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MINNESOTA DENTAL ASSOCIATION HOUSE OF DELEGATES STANDING RULES

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Standing Rule I Order of Business

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- A. Business shall be considered in the order outlined on the official agenda distributed in advance to delegates and any amendment duly made thereto. The Speaker of the House, however, may recess the meeting briefly at any time to present distinguished guests for introduction or brief remarks. He may also request permission of the House to extend the privilege of the floor to a non-member of the House for the purpose of pertinent information.
 - B. The House of Delegates shall be governed by The American Institute of Parliamentarians "Standard Code of Parliamentary Procedure" when not in conflict with the *Constitution* and *Bylaws* of the Minnesota Dental Association or the Standing Rules of the House of Delegates.
 - C. A majority of the votes cast shall be considered a "majority" to carry a motion or resolution.
 - D. The Verbatim Record and the Proceedings shall constitute the official Minutes of the Annual Session.
 - E. MDA Trustees, Past Presidents, and Committee Chairs of the Minnesota Dental Association shall be accorded the privilege of the floor of the House and will have the right to speak, but shall not have the right to vote unless they are an officially certified delegate.
 - F. Reading of the Minutes of the meetings of the previous annual session shall be dispensed with, the Minutes having been previously published in digest form in the Proceedings, and the Verbatim Minutes being on file with the Executive Director.
 - G. The student district delegation to the House of Delegates comprises eight Minnesota Student District Dental Society members enrolled at the University of Minnesota. Four members of the delegation shall be voting delegates. The other four members shall have the right to speak.

Standing Rule II
Consideration of Reports and Resolutions by Reference Committee

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4 A. All MDA committee and officers' reports included in the *House of Delegates Manual* and
5 provided via electronic means in advance shall be considered received by this House of
6 Delegates.
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8 B. The President shall, prior to the First Session of the House of Delegates, review all
9 reports and resolutions and refer these to the appropriate Reference Committee. These
10 reports, resolutions, and their referrals will be listed in the *House of Delegates Manual*
11 distributed to each delegate and alternate delegate. Any delegate may request the
12 redirection of a referral by the House through a motion to amend the list of referrals.
13 The Secretary may assign identification numbers or a similar system to each referred
14 matter.
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16 C. An executive meeting of the Reference Committee shall be held prior to the First
17 Session of the House at which only the members of the committee, officers of the
18 House, and committee staff are present and during which the reports included in the
19 Manual, as distributed to the delegates and alternates, will be reviewed. The
20 committee shall, as a result of such review, prepare a report for the First Session of the
21 House that acknowledges all reports containing no resolutions. The committee may also
22 originate a resolution on the basis of the information contained in such a report.
23 Resolutions originated in this manner shall be presented at the First Session of the
24 House, but will not be subject to debate or vote at the First Session of the House. Such
25 resolutions shall be considered in the Second Session of the House of Delegates and
26 shall not require two-thirds vote of the majority to be considered.
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28 D. Motions made by a Reference Committee Chair as part of the committee report shall
29 not require a second. Reference Committee motions are not to be constructed as
30 amendments but as final resolutions for the House to consider. The House shall have
31 the right to consider resolution(s) as originally submitted.
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33 E. Open hearings of the Reference Committees shall be held following the First Session of
34 the House, at which time information and opinions are received but no decisions are
35 made. Members of a Reference Committee shall not give testimony at the open hearing
36 of the Reference Committee on which they serve; however, they may give personal
37 testimony at the open hearing of the other Reference Committee and at their Reference
38 Committee's Executive Session, which follows the open hearings.
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40 F. Following the open hearings, each Reference Committee shall hold an Executive Session
41 at which only the members of the committee, officers of the House, and committee
42 staff are present, where the information received at the open hearing is considered,
43 evaluated, and used in consideration of the committee's informed recommendations to
44 the House. These recommendations shall be made at the Second Session of the House

1 and may include resolutions not previously reported to the First Session of the House,
2 but in such cases these new resolutions reported for the first time shall be based upon
3 and germane to information presented at the hearings or in committee reports.
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5 **Standing Rule III**
6 **Submission of Resolutions**
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8 A. The MDA Board of Trustees and Committees, component dental societies, a caucus of a
9 district dental society's duly credentialed delegates, or individual delegates and
10 alternate delegates may propose resolutions in writing.
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12 1. Resolutions for consideration by the House of Delegates shall be submitted to the
13 Speaker or the Executive Director on a designated form and in a designated means
14 no later than June 15th.
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16 2. Resolutions submitted by the deadline prescribed in Standing Rule III.A.1. shall be
17 distributed and referred by the Speaker, in accord with Standing Rule II.B., to the
18 appropriate Reference Committee at the First Session of the House. The Speaker's
19 referral to the appropriate Reference Committee will occur without debate, subject
20 to the right of any delegate to appeal the ruling of the Speaker on the question of
21 whether such committee is the appropriate committee.
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23 3. A resolution not received by June 15th may be brought forward during the First
24 Session of the House of Delegates. Such a resolution must be presented in electronic
25 or written form to the Secretary of the House not later than seven (7) days prior to
26 the start of the First Session of the House and must meet legal approval to be
27 presented. Such resolution shall be labeled "Post Deadline" and the author is
28 required to include statements on both the critical and urgent nature of the
29 resolution. Such resolution shall require two-thirds majority vote of those present
30 and voting to be considered by the House. Upon the affirmative action of the House
31 such resolution shall be added to the docket of resolutions scheduled to be heard by
32 the appropriate reference committee.
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34 4. A resolution presented from the floor at the Second Session of the House under
35 "New Business" will be considered if it receives a two-thirds majority vote of those
36 present and voting for immediate consideration. Such motion shall not be
37 debatable.
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39 B. Resolutions that have been properly submitted pursuant to Standing Rule III A.1 may be
40 debated or considered at the First Session of the House, if by a two-thirds majority vote
41 of those present and voting, a motion is adopted to bring a resolution before the House
42 for immediate consideration.
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