

**Massachusetts Dental Society
Council on Nominations
Manual of Operations**

Purpose of the Council

To prepare and submit to the secretary of the Society a ballot for the election of officers at least one month prior to the Annual Session of the House of Delegates. The nominating procedure is a democratic process reflecting the informed choice of the members of MDS through their district representative.

Composition

One elected representative from each MDS district dental society. No member may serve two consecutive years.

Responsibilities of the Secretary

The secretary of MDS shall:

1. Contact each district nominator and copy the district chair and secretary and any candidates for office one month following the MDS House of Delegates to assure that he/she has a copy of the manual and that the procedures for the council are understood.
2. Issue a meeting call to each district society at least two months prior to the meeting, specifying the date, time and location of the meeting.
3. Assist any district with information regarding the process of substitution of the representative to the council, and the criteria for evaluating candidates.
4. Verify that each member of the Council on Nominations has been duly elected by his or her respective member.
5. Call to order the meeting of the Council on Nominations with the first order of business being the election of its chairman by Council members.
6. Document the results of the meeting of the Council on Nominations.

Chairperson

The chairperson shall be elected by the members of this council at its first meeting.

Conduct of the Meeting

On the first ballot, on a open roll call vote, the members of the council are committed to vote for the candidate that their district so designated, and to present to the chair a letter signed by the district's chair or secretary verifying their district designee. Only a duly appointed representative or alternate will be allowed to sit on the council. If no candidate receives a majority of the first ballot, then the individual members may vote as they please in any subsequent ballots. Candidates may address the council prior to any ballot, at the request of a majority of the voting members present.

Candidates for MDS Offices

All candidates for office shall present their credentials either in person or in writing, and notify the secretary of the Society, district secretaries, and nomination representatives in writing of his/her intention to seek elective office by August 1 of the year prior to the meeting of the Council on Nominations. Credentials must include a resume and, where required in the *Bylaws*, a position paper as well as proof of membership as outlined in *Bylaws Chapter V. Section 20*.

1. The resume for all candidates and a position paper, where required in the *Bylaws*, will be published in the first possible edition of the *MDS Connection* in the year prior to the meeting of the Council on Nominations.
2. Each candidate or candidate's election committee is limited to sending one mailing to members of a district beyond the initial announcement of candidacy.
3. Candidates, at the discretion of each district society, may address the district society or its executive board to better inform the members of their goals and ideas. In a contested election, the presentations should, whenever possible, be at a regular or specially scheduled meeting of the district or its appropriate nominee selection committee. Each candidate must be given an equal opportunity to present his/her position to the district. All members of the district who are charged in the designation of their nominee must be urged to attend the candidates' presentations. Candidates who believe a district has not complied with this manual may appeal to the Board of Trustees of the Society, which has the authority, by a 2/3 vote, to restrict or deny that district its opportunity to participate in the council and vote on nominations.
4. If a change in the district nominators causes a change in the designated nominee, the candidates will be notified and offered the option to present their positions to the new nominators.
5. An updated copy of the district procedures for selection of nominees for state office will be provided to the MDS secretary when appropriate.

Location

The Council on Nominations shall meet at a time and place to be determined by the secretary.

Approved by MDS House of Delegates
Resolution 2H-99
May 15, 1999