

## **HOUSE OF DELEGATES INFORMATION**

**INTRODUCTION:** The House of Delegates, as the legislative and governing body, is the supreme authority in the Minnesota Dental Association. As such, it speaks for the members of the Association and for the dental profession in Minnesota.

**COMPOSITION:** The official certified delegates of each component district society and the elective officers of this Association are the House of Delegates. The members of the Board of Trustees are ex-officio members of the House of Delegates without the power to vote unless duly selected as delegates of their respective component district societies. The allocation of delegates to the component societies is made on the basis of membership, with each component society having at least four delegates. In addition thereto, each component district society, except the Minnesota Student District, shall be entitled to one additional delegate for each seventy-five (75) members or major fraction thereof. In further addition thereto, each component district society having 300 or more members shall be entitled to one additional delegate for each one hundred fifty (150) members or major fraction thereof. Such representation shall be based on the active, active life, retired, and retired life membership total as of December 31 of the previous year.

**CERTIFICATION OF DELEGATES AND ALTERNATE DELEGATES:** The secretary of each component district society files with the Executive Director of this Association, immediately following their election, the names of the delegates and the alternates duly selected by his or her society. The Executive Director of this Association provides each delegate and alternate delegate with proper credentials of the House of Delegates for registration and admission to the meetings of the session. In the event of a contest over the credentials of any delegate or alternate delegate, the Committee on Credentials holds a hearing and reports its findings and recommendations to the House of Delegates for final action.

The members of the House of Delegates have the duty to consider not only the wishes of their component societies and their geographical regions, but also the welfare of the Minnesota Dental Association, the dental profession as a whole, and the health of the public.

Since the House of Delegates meets only once a year, it is obvious that many important matters must be considered, and decisions made at the annual session in order to handle the numerous, complex issues that come before it. The House of Delegates must have 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, the officers, and the administrative staff.

The following pages contain information relating generally to the organization and operation of the House of Delegates and specifically to this session of the House of Delegates. Please read this material carefully to gain a more informed view of the activities which lead to the establishment of policy for the Minnesota Dental Association and for the dental profession in Minnesota.

### **GENERAL INFORMATION FOR DELEGATES AND ALTERNATES**

**CREDENTIALS FOR DELEGATES AND ALTERNATES:** Each individual will report to the Credentials and Rules of Order Committee table, which is located by the registration area at Gate 5 of the Lobby, for certification. Credentials have been prepared in advance of the session, in accordance with the listing of delegates and alternate delegates sent by the component districts to the MDA Administrative Office.

**REGISTRATION:** For the convenience of those who attend the meeting of the House of Delegates, registration check-in will be located at the Lobby's Gate 5 area. Registration will be available on Friday, September 13, 2024, from 7:00 a.m. to 8:00 a.m.

**SEATING OF ALTERNATE DELEGATES AND TRUSTEES:** If a delegate cannot attend a meeting of the House of Delegates, the chair of the delegation should submit, to the Committee on Credentials, the proper credentials for the alternate delegate. Special seating will be designated for alternate delegates who wish to observe the actions of the House of Delegates. Trustees will be seated with the delegation from their district.

**ACCESS TO FLOOR:** Access to the floor of the House of Delegates is limited to the officers and members of the House of Delegates, the elective and appointive officers of the Association, the members of the Board of Trustees, the chairs of the committees, the members of committees when requested by the chair, the secretaries and executive directors of component societies, legal counsel, past presidents, and members of the MDA administrative office staff. Speakers included on the approved agenda of the House have access to the floor for the purpose of making their presentation.

**MICROPHONES:** Delegates wishing to state a position or make another 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 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 his/her name, district, position, and if applicable, whether they are in favor or opposed. The delegate then presents his or her position on the motion. For example,

*"John Doe, District, 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.

**SCHEDULE OF HOUSE MEETINGS:** There are two sessions of the House of Delegates. The First Session is scheduled for 8:00 a.m. on Friday, September 13. The Second Session is scheduled for 2:30 p.m. that day.

Both sessions of the House of Delegates will be held in Ballroom II-III of the Sandford Center, in Bemidji, Minnesota. Discussion Sessions, open to all delegates, alternate delegates, trustees, officers, out-of-state representatives, committee chairs, MDA or ADA members, and MDA administrative staff, will be held in Ballroom II-III.

The Reference Committee will hold an open hearing on Friday, September 13, in Ballroom II-III beginning at 9:15 a.m. The Reference Committee will then meet in the Executive Session at approximately 10:30 a.m. in Lakeview 6.

**DISTRICT DELEGATION CAUCUSES:** Rooms have been reserved in the Sanford Center for the district dental society delegations to use for caucus meetings on Friday, September 13, just prior to the Second Session of the House of Delegates. Caucus room assignments are as follows:

Minneapolis District	Lakeview 4	1:15 – 2:25 p.m.
Northeastern District	Club Level B	1:15 – 2:25 p.m.
Northwestern District	Club Suite 15	1:15 – 2:25 p.m.
Saint Paul District	Lakeview 6	1:15 – 2:25 p.m.
Southeastern District	Club Suite 17	1:15 – 2:25 p.m.
Southern District	Club Suite 16	1:15 – 2:25 p.m.
Student District	Club Suite 14	1:15 – 2:25 p.m.
West Central District	Club Level A	1:15 – 2:25 p.m.