

GUIDE FOR REFERENCE COMMITTEE REPORTS TO THE HOUSE OF DELEGATES

I. Reporting on Committee Reports that Contain No Recommendations or Resolutions

"The committee 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 no resolutions for consideration by the House."

(When several reports that have no recommendations have been referred, these reports may be mentioned all at the same time - see Section V for an example.)

Note: A committee report may not contain any recommendation, but upon review of the report, the Reference Committee may find information in the body of the report upon which they feel the House should take some action. In such cases, the following guide should be used:

"The report contains no recommendations. However, the Reference Committee wishes to call the delegates' attention to the subject matter on page(s) _____, line _____ to line _____. The Reference Committee feels this calls for consideration of the House and, therefore offers the following resolution, RC# _____ or will consider developing a resolution as part of its reference committee report:

RESOLVED, _____."

II. Reporting on a Resolution

"The Reference Committee has examined the Resolution A/B# from the _____ District Dental Society/Committee."

(Take each resolution separately. Since all of the delegates have received a copy of the resolution, it is not necessary to read the resolution, but it would be helpful to provide the intent of the resolution.)

"Resolution # (), dealing with amendments to the MDA Peer Review Manual."

(AT THIS POINT, THE REFERENCE COMMITTEE HAS FIVE OPTIONS AS TO ITS COURSE OF ACTION.)

1. The Reference Committee agrees with the resolution.

"The Reference Committee concurs with the committee's recommendation, and the chair moves the resolution with the recommendation to vote YES."

2. The Reference Committee does not agree with the resolution and wishes to dispose of the resolution.

"The Reference Committee considered this resolution. However, (then give the Reference Committee objections to the resolution). Therefore, the chair moves the resolution with the recommendation to vote NO."

3. The Reference Committee feels there is merit in the intent of the resolution, but wishes to amend it. The committee can then amend by adding, deleting, or substituting words.

"The committee concurs with the intent of the resolution, but feels that the resolution should be amended for the following reasons (state reasons)." Therefore, the committee recommends the following amendments (list amendments).

"The chair moves the resolution as amended with the amendments proposed by the reference committee."

"The chair moves the resolution as amended with a recommendation to vote YES."

4. In some instances, it is too difficult to amend a resolution with just adding, deleting, or substituting a few words. In these instances, the Reference Committee can then amend by substitution.

"The committee concurs with the general intent of the resolution, but feels it should be amended for the following reasons (state reasons)."

"Therefore, the committee submits the following substitute resolution."

"The chair moves the resolution as amended with a recommendation to vote YES."

5. The Reference Committee does not feel the subject of the resolution has been given enough study and should not be acted upon.

"The committee has studied this resolution and believes that this matter requires more research. Therefore, the committee offers substitute resolution RC# _____ to direct the (appropriate MDA Committee) to study the matter (specific action), and report back to the next House of Delegates. "

"The chair moves Resolution RC# _____ with a recommendation to vote YES."

- III. If the committee finds that there are two resolutions quite similar in context, it may write a new main motion that would take the place of each of the submitted resolutions.

"Reference Committee (A or B) has studied the resolution submitted by the _____ Committee on page _____, as well as the resolution submitted by the _____ Committee on page _____. The Reference Committee feels the resolutions are of a similar nature and wishes to combine the two into one resolution with substitute resolution RC # _____, which adds, deletes, or substitutes language as shown.

Therefore the Chair moves that the following motion be adopted in lieu of Resolution X, Y, and Z.

IV. Other Guides

- A. If the Reference Committee is clearly divided in its opinion (the chair has a vote), a minority report can also be submitted to the House.

- B. All items involving money that has not already been provided for in the proposed budget should include a fiscal impact statement.
- C. For items involving amendment of *Articles of Incorporation, Constitution, Bylaws* and *Principles of Ethics*, consult with the Speaker of the House or the Executive Director for proper wording and their advisory opinions.
- D. A committee report itself cannot be amended; only the proposed resolution or recommendation can be subject to change.
- E. Check the Digest of Policies, included in the *House of Delegates Manual*, 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 Minnesota Dental Association and therefore need not be repeated year after year.
- F. In the event of a debate, the chair of the Reference Committee may call on any member of the Reference Committee to answer questions raised by the House. If the Reference Committee is unable to answer the question asked, the Speaker of the House of Delegates may call on any officer or MDA committee member to supply the information requested.

The chair of the Reference Committee should be prepared to comment on the position taken in the report of the committee.