the seating of delegations in the House of Delegates. The seating chart rotates on an annual basis to promote fairness.

#### C. Microphones

Delegates wishing to state a position or make a motion must approach a microphone and wait to be recognized by the speaker. If the delegate is making an interrupting motion (e.g., point of order), the delegate should approach the Priority Microphone. Division of the House and Appeal can be made without a microphone from a delegate's seat if necessary. After being recognized by the speaker, the delegate states their name, school, position, and if applicable, whether they are in favor or opposed. The delegate then presents their position on the motion. For example,

*"John Doe, State University, First Delegate, I speak in favor (or in opposition) of the motion/resolution."*

The number of microphones and specific method for use is determined by the speaker of the house. Microphones may be identified specifically as "pro" or "con".

#### D. Speaking on the Floor

The privilege to speak on issues before the House of Delegates is held by delegates, officers of the association, the immediate past president, trustees, council chairs and invited guests. Members of councils, task forces and reference committees who do not already have speaking privileges in the House of Delegates are permitted to participate in debate on their respective reports at the discretion of the speaker of the house.

Speaking privileges do not confer the right to introduce motions or to vote. Only credentialed delegates are allowed to make motions on the floor of the House of

Delegates. Members of the Board of Trustees, central office staff and any other non-delegates are not allowed to make motions. Motions must be made using proper parliamentary procedure.

Speakers are encouraged to be organized, factual and concise when granted the floor and must practice proper decorum in their remarks and behavior at all times, including periods of recess for the purpose of caucusing.

Comments must be directed to the speaker of the house and not to other members. Questions may be asked of other members, but may not be rhetorical in nature and must be done through the speaker of the house in the form of a parliamentary inquiry from the Priority Microphone.

### Section 3. Schedule and Order of Business

The speaker and secretary of the House of Delegates (executive director) are responsible for the day-to-day business of the House, including the order of business, the agenda and the sequencing of resolutions. The House of Delegates business meeting schedule is determined by the Committee on Sessions, but may be subject to change. Under extenuating circumstances, additional meetings of the House of Delegates during an Annual Session may be called by majority vote of the House.

### Section 4. Caucuses

Caucuses are meetings of groups of delegates to discuss House business.

#### A. District Caucuses

District caucuses are composed of representatives from the chapters within the district. Members from each district caucus must elect a trustee annually to serve on the Board of Trustees. Caucuses may develop their own caucus rules and conduct any other necessary business.

#### B. Joint Caucuses

Joint caucuses are composed of representatives from two or more districts as indicated below:

- Districts 1, 2 & 3
- Districts 4 & 5
- Districts 6 & 7
- Districts 8 & 9
- Districts 10 & 11

Each joint caucus may interview officer candidates, develop their own caucus rules and conduct any other necessary business.

## Section 5. Reference Committees

### A. Composition

The officers of the association determine the number and type of reference committees each year and appoint the chairperson and members for each. The reference committees may include, but are not limited to:

- i. Governance
- ii. Professional Issues
- iii. Education
- iv. Licensure
- v. Membership

### B. Members

Reference committees should be composed of delegate reviewers selected by the Board of Trustees from each district, with no more than two district trustees, an Executive Committee member and other members as deemed necessary.

### C. Duties

The primary duty of a reference committee is to receive and evaluate opinions and information so that it may present a well-informed recommendation to the House of Delegates. This can be done best by evaluating all resolutions referred to the committee, by basing recommendations on the best information and advice available, and by making decisions in the best interest of the public, the association and the dental profession. Reference committees do not prevent the House of Delegates from taking action on any matter that has been presented. The reference committees may not only act on resolutions before them, but may also propose resolutions on their own initiative dealing with matters placed before them.

### D. Hearings and Testimony

Reference committee hearings are scheduled for the day before resolutions are presented on the floor of the House of Delegates. All resolutions are open for discussion. The chair of the reference committee presides at the hearing to maintain order and to facilitate the transaction of business. The chair will not permit the making of motions or the taking of formal votes at an open hearing, since the objective of the hearing is to receive information and opinions and not to make decisions of any sort

that would bind the reference committee in subsequent deliberations. The proper place for debate is during the House of Delegates business meetings.

The chair should encourage all members to speak in reference committee hearings, ensure that all who want to be heard have an opportunity to speak and be mindful of the prolonged holding of the floor by one or more persons. The chair, with the consent of the committee, may place reasonable limitations on any discussions. All members of the American Student Dental Association have the right to attend Reference Committee hearings and participate in the discussion, whether or not they are members of the House of Delegates. Non-members of the association may participate in the discussion at hearings only if permitted by the chair of the reference committee. The members of the reference committee should record any testimony given at the hearing.

To speak at an open hearing, participants should proceed to the appropriate microphone, wait to be recognized, state their name, position, and school; note whether they are speaking for or against the resolution, and then make their comments. Microphones may be identified specifically as “pro” or “con”.

Delegates who wish to speak in favor or against a given resolution at either a hearing or on the floor of the House of Delegates should keep these points in mind:

- i. Address your comments and questions to the reference committee chair only. You may not directly question, address or respond to another Delegate. Such actions may only be done “through the chair.”
- ii. Organize your thoughts so that your comments are communicated clearly and persuasively. Do not attack the resolution or its author; rather, appeal to the majority to consider your point of view.
- iii. Know the facts; don't rest your case on false premises.
- iv. Avoid elaborate speech. Keep your comments concise, and know when you've said enough and it's time to sit down.
- v. Strongly consider submitting your comments, suggested changes, or amendments in written form to the reference committee.

Any delegate who has sponsored a resolution should be present when that resolution is discussed at an open hearing. The reference committee may need clarification or additional information about the resolution.

Staff members present at hearings may provide background information and points of clarification only, and should not be engaged in debate or asked to provide an opinion on a resolution.

## E. Business Meetings

After evidence and information has been received at the open hearings, reference committees retire to a business meeting to reach decisions about each resolution. Reference committee business meetings are considered closed session. Only the chair and members of the reference committee are allowed to attend. The reference committee may invite any individual to attend a portion of a business meeting for further discussion or clarification.

Reference committees may propose amended or substitute resolutions based on testimony provided at the open hearings. Amended resolutions will carry the original resolution number followed by the designation "RC" for "reference committee".

Reference committees may combine any resolutions that are repetitive. They may, in consultation with the speaker and secretary (executive director), set aside any resolution that reiterates existing policy, a matter of common association practice, or items that do not require a vote by the House of Delegates.

Reference committees may make editorial changes to any resolution and may reword for better understanding without the permission of the sponsor. Such alterations are not considered amendments.

If a reference committee feels that a resolution is too poorly constructed to amend, or that they cannot support the adoption of a resolution for any other reason, the chair will move the resolution with a recommendation to vote no, and will explain the committee's reasons to the House of Delegates. Prior to this, the sponsor may withdraw the resolution, rewrite it, and resubmit it to the House of Delegates for consideration at the time established for new business.

#### F. Reports

During the business meetings of the full House of Delegates, the reference committee reports are presented to the House of Delegates by their reference committee chair. Background material contained in the reports of reference committees should not be read by the chair, unless the chair and members of the committee feel that it is necessary and important to do so. In the event of debate or discussion, the chair and members of a reference committee are free to reply to any questions or to comment if recognized by the speaker of the house.

The speaker of the house will call upon the chairperson to read the committee's report. Each chair will present the reference committee's assigned resolutions to the House as well as a recommendation that reflects the reference committee's recommendation for how the House should vote on that resolution. The chair states the number and title of each resolution and then reads the resolution in the form of a motion. For example,

*"Resolution 1, Delegate Qualifications.*

*Resolved, that candidates for the position of Delegate be required to submit a curriculum vitae and a letter of intent.*

*The Chairman moves Resolution 1, with a recommendation to vote yes”.*

If the reference committee supports the resolution, the chair will move the resolution with a recommendation to vote yes. If the committee opposes the resolution, the chair will move the resolution with a recommendation to vote no.

If an RC substitute resolution exists, the House votes on the RC version for the original resolution. Debate is limited to the RC version. A majority vote in the affirmative disposes of the original resolution and adopts the RC resolution. A majority vote in the negative disposes of the RC version and places the original on the floor for consideration.

## Section 6. Resolutions

### A. Writing Resolutions

A resolution is a formal written proposal submitted for action by an assembly. Resolutions may not be verbally proposed from the floor and must be submitted electronically by any announced deadlines. Resolutions may be used to develop the association’s policies, positions and directives. Any member of the American Student Dental Association may submit a resolution to the House of Delegates. A resolution should be devoted to a single, coherent issue and must call for action of some sort. A resolution is introduced with the words “Resolved, that...”. The issue should be stated simply and the action desired by the author should be clear. The Bylaws, Current Statements of Position and Policy, the Strategic Plan and other relevant documents should be consulted before writing resolutions to determine current policy and procedures. Brevity and clarity are important.

A properly worded resolution accomplishes two important objectives; it enables the sponsors to gain intelligent consideration for their proposal and it enables the House of Delegates to make an intelligent decision on a single issue that is clearly stated.

In accordance with ASDA’s parliamentary authority as set forth in the Bylaws, the author of a resolution has the right to change or withdraw their resolution without the House’s permission if done so before the speaker of the house states the resolution to the House. After the resolution has been stated to the House, it is no longer property of the author, but of the House of Delegates, and may only be withdrawn or amended with the House’s approval.

For more information on writing a resolution, consult ASDA training materials or the speaker of the house.



## B. Processing Resolutions

The sponsor of the resolution transmits it to the secretary (executive director) who acknowledges its receipt. In accordance with the Bylaws, resolutions that are received prior to the established deadline for board feedback are reviewed in advance by the Board of Trustees. Recommendations are made to the resolution authors if clarification or modification is warranted. All such resolutions as well as any others that are received before Annual Session are posted on the association's website one (1) week following Board of Trustees review and comment before the Annual Session. Any resolution submitted to the secretary by the final deadline established by the speaker and the secretary is distributed to participants before the reference committee hearings. Updated resolutions and reference committee recommendations are distributed prior to the open of business meetings each morning.

A resolution submitted after the established final deadline will be considered as new business if approved for consideration by the speaker of the house, but is not sent to a reference committee or reviewed by the Board of Trustees. A resolution submitted after the deadline for reference committee review and approval is distributed to participants at the next House business meeting possible.

Projection equipment is used during the business meetings of the House of Delegates so that resolutions can be clearly viewed by all participants. Amendments to resolutions will be projected on the screen for clarity and efficiency. Proposed amendments must be submitted in writing to staff seated at the front of the House before it is moved on the House floor.

## Section 7. Elections

### A. Candidate Information

Executive Committee\* candidates' application materials can be found on the ASDA website at least three weeks prior to the Annual Session. President/vice president candidates' platforms are posted electronically immediately prior to Annual Session and are distributed to participants at the Annual Session.

### B. Election Code of Conduct

All Executive Committee candidates must agree to the following guidelines before beginning their election campaigns. The intent of these guidelines is to encourage fair campaigning by ASDA members and maintain dignified and courteous conduct.

\*Per adopted resolution 403RC-2020, the speaker of the house was added as a non-voting member of the executive committee during Annual Session 2020. This becomes effective at the conclusion of the 2021 Annual Session.

- i. Candidates and their supporters shall not use ASDA central office stationery or business cards issued by the central office to promote and support a candidate. However, the use of the official ASDA logo on campaign materials is permitted.
- ii. Candidates and their supporters should focus the campaign on positive attributes rather than on negative characteristics of the opposing candidates. Candidates shall not, and shall not cause or request their supporters to, make negative personal comments against their opponents.
- iii. There shall be no packaged food, other gifts or campaign tokens distributed or used by the candidates as part of the candidates' campaigns. These items include but are not limited to badges, nametag ribbons, clothing, pins, and any other form of campaign tokens with a candidate's name, slogan(s), catch phrase(s), signs, banners or printed material.
- iv. Entertaining by the candidates will not be permitted in any suite or meeting room reserved or funded by ASDA.
- v. A candidate may solicit a delegate or alternate delegate by phone, mail, e-mail, social media or fax. The ASDA central office will not provide any of this information.
- vi. Candidates are only permitted to use their own personal funds for their campaign.
- vii. Third party endorsements (such as corporate sponsors or other professional organizations) are not allowed.
- viii. Candidates must not loiter near ballot boxes during the specified voting time.
- ix. Candidates are ineligible to be members of reference committees or awards committees that convene at Annual Session.

In the event that the Board of Trustees adopts a resolution related to the candidacy of an individual member seeking an Executive Committee position, trustees must provide the aforementioned resolution to their caucuses during the first caucus following the board decision. The candidate must be informed of the resolution prior to the first caucus meetings following the board decision so that the candidate may choose to address this issue during the candidate's speech and/or caucus forums. The Executive Committee and Board of Trustees may address the House of Delegates in regards to this issue if they deem it necessary.

The Election Committee as outlined in Section 7 G. Election Committee shall be charged with the implementation and monitoring of these guidelines and has the power to remove a candidate from the ballot. Upon receipt of a written complaint, or upon initiation of a review of campaign-related material, the Election Committee shall determine if a violation has occurred. If a violation has occurred the Election Committee can choose to take no action, request that the candidate discontinue their behavior,

request that the candidate discontinue their behavior and provide a report to the House of Delegates or remove the candidate from the ballot and provide a report the House of Delegates. Any candidate so adjudicated shall have an automatic right of an expedited appeal to the Election Committee via electronic meeting or other timely means.

Each Executive Committee candidate must be officially nominated by a person of their choice at the House of Delegates Business Meeting II scheduled on Thursday morning. An official candidate shall be formally nominated on the floor of the House of Delegates. Candidates that did not meet the established application deadline may be nominated after the nomination of official candidates. All candidates must be nominated by a predoctoral member who is not a current or former national leader. Nomination is not required for eligibility. Nominators will be allowed 1 minute maximum to nominate and introduce their candidate, including a brief explanation of the candidate's experience and previous ASDA positions held. Should there be fewer than three official candidates for the president/vice presidents or less than one official candidate for speaker of the house, it is the responsibility of the House to nominate someone from the floor. Each Executive Committee candidate must also designate a guide who will serve as a neutral party and escort each candidate through the caucuses. The guide will be responsible for monitoring the door and time.

Each candidate receives a copy of these guidelines and a statement to sign, certifying that they have read the guidelines; promises to abide by them; will immediately report any deviations of which they become aware to the Election Committee of the association; and will notify and try to correct any supporter upon learning of an actual or potential deviation.

#### C. Presentation of Platform to the House of Delegates

Each candidate for president/vice president will have exactly seven (7) minutes to present their platform to the members of the House of Delegates. Each candidate for speaker of the house will have exactly five (5) minutes to address the House of Delegates. During speeches, projectors will only display headshot, name, graduation year and school. Presentations will be given in alphabetical order by last name, beginning with candidates for president/vice presidents. All candidates who are not addressing the House will be escorted out of the room. Delegates are not permitted to pose questions to the candidates at this time. A staff member will keep time and signal the candidate.

#### D. Questioning Advancing Candidates

For candidates advancing from the first round of balloting, each candidate for president/vice president will have five (5) questions and one (1) minute per question and each candidate for speaker will have three (3) questions and 1 minute per question to answer the question. Questions for advancing candidates will be answered in reverse

alphabetical order by last name. All candidates not addressing the House will be escorted out of the room. Questions should be submitted by the deadline set by the speaker of the house. Up to two questions are to be submitted by each district caucus for both president/vice president candidates and speaker of the house candidates. The same questions are asked of every candidate for a particular position and are selected by the speaker of the house. In the event the speaker of the house is a candidate for president/vice president, the president will select questions for advancing candidates. A staff member will keep time and signal the candidate.

#### E. Caucus Visits by the Executive Committee Candidates

The following guidelines have been established for those times during the Annual Session when Executive Committee candidates appear before joint caucuses to answer delegate questions:

- i. Each candidate will have up to 15 minutes to answer questions posed by delegates during the joint caucuses. Each caucus has their own caucus rules which may produce variations in the questioning from caucus to caucus.
- ii. Each candidate selects an individual to escort them through the caucuses. Current and former national leaders of the association may not serve as guides.
- iii. The president, immediate past president and speaker of the house will hold a forum for election candidates to better prepare them for what to expect in the caucus sessions.

#### F. Casting Ballots

Delegates are responsible for voting during the specified time period and must present valid credentials to the election staff in order to receive a ballot. Elections are conducted with an electronic voting device. Only certified delegates are permitted to participate in the elections of the House of Delegates.

#### G. Election Committee

In the event the electronic balloting system errs, an Election Committee of the association is responsible for conducting the election of national officers. The Executive Committee appoints members on-site at Annual Session. The members of this committee include the secretary of the House (executive director), three members of the association, as well as one member from a dental organization other than ASDA. The executive director serves as the chair of the committee and the three ASDA members serve as tellers of the election. Tellers are responsible for counting the secret written ballots. All members of the Election Committee are responsible for seeing that ballots are counted accurately.

## H. Certification of Ballots

After the votes are submitted electronically, the speaker of the house reviews and verifies the election results. This election report is retained for one year by the secretary of the House (executive director). The election report will be available to any member upon written request to the secretary of the House.

### Section 8. Distribution of Materials

Materials related to subjects and activities proposed for House action or consideration must be approved by the speaker and secretary of the House (executive director) prior to distribution to the House of Delegates.

### Section 9. Special Session of the House of Delegates

Upon receipt of the necessary direction from either the Board of Trustees or delegates in accordance with the Bylaws, the president must arrange for a special session of the House. Delegates must be notified of the time, place and items to be considered at least thirty (30) days prior to the start of the special session.

### Section 10. Establishing a New Predoctoral Chapter

Each U.S. CODA-accredited dental school in the U.S. and its territories may establish an ASDA chapter. There shall not be more than one chapter at any dental school campus. Chapters at branch campuses will be at the discretion of the Board of Trustees after reviewing any necessary items that may include the school's structure, finances and geographical limitations.

Potential new chapters must be approved by the House of Delegates prior to receiving a charter. Potential new chapters must meet the following requirements:

- A. Have at least five active predoctoral members
- B. Submit a signed Affiliation Agreement
- C. Elect or appoint a first and second delegate to represent and manage the chapter.  
Contact information of these individuals must be sent to the central office.

Requirements must be met on January 1 of the first academic year to be eligible for consideration as a fully chartered chapter. Chapter must submit a copy of their constitution and bylaws by January 1 of the second academic year. Once the House of Delegates issues approval, a charter is granted and the chapter is entitled to all chapter privileges.

## Section 11. Officer Position Descriptions

### ***President***

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Serves as chair of the Board of Trustees, which oversees all association activities, approves the annual budget and develops the association strategic plan. Serves as chair of the Executive Committee, which is responsible for managing association business between meetings of the Board of Trustees.

#### **Requirements**

- a. Must be an active predoctoral member at the time of application and throughout the term of office.
- b. Should serve at least one year in a national leadership position.
- c. Must be able to attend all required meetings.
- d. Must be able to complete assignments and responsibilities by established deadlines.

#### **Duties**

- a. Serves as the official spokesperson for the organization.
- b. Chairs all meetings of the Board of Trustees and Executive Committee and presents a report at each meeting; reads all meeting materials sent in advance.
- c. Maintains monthly contact with all assigned trustees and leaders.
- d. Builds a relationship with the ADA president and president-elect.
- e. Attends meetings of local and state dental societies as needed.
- f. Communicates ASDA's goals to trustees, chairs, delegates and dental students.
- g. Serves on Strategic Planning Oversight Committee and other councils and committees as assigned.
- h. Serves as liaison to related allied, governmental and dental organizations and provides testimony on behalf of ASDA when called upon to do so.
- i. Submits post-meeting reports when representing ASDA at outside meetings.
- j. Provides content for association publications and media as requested.
- k. Conducts, along with the Executive Committee, the executive director's annual performance review.
- l. Assumes the position of immediate past president at the end of term of office.

#### **Meetings**

- a. All Board of Trustees and Executive Committee meetings
- b. Spring and fall leadership meetings
- c. National leadership conference
- d. ASDA Annual Session held at the end of term
- e. ADA Annual Session held during term
- f. National Dental Student Lobby Day
- g. Outside meetings as determined

### *Vice President*

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Serves as a member of the Board of Trustees, which oversees all association activities, approves the annual budget and develops the association strategic plan. Serves as a member of the Executive Committee, which is responsible for managing association business between meetings of the Board of Trustees.

#### Requirements

- a. Must be an active predoctoral member at the time of application and throughout the term of office.
- b. Should serve at least one year in a national leadership position.
- c. Must be able to attend all required meetings.
- d. Must be able to complete assignments and responsibilities by established deadlines.

#### Duties

- a. Serves as the official spokesperson for the organization when requested by the president.
- b. Attends all meetings of the Board of Trustees and Executive Committee and presents a report at each of these meetings.
- c. Maintains monthly contact with all assigned trustees and leaders.
- d. Reads all meeting materials sent in advance.
- e. Communicates ASDA's goals to trustees, chairs, delegates and dental students.
- f. Serves on the ASDA councils and committees as assigned.
- g. Serves as liaison to related allied, governmental and dental organizations
- h. Provides testimony on behalf of ASDA when called upon to do so.
- i. Submits post-meeting reports when representing ASDA at outside meetings.
- j. Provides content for association publications and media as requested.
- k. Conducts, along with the president, the executive director's annual performance review.

#### Meetings

- a. All Board of Trustees and Executive Committee meetings
- b. Spring and fall leadership meetings
- c. National leadership conference
- d. ASDA Annual Session held at the end of term
- e. ADA Annual Session held during term of office
- f. National Dental Student Lobby Day
- g. Outside meetings as determined

### *Speaker of the House of Delegates*

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Presides over all House of Delegates meetings and instructs delegates about parliamentary procedures. Reviews governance documents annually and serves as a resource for

parliamentary procedures. Serves as an *ex-officio* non-voting member of the Board of Trustees and the Executive Committee, which oversees all association activities, approves the annual budget and develops the association strategic plan. Responsible for acting on all resolutions adopted by the House of Delegates. It is highly encouraged that an applicant has served at least one year in a national leadership position. Serves as a member of the Executive Committee, which is responsible for managing association business between meetings of the Board of Trustees.

#### Requirements

- a. Must be an active predoctoral member at the time of application and throughout the term of office.
- b. Must be able to attend all required meetings.
- c. Must be able to complete assignments and responsibilities by established deadlines.

#### Duties

- a. Presides over all House of Delegates meetings.
- b. Instructs delegates about the rules and procedures of the House of Delegates.
- c. Informs delegates and members of the association about the actions taken in fulfillment of the directives of the resolutions adopted by the House of Delegates.
- d. Determines the order of business for each House of Delegates meeting.
- e. Appoints and coordinates reference committees and delegate reviewers at the House of Delegates.
- f. Coordinates Executive Committee elections at Annual Session.
- g. Serves on the Governance Committee of the Board of Trustees.
- h. Reads all meeting materials sent in advance.
- i. Submits post-meeting reports when representing ASDA at outside meetings.
- j. Provides content for association publications and media as requested.

#### Meetings

- a. All Board of Trustees meetings and Executive Committee meetings
- b. Spring and fall leadership meetings
- c. National leadership conference
- d. ASDA Annual Session held at the end of term
- e. May attend parliamentary procedure training, such as AIP Practicum
- f. Outside meetings as assigned by the president

#### Section 12. Definition of Good Standing

A member in good standing has fulfilled the requirements for membership in the association including timely submission of remittance or application form with full dues and official status as a dental student per ADA's records. A member in good standing has neither voluntarily withdrawn from membership nor has been expelled from membership.



Section 13. Meeting Code of Conduct

Meeting participants are expected to:

- A. Complete necessary advance preparation for meetings (e.g. thoroughly read agendas, supporting materials and past meeting minutes, etc.).
- B. Attend all events related to the meeting and be prepared to spend sufficient time and energy dedicated to ASDA business.
- C. Arrive on time and stay for the duration of the meetings.
- D. Treat other attendees with dignity and respect. Divulgence of personal and/or confidential information of others is strictly prohibited.
- E. Engage in open, relevant and constructive communication and will not exercise undue authority or influence over other meeting attendees.

Disruptive or inappropriate behavior, discriminatory or derogatory remarks are strictly prohibited and will result in immediate removal from the meeting.

Any participant who does not comply with the Code of Conduct may be excused from the meeting by the chairperson. Any person excluded from a meeting due to behavior may only be allowed to return to future meetings at the discretion of the chair.

Section 14. Amendment of Standing Rules of the House of Delegates

These Standing Rules of the House of Delegates may be amended by majority vote of the House of Delegates, or by the Board of Trustees by two-thirds (2/3) vote as an interim amendment when the House of Delegates is not in session. An interim amendment made by the Board of Trustees must be approved by majority vote of the House of Delegates at the next Annual Session.

*Revised March 2020*