

Tenth Trustee District
Standing Rules

Adopted without dissent
October 19, 1984
Atlanta, Georgia

Richard J. Schoessler, Trustee

Amended
October 4, 1998
Minneapolis, Minnesota

Myron L. Pudwill, Trustee

Amended
October 26, 1998
San Francisco, California

Myron L. Pudwill, Trustee

Amended
September 30, 2001
Minneapolis, Minnesota

Robert M. Brandjord, Trustee

Amended
2013
New Orleans, Louisiana

Tenth Trustee District Organization

Standing Rules

Section 1. Organization: The members of the Tenth Trustee District Organization shall consist of those dentists listed by the American Dental Association as having been certified as delegates to the ADA House of Delegates by the following states: Iowa, Minnesota, Nebraska, North Dakota, and South Dakota.

Alternate delegates, executive directors, and state officers of the aforementioned states shall serve as ex-officio members without the right to vote but shall have all the privileges of the floor at any caucus or interim meeting of the Tenth District Organization. Any change in the certification of a delegate must be communicated to the Chair of the Constituent's Delegation.

Section 2. Object: The objects of this Organization are as follows:

- A) To organize the five states and to disseminate information concerning the business affairs that will be considered by the House of Delegates of the American Dental Association in such a manner that all delegates and alternate delegates shall be completely informed.
- B) To strengthen the position of the Tenth District in national affairs on all matters pertaining to the dental health and welfare of our people.

Section 3. Caucuses: There shall be a minimum of two caucuses each year. The first is to be held prior to the opening meeting of the House of Delegates. The second is to be held following the completion of the Reference Committee hearings and prior to the next meeting of the House of Delegates.

Section 4. Interim Meetings: An interim meeting may be called by the Trustee, or upon the filing of a written request stating the reason for such a meeting with the Secretary, by any four (4) delegates. The Secretary shall inform the officers who shall set the date, and then shall send notices to all delegates thirty (30) days prior to the meeting; seven (7) days prior to the meeting shall be sufficient notice for meetings conducted via teleconference. No official business can

be transacted at an interim meeting unless a quorum is established as is provided in Section (5) of these Standing Rules. The Chair of the delegation of a Constituent Society in the absence of a delegate can certify an alternate delegate to replace the absent delegate.

Section 5. Quorum: A majority of the voting members of the Tenth Trustee District Organization shall constitute a quorum for the transaction of business at any meeting.

Section 6. Trustee: Nomination - Election - Duties

- A) Nomination shall be in accordance with the Bylaws of the American Dental Association.
- B) Election shall be in accordance with the Bylaws of the American Dental Association.
- C) Term of Office shall be in accordance with the Bylaws of the American Dental Association.
- D) Duties
 - 1. As Trustee he/she shall represent the Constituent Associations of the Tenth Trustee District on the Board of Trustees of the American Dental Association.
 - 2. He/She may establish a liaison committee composed of one representative designated by each of the five Constituent Associations to serve him/her in an informational and advisory capacity only.
 - 3. He/She shall have the power to call interim meetings in accordance with Section 4 of these Standing Rules.
 - 4. He/She shall appoint Representatives from the Delegates and Alternate Delegates to attend reference committee hearings.

Section 7. Officers of the Organization:

The officers of the Tenth Trustee District Organization will be the Trustee,; the Chair, the Vice-Chair, and the Secretary-Treasurer. In the absence of the Trustee, the Chair, and the Vice-

Chair, the Organization shall elect a Trustee pro-tem. In the absence of the Secretary-Treasurer, the Trustee shall appoint a Secretary-Treasurer pro-tem.

Chair: He/She must be an elected Delegate of the Tenth Trustee District.

A) Term of Office:

1. The term of office of the Chair shall be from the adjournment of the ADA House of Delegates to its adjournment the following year.

B) Duties:

1. He/She shall preside at all meetings of the District caucus
2. Assume all duties delegated to him/her by the Trustee.

Vice-Chair: He/She must be an elected Delegate of the Tenth Trustee District.

A) Term of Office:

1. The Vice-Chair's term of office shall be from the adjournment of the ADA House of Delegates of the year he/she is elected until the adjournment the following year.

B) Duties:

1. In the absence of the Chair, the Vice-Chair will assume his/her duties.

C) The Vice-Chair shall be elected from the Delegates of each Constituent in accepted rotation.

D) The Vice-Chair shall serve for a term of one (1) year, and they cannot succeed to consecutive terms in their respective offices.

Secretary-Treasurer: Must be a member or designated employee of one of the Constituent Associations but not necessarily a Delegate.

A) Term of Office:

1. The Secretary-Treasurer shall be elected for a term of one (1) year.

B) Secretary-Treasurer shall be nominated by each Constituent in an accepted rotation.

C) Duties:

1. To aid and assist the Chair in disseminating all information and assist him/her at his/her request.
2. Record the proceedings and formulate the minutes of all meetings and distribute copies to the other officers, the executive directors of each Constituent Association in the Tenth Trustee District, or to the person designated by each Constituent Association.
3. Serve as custodian of the District Organization's records and funds and report such activity to the Chair.
4. Make a financial report at the first caucus of the annual or regular meeting of the Tenth District Organization.

Section 8. Election Procedures:

- A) All nominations for office shall be made from the floor.
- B) All elections shall be conducted by the Chair who shall appoint tellers.
- C) All voting shall be by secret ballot unless there is only one nominee.
- D) Election of officers shall be in accordance with the following procedures:
 1. As the qualifications of each officer are defined under the provision for the office in these Standing Rules, no further stipulation regarding this is necessary.
 2. The nomination and election for the Trustee (when needed) will be the final item of business at the 10th District Caucus meeting during the American Dental Association House of Delegates one year prior to their assuming office.
 3. The nomination and election of the remaining officers shall be at the second caucus meeting of the Organization.

Section 9. Vacancies:

- A) Chair: Should a vacancy occur in the office of the Chair, the Vice-Chair will become the Chair for the unexpired portion of the term.
- B) Should a vacancy occur in the office of the Vice-Chair, the Trustee shall appoint a Vice-Chair for the remainder of the unexpired term.

Section 10. Voting:

- A) Ballots shall be submitted to the Delegates in the form of a resolution which shall be accompanied with evidence of the urgent need for action and with sufficient information to permit intelligent voting. A vote may be initiated by the Trustee or at the request of four (4) Delegates to fulfill the stipulations of these Standing Rules.
- B) Two-Thirds (2/3) of the eligible ballots returned, and voted, to the Chair are necessary to constitute proper action on any vote. All votes shall be recorded at the next regular meeting of the Organization.

Section 11. Finances: All expenses incurred for the operation of the Organization shall be met by an assessment of each Constituent in the District Organization, prorated in the amounts to be determined by common consent..

Hosting of the 10th District functions rotates among the states in an accepted rotation.

Section 12. Parliamentary Authority: The Parliamentary Authority as defined in the Bylaws of the American Dental Association shall govern the deliberations of this Organization in all cases in which they are applicable and not in conflict with these standing rules.

Section 13. Amendments: These Standing Rules may be amended at any meeting of the Tenth Trustee District Organization by a two-thirds (2/3) majority vote of the delegates present and voting, provided that the proposed amendment shall have been presented in at a previous meeting. They may be amended also by unanimous consent at any meeting provided that a quorum is present.

Sample Agenda

10th Trustee District Organization - First Session

1. Call to order
 2. Establish quorum
 3. Introduction of delegates and alternates
 4. Minutes of previous caucus sessions
 5. Trustee's report
 6. Old business
 7. New business
 8. Reference Committee Assignments and designation of reporters
 9. Election of nominee for Trustee (when needed)
 10. Presentation of ADA Candidates
 11. Adjournment
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10th Trustee District Organization - Second Session

1. Call to Order
2. Establish quorum
3. Introduction of delegates and alternates (those not at first meeting)
4. Minutes of the preceding session will be mailed to constituent Chairs
5. Presentation of ADA Candidates (as they appear)
6. Reports of Reference Committees
7. Report of nominees for officers of the Caucus
8. Election of 10th District Caucus officers
9. Establish per delegate dues amount
10. Adjournment