**WASHINGTON STATE DENTAL ASSOCIATION ORGANIZATION AND OPERATION OF THE HOUSE OF DELEGATES**

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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.

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1. The House currently has a minimum of 77 members [these are allocated as stated in the
2. WSDA Articles of Incorporation[1](#_bookmark1) and Standing Rules[2](#_bookmark2)]. As members of the House, the
3. delegates have the duty of considering not only the wishes of their own societies and
4. geographical regions but also the ability of Washington dentists to provide optimal oral
5. health care and the welfare of the Association and of the dental profession as a whole.

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

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1. This memorandum has been prepared so that all that participate in the annual House of

1 Article IV

2 Standing Rule 2.1.D.

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

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1. POWERS AND DUTIES OF THE HOUSE OF DELEGATES
2. The House of Delegates has specific powers and duties as the supreme authoritative body
3. of the WSDA. It can enact a legislative agenda, determine the policies of the WSDA, enact
4. and amend the Bylaws and Articles of Incorporation, create component societies, special
5. committees, task forces and standing committees, approve membership of committees,
6. and approve resolutions in the name of the WSDA. In addition, the House has the duty
7. of electing officers, members of the Board of Directors, and delegates to the ADA annual
8. meeting. It adopts the annual budget and establishes membership dues.

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1. RECOMMENDATIONS AND THE ESTABLISHMENT OF POLICY AT THE HOUSE
2. According to Association Standing Rule[3](#_bookmark5), the term “Resolution” shall be defined to mean
3. any written recommendation or report which calls for action by the House. Conversely, a
4. report is provided to the House for informational purposes and does not call for action by
5. the House.

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1. As stated in the Association’s Bylaws[4](#_bookmark6), the following have the authority to make
2. recommendations and establish policy in the form of Resolutions to the House of
3. Delegates: standing committees and task forces of the Association, Component Societies of
4. the Association, petitions brought forth by at least ten Association members, individual
5. WSDA Officers, and the WSDA Board of Directors.

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1. The Association has five standing committees, the Nominations Committee, the
2. Committee on Regulatory Affairs, the Dental Benefits Committee, the Committee on Continuing Education, and the ~~Business Development Committee~~Service Lines Committee. The ~~Business Development Committee~~Service Lines Committee will be formed at a later date~~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.

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1. Association task forces are appointed by either the House of Delegates or the Board of
2. Directors as needed. The function of these task forces is to study specific topics of interest
3. with the goal of making recommendations which will enable the Association and the
4. profession to progress in these areas. The Association has one standing task force known
5. as the Legislative Session Task Force. This task force is assigned to work on one
6. legislative session. It is appointed and disbanded by the Board of Directors as outlined in
7. Standing Rule[5](#_bookmark7). Task forces are asked to submit a report to the House as well as any
8. recommendation in the form of a Resolution.

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3 Standing Rule 2.1.B.

4 Bylaws IV.D.

5 Standing Rule 3.3.A.

* 1. The Officers and Board of Directors have a similar duty of making recommendations,
  2. including but not limited to the area of administration and finance, to the House of
  3. Delegates. The President and President-elect are asked to provide a verbal or written report
  4. to the House. The Secretary-Treasurer’s report will be presented as the Budget and
  5. Finance Report.

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

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1. So that members of the House may be as fully informed as possible concerning matters to
2. be discussed and voted on at the House, it is a standing rule[6](#_bookmark11) that resolutions to be
3. submitted to the House should be presented to the Association Office six weeks prior to
4. the annual session. Copies of all submitted resolutions as well as written reports on
5. Association business are made available online no later than one month prior to the
6. annual session so delegates and members have an opportunity to study and discuss
7. these materials[7](#_bookmark12). Resolutions brought to the floor of the House without such notice
8. require a vote of 2/3 majority approval before they may be considered.

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1. OFFICERS OF THE HOUSE OF DELEGATES
2. The House has three officers: House President, House Secretary and Speaker of the House.
3. The House President is the acting President of the Association and the House Secretary is
4. the Secretary-Treasurer of the Association as previously elected by the House. The House
5. President serves as chairman of the meeting; the House Secretary serves as the recording
6. officer and is custodian of the minutes.

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1. SPEAKER OF THE HOUSE AND PARLIAMENTARIAN
2. As required in the Association’s Bylaws[8](#_bookmark13), the WSDA Board of Directors will appoint a
3. Speaker of the House to preside over the annual meeting. The Speaker will be appointed
4. 120 days prior to the House. The Speaker will be invited to attend the WSDA Board
5. meeting immediately preceding the House to review and discuss House procedure. A professional or member Parliamentarian may be appointed or hired by the Board of Directors to assist the Speaker of the House.

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1. WSDA members may serve as Speaker of the House for no more than three consecutive
2. 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.
3. COMMITTEES OF THE HOUSE
4. To assist in the operation of the House, two committees are appointed on a yearly basis: the
5. 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.

1. appointed by the acting WSDA President and are confirmed by the House at the beginning
2. of the annual meeting.
3. The Rules and Order Committee is responsible for preparing the House agenda and ruling
4. on House procedures. WSDA Officers and the Speaker of the House serve as the Rules and
5. Order Committee.
6. The Credentials Committee is responsible for being present 30 minutes prior to the
7. opening of each business session of the House, taking roll, verifying alternate delegates,
8. and serving as tellers for all votes. Prior to the House, each component society will receive
9. a “Certification of Delegates” form. This form is to be completed by the component
10. society, signed by the responsible officer or component staff, and returned to the
11. Association Office. This will serve as certification of members of the House of Delegates
12. and will be available at the annual meeting through the Credentials Committee.
13. SCHEDULE OF THE HOUSE
14. The schedule of the House is to be determined by the Rules and Order Committee prior to
15. the House. The schedule will consist of two business sessions and work sessions, with
16. additional sessions included as needed.
17. Business sessions will be considered the formal meetings of the House. Official action,
18. including voting, will take place during House business sessions. Minutes are recorded
19. during business sessions as well as delegate attendance as recorded by the Credentials
20. Committee. To assist in the keeping of minutes, audio from business sessions will be
21. recorded. This audio will be deleted after the minutes are approved.
22. Prior to the start of each business session, the Credentials Committee will provide a
23. quorum report to the House. Quorum is established by a majority of registered delegates.
24. During House work sessions, contemporary issues facing dentistry or issues requiring
25. official action of the House will be discussed. Hearings for all Resolutions taken off of the
26. House consent agenda will be held during House work sessions and will be moderated by
27. the Speaker of the House. The Board of Directors’ Budget & Finance Board Work Group
28. will provide a presentation on the proposed budget and answer questions during a work
29. session of the House. The Rules and Order Committee may include additional agenda
30. items to House work sessions as needed.
31. CANDIDATES’ FORUM
32. The Candidates’ Forum provides an opportunity for all candidates to address the House.
33. Candidates for ADA Delegate and at-large seats on the Board of Directors will be given up
34. to three minutes to address the House.
35. Candidates for uncontested races for President-elect and Secretary-Treasurer will be given
36. up to three minutes to address the House.
37. Forum Panels are created to facilitate the Candidates’ Forum for contested President-elect
38. and Secretary-Treasurer elections. A separate Forum Panel will be created for each
39. contested election and will consist of a representative of the WSDA Board as appointed by
40. the WSDA Board, the Speaker, the WSDA Executive Director, and a representative
41. selected by each candidate. The Forum Panel is responsible for selecting the forum
42. moderator, determining the forum format, and developing all questions asked during the
43. forum.
44. NEW DELEGATE ORIENTATION
45. The New Delegate Orientation will be held prior to the first business session of the House.
46. New Delegates will be encouraged to attend and all delegates and members are welcome.
47. The Speaker, Parliamentarian, and/or others designated by the Speaker will instruct
48. delegates on the parliamentary procedures used during the House and provide delegates
49. with the opportunity to ask questions regarding the running of the House.
50. ELECTIVE OFFICES
51. The House is responsible for filling all elected positions of the Association including the
52. office of President-elect (one year term followed by one year term as President and one
53. year term as Immediate Past President), the office of Secretary-Treasurer (three year
54. term), vacancies to fill the Board of Directors (three year term), and vacancies to fill ADA
55. Delegate positions as allocated by the ADA (three year term). Every three years, one ADA
56. Delegate position will be reserved for a member who has previously served as an ADA
57. Alternate Delegate, but has not served as an ADA Delegate[9](#_bookmark19). If there is more than one
58. candidate running for the New ADA Delegate position, the candidate who is not elected
59. will be considered for any additional open ADA Delegate positions.
60. The Association Office will announce all vacant elected positions no later than March 1 of
61. every year.[10](#_bookmark20) Candidates are asked to submit their application for an elected position no
62. later than 12 weeks prior to the first business session of the House. After this date, any
63. additional candidates may be nominated on the floor of the House.
64. VOTING PROCEDURE
65. Voting in the House of Delegates is conducted, at the discretion of the Speaker either by
66. electronic ballot, general consent, voice vote, show of hands, standing vote, voting
67. machine, or secret ballot.
68. If the result of the vote is uncertain or a division is called for, the Speaker will first ask all
69. voting affirmatively to stand. The count will be made by tellers delegated by the Speaker
70. and reported to the Speaker. It will be helpful if voters will remain standing until the
71. Speaker indicates the count has been completed. The same procedure will be used for
72. those voting in the negative.
73. 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.

1. receive a majority vote, a run-off between the two highest candidates will be conducted. If
2. there is more than one position available, the candidates with the most votes will get the
3. position with the longest term and so forth until all positions are filled. If an election is
4. uncontested, a unanimous ballot will be cast for the election of the sole candidate.
5. The Committee on Credentials is charged with supervising the count of votes for elected positions in the House of Delegates.
6. REGISTRATION
7. For the benefit of Delegates, registration is set up for their use in a convenient location at
8. the meeting place prior to each business session. Delegates and Alternate Delegates are
9. asked to attest to having read “A Quick Guide to Charity and Non-Profit Board Service in
10. WA State” at the time of registration[11](#_bookmark25).
11. SEATING OF ALTERNATE DELEGATES
12. In the event of the absence or disability of a delegate from a component society, the
13. component society from which the delegate is elected shall appoint an alternate from that
14. component society to serve during the absence or disability of such delegate, and shall
15. certify such alternate in writing to the WSDA Secretary.
16. In the event of the absence or disability of a WSDA Officer, an at-large member of the
17. Board of Directors may be appointed by the remaining Officers to serve as a delegate in
18. place of the absent or disabled Officer.
19. The Credentials Committee shall have forms available for use in certifying alternate
20. delegates at Registration.
21. VISITORS AT MEETINGS
22. Any WSDA member may attend meetings of the House of Delegates as a visitor. Non-
23. member guests invited by the WSDA President may also attend meetings of the House as
24. visitors. All visitors are required to register with WSDA staff and display an Annual
25. Meeting badge. Visitors are not permitted access to the floor of the House of Delegates
26. unless granted privilege of the floor. At all other times, visitors must be seated in the
27. section for visitors.
28. PRIVILEGE OF THE FLOOR
29. The privilege of the floor of the House of Delegates is limited to the Officers and members
30. of the House of Delegates, the elective Officers of the WSDA, members of the Board of
31. Directors, chairpersons of committees or task forces and members of committees or task
32. forces when requested by the committee chair, WSDA Past Presidents, representatives of
33. the ADA, Speaker of the House, the Executive Director of the WSDA and members of the
34. Association office staff, and such parties as are invited to provide testimony or comments
35. related to testimony. Visitors to the House may only be permitted the privilege of the floor
36. by a majority vote of the House.

11 Standing Rule 2.4.C.1.

1. EXECUTIVE SESSIONS
2. An executive session in general parliamentary usage has come to mean any meeting of a
3. deliberative assembly, or a portion of a meeting, at which the proceedings are secret. The
4. House of Delegates may be brought into executive session at the call of the President or
5. by majority vote of the House. Prior to any executive session, those present must be
6. reminded that the proceedings of the session are secret and that participants have a duty
7. to maintain secrecy, and failure to do so is considered unethical behavior as described
8. and dealt with in the WSDA Bylaws.
9. The regular minutes of the business session should record the time of going into and out
10. of executive session. The House Secretary shall keep minutes of the executive session.
11. These minutes will remain secret and kept by the House Secretary[12](#_bookmark28). Decisions reached
12. or actions taken during executive session will be reported upon or actually voted upon in
13. business session. Everyone except voting members may be excused from attending an
14. executive session.
15. ATTENDEE COSTS COVERED BY THE ASSOCIATION
16. The Association will provide housing and reimbursement for food and travel for the
17. following: WSDA Officers, WSDA Directors who are not already serving as WSDA
18. Delegates, the Speaker, and the Parliamentarian. The Association will provide ~~two~~ rooms
19. for the selected predoctoral delegates from each dental school headquartered in the State of Washington ~~University of Washington student delegates~~. Since participants of the Leadership Institute are asked to attend the House as part of the program, the Association will provide housing and reimburse for the cost of food and travel for all Leadership Institute participants, regardless of if they are also serving as WSDA Delegates.

12 Standing Rule 2.1.C.7.