

WASHINGTON STATE DENTAL ASSOCIATION

ORGANIZATION AND OPERATION OF THE HOUSE OF DELEGATES

Originally Published: December 1960

Revised: September 2023

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1 **INTRODUCTION**

2 The House of Delegates, as the legislative and governing body, is the supreme authority of
3 the Washington State Dental Association. As such, it speaks for individual members and
4 for the dental profession of the State of Washington.

5
6 The House currently has a minimum of 77 members [these are allocated as stated in the
7 WSDA Articles of Incorporation¹ and Standing Rules²]. As members of the House, the
8 delegates have the duty of considering not only the wishes of their own societies and
9 geographical regions but also the ability of Washington dentists to provide optimal oral
10 health care and the welfare of the Association and of the dental profession as a whole.

11
12 The House of Delegates has well-established protocols for the conduct of business during
13 its annual session. These protocols depend upon the close cooperation of the members of
14 the House, the Board of Directors, and the Association Office.

15
16 This memorandum has been prepared so that all that participate in the annual House of

¹ Article IV

² Standing Rule 2.1.D.

17 Delegates will have a better understanding of the methods and rules under which it
18 operates.

19

20 POWERS AND DUTIES OF THE HOUSE OF DELEGATES

21 The House of Delegates has specific powers and duties as the supreme authoritative body
22 of the WSDA. It can enact a legislative agenda, determine the policies of the WSDA, enact
23 and amend the Bylaws and Articles of Incorporation, create component societies, special
24 committees, task forces and standing committees, approve membership of committees,
25 and approve resolutions in the name of the WSDA. In addition, the House has the duty
26 of electing officers, members of the Board of Directors, and delegates to the ADA annual
27 meeting. It adopts the annual budget and establishes membership dues.

28

29 RECOMMENDATIONS AND THE ESTABLISHMENT OF POLICY AT THE HOUSE

30 According to Association Standing Rule³, the term “Resolution” shall be defined to mean
31 any written recommendation or report which calls for action by the House. Conversely, a
32 report is provided to the House for informational purposes and does not call for action by
33 the House.

34

35 As stated in the Association’s Bylaws⁴, the following have the authority to make
36 recommendations and establish policy in the form of Resolutions to the House of
37 Delegates: standing committees and task forces of the Association, Component Societies of
38 the Association, petitions brought forth by at least ten Association members, individual
39 WSDA Officers, and the WSDA Board of Directors.

40

41 The Association has ~~four~~five standing committees, the Nominations Committee, the
42 Committee on Regulatory Affairs, the Dental Benefits Committee, ~~and the Committee on~~
~~Continuing Education, and the Business Development Committee. In addition, the Board~~
~~of Directors has also created the WSDA Retro Advisory Committee to provide guidance to~~
~~the Board of Directors on the ongoing management of WSDA’s retrospective rating group~~
~~program (Retro) for workers’ compensation. The Business Development Committee will be~~
~~formed in 2025.~~ These committees may provide written reports to the House on their
activities and, if necessary, bring Resolutions before the House to be reviewed and
discussed before final policy is established.

49

50 Association task forces are appointed by either the House of Delegates or the Board of
51 Directors as needed. The function of these task forces is to study specific topics of interest
52 with the goal of making recommendations which will enable the Association and the
53 profession to progress in these areas. The Association has one standing task force known
54 as the Legislative Session Task Force. This task force is assigned to work on one
55 legislative session. It is appointed and disbanded by the Board of Directors as outlined in
56 Standing Rule⁵. Task forces are asked to submit a report to the House as well as any
57 recommendation in the form of a Resolution.

58

³ Standing Rule 2.1.B.

⁴ Bylaws IV.D.

⁵ Standing Rule 3.3.A.

59 The Officers and Board of Directors have a similar duty of making recommendations,
60 including but not limited to the area of administration and finance, to the House of
61 Delegates. The President and President-elect are asked to provide a verbal or written report
62 to the House. The Secretary-Treasurer's report will be presented as the Budget and
63 Finance Report.

64
65 The duty of employed staff and retained advisors is not to make policy, but to facilitate
66 policy discussions and administer the various activities, which are carried on under
67 policies established by the House and Board of Directors. Staff members and retained
68 advisors give advice on process, procedure and technical matters. The Association
69 Executive Director is asked to provide a verbal or written report to the House.

70
71 So that members of the House may be as fully informed as possible concerning matters to
72 be discussed and voted on at the House, it is a standing rule⁶ that resolutions to be
73 submitted to the House should be presented to the Association Office six weeks prior to
74 the annual session. Copies of all submitted resolutions as well as written reports on
75 Association business are made available online no later than one month prior to the
76 annual session so delegates and members have an opportunity to study and discuss
77 these materials⁷. Resolutions brought to the floor of the House without such notice
78 require a vote of 2/3 majority approval before they may be considered.

79

80 OFFICERS OF THE HOUSE OF DELEGATES

81 The House has three officers: House President, House Secretary and Speaker of the House.
82 The House President is the acting President of the Association and the House Secretary is
83 the Secretary-Treasurer of the Association as previously elected by the House. The House
84 President serves as chairman of the meeting; the House Secretary serves as the recording
85 officer and is custodian of the minutes.

86

87 SPEAKER OF THE HOUSE

88 As required in the Association's Bylaws⁸, the WSDA Board of Directors will appoint a
89 Speaker of the House to preside over the annual meeting. The Speaker will be appointed
90 120 days prior to the House. The Speaker will be invited to attend the WSDA Board
91 meeting immediately preceding the House to review and discuss House procedure. A
professional or member Parliamentarian may be appointed by the Board of Directors to assist
the Speaker of the House.

92

93 WSDA members may serve as Speaker of the House for no more than three consecutive
94 years at one time. The Speaker of the House or Parliamentarian may not be a voting
delegate of the House, a current member of the WSDA Board of Directors, or seeking an
elected position. The Speaker of the House and Parliamentarian shall act impartially without
advocating any position related to matters before the House of Delegates. The Speaker of the
House and Parliamentarian are not eligible to run for any elected position at a House of
Delegates meeting in which they are presiding-Speaker of the House is Presiding.

95

98 COMMITTEES OF THE HOUSE

99 To assist in the operation of the House, two committees are appointed on a yearly basis: the
100 Rules and Order Committee and the Credentials Committee. These committees are

⁶ Standing Rule 2.1.B.1.

⁷ Standing Rule 2.1.B. ⁸ Bylaws IV.A.

101 appointed by the acting WSDA President and are confirmed by the House at the beginning
102 of the annual meeting.

103

104 The Rules and Order Committee is responsible for preparing the House agenda and ruling
105 on House procedures. WSDA Officers and the Speaker of the House serve as the Rules and
106 Order Committee. ~~The Speaker is assisted by a Parliamentarian or may act as~~
107 ~~Parliamentarian if able.~~

108

109 The Credentials Committee is responsible for being present 30 minutes prior to the
110 opening of each business session of the House, taking roll, verifying alternate delegates,
111 and serving as tellers for all votes. Prior to the House, each component society will receive
112 a "Certification of Delegates" form. This form is to be completed by the component
113 society, signed by the responsible officer or component staff, and returned to the
114 Association Office. This will serve as certification of members of the House of Delegates
115 and will be available at the annual meeting through the Credentials Committee.

116

117 SCHEDULE OF THE HOUSE

118 The schedule of the House is to be determined by the Rules and Order Committee prior to
119 the House. The schedule will consist of two business sessions and work sessions, with
120 additional sessions included as needed.

121

122 Business sessions will be considered the formal meetings of the House. Official action,
123 including voting, will take place during House business sessions. Minutes are recorded
124 during business sessions as well as delegate attendance as recorded by the Credentials
125 Committee. To assist in the keeping of minutes, audio from business sessions will be
126 recorded. This audio will be deleted after the minutes are approved.

127

128 Prior to the start of each business session, the Credentials Committee will provide a
129 quorum report to the House. Quorum is established by a majority of registered delegates.

130

131 During House work sessions, contemporary issues facing dentistry or issues requiring
132 official action of the House will be discussed. Hearings for all Resolutions taken off of the
133 House consent agenda will be held during House work sessions and will be moderated by
134 the Speaker of the House. The Board of Directors' Budget & Finance Board Work Group
135 will provide a presentation on the proposed budget and answer questions during a work
136 session of the House. The Rules and Order Committee may include additional agenda
137 items to House work sessions as needed.

138

139 CANDIDATES' FORUM

140 The Candidates' Forum provides an opportunity for all candidates to address the House.
141 Candidates for ADA Delegate and at-large seats on the Board of Directors will be given up
142 to three minutes to address the House.

143

144 Candidates for uncontested races for President-elect and Secretary-Treasurer will be given
145 up to three minutes to address the House.

146

147 Forum Panels are created to facilitate the Candidates' Forum for contested President-elect
148 and Secretary-Treasurer elections. A separate Forum Panel will be created for each
149 contested election and will consist of a representative of the WSDA Board as appointed by
150 the WSDA Board, the Speaker, the WSDA Executive Director, and a representative
151 selected by each candidate. The Forum Panel is responsible for selecting the forum
152 moderator, determining the forum format, and developing all questions asked during the
153 forum.

154

155 NEW DELEGATE ORIENTATION

156 The New Delegate Orientation will be held prior to the first business session of the House.
157 New Delegates will be encouraged to attend and all delegates and members are welcome.
158 The Speaker, Parliamentarian, and/or others designated by the Speaker will instruct
159 delegates on the parliamentary procedures used during the House and provide delegates
160 with the opportunity to ask questions regarding the running of the House.

161

162 ELECTIVE OFFICES

163 The House is responsible for filling all elected positions of the Association including the
164 office of President-elect (one year term followed by one year term as President and one
165 year term as Immediate Past President), the office of Secretary-Treasurer (three year
166 term), vacancies to fill the Board of Directors (three year term), and vacancies to fill ADA
167 Delegate positions as allocated by the ADA (three year term). Every three years, one ADA
168 Delegate position will be reserved for a member who has previously served as an ADA
169 Alternate Delegate, but has not served as an ADA Delegate⁹. If there is more than one
170 candidate running for the New ADA Delegate position, the candidate who is not elected
171 will be considered for any additional open ADA Delegate positions.

172

173 The Association Office will announce all vacant elected positions no later than March 1 of
174 every year.¹⁰ Candidates are asked to submit their application for an elected position no
175 later than 12 weeks prior to the first business session of the House. After this date, any
176 additional candidates may be nominated on the floor of the House.

177

178 VOTING PROCEDURE

179 Voting in the House of Delegates is conducted, at the discretion of the Speaker either by
180 electronic ballot, general consent, voice vote, show of hands, standing vote, voting
181 machine, or secret ballot.

182

183 If the result of the vote is uncertain or a division is called for, the Speaker will first ask all
184 voting affirmatively to stand. The count will be made by tellers delegated by the Speaker
185 and reported to the Speaker. It will be helpful if voters will remain standing until the
186 Speaker indicates the count has been completed. The same procedure will be used for
187 those voting in the negative.

188

189 If there are more than two candidates for a single position and any one candidate fails to

⁹ Bylaws X.B.

¹⁰ Standing Rule 2.1.A.

190 receive a majority vote, a run-off between the two highest candidates will be conducted. If
191 there is more than one position available, the candidates with the most votes will get the
192 position with the longest term and so forth until all positions are filled. If an election is
193 uncontested, a unanimous ballot will be cast for the election of the sole candidate.

194

195 The Committee on Credentials is charged with supervising the count of votes for elected
positions in the House of Delegates.

196

197 REGISTRATION

198 For the benefit of Delegates, registration is set up for their use in a convenient location at
199 the meeting place prior to each business session. Delegates and Alternate Delegates are
200 asked to attest to having read “A Quick Guide to Charity and Non-Profit Board Service in
201 WA State” at the time of registration¹¹.

202

203 SEATING OF ALTERNATE DELEGATES

204 In the event of the absence or disability of a delegate from a component society, the
205 component society from which the delegate is elected shall appoint an alternate from that
206 component society to serve during the absence or disability of such delegate, and shall
207 certify such alternate in writing to the WSDA Secretary.

208

209 In the event of the absence or disability of a WSDA Officer, an at-large member of the
210 Board of Directors may be appointed by the remaining Officers to serve as a delegate in
211 place of the absent or disabled Officer.

212

213 The Credentials Committee shall have forms available for use in certifying alternate
214 delegates at Registration.

215

216 VISITORS AT MEETINGS

217 Any WSDA member may attend meetings of the House of Delegates as a visitor. Non-
218 member guests invited by the WSDA President may also attend meetings of the House as
219 visitors. All visitors are required to register with WSDA staff and display an Annual
220 Meeting badge. Visitors are not permitted access to the floor of the House of Delegates
221 unless granted privilege of the floor. At all other times, visitors must be seated in the
222 section for visitors.

223

224 PRIVILEGE OF THE FLOOR

225 The privilege of the floor of the House of Delegates is limited to the Officers and members
226 of the House of Delegates, the elective Officers of the WSDA, members of the Board of
227 Directors, chairpersons of committees or task forces and members of committees or task
228 forces when requested by the committee chair, WSDA Past Presidents, representatives of
229 the ADA, Speaker of the House, the Executive Director of the WSDA and members of the
230 Association office staff, and such parties as are invited to provide testimony or comments
231 related to testimony. Visitors to the House may only be permitted the privilege of the floor
232 by a majority vote of the House.

¹¹ Standing Rule 2.4.C.1.

233

234 EXECUTIVE SESSIONS

235 An executive session in general parliamentary usage has come to mean any meeting of a
236 deliberative assembly, or a portion of a meeting, at which the proceedings are secret. The
237 House of Delegates may be brought into executive session at the call of the President or
238 by majority vote of the House. Prior to any executive session, those present must be
239 reminded that the proceedings of the session are secret and that participants have a duty
240 to maintain secrecy, and failure to do so is considered unethical behavior as described
241 and dealt with in the WSDA Bylaws.

242

243 The regular minutes of the business session should record the time of going into and out
244 of executive session. The House Secretary shall keep minutes of the executive session.
245 These minutes will remain secret and kept by the House Secretary¹². Decisions reached
246 or actions taken during executive session will be reported upon or actually voted upon in
247 business session. Everyone except voting members may be excused from attending an
248 executive session.

249

250 ATTENDEE COSTS COVERED BY THE ASSOCIATION

251 The Association will provide housing and reimbursement for food and travel for the
252 following: WSDA Officers, WSDA Directors who are not already serving as WSDA
253 Delegates, the Speaker, and the Parliamentarian. The Association will provide two rooms
254 for University of Washington student delegates. Since participants of the Leadership
255 Institute are asked to attend the House as part of the program, the Association will
256 provide housing and reimburse for the cost of food and travel for all Leadership Institute
257 participants, regardless of if they are also serving as WSDA Delegates.

¹² Standing Rule 2.1.C.7.