This manual has been prepared so that the delegates may have a better understanding of the operation of the 
House and be knowledgeable of the rules under which it operates.

The House is the ultimate policy setting body of the Oklahoma Dental Association. As such, it speaks for the 
entire membership and for the dental profession within the State.

This manual shall be distributed to all delegates prior to each meeting of the House.

VOTING MEMBERS OF THE HOUSE
1. Members of the Board of Trustees
2. Delegates elected by the Components allocated on the basis of one delegate for each fifteen (15) 
   active, life, and retired members of the Components
3. Component officers, not to exceed four
4. One third year student delegate from the College of Dentistry with vote, elected by the American 
   Student Dental Association members

ALTERNATE DELEGATES
A delegate unable to attend a meeting of the House shall notify the President of the Component who in turn 
shall appoint an alternate delegate for that meeting only. Such appointment shall be certified in writing to the 
Secretary of the House. No alternate delegate shall be recognized or seated unless these conditions have been 
fulfilled.

ORDER OF BUSINESS
I. Call to Order
   1. Invocation
   2. Pledge of Allegiance
II. Introduction of Past Presidents and Guests
III. Functions of the House
IV. Certification of Quorum
V. Approval of Minutes
VI. Consent Agenda
VII. Report of Officers
   1. President
   2. President-elect
   3. Vice President
   4. Secretary/Treasurer
   5. Editor
   6. Executive Director
VIII. Council Reports
     Given in alphabetical order according to existing councils
IX. Committee Reports
X. ADA Delegation Report
XI. Allied Organizations Reports
   1. Oklahoma Dental Foundation
   2. DENPAC
3. OU College of Dentistry  
4. Board of Dentistry  
5. ASDA  

XII. New Business  
XIII. Installation of Officers  
XIV. Award Whiteneck Tray  
XV. Announcements  
XVI. Adjournment  

* Resolutions from officers or councils will be taken in order at the time of their report.  

CONSENT AGENDA  
A consent agenda will be used whenever possible to facilitate the business of the House. Those resolutions of a non-controversial or housekeeping nature will be voted on en bloc. The Speaker and the Executive Director will determine those items to be placed on the consent agenda. Any voting member of the House may rise and object to an item on the consent agenda. Without vote, the resolution will be removed from the consent agenda and taken up at the appropriate time.  

PARLIAMENTARY AUTHORITY  
The current edition of The Standard Code of Parliamentary Procedure governs this organization in all parliamentary situations that are not provided for in the law or in its charter, bylaws, or adopted rules.  

MINUTES  
A copy of the minutes of the House of Delegates will be prepared by the Executive Director, authenticated by the Speaker and sent to all delegates.  

SPEAKERS PRIVILEGE  
The Speaker has the right to name a Delegate to perform the duties of the Chair; such authority will not extend beyond the day. In the event the Speaker cannot serve and no substitute has been appointed, the President will preside or appoint a Delegate to serve as acting Speaker for the day.  

ATTENDANCE OF DELEGATES  
The component president is responsible for assuring that each component has a complete delegation present at each meeting of the House. A list of delegates and alternates must be presented to the Speaker in writing prior to the House meeting.  

The business of the House of Delegates is the business of the Oklahoma Dental Association; therefore, all delegates are expected to remain in the House until adjournment. Failure to do so may place the quorum in jeopardy preventing further legal business during that session.  

TELLERS  
The Speaker will appoint tellers as necessary.  

SEATING  
The seating arrangement of the House will be determined by the Speaker. A reserved section will be provided for Past Presidents. Seating will be provided, as space permits, for non-delegate members.  

SMOKING  
Smoking will not be permitted in the House.
SPECIAL ORDERS
Any motion may, by a two-thirds vote, or by request of the Board of Trustees, be made a special order. When the specified time arrives, the motion will be taken up immediately.

REPORTS TO THE HOUSE
Reports to the House shall be in writing followed by resolutions to the House. Reports will not be read to the House, but House members may request further information regarding any report in the House book.

RESOLUTIONS
All resolutions must be presented in writing to the Speaker or Executive Director. Resolutions may come from: President, President-elect, Board of Trustees, components, councils, committees, and individual delegates. Any House of Delegates resolution requiring an expenditure of funds must carry an estimated cost for the project and source of obtaining revenues for funding, before a vote is taken. All resolutions, when possible, should reference the appropriate section of the strategic plan.

Resolution Format

Title:
Submitted by:
Date:

Resolution text

(Only the lined portion of the resolution can be discussed if this is an amendment).

Background:

Budgetary Implications:
Strategic Plan Goal:
Board of Trustees Action:

_____ Support
_____ Do Not Support
_____ Recommend referral to ________________________________

Comments:

AGENDA AND SUPPORTING DOCUMENTS
The agenda and supporting documents will be emailed to all delegates and will also be available on the ODA website.

PRIVILEGE OF THE FLOOR
Delegates wishing to speak must first rise, go to the microphone, address the Speaker, state name and component before being recognized. No Delegate shall address the House a second time on the same question until all members who desire to speak have done so. No member shall address the House a third time on the same question except with approval by a majority vote. No delegate shall address the House for more than three minutes on any recognition. Delegates shall conform to the signals of the timekeeper designated by the Speaker. All discussion is addressed to the Speaker, never to another delegate. It is not permissible to attack
the motives, character, or personality of another delegate directly or by innuendo or implication. House meetings shall be open to any member of the Association in good standing, who may with approval of a majority vote, be recognized by the Speaker.

PAST PRESIDENTS’ FLOOR PRIVILEGES
Past Presidents shall, upon request, be granted the privilege of the floor. They shall enjoy all privileges of a delegate except voting unless they are serving as a delegate.

VOTING
Voting by consensus and a consent agenda will be utilized whenever possible. Any objection by a voting member of the House will result in requiring a voice or counted vote or removal of any item from the consent agenda.

RECORDING AND/OR ELECTRONIC DEVICES
No recording devices shall be permitted except for the official recording of the meeting taken by staff. All pagers and cellular telephones shall be turned off.

WHITENECK TRAY
The Whiteneck Tray will be awarded to the component dental society with the highest percentage attendance at the House of Delegates meeting. In the event of a tie, the component dental society that collectively traveled the furthest to the meeting shall be awarded the Whiteneck Tray.