

GENERAL INSTRUCTIONS AND MEETING GUIDE FOR REFERENCE COMMITTEE

SCHEDULE OF HEARINGS AND REFERENCE COMMITTEE AB:

Following are the room assignments for the Reference Committee for each day of the meeting, as well as general instructions on the activities of the Reference Committee:

AB. Reference Committee on Barriers to Care; Dental Education; Environment and Safety; Legislative Affairs; MINDENPAC; and related matters. Officer Reports; Administrative Matters; Affinity Products; Constitution, Bylaws and Ethics; Dentists Concerned for Dentists (DCD); Membership; New Dentist; Peer Review; Editorial Advisory Board; Scientific Session; Minnesota Dental Foundation; and miscellaneous matters.	<u>Monday, September 9</u> <u>Zoom Meeting</u>	(Session to review resolutions and open hearing agenda) 6:30p.m.
	<u>Friday, September 13</u> <u>Ballroom II - III</u>	(Open Reference Hearing) 9:15 a.m.
	<u>Lakeview 6</u>	(Executive Session) 10:30 a.m.

SCOPE OF THE REFERENCE COMMITTEE:

The Reference Committee must consider all matters referred to them. The committee may also originate proposals of its own.

DUTIES OF THE REFERENCE COMMITTEE:

The primary duty of the Reference Committee is to recommend to the House of Delegates an appropriate course of action on the matters referred to it. This duty can best be discharged by evaluating all resolutions which it has received, by basing its recommendations on the best information and advice available, and by making its decisions in the best interests of the public, the Association, and the dental profession.

The committee chair has been asked to be available at the Reference Committee open hearing on Friday morning. MDA officers and trustees will be available to provide information to the Reference Committee but, due to their busy schedules during this meeting, the Reference Committee chair is encouraged to arrange specific times for their appearances.

It is not the duty of the 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 as to a recommendation which has been placed before it.

No matter referred to the Reference Committee may be killed by the Committee. It must be reported back to the House for final action. The Reference Committee chair should also contact the Speaker of the House or the Executive Director for proper wording of all amendments to the *Articles of Incorporation, Constitution, Bylaws and Principles of Ethics*.

CONDUCT OF REFERENCE COMMITTEE HEARINGS AND EXECUTIVE SESSIONS:

The primary duty of the Reference Committee is to receive and evaluate opinions so that it may present a well-informed recommendation to the House of Delegates. The MDA Board of Trustees will have reviewed and reflected upon each resolution received in advance of the day prior to the First Session of the House of Delegates. Other opinions are received during the open hearing, which is conducted by the Reference Committee and later evaluated in an executive session at which the Committee's decisions are made.

The chair of the Reference Committee should preside at both the open hearing and the executive session and should carry out the usual duties of a chair in maintaining order, facilitating the transaction of business, and in ruling on length and pertinence of discussion.

The chair should 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 which would bind the Reference Committee in its subsequent deliberations.

The first executive session of the Reference Committee on September 12 should first concern itself with the officers' reports and committee reports that do not contain any recommendations. The Reference Committee should be prepared to provide a report to the First Session of the House, indicating that the reports have been reviewed and do not contain any recommendations or resolutions. In the event that the Reference Committee feels that, although not stated, a report does contain information upon which the House should consider some action, the Reference Committee should draft a resolution, which should be presented to the House at its First Session. No action should be taken by the House on this resolution until after the open hearings on Friday.

After evidence and information have been received at the open hearing, the Reference Committee shall retire to an executive session, at which only the members may be present. At this meeting, the committee reaches its decisions and prepares its report. Decisions shall be reached by a majority vote of the committee members. The report shall be submitted in accordance with a standard form and should be as brief as possible.

The Speaker of the House will be available and should be consulted by the Reference Committee regarding questions of procedure.

The Reference Committee is responsible for providing a written report to the MDA executive director. Typing services will be available for the chair in preparation of the committee report.

Further instructions will be given when the Reference Committee first convenes.