INTRODUCTION

This manual has been approved by the Missouri Dental Association Board to provide guidance and assistance to the members of the Association's delegation to the House of Delegates of the American Dental Association. Included in the Manual are various procedural matters as well as a description of the duties and responsibilities of each member of the delegation.

ELECTION OF DELEGATES AND ALTERNATE DELEGATES

Authority for the election of the Association's delegates and alternate delegates as well as the conduct of the delegation is found in the Association's Bylaws, Chapter IX, Delegation to the American Dental Association. (Excerpt attached)

The members of the delegation are elected annually by the MDA House of Delegates from nominations submitted to the House by the MDA Board with one exception. The Bylaws require the Association's President-Elect/Secretary to serve as the secretary to the MDA delegation to the ADA House of Delegates; therefore, Dr. Michael Berry will serve secretary and be seated on the house floor. The number of delegates is determined by the ADA and is based on the MDA membership statistics on December 31 of the preceding year.

Once elected by the MDA House of Delegates, the Delegation composition will not be altered, except as follows. Alternates will fill delegate vacancies. Alternate vacancies will remain unfilled, unless two or fewer alternates remain available for service. In this case, the delegation chair may name sufficient substitutes to increase the number of available alternates back to as many as four.

MDA Bylaws also require the delegation annually to elect a chair and vice-chair immediately following the conclusion of the MDA House of Delegates. For 2019, Dr. Amanda Fitzpatrick is the Chair and Dr. Lori Roseman is the Vice-Chair.

DUTIES AND RESPONSIBILITIES

Delegates and alternates are elected to represent the entire membership of the Association. Therefore, it is their duty to be informed and knowledgeable on the matters to come before the House. They should read all material sent to them from the ADA, the MDA, the Sixth District Trustee and other state dental associations. ADA materials include the annual reports, various supplements and the transactions of the previous year's meeting of the House. Each person is expected to bring all the materials to each meeting related to the annual meeting.

The members of the delegation are also responsible for being present at all meetings relative to the House of Delegates. This includes meetings of the Missouri delegation, the Sixth District caucuses and all appropriate meetings during the ADA meeting.

At the ADA meeting, delegates must check in with the executive director within fifteen (15) minutes of the opening of each session. If a delegate has not reported in, an alternate will be selected to fill the position. Alternates have a special seating area in the House and will check in with a designated alternate delegate within fifteen (15) minutes of the opening of each session of the House. All members of the delegation, if possible, are to inform the executive director of an expected absence a day before that particular session of the House.

Members of the delegation are expected to remain during the final session of the House until adjournment or until released by the delegation chair. If they do not, they will be penalized by the loss of one (1) day's per diem. The penalty can be avoided if the absence is approved by the chair prior to
the final session.

Members of the delegation are assigned as reference committee observers for the Sixth District Caucus during the meeting. See attached committee assignments. They are responsible for attending all meetings of their assigned committee and for reporting to the Sixth District Caucus pertinent discussion to come before the committee. There is no need to discuss perfunctory or housekeeping resolutions since this will only delay consideration of more important matters.

**VOTING**

The Missouri delegation does not utilize the unit rule when voting on matters and resolutions in the House.

**COMPENSATION**

MDA Bylaws provide for each delegate and alternate to receive a per diem established in accordance with the current year's budget. Airfare or mileage will be reimbursed up to a maximum amount that is set in the budget annually. The MDA President-Elect/Secretary will receive the same per diem and airfare/mileage reimbursement if he/she attends the ADA House of Delegates meeting as the Secretary of the delegation.

Because the Sixth District Pre-Caucus is being held in San Francisco, the delegates and alternates will receive five (5) days per diem providing they have met all meeting attendance requirements. A travel per diem has also been added this year. Delegates and alternates are required to attend all sessions of the House, the Sixth District Pre-Caucus and Caucus, and the reference committee hearings to which they are assigned. If delegates or alternates are not in attendance, they will not receive the per diem for the day. Delegates and alternates are required specifically to be present for the final session of the House unless excused by the chair of the delegation.

Attached is the official expense voucher from the executive office. Reimbursement will be sent to the delegation following the meeting upon receipt of your expense form.

**NOTES**

There is a limited amount of time available for delegates and alternates to take advantage of ADA Annual Meeting offerings including continuing education courses, exhibits, health screening, etc. The Exhibits will begin on Thursday, September 5. Those new to the delegation are encouraged to attend the New Delegate/Alternate Orientation on Friday, September 6. Evenings are free to attend various social functions to which you may be invited and to attend various scheduled events such as the dental school alumni receptions.

The schedule for the 2019 ADA House of Delegates can be found [http://connect.ada.org](http://connect.ada.org). Delegates and Alternates should bring to the ADA Meeting any items received at the Sixth District Pre-Caucus meeting.

Please note that between the 2nd & 3rd meetings of the House of Delegates on Monday, September 9, a box lunch will be provided in the Moscone Convention Center, Moscone West – Room 2010 (2nd level).