

**SOUTH DAKOTA DENTAL ASSOCIATION
HOUSE OF DELEGATES
RULES**

1. There will be no smoking in the House.
2. When addressing the House, a delegate must stand, state his name and the district he represents.
3. All remarks should be brief and to the point.
4. Voting cards are to be used by all delegates.
5. A delegate can move to vote immediately.
6. Business shall be considered in the order outlined on the official agenda mailed in advance to all delegates and any amendments duly made thereto. The Speaker of the House, however, may recess the meeting briefly at any time to present distinguished guests for introduction or brief remarks. He may also request permission of the House to extend the privilege of the floor to a nonmember of the House for the purpose of pertinent information.
7. All committee and officers' reports printed in the Delegate Notebook and mailed in advance to the delegates shall be considered to be received by this House of Delegates.
8. The Board of Trustees shall, prior to the first session of the House of Delegates, review all committee reports and resolutions printed in the Delegate Notebook, and at the first session of the House of Delegates recommend to the House of Delegates referral to the appropriate reference committee of all resolutions, recommendations, or other matters that require action by a reference committee. If there is no objection or motion, such recommended referrals shall be deemed adopted by unanimous consent. Any delegate may request a division of the question and a vote on any part of such recommended referrals. Any item not referred may be referred by a motion adopted at any time. The Secretary may assign identification numbers or use a similar system to identify each referred matter.
9. Reference committees shall consider all items referred to them and shall present their recommendations and motions (including any recommended amendments) on each such matter to the House of Delegates. Reference committees may also present resolutions that they have originated with their report, and may request the Secretary to assign identification numbers to such original resolutions.
10. Motions made by a reference committee chairperson as part of his/her committee report shall not require a second.
11. Each reference committee meeting shall consist of two parts:
 - (1) An open hearing during which information and opinions are received, but no decisions are made.
 - (2) An executive meeting at which only the members of the committee are present and during which the information and opinions received during the open hearing are evaluated and the committee reaches its decision and prepares its reports.
12. Component dental societies or individual delegates may propose resolutions in writing from the

floor. All such resolutions shall be immediately referred by the Speaker to the appropriate reference committee without debate, subject to the right of any delegate to appeal the ruling of the Speaker on the question of whether such committee is the appropriate committee. During the second meeting of the House of Delegates, it shall be necessary to have a two-thirds majority vote of those present and voting to adopt a motion to bring any additional resolution before the House for immediate consideration under the order of business. Such motion shall not be debatable.

13. Resolutions shall be subject to the following motions whether a resolution is reported upon by a reference committee or otherwise acted upon by the House of Delegates:
 - (1) To refer, to transfer a motion that is pending before the House to a committee or Board of Trustees, which disposes of the matter until reported again.
 - (2) To amend, and then a motion to adopt may be made.
 - (3) To postpone definitely, to put off consideration, or further consideration, of a pending main motion and to fix a definite time for its consideration.
 - (4) To postpone temporarily or table, to defer the pending main motion temporarily but specify no time for its consideration. It is not debatable. Its effect terminates at the end of the current annual session, at which time the main motion dies if the House has not voted to resume consideration of it (or to "take it from the table").
 - (5) To reject, which disposes of the matter finally.
 - (6) To adopt, which approves and to which amendments may be made.
 - (7) Any other motion authorized under Sturgis Standard Code of Parliamentary Procedure.
14. Substitution of alternate delegates may be made during all meetings of the House of Delegates.
15. Reading of the minutes of the meetings of the previous annual session shall be dispensed with, having been previously published.
16. The minutes, as published, shall constitute the official minutes of the prior Annual Session.
17. A majority of the votes cast shall be considered a "majority" to carry a motion or resolution.

ORGANIZATION AND OPERATION OF HOUSE OF DELEGATES

The House of Delegates, as a legislative and governing body, is the supreme authority in the South Dakota Dental Association. As such, it speaks for the general membership and the dental profession in South Dakota.

The members of the House of Delegates are democratically elected by the component societies. As members of the House, delegates have the duty of considering not only the wishes of their own district societies, but also the welfare of the Association and the dental profession as a whole.

Since the House of Delegates meets only once a year, many important issues must be considered and decisions made. The limit of time of an annual session makes it impossible to handle the business of the House without having 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 Trustees and the officers.

RECOMMENDATIONS AND ESTABLISHMENT OF POLICIES: There are three standing committees and several other special or ad hoc committees in the South Dakota Dental Association. Their function is to study specific phases of dental activity with a view toward making recommendations which will enable the Association and the dental profession to progress in these areas. The recommendations are then placed before the House of Delegates in the form of motions or resolutions for review before a final policy is established.

The President and Board of Trustees have a similar duty to make recommendations particularly in the field of administration and finance.

To consider all these recommendations in a democratic fashion, the House of Delegates has established reference committees which study the recommendations, conduct hearings at which any member may appear and express his opinion, and make final recommendations to the House of Delegates. In this way, policies of the Association are made after full hearing and debate.

The duty of the officers of the Association is not to make policy but to administer the various activities in accordance with policies established by the House of Delegates and under the supervision of the Board of Trustees

OFFICERS OF THE HOUSE OF DELEGATES: A Speaker of the House shall preside at meetings of the House of Delegates and shall perform such duties as custom and parliamentary procedure require. The Speaker is an advisory member of the Board of Trustees and is elected by the House of Delegates. The President of the Association is chairman of the House of Delegates and shall break a tie of the House of Delegates or Board of Trustees. In the absence of the President, the President-Elect shall have this privilege.

The Secretary of the Association shall be the secretary of the House of Delegates. The Executive Director is recording officer, reading clerk and custodian of records.

Any member dentist may attend the House of Delegates meetings.

VOTING PROCEDURE: Voting in the House of Delegates, except for officers, is conducted at the discretion of the Speaker, either by voting card, voice vote, show of hands, standing vote, or roll call of districts. If the result of the vote is uncertain or if a division is called for, the Speaker will first ask all voting affirmatively to stand. The count will be made by tellers appointed by the President and reported to the Secretary. Voters will remain standing until the Speaker indicates the count has been completed. The same procedure is then followed for those voting in the negative.

Voting for officers shall be by a secret ballot and when more than one candidate is nominated for the same office and no candidate receives a majority vote on the first ballot, the two candidates receiving the highest number of votes shall be the only candidates considered on the second ballot.

COMMITTEE ON RULES AND ORDER: This committee presents the agenda and recommends rules as seem necessary for the effective conducting of business of the House.

DUTIES OF REFERENCE COMMITTEES: The primary duty of a reference committee is to recommend to the House of Delegates an appropriate course of action on the matters referred to it. It is not the duty of a reference committee to attempt to prevent the House of Delegates from considering a recommendation placed before the House; nor is it the committee's duty to accept automatically, without further consideration, the opinion of its own members or the opinions of those who have appeared before the committee. The reference committee fulfills its obligation only when it considers all factors and advises the House to adopt, amend, postpone, or reject a recommendation which has been placed before it. No matter referred to a reference committee may be killed by the committee. It must be reported back to the House for final action.

Last updated: May 2008

GUIDE FOR REPORTING BACK TO HOUSE OF DELEGATES

REPORTS:

If a Reference Committee has reviewed reports, the procedure should be as follows:

Report of Reference Committee on _____.

"The reports of the following committees were referred to the Reference Committee on _____.
." (List all reports received; then consider each separately.)

"The report of (committee, page number) . The Reference Committee on _____
_____ has examined the report of the
 (committee) and wishes to commend the committee for its activity this past year (or
something similar)."

"The report contains ____ resolutions for consideration by the House." (Take up each
resolution separately.)

RESOLUTIONS: (Read published resolutions.)

The committee has four options as to its course of action:

1. The Resolution Committee concurs with the (committee) recommendation to _____.
The chairman moves the adoption of this resolution.
2. If strongly opposed to the recommendation, state briefly your reasons; the motion
then should be: The chairman moves the rejection of the resolution.
3. If the committee wishes to amend the resolution, state briefly your reasons and
follow this form:

Resolution: (Copy from published resolution)

Proposed Amendment: (Copy Reference Committee's amendment)
The motion then should be:

"The chairman moves adoption of the amendment to the resolution" (and if
passed) then "The chairman moves adoption of the amended resolution."

A resolution can be amended by:

- a. addition of words or provisions
- b. deletion of words or provisions
- c. substitution of words or a new motion

4. If the committee wishes to adopt a resolution in place of another resolution, or in place of several resolutions, on the same or similar subject state briefly your reasons and follow this form:

"The chairman moves to substitute resolution _____ in lieu of resolution(s) _____."

This motion allows the House to both amend a resolution and dispense with similar, but less favorable, resolutions all in one motion, thus saving the need to vote to defeat other similar motions.

Once substituted (or amended) the motion must still be voted on by the House. To move the adoption of the motion state: "The chairman moves the adoption of resolution _____."

5. A motion to indefinitely postpone should be proposed when the committee wishes to dispose of a recommendation but feels that rejection is too strong.

If the committee finds there are two resolutions quite similar in context, it may amend one to be complete and then move the other be postponed indefinitely.

If the reference committee is clearly divided in its opinion (chairman has a vote), a minority report can also be submitted to the House.

All items involving money not already provided for in the proposed budget should include the recommendation of the Board of Trustees in their final form.

On all items involving amendment of Articles of Incorporation, Constitution, Bylaws and Principles of Ethics, consult with the Bylaws Committee for proper wording and an advisory opinion.

A committee report itself cannot be amended; only the proposed resolution or recommendation can be subject to change.

Recommendations from regular committees are supposed to be appealed to a report and not included in its contents. However, an inexperienced chairman may include a recommendation in the body of his report so be alert to this possibility.

Check last year's proceedings when there is a question of whether or not a recommendation is being repeated. If a recommendation has been adopted once by the House, it is then a policy of the South Dakota Dental Association and, therefore, need not be repeated year after year.

In the event of a debate, the chairman of the reference committee may call on any member of the committee to answer the questions asked, the presiding officer of the House of Delegates may call on any officer or standing or special committee member to supply the information requested. The chairman of the reference committee should be prepared to comment on the position taken in the report of his committee.