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Texas Dental Association

Speaker of the House of Delegates

MANUAL

**(Revised November 2014)
(Updated May 2016)**

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Ed. 1996-1997

HISTORY

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48 Prior to 1974, the President of the Texas Dental Association served as Speaker of the House of
49 Delegates. Dr. John C. Wilson of Jacksboro was the last TDA President to serve as Speaker,
50 conducting the House of Delegates meeting in Austin, Texas in April of 1973. At that meeting, Dr.
51 Ernest Besch was elected to be the first Speaker of the House of Delegates for the Texas Dental
52 Association. Dr. Besch conducted his first meeting of the House of Delegates at the Annual
53 Session in Dallas, Texas in April 1974.

54
55 The Texas Dental Association has been extremely fortunate to have been served by outstanding
56 individuals in the office of the Speaker of the House of Delegates since that time. These
57 individuals are:

58

59	Dr. Ernest H. Besch, San Antonio	1974-1978
60	Dr. Jack H. Harris, Houston	1979-1982
61	Dr. Gary A. Rainwater, Dallas	1983-1987
62	Dr. Robert C. English, Austin	1988-1995
63	Dr. Richard A. Eklund, San Antonio	1996-2000
64	Dr. Glen D. Hall, Abilene	2000-2012
65	Dr. John W. Baucum, III , Corpus Christi	2012-

66
67

68 It should be noted, that Dr. Gary Rainwater went on to serve the American Dental Association as
69 Speaker of the House of Delegates from 1990-1995, as President-Elect from 1995-1996, and as
70 President from 1996-1997.

71
72 Dr. Jack Harris served the American Dental Association as President-Elect from 1991-1992 and as
73 President from 1992-1993.

74
75 Dr. Glen Hall was elected American Dental Association Speaker of the House in 2012.
76
77

OVERVIEW

78
79
80 The Speaker of the House of Delegates is the presiding officer of the House of Delegates, and is a
81 member of the House of Delegates without vote, performing all duties as parliamentary procedure
82 requires¹. As the presiding officer of the House, the Speaker is expected to be skillfully
83 knowledgeable of parliamentary procedure and the Association's rules of procedure as found in the
84 House of Delegates' Manual, the Texas Dental Association's Constitution and Bylaws, other
85 applicable documents and manuals of the Texas Dental Association and its designated
86 parliamentary authority. In addition to being a member of the House of Delegates, the Speaker is

¹ Texas Dental Association Bylaws, Chapter 4 section 100.

87 also a member of Board of Directors of the Association, without vote² or the privilege of proposing
88 resolutions. As a member of the Board of Directors, the Speaker has all rights of membership on
89 the board, including attendance at all open sessions, closed sessions, attorney/client sessions, and
90 the right to enter deliberations and debate on all matters before the board, but is without the right to
91 vote or propose resolutions. Since the Speaker is the presiding officer of the House of Delegates,
92 the Speaker’s participation in Board activities must not compromise his/her neutrality in regards to
93 presiding at House of Delegates.
94

95 **NOMINATION, ELECTION AND TERM OF OFFICE**

96
97
98 The Speaker of the House is an elective officer of the Texas Dental Association³. Only an active,
99 life or retired member of the Texas Dental Association is eligible for the office of Speaker of the
100 House of Delegates⁴.

101
102 The Speaker of the House shall be nominated and elected in accordance with the Bylaws of the Texas
103 Dental Association; Chapter IV, Section 160 and Chapter VI, Sections 20, 30 and 40. The
104 nomination and election of the Speaker of the House shall also be in compliance with the rules and
105 procedures set forth in **The Texas Dental Association Manual on Caucus Procedures,**
106 **Campaigns, Nominations and Elections.**

107
108 The term of office for the Speaker of the House of Delegates shall be one year, in accordance with the
109 **Bylaws**, Chapter VI, Section 50. The Speaker shall be eligible for nomination to successive terms of
110 office.

111 **DUTIES**

112
113 In accordance with the Bylaws, Chapter IV, Section 110, the duties of the Speaker of the House of
114 Delegates shall be:

- 115
116 a. To serve as an ex-officio member of the Board of Directors without vote or the privilege of
117 proposing resolutions.
118 b. To serve as an ex-officio member of the Executive Committee without vote or the privilege of
119 proposing resolutions.
120 c. To preside at all meetings of the House of Delegates
121 d. To determine the order of business for all meetings, subject to the approval of the House of
122 Delegates, in accordance with Section 140B of this Chapter.
123 e. To appoint tellers to assist him/her in determining the result of any action taken by vote.

² Texas Dental Association Bylaws, Chapter 4 section 110.

³ Texas Dental Association, Constitution, Article 5, Section 10.

⁴ Texas Dental Association, Bylaws, Chapter VI, Section 20.

- 124 f. To appoint members of reference committees in consultation with the President, President-
125 elect and the Immediate Past-president by the first Board of Directors meeting of the calendar
126 year.
- 127 g. To notify the divisional officers and the Committee on Credentials, Rules and Order, prior to
128 the annual session, the number of delegates and alternates necessary to constitute a quorum.
- 129 h. To meet with the divisional officers prior to the meeting of the divisional caucuses at the
130 annual session to review the Rules for Caucus Procedures, Nominations, And Elections.
- 131 i. To appoint a parliamentarian pro tem, should it become necessary for the parliamentarian to be
132 absent during a session of the House of Delegates.
- 133 j. To serve as presiding officer of the TDA Candidates Forum, unless the Speaker is in a
134 contested race, at which time the Speaker Pro-tem will preside.
135

136 **ADDITIONAL DUTIES**

- 137
- 138 1. To serve as an officer of the House of Delegates without vote in accordance with the
139 Bylaws, Chapter IV, Section 100.
140
- 141 2. To consult with the Committee on Credentials, Rules and Order on their preparation of a
142 report on matters relating to the order of business and special rules of order for the House of
143 Delegates. To assign rotation of members for their reports to House of Delegates at Annual
144 Session.
145
- 146 3. To assign all appropriate resolutions to the appropriate Reference Committees.
147
- 148 4. The Speaker will designate all resolutions and policies as ‘board property’ or ‘house
149 property.’
150
- 151 5. To serve as a resource person to the Reference Committees during their executive sessions
152 and the preparation of their reports.
153
- 154 6. To prepare and maintain a current Manual for the Speaker of the House of Delegates with
155 final approval of the TDA Board.
156
- 157 7. To file a report(s) with the Secretary of the TDA stating progress on any assigned tasks.
158 (See Resolution 148-1995-H)
159
- 160 8. To serve as a member of the Resolutions Committee.
161
- 162 9. To direct the divisional caucus to reconvene for the purpose of selecting new nominees in
163 the event that any of the division's nominees are declared to be ineligible, in accordance
164 with the Bylaws, Chapter VI, Section 30B.
165
- 166 10. To perform such other duties as custom and parliamentary usage require. The decision of
167 the Speaker shall be final unless an appeal from such decision shall be made by a member

168 of the House, in which case, final decision shall be by majority vote of the TDA House of
169 Delegates.

170
171 11. To perform such other duties as requested by the President and/or the Board of Directors

172

173 **REIMBURSEMENT**

174
175 The Speaker of the House of Delegates shall be reimbursed for expenses while on official business
176 of the Association according to current policy of the Association. (**Bylaws**, Chapter XI, Section 50)
177

178 **INDEMNIFICATION**

179
180 The Speaker of the House of Delegates shall be indemnified by the Association while conducting
181 official business of the Association. (**Bylaws**, Chapter XIV)
182

183 **CONFLICT OF INTEREST**

184
185 The Speaker of the House of Delegates must be free of conflict of interest with the Bylaws and
186 policies of the Association and may not serve simultaneously on any TDA subsidiary Board.

187 **RECALL**

188
189 The Speaker of the House of Delegates may be recalled using the official Procedures for Recall of
190 Members of the Board of Directors and Elected Officers of the Texas Dental Association.
191

192 **SUGGESTED SPEAKER'S CALENDAR**

193
194 MAY
195 Annual Session
196 Board of Directors Meeting
197
198 JUNE
199 Board of Directors Meeting
200 Assign BOD Resolutions to Reference Committees
201
202 AUGUST
203 Board of Directors Meeting

204 Assign BOD Resolutions to Reference Committees
205
206 SEPTEMBER
207 ADA Pre-Caucus (if a member of the delegation from his/her division)
208 Executive Committee Meeting
209
210 OCTOBER
211 ADA Annual Session (if a member of the delegation from his/her division)
212
213 NOVEMBER
214 Board of Directors Meeting
215 Assign BOD Resolutions to Reference Committees
216
217 DECEMBER
218 Executive Committee Meeting (if called)
219
220 FEBRUARY
221 Board of Directors Meeting
222 Assign BOD Resolutions to Reference Committees
223 Consult with Presidents on Reference Committee appointments
224 Begin preparation of agenda for Annual Session
225
226 MARCH
227 Executive Committee Meeting (if called)
228 Consult with staff on first mailing of Delegates' book
229
230 APRIL
231 Board of Directors Meeting
232 Assign BOD Resolutions to Reference Committees
233 Consult with staff on second mailing of Delegates' book
234
235 MAY
236 Annual Session
237 Prior to Session
238 1. Consult with staff and Council on Annual Session on:
239 a. House of Delegates Meetings
240 b. Reference Committee Meetings
241 c. Divisional Caucus Meetings
242 d. Candidates' Forum
243

244 **Timeline and Description of Activities for Speaker**

245 **Activities Related to Board Meetings**

- 246
247
248 1) As a member of the Minutes Review Committee, the Speaker will receive the minutes of
249 the Board of Directors meetings within 2 weeks of the close of each Board Meeting. The

- 250 Speaker will review these minutes and send suggested corrections to Secretary-Treasurer
251 within two weeks of receipt of these minutes.
252
- 253 2) The report of the Speaker will be delivered to the Secretary-Treasurer in writing at least 2
254 weeks prior to the Board of Directors meetings.
255
- 256 3) The Speaker will have the option of delivering an oral summary of the report to the Board at
257 the discretion of the TDA President.
258
- 259 4) Speaker will be available for consultation with board members concerning all aspects of
260 resolutions they may be considering bringing to the Board for consideration.
261
- 262 5) The Speaker will maintain detailed knowledge of governing documents like any other
263 officer of the Association.
264
- 265 6) Designate resolutions within 4 weeks of each board meeting that occurs through the year.
266 Those designated as board property will be transferred to the Board Manual as updates
267 before the board meeting following the meeting where they are adopted. Those designated
268 as House property will prevail only until the House of Delegates convenes, when they will
269 be taken up by the House of Delegate for final disposition.
270

271 **Timeline of Activities in Lead-up to House of Delegates**

- 272
- 273 1) The determination of the agenda will be commenced at least 2 months before House of
274 Delegates convenes, and in conjunction with appropriate leadership, council and committee
275 members, and staff.
- 276
- 277 2) Within four weeks of close of House of Delegates, Speaker will meet with Executive
278 Director, Director of Annual Sessions department staff, and the Governance Manager of the
279 Office of the Executive Director. This meeting will be a detailed review of the House of
280 Delegates meeting of the Annual Session and suggestions for changes and the processes
281 necessary to bring about those changes.
282
- 283 3) The House Minutes Review and Approval Committee, of which the Speaker is a member,
284 will receive the minutes of the House of Delegates meeting within two weeks of the close of
285 House of Delegates. The Committee will review these minutes and send suggested
286 corrections to Secretary-Treasurer within two weeks of receipt of these minutes.
287
- 288 4) Upon approval of the minutes of the House of Delegate by the House Minutes Review and
289 Approval Committee, the Speaker, along with appropriate staff, will update and make
290 related revisions of all manuals of the Association based on the actions of the House of
291 Delegates.
292

- 293 5) Upon completion of the updates and revisions by Speaker and staff, the manuals will be
294 delivered to the appropriate entities responsible for maintaining the manuals, and these
295 entities will finalize these manuals.
296
- 297 6) The updated and revised Manuals of the Association will be considered by the Board of
298 Directors.
299
- 300 7) As a member of the Board Minutes Review and Approval Committee, the Speaker will
301 receive minutes of each board meeting within two weeks of the close of that meeting. The
302 Speaker will review these minutes and send suggested corrections to Secretary-Treasurer
303 within 2 weeks of receipt of these minutes.
304
- 305 8) By February 15 prior to the House of Delegates meeting, the Governance Manager of the
306 Office of the Executive Director will deliver to the Speaker the current list of delegates and
307 alternate delegates to the House of Delegates.
308
- 309 9) By March 15 prior to the House of Delegates meeting, the Speaker will make appointments
310 to the Reference Committees of the House of Delegates for that year. Speaker will forward
311 that list to the President, Immediate Past President and President Elect for their consultation.
312
- 313 This task must be completed within 6 weeks of the Annual Session, by using the final list of
314 delegates and alternates provided by the components of the TDA and will take into
315 consideration the following:
- 316 1. Component membership
 - 317 2. Division membership
 - 318 3. Length of service in House of Delegates,
 - 319 4. Past service on Reference Committee
 - 320 5. Current service as Council or Committee member within TDA
321
- 322 10) Once the final appointments for the Reference Committees are finalized, Speaker will
323 contact the appointees and gain the acceptance of the positions to Committees.
324
- 325 11) At or prior to the final Board of Directors meeting before the House of Delegates meeting,
326 the Speaker will consult with the Credentials, Rules and Order Committee and the four
327 Directors and the Constitution and Bylaws Committee of the House of Delegates to review
328 the duties and responsibilities and activities of those committees for the upcoming House of
329 Delegates meeting.
330
- 331 12) At or prior to the final Board of Directors meeting before the House of Delegates meeting,
332 the Speaker will meet with staff members who will support the House of Delegates meeting
333 at the upcoming Annual Session to review and coordinate all events concerning the House
334 of Delegates meeting.
335
- 336 13) Prior to the Annual Session, the Speaker, in conjunction with the Governance Manager of
337 the Office of Executive Director, will finalize the House Book and its distribution to
338 delegates and alternates to the Texas Dental Association.

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Speaker’s Activities at House of Delegates meeting

- 1) Speaker will arrive at Annual Session by noon on Wednesday of Annual Session week.
- 2) Speaker will supervise set-up of the House of Delegates and the reference committee rooms during the Wednesday afternoon time. Speaker will work primarily with Governance Manager of the Office of Executive Director and secondarily with Annual Sessions Director during all aspects of Annual Session.
- 3) The Speaker will meet with the Reference Committee members to review their duties and responsibilities. Staff members who will support the Reference Committees will attend that meeting if their schedules permit.
- 4) Wednesday evening the Speaker will attend the President’s reception upon invitation by the President of the TDA.
- 5) Thursday morning, Speaker will gavel open the 1st Session of the House of Delegates of the Texas Dental Association.
- 6) At the close of the first session of the House of Delegates on Thursday morning, the Speaker will briefly meet with any Reference Committee Members who were not able to attend the orientation meeting on Wednesday evening.
- 7) The Speaker will be present at the opening of the Reference Committee meetings for consultation and coordination of the meetings and deliberation of those meetings. Speaker will enlist the services of staff members assigned to the committees, the Executive Director of the Association, Legal Counsel of the Association, House Committee on Constitution and Bylaws and any other members of TDA the Speaker chooses to enlist. The Speaker and his support team will coordinate their consultation from a central location with support of a staff member appointed by the Executive Director. This staff member will gather information from the staff members who are sitting in the Reference Committee sessions so that availability of the team members may be best utilized. Once the Closed Sessions of the Reference Committees begin, only the Reference Committee members and the assigned support staff will be allowed into the meeting, except by specific invitation of the Reference Committee members when consultation is necessary.
- 8) In order to properly support Reference Committee activities, staff members will be well versed in form and layout of Reference Committee Reports, so that Reference Committee members can focus on content and context of the material under consideration.
- 9) After Reference Committee Reports are finalized by Committee members and staff support, the reports will be forwarded to Governance Manager of Office of Executive Director, and those reports will be reviewed by Speaker and Governance Manager. The final version of

- 383 the Reference Committee reports will be reviewed by the committee and the reports will be
384 signed by the Reference Committee members.
385
- 386 10) The final Reference Committee Reports will then be forwarded to the Delegates and
387 Alternates of the House of Delegates.
388
- 389 11) Speaker spends Friday morning of Annual Session in TDA Office reviewing Reference
390 Committee Reports in preparation for deliberative House of Delegates meeting on Saturday.
391 Speaker is available for consult with any Delegate or Alternate or any TDA members or
392 staff concerning business of the House of Delegates.
393
- 394 12) Speaker attends and presides over TDA Candidates Forum on Friday afternoon. This runs
395 concurrently with the ADA candidates Forum, which is presided over by the 15th District
396 ADA Trustee.
397
- 398 13) Either just before or just after the Candidates Forum, Speaker meets with Credentials Rules
399 and Order Committee and the 4 Vice Presidents concerning procedures involving
400 Divisional Caucus meetings. This meeting takes place in TDA Office area designated for
401 Speakers and staff support. Appropriate support staff also attends this meeting. Support
402 staff is assigned by Executive Director. Legal Counsel attends as needed.
403
- 404 14) Speaker supervises House of Delegates hall set up that is occurring Friday afternoon.
405 Governance Manager and other appropriate staff assigned by Executive Director also
406 attend.
407
- 408 15) Speaker attends New Dentist Reception on Friday afternoon and early evening.
409
- 410 16) Speaker attends his own Divisional Caucus meeting but is available for consult to
411 Credentials Rules and Order Committee and Vice Presidents as needed.
412
- 413 17) Immediately following close of Caucus meetings, Speaker chairs meeting with Credentials
414 Rules and Order Committee and Vice Presidents to certify all nominees coming from
415 Caucus meetings. Caucus Reports are finalized for Sunday morning meeting and distributed
416 appropriately to Vice Presidents. Appropriate Membership Department Staff will attend
417 with access to Membership Data to assist Committee in their work.
418
- 419 18) Speaker gavels open the 2nd Meeting of the House of Delegates on Saturday morning.
420
- 421 19) Speaker attends the 50 year and Life luncheon at noon on Saturday.
422
- 423 20) Speaker gavels open the 3rd meeting of the House of Delegates on Saturday afternoon.
424
- 425 21) Speaker attends Saturday evening banquet sponsored by Council on Annual Session.
426
- 427 22) Sunday morning, Speaker attends Presidents/Vice Presidents breakfast banquet.
428
- 429 23) Sunday morning the Speaker gavels open the 4th Meeting of the House of Delegates.

430

431 24) At close of 4th Meeting of House of Delegates, Speaker attends the Board of Directors
432 meeting.

433

434 25) The Speaker will protect the neutrality of the office of Speaker by avoiding comments
435 concerning subject matter of the deliberations of the Board that may affect rulings of the
436 Speaker before the House of Delegates.