Texas Dental Association

Speaker of the House of Delegates

MANUAL

(Revised November 2014)
(Updated May 2016)
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Ed. 1996-1997
HISTORY

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

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

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

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

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

Dr. Glen Hall was elected American Dental Association Speaker of the House in 2012.

OVERVIEW

The Speaker of the House of Delegates is the presiding officer of the House of Delegates, and is a member of the House of Delegates without vote, performing all duties as parliamentary procedure requires\(^1\). As the presiding officer of the House, the Speaker is expected to be skillfully knowledgeable of parliamentary procedure and the Association’s rules of procedure as found in the House of Delegates’ Manual, the Texas Dental Association’s Constitution and Bylaws, other applicable documents and manuals of the Texas Dental Association and its designated 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.
also a member of Board of Directors of the Association, without vote or the privilege of proposing resolutions. As a member of the Board of Directors, the Speaker has all rights of membership on the board, including attendance at all open sessions, closed sessions, attorney/client sessions, and the right to enter deliberations and debate on all matters before the board, but is without the right to vote or propose resolutions. Since the Speaker is the presiding officer of the House of Delegates, the Speaker's participation in Board activities must not compromise his/her neutrality in regards to presiding at House of Delegates.

**NOMINATION, ELECTION AND TERM OF OFFICE**

The Speaker of the House is an elective officer of the Texas Dental Association. Only an active, life or retired member of the Texas Dental Association is eligible for the office of Speaker of the House of Delegates.

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

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

**DUTIES**

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

- To serve as an ex-officio member of the Board of Directors without vote or the privilege of proposing resolutions.
- To serve as an ex-officio member of the Executive Committee without vote or the privilege of proposing resolutions.
- To preside at all meetings of the House of Delegates.
- To determine the order of business for all meetings, subject to the approval of the House of Delegates, in accordance with Section 140B of this Chapter.
- To appoint tellers to assist him/her in determining the result of any action taken by vote.

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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.
f. To appoint members of reference committees in consultation with the President, President-elect and the Immediate Past-president by the first Board of Directors meeting of the calendar year.

g. To notify the divisional officers and the Committee on Credentials, Rules and Order, prior to the annual session, the number of delegates and alternates necessary to constitute a quorum.

h. To meet with the divisional officers prior to the meeting of the divisional caucuses at the annual session to review the Rules for Caucus Procedures, Nominations, And Elections.

i. To appoint a parliamentarian pro tem, should it become necessary for the parliamentarian to be absent during a session of the House of Delegates.

j. To serve as presiding officer of the TDA Candidates Forum, unless the Speaker is in a contested race, at which time the Speaker Pro-tem will preside.

ADDITIONAL DUTIES

1. To serve as an officer of the House of Delegates without vote in accordance with the Bylaws, Chapter IV, Section 100.

2. To consult with the Committee on Credentials, Rules and Order on their preparation of a report on matters relating to the order of business and special rules of order for the House of Delegates. To assign rotation of members for their reports to House of Delegates at Annual Session.

3. To assign all appropriate resolutions to the appropriate Reference Committees.

4. The Speaker will designate all resolutions and policies as ‘board property’ or ‘house property.’

5. To serve as a resource person to the Reference Committees during their executive sessions and the preparation of their reports.

6. To prepare and maintain a current Manual for the Speaker of the House of Delegates with final approval of the TDA Board.

7. To file a report(s) with the Secretary of the TDA stating progress on any assigned tasks. (See Resolution 148-1995-H)

8. To serve as a member of the Resolutions Committee.

9. To direct the divisional caucus to reconvene for the purpose of selecting new nominees in the event that any of the division's nominees are declared to be ineligible, in accordance with the Bylaws, Chapter VI, Section 30B.

10. To perform such other duties as custom and parliamentary usage require. The decision of the Speaker shall be final unless an appeal from such decision shall be made by a member
of the House, in which case, final decision shall be by majority vote of the TDA House of Delegates.

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

REIMBURSEMENT

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

INDEMNIFICATION

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

CONFLICT OF INTEREST

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

RECALL

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

SUGGESTED SPEAKER'S CALENDAR

MAY
Annual Session
Board of Directors Meeting

JUNE
Board of Directors Meeting
Assign BOD Resolutions to Reference Committees

AUGUST
Board of Directors Meeting
Assign BOD Resolutions to Reference Committees

SEPTEMBER
- ADA Pre-Caucus (if a member of the delegation from his/her division)
- Executive Committee Meeting

OCTOBER
- ADA Annual Session (if a member of the delegation from his/her division)

NOVEMBER
- Board of Directors Meeting
- Assign BOD Resolutions to Reference Committees

DECEMBER
- Executive Committee Meeting (if called)

FEBRUARY
- Board of Directors Meeting
- Assign BOD Resolutions to Reference Committees
- Consult with Presidents on Reference Committee appointments
- Begin preparation of agenda for Annual Session

MARCH
- Executive Committee Meeting (if called)
- Consult with staff on first mailing of Delegates' book

APRIL
- Board of Directors Meeting
- Assign BOD Resolutions to Reference Committees
- Consult with staff on second mailing of Delegates' book

MAY
- Annual Session
  1. Consult with staff and Council on Annual Session on:
     a. House of Delegates Meetings
     b. Reference Committee Meetings
     c. Divisional Caucus Meetings
     d. Candidates' Forum

Timeline and Description of Activities for Speaker

Activities Related to Board Meetings

1) As a member of the Minutes Review Committee, the Speaker will receive the minutes of the Board of Directors meetings within 2 weeks of the close of each Board Meeting. The
Speaker will review these minutes and send suggested corrections to Secretary-Treasurer within two weeks of receipt of these minutes.

2) The report of the Speaker will be delivered to the Secretary-Treasurer in writing at least 2 weeks prior to the Board of Directors meetings.

3) The Speaker will have the option of delivering an oral summary of the report to the Board at the discretion of the TDA President.

4) Speaker will be available for consultation with board members concerning all aspects of resolutions they may be considering bringing to the Board for consideration.

5) The Speaker will maintain detailed knowledge of governing documents like any other officer of the Association.

6) Designate resolutions within 4 weeks of each board meeting that occurs through the year. Those designated as board property will be transferred to the Board Manual as updates before the board meeting following the meeting where they are adopted. Those designated as House property will prevail only until the House of Delegates convenes, when they will be taken up by the House of Delegate for final disposition.

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

1) The determination of the agenda will be commenced at least 2 months before House of Delegates convenes, and in conjunction with appropriate leadership, council and committee members, and staff.

2) Within four weeks of close of House of Delegates, Speaker will meet with Executive Director, Director of Annual Sessions department staff, and the Governance Manager of the Office of the Executive Director. This meeting will be a detailed review of the House of Delegates meeting of the Annual Session and suggestions for changes and the processes necessary to bring about those changes.

3) The House Minutes Review and Approval Committee, of which the Speaker is a member, will receive the minutes of the House of Delegates meeting within two weeks of the close of House of Delegates. The Committee will review these minutes and send suggested corrections to Secretary-Treasurer within two weeks of receipt of these minutes.

4) Upon approval of the minutes of the House of Delegate by the House Minutes Review and Approval Committee, the Speaker, along with appropriate staff, will update and make related revisions of all manuals of the Association based on the actions of the House of Delegates.
5) Upon completion of the updates and revisions by Speaker and staff, the manuals will be
delivered to the appropriate entities responsible for maintaining the manuals, and these
entities will finalize these manuals.

6) The updated and revised Manuals of the Association will be considered by the Board of
Directors.

7) As a member of the Board Minutes Review and Approval Committee, the Speaker will
receive minutes of each board meeting within two weeks of the close of that meeting. The
Speaker will review these minutes and send suggested corrections to Secretary-Treasurer
within 2 weeks of receipt of these minutes.

8) By February 15 prior to the House of Delegates meeting, the Governance Manager of the
Office of the Executive Director will deliver to the Speaker the current list of delegates and
alternate delegates to the House of Delegates.

9) By March 15 prior to the House of Delegates meeting, the Speaker will make appointments
to the Reference Committees of the House of Delegates for that year. Speaker will forward
that list to the President, Immediate Past President and President Elect for their consultation.

This task must be completed within 6 weeks of the Annual Session, by using the final list of
delegates and alternates provided by the components of the TDA and will take into
consideration the following:
   1. Component membership
   2. Division membership
   3. Length of service in House of Delegates,
   4. Past service on Reference Committee
   5. Current service as Council or Committee member within TDA

10) Once the final appointments for the Reference Committees are finalized, Speaker will
contact the appointees and gain the acceptance of the positions to Committees.

11) At or prior to the final Board of Directors meeting before the House of Delegates meeting,
the Speaker will consult with the Credentials, Rules and Order Committee and the four
Directors and the Constitution and Bylaws Committee of the House of Delegates to review
the duties and responsibilities and activities of those committees for the upcoming House of
Delegates meeting.

12) At or prior to the final Board of Directors meeting before the House of Delegates meeting,
the Speaker will meet with staff members who will support the House of Delegates meeting
at the upcoming Annual Session to review and coordinate all events concerning the House
of Delegates meeting.

13) Prior to the Annual Session, the Speaker, in conjunction with the Governance Manager of
the Office of Executive Director, will finalize the House Book and its distribution to
delegates and alternates to the Texas Dental Association.
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 Council 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
the Reference Committee reports will be reviewed by the committee and the reports will be signed by the Reference Committee members.

10) The final Reference Committee Reports will then be forwarded to the Delegates and Alternates of the House of Delegates.

11) Speaker spends Friday morning of Annual Session in TDA Office reviewing Reference Committee Reports in preparation for deliberative House of Delegates meeting on Saturday. Speaker is available for consult with any Delegate or Alternate or any TDA members or staff concerning business of the House of Delegates.

12) Speaker attends and presides over TDA Candidates Forum on Friday afternoon. This runs concurrently with the ADA candidates Forum, which is presided over by the 15th District ADA Trustee.

13) Either just before or just after the Candidates Forum, Speaker meets with Credentials Rules and Order Committee and the 4 Vice Presidents concerning procedures involving Divisional Caucus meetings. This meeting takes place in TDA Office area designated for Speakers and staff support. Appropriate support staff also attends this meeting. Support staff is assigned by Executive Director. Legal Counsel attends as needed.

14) Speaker supervises House of Delegates hall set up that is occurring Friday afternoon. Governance Manager and other appropriate staff assigned by Executive Director also attend.

15) Speaker attends New Dentist Reception on Friday afternoon and early evening.

16) Speaker attends his own Divisional Caucus meeting but is available for consult to Credentials Rules and Order Committee and Vice Presidents as needed.

17) Immediately following close of Caucus meetings, Speaker chairs meeting with Credentials Rules and Order Committee and Vice Presidents to certify all nominees coming from Caucus meetings. Caucus Reports are finalized for Sunday morning meeting and distributed appropriately to Vice Presidents. Appropriate Membership Department Staff will attend with access to Membership Data to assist Committee in their work.

18) Speaker gavels open the 2nd Meeting of the House of Delegates on Saturday morning.

19) Speaker attends the 50 year and Life luncheon at noon on Saturday.

20) Speaker gavels open the 3rd meeting of the House of Delegates on Saturday afternoon.

21) Speaker attends Saturday evening banquet sponsored by Council on Annual Session.

22) Sunday morning, Speaker attends Presidents/Vice Presidents breakfast banquet.

23) Sunday morning the Speaker gavels open the 4th Meeting of the House of Delegates.
24) At close of 4th Meeting of House of Delegates, Speaker attends the Board of Directors meeting.

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