



ADSA

ADSA House of Delegates

Monday, 20 April 2026

12:00 pm (HST)

Held at:

Fairmont Orchid

1 North Kaniku Drive, Puako, HI 96743-9731

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AGENDA

ADSA HOUSE OF DELEGATES

Name:	ADSA
Date:	Monday, 20 April 2026
Time:	12:00 pm to 1:00 pm (HST)
Location:	Fairmont Orchid, 1 North Kaniku Drive, Puako, HI 96743-9731

1. House I

1.1 Call to Order

1.2 Introduction of ADSA Officers and Directors and Distinguished Guests

1.3 Report of the Committee on Credentials, Rules, and Order

1.4 Minutes Approval

Supporting Documents:

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1.5 Resolutions

Supporting Documents:

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1.7 Address of the President

1.8 Report of the Treasurer

1.9 Executive Director Report

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1.10 Nominations

Supporting Documents:

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1.11 New Business

1.12 Announcements

1.13 Adjournment

2. Reference Committee Hearings

2.1 Report of the Reference Committee

The report of the Reference Committee will be published by midnight on the same day as the Reference Committee hearing at:

<https://www.adsahome.org/house-of-delegates>

3. House II AGENDA ADSA HOUSE OF DELEGATES Date: Tuesday, 21 April 2026 Time: 7:00 am

3.1 Call to Order

3.2 Report of Committee on Credentials, Rules and Order Election of Directors

3.3 Priority Items, Reference Committee

3.4 Elections

3.5 Report of Reference Committee

4. Reference Material

4.1 ADSA Bylaws

Supporting Documents:

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4.2 House Manual

Supporting Documents:

4.2.a	Manual of the House of Delgates 2026.docx	75
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5. Installation of Directors

5.1 5. Adjournment sine die

Next meeting: No date for the next meeting has been set.

American Dental Society of
Anesthesiology
**Minutes of the House of
Delegates**
April 3-4, 2025
Rio Gande, Puerto Rico

April 3, 2025

First Meeting of the House of Delegates

Call to order: The first meeting of the American Dental Society of Anesthesiology House of Delegates was called to order by the Speaker of the House of Delegates, Dr. Clyde Waggoner, on April 3, 2025, at 12:15 pm.

Report of the Committee on Credentials, Rules and Order: Dr. Roy Stevens, chair, presented the report of the Committee on Credentials, Rules and Order. Dr. Stevens reported a quorum was present. The report of the Committee on Credentials, Rules and Order was adopted.

Voting by members of the Board of Directors Credentialed as Delegates (Committee on Credentials, Rules and Order Resolution 1): On vote, Resolution 1, as follows, was adopted.

R1-25B. Resolved that members who serve on the Board of Directors and are duly credentialed delegates shall have the right to vote in the 2025 House of Delegates.

Adoption of Agenda and Order of Agenda Items: (Committee on Credentials, Rules and Order Resolution 2): On vote, Resolution 2, as follows, was adopted.

R2-25B. 1. Resolved That the agenda printed in the 2025 House of Delegates Reference Manual be adopted as the official order of business for the 2025 Annual Session and be it further

2. Resolved That with the consent of the House of Delegates, the Speaker is authorized to modify the order of the agenda as necessary to expedite the House's business.

Referrals of Resolutions: Under AIPSC rules, Resolutions R3, R4, R5, R6, R7, R8, R9 and R10 are referred to the Reference Committee.

President's Report: The Speaker introduced Dr. Paul Schwartz, President, for the purpose of presenting his report to the House of Delegates.

Treasurer's Report: The Speaker introduced Dr. Robert Bosack, Treasurer, for the purpose of presenting his report to the House of Delegates.

Nominations of Directors: The Speaker introduced Dr. Ed Adlesic, President-elect, to present his report on nominations to the House of Delegates. Dr. Adlesic reported that the following individuals had been duly nominated for the open elective positions of the American Dental Society of Anesthesiology and were declared eligible:

President-Elect
Dr. Robert Bosack
Dr. Jason Brady

Vice President
Dr. Andrea Fonner
Dr. Jason Portnof

Speaker of the House
Dr. Clyde Waggoner

Treasurer
Dr. Jim Harper

Director (3)
Dr. Anthony Carroccia
Dr. Jason Goodchild
Dr. Nancy Magone
Dr. James Phero
Dr. Greg Strull

Adjournment of First Meeting: The Speaker declared that the First Meeting of the House of Delegates was adjourned at 12:52 pm.

April 4, 2025

Second Meeting of the House of Delegates

Call to order: The second meeting of the American Dental Society of Anesthesiology House of Delegates was called to order by the Speaker of the House of Delegates, Dr. Clyde Waggoner, on April 4, 2025 at 12:12pm.

Report of the Committee on Credentials, Rules and Order: Dr. Stevens reported a quorum was present.

Election: There being only as many candidates as open seats, Dr. Waggoner declared the following doctors elected for the 2025-2026 term:

Speaker of the House

Dr. Clyde Waggoner

Treasurer

Dr. Jim Harper

Contested Elections: After the delegates voted by ballot in an election, the Speaker, Dr. Waggoner, declared the following doctors were elected for the 2025-2026 term:

President-Elect

Dr. Robert Bosack

Vice President

Dr. Jason Portnof

Director (3)

Dr. Nancy Magone

Dr. James Phero

Dr. Greg Strull

Report of the Reference Committee: The report of the Reference Committee was presented by Dr. Anne Morgan, Chair.

ADSA Code of Ethics and Conduct: (Committee on Credentials, Rules and Order Resolution 3): On vote, Resolution 3, as follows, was adopted.

Resolution R3-25B:

Resolved, That the ADSA Code of Ethics and Conduct be adopted and placed in the Policy Manual.

Rights and Responsibilities of the Society and the Members: (Committee on Credentials, Rules and Order Resolution 4): On vote, Resolution 4, as follows, was adopted.

Resolution R4-25B:

Resolved That the House of Delegates adopt the Rights and Responsibilities of the Society and its Members to define and clarify them.

Member Privacy Protection Policy (Committee on Credentials, Rules and Order Resolution 5): On vote, Resolution 6, as follows, was adopted.

Resolution R5-25B:

Resolved that the Member Privacy Protection Policy be adopted.

Component Meeting Publicity Policy: (Committee on Credentials, Rules and Order Resolution 6): On vote, Resolution 6, as follows, was adopted.

Resolution R6-25B:

Resolved That the Component Meeting Publicity Policy be adopted.

Breaking a Tie in Elections for Officers and Directors Protocol: (Committee on Credentials, Rules and Order Resolution 7): On vote, Resolution 7, as follows, was referred to the Ethics and Bylaws Committee.

Revision of the Bylaws: (Committee on Credentials, Rules and Order Resolution 8): On vote, Resolution 8, as follows, was adopted.

Resolution R8-25B:

Resolved: The ADSA Bylaws revision of the current Bylaws should be adopted.

Revision of the *Manual of the House of Delegates (Standing Rules)*: (Committee on Credentials, Rules and Order Resolution 9): On vote, Resolution 9, as follows, was adopted.

Resolution R9-25B:

Resolved, the revision of the *Manual of the House of Delegates* as presented should be adopted.

ADSA Budget 2025-2026: (Committee on Credentials, Rules and Order Resolution 10): On vote, Resolution 10, as follows, was adopted.

Resolution R10-25B:

Resolved that the annual budget of revenues and expenses of the American Dental Society of Anesthesiology for the fiscal year 2025-2025 be approved.

Installation of New Officers: The Speaker called upon Dr. Ed Adlesic, President of the Society, to install the new directors for 2025-2026.

Adjournment *Sine Die*: There being no further business, the Speaker declared that the House of Delegates was adjourned *sine die* at 1:28 pm.

2026 House of Delegates		Adoption of Agenda and Order of Agenda Items		April 2026
Resolution No:	R1-26B	New <input checked="" type="checkbox"/>	Amendment <input type="checkbox"/>	
Submitted By:	Board of Directors			
Date Submitted:	October, 2025	Reference Committee	Direct to House <input checked="" type="checkbox"/>	
Total Cost:	\$ 0			
Amount One-time	\$ 0	Amount On-going	\$ 0	

1 **R1-26B: Adoption of Agenda and Order of Agenda Item**

2 **Background Statement:**

3 The meeting agenda acts as a blueprint presented in list form. It details the specific
4 items under each division of the order of business that the members agree to consider.
5 This agenda adheres to the American Institute of Parliamentarians Standard Code
6 (AIPSC) order of business.

7
8 To improve the efficiency, flexibility, and adaptability of the House of Delegates, it is
9 essential to empower the Speaker of the House to modify the order of business when
10 necessary.

11
12 The Committee on Credentials, Rules, and Order has reviewed the agenda for the 2026
13 House of Delegates. It recommends that the agenda be approved as the official order of
14 business for the 2026 Annual Session.

15
16 Additionally, the Committee recommends allowing the Speaker of the House to modify
17 the agenda items as needed to conduct the House's business efficiently.

18
19 **Resolution R1-26B:**

20
21 1. *Resolved*, That the agenda printed in the 2026 House of Delegates Reference
22 Manual be adopted as the official order of business for the 2026 Annual Session;
23 and be it further

24
25 2. *Resolved*, That with the consent of the House of Delegates, the Speaker is
26 authorized to modify the order of the agenda as necessary to expedite business.

27 BOARD RECOMMENDATION: VOTE YES

28 BOARD VOTE: UNANIMOUS

2026 House of Delegates		Bylaws Amendment: Chartering the Missouri Component		April 2026
Resolution No.	R2-26B	New <input checked="" type="checkbox"/>	Amendment <input type="checkbox"/>	
Submitted By:	Board of Directors			
Date Submitted:	October 25, 2025	Reference Committee <input checked="" type="checkbox"/>	Direct to HOD	
Total Cost:	\$ 0			
Amount One-time	\$ 0	Amount On-going	\$ 0	

1

2

R2-26B: Chartering the Missouri Component

Background statement:

Dental practitioners in Missouri seek to form a component society chartered by the American Dental Society of Anesthesiology (ADSA) to strengthen professional recognition, standardize care, and advance education in dental anesthesiology. A Missouri component would:

1. Enhance Credibility and Standards – Affiliation with ADSA aligns local practitioners with nationally recognized training and safety standards, helping ensure up-to-date, evidence-based care across the state.
 2. Advance Education and Professional Development – Chartering provides direct access to continuing education and resources necessary for maintaining licensure, mastering new technologies, and improving clinical skills.
 3. Support Advocacy and Representation – A local chapter would give Missouri dentists a stronger voice in shaping state and national dental sedation and anesthesia policies.
- Forming an ADSA component allows Missouri dentists to strengthen patient safety, unify their professional identity, and contribute meaningfully to advancing dental anesthesiology at both the state and national levels.

Resolution R2-26B:

Resolved, that the House of Delegates grant a charter to form the Missouri component of the American Dental Society of Anesthesiology.

BOARD RECOMMENDATION: VOTE YES
BOARD VOTE: UNANIMOUS

2026 House of Delegates		Bylaws Amendment: Component Membership		April 2026
Resolution No:	R3-26B	New <input checked="" type="checkbox"/>	Amendment <input checked="" type="checkbox"/>	
Submitted By:	Board of Directors			
Date Submitted:	October 25, 2025	Reference Committee <input checked="" type="checkbox"/>	Direct to House	
Total Cost:	\$ 0			
Amount One-time	\$ 0	Amount On-going	\$ 0	

R3-26B: Component Membership Amendment

Background Statement:

The current Bylaws do not specifically prohibit a member from belonging to more than one component. This resolution addresses the issue by limiting a member's membership to only one component.

Resolution R3-26B:

Resolved, That Resolution R3-25B be adopted to limit members' membership to one component.

Current Reading:

Section II:50. Membership.

II:50.1. The membership of each component shall consist of those members within the territorial jurisdiction of the component. All members shall be in good standing with the component and this Society.

II:50.2. A member in good standing shall enjoy all privileges of component members except as otherwise provided in these Bylaws.

Amend By:

Section II:50. Membership.

II:50.1. The membership of each component shall consist of those members within the territorial jurisdiction of the component. All members shall be in good standing with the component and this Society.

II:50.2. A member in good standing shall enjoy all privileges of component members except as otherwise provided in these Bylaws.

35 II:50.3. A member may only hold membership in one component.

36

37 **Would Read if Amended:**

38

39 **Section II:50. Membership.**

40 II:50.1. The membership of each component shall consist of those members within the
41 territorial jurisdiction of the component. All members shall be in good standing with the
42 component and this Society.

43

44 II:50.2. A member in good standing shall enjoy all privileges of component members
45 except as otherwise provided in these Bylaws.

46

47 II:50.3. A member may only hold membership in one component.

48

49 BOARD RECOMMENDATION: VOTE YES

50 BOARD VOTE: UNANIMOUS

2026 House of Delegates		Bylaws Amendment: Succession of the Vice President		April, 2026
Resolution No.	R4-26B	New <input checked="" type="checkbox"/>	Amendment <input type="checkbox"/>	
Submitted By:	Board of Directors			
Date Submitted:	Oct 25, 2026	Reference Committee <input checked="" type="checkbox"/>	Direct to House	
Total Cost:	\$ none			
Amount One-time	\$ none	Amount On-going	\$ none	

R4-26B: Succession of the Vice President

Background Statement:

Continuity and stability in the leadership structure of the American Dental Society of Anesthesiology (ADSA) are crucial to the society's success. Currently, under the ADSA Bylaws, the President-elect automatically succeeds to the office of President, ensuring a smooth leadership transition. However, the Vice President must be elected as the President-elect. This process has sometimes disrupted the intended leadership progression, continuity of experience, and loss of institutional memory.

Recognizing the significant time, dedication, and institutional memory that officers contribute to the Society, this resolution provides that the Vice President automatically succeeds to the office of President-elect at the end of their term.

If adopted, the structure would provide each future President with four years of continuous leadership development—two years as Vice President and two years as President-elect—before taking office, thereby strengthening ADSA's governance and enhancing its effectiveness.

Resolution R4-26B:

Resolved, That the ADSA Bylaws be amended to provide that the Vice President shall automatically succeed to the office of President-Elect; and be it further

Resolved, That this amendment will not take effect until the elections at the Annual Session in 2028.

Current Reading:

None

33 **Amend By:**

34
35

Article IV: ELECTIVE OFFICERS

36 **Section IV:40. Nominations, Requirements, Filing Notice.**

37 IV:40.1. Any member in good standing may nominate a candidate for **President-elect,**
38 Vice President, Treasurer, and Speaker of the House of Delegates. Self-nomination is
39 allowed.
40

41 **Section IV:80. Officers' Terms of Office.**

42 IV:80.1. The President, **and** President-elect, **and Vice President** shall be limited to
43 serving one (1) term of two (2) years for each office or until their successors are elected.
44 If the President-elect fills a vacancy in the President's office, the time of filling that
45 vacancy does not count against their elected term.
46

47 IV:80.2. The **Vice President,** Treasurer, and Speaker of the House serve for two (2)
48 years, or until reelected, or their successors are elected.
49

50 **IV:100.3. The Vice President shall be installed as President-elect at the Annual Session**
51 **of the House of Delegates two (2) years following their election as Vice President, when**
52 **their term expires upon adjournment sine die of that meeting.**
53

54 **Section IV:110. Vacancy of an Office.**

55 **IV:110.1. Vacancy of the Office of the President.**

56 IV:110.1.1. Upon the President's death, resignation, removal, or incapacity, the
57 President-elect assumes office for the remaining portion of the unexpired term. The
58 President-elect would then serve as President for their elected full term.
59

60 **IV:110.2. Vacancy of the Office of President-elect or Vice President.**

61 IV:110.2.1. Upon death, resignation, removal, incapacity, or any vacancy created in the
62 office of the President-elect **or Vice President,** the office shall remain open until the next
63 House of Delegates. The House of Delegates **shall then** elect a President-elect **to fill the**
64 **vacancy.**
65

66 **IV:110.3. Death, Resignation, Removal, or Incapacity of Officers Other Than President**
67 **and, President-elect, and Vice President.**
68

69 IV:110.3.1. Upon the death, resignation, removal, or incapacity of the **Vice President,**
70 Treasurer, or Speaker of the House, the President may appoint an active or active life
71 member to fill the vacant office until the next House of Delegates elects a successor for
72 the remainder of the unexpired term, if any.
73

74 **IV:120.3. Vice President.**

75 IV:120.3.1. To assist the President as requested.
76

77 IV:120.3.2. To serve as an ex officio member of the House of Delegates without the right
78 to vote.

79

80 IV:120.3.3. To serve as an ex officio member of the Board of Directors.

81

82 IV:120.3.4. To serve as ex officio chair of the Committee on Continuing Education.

83

84 IV:120.3.5. To succeed to the office of President-elect upon adjournment sine die of the
85 Annual Session of the House of Delegates when the current President's term expires.

86

87 **Would Read if Adopted:**

88

89

Article IV: ELECTIVE OFFICERS

Section IV:40. Nominations, Requirements, Filing Notice.

91 IV:40.1. Any member in good standing may nominate a candidate for Vice President,
92 Treasurer, and Speaker of the House of Delegates. Self-nomination is allowed.

93

Section IV:80. Officers' Terms of Office.

95 IV:80.1. The President, President-elect, and Vice President shall be limited to serving
96 one (1) term of two (2) years for each office or until their successors are elected. If the
97 President-elect fills a vacancy in the President's office, the time of filling that vacancy
98 does not count against their elected term.

99

100 IV:80.2. The Treasurer and Speaker of the House serve for two (2) years, or until
101 reelected, or their successors are elected.

102

103 IV:100.3. The Vice President shall be installed as President-elect at the Annual Session
104 of the House of Delegates two (2) years following their election as Vice President, when
105 their term expires upon adjournment sine die of that meeting.

106

Section IV:110. Vacancy of an Office.

IV:110.1. Vacancy of the Office of the President.

109 IV:110.1.1. Upon the President's death, resignation, removal, or incapacity, the
110 President-elect assumes office for the remaining portion of the unexpired term. The
111 President-elect would then serve as President for their elected full term.

112

IV:110.2. Vacancy of the Office of President-elect or Vice President.

114 IV:110.2.1. Upon death, resignation, removal, incapacity, or any vacancy created in the
115 office of the President-elect or Vice President, the office shall remain open until the next
116 House of Delegates. The House of Delegates shall then elect a President-elect to fill the
117 vacancy.

118

119 **IV:110.3. Death, Resignation, Removal, or Incapacity of Officers Other Than President,**
120 **President-elect, and Vice President.**

121

122 IV:110.3.1. Upon the death, resignation, removal, or incapacity of the Treasurer, or
123 Speaker of the House, the President may appoint an active or active life member to fill
124 the vacant office until the next House of Delegates elects a successor for the remainder
125 of the unexpired term, if any.

126

127 **IV:120.3. Vice President.**

128 IV:120.3.1. To assist the President as requested.

129

130 IV:120.3.2. To serve as an ex officio member of the House of Delegates without the right
131 to vote.

132

133 IV:120.3.3. To serve as an ex officio member of the Board of Directors.

134

135 IV:120.3.4. To serve as ex officio chair of the Committee on Continuing Education.

136

137 IV:120.3.5. To succeed to the office of President-elect upon adjournment sine die of the
138 Annual Session of the House of Delegates when their term expires.

139

140 **Board Recommendation: Vote YES**

141

142 **Board Vote: Unanimous**

2026 House of Delegates		Bylaws Amendment: Discontinue Publishing <i>Anesthesia Progress</i>		April 2026
Resolution No:	R5-26B	New ■	Amendment	
Submitted By:	Dr. Ed Adlesic			
Date Submitted:	October 25, 2025	Reference Committee ■	Direct to House	
Total Cost:	\$ 0			
Amount One-time	\$ 0	Amount On-going	\$ 0	

**R5-26B: Discontinue Publishing *Anesthesia Progress*:
A Necessary Strategic Decision**

Background:

Anesthesia Progress has a proud and distinguished history within ADSA. Under the stewardship of Dr. Kramer—and before him, Drs. Ganzberg and Weaver—the journal consistently reflected the highest standards of scholarship and professionalism. For decades, it stood as a tangible expression of ADSA’s commitment to advancing dental anesthesia, published reliably quarter after quarter and respected throughout the profession.

That legacy deserves recognition and gratitude. However, our responsibility today is not to preserve history for its own sake, but to make sound decisions for the future of the Society.

The strategic rationale for *Anesthesia Progress* fundamentally changed when ADSA chose not to pursue specialty status in anesthesiology in 1994—and it effectively disappeared when specialty recognition was ultimately awarded to ASDA in 2019. With that decision, the primary justification for maintaining a flagship scientific journal was lost. From that point forward, the journal has existed largely on the strength of tradition rather than strategy.

Viewed through a clear business and governance lens, the critical question is this: If *Anesthesia Progress* did not already exist, and someone proposed today that ADSA invest approximately \$250,000 per year—nearly 10% of our total annual revenue—to launch and sustain a quarterly academic journal, would we approve it?

The objective answer is no.

The reasons are straightforward and compelling:

33 **Disproportionate Cost with Minimal Return**

34 The journal does not deliver a return on investment commensurate with its expense. Its
35 readership and reach are comparable to *The Pulse*, yet it requires vastly greater
36 financial and administrative resources to maintain. This is not a sustainable allocation of
37 member dues.

38

39 **Declining Engagement**

40 As documented in Dr. Kramer's report, manuscript submission rates have declined,
41 signaling reduced engagement from authors and the broader research community. This
42 trend is structural, not temporary, and it directly undermines the journal's long-term
43 viability.

44

45 **A Fundamentally Changed Publishing Landscape**

46 Academic publishing has shifted decisively toward open-access and preprint platforms
47 such as MedArchive (medrxiv.org), which now host the majority of new research due to
48 their speed, accessibility, and low barriers to entry. While concerns about peer review
49 remain valid, ADSA does not have the scale, influence, or financial capacity to reverse
50 or meaningfully compete with these global trends. The only offer ADSA has received to
51 continue publication was from a low quality "journal snatcher" type publisher from India,
52 which is inconsistent with our high standards.

53

54 **Irreversible Market Realities**

55 The establishment of a separate Japanese journal means that the critical level of
56 submissions from that region will not return. This represents a permanent contraction of
57 the journal's contributor base, further eroding its value proposition.

58

59 Taken together, these factors lead to a clear conclusion: maintaining *Anesthesia*
60 *Progress* as a standalone publication is no longer strategically defensible.

61

62 Accordingly, from a fiduciary and business standpoint, the Board recommends that
63 ADSA discontinue the journal upon expiration of the current publishing contract at the
64 end of 2027. Essential content—such as CE articles and Heidbrink Award papers—can
65 and should be preserved by incorporating them into *The Pulse*, ensuring continuity
66 without unnecessary financial burden.

67

68 This recommendation is not a judgment on the quality, dedication, or historical
69 importance of *Anesthesia Progress*. It is a recognition that responsible governance
70 sometimes requires us to honor the past while making disciplined decisions for the
71 future.

72 **Resolution R5-26B:**

73

74 *Resolved*, That the ADSA discontinue publishing *Anesthesia Progress* as of
75 December 31, 2027; and be it further

76

77 *Resolved*, That essential content, such as CE articles and Heidbrink Award papers,
78 be preserved by incorporating them into *The Pulse*.

79

80 **Current Reading:**

81
82 I:30.3.2. Members will receive Anesthesia Progress, The Pulse, and The Pulse News
83 Brief.

84 I:40.3.2. Members will receive Anesthesia Progress, The Pulse, and The Pulse News
85 Brief.

86 **I:50.3. Privileges.**

87 I:50.3.1. Members will receive Anesthesia Progress, The Pulse, and The Pulse News
88 Brief.

89 **I:60.3. Privileges.**

90 I:60.3.1. The member will receive Anesthesia Progress, The Pulse, and The Pulse
91 News Brief.

92 **I:70.3. Privileges.**

93 I:70.3.1. Student and resident members will receive Anesthesia Progress, The Pulse,
94 and The Pulse News Brief.

95 **I:80.3. Privileges.**

96 I:80.3.1. Members will receive Anesthesia Progress, The Pulse, and The Pulse News
97 Brief.

98 **I:90.3. Privileges.**

99 I:90.3.1. Members will receive Anesthesia Progress, The Pulse, and The Pulse News
100 Brief.

101 **I:100.3. Privileges.**

102 I:100.3.1. Members will receive Anesthesia Progress, The Pulse, and The Pulse News
103 Brief.

104 **I:110.3. Privileges.**

105 I:110.3.1. Members will receive Anesthesia Progress, The Pulse, and The Pulse News
106 Brief.

107 I:120.3.3. Past Presidents will receive Anesthesia Progress, The Pulse, and The Pulse
108 News Brief.

109
110 III:10.1.2. Directors and editors of Anesthesia Progress and The Pulse may be
111 registered and credentialed as delegates if selected by their component. When serving
112 as delegates, they have the right to vote in the House of Delegates.

113
114 V:10.1. The Board of Directors shall consist of five (5) Directors elected from the
115 membership-at-large. The five (5) Directors, the President, the President-elect, the Vice
116 President, the Treasurer, the Immediate Past President, the editor of Anesthesia
117 Progress, the editor of The Pulse, the Speaker of the House of Delegates, and the
118 Executive Director constitute the membership of the Board of Directors.

119
120 V:20.2. The editor of Anesthesia Progress, the editor of The Pulse, the Speaker of the
121 House of Delegates, and the Executive Director are non-voting members of the Board
122 of Directors.

123
124 **Section VII:160. Editorial Board.**

125 **VII:160.1. Composition.**

126 VII:160.1.1. Editor of Anesthesia Progress.

127 VII:160.1.2. Editor of The Pulse and The Pulse News Brief.

128 VII:160.1.3. President.
 129 VII:160.2. The Chair.
 130 VII:160.2.1. Editor of Anesthesia Progress.
 131 VII:160.2. The Chair.
 132 VII:160.2.1. Editor of Anesthesia Progress.

133
 134

135 **Article XI: PUBLICATIONS**

136

137 Section XI:10. Official Journal.

138 XI:10.1. Title.

139 This Society shall publish or cause to be published an official journal under the title of
 140 Anesthesia Progress.

141

142 XI:10.2. Purpose.

143 Anesthesia Progress shall report, chronicle, and evaluate activities of scientific and
 144 professional interest to individuals interested in anesthesiology in dentistry.

145

146 XI:10.3. Use of the designation "Official Journal."

147 Any organization identifying Anesthesia Progress as its "Official Journal" may only do so
 148 with permission from the Board of Directors. Renewal of such consent must occur every
 149 two (2) years.

150

151 XI:10.4. Frequency of Issue and Subscription Rate.

152 XI:10.4.1. The Board of Directors determines the frequency of publications and
 153 establishes the subscription rate for Anesthesia Progress.

154

155 XI:10.4.2. Any organization that designates Anesthesia Progress as its official journal
 156 will incur a subscription fee set by the Board of Directors.

157

158 **Section XI:40. Editor of Anesthesia Progress.**

159 XI:40.1. Term.

160 The President shall appoint the editor for a five-year (5) term subject to the approval
 161 and annual review by the Board of Directors.

162 XI:40.2. Duties.

163 XI:40.2.1. The editor shall supervise the compilation, publication, distribution, and
 164 business arrangements of all publications bearing the imprimatur of this Society.

165 XI:40.2.2. The editor shall be an ex officio member of the Board of Directors without the
 166 right to vote.

167 XI:40.3. Eligibility.

168 XI:40.3.1. The Editor of Anesthesia Progress must be an active or active life member in
 169 good standing.

170 **Section XI:60. Vacancy.**

171 XI:60.1. In the event of a vacancy in the editorship of Anesthesia Progress or The
 172 Pulse, the President shall appoint an active or active life member to fill the vacancy for
 173 the remainder of the unexpired term, subject to the approval of the Board of Directors.

174

175 **Amend By:**

176
 177 I:30.3.2. Members will receive Anesthesia Progress, The Pulse, and The Pulse News
 178 Brief.
 179 I:40.3.2. Members will receive Anesthesia Progress, The Pulse, and The Pulse News
 180 Brief.
 181 I:50.3. Privileges.
 182 I:50.3.1. Members will receive Anesthesia Progress, The Pulse, and The Pulse News
 183 Brief.
 184 I:60.3. Privileges.
 185 I:60.3.1. The member will receive Anesthesia Progress, The Pulse, and The Pulse
 186 News Brief.
 187 I:70.3. Privileges.
 188 I:70.3.1. Student and resident members will receive Anesthesia Progress, The Pulse,
 189 and The Pulse News Brief.
 190 I:80.3. Privileges.
 191 I:80.3.1. Members will receive Anesthesia Progress, The Pulse, and The Pulse News
 192 Brief.
 193 I:90.3. Privileges.
 194 I:90.3.1. Members will receive Anesthesia Progress, The Pulse, and The Pulse News
 195 Brief.
 196 I:100.3. Privileges.
 197 I:100.3.1. Members will receive Anesthesia Progress, The Pulse, and The Pulse News
 198 Brief.
 199 I:110.3. Privileges.
 200 I:110.3.1. Members will receive Anesthesia Progress, The Pulse, and The Pulse News
 201 Brief.
 202 I:120.3.3. Past Presidents will receive Anesthesia Progress, The Pulse, and The Pulse
 203 News Brief.
 204
 205 III:10.1.2. Directors and the editors of Anesthesia Progress and The Pulse may be
 206 registered and credentialed as delegates if selected by their component. When serving
 207 as delegates, they have the right to vote in the House of Delegates.
 208
 209 V:10.1. The Board of Directors shall consist of five (5) Directors elected from the
 210 membership-at-large. The five (5) Directors, the President, the President-elect, the Vice
 211 President, the Treasurer, the Immediate Past President, the editor of Anesthesia
 212 Progress, the editor of The Pulse, the Speaker of the House of Delegates, and the
 213 Executive Director constitute the membership of the Board of Directors.
 214 V:20.2. The editor of Anesthesia Progress, the editor of The Pulse, the Speaker of the
 215 House of Delegates, and the Executive Director are non-voting members of the Board
 216 of Directors.
 217
 218
 219 Article XI: PUBLICATIONS
 220
 221 Section XI:10. Official Journal.
 222 XI:10.1. Title.

223 This Society shall publish or cause to be published an official journal under the title of
 224 Anesthesia Progress.

225
 226 XI:10.2. Purpose.

227 Anesthesia Progress shall report, chronicle, and evaluate activities of scientific and
 228 professional interest to individuals interested in anesthesiology in dentistry.

229
 230 XI:10.3. Use of the designation "Official Journal."

231 Any organization identifying Anesthesia Progress as its "Official Journal" may only do so
 232 with permission from the Board of Directors. Renewal of such consent must occur every
 233 two (2) years.

234
 235 XI:10.4. Frequency of Issue and Subscription Rate.

236 XI:10.4.1. The Board of Directors determines the frequency of publications and
 237 establishes the subscription rate for Anesthesia Progress.

238
 239 XI:10.4.2. Any organization that designates Anesthesia Progress as its official journal
 240 will incur a subscription fee set by the Board of Directors.

241

242 Section XI:40. Editor of Anesthesia Progress.

243 XI:40.1. Term.

244 The President shall appoint the editor for a five year (5) term subject to the approval
 245 and annual review by the Board of Directors.

246 VII:10.7. Editorial Board.

247 XI:40.2. Duties.

248 XI:40.2.1. The editor shall supervise the compilation, publication, distribution, and
 249 business arrangements of all publications bearing the imprimatur of this Society.

250 XI:40.2.2. The editor shall be an ex officio member of the Board of Directors without the
 251 right to vote.

252 XI:40.3. Eligibility.

253 XI:40.3.1. The Editor of Anesthesia Progress must be an active or active life member in
 254 good standing.

255 Section VII:10. Standing Committees.

256 Line 1189: Section VII:10.7. Editorial Board.

257 Line 1383: Section VII:160. Editorial Board.

258 VII:160.1. Composition.

259 VII:160.1.1. Editor of Anesthesia Progress.

260 VII:160.1.2. Editor of The Pulse and The Pulse News Brief.

261 VII:160.1.3. President.

262 VII:160.2. The Chair.

263 ~~VII:160.2.1. Editor of Anesthesia Progress.~~

264 ~~VII:160.3. Duties.~~

265 ~~VII:160.3.1. To supervise the compilation, publication, distribution, and business arrangements of all~~
 266 ~~publications that bear the imprimatur of this Society.~~

267 ~~VII:160.3.2. To submit an annual report in writing to the Board of Directors and the House of Delegates~~
 268 ~~through the Executive Director.~~

269 ~~VII:160.4. Budget.~~

270 ~~VII:150.4.1. The chairperson of the Editorial Board determines the annual budget, subject to the approval~~
 271 ~~of the Board of Directors. The budget shall be a separate line item in the annual budget submitted by the~~
 272 ~~Committee on Budget and Finance.~~

273

274 Section XI:60. Vacancy.

275 XI:60.1. In the event of a vacancy in the editorship of ~~Anesthesia Progress or~~ The
 276 Pulse, the President shall appoint an active or active life member to fill the vacancy for
 277 the remainder of the unexpired term, subject to the approval of the Board of Directors.

278

279

280

281 **Would Read if Amended:**

282

283 I:30.3.2. Members will receive The Pulse and The Pulse News Brief.

284 I:40.3.2. Members will receive The Pulse and The Pulse News Brief.

285 I:50.3. Privileges.

286 I:50.3.1. Members will receive The Pulse and The Pulse News Brief.

287 I:60.3. Privileges.

288 I:60.3.1. The member will receive The Pulse and The Pulse News Brief.

289 I:70.3. Privileges.

290 I:70.3.1. Student and resident members will receive The Pulse and The Pulse News
 291 Brief.

292 I:80.3. Privileges.

293 I:80.3.1. Members will receive The Pulse and The Pulse News Brief.

294 I:90.3. Privileges.

295 I:90.3.1. Members will receive The Pulse and The Pulse News Brief.

296 I:100.3. Privileges.

297 I:100.3.1. Members will receive The Pulse and The Pulse News Brief.

298 I:110.3. Privileges.

299 I:110.3.1. Members will receive The Pulse and The Pulse News Brief.

300 I:120.3.3. Past Presidents will receive The Pulse and The Pulse News Brief.

301

302 III:10.1.2. Directors and the editor of The Pulse may be registered and credentialed as
 303 delegates if selected by their component. When serving as delegates, they have the
 304 right to vote in the House of Delegates.

305 V:10.1. The Board of Directors shall consist of five (5) Directors elected from the
 306 membership-at-large. The five (5) Directors, the President, the President-elect, the Vice
 307 President, the Treasurer, the Immediate Past President, the editor of The Pulse, the

308 Speaker of the House of Delegates, and the Executive Director constitute the
309 membership of the Board of Directors.
310 V:20.2. The editor of The Pulse, the Speaker of the House of Delegates, and the
311 Executive Director are non-voting members of the Board of Directors.

312 **Section VII:10. Standing Committees.**

313

314 Article XI: PUBLICATION

315

316 Section XI:60. Vacancy.

317 XI:60.1. In the event of a vacancy in the editorship of The Pulse, the President shall
318 appoint an active or active life member to fill the vacancy for the remainder of the
319 unexpired term, subject to the approval of the Board of Directors.

320

2026 House of Delegates		Annual Budget 2026-2027		April, 2026
Resolution No.	R6-26B	New <input checked="" type="checkbox"/>	Amendment <input type="checkbox"/>	
Submitted By:	Board of Directors			
Date Submitted:	October 25, 2025	Reference Committee <input checked="" type="checkbox"/>	Direct to House	
Total Cost:	\$ 2,380,000			
Amount One-time	\$ 2,380,000	Amount On-going	\$ none	

1

2

R6-25B: Annual Budget 2026-2027

3

Background Statement:

ADSA maintains transparency and accountability with its finances. The approval of an annual budget is necessary to ensure that resources are allocated appropriately.

7

Adopting the annual budget ensures that the society remains financially stable and continues to offer professional educational programs to enhance members' professional knowledge and development.

11

Resolution R6-26B:

Resolved, That the annual budget of revenues and expenses of the ADSA for the fiscal year 2026-2027 be approved.

14

BOARD RECOMMENDATION: VOTE YES
BOARD VOTE: UNANIMOUS

ADSA

Proposed Budget 2027

	Proposed 2027
Income	
302 — Dues & Fees	\$750,000.00
307 — Annual Session	\$180,000.00
382 — Online Video Income	\$400,000.00
383 — Chicago Meeting Income	\$325,000.00
387 — Las Vegas Meeting Income	\$800,000.00
Total Income	\$2,455,000.00
Expense	
408 — State Component Dues	\$40,000.00
509 — Health Insurance	\$75,000.00
510 — Salaries - Central Office	\$577,500.00
511 — Postage	\$5,000.00
535 — Electricity	\$500.00
556 — Accountant Fees	\$7,500.00
557 — Legal Fees	\$2,500.00
572 — Rent - Central Office	\$65,000.00
576 — Central Office Equipment	\$15,000.00
585 — IT/Phone	\$18,000.00
644 — Anesthesia Progress	\$200,000.00
650 — Pulse Publication	\$8,000.00
700 — Annual Meeting Expense	\$250,000.00
770 — Board Meetings	\$40,000.00
810 — Component Meeting Expenses	\$50,000.00
817 — Chicago Meeting Expense	\$285,000.00
820 — Online Video Expense	\$85,000.00
824 — Las Vegas Meeting Expense	\$650,000.00
825 — Ten Minutes Expenses	\$6,000.00
826 — Cruise Meeting Expenses	\$2,500.00
828 — ADSA Exhibit	\$14,000.00
890 — Travel to Special Meetings	\$3,000.00
Total Expense	\$2,380,000.00
Net Income	\$75,000.00

ADSA
Balance Sheet Standard
 As of February 9, 2026

02/09/26

Feb 9, '26
ASSETS**Current Assets****Checking/Savings****Merril Lynch Checking**

Missouri	1,410.00
North Carolina	7,829.29
Wisconsin	7,044.00
New York	37,570.66
Washington	82,930.35
Texas	46,379.00
Maryland	7,566.96
Oklahoma	70,635.07
Colorado	92,707.06
Arizona	44,743.73
Illinois	33,451.88
Merril Lynch Checking – Other	133,901.65

Total Merrill Lynch Checking 566,169.65

ML — Merrill Lynch Reserve Fund 1,340,758.97

Total Checking/Savings 1,906,928.62
Other Current Assets

1180 — Prepaid Insurance 18,079.59

Total Other Current Assets 18,079.59

Total Current Assets 1,925,008.21

TOTAL ASSETS **1,925,008.21**
LIABILITIES & EQUITY**Equity**

3000 — Open Bal Equity 1,694,830.60

Net Income 230,177.61

Total Equity 1,925,008.21

TOTAL LIABILITIES & EQUITY **1,925,008.21**

ADSA

Proposed Budget 2027

	Actual To Date		
	Proposed 2027	Jul 1, '25 - Feb 9, '26	2026
Income			
302 — Dues & Fees	\$750,000.00	\$604,821.98	\$750,000.00
307 — Annual Session	\$180,000.00	\$109,130.00	\$190,000.00
382 — Online Video Income	\$400,000.00	\$238,785.00	\$400,000.00
383 — Chicago Meeting Income	\$325,000.00	\$314,445.00	\$350,000.00
387 — Las Vegas Meeting Income	\$800,000.00	\$688,500.00	\$870,000.00
Total Income	\$2,455,000.00	\$1,955,681.98	\$2,560,000.00
Expense			
408 — State Component Dues	\$40,000.00	\$39,946.78	\$40,000.00
509 — Health Insurance	\$75,000.00	\$56,284.44	\$75,000.00
510 — Salaries - Central Office	\$577,500.00	\$547,296.06	\$577,500.00
511 — Postage	\$5,000.00	\$2,996.03	\$5,000.00
535 — Electricity	\$500.00	\$375.88	\$500.00
556 — Accountant Fees	\$7,500.00	\$3,295.00	\$7,500.00
557 — Legal Fees	\$2,500.00	\$750.00	\$2,500.00
572 — Rent - Central Office	\$65,000.00	\$33,837.01	\$65,000.00
576 — Central Office Equipment	\$15,000.00	\$5,627.44	\$15,000.00
585 — IT/Phone	\$18,000.00	\$23,183.86	\$18,000.00
644 — Anesthesia Progress	\$200,000.00	\$167,164.23	\$245,000.00
650 — Pulse Publication	\$8,000.00	\$9,592.50	\$8,000.00
700 — Annual Meeting Expense	\$250,000.00	\$49,061.40	\$32,000.00
770 — Board Meetings	\$40,000.00	\$40,880.96	\$250,000.00
810 — Component Meeting Expenses	\$50,000.00	\$41,469.91	\$50,000.00
817 — Chicago Meeting Expense	\$285,000.00	\$258,898.33	\$285,000.00
820 — Online Video Expense	\$85,000.00	\$33,260.60	\$85,000.00
824 — Las Vegas Meeting Expense	\$650,000.00	\$381,073.42	\$650,000.00
825 — Ten Minutes Expenses	\$6,000.00	\$10,800.00	\$0.00
826 — Cruise Meeting Expenses	\$2,500.00	\$2,500.00	\$0.00
828 — ADSA Exhibit	\$14,000.00	\$13,710.52	\$14,000.00
890 — Travel to Special Meetings	\$3,000.00	\$3,500.00	\$3,000.00
Total Expense	\$2,380,000.00	\$1,725,504.37	\$2,428,000.00
Net Income	\$75,000.00	\$230,177.61	\$132,000.00

Click For:

Executive Director Report
<https://vimeo.com/1179573922>

2026 Directors Elections

Director (2)
Dr. Craig McKenzie
Dr. Kristen M. Pelczar

Article I: MEMBERSHIP

Section I:10. Definitions.

I:10.1. In Good Standing.

I:10.1.1. A member whose dues are current and who abides by the American Dental Society of Anesthesiology's Code of Ethics and Conduct shall be in good standing.

I:10.2. Ex officio member.

I:10.2.1. An ex officio member holds their position by virtue of their office or appointment. This member is not elected or appointed to a committee but automatically becomes an ex officio member solely through their election or appointment to a specific office as defined in these Bylaws. For example, all elected officers are ex officio members of the Board of Directors by virtue of the office they hold.

I:10.2.2. An ex officio member has all the rights, responsibilities, obligations, and duties of other Board members or committee members, including the right to vote unless otherwise stated in these Bylaws.

I:10.2.3. An ex officio member of the Board of Directors who does not have the right to vote has all the rights, responsibilities, obligations, and duties of other Board or committee members, including the right to debate but not the right to vote.

I:10.2.4. An ex officio member is counted in determining the quorum of the Board if they are a voting member. An ex officio member is counted in determining the quorum of a committee unless otherwise stated in these Bylaws.

I:10.2.5. An ex officio member of the Board without the right to vote on the Board who is serving on a committee shall have the right to vote in the committee unless otherwise stated in these Bylaws.

Section I:20. Membership Classifications.

I:20.1. Classifications.

I:20.1.1. Active Member.

I:20.1.2. Active Life Member.

I:20.1.3. Retired Life Member.

I:20.1.4. Retired Member.

I:20.1.5. Student and Resident Member.

I:20.1.6. Honorary Member.

I:20.1.7. Affiliate Member.

I:20.1.8. Associate Member.

I:20.1.9. Emeritus Member.

I:20.1.10. Past Presidents.

43

44 **I:30. to I:120. Membership Qualifications, Dues, & Privileges.**45 **I:30. Active Member.**46 **I:30.1. Qualifications.**

47 I:30.1.1. The member must be in good standing with the Society.

48

49 I:30.1.2. The member must be a graduate of a dental school accredited by the
50 Commission on Dental Accreditation of the American Dental Association or the
51 Commission on Dental Accreditation of Canada.

52

53 I:30.1.3. The member must be licensed to practice dentistry within the United States, its
54 territories, or a province or territory of Canada.

55

56 **I:30.2. Dues.**57 I:30.2.1. The dues of active members shall be in the amount prescribed by the House of
58 Delegates and are due July 1 of each year.

59

60 **I:30.3. Privileges.**61 I:30.3.1. An active member in good standing is eligible for election or appointment to
62 any office or committee and may serve as a delegate or alternate delegate, except as
63 otherwise provided in these Bylaws.

64

65 I:30.3.2. Members will receive Anesthesia Progress, The Pulse, and The Pulse News
66 Brief.

67

68 **I:40. Active Life Member.**69 **I:40.1. Qualifications.**

70 I:40.1.1. The member must be in good standing with the Society.

71

72 I:40.1.2. The member must have attained twenty-five (25) consecutive years of
73 membership with the Society or have reached the age of seventy. The member must
74 apply to and be approved by the Board of Directors.

75

76 I:40.1.3. The member must be licensed to practice dentistry in the United States, its
77 territories, or a province or territory of Canada.

78

79 **I:40.2. Dues.**80 I:40.2.1. The dues for active life members shall be fifty percent (50%) of those assessed
81 for active members, due July 1 each year.

82

83 **I:40.3. Privileges.**84 I:40.3.1. A member in good standing is eligible for election or appointment to any office
85 or committee. They may serve as a delegate or an alternate delegate, except as
86 otherwise provided in these Bylaws.

87

88 I:40.3.2. Members will receive Anesthesia Progress, The Pulse, and The Pulse News
89 Brief.

90

91 **I:50. Retired Life Member.**

92 **I:50.1. Qualifications.**

93 I:50.1.1. An active member in good standing for twenty-five (25) consecutive years or
94 who has attained the age of seventy years and no longer has income related to
95 dentistry may be classified as a retired life member.

96

97 I:50.1.2. The member must be in good standing with the Society.

98

99 I:50.1.3. The member has attained twenty-five (25) consecutive years of membership
100 with the Society or reached the age of seventy.

101

102 I:50.1.4. The member no longer has income related to dentistry.

103

104 I:50.1.5. A retired life member must apply to and be approved by the Board of Directors
105 to be classified as a retired life member.

106

107 **I:50.2. Dues.**

108 I:50.2.1. Retired life members are exempt from the payment of dues.

109

110 **I:50.3. Privileges.**

111 I:50.3.1. Members will receive Anesthesia Progress, The Pulse, and The Pulse News
112 Brief.

113

114 **I:60. Retired Member.**

115 **I:60.1. Qualifications.**

116 I:60.1.1. The member must be in good standing with the Society.

117

118 I:60.1.2. The member has attained fifteen (15) consecutive years of membership with
119 the Society.

120

121 I:60.1.3. The member no longer has income directly related to the ongoing practice of
122 dentistry.

123

124 I:60.1.4. To be classified as a retired member, a member must apply to and be approved
125 by the Board of Directors.

126

127 **I:60.2. Dues.**

128 I:60.2.1. Retired members are exempt from paying dues.

129

130 **I:60.3. Privileges.**

131 I:60.3.1. The member will receive Anesthesia Progress, The Pulse, and The Pulse News
132 Brief.

133

134 **I:70. Student and Resident Members.**

135 **I:70.1. Qualifications.**

136 I:70.1.1. A full-time pre-doctoral student in a dental school accredited by the
137 Commission on Dental Accreditation of the American Dental Association or the
138 Commission on Dental Accreditation of Canada may be classified as a student member.

139
140 I:70.1.2. A dentist enrolled full-time in a residency or advanced training program lasting
141 at least one (1) academic year and accredited by the Commission on Dental
142 Accreditation of the American Dental Association or the Commission on Dental
143 Accreditation of Canada may request classification as a resident member.

144

145 **I:70.2. Dues.**

146 I:60.2.1. The dues for student and resident members shall be fifteen percent (15%) of
147 those assessed for active members and are payable by July 1 of each year.

148

149 **I:70.3. Privileges.**

150 I:70.3.1. Student and resident members will receive Anesthesia Progress, The Pulse,
151 and The Pulse News Brief.

152

153 **I:80. Honorary Member.**

154 **I:80.1. Qualifications.**

155 I:80.1.1. Individuals who have made significant and worthwhile contributions to the field
156 of anesthesiology in dentistry may be nominated and considered for an honorary
157 membership upon approval by the Board of Directors.

158

159 **I:80.2. Dues.**

160 I:80.2.1. Honorary members are exempt from paying dues.

161

162 **I:80.3. Privileges.**

163 I:80.3.1. Members will receive Anesthesia Progress, The Pulse, and The Pulse News
164 Brief.

165

166 **I:90. Affiliate Member.**

167 **I:90.1. Qualifications.**

168 A dentist licensed to practice dentistry outside the United States, its territories, or
169 Canada may apply to become an affiliate member.

170

171 **I:90.2. Dues.**

172 I:90.2.1. Affiliate members' dues are the same as those assessed for active members
173 and are due July 1 of each year.

174

175 **I:90.3. Privileges.**

176 I:90.3.1. Members will receive Anesthesia Progress, The Pulse, and The Pulse News
177 Brief.

178

179 **I:100. Associate Member.**

180 **I:100.1. Qualifications.**

181 I:100.1.1. An individual interested in anesthesiology who is not a licensed dentist may
182 be classified as an associate member upon application and approval by the Executive
183 Director.

184

185 **I:100.2. Dues.**

186 I:100.2.1. The dues of associate members shall be fifty percent (50%) of those
187 assessed for active members due July 1 each year.

188

189 **I:100.3. Privileges.**

190 I:100.3.1. Members will receive Anesthesia Progress, The Pulse, and The Pulse News
191 Brief.

192

193 **I:110. Emeritus Member.**

194 **I:110.1. Qualifications.**

195 I:110.1.1. A member who has retired from active practice and whose contributions to
196 anesthesiology and pain management in dentistry are considerable may be nominated
197 and approved as an emeritus member by the Board of Directors.

198

199 **I:110.2. Dues.**

200 I:110.2.1. Emeritus members are exempt from payment of dues.

201

202 **I:110.3. Privileges.**

203 I:110.3.1. Members will receive Anesthesia Progress, The Pulse, and The Pulse News
204 Brief.

205

206 **I:120. Past Presidents of the Society.**

207 **I:120.1. Qualifications.**

208 I:120.1.1. A member who has served as the President and is in good standing.

209

210 **I:120.2. Dues.**

211 I:120.2.1. Past Presidents are exempt from payment of dues.

212

213 **I:120.3. Privileges.**

214 I:120.3.1. Past Presidents shall have access to the floor of the House of Delegates.
215 Past Presidents are entitled to speaking privileges but do not have the right to vote
216 unless they are delegates for their components.

217

218 I:120.3.2. Past Presidents are eligible for election or appointment to any office or
219 committee, and they may serve as delegates or alternate delegates for their component,
220 except as otherwise provided in these Bylaws. Past Presidents may attend educational
221 meetings and the Annual Session at no charge.

222

223 I:120.3.3. Past Presidents will receive Anesthesia Progress, The Pulse, and The Pulse
224 News Brief.

225

226 **Section I:130. Membership Dues Assessment.**

227 **I:130.1. Dues.**

228 I:130.1.1. The House of Delegates shall prescribe the amount of the membership dues.

229

230 **I:130.2. Adjustments of Dues.**

231 I:130.2.1. The Board of Directors may approve adjustments to dues that reflect changes
232 not exceeding the annual Consumer Price Index for All Urban Consumers (CPI-U)
233 published by the United States Department of Labor, corresponding to the inflation rate
234 for the year ending December 31 preceding the Annual Session.

235

236 **I:130.3. Percentage Dues.**

237 I:130.3.1. Dues expressed as a percentage of active member dues resulting in fractions
238 of a dollar shall be rounded to the nearest whole U.S. dollar.

239

240 **I:130.4. Notice of Dues Change.**

241 I:130.4.1. A proposed change in dues exceeding the annual CPI-U requires approval by
242 the House of Delegates. A sixty (60) days advance notice to the House is also required.
243 All members shall be notified of any proposed changes in dues above the annual CPI-
244 U, and a notice shall be published in The Pulse prior to the Annual Session, where it will
245 be considered.

246

247 **Section I:140. Loss of Membership, Fellowship, and Reinstatement.**

248 **I:140.1. Delinquent Dues.**

249 I:140.1.1. Any member whose dues are not paid by August 15 of the current fiscal year
250 will be considered not in good standing. If the dues remain unpaid for one (1) year, the
251 member will cease to be a member.

252

253 **I:140.2. Loss of Fellowship Status.**

254 I:140.2.1. Any Fellow who has ceased to be an active or active life member for
255 nonpayment of dues will no longer be recognized as a Fellow by the American Dental
256 Society of Anesthesiology and shall be so notified.

257

258 **I:140.3. Reinstatement.**

259 I:140.3.1. Reinstatement of membership, including, where applicable, Fellowship status,
260 may be secured upon the payment of dues in arrears plus an administrative fee to be
261 determined by and with the approval of the Board of Directors.

262

263 **Section I:150. Waiver of Dues.**

264 **I:150.1. Members Who Suffer Severe Financial Hardship.**

265 I:150.1.1. Upon application and approval by the Board of Directors, dues-paying
266 members who have suffered hardship due to catastrophe, medical illness, or other

267 circumstances shall be excluded from paying annual dues. The Board may, at its
 268 discretion, require annual documentation to substantiate a severe hardship claim.

269
 270
 271

Article II: COMPONENTS

272
 273

Section II:10. Organization.

II:10.1. Components.

275 II:10.1.1. A component may be organized and chartered in any state, a group of states
 276 known as a regional component, a territory of the United States, or any province or
 277 territory in Canada. A component may not be organized or chartered in any state,
 278 territory, or province where this Society has already chartered a component.

279

I:10.2. Federal Dental Services.

281 I:10.2.1. The term "Federal Dental Services" refers to the dental departments of the U.S.
 282 Air Force, U.S. Army, U.S. Navy, U.S. Public Health Service, U.S. Department of
 283 Veterans Affairs, and other federal agencies.

284

285 I:10.2.2. The Federal Dental Services is exempt from having bylaws and holding
 286 meetings.

287

288 I:10.2.3. The Federal Dental Services is represented by one (1) delegate in the House
 289 of Delegates.

290

Section II:20. Powers and Duties.

292 II:20.1. Components shall have the power to establish bylaws, rules, and regulations to
 293 govern their members, provided such bylaws, rules, and regulations do not conflict with
 294 these Bylaws.

295

296 II:20.2. Components shall have the power to provide for their financial support in
 297 addition to any support provided by this Society.

298

Section II:30. Definition of an Active, Chartered Components.

300 II:30.1. A chartered component that meets the requirements of these Bylaws shall be
 301 considered active, provided it holds official scientific meetings and elections as outlined
 302 in its bylaws.

303

304 II:30.2. The active status of a chartered component is established at the Annual Session
 305 of the House of Delegates upon the acceptance of the Committee on Credentials,
 306 Rules, and Order roll call report.

307

Section II:40. Component Financial Management.

309 II:40.1. An active, chartered component that has established component membership
 310 dues for its members may, at its discretion, relegate the billing and collection of the

311 component membership dues to the ADSA home office. The component must inform the
312 home office of the amount due sixty (60) days before annual dues statements are sent
313 to the general membership.
314

315 **Section II:50. Membership.**

316 II:50.1. The membership of each component shall consist of those members within the
317 territorial jurisdiction of the component. All members shall be in good standing with the
318 component and this Society.
319

320 II:50.2. A member in good standing shall enjoy all privileges of component members
321 except as otherwise provided in these Bylaws.
322

323 **Section II:60. Officers.**

324 II:60.1. The officers of a component shall be as prescribed in its bylaws.
325

326 **Section II:70. Meetings.**

327 II:70.1. A component must hold an official scientific meeting for all members at least
328 once each calendar year. A report detailing the activities of the component meeting must
329 be filed with the Executive Director at least thirty (30) days before the Annual Session of
330 the House of Delegates. Failure to do so may result in loss of representation at the
331 following year's Annual Session and suspension of the component charter.
332

333 II:70.2. The component's meetings must not be scheduled in conflict with the Annual
334 Session.
335

336 **Section II:80. Bylaws.**

337 II:80.1. Each component must adopt and maintain bylaws that do not conflict with the
338 ADSA Bylaws and shall file a copy and any changes with the Executive Director.
339

340 **Section II:90. Financial Report.**

341 II:90.1. Each component shall submit a financial report to the Executive Director at least
342 thirty (30) days before the House of Delegates Annual Session. Failure to do so may
343 result in suspending the charter of the component. Components that have their finances
344 administered by the Society are exempt from filing a financial report.
345

346 **Section II:100. Elections.**

347 II:100.1. Components must hold elections on a regular cycle. The components' bylaws
348 must address the frequency of elections, the number of terms allowed, the nomination
349 procedure, proper notice before elections, and the required quorum. The results of
350 component elections shall be reported to the Executive Director within thirty (30) days
351 after elections have been declared final. Failure to do so may result in suspension of the
352 charter of the component.
353

354 **Section II:110. Speaking on behalf of the Society.**

355 II:110.1. No individual or component may represent themselves as a representative(s)
 356 or spokesperson(s) for the American Dental Society of Anesthesiology without the
 357 express written consent of the Board of Directors. Components that do so risk the
 358 suspension of the component's charter. Individuals who fail to do so may be censured,
 359 placed on probation, or revoked their membership by the Board of Directors.

360
 361 **Section II:120. ADSA Code of Ethics and Conduct.**

362 II:120.1. Component societies shall use the ADSA Code of Ethics and Conduct to guide
 363 members' professional conduct.

364
 365 **Section II:130. The Privilege of Representation.**

366 II:130.1. Each component must be represented by at least one (1) delegate at each
 367 Annual Session of the House of Delegates. Failure to do so may result in suspending
 368 the component's charter.

369
 370 II:130.2. Each component that satisfies Section II:70 and Section II:90 of this Article
 371 shall be entitled to at least one (1) delegate and one (1) alternate delegate regardless of
 372 the number of members. Additional delegates, if eligible, shall be allocated to
 373 component societies proportional to the number of members in good standing.

374
 375 II:130.3. Each component may select the same number of alternate delegates as
 376 delegates from its active and active life members in good standing and shall designate
 377 the alternate delegate who will replace any absent delegate.

378
 379 II:130.4. The number of delegates for each component is determined by the total
 380 number of active and active life members in good standing with the Society as of June
 381 30, preceding the Annual Session.

382
 383 II:130.5. Each component shall be entitled to at least one (1) delegate and one (1)
 384 alternate delegate.

385
 386 II:130.5.1. Components with one (1) to one hundred (100) members are entitled to one
 387 (1) delegate and one alternate delegate.

388
 389 II:130.5.2. Components with 101 or more members are entitled to one (1) additional
 390 delegate and one (1) additional alternate delegate for each additional one hundred
 391 (100) members.

392
 393 **Section II:140. Chartered Component Societies.**

394 II:140.1. The following component societies are active and chartered as component
 395 societies of this Society:

396
 397 Alaska
 398 Alberta

- 399 Arizona
- 400 Arkansas
- 401 California
- 402 Colorado---(Colorado, Utah, and Wyoming)
- 403 Connecticut
- 404 Federal Dental Services
- 405 Florida
- 406 Georgia
- 407 Illinois
- 408 Indiana
- 409 Kansas
- 410 Kentucky
- 411 Louisiana/Mississippi---(Louisiana and Mississippi)
- 412 Maine
- 413 Maryland
- 414 Massachusetts
- 415 Michigan
- 416 Montana
- 417 Nevada
- 418 New Hampshire
- 419 New Jersey
- 420 New Mexico
- 421 New York
- 422 North Carolina
- 423 Ohio
- 424 Oklahoma
- 425 Ontario
- 426 Oregon
- 427 Pennsylvania
- 428 Puerto Rico
- 429 South Carolina
- 430 Tennessee
- 431 Texas
- 432 Upper Midwest---(Iowa, Minnesota, North Dakota, and South Dakota)
- 433 Vermont
- 434 Virginia
- 435 Washington
- 436 West Virginia
- 437 Wisconsin

438

439

440

Article III: HOUSE OF DELEGATES

441

Section III:10. Composition.

443

III:10.1. Voting Members.

444 III:10.1.1. The voting members of the House of Delegates shall be the officially
 445 registered and certified delegates of each component.

446
 447 III:10.1.2. Directors and editors of Anesthesia Progress and The Pulse may be
 448 registered and credentialed as delegates if selected by their component. When serving
 449 as delegates, they have the right to vote in the House of Delegates.

450

451 **Section III:20. Ex Officio Members.**

452 III:20.1. The President, President elect, Vice President, Treasurer, Speaker of the
 453 House, Executive Director, Immediate Past President, the Directors, and past
 454 Presidents of the Society shall be ex officio members of the House of Delegates without
 455 the right to vote with the exception in III:10.1.2.

456

457 **Section III:30. Selection of Delegates and Alternate Delegates by the Component.**

458 III:30.1. The officially certified delegates and the alternate delegates of each component
 459 shall be selected as determined by each component.

460

461 III:30.2. The secretary of each component shall submit the names of the delegates and
 462 alternate delegate nominees chosen by the component to the Executive Director at
 463 least thirty (30) days prior to the Annual Session of the House of Delegates.

464

465 **Section III:40. Certification of Delegates and Alternate Delegates.**

466 III:40.1. The Executive Director will verify the eligibility of each delegate nominee and
 467 alternate delegate nominee to be seated and will report to the Committee on
 468 Credentials, Rules, and Order of the House of Delegates.

469

470 III:40.2. The Executive Director shall provide each delegate nominee and alternate
 471 delegate nominee with preliminary credentials upon approval by the Committee on
 472 Credentials, Rules, and Order of the House of Delegates prior to the Annual Session.

473

474 III.40.3. The Committee on Credentials, Rules, and Order Committee (CCRO) will
 475 review the report from the Executive Director of delegate nominees and alternate
 476 delegate nominees. The CRO Committee may then preliminarily seat the nominees as
 477 delegates and alternate delegates.

478

479 III.40.4. The CRO will present its report to the House of Delegates. Once the CRO
 480 report is adopted or amended, the preliminarily seated delegates and alternate
 481 delegates are then officially recognized as certified delegates and alternate delegates.

482

483 III:40.5. In the event of a contest over the credentials of any delegate or alternate
 484 delegate, the Committee on Credentials, Rules, and Order shall hold a hearing and
 485 report its findings and recommendations to the House of Delegates.

486

487 III:40.6. The House of Delegates will then decide whether to credential and seat the
 488 individual as a certified delegate. A majority vote is required to uphold the credentials of

489 the individual in question. Delegates whose credentials are contested do not have the
490 right to vote or be seated until the contest is resolved in their favor.

491

492 **Section III:50. Powers.**

493 III:50.1. The House of Delegates shall possess the legislative powers, including the
494 determination of policies of this Society.

495

496 III:50.2. It shall have the power to enact, amend, and repeal the Constitution, Bylaws,
497 standing rules, and temporary rules.

498

499 III:50.3. It shall have the power to grant and amend the charters of component societies.

500

501 III:50.4. It shall have the power to revoke or suspend the charters of component
502 societies.

503

504 **Section III:60. Duties.**

505 III:60.1. To elect the elective officers.

506

507 III:60.2. To elect the Directors.

508

509 III:60.3. To receive and possibly act upon reports from the Board of Directors, officers,
510 committees, and delegates.

511

512 III:60.4. To receive and act upon reports of the committees of the House of Delegates.

513

514 III:60.5. To receive and act upon reports of the standing committees of the Society.

515

516 III:60.6. To receive and act upon reports of special, ad hoc, or task force committees.

517

518 III:60.7. To adopt an annual budget.

519

520 III:60.8. To transact the business of the Society while in session.

521

522 **Section III:70. Annual Session.**

523 III:70.1. The House of Delegates shall meet at the discretion of the Board of Directors.

524

525 III:70.2. The House of Delegates may be held electronically in accordance with the
526 statutes of the state of Illinois.

527

528 **Section III:80. Official Call.**

529 III:80.1. The Executive Director of the Society shall make available to the secretary of
530 each component an official notice of the date and place of the Annual Session at least
531 ninety (90) days before the House of Delegates.

532

533 III:80.2. The Executive Director of the Society shall make the Manual of the House of
 534 Delegates and the annual House Book available to each member of the House of
 535 Delegates at least thirty (30) days before the session.
 536

537 III:80.3. All reports of officers and committees, except supplemental reports, shall be
 538 sent to all members of the House at least fifteen (15) days before the Annual Session.
 539 All supplemental reports shall be distributed to all members of the House before the
 540 House of Delegates considers such report.
 541

542 **Section III:90. Quorum.**

543 III:90.1. A majority of the registered and certified delegates shall constitute a quorum for
 544 the conduction of business of the House of Delegates.
 545

546 **Section III:100. Officers of the House of Delegates.**

547 **III:100.1 Officers.**

548 III:100.1.1. The House of Delegates shall have two (2) officers, the Speaker of the
 549 House and the House Secretary.
 550

551 **III:100.2. Speaker of the House.**

552 III:100.2.1. The Speaker of the House shall be the presiding officer over all House of
 553 Delegates meetings and determines the order of business for all meetings subject to the
 554 approval of the House of Delegates.
 555

556 III:100.2.2. In the absence of an Executive Director, the Speaker of the House shall
 557 appoint a temporary secretary.
 558

559 **III:100.3. House Secretary.**

560 III:100.3.1. The secretary shall serve as the recording officer and custodian of the
 561 House of Delegates' records and shall cause a record of the House's proceedings to be
 562 published as the official minutes of the House of Delegates.
 563

564 III:100.3.2. The Executive Director shall serve as secretary of the House of Delegates.
 565

566 **Section III:110. Order of Business.**

567 III:110.1. The House of Delegates shall adopt or amend the order of business after
 568 being presented by the Speaker of the House.
 569

570 **Section III:120-140. Committees of the House of Delegates.**

571

572 **Section III:120. Committee on Credentials, Rules, and Order.**

573 **III:120.1. Composition.**

574 III:120.1.1. The committee shall consist of three (3) delegates or alternate delegates
 575 appointed by the President in consultation with the Speaker of the House at least thirty
 576 (30) days before each Annual Session.

577

578 III:120.2. Duties.579 III:120.2.1. Record and report the roll call of the House of Delegates to establish a
580 quorum.

581

582 III:120.2.2. To conduct a hearing of any contest regarding the certification of a delegate
583 or alternate delegate and to report its recommendations to the House of Delegates.

584

585 III:120.2.3. To prepare a report, in consultation with the Speaker of the House and the
586 Secretary of the House of Delegates, on matters relating to the order of business and
587 special rules of order.

588

589 III:120.2.4. Consider all matters referred and report its recommendations to the House
590 of Delegates.

591

592 III:120.2.5. To serve as the Teller Committee for the House of Delegates.

593

594 Section III:130. Reference Committee.595 III:130.1. Composition.596 III:130.1.1. The committee shall consist of three delegates appointed by the President in
597 consultation with the Speaker of the House at least thirty (30) days before each Annual
598 Session.

599

600 III:130.2. Duties.

601 III:130.2.1. To consider reports and resolutions referred to the committee.

602

603 III:130.2.2. To conduct open hearings on the reports and resolutions.

604

605 III:130.2.3. To report the committee's recommendations to the House of Delegates.

606

607 III:130.2.4. To serve as the Minutes Approval Committee for the House of Delegates.

608

609 Section III:140. Special Committees.610 III:140.1. The President shall appoint special committees in consultation with the
611 Speaker of the House to perform duties not otherwise assigned by these Bylaws to
612 serve until adjournment sine die of the session at which they are established. These
613 may include but are not limited to sergeant at arms and other appropriate appointments
614 as needed except as otherwise provided in these Bylaws.

615

616 Section III:150. Election Procedures.617 III:150.1. Election Protocols.618 III:150.1.1. The House of Delegates shall elect officers and the Board of Directors
619 except as otherwise provided in these Bylaws.

620

621 III:150.1.2. Voting shall be by ballot, except where there is only one (1) candidate for an
622 office or where the number of candidates is equal to or fewer than the open positions for
623 Directors. The Speaker of the House may declare that such candidate(s) has been
624 elected.

625
626 III:150.1.3. A candidate must be nominated to be eligible for election.

627
628 III:150.1.4. Elections for elective officers and Directors shall be balloted on a single
629 ballot.

630
631 III:150.1.5. A candidate may only be nominated for one (1) elective position.

632
633 III:150.2. Elective Officers.

634 III:150.2.1. When an elective officer position is to be elected, and more than one (1)
635 candidate has been nominated, a majority of the legal votes cast is required to elect.

636
637 III:150.2.2. If no candidate receives a majority of the legal votes cast on the first ballot
638 for a single office, the two (2) candidates receiving the most votes shall be balloted
639 again.

640
641 III:150.2.3. If the two (2) candidates are tied after the second ballot, the tie will be
642 resolved by a simple coin toss. Refer to the Standing Rules for details.

643
644 III:150.3. Directors.

645 III:150.3.1. When the number of duly placed nominations exceeds open Director
646 positions, the election shall be by ballot.

647
648 III:150.3.2. Delegates' ballots shall consist of one (1) vote for each open Director
649 position. Any ballot with more or less than one (1) vote for each available Director
650 position shall be considered illegal and not counted.

651
652 III:150.3.3. A candidate must achieve a majority based on the legal ballots cast for all
653 open Director positions. The candidate(s) with the highest majority shall be elected to
654 an available Director position.

655
656 III:150.3.4. If no candidate secures a majority in the first ballot for an open Director
657 position, those who received the highest votes will be included in a subsequent ballot.
658 The number of candidates in this second ballot will exceed the remaining open Director
659 positions by one. Any candidates receiving the fewest votes, including those tied, will be
660 removed from consideration. This procedure will continue until all Director positions are
661 filled.

662
663 III:150.3.5. If two (2) candidates for the last remaining Director position are tied after the
664 first ballot, a second ballot of those two (2) candidates will occur.

665

666 III:150.3.6. If the two (2) candidates are tied after the second ballot, the tie will be
 667 resolved by a simple coin toss. Refer to the Standing Rules for details.

668

669

670

Article IV: ELECTIVE OFFICERS

671

Section IV:10. Officers.

673 IV:10.1. The officers shall be the Immediate Past President, President, President-elect,
 674 Vice President, Treasurer, and Speaker of the House of Delegates.

675

Section IV:20. Eligibility.

677 IV:20.1. Only an active member or an active life member in good standing shall be
 678 eligible to serve as an officer.

679

Section IV:30. Call for Nominations.

681 IV:30.1. The Society shall publish or cause to be published, no less than one hundred
 682 twenty (120) days before the Annual Session, a "Call for Nominations" describing the
 683 offices to be considered that year and the eligibility requirements.

684

Section IV:40. Nominations, Requirements, Filing Notice.

686 IV:40.1. Any member in good standing may nominate a candidate for President-elect,
 687 Vice President, Treasurer, and Speaker of the House of Delegates. Self-nomination is
 688 allowed.

689

690 IV:40.2. All nominations must be submitted to and received by the Executive Director at
 691 least sixty (60) days before the Annual Session of the House of Delegates and be
 692 accompanied by a curriculum vitae to be eligible to stand for election. Nominations from
 693 the floor are not accepted.

694

695 IV:40.3. The Society shall not publish or cause to be published the name of any
 696 individual nominated for an elective office before (60) days prior to the Annual Session.

697

698 IV:40.4. A candidate must be nominated to be eligible to be elected.

699

700 IV:40.5. A candidate may only be nominated for one (1) elective position.

701

Section IV:50. Eligibility Verification.

703 IV:50.1. The President-elect shall confirm that a duly submitted nomination is eligible for
 704 election per these Bylaws.

705

706 **Section IV:60. Nominating Speeches.**

707 IV:60.1. Nominating speeches, statements, or remarks, not to exceed five minutes (5)
708 per candidate, may be made by the candidate or by a member in good standing with the
709 Society on behalf of a candidate nominated for a contested officer position.

710
711 IV:60.2. The Speaker of the House will appoint a timekeeper who will signal the
712 candidate when the five (5) minutes are up. Other digital devices may be used instead
713 of a timekeeper at the discretion of the Speaker.

714
715 **Section IV:70. Elections.**

716 IV:70.1. The House of Delegates elects the officers according to these Bylaws.

717
718 IV:70.2. Officers are elected every two (2) years on odd-numbered years.

719
720 **Section IV:80. Officers' Terms of Office.**

721 IV:80.1. The President and President-elect shall be limited to serving one (1) term of two
722 (2) years for each office or until their successors are elected. If the President-elect fills a
723 vacancy in the President's office, the time of filling that vacancy does not count against
724 their elected term.

725
726 IV:80.2. The Vice President, Treasurer, and Speaker of the House serve for two (2)
727 years, or until reelected, or their successors are elected.

728
729 **Section IV:90. Installation of Officers.**

730 IV:90.1. The officers shall be installed by the President or the President's designee at
731 the conclusion of the Annual Session of the House of Delegates where elected.
732 Installation shall not be a condition for assuming office.

733
734 **Section IV:100. Assuming Office.**

735 IV:100.1. Officers will assume office upon adjournment sine die of that meeting where
736 they are elected.

737
738 IV:100.2. The President-elect shall be installed as President at the Annual Session of
739 the House of Delegates two (2) years following their election as President-elect. The
740 President-elect assumes the President's office, and the current President's term expires
741 upon adjournment sine die of that meeting.

742
743 **Section IV:110. Vacancy of an Office.**

744 **IV:110.1. Vacancy of the Office of the President.**

745 IV:110.1.1. Upon the President's death, resignation, removal, or incapacity, the
746 President-elect assumes office for the remaining portion of the unexpired term. The
747 President-elect would then serve as President for their elected full term.

748
749 **IV:110.2. Vacancy of the Office of President-elect.**

750 IV:110.2.1. Upon death, resignation, removal, incapacity, or any vacancy created in the
 751 office of the President-elect, the office shall remain open until the next House of
 752 Delegates. The House of Delegates then shall elect a President-elect.
 753

754 IV:110.3. Death, Resignation, Removal or Incapacity of Officers Other Than President
 755 and President-elect.

756 IV:110.3.1. Upon the death, resignation, removal, or incapacity of the Vice President,
 757 Treasurer, or Speaker of the House, the President may appoint an active or active life
 758 member to fill the vacant office until the next House of Delegates elects a successor for
 759 the remainder of the unexpired term, if any.
 760

761 IV:110.3.2. The President shall secure and transfer the records of the vacant office to
 762 the successor.
 763

764 IV:110.3.3. The time served to fill the vacancy shall count as a full term if the time
 765 served is fifty percent or more of the remaining vacant term.
 766

767 **Section IV:120. Duties.**

768 **IV: 120:1. President.**

769 IV: 120.1.1. To serve as the official representative of the ADSA in its contacts with
 770 governmental, civic, business, and professional organizations and to advance its
 771 objectives and policies.
 772

773 IV:120.1.2. The President is the only official spokesperson for this Society.
 774

775 IV:120.1.3. To serve as an ex officio member of the House of Delegates without the right
 776 to vote.
 777

778 IV:120.1.4. To serve as the ex officio chair of the Board of Directors.
 779

780 IV:120.1.5. To serve as ex officio member of the Board of Directors.
 781

782 IV:120.1.6. To call regular, special, and emergency meetings of the Board of Directors
 783 per these Bylaws.
 784

785 IV:120.1.7. To review on an annual basis all appointments to the standing committees of
 786 the Society.
 787

788 IV:120.1.8. To appoint all members of the standing committees. Appointments shall be
 789 made within thirty (30) days of assuming office.
 790

791 IV:120.1.9. To appoint the members of all committees of the House of Delegates except
 792 as otherwise provided in these Bylaws.
 793

794 IV:120.1.10. To appoint any representatives to outside agencies, where requested,
 795 subject to the approval of the Board of Directors.

796

797 IV:120.1.11. To submit an annual report to the House of Delegates.

798

799 IV:120.1.12. To serve as an advisory member of all standing committees. The President
800 shall not serve on a nominations committee or an audit committee.

801

802 IV:120.1.13. The President's duties, including appointments to fill vacancies, shall
803 remain with the President until adjournment sine die of the House of Delegates when
804 their term of office expires.

805

806 IV:120.1.14. To serve as an ex officio member of the Editorial Board.

807

808 IV:120.1.15. To perform such other duties as are provided in these Bylaws.

809

810 **IV:120.2. President-Elect.**

811 IV:120.2.1. To assist the President as requested.

812

813 IV:120.2.2. To serve as an ex officio member of the House of Delegates without the right
814 to vote.

815

816 IV:120.2.3. To serve as an ex officio member of the Board of Directors.

817

818 IV:120.2.4. To confirm that all candidates are eligible for election to an office or position
819 in this Society.

820

821 IV:120.2.5. To assume the office of President upon adjournment sine die of the Annual
822 Session of the House of Delegates when the current President's term expires.

823

824 IV:120.2.6. To succeed immediately to the President's office in case of a vacancy for the
825 unexpired term.

826

827 IV:120.2.7. To serve as an ex officio member of the Budget and Finance Committee.

828

829 **IV:120.3. Vice President.**

830 IV:120.3.1. To assist the President as requested.

831

832 IV:120.3.2. To serve as an ex officio member of the House of Delegates without the right
833 to vote.

834

835 IV:120.3.3. To serve as an ex officio member of the Board of Directors.

836

837 IV:120.3.4. To serve as ex officio chair of the Committee on Continuing Education.

838

839 **IV:120.4. Treasurer.**

840 IV:120.4.1. To assist the President as requested.

- 841
 842 IV:120.4.2. To serve as an ex officio member of the House of Delegates without the right
 843 to vote.
 844
 845 IV:120.4.3. To serve as an ex officio member of the Board of Directors.
 846
 847 IV:120.4.4. To prepare a written annual financial report for the membership and make a
 848 verbal report to the House of Delegates.
 849
 850 IV:120.4.5. To serve as custodian of all monies, securities, and deeds belonging to the
 851 Society which may come into the Treasurer's possession and to hold, invest, and
 852 disburse same, subject to the discretion of the Board of Directors and perform such
 853 other duties as are prescribed by the Board of Directors or these Bylaws.
 854
 855 IV:120.4.6. The Treasurer shall not serve on an audit committee.
 856
 857 IV:120.4.7. The Treasurer shall serve as the ex officio chair of the Committee on Budget
 858 and Finance.
 859
 860 **IV:120.5. Speaker of the House.**
 861 IV:120.5.1. To serve as the presiding officer of the House of Delegates and perform
 862 such duties as custom and parliamentary usage requires, per these Bylaws.
 863
 864 IV:120.5.2. To serve in the House of Delegates without the right to vote.
 865
 866 IV:120.5.3. To serve as parliamentarian for the Board of Directors.
 867
 868 IV:120.5.4. To serve as an ex officio member of the Board of Directors without the right
 869 to vote.
 870
 871 IV:120.5.5. To serve as the chair of the Committee on Ethics and Bylaws.
 872
 873 **IV:120.6. Immediate Past President.**
 874 IV:120.6.1. To serve as an ex officio member of the House of Delegates without the right
 875 to vote.
 876
 877 IV:120.6.2. To serve as an ex officio member of the Board of Directors.
 878
 879 IV:120.6.3. To serve as the ex officio chair of the Committee on Awards.
 880
 881 IV: 120.6.4. To serve as an ex officio vice chair of the Committee on Continuing
 882 Education
 883
 884 IV:120.6.5. To assist the President as requested.
 885
 886

887

Article V: BOARD OF DIRECTORS

888

889

Section V:10. Composition.

890 V:10.1. The Board of Directors shall consist of five (5) Directors elected from the
891 membership-at-large. The five (5) Directors, the President, the President-elect, the Vice
892 President, the Treasurer, the Immediate Past President, the editor of Anesthesia
893 Progress, the editor of The Pulse, the Speaker of the House of Delegates, and the
894 Executive Director constitute the membership of the Board of Directors.

895

896

Section V:20. Voting Members of the Board of Directors.

897 V:20.1. The voting members of the Board of Directors consist of the President, the
898 President-elect, the Vice President, the Treasurer, the Immediate Past President, and
899 the five (5) Directors.

900

901 V:20.2. The editor of Anesthesia Progress, the editor of The Pulse, the Speaker of the
902 House of Delegates, and the Executive Director are non-voting members of the Board
903 of Directors.

904

905 V:20.3. The President may only exercise the right to vote when the vote is by ballot or
906 when one (1) more vote could alter the outcome.

907

908

Section V:30. Eligibility.

909 V:30.1. Only an active or active life member in good standing shall be eligible to serve
910 as a Director.

911

912

Section V:40. Term of Office and Tenure.

913 V:40.1. The Director's term of office is two (2) years or until their successors are elected
914 or appointed.

915

916 V:40.2. A Director's tenure shall be limited to five (5) consecutive terms of two (2) years.

917

918

Section V:50. Elections.

919 V:50.1. The elections for Directors shall be staggered; three (3) Directors are elected in
920 odd-numbered years, and two (2) are elected in even-numbered years.

921

922 V:50.2. The House of Delegates elects the Directors in accordance with these Bylaws.

923

924

Section V:60. Nominations.

925 V:60.1. The Society shall publish or cause to be published, at least one hundred twenty
926 (120) days before the Annual Session, a call for nominations describing the open
927 Director positions to be elected that year and the eligibility requirements thereof.

928

929 V:60.2. Any member in good standing of the Society may nominate a candidate for a
930 Director position. Self-nomination is permitted.

931
932 V:60.3. All nominations must be submitted to and received by the Executive Director at
933 least sixty (60) days before the Annual Session of the House of Delegates and be
934 accompanied by a curriculum vitae to be eligible to stand for election. Nominations from
935 the floor are not accepted.

936
937 V:60.4. The Society shall not publish or cause to be published the name of any
938 individual nominated for a Director position before sixty (60) days prior to the Annual
939 Session.

940
941 V:60.5. The President-elect shall confirm that a duly submitted nomination is eligible.

942
943 V:60.6. Nominating speeches, statements, or remarks, not to exceed five (5) minutes
944 per candidate, may be made by the candidate or by a member in good standing with the
945 Society on behalf of a candidate nominated for a contested Director position.

946
947 V:60.7. The Speaker of the House will designate a timekeeper to signal the candidate
948 when the five (5) minutes have elapsed. Other digital devices may serve as alternatives
949 to a timekeeper at the Speaker's discretion.

950
951 V:60.8. A candidate must be nominated to be elected.

952
953 V:60.9. A candidate may only be nominated for one (1) elective position.

954
955 **Section V:70. Installation of Directors.**

956 V:70.1. The Directors shall be installed by the President or the President's designee at
957 the conclusion of the Annual Session of the House of Delegates where they are elected.

958
959 V:70.2. Installation is not a condition for assuming office.

960
961 **Section V:80. Assuming Office of Director.**

962 V:80.1. Directors will assume office upon adjournment sine die of the meeting where
963 they are elected.

964
965 **Section V:90. Vacancy.**

966 V:90.1. In the event of a vacancy in the office of a Director, the President may appoint
967 an active or active life member to fill the vacant office until the next House of Delegates
968 elects a successor for the remainder of the unexpired term, if any.

969
970 **Section V:100. Powers.**

971 V:100.1. The Board of Directors shall be the administrative body of this Society.

972
973 V:100.2. It shall recommend and administer the policies governing this Society.

- 974
975 V:100.3. It shall have the power to adopt, interpret, and amend the ADSA Code of Ethics
976 and Conduct to govern the members' professional conduct.
977
- 978 V:100.4. It shall have the power to recommend revocation or suspension of charters of
979 component societies to the House of Delegates.
980
- 981 V:100.5. It shall have the power to establish rules and regulations that are not
982 inconsistent with these Bylaws to govern its organization and procedure.
983
- 984 V:100.6. It shall have the power to elect honorary and emeritus members.
985
- 986 V:100.7. It shall have the power to create special committees of the Society.
987
- 988 V:100.8. It shall have the authority to approve all Presidential appointments.
989
- 990 V:100.9. It shall have the power to approve all memorials, resolutions, or opinions
991 issued in the name of this Society.
992
- 993 V:100.10. It shall have the power to establish an interim policy when the House of
994 Delegates is not in session and when such policies are essential to the management of
995 the Society, provided, however, that all such policies must be presented for review and
996 ratification at the next session of the House of Delegates.
997
- 998 V:100.11. It shall have the power to appoint an Executive Director.
999
- 1000 V:100.12. It shall have the power to approve awards and acknowledgments of the
1001 recipient(s).
1002
- 1003 V:100. 13. It shall have the power to perform such other duties and functions necessary
1004 to carry on the business of the Society when the House of Delegates is not in session.
1005
- 1006 **Section V:110. Duties of the Board of Directors.**
- 1007 V:110.1. To determine the date and place for convening each Annual Session.
1008
- 1009 V:110.2. To cause to be bonded by a surety company, the President, the President-
1010 elect, the Vice President, the Treasurer, Directors, Editors, the Speaker of the House,
1011 the Immediate Past President, and the Executive Director.
1012
- 1013 V:110.3. To cause all Society accounts to be reviewed and fully audited by a certified
1014 public accountant annually.
1015
- 1016 V:110.4. To prepare a budget for carrying on the activities of the Society for each
1017 ensuing fiscal year.
1018

1019 V:110.5. To review the reports of all standing and special committees of the Society and
 1020 act upon such reports as needed.

1021
 1022 V:110.6. To approve membership for life, retired, associate, affiliate, and membership
 1023 status changes.

1024
 1025 V:110.7. To publish or cause to be published minutes for all regular meetings and
 1026 special sessions of the Board of Directors.

1027
 1028 V:110.8. To perform such other duties as are prescribed by these Bylaws.

1029
 1030 V:110.9. The Board of Directors will consider and approve nominations from the Awards
 1031 Committee.

1032
 1033 **Section V:120. Meetings.**

1034 **V:120.1. Regular Meetings.**

1035 V:120.1.1. The Board of Directors shall hold at least two (2) regular meetings each
 1036 calendar year and requires a thirty (30) day notice.

1037
 1038 **V:120.2. Special Meetings.**

1039 V:120.2.1. The President or five (5) voting members of the Board may call special
 1040 meetings of the Board of Directors.

1041
 1042 V:120.2.2. A special meeting requires a five (5) day notice and must include the specific
 1043 item(s) of business to be discussed and what actions may be taken. No other item(s) of
 1044 business may be discussed or acted upon during a special meeting that was not
 1045 included in the notice. Special meetings are reserved for business items that must be
 1046 addressed before the next regular meeting.

1047
 1048 V:120.2.3. Minutes shall be documented and made part of the Board of Directors'
 1049 actions. These minutes are approved at the next regular meeting of the Board.

1050
 1051 V:120.2.4. Regular Board of Directors rules of debate apply to special meetings.

1052
 1053 **V:120.3. Emergency Meeting of the Board of Directors.**

1054 V:120.3.1. The President or five (5) voting members of the Board may call an
 1055 emergency meeting. An emergency meeting requires immediate action by the Board of
 1056 Directors.

1057
 1058 V:120.3.2. Notice must be given to all Board members as early as possible prior to the
 1059 emergency meeting.

1060
 1061 V:120.3.3. An emergency meeting of the Board of Directors is a type of special meeting.
 1062 The rules for special meetings, except for the notice requirement, apply to emergency
 1063 meetings.

1064

1065 V:120.3.4. Minutes of an emergency meeting are approved at the next regular meeting
 1066 of the Board of Directors. No prior minutes are approved at an emergency meeting.

1067
 1068 V:120.3.5. The quorum for an emergency meeting is sixty (60) percent of the Board's
 1069 voting members.

1070
 1071 V:120.4. Electronic Meetings.

1072 V:120.4.1. All meetings of the Board of Directors may be held electronically in
 1073 accordance with the most current Illinois General Not-for-Profit Corporation Act.

1074
 1075 Section V:130. Quorum.

1076 V:130.1. A quorum is required for all Board meetings and shall comprise sixty (60)
 1077 percent of the voting members. See Article XIV, Emergency Bylaws for exceptions.

1078
 1079 Section V:140. Chair and Presiding Officer.

1080 V:140.1. Chair.

1081 V:140.1.1. The President shall serve as the chair of the Board of Directors.

1082
 1083 V:140.1.2. The President shall preside at all meetings of the Board of Directors. The
 1084 President may only exercise the right to vote when the vote is by ballot or when one (1)
 1085 more vote could alter the outcome. When a vote by ballot results in a tie, the chair
 1086 cannot break the tie by voting a second time.

1087
 1088 V:140.1.3. In the President's absence, the chair shall be filled by the President-elect or,
 1089 in the absence of the President-elect, by the Vice President. If the previously listed
 1090 officers are absent, then a voting member of the Board shall be elected temporary chair
 1091 by a majority of the legal votes cast.

1092
 1093 V:150.2. Secretary.

1094 V:150.2.1. The Executive Director serves as secretary. The secretary shall serve as the
 1095 Board of Directors' recording officer and custodian of its records. The secretary shall
 1096 cause a factual record of the proceedings to be published as the official minutes of the
 1097 Board of Directors in a timely fashion.

1098
 1099 V:150.2.2. In the secretary's absence, the President shall appoint a temporary secretary.

1100
 1101 V:160.3. Parliamentarian.

1102 V:160.3.1. The Speaker of the House of Delegates shall serve as the parliamentarian
 1103 for the Board of Directors.

1104
 1105 V:160.3.2. In the Speaker of the House of Delegates' absence, the Board of Directors
 1106 may appoint a qualified individual to serve as temporary parliamentarian.

1107
 1108

1109 **Article VI: APPOINTIVE OFFICER**

1110

1111 **Section VI:10. Title.**

1112 VI:10.1. The appointive officer of this Society shall be the Executive Director.

1113

1114 **Section VI:20. Salary.**

1115 VI:20.1. The Board of Directors shall determine the Executive Director's salary.

1116

1117 **Section VI:30. Duties.**

1118 VI:30.1. To report to the Board of Directors.

1119

1120 VI:30.2. To act as executive head of the home office and all its branches.

1121

1122 VI:30.3. To engage all employees except as otherwise provided in these Bylaws.

1123

1124 VI:30.4. To coordinate the activities of all committees and commissions regarding their
1125 specific assignments and systemize the preparation of their reports.

1126

1127 VI:30.5. To provide credentials, notification, reports, and support material to delegates
1128 and alternate delegates as otherwise provided in these Bylaws and the standing rules.

1129

1130 VI:30.6. To implement the decisions of the House of Delegates, the Board of Directors,
1131 and any of their committees.

1132

1133 VI:30.7. To collect membership dues for this Society and component membership dues
1134 for active, chartered component societies.

1135

1136 VI:30.8. To publish and send to the secretary of each component an official notice of the
1137 date and place of the Annual Session at least ninety (90) days before the Annual
1138 Session of the House of Delegates.

1139

1140 VI:30.9. To publish and send an agenda, a financial report, and support material,
1141 including the curriculum vitae of any candidate for Director or elective office contested,
1142 to each member of the House of Delegates at least thirty (30) days before the session.

1143

1144 VI:30.10. To serve as an ex officio member without the right to vote of the Committee on
1145 the Annual Session.

1146

1147 VI:30.11. To serve as an ex officio member without the right to vote on the Budget and
1148 Finance Committee.

1149

1150 VI:30.12. To serve as an ex officio member without the right to vote on the Board of
1151 Directors.

1152

1153 VI:30.13. To serve as secretary for the House of Delegates.

- 1154
 1155 VI:30.14. To provide support for all standing committees through the administrative
 1156 office clerical liaison.
 1157
 1158 VI:30.15. To serve on standing, special, ad hoc, or other committees as appointed by
 1159 the President. The Executive Director will serve as an ex officio member without the
 1160 right to vote.
 1161
 1162 VI:30.16. To publish all reports of the Board, officers, and committees to each delegate
 1163 at least fifteen (15) days before the Annual Session. All supplemental reports shall be
 1164 distributed to each delegate before the House of Delegates considers such a report.
 1165
 1166 VI:30.17. To cause the House Book to be published at least thirty (30) days before the
 1167 first session of the House of Delegates.
 1168
 1169 VI:30.18. To serve as secretary for the Board of Directors.
 1170
 1171
 1172

Article VII: COMMITTEES

Section VII:10. Standing Committees.

- 1173
 1174
 1175 VII:10.1. Committee on Awards.
 1176
 1177 VII:10.2. Committee on Budget and Finance.
 1178
 1179 VII:10.3. Committee on Continuing Education.
 1180
 1181 VII:10.4. Committee on Ethics and Bylaws.
 1182
 1183 VII:10.5. Committee on Legislation.
 1184
 1185 VII:10.6. Committee on Membership and Component Development.
 1186
 1187 VII:10.7. Editorial Board.
 1188

Section VII:20. Appointments.

- 1189
 1190 VII:20.1. The President makes appointments for all standing committees of the Society,
 1191 except as otherwise provided in these Bylaws.
 1192
 1193 VII:20.2. The President may assign additional duties to the standing committees at the
 1194 President's discretion.
 1195
 1196 VII:20.3. The President may appoint a consultant or adviser from the Board of Directors
 1197 to serve on any standing committee of the Society.
 1198

1199 VII:20.4. The President or the Board of Directors may create a special committee (ad
 1200 hoc, task force). These committee members shall serve until the committee's function is
 1201 completed and dissolved upon giving their final report.
 1202

1203 **Section VII:30. Vacancy.**

1204 VII:30.1. If a vacancy occurs on an appointed committee, the vacancy is filled by the
 1205 method by which it was appointed.
 1206

1207 VII:30.2. If a vacancy occurs on an elected committee, the vacancy is filled by the
 1208 method by which it was elected. If the committee was elected by the House of
 1209 Delegates during the mid-term, the President shall have the power to appoint the
 1210 vacancy.
 1211

1212 **Section VII:40. Tenure and Term.**

1213 VII:40.1. Standing committee members serve a two-year (2) term or until the committee
 1214 is reappointed, concurrent with the President's term or at the President's discretion.
 1215

1216 **Section VII:50. Eligibility.**

1217 VII:50.1. All standing committee members must be in good standing with the Society
 1218 except as otherwise provided in these Bylaws.
 1219

1220 **Section VII:60. Quorum.**

1221 VII:60.1. A majority of the committee members shall constitute its quorum.
 1222

1223 **Section VII:70. Administrative Support.**

1224 VII:70.1. The home office shall provide a clerical liaison to all standing, ad hoc, task
 1225 forces or special committees. The liaison will assist in preparing and arranging meetings
 1226 of standing committees.
 1227

1228 **Section VII:80. Annual Report.**

1229 VII:80.1. Each committee chair shall submit an annual report in writing to the Board of
 1230 Directors and the House of Delegates through the Executive Director.
 1231

1232 **Section VII:90. Budget.**

1233 VII:90.1. Each committee chair shall submit a proposed itemized budget for the ensuing
 1234 fiscal year to the Board of Directors, as needed.
 1235

1236 **Section VII:100-160 Standing Committee Composition, Chairs, and Duties.**

1237

1238 **Section VII:100. Committee on Awards.**

1239 **VII:100.1. Composition.**

1240 VII:100.1.1. Immediate Past President.

1241 VII:100.1.2. Up to three (3) past Presidents of the Society appointed by the President.

- 1242 VII:100.1.3. President-elect.
1243
- 1244 VII:100.2. Chair.
1245 VII:100.2.1. Immediate Past President.
1246
- 1247 VII:100.3. Duties.
1248 VII:100.3.1. To consider nominees for the awards of this Society and acknowledgments
1249 based on established criteria and guidelines.
1250
- 1251 VII:100.3.2. To recommend the recipient(s) for approval by the Board of Directors.
1252
- 1253 VII:100.3.3. To submit an annual report in writing to the Board of Directors and the
1254 House of Delegates through the Executive Director.
1255
- 1256 **Section VII:110. Committee on Budget and Finance.**
- 1257 VII:110.1. Composition.
1258 VII:110.1.1. Treasurer.
1259 VII:110.1.2. President-elect.
1260 VII:110.1.3. Executive Director as ex officio member without the right to vote.
1261
- 1262 VII:110.2. Chair.
1263 VII:110.2.1. Treasurer.
1264
- 1265 VII:110.3. Duties.
1266 VII:110.3.1. To maintain the financial solvency of the Society.
1267
- 1268 VII:110.3.2. To receive quarterly reports of all financial activities of the Society.
1269
- 1270 VII:110.3.3. To meet at least two (2) times a year, before regular Board sessions, to
1271 prepare an annual budget for approval by the Board.
1272
- 1273 VII:110.3.4. To maintain a reserve fund consisting of unspent monies at the end of a
1274 fiscal year.
1275
- 1276 VII:110.3.5. To submit an annual report in writing to the Board of Directors and the
1277 House of Delegates through the Executive Director.
1278
- 1279 **Section VII:120. Committee on Continuing Education.**
- 1280 VII:120.1. Composition.
1281 VII:120.1.1. Vice President.
1282 VII:120.1.2. President-elect.
1283 VII:120.1.3. Immediate Past President.
1284 VII:120.1.4. Executive Director as ex officio without the right to vote.
1285
- 1286 VII:120.2. Chair.
1287 VII:120.2.1. Vice President

- 1288
 1289 VII:120.3. Vice-chair
 1290 VII:120.3.1. Immediate Past President
 1291
 1292 VII:120.4. Duties.
 1293 VII:120.4.1. To develop and coordinate the continuing education programs offered by
 1294 the Society.
 1295
 1296 VII:120.4.2. To assist in developing and coordinating continuing education on the
 1297 component level.
 1298
 1299 VII:120.4.3. The Vice-chair appoints the course Directors for each program with the
 1300 approval of the Board.
 1301
 1302 VII:120.4.4. To manage and arrange for each Annual Session, subject to the
 1303 approval of the Board of Directors, unless otherwise provided in these Bylaws.
 1304
 1305 VII:120.4.5. To submit an annual report in writing to the Board of Directors and the
 1306 House of Delegates through the Executive Director.
 1307
 1308 **Section VII:130. Committee on Ethics and Bylaws.**
 1309 VII:130.1. Composition.
 1310 VII:130.1.1. Speaker of the House of Delegates.
 1311 VII:130.1.2. Three (3) members appointed by the President.
 1312
 1313 VII:130.2. Chair.
 1314 VII:130.2.1. Speaker of the House of Delegates.
 1315
 1316 VII:130.3. Duties.
 1317 VII:130.3.1. To maintain the ADSA Code of Ethics and Conduct.
 1318
 1319 VII:130.3.2. To provide advisory opinions to the Board of Directors regarding interpreting
 1320 the ADSA Code of Ethics and Conduct.
 1321
 1322 VII:130.3.3. Review the components bylaws and amendments to ensure compliance
 1323 with these Bylaws.
 1324
 1325 VII:130.3.4. To provide advisory opinions regarding interpreting the Bylaws for the Board
 1326 of Directors and the House of Delegates.
 1327
 1328 VII:130.3.5. To review all proposed amendments to the Bylaws and standing orders and
 1329 make recommendations to the Board of Directors and the House of Delegates.
 1330
 1331 VII:130.3.6. The committee may initiate proposed amendments to the Bylaws and
 1332 standing rules.
 1333

1334 VII:130.3.7. Review policies in the ADSA Policy Manual in years ending in zero (0) or
1335 five (5) and make recommendations to the Board of Directors.

1336
1337 VII:130.3.8. To maintain and update the Manual of the House of Delegates.
1338

1339 VII:130.3.9. To submit an annual report in writing to the Board of Directors and the
1340 House of Delegates through the Executive Director.

1341
1342 **Section VII:140. Committee on Legislation.**

1343 **VII:140.1. Composition.**

1344 VII:140.1.1. Three (3) members appointed by the President.
1345

1346 **VII:140.2. Chair.**

1347 VII:140.2.1. Appointed by the President.
1348

1349 **VII:140.3. Duties.**

1350 VII:140.3.1. To monitor legislative activities of significance to anesthesiology in dentistry.
1351

1352 VII:140.3.2. Additional duties as assigned by the President.
1353

1354 VII:140.3.3. To submit an annual report in writing to the Board of Directors and the
1355 House of Delegates through the Executive Director.

1356
1357 **Section VII:150. Committee on Membership and Component Development.**

1358 **VII:150.1. Composition.**

1359 VII:150.1.1. Three (3) members appointed by the President.
1360

1361 **VII:150.2. Chair.**

1362 VII:150.2.1. Appointed by the President.
1363

1364 **VII:150.3. Duties.**

1365 VII:150.3.1. To recruit new members.
1366

1367 VII:150.3.2. To monitor and encourage activity in existing component societies.
1368

1369 VII:150.3.3. Encourage liaison between existing component societies and their state
1370 and regional dental societies.

1371
1372 VII:150.3.4. Encourage liaison between existing component societies and their state
1373 Boards of dentistry.

1374
1375 VII:150.3.5. Encourage the development of new component societies in the United
1376 States, its territories, and Canada.

1377
1378 VII:150.3.6. To submit an annual report in writing to the Board of Directors and the
1379 House of Delegates through the Executive Director.

1380

1381 **Section VII:160. Editorial Board.**1382 **VII:160.1. Composition.**

1383 VII:160.1.1. Editor of Anesthesia Progress.

1384 VII:160.1.2. Editor of The Pulse and The Pulse News Brief.

1385 VII:160.1.3. President.

1386

1387 **VII:160.2. The Chair.**

1388 VII:160.2.1. Editor of Anesthesia Progress.

1389

1390 **VII:160.3. Duties.**1391 VII:160.3.1. To supervise the compilation, publication, distribution, and business
1392 arrangements of all publications that bear the imprimatur of this Society.

1393

1394 VII:160.3.2. To submit an annual report in writing to the Board of Directors and the
1395 House of Delegates through the Executive Director.

1396

1397 **VII:160.4. Budget.**1398 VII:160.4.1. The chairperson of the Editorial Board determines the annual budget,
1399 subject to the approval of the Board of Directors. The budget shall be a separate line
1400 item in the annual budget submitted by the Committee on Budget and Finance.

1401

1402

1403

Article VIII. CONFLICT OF INTEREST

1404

1405 **Section VIII:10. Conflict of Interest Policy.**1406 VIII:10.1. Individuals serving in elective, appointive, or employed offices or positions do
1407 so in a representative or fiduciary capacity that requires loyalty to the Society. While
1408 serving in such offices or positions, these individuals must promote the interests of the
1409 Society as a whole.

1410

1411 Moreover, they must avoid the following:

1412

1413 VIII:10.1.1. Individuals should not place themselves in a position where personal or
1414 professional interests may conflict with their duty to this Society.

1415

1416 VIII:10.1.2. Individuals must not use information learned through holding an office or
1417 position for personal gain or advantage for themselves or a third party.

1418

1419 VIII:10.1.3. An individual may not obtain an improper gain or advantage by a third
1420 party.

1421

1422 **Section VIII:20. Conditions and Compliance.**1423 VIII:20.1. As a condition for selection, each nominee, candidate, and applicant shall
1424 disclose any situation which might be construed as placing the individual in a position of

1425 having an interest that may conflict with their duty to the Society. While serving, the
 1426 individual shall comply with the conflict-of-interest policy applicable to their office or
 1427 position and report any situation where a potential conflict of interest may arise.
 1428

1429 **Section VIII:30. Board of Directors Authority.**

1430 VIII:30.1. The Board of Directors shall approve the compliance activities that will
 1431 implement the requirements of this Article. The Board of Directors has the authority to
 1432 determine and render a final judgment on what constitutes a conflict of interest.
 1433

1434

1435 **Article IX: ADSA CODE OF ETHICS AND CONDUCT**

1436

1437 **Section IX:10. Professional Code of Ethics and Conduct.**

1438 IX:10.1. The ADSA Code of Ethics and Conduct governs members' professional and
 1439 ethical conduct.
 1440

1441

1442 IX:10.2. The ADSA Code of Ethics and Conduct reflects the ethical standards required
 1443 for all members. These standards enable members to carry out their ethical
 1444 responsibilities professionally and respectfully at all functions supported by the ADSA
 1445 and its component societies.

1446

1447 IX:10.3. These principles and values are recognized as the basis for the common good
 1448 of all members and the Society. Members voluntarily agree to abide by these principles
 1449 and values by applying for and accepting membership into this Society.

1450

1451 IX:10.4. The ADSA Code of Ethics and Conduct is detailed in the ADSA Policy Manual.
 1452

1453

1454 **Section IX:20. Non-Compliance.**

1455 IX:20.1. A member who fails to abide by the ADSA Code of Ethics and Conduct may no
 1456 longer be considered in good standing and may be subject to further disciplinary actions
 1457 by the Board of Directors or the House of Delegates in accordance with these Bylaws.

1458

1459 **Section IX:30. Violations and Reporting.**

1460 IX:30.1. Members who violate statutory law or the ADSA Code of Ethics and Conduct
 1461 policy may result in disciplinary actions, including but not limited to warning, censure,
 1462 suspension, or loss of membership.
 1463

1464

1465 IX:30.2. The Board of Directors has the authority over all members to adjudicate and
 1466 impose disciplinary actions. Investigations, deliberations, and actions must comply with
 1467 and adhere to the statutes of the State of Illinois. Members must maintain confidentiality
 during all inquiries, considerations, and actions at any level of involvement. All formal
 reviews and hearings of alleged violations will be in executive session.

1467

1468 IX:30.3. If a member believes a violation of the ADSA Code of Ethics and Conduct has
 1469 occurred, that member should report the alleged breach to either the ADSA President or
 1470 the Executive Director.

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Article X: ANNUAL SESSION

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Section X:10. Objective.

1476 X:10.1. The Annual Session fosters the presentation and discussion of subjects on the
 1477 art and science of anesthesiology as an integral part of dentistry.

1478
 1479

Section X:20. Time and Location.

1480 X:20.1. The Board of Directors shall determine the date and location of the Annual
 1481 Session.

1482
 1483

Section X:30. Management and General Arrangements.

1484 X:30.1. The Board of Directors, through the Committee on Continuing Education, shall
 1485 provide for the management of and make all arrangements for each Annual Session
 1486 unless otherwise provided in these Bylaws.

1487
 1488

Section X:40. Commercial Exhibits.

1489 X:40.1. Products of commercial enterprises may be exhibited at each Annual Session
 1490 under the direction, rules, and regulations of the Board of Directors.

1491
 1492

X:40.2. The Board of Directors will set the fees for commercial exhibitors.

1493
 1494

Section X:50. Admission.

1495 X:50.1. The Annual Session is open to all Society members, guests, and interested non-
 1496 members. The Board of Directors will determine the admission fees for the Annual
 1497 Session for members, guests, and non-members.

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 1499
 1500

Article XI: PUBLICATIONS

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 1502

Section XI:10. Official Journal.

XI:10.1. Title.

1504 This Society shall publish or cause to be published an official journal under the title of
 1505 Anesthesia Progress.

1506
 1507

XI:10.2. Purpose.

1508 Anesthesia Progress shall report, chronicle, and evaluate activities of scientific and
 1509 professional interest to individuals interested in anesthesiology in dentistry.

1510

1511 XI:10.3. Use of the designation "Official Journal."

1512 Any organization identifying Anesthesia Progress as its "Official Journal" may only do so
1513 with permission from the Board of Directors. Renewal of such consent must occur every
1514 two (2) years.

1515

1516 XI:10.4. Frequency of Issue and Subscription Rate.

1517 XI:10.4.1. The Board of Directors determines the frequency of publications and
1518 establishes the subscription rate for Anesthesia Progress.

1519

1520 XI:10.4.2. Any organization that designates Anesthesia Progress as its official journal
1521 will incur a subscription fee set by the Board of Directors.

1522

1523 Section XI:20. Official News Journal.

1524 XI:20.1. Title.

1525 This Society shall publish or cause to be published an official news journal under the
1526 title of The Pulse.

1527

1528 XI:20.2. Purpose.

1529 This Society shall publish or cause to be published The Pulse to disseminate official
1530 news to the members of the Society.

1531

1532 XI:20.3. Frequency of Issue and Subscription Rate.

1533 The Board of Directors shall determine the issue frequency and subscription rate of The
1534 Pulse.

1535

1536 Section XI:30. Official Electronic News Brief.

1537 XI:30.1. Title.

1538 XI:30.1.1. The Pulse News Brief.

1539

1540 XI:30.2. Purpose.

1541 XI:30.2.1. The purpose of The Pulse News Brief is to enable the rapid dissemination of
1542 information through electronic means.

1543

1544 XI:30.3. Frequency.

1545 XI:30.3. The frequency is determined on an as-needed basis.

1546

1547 Section XI:40. Editor of Anesthesia Progress.

1548 XI:40.1. Term.

1549 The President shall appoint the editor for a five-year (5) term subject to the approval
1550 and annual review by the Board of Directors.

1551

1552 XI:40.2. Duties.

1553 XI:40.2.1. The editor shall supervise the compilation, publication, distribution, and
1554 business arrangements of all publications bearing the imprimatur of this Society.

1555

1556 XI:40.2.2. The editor shall be an ex officio member of the Board of Directors without the
1557 right to vote.

1558
1559 XI:40.3. Eligibility.

1560 XI:40.3.1. The Editor of Anesthesia Progress must be an active or active life member in
1561 good standing.

1562
1563 **Section XI:50. Editor of The Pulse and The Pulse News Brief**

1564 XI:50.1. Term.

1565 The President shall appoint the editor for a five-year (5) term, subject to the approval
1566 and annual review of the Board of Directors.

1567
1568 XI:50.2. Duties.

1569 XI:50.2.1. Shall solicit, gather, and publish news of particular interest to Society
1570 members. This material shall include information on component activities, continuing
1571 education programs, and legal and scientific developments.

1572
1573 XI:50.2.2. Shall be an ex officio member of the Board of Directors without the right to
1574 vote.

1575
1576 XI:50.3. Eligibility.

1577 XI:60.3.1. The Editor of The Pulse and The Pulse News Brief must be an active or
1578 active life member in good standing.

1579
1580 **Section XI:60. Vacancy.**

1581 XI:60.1. In the event of a vacancy in the editorship of Anesthesia Progress or The Pulse,
1582 the President shall appoint an active or active life member to fill the vacancy for the
1583 remainder of the unexpired term, subject to the approval of the Board of Directors.

1584
1585
1586 **Article XII: NATIONAL DENTAL BOARD OF ANESTHESIOLOGY**

1587
1588 **Section XII:10. Name.**

1589 XII:10.1. The National Dental Board of Anesthesiology, the Certifying Board, is this
1590 Society's officially recognized certifying Board.

1591
1592 **Section XII:20. Fellow of the American Dental Society of Anesthesiology.**

1593 XII:20.1. Upon successfully achieving Diplomate status with the National Dental Board
1594 of Anesthesiology, an individual will become a Fellow of the American Dental Society of
1595 Anesthesiology.

1596
1597 XII:20.2. Once conferred on an individual, the designation of Fellow of the American
1598 Dental Society of Anesthesiology is not dependent on maintaining Diplomate status in

1599 the National Dental Board of Anesthesiology. It is contingent on the member's
1600 membership and good standing with this Society.

1601
1602 **Section XII:30. Use of "FADSA," Fellow of the American Dental Society of**
1603 **Anesthesiology.**

1604 XII:30.1. The Board of Directors determines the policy for using the designation "Fellow
1605 of the American Dental Society of Anesthesiology" or FADSA on communications
1606 directed to the public by its members.

1607
1608 **Section XII:40. Administrative Support.**

1609 XII:40.1. The American Dental Society of Anesthesiology Executive Director and staff
1610 shall provide administrative support to the National Dental Board of Anesthesiology.

1611
1612
1613

Article XIII: FINANCES

1614
1615 **Section XIII:10. Fiscal Year.**

1616 XIII:10.1. The Society's fiscal year begins July 1 of each calendar year and ends June
1617 30 of the ensuing year.

1618
1619 **Section XIII:20. General Fund.**

1620 XIII:20.1. The General Fund shall consist of all monies other than those allocated
1621 explicitly to additional funds by these Bylaws. This fund shall defray all expenses
1622 incurred by this Society that are not otherwise provided for in these Bylaws. The
1623 General Fund may be divided into Operating and Reserve Divisions at the discretion of
1624 the Board of Directors.

1625
1626 **Section XIII:30. Other Funds.**

1627 XIII:30.1. The Society may establish other funds, at the discretion of the Board of
1628 Directors, for activities and programs requiring separate accounting records to meet
1629 governmental and administrative requirements. Such funds shall consist of monies and
1630 other assets received or allocated by the purpose for which they are established. Such
1631 funds shall defray all expenses incurred in their operation, serve only as separate
1632 accounting entities, and continue to be held in the name of the American Dental Society
1633 of Anesthesiology.

1634
1635
1636

Article XIV: EMERGENCY BYLAWS

1637
1638 **Section XIV:10. Activation.**

1639 XIV.10.1. Emergency Bylaws may be enacted if an emergency is declared by a
1640 government agency that affects the functioning of the organization or where a meeting
1641 is planned to occur. The Board members available, either by electronic communications

1642 or in person, shall constitute a quorum to enact the Emergency Bylaws with a three-
1643 fourths (3/4) vote.

1644

1645 **Section XIV:20. Application.**

1646 XIV.20.1. During a declared emergency and for three months after its termination, the
1647 provisions of these Emergency Bylaws remain in force until any properly noticed
1648 meeting occurs, but not more than six months following the end of the emergency. This
1649 condition remains in effect unless terminated earlier by the Board of Directors or House
1650 of Delegates:

1651

1652 **Section XIV:30. Notice of a Meeting.**

1653 XIV.30.1. A notice of a Board of Directors meeting needs to be given only to those
1654 officers and Directors who can be reasonably contacted. The notice may be delivered in
1655 any manner and as early as reasonably possible.

1656

1657 XIV.30.2. Any officer may give notice if the President or secretary is unavailable or
1658 incapacitated.

1659

1660 XIV.30.3. The quorum consists of those officers and Directors who attend.

1661

1662 **Section XIV:40. Call or Cancel a Meeting.**

1663 XIV:40.1. The highest-ranking officer available may call or cancel a Board meeting, and
1664 the Board may call or cancel a meeting of the members.

1665

1666 XIV:40.2. If urgent action is required and the Board cannot meet, the highest-ranking
1667 officer who is available may cancel a meeting of the members.

1668

1669 XIV:40.3. The members of the affected body should be notified of the call or
1670 cancellation as soon as possible by any reasonable means of communication.

1671

1672 XIV:40.3. The Board may reschedule any membership meeting, and the highest-ranking
1673 officer who is available shall reschedule any Board meeting canceled under this
1674 provision. Even in an emergency, proxies may not be used at meetings of the Board or
1675 members.

1676

1677 **Section XIV:50. Communications and Quorum.**

1678 XIV:50.1. Meetings of the Board and members otherwise required to be held in person
1679 may be held by any means by which all Directors or members may communicate
1680 simultaneously with all other Directors or members in attendance. The Board may set a
1681 reasonable quorum for a meeting of the members. The Board may adopt rules for the
1682 conduct of meetings of the Board and members.

1683

1684 **Section XIV:60. Board Members Terms and Vacancies.**

1685 XIV:60.1. Officers and Directors shall serve until their successors are elected or
 1686 appointed. The President may fill vacancies that the House of Delegates would usually
 1687 fill under these Emergency Bylaws until the next meeting of the House of Delegates.

1688

1689 **Section XIV:70. Emergency Powers of the Board of Directors.**

1690 XIV:70.1. The Board may change the location of the principal office, adopt temporary
 1691 amendments to the Bylaws to remain in effect until the next meeting of the House of
 1692 Delegates or take any other action otherwise required to be taken. The Board may not
 1693 hold elections of officers that would allow the officers to act beyond the next meeting of
 1694 the House of Delegates. Amendment(s) to the Bylaws, Constitution, or corporate charter
 1695 may not remain in effect beyond the next meeting of the House of Delegates.

1696

1697 **Section XIV:80. Member Notification.**

1698 XIV:80.1. As soon as practicable after the emergency terminates, the Board shall notify
 1699 the members of all actions taken and changes to governing documents made during the
 1700 emergency.

1701

1702 **Section XIV:90. House of Delegates Notification and Powers.**

1703 XIV:90.1 After a canceled meeting or the termination of the emergency, a special or
 1704 annual meeting of the House of Delegates may address any business items required by
 1705 the Bylaws, including any business items that must be discussed during the emergency
 1706 period. The House of Delegates may also rescind the remaining effect of any action
 1707 taken during the emergency with three-fourths (3/4) of the legally cast vote.

1708

1709 **Section XIV:100. Power to Terminate the Emergency Bylaws.**

1710 XIV:100.1. The Board of Directors or House of Delegates may terminate the
 1711 Emergency Bylaws with a majority vote of the legal cast votes.

1712

1713

1714

Article XV: RIGHTS AND RESPONSIBILITIES OF THE SOCIETY

1715

AND OF THE MEMBERS

1716

1717 **Section XV:10. Rights and Responsibilities of the Society and of the Members.**

1718 XV:10.1. This Society has the inherent right to discipline, suspend, terminate
 1719 membership, and expel a member, officer, or Director, with or without cause. Offenses
 1720 and violations may result in disciplinary actions regardless of whether they are covered
 1721 in these Bylaws.

1722

1723 XV:10.2. Members voluntarily agree to abide by the ADSA Articles of Incorporation, the
 1724 Constitution, the Bylaws and standing rules of the Society, the Policies and Procedures
 1725 Manual, the ADSA Code of Ethics and Conduct, procedural rules, and statutory law and
 1726 uphold the principles and values of this Society by applying for and accepting

1727 membership. Any violations of those mentioned above, which are not all-inclusive, may
1728 be grounds for disciplinary action.

1729
1730 XV:10.3. The Society has the power to expel a member for violating duties as a citizen,
1731 such as being convicted of a criminal offense that would discredit the organization. All
1732 these powers must be exercised in the context of justice and fairness.

1733
1734 XV:10.4. Proceedings to expel a member must not violate the rules of this Society or
1735 any member's rights under the law. The primary requisites for expulsion proceedings
1736 are due notice and a fair hearing. The accused must have notice of the charges, notice
1737 of the time and place of the hearing, and a full and fair opportunity to be present and
1738 present a defense. Members have the right to have legal representation present at all
1739 hearings in which they are involved.

1740
1741 XV:10.5. Written minutes of all proceedings shall be maintained. These shall include the
1742 names of those present, the date, time, location, and actions taken. The minutes are
1743 approved, dated, and signed by the committee members. Upon a committee's final
1744 report, the minutes are drafted and approved. The committee shall not dissolve until the
1745 final minutes are approved and filed with the Executive Director.

1746
1747 **Section XV:20. Disciplinary Procedures.**

1748 XV:20.1. The steps for implementing disciplinary actions on a member, officer, or
1749 Director are outlined in the ADSA Policy Manual and are authorized by these Bylaws to
1750 be enforceable.

1751
1752
1753 **Article XVI: DISSOLUTION**

1754
1755 **XVI:10. Dissolution.**

1756 XVI:10.1. In the event of the dissolution of the American Dental Society of
1757 Anesthesiology, a not-for-profit organization incorporated in the State of Illinois (the
1758 "Society"), the following procedures shall become effective upon the dissolution of the
1759 Society and shall govern the distribution of its assets at that time.

1760
1761 **XVI:10.2. Vote for Dissolution.**

1762 XVI:10.2.1. The Society may be dissolved by a three-fourths (3/4) vote of the legal votes
1763 cast by the Board of Directors in accordance with applicable Illinois state law.

1764
1765 XVI:10.2.2. The Society may be dissolved by a three-fourths (3/4) vote of the legal votes
1766 cast by the House of Delegates in accordance with applicable Illinois state law.

1767
1768 **XVI:10.3. Distribution of Assets.**

1769 XVI:10.3.1. Upon dissolution of the Society, after paying or making provision for the
1770 payment of all liabilities of the Society, the remaining assets of the Society shall be

1771 distributed exclusively for one or more exempt purposes within the meaning of Section
 1772 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future
 1773 federal tax code, as determined by the Board of Directors at the time of dissolution.
 1774 Specifically, the assets shall be distributed to another organization with a similar
 1775 purpose or mission, which is exempt under Section 501(c)(3) of the Internal Revenue
 1776 Code, as determined by the Board of Directors.

1777

1778 **XVI:10.4. Prohibited Distribution to Members.**

1779 XVI:10.4.1. No part of the net earnings or assets of the Society shall inure to the benefit
 1780 of any director, officer, member, employee, or private individual, except as reasonable
 1781 compensation for services rendered or as otherwise required by law.

1782

1783 **XVI:10.5. Compliance with Illinois Law.**

1784 XVI.10.5.1. The dissolution of the Society shall be conducted in compliance with the
 1785 laws and regulations of the State of Illinois, including the Illinois Not-For-Profit
 1786 Corporation Act.

1787

1788 **XVI:10.6. Final Report.**

1789 XVI:10.6.1. A final report shall be submitted to the appropriate authorities, including the
 1790 Illinois Attorney General's office and the Internal Revenue Service, in accordance with
 1791 applicable law.

1792

1793

1794

Article XVII: INDEMNIFICATION

1795

1796 **Section XVII:10. Right of Indemnification.**

1797 XVII:10.1. To the fullest extent permitted by applicable law and subject to the provisions
 1798 of this section, the American Dental Society of Anesthesiology (the "Society") shall
 1799 indemnify and hold harmless its directors, officers, editors, committee members,
 1800 employees, and agents (collectively, "Indemnitees") against any and all claims,
 1801 demands, losses, liabilities, damages, expenses (including attorneys' fees), judgments,
 1802 fines, and amounts paid in a settlement arising out of or in connection with the
 1803 performance of their duties, responsibilities, or activities on behalf of the Society,
 1804 provided that:

1805

1806 **Section XVII:10.2. Scope of Indemnity.**

1807 XVII:10.2.1. Indemnification shall apply to actions taken or omitted in good faith by the
 1808 Indemnitee while carrying out their duties for the Society, provided such actions are not
 1809 fraudulent, willfully unlawful, or grossly negligent.

1810

1811 **Section XVII:10.3. Exclusions from Indemnification.**

1812 XVII:10.3.1. The Society shall not indemnify any Indemnitee for: a. Claims arising from
 1813 acts of fraud, dishonesty, willful misconduct, or gross negligence; b. Claims arising from

1814 the breach of fiduciary duties or statutory obligations imposed by law, unless the
 1815 Indemnitee is found to have acted in good faith and in a manner that they reasonably
 1816 believed to be in the best interests of the Society.

1817
 1818 **Section XVII:10.4. Advancement of Expenses.**

1819 XVII:10.4.1. The Society shall advance expenses, including attorneys' fees, to an
 1820 Indemnitee in advance of the final disposition of any action, suit, or proceeding, upon
 1821 receipt of an undertaking by or on behalf of the Indemnitee to repay such amounts if it is
 1822 ultimately determined that the Indemnitee is not entitled to indemnification under this
 1823 Section.

1824
 1825 **Section XVII:10.5. Insurance.**

1826 XVII:10.5.1. The Society may, at its discretion, maintain insurance for the benefit of any
 1827 Indemnitee against any liability, loss, or expense described above.

1828
 1829 **Section XVII:10.6. Notice and Cooperation.**

1830 XVII:10.6.1. The Indemnitee shall promptly notify the Society in writing of any claim,
 1831 action, or proceeding that may give rise to indemnification under this provision. The
 1832 Indemnitee shall cooperate with the Society in the defense of such claim or action.

1833
 1834 **Section XVII:10.7. Non-Exclusive Right.**

1835 XVII:10.7.1. The indemnification rights provided in this Section shall be in addition to
 1836 any other rights or remedies the Indemnitee may have under applicable law, by
 1837 contract, or otherwise.

1838
 1839
 1840 **Article XVIII: RULES OF ORDER**

1841
 1842 **Section XVIII:10. Parliamentary Authority.**

1843 XVIII:10.1. In all matters not addressed by applicable law, the Constitution, the Bylaws,
 1844 the standing rules of order, or temporary rules, this organization shall be governed by
 1845 the current edition of the American Institute of Parliamentarians Standard Code of
 1846 Parliamentary Procedure (AIPSC or AIP Standard Code).

1847
 1848 XVIII:10.2. In the event a parliamentary situation arises that is not covered under the
 1849 AIPSC, fundamental principles of parliamentary law shall be considered, and other
 1850 parliamentary authorities may be persuasive in resolving the issue if the relevant
 1851 provisions are consistent with the simplified and modernized approach of AIPSC.

1852
 1853
 1854 **Article XIX: AMENDMENTS**

1855

1856 **Section XIX:10. Amendments to the ADSA Bylaws with Previous Notice.**

1857 XIX:10.1. Amendments to these Bylaws must be submitted in writing to the Executive
1858 Director at least ninety (90) days before the Annual Session at which the amendment
1859 will be considered.

1860
1861 XIX:10.2. The Executive Director shall publish the proposed amendment(s) on the
1862 Society's website at least sixty (60) days before the session at which the amendment
1863 will be considered.

1864
1865 XIX:10.3. Amendments to these Bylaws will be referred to the Reference Committee for
1866 recommendations and reported at the second House of Delegates session.

1867
1868 XIX:10.4. Adopting a properly noticed amendment to the Bylaws requires two-thirds
1869 (2/3) of the legal votes cast.

1870
1871 **Section XIX:20. Amendments to the ADSA Bylaws Without Proper Notice.**

1872 XIX:20.1. Amendments to these Bylaws without proper notice must be submitted in
1873 writing to the House Secretary prior to being introduced. The amendment without notice
1874 shall be presented during the first House of Delegates session under New Business.

1875
1876 XIX:20.2. A two-thirds (2/3) vote is required to consider an amendment to the Bylaws
1877 without notice. If an amendment is allowed for consideration without notice, it will be
1878 referred to the Reference Committee, which will make its report and recommendations
1879 during the second House of Delegates session.

1880
1881 XIX:20.3. Adopting an unnoticed amendment to the Bylaws requires three-fourths (3/4)
1882 of the legal votes cast.

1883
1884 **Section XIX:30. Edits to these Bylaws.**

1885 XIX:30.1. The secretary of the House of Delegates shall have the right to correct the
1886 Bylaws for unintended errors in numbering, punctuation, order, spelling, and grammar
1887 without changing the intent or meaning. All corrections shall be reported to the Board of
1888 Directors.

1889
1890
1891 **Article XX: AUTHORITY OF THESE BYLAWS**

1892
1893 **Section XX:10. Authority Over All Previous Editions.**

1894 XX:10.1. These Bylaws supersede all previous editions of this ADSA Bylaws and
1895 Constitution.

1896
1897 Bylaws were revised: April 2025

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Manual of the House of Delegates

(Standing Rules)



**AMERICAN
DENTAL
SOCIETY OF
ANESTHESIOLOGY**

Patient Safety Is Our Priority

42

Introduction

43 In 1994, the American Dental Society of Anesthesiology (ADSA) empowered the House
44 of Delegates (HOD) to act as the society's supreme authority. To fulfill their duty, all
45 delegates must fully understand the House of Delegates' workings. This manual has
46 been prepared so that all who participate in the Annual Session of the House of
47 Delegates may better understand its methods and rules.

48

49 The following pages contain information about the organization and operations of the
50 House of Delegates, specifically the Annual Session. A careful reading of this material
51 will give every member of the House a more informed view of the process of
52 establishing policy for the American Dental Society of Anesthesiology.

53

54 This manual contains information on how delegates and alternate delegates are
55 credentialed and their responsibilities. The functions of the Speaker of the House, the
56 House Secretary, and the committees of the House of Delegates (HOD) are explained.
57 The election process has been detailed, from the call for nominations through the actual
58 elections and the installation of the officers and Directors. The House of Delegates'
59 standing rules and a parliamentary motion chart are included to assist in the full
60 participation of the House of Delegates. Please refer to the table of contents for specific
61 hyperlinked items for easy reference.

62

63 The powers and duties of the House of Delegates, as defined in the Bylaws, make it the
64 policy-making body of this Society. As such, it can determine policies, enact, amend,
65 and repeal the Constitution and Bylaws, and revoke or suspend charters of component
66 societies. The House of Delegates also has the duty of electing the President-elect, the
67 Vice President, the Treasurer, the Speaker of the House of Delegates, the Treasurer,
68 and the Directors of the Society. Additionally, it also approves the annual budget of the
69 Society.

70

71 The powers and duties of the Board of Directors, as defined in the Bylaws, make it the
72 managing body of the Society with full powers to conduct all business when the House
73 of Delegates is not in session. The Board of Directors carries out the policies of the
74 House of Delegates. It has the power to establish ad interim policies when the House of
75 Delegates is not in session and when such policies are essential to the management of
76 this Society. Such policies must be presented for review and approval by the House of
77 Delegates at its next Annual Session.

78

79 The Board of Directors also provides for the rental or lease, maintenance, and
80 supervision of the home office and all other property owned or operated by the Society;
81 appoints the Executive Directors; prepares the annual budget; supervises financial
82 affairs; approves all appointments of the President as defined in the Bylaws; selects the
83 time and place of the Annual Session, and reviews all reports and makes
84 recommendations on them to the House of Delegates.

85

86

87

Chapter 1 General Information

88 The Manual of the House of Delegates (Standing Rules) outlines the workings and
89 Standing Rules of the House of Delegates. It is quite straightforward yet provides a
90 comprehensive overview of the HOD. It serves as a valuable resource for both new and
91 seasoned delegates and alternate delegates.

92

93 Standing Rules are established by the HOD and take precedence over the
94 parliamentary authority defined in the most current edition of the American Institute of
95 Parliamentarians Standard Code. They are designed to be permanent and address the
96 specific needs of the ADSA HOD. The ADSA Bylaws supersede the Standing Rules.

97

98 The Standing Rules are contained in depth in Chapter 8. However, other Standing
99 Rules can be found throughout this manual. Any described procedural rule in this
100 manual is considered a Standing Rule.

101

ADSA Bylaws.

103 Click on the [ADSA Bylaws](#) for the most current copy.

104

First and foremost.

106 If a member is unsure what motion to use or how to phrase something to accomplish a
107 specific action, they may always address the Speaker of the House and ask for
108 assistance. It is more important to conduct the business of the House than to be
109 handcuffed by procedure.

110

Composition of the House of Delegates.

112 The House of Delegates includes the officially registered and certified delegates of the
113 ADSA's component societies, who serve as the voting members of the House. Chapter
114 2 outlines the process for establishing registered and certified delegates.

115

Access to the Floor.

117 Access to the floor of the House of Delegates is limited to delegates, the elective
118 and appointive officers of the Society, the past presidents, the members of the
119 Board of Directors, and members of the Headquarters Office staff.

120

Official Call of the House of Delegates.

122 The Executive Directors of the Society shall cause an official notice of the date and
123 place of the Annual Session to be published on the Society's webpage at
124 ADSAHome.org at least ninety (90) days before the House of Delegates.

125

Meetings Of the House of Delegates.

127 Customarily, three meetings of the House of Delegates are held during the Annual
128 Session.

129

130 **Session 1: The First Meeting of the House of Delegates.**

131 The first meeting is devoted to matters relating to the organization of the House, the
132 presentation of the President's reports, the Treasurer, the Board of Directors, and the
133 standing committees. Nominations and nominating speeches for the elective positions
134 will be presented during this meeting. Resolutions received by the Administrative Office
135 before the House officially convenes its first meeting will be made available to the
136 House at this meeting and, where appropriate, will be referred to a Reference
137 Committee. Resolutions received after the first House convenes but before its first
138 recess will be accepted as new business and will be referred to a Reference
139 Committee.

140

141 **Session 2: Reference Committee Hearing.**

142 No official meeting of the House of Delegates is scheduled during the open hearing of
143 the Reference Committee, which is held after the first meeting of the House, usually on
144 a different day. All delegates and alternate delegates are strongly encouraged to attend
145 and participate in these hearings.

146

147 All Society members are privileged and encouraged to attend and participate in the
148 Reference Committee hearings.

149

150 The report of each Reference Committee shall be published by midnight on the day of
151 the Reference Committee hearing at the ADSA's website.

152

153 **Session 3: The Second Meeting of the House of Delegates.**

154 The second meeting of the House of Delegates is devoted to elections, action on the
155 Reference Committee reports, consideration and adoption of the budget, and the
156 installation of new officers and Directors.

157

158 **Registration.**

159 All members of the House of Delegates must register for the Annual Session, which can
160 be done on the Society's website.

161

162 Annual Session badges are distributed at the registration desk. They are required to
163 gain admittance to the scientific meetings, the floor of the HOD, alternate delegates'
164 seating, and the visitor's gallery in the House of Delegates.

165

166 The Executive Directors of the Society shall publish the House Book, which is updated
167 each year for each Annual Session. The House Book will be published on the ADSA
168 webpage and sent to all House of Delegate members at least thirty (30) days before the
169 first meeting of the House.

170

171 The House Book contains an agenda, a financial report, and support material, including
172 candidates' curriculum vitae in contested elections.

173

174 **Visitors and Guests at House Meetings.**

175 Anyone may attend open meetings of the House of Delegates as a visitor or guest.
 176 Visitors and guests are not permitted to enter the House's floor but must be seated in
 177 the visitors' section. They are not allowed to speak or participate in the meeting except
 178 at the request of the Speaker of the House.

179

180 **Meeting Schedule and Order of Business.**

181 The Speaker of the House and the House Secretary are responsible for the House's
 182 day-to-day business. This includes selecting and determining times for convening and
 183 adjourning each meeting and establishing the order of business and agenda, subject to
 184 the House's approval. Any substantive consolidation or expansion of the meeting
 185 schedule can occur only with the House's prior consent through a majority vote. The
 186 Speaker of the House will organize the sequencing of resolutions for House action.

187

188

189

Chapter 2 Delegates and Alternates

190 **Credentialing for Delegates and Alternate Delegates.**

191 A person designated by a component as a delegate is a delegate nominee. A delegate
 192 nominee does not become a delegate until the individual has registered for the
 193 convention, paid the required fee for the convention, appeared at the convention, either
 194 in person or virtually, and been at least preliminarily seated as a delegate by the
 195 credentials committee. The business session is considered part of the convention and
 196 not a separate meeting and is included in the convention fee. Once the delegate is
 197 preliminarily seated, they are counted toward the quorum.

198

199 The roll of the preliminarily seated delegates is then presented to the House of
 200 Delegates for approval. Once the roll is approved, the delegate becomes an officially
 201 credentialed delegate.

202

203 Each component selects delegates and alternate delegates using a method determined
 204 by that component. Then, at least thirty (30) days before the Annual Session, each
 205 component submits the names of the delegates and alternate delegates to the
 206 Executive Directors.

207

208 Should a component society fail to submit its choices of delegates and alternate
 209 delegates, it may request that the Committee on Credentials, Rules, and Order to
 210 credential those chosen to represent the component at the first meeting of the House of
 211 Delegates.

212

213 Any member credentialed during the first House must have been in good standing with
 214 the Society for at least thirty (30) days before the Annual Session.

215

216 Credentialing of new delegates and alternate delegates is not permitted following
 217 adjournment of the first meeting of the House of Delegates.

218

219 **Responsibilities of the Delegate and Alternate Delegate.**

220 **Before the Annual Session.**

221 The Manual of the House of Delegates (standing rules) and the annually updated House
222 Book will be published on the Society's webpage at least thirty (30) days before the
223 Annual Session. Delegates and alternate Delegates need to become familiar with the
224 material addressed in these publications.

225
226 All materials received fewer than thirty (30) days before the opening of the House of
227 Delegates will be distributed to each delegate prior to consideration.

228
229 **During the Annual Session.**

230 The American Institute of Parliamentarians Standard Code of Parliamentary Procedure,
231 this Society's parliamentary authority, notes that a delegate's first duty is to vote for
232 what the delegate believes is best for the profession and the Society. The second duty
233 is to vote for what is best for the constituency represented.

234
235 At the Annual Session, delegates and alternate delegates learn new facts and listen to
236 the arguments of others from different localities and with differing viewpoints.
237 Frequently, a proposal is changed so completely by amendments adopted at the
238 convention that it differs from that offered initially. For these reasons, delegates should
239 be free to weigh the pros and cons and vote according to what appears to be the wisest
240 course.

241
242 It is essential that an alternate delegate attend all meetings of the House and the
243 Reference Committee hearing to be fully prepared to substitute for the delegate if the
244 need should arise.

245
246 Therefore, a delegate and alternate delegate should thoroughly understand how
247 component society members feel about the proposals to be voted on but be trusted to
248 exercise sound judgment in voting on measures as they are finally presented for
249 decision.

250
251 Since the House of Delegates meets only once a year, it is evident that many vital
252 issues may be considered and decisions made at the Annual Session.

253
254 **After the Annual Session.**

255 After the Annual Session, the delegates and alternate delegates are responsible for
256 reporting back to their component societies either in written form and distributed to its
257 members or verbally at the component's annual meeting on the activities of the HOD.

258
259 **Conflict of Interest.**

260 This Society's policy is that individuals who serve in elective, appointive, or employed
261 offices or positions do so in a representative or fiduciary capacity that requires loyalty to
262 the Society. At all times, while serving in such offices or positions, these individuals
263 shall further the interests of the Society as a whole. In addition, they shall avoid the
264 following:

- 265 • They are placed in a position where personal or professional interests may
 266 conflict with their duty to this Society.
 267 • They use information learned through such office or position for personal gain or
 268 advantage for themselves or a third party.
 269 • Obtaining it from a third party is an improper gain or advantage.

270

271 **Conditions and Compliance.**

272 As a condition for selection, each nominee, candidate, and applicant shall disclose any
 273 situation that might be construed as placing the individual in a position of having an
 274 interest that may conflict with their duty to this Society to the Society's President in
 275 writing, who shall present the potential conflict to the Board of Directors for a rendering
 276 and decision.

277

278 While serving, the individual shall comply with the conflict-of-interest policy applicable to
 279 their office or position and report any situation where a potential conflict of interest may
 280 arise. Any situation or activity that may be questionable must be reported to the
 281 Society's President in writing, who shall present such activities to the Board of Directors
 282 for a rendering and decision.

283

284 **Board of Directors Authority.**

285 The Board of Directors shall approve the compliance activities that will implement the
 286 requirements of this policy. The Board of Directors has the authority to determine and
 287 render a final judgment on what constitutes a conflict of interest.

288

289

290

Chapter 3 Secretary and Speaker of the House

291 **Officers of the House of Delegates.**

292 The House of Delegates has two officers: the Speaker of the House and the House
 293 Secretary.

294

295 **Speaker of House of Delegates Duties.**

296 The Speaker of the House serves as the Speaker of the House, presides over all
 297 meetings of the House, and determines the order of business for all meetings subject to
 298 the approval of the House of Delegates. The House of Delegates shall adopt or amend
 299 the order of business after the Speaker of the House presents it.

300

301 The Speaker of the House does not have the right to vote in the HOD on any matters.

302

303 **House Secretary.**

304 The Executive Director acts as the House Secretary. The House Secretary shall serve
 305 as the recording officer and the custodian of its records and shall cause a record of the
 306 House's proceedings to be published as the official minutes of the House.

307

308 In the absence of an Executive Director, the Speaker of the House shall appoint a
 309 temporary Secretary of the House.

310

311

312

Chapter 4 Committees of the House of Delegates

Committee on Credentials, Rules, and Order.

Composition.

314 The Committee on Credentials, Rules, and Order consists of three (3) delegates
 315 appointed by the President at least thirty (30) days before each Annual Session. Each
 316 delegate must be registered and certified to serve on the committee. If a delegate fails
 317 to become registered and certified, the President shall appoint another delegate in that
 318 individual's place.
 319

320

Duties.

322 Records, establishes, and maintains a continuous roll call of the House of Delegates
 323 and reports its recommendations to the House. This roll call shall serve as the official
 324 roll for the House of Delegates.

325

326 To determine the presence of a quorum at each meeting of the House.

327

328 To conduct a hearing for any contested certification and credentialing of a delegate or
 329 alternate delegate. The committee then reports its recommendations to the House of
 330 Delegates.

331

332 The committee must consider all matters and report its recommendations to the House
 333 of Delegates.

334

Tellers Committee.

Composition.

337 The Committee on Credentials, Rules, and Order also serves as the Tellers Committee.

338

Duties.

340 The Tellers Committee assists the Speaker of the House with counting votes and
 341 supervises all balloted voting procedures. Its first and foremost duty is to ensure the
 342 total security of the ballots before, during, and after a ballot vote.

343

Reference Committee.

Composition.

346 The President will appoint three (3) delegates at least thirty days (30) before each
 347 Annual Session. Each delegate must be registered and certified to serve on the
 348 committee. If a delegate fails to be registered and certified, the President shall appoint
 349 another delegate in that individual's place.

350

Duties.

351

352 Refer to Chapter 5: Reference Committee (pg. 8) for the duties of the Reference
353 Committee.

354
355 **Number of Reference Committees.**

356 The number and composition of reference committees may vary annually. The Speaker
357 of the House will determine the number of committees and members.

358
359 **Minutes Approval Committee.**

360 **Composition.**

361 The Reference Committee also serves as the Minutes Approval Committee.

362
363 **Duties of the Minutes Approval Committee.**

364 The Minutes Approval Committee will continue to function as a House of Delegates
365 committee after adjournment sine die until the committee approves, signs, and files the
366 House of Delegates minutes with the Secretary of the House. The Committee will
367 complete the approval of the minutes within forty-five (45) days after the adjournment of
368 the House of Delegates.

369
370 **Special Committees.**

371 In consultation with the Speaker of the House, the President appoints special
372 committees to perform duties not otherwise assigned by the Bylaws or standing rules. A
373 special committee serves until the adjournment sine die of the session at which it is
374 established.

375
376
377

Chapter 5 Reference Committee

378 **Duties of the Reference Committee.**

379 The primary duty of a Reference Committee is to recommend to the House of Delegates
380 an appropriate course of action on matters which have been placed before it. This duty
381 is met by evaluating all resolutions that it has received from the committees, the Board
382 of Directors, and other agencies; by basing its recommendations on the best information
383 and advice that is available; and by making its decision in the best interests of the
384 public, the Society, and the dental profession.

385
386 A Reference Committee shall not prevent the House of Delegates from acting on any
387 matter presented. Nor is it the committee's duty to automatically and without
388 deliberations accept the opinions of its members or the views of those who have
389 testified.

390
391 A Reference Committee has the final duty of acting on all matters referred to it. It may
392 not ignore or set aside any item but must present its recommendations on each item to
393 the House of Delegates for final disposition.

394

395 A Reference Committee fulfills its duty when it makes its recommendations to the
396 House of Delegates on all items referred to.

397

398 **Authority.**

399 Reference Committees have a good deal of authority but must act within the standing
400 rules of the House of Delegates and the framework of the Constitution and Bylaws.
401 Reference Committees must act on resolutions or propose resolutions dealing with
402 matters placed before them. They may call upon the officers, members of the Board of
403 Directors, committees, and staff members to gain information. They may explain the
404 committee's decision before recommending to the House of Delegates that a resolution
405 be adopted, not adopted, amended, replaced by a substitute resolution, or referred to a
406 committee.

407

408 **Clerical Assistance.**

409 The Executive Directors will provide necessary clerical assistance to the Reference
410 Committee. Those responsible for such service will not participate in the committee's
411 substantive deliberations.

412

413 The Executive Directors shall instruct those who provide clerical assistance to hold all
414 committee deliberations in the strictest confidence.

415

416 **Reference Committee Open Hearing.**

417 The Reference Committee will receive and evaluate opinions and information at its open
418 hearing to present a well-informed recommendation to the House of Delegates.
419 Statements are received during the open hearing, conducted by the Reference
420 Committee, and later evaluated in a closed meeting at which the committee's decisions
421 are made.

422

423 The chair of the Reference Committee presides at both the hearing and the closed
424 meeting. The chair should carry out the usual duties of maintaining order, facilitating the
425 transaction of business, and ruling on the length and pertinence of discussion. The chair
426 may appoint a timekeeper to enforce speaking time limits.

427

428 No one may speak twice until all those who wish to speak for the first time have done
429 so.

430

431 The chair should not permit motions or formal votes at an open hearing since the
432 objective of the hearing is to receive information and opinions and not to make
433 decisions that would bind the Reference Committee in its subsequent deliberations.

434

435 All members of the Society in good standing have the right to attend Reference
436 Committee hearings and participate in the discussions, regardless of whether they are
437 members of the House of Delegates. Nonmembers of the Society may participate in
438 hearings only at the invitation of a majority of the Reference Committee members.
439 Participants should be aware that members of news media may attend committee

440 hearings. At the start of the Reference Committee hearing, the chair shall ask media
441 members and other nonmembers, excluding component and ADSA staff, to identify
442 themselves. The committee has the authority to allow or not allow nonmembers to
443 participate. In general, nonmembers should be permitted to participate so long as they
444 do not interfere with the orderly conduct of the hearings.

445
446 Reference Committee will be available during the announced hours of each hearing.

447
448 American Dental Society of Anesthesiology staff members will be available at this
449 hearing to provide the information requested by members of the Reference Committee
450 or through the chair by those participating in the discussion.

451

452 **Closed Meetings of the Reference Committees.**

453 After evidence and information have been received at the open hearing, the committee
454 shall retire to a closed meeting to reach its decisions. The report shall be prepared only
455 based on materials dictated by the committee, and the committee is solely responsible
456 for its report.

457

458 The Executive Directors shall designate staff members to assist the Reference
459 Committee to the degree the committee requests. Such staff may attend the closed
460 meeting at the committee's pleasure.

461

462 The committee is empowered to invite others into the closed meeting to provide
463 resource information under such conditions as it may set if such invitations are
464 necessary to discharge its duties properly.

465

466 When it wishes, the committee may exclude everyone except the members from the
467 closed meeting.

468

469 **Amendments to Bylaws.**

470 A Reference Committee may be asked to consider amendments to the Bylaws. The
471 committee must determine whether the policy involved in the proposed amendment is
472 desirable.

473

474 The Speaker of the House of Delegates must approve the language of all proposed
475 bylaw amendments. This procedure enables a Reference Committee to assess whether
476 the policy behind an amendment is desirable while leaving the technical wording to the
477 Speaker of the House.

478

479 **Reports of the Reference Committees.**

480 The report of a Reference Committee shall be published by midnight on the day of the
481 Reference Committee hearings at the ADSA's website.

482

483 **Presentation of Reports to House of Delegates.**

484 The report of a Reference Committee is presented by its chair. The Reference
 485 Committee shall prioritize all items. The items of most significant importance shall be
 486 considered priority items and shall be considered at the opening of the meeting on
 487 Friday. The remainder of a Reference Committee report will be called for after
 488 consideration of the priority items.

489
 490 In the event of debate or discussion, the chair and members of a Reference Committee
 491 are free to reply to any questions or to comment. If the chair desires, a committee
 492 member, a member of the Board of Directors, or staff may be called to supply the
 493 requested information. However, the chair of the committee or the designated
 494 committee member should be prepared to comment on the committee's position.

495
 496
 497

Chapter 6 House of Delegates Procedures

Resolutions to the House Delegates.

498
 499 Resolutions involving Society policy come to the House of Delegates from several
 500 sources: the President of the Society, the Board of Directors, the committees, the
 501 component societies, individual delegates, and occasionally other organizations.

502
 503 The component societies may direct resolutions on policy establishment to the House of
 504 Delegates. Occasionally, the House of Delegates will receive a policy recommendation
 505 from an outside organization, such as an international or specialty group in dentistry or
 506 a civic or philanthropic organization. The Speaker will decide, pending the House's
 507 approval, whether to accept these resolutions for consideration.

508
 509 The employed staff of the Society may also make recommendations to the House of
 510 Delegates, but only through appropriate channels such as the Board of Directors,
 511 individual delegates, or an individual committee.

512
 513 In these ways, the House of Delegates may receive many recommendations for
 514 consideration each year, and its task is to act on them to meet society's changing needs
 515 best.

Reports to the House of Delegates.

The Committee on Credentials, Rules, and Order

518
 519 The Committee on Credentials, Rules, and Order prepares and certifies a list of
 520 credentialed delegates and alternates. It then reports at the beginning of each House
 521 meeting to establish an official roll and determine the presence or absence of a quorum.
 522 This roll is maintained continuously throughout all House meetings.

The President.

523
 524
 525 The Bylaws require the President to submit an annual report to the House of Delegates.
 526 In this report, the President may offer recommendations for addressing the Society's
 527 programs or issues that affect the Society.

528

529 **The Treasurer.**

530 The Bylaws require the Treasurer to prepare an annual financial report for the
531 membership. This report includes a summary of the society's financial affairs and the
532 recommended budget for the upcoming fiscal year.

533

534 **The Reference Committee.**

535 The Reference Committee will make its report after it holds the Reference Committee
536 hearing(s). These reports will give the Committee's recommendation on all resolutions
537 during the second House of Delegates meeting.

538

539 **Seating of Delegates.**

540 Delegations shall be seated together as directed by the Secretary of the House.

541

542

543

**Chapter 7 Official Call, Nominations, Elections,
and Installation of Officers and Directors**

544

545 **Official Call.**

546 The Society shall publish or cause to be published, no less than one hundred twenty
547 (120) days before the Annual Session, a "Call for Nominations" describing the open
548 positions to be considered that year and the eligibility requirements thereof.

549

550 **Nomination Procedures.**

551 Any member in good standing of the Society, including self-nomination, may nominate a
552 position up for election. Nominations for all elective positions shall occur during the first
553 session of the House of Delegates.

554

555 All nominations must be sent to the Administrative Office and accompanied by a
556 curriculum vitae. They must be submitted at least sixty (60) days before the first session
557 of the House of Delegates.

558

559 The Society shall not publish or cause to be published the name of any individual
560 nominated for a position earlier than sixty days (60) before the Annual Session.

561

562 The President-elect shall confirm that a duly submitted nomination is eligible by the
563 Bylaws.

564

565 Candidates may be nominated from the floor of the House of Delegates provided they
566 previously have been duly nominated at least sixty (60) days before the first House of
567 Delegates meeting. Seconding a nomination is not required.

568

569 Nominations will be followed by nominating speeches not exceeding five minutes per
570 candidate. The candidate or a member in good standing with the Society may make a
571 nominating speech, statement, or remarks on behalf of a candidate nominated for a
572 contested officer position.
573

574 **Number of positions for which a member may be nominated.**

575 A candidate may be nominated for only one elected position.
576

577 **Elections.**

578 The House of Delegates shall elect officers and members of the Board of Directors.
579 Only registered and certified delegates are permitted to participate in the elections of
580 the House of Delegates.
581

582 Officers are elected every odd year.
583

584 Two Directors are elected every even-numbered year, and three Directors are elected
585 every odd-numbered year.
586

587 Contested elections are held under the supervision of the Tellers Committee. Elections
588 shall take place as the first order of business at the second meeting of the House of
589 Delegates. Elections are held in accordance with the Bylaws.
590

591 **Balloting & Voting Procedure.**

592 Voting shall be by ballot except where only one candidate for an elective office or an
593 equal number or fewer candidates than open positions. In that case, the Speaker of the
594 House may declare the candidate elected.
595

596 Nominees for the President-elect, Vice President, Treasurer, Speaker of the House of
597 Delegates, and Directors shall be balloted on a single ballot.
598

599 When an officer position is to be elected, and more than one candidate has been
600 nominated, a majority of the legal votes cast will be required for election.
601

602 If the number of duly submitted nominations for an open Director position exceeds the
603 number of available positions, the election will be held by ballot.
604

605 If no candidate receives a majority of the legal votes cast on the first ballot for a single
606 office, the two (2) candidates receiving the most votes shall be balloted again.
607

608 Each delegate's ballot will include one (1) vote for every open Director position. Any
609 ballot with more or fewer than one (1) vote for each available Director position will be
610 deemed invalid and not counted.
611

612 A majority of the legal votes cast is required for election. Additionally, a candidate must
613 obtain a majority of the total legal ballots cast for all open Director positions and receive
614 a sufficiently high-ranked vote to secure an available Director position.

615
616 If an open Director position(s) is not filled because a majority on the first ballot was not
617 obtained, the candidates receiving the most votes shall be balloted again. The number
618 of candidates to be balloted again will be one more than the remaining open Director
619 positions. The candidates with the fewest votes will be omitted from the ballot. This
620 process will repeat until all available Director positions have been elected.

621
622 **In case of a tie between two candidates.**

623 When an elective officer position is to be filled, and more than one (1) candidate has
624 been nominated, a majority of the legal votes cast is required to elect.

625
626 If no candidate receives a majority of the legal votes cast on the first ballot for a single
627 office, the two (2) candidates receiving the most votes shall be balloted again.

628
629 If the two (2) candidates are tied after the second ballot, the tie will be resolved by a
630 simple coin toss.

631
632 The Speaker of the House will conduct the coin toss in the presence of all candidates or
633 an appointed representative. The coin toss will be performed to ensure transparency
634 and fairness, as witnessed by the House of Delegates.

635
636 A standard coin shall be used for the flip. The coin must be publicly shown before the
637 flip to ensure both candidates are aware of the coin's sides.

638
639 The tiebreaker will consist of rounds where each candidate can call "heads" or "tails"
640 while the coin is in the air. The coin will not be caught; instead, it will be allowed to land
641 on the floor. The winning candidate will correctly call the side of the coin that lands face
642 up, while the other candidate's call will be incorrect.

643
644 If a round ends in a tie, with both candidates making the correct or incorrect call, an
645 additional round will be held until a winner is determined.

646
647 If a candidate is absent, their call may be made by an authorized representative
648 member of the candidate or by the chair of the chair of the Teller Committee.

649
650 The result of the coin toss is final and binding.

651
652 The coin flip shall be documented in the meeting minutes. The minutes shall include the
653 names of the candidates, the date of the election, the coin flip outcome, and the name
654 of the individual who performed the coin flip.

655
656 **Ballot Distribution, Collection, Counting and Reporting.**

657 The Tellers Committee will secure all voting materials and distribute, collect, and count
 658 all ballots. The committee will then prepare a Tellers' report for all balloted votes,
 659 including elections. The report will be given to the Secretary of the House, who records
 660 the vote. The report is then given to the Speaker of the House, who will announce the
 661 results. The Tellers Committee shall secure the ballots until instructed on how to
 662 dispose of them.

663

664 **Tellers Report.**

665 The following is an example of a Tellers Report for ADSA Officers' Election.

666

667 Number of qualified voters.

668 Number of legal ballots cast for President-elect.

669 Legal votes cast for President-elect.

670 Illegal votes. (reasons; refer to pg. 21)

671 Number of votes necessary to elect.

672 Candidate A received.

673 Candidate B received.

674

675 All ballots are counted and recorded the same way for each office. A minimum of two
 676 tellers must verify the vote count. After the vote count has been recorded, the Tellers
 677 Committee presents the Tellers' Report to the Secretary of the House, who then records
 678 those elected for the minutes. The Secretary of the House then hands the Tellers'
 679 Report to the Speaker of the House, who announces the results of the elections.

680

681 The actual election vote count is not disclosed. A majority vote is needed to adopt a
 682 motion to reveal the actual vote count.

683

684

685 **Chapter 8 Standing Rules of the House of Delegates**

686 **Standing Rules Defined.**

687 The House's standing rules are parliamentary rules adapted to the House of Delegates'
 688 needs to conduct its business. These individualized rules differ from the parliamentary
 689 authority, which they supersede. However, standing rules yield to the Bylaws.

690

691 **Action on Motions Recommended by Reference Committee.**

692 A Reference Committee request for action on an item of business shall be brought to
 693 the floor of the House for debate in the form of the main motion, which is not considered
 694 new business. The main motion should present the substantive proposal to the House
 695 for consideration and action with a recommendation that precisely reflects the position
 696 of the Reference Committee on that particular resolution. House of Delegates'
 697 procedure requires the Reference Committee chair to make the appropriate main
 698 motion immediately following the reading of the resolution and the portion of the
 699 Reference Committee report related to that resolution.

700

701 Reference committees are the only screening mechanism in the legislative process of
 702 the ADSA House of Delegates. They must address all resolutions presented to them,
 703 even though a resolution may have the support of only a single delegate. Therefore, to
 704 aid the House in its deliberations, the main motion and the committee's
 705 recommendation should reflect the majority opinion of the members of the Reference
 706 Committee.

707

708 **Amendments to the Constitution and Bylaws.**

709 The amendment provisions of the Constitution and Bylaws govern the House of
 710 Delegates amendments of each.

711

712 **Amendments to the Standing Rules.**

713 If an amendment to the standing rules is offered, it will be accepted and considered
 714 similarly to all other resolutions. The resolution will be referred to the Reference
 715 Committee, where it will be open for comments during the Reference Committee
 716 hearing. The Reference Committee will then consider all comments before making its
 717 recommendations to the House of Delegates.

718

719 **Amendments to the Standing Rules Effects.**

720 A resolution amending the standing rules will be reported to the House as a priority item
 721 at the beginning of the second meeting. If the House adopts the resolution, the
 722 amended standing rules will become effective immediately and govern the remainder of
 723 that meeting unless a proviso is added to the resolution stating otherwise.

724

725 **Amendments to the Standing Rules With Notice Required Vote.**

726 Notice of amendments to the standing rules requires a thirty (30) day notice. A majority
 727 vote of the legal votes cast is required for adoption.

728

729 **Amendments to the Standing Rules Without Notice Required Vote.**

730 Amendments to the standing rules without notice require a two-thirds (2/3) vote of the
 731 legal votes cast for adoption.

732

733 **Closed Meeting (Executive Session).**

734 A closed meeting is any meeting or portion of a meeting with limited attendance to
 735 consider a highly confidential matter. A motion to enter a closed meeting or executive
 736 session requires a majority of the legal votes cast for adoption. This motion is not
 737 debatable and is not amendable.

738

739 The Speaker may also recommend moving into a closed meeting/executive session to
 740 the House if the material needs to be discussed confidentially.

741

742 In a closed meeting, attendance is limited to officers of the House, delegates and
 743 alternate delegates, the Society's elective and appointive officers and Directors, and the
 744 ancillary professional parliamentarian. Legal counsel may be invited to participate in

745 such deliberations by the Speaker of the House, with the House's approval. In
746 consultation with the secretary of the House, the Speaker may invite other persons
747 interested in the subject matter to remain during the closed meeting. In addition to staff,
748 this may include members of the committee involved with the matter under discussion
749 and executive directors of component societies. No official action may be taken nor
750 business conducted during a closed meeting.

751
752 Immediately after a closed meeting, the Speaker will inform the delegates that they may
753 present a motion to request permission to review information or to act on any item
754 discussed in the closed meeting. This provision does not apply to an attorney-client
755 meeting.

756
757 Any discussion or action during a closed meeting or executive session is legally
758 confidential. Unless the meeting directs otherwise, all information must remain within
759 the confines of the meeting.

760
761 **Consideration of the Budget.**

762 The proposed annual budget shall be submitted to the members of the House of
763 Delegates at least fifteen (15) days before the Annual Session. If the proposed budget
764 is not approved, the House may adopt recommendations for changes and refer these to
765 the Board of Directors. The Board of Directors will address the recommendations and
766 present a revised budget.

767
768 If any recommendations for changes in the proposed budget receive House approval,
769 they shall be identified as House Budget Recommendation 1, House Budget
770 Recommendation 2, etc.

771
772 If the House approves any recommendations for changes, the proposed budget is
773 automatically returned to the Board of Directors. The Board of Directors will make
774 necessary revisions and then resubmit the amended budget to the House of Delegates
775 for approval or further modification recommendations. This procedure will be repeated
776 until a preliminary budget for the ensuing fiscal year is adopted.

777
778 This preliminary budget includes all items approved by the Board of Directors and
779 House of Delegates. However, it remains a preliminary budget because it does not
780 incorporate any programs that the House may subsequently adopt at this meeting and
781 require additional funding.

782
783 The House of Delegates adopts the final budget after approving the preliminary budget
784 and any changes resulting from its actions. The Board of Directors will present this final
785 budget, which includes the preliminary budget along with any additions made as a
786 consequence of the House of Delegates' actions, to the House during its last session.

787 **Disclosure of Vote Count by Ballot Vote.**

788 It is the policy of this Society that vote counts are not disclosed. Ballot vote counts will
789 only be divulged upon an appropriate challenge of the vote or by a motion from the
790 House instructing the Speaker to do so.

791
792 The Tellers Committee will securely keep all ballots in its possession until adjournment
793 of the meeting where elections by ballot were held. The Tellers Committee shall destroy
794 all ballots, tally sheets, and reports upon adjournment.

795

796 **Installation of New Officers and Directors.**

797 Installation for new officers and Directors shall occur at the conclusion of the final
798 meeting of the House of Delegates at the time specified by the Speaker of the House.
799 Installation is not required to assume office. New officers and Directors take office upon
800 adjournment sine die at the meeting where they were elected.

801

802 **Distribution of Material in the House of Delegates.**

803 No material may be distributed in the House of Delegates without permission from the
804 Secretary of the House. Even with permission, materials to be distributed must relate to
805 subjects and activities proposed for House actions or information thereof. No materials
806 relating to elections or advertising shall be allowed.

807

808 **General Rules of the House of Delegates.**

809 Talking directly to another member while the member is speaking in debate is
810 prohibited. All remarks must be addressed to the Speaker. Cross-talking is also
811 prohibited. Members must use the floor microphones when addressing the Speaker and
812 the House. Please do not speak while seated.

813

814 When standing at the microphone waiting your turn, please take a step back away from
815 the member who is speaking.

816 No member may speak more than once until all members who wish to speak have done
817 so.

818

819 After being recognized, members must state their name, the component they represent,
820 and whether they are speaking in favor of or opposed to the motion if it is pending.

821

822 **Introduction of New Business.**

823 Any resolution that the Speaker of the House refers to the Reference Committee will be
824 made available to all members of the House before the first meeting of the House of
825 Delegates has concluded. For this reason, resolutions received in the Administrative
826 office before the House officially convenes its first meeting will be processed and
827 referred to the Reference Committee by the Speaker of the House and made available
828 to all members of the House.

829

830 Resolutions received after the first meeting has convened but before the conclusion of
831 the first House of Delegates will be referred to the Reference Committee.

832
 833 Resolutions received after the first HOD has adjourned will be accepted as new
 834 business and made available to all House members before the House's second
 835 meeting. They will be taken up when the Speaker calls for new business.
 836
 837 New business shall not be introduced at the last meeting of a House of Delegates
 838 except when it is submitted by a delegate and permitted to be introduced by a two-thirds
 839 (2/3) vote of the House of Delegates. The motion introducing such new business is
 840 debatable and amendable.

841
 842 Any new business introduced during the last meeting of the House requires a majority
 843 vote of the legally cast votes for adoption.

844
 845 Reference Committee recommendations and motions shall not be considered new
 846 business.

847

848 **Items of Business Introduced Become the Property of the HOD.**

849 An item of business becomes the property of the House of Delegates and subject to
 850 House action when such item is received in writing by the Secretary of the House,
 851 subject to the following conditions:

852

853 The Society's Bylaws govern reports and resolutions from component societies and
 854 individual delegates, the standing rules, and The Manual of the House of Delegates
 855 (standing rules).

856

857 Resolutions from dental agencies not part of the American Dental Society of
 858 Anesthesiology may become items of business at the discretion of the Speaker of the
 859 House. Items must be received in writing by the secretary of the House at least thirty
 860 (30) days before the first meeting of the House of Delegates.

861

862 **Reaffirming, Congratulatory, or Memorial Resolutions.**

863 Resolutions that merely reaffirm or restate existing Society policy, commend or
 864 congratulate an individual or organization, or memorialize an individual are not
 865 permissible and shall not be introduced in the House of Delegates. Furthermore,
 866 resolutions that reaffirm policies still in force are not permissible.

867

868 **Reaffirming Standing Rules at each Annual Session.**

869 The House does not reaffirm existing policies. Therefore, the Standing Rules, which are
 870 existing policy, do not need to be approved at each Annual Session.

871

872 **Presentation of Resolutions and Other Items of Business.**

873 Only a delegate has the right to present a motion. Therefore, within the limits of the
 874 rules regarding introducing new business at the House of Delegates, any delegate may
 875 propose amendments and other procedural matters from the floor.

876
877 All main and specific-purpose main motions must be submitted to the Secretary of the
878 House in writing on a resolution worksheet before introduction.

879
880 Resolution worksheets are available from the Speaker of the House or the Secretary of
881 the House. They can then be filled out and submitted directly to the Speaker or
882 Secretary of the House.

883
884 Hard copy resolution worksheets will also be available to members at the Annual
885 Session site and upon request.

886
887 **Proxy Voting.**

888 Proxy voting is not allowed at any meeting of the House of Delegates.

889
890 **Quorum.**

891 A majority of registered and certified delegates constitute a quorum for conducting
892 business at any House of Delegates meeting.

893
894 **Referral of Reports and Resolutions.**

895 The Speaker of the House makes the referrals of reports and resolutions to the
896 Reference Committee.

897
898 **Reports.**

899 All committee reports, except supplemental reports, are sent to each delegate and
900 alternate delegate at least thirty (30) days before the Annual Session. All supplemental
901 reports are distributed to each delegate before the House of Delegates considers the
902 reports.

903
904 **Resolutions Requiring Appropriation of Funds.**

905 Any resolution proposing an appropriation of funds, except those relating to the annual
906 budget, shall be referred to the Board of Directors for a report at the same meeting on
907 the available funds for the specified purpose.

908
909 **Seating of Delegations.**

910 Delegations shall be seated together as directed by the Secretary of the House. The
911 secretary or executive secretary of a component society may sit with the component
912 society delegation on the floor of the House of Delegates even though they are not
913 official delegates.

914
915 **Seconding of Motions.**

916 Following the proper movement of a motion, a second is required for motions requiring
917 a second.

918

919 **Speaking Limits.**

920 Each member has the right to speak twice on the same question on the same day but
921 cannot make a second speech on the same question so long as any member who has
922 yet to speak on that question desires the floor. A member who has spoken twice on a
923 particular question on the same day has exhausted their right to debate it.

924
925 Each member has a five-minute (5) time limit per speech. If the member needs more
926 time, motions can be made to extend the time.

927
928 Each main, specific purpose main, subsidiary, privileged, and incidental motion is
929 considered new and renews a member's speaking limits. When an item is considered
930 by seriatim or sections, each new section renews a member's speaking limits.

931
932 **Speaking Privileges.**

933 Delegates, officers, directors, and former presidents of the Society have the right to
934 speak on issues before the House of Delegates.

935
936 Chairs of standing committees who are not members of the House of Delegates shall
937 have the right to participate in the debate during their respective reports but shall not
938 have the right to vote.

939
940 Secretaries and executive secretaries of component societies and those members of
941 the administrative staff may be present on the floor of the House of Delegates. They
942 shall be privileged to speak when called upon as an ancillary resource but shall not
943 have the right to vote.

944
945 **Suspension of the Standing Rules.**

946 Following the most current edition of the American Institute of Parliamentarians
947 Standard Code, a motion to suspend the rules permits the House of Delegates to vote
948 to suspend procedural rules that interfere with accomplishing a particular action. Rules
949 may be suspended only for a specific purpose and for the limited time necessary to
950 achieve the proposed action. A two-thirds (2/3) vote is required to adopt a motion to
951 suspend the standing rules.

952
953 **Voting Methods.**

954 The Speaker of the House determines the voting methods in the House of Delegates.
955 These methods may include general consent, a voice vote, a show of hands, voting
956 cards, a standing vote, a roll call vote, a serpentine vote, or any other voting means
957 deemed appropriate by the Speaker. Additionally, the House can establish its preferred
958 voting method through a majority vote.

959
960 Under AIPSC, all votes taken during a meeting are binding. Non-binding votes, such as
961 informal tests or "straw votes," are prohibited.

962

963 Suppose a vote count is uncertain and division of the assembly is called for. In that
 964 case, the Speaker of the House may call for a standing vote, a counted vote, or any
 965 other appropriate method of voting determined by the Speaker to determine an accurate
 966 vote count.

967
 968 The Tellers Committee assists the Speaker of the House with counting votes when
 969 called upon and supervises ballot voting.

970

971 **Determining the Legality of Ballots.**

972 The following rules govern the legality of ballots:

973

974 1. A mistake in voting for a candidate for one office does not invalidate the vote for
 975 candidates for other offices on the same ballot.

976

977 2. A technical error, such as a misspelling or using a cross instead of a check mark,
 978 does not invalidate a ballot if the voter's intent is clear.

979

980 3. A torn or defaced ballot is valid if the voter's intent is clear.

981

982 4. Votes for ineligible persons are considered illegal ballots.

983

984 5. Blank ballots are ignored; they are not counted and do not affect the number
 985 necessary to elect a candidate or adopt a proposal.

986

987 6. If several nominees for equal offices (for example, Directors) are voted for in a group,
 988 a ballot containing fewer votes than the number of positions to be filled is NOT valid.
 989 Additionally, a ballot containing votes for more than the number of positions to be filled
 990 is illegal.

991

992 **Only legal votes cast shall be counted.**

993 A recount must be taken if the committee's count results appear incorrect. For example,
 994 if more ballots were cast than members are entitled to, and the extra ballots could have
 995 affected the election result, or if there has been any substantial violation of the right of
 996 members to vote in secret, the vote must be retaken. However, a vote need not be
 997 retaken if minor errors cannot change the election result.

998

999 **Withdrawal of a Resolution.**

1000 The maker may withdraw a motion until the Speaker has stated the motion to the House
 1001 and opened it for discussion. After that time, the maker may request withdrawal of the
 1002 motion, but it can only be withdrawn with the consent of the House by general consent
 1003 or by majority vote after it has been presented to the House by the Speaker.

1004

1005

1006

Chapter 9 Parliamentary Procedure

1007 **Parliamentary Procedure for the House of Delegates.**

1008 Following parliamentary procedures provides for an orderly and efficient set of rules that
1009 protect the rights of the minority while respecting the majority's authority. The HOD
1010 transacts business by following a blend of rules, including the ADSA Bylaws, the House
1011 standing rules, customs and traditions, and the parliamentary authority of the House of
1012 Delegates. The parliamentary authority of the House is the current edition of The
1013 American Institute of Parliamentarians Standard Code of Parliamentary Procedure
1014 (AIPSC). The page numbers referred to in this document are from the current edition of
1015 the AIPSC, and the manual will be available at all meetings of the House of Delegates
1016 for review.

1017
1018 To be an influential delegate, one should be familiar with the basic motions,
1019 precedence, and procedures outlined in the AIPSC. The Speaker of the House will
1020 assist anyone who needs to write resolutions or make motions if they are unsure what
1021 motion needs to be made or could be made in any situation.

1022
1023 **How to Present a Motion.**

1024 The member rises and addresses the Speaker. Say, "Mr. Speaker." Wait for the
1025 Speaker to recognize you before you start to speak. (If the motion can interrupt, follow
1026 the appropriate wording to state the interrupting motion.)

1027
1028 The Speaker recognizes the member. The Speaker will address the member as
1029 "Member A is recognized."

1030
1031 The member proposes a motion. The member makes their motion.

1032
1033 Another member seconds the motion. (If a second is required).

1034
1035 The Speaker states the motion to the assembly.

1036
1037 **What to do if you are uncertain about what motion to make.**

1038 If a member doesn't know what motion to use or how to phrase something to
1039 accomplish a specific action, one may always address the Speaker of the House and
1040 ask for assistance. It is more important to conduct the business of the House than to be
1041 handcuffed by procedure.

1042
1043

1044

Chapter 10 Table of Motions (Based on AIPSC 2nd ed)

1045

Order of Precedence*	Interrupt	Second	Debatable	Amendable	Vote
Privileged Motions					
Adjourn	No	Yes	Yes**	Yes*	Majority
Recess	No	Yes	Yes**	Yes*	Majority
Question of Privilege	Yes	No	No	No	None
Subsidiary Motions					
Table	No	Yes	No	No	2/3
Close Debate	No	Yes	No	Yes #	2/3
Limit or Extend debate	No	Yes	No	Yes**	2/3
Postpone to a certain time	No	Yes	Yes**	Yes**	Majority
Refer to committee	No	Yes	Yes**	Yes**	Majority
Amend	No	Yes	Yes***	Yes	Majority
Main Motions					
The Main Motion	No	Yes	Yes	Yes	Majority
Specific Purpose Main Motions					
Adopt in-lieu-of	No	Yes	Yes	Yes	Majority
Amend a previous action	No	Yes	Yes	Yes	Same Vote
Ratify	No	Yes	Yes	No	Same Vote
Recall from committee	No	Yes	Yes**	No	Majority
Reconsider	Yes****	Yes	Yes**	No	Majority
Rescind	No	Yes	Yes	No	Same Vote
Incidental Motions					
Motions					
Appeal	Yes**	Yes	Yes	No	Tie or Majority
Suspend the rules	No	Yes	No	No	2/3
Request					
Point of order	Yes	No	No	No	None
Inquiries	Yes	No	No	No	None
Withdraw a motion	Yes	No	No	No	None
Division of a question	No	No	No	No	None
Division of the assembly	Yes	No	No	No	None
Consider by Paragraph	No	Yes	No	No	Majority

1046

Legend for Motion:

- 1047 * Motions are in order only if no motion higher on the list is pending.
- 1048 ** Restricted.
- 1049 *** Is not debatable when applied to an undebatable motion.
- 1050 **** A member may interrupt the proceedings, but not a Speaker.
- 1051 # Amendable as to the motions to which it applies.
- 1052 Same Vote: Requires the same vote & notice as when it was initially presented.
- 1053

1054

What do you want to do?	Motion		What to say
To end the meeting	Adjourn 173	Pg.	I move that we adjourn
To take a break	Recess 171	Pg.	I move that we recess for minutes
1. Can't hear, too hot, too noisy, etc. 2. Something personal, being excused from serving on a committee, etc. 3. To protect the privileges of the assembly	Question of Privilege Pg. 167		I rise to a question of 1. privilege of the assembly 2. personal privilege 3. question of privilege to present a motion
To kill / dispose of a motion without a direct vote on the motion. (not to temporarily put on hold)	Table 164	Pg.	I move to table the main motion
End debate on the pending motion and cause an immediate vote.	Close Debate & vote immediately Pg.160		I move to close debate and vote immediately
Put off consideration of a pending motion to a fix a definite time for its consideration	Postpone to a certain time Pg. 153		I move to postpone the motion until.....
To transfer a pending motion to a committee for investigation, to conserve time, ensure privacy if a delicate matter or to keep a motion from one Annual Session to address the next Annual Session.	Refer to Committee Pg. 149		I move to refer the motion to.....committee. If not a standing committee, specify the number of members & instructions on when to report
To modify a motion this is being considered	Amend 135	Pg.	I move to amend
To make a proposal to bring a new item of business before the assembly	Main Motion 115	Pg.	I move that.....
Challenge the Speaker's ruling	Appeal 186	Pg.	I appeal the decision of the Speaker
Temporarily set aside the procedural rules hindering action that would be prevented	Suspend Rules 179	Pg.	I move to suspend the rules to allow for
To point out a violation or possible violation of the rules, omissions, errors	Point of order 183	Pg.	Without recognition, standup and say "point of order" or "I rise to a point of order"
To ask for explanation of the rules or procedure on the pending motion	Parliamentary inquiry Pg. 189		Without recognition, standup and say "parliamentary inquiry"
Request for information or facts about the pending motion	Factual inquiry Pg. 189		Without recognition, standup and say "factual inquiry"
Unsure about the vote results or believe vote was not announced correctly and want a revote	Division of the Assembly Pg. 200		Without recognition, standup and say "Division" or "Division of the Assembly"

1055

1056 American Institute of Parliamentarians Standard Code of Parliamentary Procedure, 2nd
1057 Edition, 2023.