OKLAHOMA DENTAL ASSOCIATION

MANUAL FOR COUNCILS AND COMMITTEES

Adopted September 2005
Last Amended April 2012

Nomenclature: Definitions for Council, Standing Committee, and Ad Hoc Committee are attached as an addendum.

Bylaws Provisions for Councils and Committees:

Article IX – Councils and Committees, Section 1, Councils may be created by the House to accomplish the objectives of the Association. The Chair of any council may create subcommittees as needed. Section 2. The chair may be appointed by the President and serve conterminously.

I. Standing Rules

A. This Manual for Councils and Committees is policy of the House of Delegates and may be amended by a majority vote at any regular meeting of the House of Delegates.

B. Meetings shall be open to any active, life or retired member of the Association in good standing who may with approval, by majority vote, be recognized by the Chair.

C. The Councils and Committees of the Association shall be:
   1. Council on Budget and Finance
   2. Council on Bylaws and Rules
   3. Council on Dental Care
   4. Council on Dental Education and Public Information
   5. Council on Governmental Affairs
   6. Council on Membership and Membership Services
   7. Council on Nominations and Elections
   8. Standing Committee on OHCA and DHS

D. Each Council or Committee of the ODA shall be required to review all policy statements from the policy manual and the duties as described in this Manual for Councils and Committees annually for accuracy and necessary update.

II. Members, Elections, Terms, Substitutions, and Vacancies

A. Members of all Councils, with the exception of the Council on Nominations and Elections, shall be elected by the House upon nomination by the Council on Nominations and Elections for a term of three years, with approximately one third elected each year. All voting members of Councils shall be active, life, or retired members in good standing of this Association.

B. The voting members shall consist of a minimum of five elected members and a maximum of ten, with two members possible from OCDS and TCDS, and one from each of the remaining Components unless otherwise specified in these rules for the Councils on Membership and
Membership Services, Budget and Finance, Bylaws and Rules, and Nominations and Elections.

C. The President and President-elect serve as ex-officio members without vote on all Councils.

D. Liaison members from the Board of Trustees shall be appointed to a Council by the President and shall serve without vote.

E. Advisory members may be appointed to a Council by the Chair or the President and shall serve without vote.

F. The Chair of each Council shall be appointed by the incoming President for a term of one year.

G. The Chair of each Standing Committee shall be appointed by the Council Chair.

H. A Council member may substitute a representative from his/her same Component to serve in his/her place with all the rights of a member for that meeting. The Chair may substitute a member from any component, giving priority to a like component member, to fill a voting position at any meeting for the duration of that meeting.

I. In the event of a vacancy in the membership of any Council, the President shall appoint a member to fill such vacancy until a successor is elected by the next House of Delegates for the remainder of the unexpired term.

J. The Chair or members of Standing Committees may be at-large members of the ODA or members of the parent Council.

III. Quorum, Meetings, and Notice

A. Quorum shall be 35 percent (rounded up) of the Council.

B. Councils shall meet at least once per year and otherwise as needed and shall report annually to the House of Delegates.

C. Two unexcused absences by a Council member may result in the Council Chair requesting removal by the President.

D. Proper meeting notice shall be twenty-one days prior to the Council meeting. Councils may waive this requirement as needed.

E. Councils and committees shall schedule business meetings on the second Friday of the month (when possible), except December and the month of the Annual Session, and such meetings shall be scheduled (and a list be available on the website or by request in written form) yearly. Exceptions for necessary additional meetings that would fall outside the “second Friday rule” could be made when three-fourths of the council or committee members agree to the meeting date. The second Friday in February shall be reserved for the Council on Bylaws and Rules, allowing time for the other Councils to formulate resolutions and submit to the Council for review prior to the House of Delegates meeting deadlines.

F. Meetings and voting may be conducted by teleconference or electronic means.

IV. Councils and Committees

A. Council on Budget and Finance

1. Composition: The voting members of this Council shall consist of three elected members and the Secretary/Treasurer of the Association will serve ex-officio without vote.

2. Duties:
a. Develop an annual budget of anticipated income and projected expenditures for approval by the House at the Annual Session, and if necessary, present a resolution setting forth any change in the dues structure.
b. Prescribe a bookkeeping system consistent with acceptable accounting practice.
c. Cause all records, liabilities and assets to be audited by a certified public accountant at least one time annually.

B. **Council on Bylaws and Rules**

1. **Composition:** The voting members shall consist of three elected members and the Speaker of the House of Delegates will serve ex-officio without vote.

2. **Duties:**
   a. Review annually the Bylaws, the House Manual, and the Policy Manual in order to ensure actions of the HOD are properly recorded, and to ascertain that the Bylaws have not been violated.
   b. Review all documents for editorial changes.
   c. Draft and approve the proposed text of amendments to the Bylaws and of Council resolutions prior to their submission to the House for action.
   d. Interpret the Bylaws in any area of dispute.

C. **Council on Dental Care**

1. **Composition:** The voting members shall consist of a minimum of five elected members and a maximum of ten, with two members possible from OCDS and TCDS, and one from each of the remaining Components.

2. **Duties:**
   a. Consult and interact between the dental profession and organizations concerned with the provision of dental health care, private, state or federal.
   b. Monitor the dental manpower needs of the state and develop programs to improve dental health care availability in underserved areas.
   c. Assist in every way possible to make high quality, affordable dental care available to the public of Oklahoma by consulting and interacting with commercial insurance carriers and prepayment plans.
   d. Maintain a Mediation Review Program and appoint a State Chair to oversee the Program.
   e. Maintain a Standing Committee to consult with and advise the Oklahoma Health Care Authority, the Department of Human Services and other community or state public programs.
   f. Conduct a biennial survey of ODA members to determine the dollar amount of charitable dental treatment provided by members.
   g. Maintain data regarding the barriers to dental care in Oklahoma and the programs that exist in the state to eliminate these barriers.

**OHCA and DHS Standing Committee**
1. **Composition:** Shall be composed of a minimum of five members. The term of office shall be three years.

2. **Meetings:** As needed

3. **Duties:** Consult and interact with the Oklahoma Health Care Authority and the Department of Human Services.

**D. Council on Dental Education and Public Information**

1. **Composition:** The voting members shall consist of a minimum of five elected members and a maximum of ten, with two members possible from OCDS and TCDS, and one from each of the remaining Components.

2. **Duties:**
   a. Conduct dental health education campaigns and programs to communicate the dental health message to the public and improve the public perception of dentistry.
   b. Develop and distribute information to the news media.
   c. Collaborate with the Oklahoma Dental Foundation and other charitable entities to provide oral health information to the public.
   d. Interact with the Department of Education in implementing a dental health education curriculum in schools in Oklahoma.
   e. Interact with the Health Department in sponsoring dental health education programs throughout the state.
   f. Develop public information for the ODA Website.
   g. Maintain CERP certification for all ODA scientific programs and CE activities.
   h. Plan and conduct National Children’s Dental Health Month activities and programs.

**E. Council on Governmental Affairs**

1. **Composition:** The voting members shall consist of a minimum of five elected members and a maximum of ten, with two members possible from OCDS and TCDS, and one from each of the remaining Components.

2. **Duties:**
   a. Consult and interact with state and federal boards and agencies involved with dental care programs.
   b. Develop recommendations concerning rules, regulations, or legislation that affect the dental profession or the dental health of the public.
   c. Maintain a “grassroots” program in order to have an effective mechanism for ODA members to contact their legislator.
   d. Coordinate and supervise ODA lobbying activities.
   e. Consult and interact with DENPAC and ADPAC.
   f. Develop and conduct educational programs to train ODA members to be legislative advocates.
F. **Council on Membership and Membership Services**

1. **Composition:** The voting members shall consist of one member from each component and two members from OCDS and TCDS.

2. **Duties:**
   a. Develop membership recruitment and retention programs.
   b. Support the ODA Health and Wellness Program.
   c. Review applications and make recommendations for dues waivers and relief; and report these actions to the Board.
   d. Consult and interact with ADA Relief Program.
   e. Provide opportunities for dental students and dental hygiene students to meet ODA members and encourage participation in the Association.
   f. Develop and maintain a program of benefits for members for recommendations to the House of Delegates.
   g. Conduct an annual Risk Management program.
   h. To appoint a state chair to oversee programs for new dentists.
   i. To conduct an Associate Member appreciation function annually.
   j. To conduct a New Dentist function annually.
   k. Serve as ODA Liaison to the OU College of Dentistry faculty.

**Standing Committee on Insurance**

1. **Composition:** Shall be composed of a minimum of five members. Members shall serve a three year term.

2. **Meetings:** As needed

3. **Duties:** Evaluate current insurance trends, periodically advising the membership of findings and recommend the most desirable group and individual plans for approval by the Board.

G. **Council on Nominations and Elections**

1. **Composition:** The Presidents-elect of the Component dental societies shall serve as members and the Association’s President-elect shall serve as Chairman. If a Component does not have a President-elect, it may substitute another officer.

2. **Meetings:** The Council shall meet at least once a year. Notice of meeting of this Council shall be given to the members sixty (60) days prior to the meeting.

3. **Duties:**
   a. Select nominees for all elective offices of the Association and obtain a written consent to serve if elected. Staff shall prepare a brief biography of each, which shall be mailed to the voting membership thirty (30) days before the announced date of election. The Council shall select individuals who, in its opinion, are best able to represent the office.
b. Select a nominee for each occurring vacancy in the Councils and upon consent of each to serve shall present the names of those nominated to the House of Delegates for election.
Addendum

1. **Councils** are the standing committees required for the functional operation of the Association as established by the House of Delegates and shall continue to exist until the House of Delegates acts to terminate them. Councils shall prepare reports and resolutions for consideration by the Board of Trustees and the House of Delegates.

2. **Standing Committees** with their composition, terms of office, and duties may be established by the House of Delegates. A Standing Committee reports to the parent Council.

3. **Ad Hoc Committees** may be created by the Chair of any Council or the President for a specific task assigned to it and shall automatically terminate upon completion of the task.