

# MANUAL OF THE HOUSE OF DELEGATES



**MASSACHUSETTS DENTAL SOCIETY**

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The House of Delegates is the Supreme Authoritative Body of the Massachusetts Dental Society. As such, it speaks for the thousands of members of the Society and for the dental profession in Massachusetts.

This manual has been prepared so that all who participate in the Annual Session of the House of Delegates may have a better understanding of the methods and rules under which it operates.

The information in this manual is based on the *Constitution and Bylaws* of this Society, especially Chapter III, several Standing Resolutions, and the Parliamentary Authority (*The American Institute of Parliamentarians Standard Code of Parliamentary Procedure*) of this Society.

Since the House usually meets only once a year, many important problems must be considered and

decisions made at the Annual Session. The volume and complexity of the issues which are placed before the House make it impossible to handle them without having a well established routine for the conduct of business. This routine demands the close cooperation of the members of the House, the Officers, and members of the Board of Trustees, and the Society staff.

In the following pages, there is information relating generally to the organization and operation of the House of Delegates. A careful reading of this material will give every member of the House a more informed view of the activities which lead to the establishment of policies of the Massachusetts Dental Society and the dental profession in Massachusetts.

# GENERAL INFORMATION FOR DELEGATES AND ALTERNATES

The Annual Session of the House of Delegates shall be held at such date, time and place approved by the Board of Trustees. The session is made up of two meetings, separated by the Reference Committee Hearings.

Special and emergency meetings may be called by the President.

## Official Call

The Secretary of this Society shall cause to be published in the newsletter, or other Society publications, notice of the time and place of the regular session and shall send to each member of the House of Delegates and all alternate delegates notice of the time and place of the regular session at least 30 days before the opening of the session.

## Quorum

Fifty percent (50%) plus one delegate of the House of Delegates must be present and voting to constitute a quorum for the transaction of business at any meeting.

## Officers

The Officers of the House of Delegates shall be the Speaker of the House of Delegates (The Speaker) and the Secretary. The Secretary shall be the Secretary of the Massachusetts Dental Society. They shall jointly determine the date(s), time(s), and place of any meeting, subject to approval by the Board of Trustees.

## Speaker of the House of Delegates

The Speaker shall preside at all meetings of the House of Delegates and together with the Secretary shall determine the order of business for all meetings, subject to the approval of the House. The Speaker shall appoint tellers, and perform such other duties as custom and parliamentary usage require, and may appoint special committees of the House.

## Secretary

The Secretary shall serve as the recording officer of the House and the custodian of its records and shall cause a record of the proceedings of the House to be distributed to the membership.

These shall be charged with issuing credentials and registering the members of the House. In the event of a contest over the credentials of any delegate or alternate, the Secretary shall hold a hearing and

report the findings and recommendations to the House for final action.

## Voting Members of the House of Delegates

1. **Delegates** are elected by their District Component Societies. Each District component shall be represented by at least 4 Delegates. In addition, for every 100 active members in good standing exceeding 200 active members in good standing calculated in each District Society, one additional Delegate will be added to that District's Delegation at the House of Delegates. The calculation of active members shall be made as of December 31 of the previous calendar year. Each Delegate shall serve for a term of two years. [+56]

Each District component shall elect Alternate Delegates who may serve in the absence of a Delegate.

The Secretary of each District Society shall file with the Secretary of this Society, at least 60 days before the Annual Session of the House, the names of the Delegates and Alternates elected by the District vote.

2. **Elective Officers** of the Society: [6]  
The President, Vice President, Speaker of the House (who shall vote only when the vote makes a difference in the outcome), Secretary, Treasurer, and Immediate Past President.
3. **Trustees** of the Society. [7]
4. **Student** members. [4]
5. **Past Presidents** [3]
- Total** [+76]

## Seating

Only the above named voting members of the House plus the Editor, Executive Director, Parliamentarian, the First District Trustee of the American Dental Association, and key Massachusetts Dental Society staff and supportive personnel invited by the President shall be seated on the floor of the House.

Tables will be arranged so that Component Trustees and their delegates will be seated together, as will the Past Presidents and Deans. A separate section will be designated for alternate delegates and guests. The Deans from each school shall notify the Secretary at least 60 days before the first day of the Annual Session of the House as to who will represent their schools.

## Substitution

Substitution of alternates for delegates may be made prior to the start of the House of Delegates by the Component Chair or Secretary by completing the delegate substitution form available from the MDS. Districts must make any changes to their delegation by 72 hours prior to the House of Delegates, excluding alternate delegates. The MDS Secretary will review all such forms prior to the Call to Order of the House.

In the event a District Component does not have enough elected delegates and alternates to fill its quota at any meeting, the District Executive Committee may appoint members of its district to fill its quota for that meeting. See paragraph above for protocol.

## Operation of the House of Delegates

The House serves as the Legislative Agency of the Society while the Board of Trustees serves as the Administrative Agency. The duties are both clearly defined in the *Constitution and Bylaws*.

## The Powers and Duties of the House of Delegates:

The **powers** of the House of Delegates enable it to:

- ratify all policies
- amend the *Constitution and Bylaws*
- elect honorary members of this Society and elect honorary members of the House of Delegates
- approve resolutions in the name of this Society
- authorize any special assessments and to adjust the annual dues as calculated pursuant to the Dues Stabilization Policy
- determine the amount of stipends to be received by the Officers and Trustees
- suspend or remove an elected Officer.

The **duties** of the House of Delegates enable it to:

- elect the elective Officers
- receive and act upon reports of Officers, and Committees
- adopt an annual budget, which shall include a statement of the budgeted compensation proposed for the Executive Director
- establish a Board of Appeals when necessary
- transact other business that legally comes before it.

The duties of the Speaker of the House of Delegates are as follows.

The Speaker of the House shall preside at all meetings of the House of Delegates, and together with the Secretary, shall determine the order of business for all meetings of the House of Delegates subject to the approval of the House of Delegates. The Speaker shall appoint Reference Committees of the House of Delegates in accordance with *Bylaws* Chapter III, Section 100, Subsection A-1. The Speaker shall appoint tellers to assist in determining any action taken by ballot vote. The Speaker shall also perform such other duties as custom and parliamentary usage require. The Speaker may appoint special Committees of the House for the purpose of expediting the business of the House. The Speaker shall cast the deciding vote when the vote will affect the result.

In contrast, the powers and duties of the Board of Trustees make it the managing body of the Society with full power to conduct all business in accordance with the policies set by the House. The Board also:

- employs the Executive Director
- appoints the Editor
- prepares the annual budget
- supervises financial affairs
- approves all Presidential appointments as defined in the *Bylaws*
- approves the time and place of the Annual Session of the House of Delegates
- reviews all reports to the House and makes recommendations on them to the House.

## Reports, Recommendations to the House of Delegates

Reports and recommendations which involve Society policy come to the House from several different sources:

- President and other Officers of the Society
- Executive Director
- Board of Trustees
- Committees
- Component Societies
- Delegates
- Legal Counsel, Legislative Agent, etc.

The proposed annual Budget is also submitted to the House by the Board of Trustees. The Budget is referred to a Reference Committee and is considered as a special order of business at the Annual Session.

These reports and recommendations shall be sent to all delegates and alternates 14 days before the opening of the session. Any resolution submitted on behalf of a component society shall be accompanied by a certification from the component society's Secretary or Assistant Secretary of the minutes of the Executive Committee of such component society at which such resolution was approved, that proper notice was given of such meeting, and that at such meeting there was a quorum present and voting on such resolution. **Reports and recommendations with resolutions submitted less than 15 days before the opening of the session will be received only from the Board of Trustees, the Executive Committee of a component society, or a Committee of this Society. Such Reports must be accompanied by 100 copies for distribution to the House.**

The Board of Trustees, besides reporting its activities to the House, usually comments on all resolutions to the House. The Board may also initiate resolutions that it wishes to become Society policy.

In these ways, the House receives many items for consideration each year and its task is to act on them in the best way to meet the changing needs of the Society and its members.

No material may be distributed in the House of Delegates without obtaining the permission of the Speaker. Materials distributed must relate to subjects and activities that are proposed for House action or information.

## Rules of Order

The rules contained in the current edition of *The American Institute of Parliamentarians Standard Code of Parliamentary Procedure* govern the deliberations of the House in all cases in which they are applicable and not in conflict with these standing rules or the *Constitution and Bylaws*.

## Table of Motions

A table of motions may be found in appendix one.

## Speaking Privileges

The right to speak to issues before the House is held only by **voting** members of the House. The House, by general consent or majority vote, may allow any nonmember of the House to address it on matters related to business before the House.

## Resolutions Involving the Expenditure of Funds

Any resolution proposing an expenditure of funds will be referred to the Treasurer for information on the availability of funds for the purpose proposed.

**Proposers of such resolutions should consult with the Treasurer beforehand so that the information may be available before a vote is taken.**

## Consideration of the Budget

The proposed annual budget shall be submitted by the Board of Trustees to the members of the House of Delegates at least 14 days prior to the opening meeting of the Annual Session. It shall be referred to a Reference Committee and considered for approval as a special order of business. The input of the Treasurer and the Board should be heavily weighed in such matters since they are in daily contact with the financial management of the affairs of the Society. The budget may be amended and approved by a majority vote of the House.

## Introduction of New Business

No new business shall be introduced into the House of Delegates less than 15 days prior to the opening of each session, unless submitted by the Board of Trustees, the Executive Committee of a District Society, or a Committee of this Society (must be accompanied by 100 copies). No new business shall be introduced into the House of Delegates at the last meeting of a session except by unanimous consent; approval of such new business shall require a majority vote. Reference Committee recommendations shall not be deemed new business.

## Resolutions that Reaffirm Existing Policy

Resolutions which merely reaffirm or restate Society policy shall *not* be introduced into the House of Delegates.

## Motions to Vote Immediately

The motion to vote immediately will apply only to the immediately pending motion. A motion to vote immediately on all pending motions shall not be used in the House of Delegates.

## Motion to Postpone Temporarily (Table)

The motion to postpone temporarily (table) shall not be used in the House of Delegates since it stops debate and could force the delegates to vote without full information.

## Motion to Recommit or Refer to an Agency

When the House of Delegates wishes to recommit or refer a pending resolution to the Board of Trustees or

to a Committee for study and report at the next annual session, the motion to be used is the motion to refer. A motion to postpone definitely to the next session may not be used since it is not permissible to postpone a question beyond the end of the current session.

### **Amendment to the *Constitution***

The *Constitution* may be amended by a two-thirds ( $\frac{2}{3}$ ) legal vote of the members of the House present and voting at a session, provided that the proposed amendment(s) shall have been presented in writing at any previous session of the House. The *Constitution* also may be amended at any session of the House by a unanimous vote, provided the proposed amendment(s) have been presented at a previous meeting of the same session.

### **Amendment to the *Bylaws***

An amendment to the *Bylaws* effecting a change in the dues of its members shall not be debated or acted upon at any session at which introduced except by unanimous consent. Otherwise, the *Bylaws* may be amended at any session of the House of Delegates by a two-thirds legal vote of the members present and voting, provided the proposed amendment(s) shall have been presented in writing at a previous session or at a previous meeting of the same session.

### **Voting Procedure**

The method of voting in the House is usually determined by the Speaker of the House who may call for a voice vote, show of hands, standing vote, role call of the delegation, or ballot, whichever he deems appropriate. The House may also, by majority vote, determine for itself the method of voting that it prefers.

If the result of a vote is uncertain, or if a division is called for, the Presiding Officer may call for a standing vote, which will be counted by tellers and reported to the Secretary.

### **Nomination Procedures**

Nominations for Vice President, Speaker of the House, Secretary, and Treasurer, shall be made by the Trustee Selection and Nominations Committee in accordance with the *Bylaws*.

Additional nominations may be made from the floor of the House of Delegates as per the conditions set forth in Chapter III, *Section 110* of the *Constitution and Bylaws*.

Nominating speeches shall not be made at the House of Delegates.

### **Contested Election Guidelines**

The following Contested Election Guidelines were developed using the *ADA Bylaws* as a reference to assist in matters of a contested election.

Only candidates who acknowledge and agree to the terms of this document by personal signature will appear on the ballot.

### **Election Commission Composition and Responsibilities**

The Election Commission shall be comprised of 3 members: The Massachusetts Dental Society Speaker of the House who shall be Chair; the current or a past Chair of the MDS Ethics Committee, as selected by the President; and a third member who shall not be a current member of the Board of Trustees, as selected by the President.

The Election Commission is charged with:

- a. Overseeing and adjudicating all issues of contested elections for MDS offices
- b. Meeting with all candidates as needed on campaign issues, such as promotional activities, campaign literature, travel, and all communication methods including, but not limited to, hard copy mailings, phone calls, texts, emails and social media postings.
- c. Overseeing any dispute or violation.

### **Election Commission Contested Election Guidelines Governing the Conduct of Contested Campaigns for All MDS Elective Officers**

The following guidelines govern the announcement and conduct of all contested campaigns for MDS Elective Officers. These rules will be distributed annually to all candidates.

Candidates shall not formally or informally announce their intent to run for office before the final day of the Annual Session immediately preceding their candidacy. A formal announcement shall include, at a minimum, the name of the candidate and an identification of the office being sought.

Candidates shall appear on the ballot provided they formally announce their candidacy no later than 90 days prior to the Annual Session Election, have been deemed by the Trustees Selection and Nominations Committee to be eligible to hold the office which is being sought, and have not been subsequently disqualified by the Board of Trustees. Should no qualified candidate declare an intension for a vacant office by that time, the Speaker of the House will

have the authority to delay the filing until a future date.

The candidates shall prepare a one-page (double sided) or two-page electronic curriculum vitae (CV) that meets the Trustees Selection and Nominating Committee guidelines, and shall submit the CV to the TSNC for review and approval prior to distribution. Candidates shall use the exact same document at district meetings to which all candidates have been invited to appear, and at which a forum for candidates to address the membership is available. Candidates shall be responsible for the distribution of the document at such meetings.

### **1. Agreements Between Candidates**

Candidates for a contested election will meet either in person or electronically with the Election Commission to review the Guidelines. Candidates may negotiate and enter into any agreement concerning the conduct of a campaign for elective office that does not contravene and is not in conflict with any of the Guideline rules contained herein. Agreements between candidates that narrow any of the provisions of these guidelines or agreements by which candidates forego any campaign activities are permitted under these guidelines are allowed.

### **2. Communications and Funding**

- a. Candidates shall not use the assets of the MDS or District Society, beyond member contact information, for campaign purposes.
- b. The candidates and their affiliates shall only use personal webpages and personal media profiles for campaign purposes. No such campaigning shall imply or list that the communication is originating from, is on behalf of, or is affiliated with the ADA, MDS, or district dental society.
- c. All candidates' campaign statements and profiles may appear on the MDS website.
- d. Candidates shall be permitted no more than one email or hard copy campaign communication with MDS delegates and alternate delegates. The contact information shall be provided to the candidates by the MDS. Candidates shall be permitted no more than one phone call or text message to the

delegates and alternate delegates.

Outside of the one permitted communication, the candidates shall not indicate their candidacy on email, hard copy or social media signatures or letterhead.

- e. Candidates shall ensure that any individuals or groups, including districts, district officers, committee chairs or others assisting with the campaign on their behalf adhere to the Election Guidelines.
- f. During the campaign year, dental journals, news articles and social media postings on or interviews with candidates are restricted to include only announcements of the candidate's intent to run for the office and their official duties as an MDS volunteer.
- g. Candidates shall not purchase or distribute promotional literature, apparel or giveaway items.
- h. Neither events nor receptions shall be hosted privately or by a district for delegates or alternate delegates outside of a candidate's district where a candidate is present within 90 days of the Annual Session.

### **3. Campaign Contributions and Expenditures**

Candidates shall not solicit or accept funds for campaign purposes.

### **4. Travel**

- a. The candidates shall limit their campaign travel and electronic appearances to District and Regional meetings. The candidates shall refrain from campaigning at MDS Council, Committee and Task Force meetings.
- b. Candidates shall campaign only at District Society or Regional meetings, upon invitation, and only when a forum is available to address the membership. A candidate may attend specialty dental organization meetings, regional and state and national meetings with the understanding that attendance at these meetings shall be strictly as an individual dental professional and not for the purpose of campaigning.



- c. Candidates shall accept an invitation to a district dental society meeting only if the invitation has been extended to all candidates. While a candidate is making a campaign presentation to the delegation or membership of the district, the other candidate(s) may not be present in the room.
- d. If a candidate has a commitment as a speaker or presenter at a dental meeting, the candidate shall inform the Election Commission of this commitment.

#### **5. House of Delegates**

Each candidate will be given an opportunity to address the House of Delegates before balloting has begun. Candidate speeches will be given, determined by random lottery during the House of Delegates and managed by the Election Commission, from a podium on the House floor. The speech will be strictly limited to no more than three minutes. There will be no question & answer session.

#### **6. Poll Observers**

Each candidate may designate one voting delegate to be present to observe the balloting during the election. This individual shall not be within ten feet of the ballot box, shall not campaign during the election, will not instruct voters on any issue regarding candidates, the election, handling of ballots, or exhibit behavior that could be seen as anything other than observatory.

#### **7. Violations**

If violations of the Guidelines are determined to have occurred, then the Election Commission must report those violations to the House of Delegates. The Election Commission shall post a report in the House of Delegates section on the MDS website. Additionally, notification of the violation will be sent to all delegates and alternate delegates with a working email address on file, alerting them that the report has been posted. The Report of the Election Commission will also be given orally by the Chair of the Election Commission at the first meeting of the House of Delegates.

#### **8. Disqualification**

A previously qualified candidate may be disqualified from an election if infractions of the guidelines and/or bylaws occur, if serious unethical behavior is exhibited, and/or a candidate does not make good faith efforts to rectify problems identified by the Election Commission. If a majority vote to take such action is attained by the Election Commission, a recommendation will be made to the MDS Board of Trustees to disqualify the candidate from the upcoming election. The candidate and a representative from the Election Commission may appear before the MDS Board to clarify the issues. If a majority of the MDS Board of Trustees upholds the recommendation of the Election Commission, then the candidate will be disqualified from the upcoming election.

#### **9. Notification**

Any questions regarding these Contested Election Guidelines shall be directed to the Chair of the Election Commission, or a Commission designate, for clarification.

### **Election Procedures**

The report of the Trustee Selection and Nominations Committee shall be given at least one half hour before the opening of the polls. Only properly certified members of the House of Delegates are permitted to participate in the elections of the House. Voting shall be by ballot except when there is only one candidate for office; such candidate may be declared elected by the Speaker of the House of Delegates. Contested elections are held under the supervision of the Secretary. Polls shall be open for at least one hour. In the event no candidate for office receives a majority of the votes cast on the first ballot, the two candidates receiving the greatest number of votes shall be balloted once again.

For positions where more than one person is to be elected, those candidates equal in number to the number of vacancies with the most votes and having a majority of the votes cast for such office shall be elected. In the event there nevertheless remain vacancies, those candidates equal in number to the number of remaining vacancies plus one and receiving the greatest number of votes on the first ballot who were not elected shall be balloted once again to fill such vacancies. The majority of the legal ballots cast for such position shall elect.

### **Pledge of Office: Installation**

The elective Officers shall be installed at the last meeting of the Annual Session of the House of

Delegates. "In recognition of the privileges and the responsibilities of serving as an Officer of the Massachusetts Dental Society;

To discharge, to the best of my ability, my duties as described by the *Bylaws* of the Massachusetts Dental Society;

To make decisions that are in the best interest of the public and the dental profession;

To faithfully represent the dentists of the Commonwealth of Massachusetts;

To obey all state regulations pertaining to the practice of dentistry;

To observe the Standards of Ethics of this Society."

# GENERAL PROCEDURES FOR REFERENCE COMMITTEES

## Reference Committees of the House

Reference Committees (RC) shall consist of five officially certified members of the House of Delegates. They shall be appointed by the Speaker, in consultation with the Secretary, at least 30 days in advance of each session. There shall be Reference Committees on Budget, *Bylaws*, and others as needed.

## Duties

The primary duty of an RC is to consider all matters referred to it, to conduct open hearings and to report its recommendations to the House. The Committee should base these recommendations on the best interests of the public, the Society and the dental profession.

The RC shall not prevent the House from taking action on any matter which has been presented. Nor should it automatically accept the testimony of those who speak at the open hearing. It should consider all of the testimony it hears, and when it deems advisable, it should call upon the Officers, Trustees, Staff, Parliamentarian, the appropriate Committee, or whoever can supply needed information to arrive at an appropriate recommendation to the House. The RC should then advise the Delegates to Adopt, Not Adopt, Amend, replace by a Substitute, or Refer a resolution which has been placed before it.

## Authority

Reference Committees have a good deal of authority but must act within the *Bylaws*, the Rules of the House, and the Parliamentary Authority (*The American Institute of Parliamentarians Standard Code of Parliamentary Procedure*). They may not only act on resolutions before them, but they may also propose resolutions on their own initiative dealing with matters placed before them.

## Referral of Items of Business to Reference Committees

The RC receives items of business for consideration referred by the House. The Speaker of the House shall announce a list of referrals before the close of the First Meeting of the House. The House may, by majority vote, amend the list of referrals. Such a list shall be available at the RC hearing and shall constitute the agenda for the hearing.

## Clerical Assistance

The Executive Director will be responsible for providing the necessary clerical assistance to each RC. Those responsible for such assistance shall not

influence substantive deliberations of the Committee and shall hold all Committee discussions in the strictest confidence.

## Conduct of the Hearings

The primary duty of an RC is to receive and evaluate opinions and information so that it may present a well-informed recommendation to the House. Opinions are received during the Open hearing which is conducted by the RC and later evaluated in an executive meeting at which the Committee's decisions are made.

The Chair of the RC should preside at both the hearing and the executive meeting. They should carry out the usual duties of a Chair in maintaining order, facilitating the transaction of business and in ruling on length and pertinence of discussion.

**The Chair cannot permit the making of motions or the taking of formal votes at an open hearing, since the objective of the hearing is to receive information and opinions and not to make decisions of any sort which would bind the RC in its subsequent deliberations.**

The Chair should ensure that all who wish to speak are heard but they should be watchful against prolonged holding of the floor by any one person at the expense of others. One of the basic rules of debate is that no one should be allowed to speak a second time on a subject before all who wish to speak are heard at least once. The Chair, with the consent of the Committee, may place reasonable limitations on discussion and debate.

**All members of the Massachusetts Dental Society have the right to attend RC hearings and participate in the discussion, whether or not they are members of the House of Delegates.**

Nonmembers of the Society may participate in the discussion at hearings only at the invitation of a majority of the RC. Participants should be aware that nonmembers may be present at RC hearings.

At the start of each hearing, the Chair should read the previous paragraph and ask any nonmembers present to identify themselves and their affiliation. He should then ask any nonmember if he wishes to speak at the hearing, and if so, the Committee should quietly be polled for permission. In general, nonmembers should be permitted to participate as long as they do not interfere with the orderly conduct of the hearing.

The RC is expected to be available during the announced hours of a hearing.

## **Conduct of the Executive Session**

At the conclusion of the open hearing, the Committee shall retire to an executive session to reach its decisions. The Committee is empowered to exclude from the executive session everyone except the members of the Committee, or it may invite anyone to provide resource information when necessary to fulfill its duty of providing a fully informed recommendation to the House.

## **Preparation of the Report**

The report should be made up of three parts: (1) the resolution referred to the Committee; (2) a brief summary of the information that led the Committee to its decision; and (3) the Committee recommendation, worded with the utmost clarity. Resolutions containing more than one topic must be divided so that the delegates can vote intelligently on each question.

*Please note:* Except in unusual cases, “whereas” clauses should be omitted. This prefatory material should be placed in the text of the report.

If the report of a Committee or agency contains no resolutions, the RC should merely state that it has noted the report and make such comment as it may desire. It is not proper to recommend that the report be “received,” “approved,” or “adopted.” If the RC wishes to adopt some item in the report, it must draft a suitable resolution.

The RC report should be as brief as possible. Long sections of material which the delegates already have before them, should NOT be repeated unless the Committee feels it is necessary.

## **Majority and Minority Reports**

Every effort should be made by the members of a Reference Committee to reach unanimous agreement. If this is not possible, a majority and a minority report may be presented. The report receiving the most support from the members of the Committee is presented as the majority report. If two reports are forthcoming, the Chair should notify the Presiding Officer as early as possible since both reports will be presented and the House will decide if it wishes to substitute the minority report for the majority report, thereby placing one report before the House for final action.

## **Reference Committee Report to the House**

The RC Chair should notify the Speaker of the House as soon as they are ready to give their report. The report will be given from the podium to the side of the Presiding Officer. Reports should be read slowly and clearly. The House will usually act on the report

one resolution at a time and the Presiding Officer will indicate to the RC Chair when it is time to proceed to the next section.

During debate and discussion, the RC Chair should be prepared to explain the position the Committee has taken. Any member of the Committee is free to reply to any question or to give information to the delegates, if necessary, after receiving permission of the Presiding Officer. If the Speaker of the House desires, they may call on a member of a Committee, an Officer, a Trustee, or staff to supply the information requested or necessary in order for the delegates to arrive at a fully informed decision. All discussion and questions shall be directed to the Speaker of the House.

## **Action on Motions Recommended by the Reference Committees**

A new Reference Committee resolution shall be brought to the floor of the House in the form of a main motion. The main motion should present the substantive proposal to the House for consideration and action, with a recommendation that precisely reflects the position of the Reference Committee on that particular resolution. The Reference Committee Chair shall make the appropriate main motion immediately following the reading of the resolution and the portion of the Reference Committee report related to that resolution. The content of the resolution is actually part of the main motion.

A motion is defeated by simply voting against the motion to Adopt. Therefore, on the motion to Adopt, the Reference Committee Chair will offer the Committee recommendation to vote “for” or “against” the motion.

Reference Committees cannot “pigeon hole” any resolution presented to them. Therefore, to aid the House in its deliberations, the main motion together with the Committee’s recommendation should reflect the majority opinion of the members of the Reference Committee.

Following the presentation of a main motion by the Chair of the Reference Committee, the main motion is subject to all the specified rules which govern main motions as outlined in the parliamentary authority of the House, *The American Institute of Parliamentarians Standard Code of Parliamentary Procedure*. It must be emphasized that motions usually considered to be subsidiary may be, and are in fact, main motions when presented by the Reference Committee Chair in cases such as those outlined in the previous paragraphs. Otherwise, those motions are subsidiary motions when presented from the floor and are subject to the particular rules which commonly apply to them.

If a main motion to adopt a resolution passes or fails, the vote of the House disposes of the resolution.

If a main motion other than to adopt is presented and it passes, the resolution is disposed of in the manner presented.

If a main motion other than to Adopt is presented (e.g., a motion to refer) and it fails, a motion to adopt the resolution is then in order and is usually made by a delegate who favors adoption of the resolution. The resolution is now before the House for debate, amendment, and action.

### **Amendment of this Manual**

Much of the information in this manual is already part of our *Constitution and Bylaws*, Standing Resolutions, and *The American Institute of Parliamentarians Standard Code of Parliamentary Procedure*. These items may be amended or suspended in the appropriate manner.

Other sections are common practice in our House or the House of Delegates of the American Dental Association. These may be amended by a majority vote of this House.

Once adopted as the Manual for the Massachusetts Dental Society House of Delegates, it will remain in force from year to year, open to annual amendment. To enable this, the Presiding Officer shall place, early in the order of business, an item entitled "Amendment of the Manual of the House of Delegates." If no amendments have been submitted through regular channels, he will proceed to the next item on the agenda.

# House of Delegates Motions Card

The following information identifies the principal rules governing motions most frequently used in the MDS House of Delegates. This information is based on the *American Institute of Parliamentarians Standard Code of Parliamentary Procedure*, but also reflects the specific rules of the MDS House of Delegates.

## House of Delegates Motions

Order of Precedence <sup>1</sup>	Interrupt?	Debatable?	Amendable?
<b>Privileged Motions</b>			
1. Adjourn.....	No	Yes <sup>2</sup>	Yes <sup>2</sup>
2. Recess .....	No	Yes <sup>2</sup>	Yes <sup>2</sup>
3. Question of privilege .....	Yes	No	No
<b>Subsidiary Motions</b>			
4. Table.....	No	No	No
5. Close debate.....	No	No	No
6. Limit or Extend debate .....	No	Yes <sup>2</sup>	Yes <sup>2</sup>
7. Postpone to a certain time.....	No	Yes <sup>2</sup>	Yes <sup>2</sup>
8. Refer to committee .....	No	Yes <sup>2</sup>	Yes <sup>2</sup>
9. Amend .....	No	Yes <sup>3</sup>	Yes
<b>Main Motions</b>			
10.a. The main motion.....	No	Yes	Yes
b. Specific main motions			
Adopt in-lieu-of .....	No	Yes	Yes
Amend a previous action .....	No	Yes	Yes
Ratify .....	No	Yes	Yes
Recall from committee.....	No	Yes <sup>2</sup>	No
Reconsider.....	Yes <sup>4</sup>	Yes <sup>2</sup>	No
Rescind.....	No	Yes	No
<b>Incidental Motions</b>			
Appeal.....	Yes	Yes	No
Suspend the rules .....	No	No	No
Consider informally .....	No	No	No
<b>Requests</b>			
Point of Order .....	Yes	No	No
Parliamentary inquiry.....	Yes	No	No
Withdraw a motion.....	Yes	No	No
Division of question.....	No	No	No
Division of assembly.....	Yes	No	No

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<sup>1</sup> Motions are in order only if no motion higher on the list is pending. Thus if a motion to close debate is pending, a motion to amend would be out of order; but a motion to recess would be in order, since it outranks the pending motion.

<sup>2</sup> Restricted.

<sup>3</sup> Is not debatable when applied to an undebatable motion.

<sup>4</sup> A member may interrupt the proceedings but not a speaker.

## The Chief Purposes of Motions

Purpose	Motion
<b>Present an idea for consideration and action</b>	Main motion Resolution Consider informally
<b>Improve a pending motion</b>	Amend Division of question
<b>Extend, limit or cut off debate</b>	Limit or extend debate Close debate
<b>Delay a decision</b>	Refer to committee Postpone to a certain time Recess Adjourn
<b>Meet an emergency</b>	Question of privilege Suspend rules
<b>Gain information on a pending resolution</b>	Parliamentary inquiry Request for information
<b>Question the decision of the presiding officer</b>	Point of order Appeal from decision of chair
<b>Enforce rights and privileges</b>	Division of assembly Parliamentary inquiry Point of order Appeal from decision of chair
<b>Consider a question again</b>	Reconsider Rescind Amend a previous action Ratify
<b>Change an action already taken</b>	Reconsider Rescind Amend a previous action
<b>Terminate a meeting</b>	Adjourn Recess