



House of Delegates 2025

ADSA

BOARD PACK

for

ADSA House of Delegates

Thursday, 3 April 2025

12:00 pm (AST)

Held at:

Wyndham Grand Rio Mar

Puerto Rico

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AGENDA

ADSA HOUSE OF DELEGATES

Name:	ADSA
Date:	Thursday, 3 April 2025
Time:	12:00 pm (AST)
Location:	Wyndham Grand Rio Mar, Puerto Rico
Attendees:	Knight Charlton

1. House I

1.1 Call to Order

1.2 Welcome Address: Dr. Luis Ferrer-Nuin, President, PRDSA

1.3 Introduction of ADSA Officers and Directors and Distinguished Guests

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

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1.5 Resolutions

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1.7 Address of the President

1.8 Report of the Treasurer

1.9 New Agenda Item

1.10 Nominations

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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

Thursday, March 14, 2024

Time: 6:00 pm

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

3.1 Call to Order

Date: Saturday, March 16, 2024

Time: 12:00 pm

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

Supporting Documents:

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4.3 House Manual

Supporting Documents:

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5. Installation of Directors

5.1 5. Adjournment sine die

Next meeting: 2025 Annual Session - 3 Apr 2025, 5:00 pm

2025 Credentials, Rules and Order Committee

2025 House of Delegates		<u>Voting Rights of the BOD Credentialed as Delegates</u>		April 2025
Resolution No.	R1-25B	New ☒	Amendment ☐	
Submitted By:	Board of Directors			
Date Submitted:	Nov. 3, 2024	Reference Committee	Direct to HOD ☒	
Total Cost:	\$ 0			
Amount One-time	\$ 0	Amount On-going	\$ 0	

Voting Rights of the Board of Directors Credentialed as Delegates

Background statement:

The House of Delegates (HOD) consists of representatives from various components. While most components have enough involved members to represent the component, some do not. Allowing Board members to serve as delegates strengthens the Society's commitment to upholding high governance standards while ensuring that all components are represented in the HOD.

The Society strongly encourages its components to appoint delegates not currently serving on the ADSA Board of Directors. Initially, the Bylaws prohibited Board members from being credentialed delegates while serving on the Board. However, an amendment to the Bylaws was later adopted to clarify that duly credentialed delegates on the Board of Directors may participate in the House of Delegates but without voting rights unless authorized by a majority vote of the House of Delegates.

This resolution provides that the House of Delegates may grant voting rights to members of the Board of Directors designated as delegates by their component.

Resolution R1-25B:

Resolved, That members who serve on the Board of Directors who are duly credentialed delegates shall have the right to vote in the 2025 House of Delegates.

BOARD RECOMMENDATION: VOTE YES
BOARD VOTE: UNANIMOUS

2025 House of Delegates		<u>Adoption of Agenda and Order of Agenda Items</u>	April 2025
Resolution No:	R2-25B	New ☒	Amendment ☐
Submitted By:	Board of Directors		
Date Submitted:	Nov. 3, 2024	Reference Committee	Direct to House ☒
Total Cost:	\$ 0		
Amount One-time	\$ 0	Amount On-going	\$ 0

Adoption of Agenda and Order of Agenda Item

Background Statement:

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

To improve the efficiency, flexibility, and adaptability of the House of Delegates, it is essential to empower the Speaker of the House with the authority to modify the order of business items when necessary.

The Committee on Credentials, Rules, and Order has examined the 2025 House of Delegates agenda. It recommends approval of the agenda as the official order of business for the 2025 Annual Session.

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

Resolution 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 business.

BOARD RECOMMENDATION: VOTE YES

BOARD VOTE: UNANIMOUS

2025 House of Delegates		<u>ADSA Code of Ethics and Conduct</u>		April, 2025
Resolution No.	R3-25B	New ☒	Amendment ☐	
Submitted By:	Board of Directors			
Date Submitted	Nov 3, 2024	Reference Committee ☒	Direct to House	
Total Cost:	\$ 0			
Amount One-time	\$ 0	Amount On-going	\$ 0	

ADSA Code of Ethics and Conduct

Background Statement:

The ADSA is committed to upholding the highest professional standards of integrity and ethical behavior. In the past, the Society has used the *ADA Principles of Ethics and Code of Professional Conduct* as a guide for ethics and conduct for the ADSA membership. Upon closer examination, the Board of Directors felt that the *ADA Principles of Ethics and Code of Professional Conduct* did not especially serve the ADSA membership or Society and that the ADSA needed to develop its code of ethics and conduct.

Consequently, the Board of Directors assigned the Committee on Ethics and Bylaws the task of establishing an *ADSA Code of Ethics and Conduct*. The Committee created this policy to clearly define the ethical principles and guidelines of conduct to govern all members' interactions and decision-making processes in any representative capacity of the Society. This policy serves as a framework to ensure that all members' actions align with the Society's core values, fostering a culture of ethical behavior and conduct.

Resolution R3-25B:

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

Current Reading: None

Amend By: N/A

To Read if Adopted:

ADSA CODE OF ETHICS AND CONDUCT

Professional Code of Ethics and Conduct.

The ADSA Code of Ethics and Conduct governs members' professional and ethical conduct.

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

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

Non-Compliance.

A member who does not comply with *The ADSA Code of Ethics and Conduct* may no longer be deemed in good standing and may face further disciplinary actions by the Board of Directors or the House of Delegates in accordance with these bylaws.

Code of Ethics and Conduct

Honesty.

Members must be honest and truthful in all their dealings, actions, and words. Members shall not engage in conduct that is misleading, deceptive or is likely to mislead or deceive others by misrepresentations, overstatements, partial truths, selective omissions, or any other means.

Fairness.

Members' interactions must be conducted with a commitment to fairness. One must never exercise power by exploiting another's mistakes or weaknesses for personal gain. Fairness requires treating individuals equally.

Integrity.

Members must be consistent in their words and actions to build trust and credibility. They must keep their promises and honor their commitments.

Respect.

Members must be committed to the belief that everyone deserves respect, including individuals' autonomy, opinions, interests, and privacy. There shall be no discrimination towards any member because of race, creed, gender, beliefs, or sexual orientation.

Responsibility.

Members must demonstrate responsibility and fully own their actions and words. By becoming a member of this Society, the individual agrees to abide by the ADSA Bylaws, The ADSA Policies and Procedures Manual, and the ADSA Code of Ethics and Conduct.

Loyalty.

Members must never disclose information learned confidentially and remain faithful to the Society. Members must avoid conflicts of interest and situations that may put them in compromising positions.

Law-abiding.

Members must obey applicable laws and codes from local, state, and federal agencies.

Accountability.

Members must take responsibility for their decisions and omissions, not only to themselves but also to their fellow members.

Camaraderie.

Members must treat other members with due respect. All discussions and interactions must be collegial and germane.

Violations and Reporting.

Members who violate statutory law or *The ADSA Code of Ethics and Conduct* policy may result in disciplinary actions, including but not limited to warning, censure, suspension, or loss of membership.

The House of Delegates and the Board of Directors have the authority over all members to adjudicate and impose disciplinary actions. Investigations, deliberations, and actions must comply with 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.

If a member believes a violation of the *ADSA Code of Ethics and Conduct* has occurred, that member is responsible for reporting the alleged breach to either the ADSA President or the Executive Director.

BOARD RECOMMENDATION: VOTE YES

BOARD VOTE: UNANIMOUS

2025 House of Delegates		<u>Rights and Responsibilities of the Society and the Members</u>		April, 2025
Resolution No.	R4-25B	New ☒	Amendment ☐	
Submitted By:	Board of Directors			
Date Submitted:	Nov. 3, 2024	Reference Committee ☒	Direct to House	
Total Cost:	\$ none			
Amount One-time	\$ none	Amount On-going	\$ none	

Rights and Responsibilities of the Society and the Members

Background Statement:

It is crucial to create a clear and mutual understanding of the rights and responsibilities of the ADSA and its members. This will guarantee that the society's management is conducted fairly, transparently, and consistently while protecting the rights of its members.

The ADSA possesses inherent rights and responsibilities. These rights encompass the ability to establish and enforce rules, manage resources, and advocate for the interests of its members. The ADSA is answerable to its members and must function within the established ethical, legal, and accepted standards.

Members have specific rights that protect their participation, input, and involvement. These rights include but are not limited to, the right to engage in decision-making, access information, safeguard personal and professional interests, and ensure a safe and inclusive environment. Members are also responsible for upholding the organization's values, contributing to its goals, and complying with its established rules and regulations.

Recognizing the rights of the organization and its members is essential for creating a harmonious environment that fosters mutual respect, accountability, and long-term success.

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.

Current Reading: None

As Amended: N/A

To Read is Adopted:

Rights and Responsibilities of the Society and Members

This Society has the inherent right to discipline, suspend, terminate membership, and expel a member, officer, or director, with or without cause. Offenses and violations may result in disciplinary actions regardless of whether they are covered in these bylaws.

Members voluntarily agree to abide by the Societies' Articles of Incorporation, the Constitution, the bylaws and standing rules of the Society, the *Policies and Procedures Manual*, the *Code of Ethics and Conduct*, procedural rules, and statutory law and uphold the principles and values of this Society by applying for and accepting membership. Any violations of those mentioned above, which are not all-inclusive, may be grounds for disciplinary action.

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

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

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

Disciplinary Procedures.

Steps to impose disciplinary actions on a member, officer, or director are as follows:

1. Charges.

Charges made by a member stating the alleged violations and preliminary proof shall be in writing and filed with the executive director. The executive director will provide the Board of Directors with the written alleged violations and preliminary proof within seven (7) days of receipt of the alleged violations.

When presented with the alleged violations and preliminary proof, the Board of Directors must proceed with the process as outlined and may not decide on its own.

A member with charges brought by another member may be suspended temporarily by a majority vote of the legal votes cast by voting members of the Board of Directors from when the alleged violations are submitted until the completion of the disciplinary action.

An officer with charges brought by another member may be suspended temporarily from office by a majority vote of the legal votes cast by voting members of the Board from when the alleged violations are submitted until the completion of the disciplinary action.

2. Investigation.

A committee of disinterested members is appointed to investigate the charges thoroughly and promptly.

The committee will present a finding of facts to the Board of Directors orally or in writing. A written finding of facts shall be maintained as permanent records with the executive director.

If the Investigative Committee decides a hearing is warranted, the Board of Directors will appoint a Hearing Committee and set a hearing date. The Hearing Committee will comprise three (3) nonaligned members who did not serve on the Investigative Committee or the Board of Directors.

If warranted, the members of the Investigation Committee shall appoint one or more members to act as managers and present the committee's findings at the closed hearing of the Hearing Committee.

3. Notification.

The executive director sends the accused member a trackable communication at least fifteen (15) days before the hearing date. The communication must contain a copy of the charges, the time and place of the hearing, and a statement of the member's right to be present at the hearing to present a defense, to be represented by an attorney or other party, and to receive a copy of any record of the proceedings.

4. Hearing.

A hearing must be held at a closed membership meeting or by a hearing committee composed of disinterested members other than the investigating committee. In conducting the hearing, the committee should preserve decorum and conduct it impartially and in compliance with any applicable rules and procedures; restrict evidence and testimony to the written charges; and uphold the accused member's right to present a defense, cross-examine witnesses, and refute the charges that have been made.

5. Decision.

The hearing committee or membership meeting must, within a reasonable time, make findings of fact on the essential points at issues. If the hearing is held before a committee, it should make a finding of guilt or innocence and send copies of the decision and findings of fact to the accused member, their legal representative, the executive director, and the Board of Directors.

6. Penalty.

If the member is found guilty of the charges, the hearing committee will present its findings and recommendations to the Board of Directors in a closed session. The Board

of Directors has the authority to impose any penalties on the member, ensuring that these penalties are reasonable and justified.

The member has the right to be present and have legal representation or other parties present while the penalty is rendered. The Board of Directors shall notify the member thirty (30) days before the penalty's rendering.

The recommended penalties for members require two-thirds (2/3) vote of the legal votes cast to be imposed by the Board of Directors. The vote shall be taken by ballot. The imposed penalties are effective immediately.

If an elective officer or director is found guilty of the charges, the hearing committee's manager will present its findings and recommendations to the Board of Directors during a closed session.

The Board of Directors has the power and authority to impose all potential penalties on any elective officer or director. Penalties should be considered reasonable and justified.

The elective officer or director has the right to be present and have legal representation or other parties present while the penalty is rendered. The officer or director shall be notified thirty (30) days before the Board of Directors renders the penalty.

Recommended penalties require two-thirds (2/3) vote of the votes cast to be imposed. The vote shall be taken by ballot. The imposed penalties are effective immediately.

The applicable vacancy-filling provisions of these bylaws fill a vacancy caused by the removal of an officer or director.

7. Appeals Process.

Any actions challenging a punitive action must be commenced within ninety (90) days after the effective date of the action. The appeal shall be sent to the Executive Director in writing.

The Board of Directors shall be notified of the appeal. The Board of Directors shall appoint a committee of three (3) nonaligned members to serve as an Appeals Committee. Members of the Board of Directors, the Investigations Committee, the Hearings Committee, or the Committee on Ethics and Bylaws shall not serve on the Appeals Committee.

The Appeals Committee shall select a chair from its members. The committee will establish a hearing date and inform the appellee of such date by registered or certified mail at least thirty (30) days before the scheduled hearing.

The appellee, legal representative, or other party can present their appeal orally or in writing.

176 The Appeals Committee shall issue its findings and recommendations within forty-five
177 (45) days of the conclusion of its hearings. The Appeals Committee's findings and
178 recommendations are final.

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180 **BOARD RECOMMENDATION: VOTE YES**

181

182 **BOARD VOTE: UNANIMOUS**

2025 House of Delegates		<u>Member Privacy Protection Policy</u>		April, 2025
Resolution No.	R5-25B	New ☒	Amendment ☐	
Submitted By:	Board of Directors			
Date Submitted:	Nov. 3, 2024	Reference Committee ☒	Direct to House	
Total Cost:	\$ none			
Amount One-time	\$ none	Amount On-going	\$ none	

Member Privacy Protection Policy

Background Statement:

The creation of a Member Privacy Protection Policy is crucial for the ADSA to meet its legal, ethical, and operational responsibilities. It ensures compliance with relevant laws and protects sensitive data.

Resolution:

Resolved, That the Member Privacy Protection Policy be adopted.

Current Reading: none

As Amended: N/A

To Read if Adopted:

Member Privacy Protection Policy

ADSA recognizes that safeguarding member's nonpublic personal information is extremely important. ADSA implements physical, electronic, and procedural safeguards to protect members' privacy that meet or exceed industry standards. We restrict employee access to member information to those with a legitimate business need to know such information. The ADSA educates our employees on the significance of confidentiality and customer privacy. The ADSA does not sell, rent, or share members' mailing or data lists with anyone.

BOARD RECOMMENDATION: VOTE YES

BOARD VOTE: UNANIMOUS

2025 House of Delegates		<u>Component Meeting</u> <u>Publicity Policy</u>		April, 2025
Resolution No.	R6-25B	New ☒	Amendment ☐	
Submitted By:	Board of Directors			
Date Submitted:	Nov. 3, 2024	Reference Committee ☒	Direct to House	
Total Cost:	\$ none			
Amount One-	\$ none	Amount On-going	\$ none	

Component Meeting Publicity Policy

Background Statement:

The ADSA currently lacks a written policy on component meeting publicity. The Component Meeting Publicity Policy aims to establish consistent and equal publicity for all components.

Resolution:

Resolved, That the Component Meeting Publicity Policy be adopted.

Current Reading: none

Amend as: N/A

To Read if Adopted:

Component Meeting Publicity Policy

Publicity for component meetings shall be restricted to the state component areas themselves. National ADSA publicity channels are exclusively for the national organization. Component meetings occurring within two weeks of an ADSA Annual Session meeting will not be eligible for ADSA support.

BOARD RECOMMENDATION: VOTE YES

BOARD VOTE: UNANIMOUS

2025 House of Delegates		Breaking Ties in Elections for Officers and Directors Protocol		April, 2025
Resolution No.	R7-25B	New ☒		Amendment ☐
Submitted By:	Board of Directors			
Date Submitted:	Nov. 3, 2024	Reference Committee ☒		Direct to House
Total Cost:	\$ none			
Amount One-time	\$ none	Amount On-going	\$ none	

Breaking a Tie in Elections for Officers and Directors Protocol

Background Statement:

The ADSA's current method for resolving a tie vote is to rebalot candidates until a winner is achieved. If the tie is resolved in one or two rounds of voting, that would be the most favored method. However, this process could continue indefinitely. Therefore, should a tie occur, the Committee on Ethics and Bylaws recommends a clear and fair procedure to resolve the deadlock.

This Tie-Breaking Protocol ensures that the election process remains efficient, transparent, and consistent. It provides a mechanism for selecting officers and directors should a tie occur. This written protocol prevents confusion or disputes by outlining a standardized procedure in the election process. The following protocol provides a straightforward and equitable method for resolving a tie.

Resolution:

Resolved, That the Tie-Breaking Protocol for Officer and Director Elections be adopted.

Current Reading: None

Amend By: N/A

To Read if Adopted:

Breaking a Tie in Elections for Officers and Directors Protocol

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

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

If the two (2) candidates are tied after the second ballot, the tie will be resolved by a simple coin toss.

The Speaker of the House will conduct the coin toss in the presence of all candidates or an appointed representative. The coin toss will be conducted to ensure transparency and fairness, as witnessed by the House of Delegates.

A standard coin shall be used for the flip. The coin must be publicly shown before the flip to ensure both candidates are aware of the coin's sides.

The tiebreaker will consist of rounds where each candidate can call "heads" or "tails" while the coin is in the air. The coin will not be caught; instead, it will be allowed to land on the floor. The winning candidate will correctly call the side of the coin that lands face up, while the other candidate's call will be incorrect.

If a round ends in a tie, with both candidates making the correct or incorrect call, an additional round will be held until a winner is determined.

If a candidate is absent, their call may be made by an authorized representative member of the candidate or by the chair of the chair of the Teller Committee.

The result of the coin toss is final and binding.

The coin flip shall be documented in the meeting minutes. The minutes shall include the names of the candidates, the date of the election, the coin flip outcome, and the name of the individual who performed the coin flip.

BOARD RECOMMENDATION: VOTE YES

BOARD VOTE: UNANIMOUS

2025 House of Delegates		Revision of the Bylaws		April, 2025
Resolution No.	R8-25B	New ☒	Amendment ☐	
Submitted By:	Board of Directors			
Date Submitted:	November 3, 2024	Reference Committee ☒	Direct to House	
Total Cost:	\$ none			
Amount One-time	\$ none	Amount On-going	\$ none	

Revision of the Bylaws

Background Statement:

The ADSA's Bylaws establish the foundational framework for the organization's governance. Over time, several provisions no longer align with the current practices of the ADSA. Furthermore, the parliamentary authority, the American Institute of Parliamentarians Standard Code (AIPSC), has been revised with updated recommendations for additions to the Bylaws and updated and modernized terms for motions and procedures. These factors, along with other considerations, led to a comprehensive review of the existing document.

Upon review, it became evident that the necessary amendments were too numerous and extensive to achieve the goal of updating the Bylaws. A revision was the most practical approach to implementing these changes.

The proposed revision aims to update and clarify the areas for which recommendations were made to ensure compliance with legal requirements and revised and updated parliamentary standards. The revision process incorporated input from members, the Board of Directors, professional parliamentarians, legal advisors, and the Committee on Ethics and Bylaws. This final revision took nearly four years of continuous work in committee.

This revision will enhance governance and modernize the ADSA Bylaws to standards established by statutory law and contemporary parliamentary best practices.

Resolution:

Resolved, That the ADSA Bylaws revision of the current Bylaws be adopted.

Current Reading:

Bylaws

Chapter I: MEMBERSHIP

Section 10. Classification The members of this Society shall be classified as follows:

Active members
 Life members
 Student members
 Honorary members
 Affiliate members
 Associate members
 Retired members
 Emeritus members

Section 20. Qualifications:

Explanatory Note: The term "federal dental services" as used in these **Bylaws** shall mean the dental departments of the Air Force, the Army, the Navy, the Public Health Service, the department of Veterans Affairs and other federal agencies.

A. Active Member. To be an active member of this Society, a dentist shall be a member in good standing of this Society, have graduated from a dental school approved or recognized by the Commission on Dental Accreditation of the American Dental Association, or the Commission on Dental Accreditation of the Canadian Dental Association, and be licensed to practice dentistry within the United States, its territories and possessions or in Canada.

B. Life Member. An individual who has been an active member in good standing for twenty-five (25) consecutive years or has attained the age of seventy (70) years and has been an active member in good standing for at least fifteen (15) years shall be classified as a life member upon application and approval by the Board of Directors.

C. Student Member. A pre-doctoral student of a dental school accredited by the American Dental Association, Commission on Dental Accreditation or the Canadian Dental Association, Commission on Dental Accreditation, may be classified as a student member of this Society; or any dentist eligible for membership in this Society who is engaged full time in an advanced training course of not less than one academic year's duration in a school or residency program may be classified as a student member of this Society.

D. Honorary Member. An individual who has made significant and worthwhile contributions to the field of anesthesiology or who has made particular contributions to the advancement of anesthesiology in dentistry may be elected as an honorary member of this Society upon approval by the Board of Directors.

E. Affiliate Member. A dentist who is licensed to practice dentistry in a country other than the United States, its territories and possessions and Canada, may be classified as

an affiliate member of this Society upon application and approval by the Board of Directors.

F. Associate Member. An individual who is especially interested in anesthesiology and is not a member of the dental profession may be classified as an associate member of this Society upon application and approval by the Board of Directors.

G. Retired Member. An active member in good standing who has been an active member for fifteen (15) years or more, and no longer earning income from the performance of service as a member of a faculty of a dental school or hospital, as a dental administrator or consultant, or as a practitioner of any activity for which a license to practice dentistry is required may be classified as a retired member upon application and approval by the Board of Directors.

H. Emeritus Member. A member who has retired from active practice and whose achievements in anesthesiology and/or pain control are especially noteworthy may be elected as an emeritus member of this Society by the Board of Directors.

Section 30. Definition of "In Good Standing": A member of this Society whose dues for the current fiscal year have been paid and who abides by the **Principles of Ethics and Code of Professional Conduct** of the American Dental Association, and the Code of Ethics of this Society shall be in good standing.

The requirement of paying current dues does not apply to honorary members, retired members and emeritus members of this Society for the purpose of determining their good standing.

Section 40. Privileges:

A. Members in Good Standing. All members in good standing shall receive **Anesthesia Progress** and **The Pulse**, the subscription price of which shall be included in the annual dues. All members in good standing of the Society shall be entitled to attend any scientific session of this Society and to receive such other services as are provided by the Society.

B. Active Members. An active member in good standing shall be eligible for election as a delegate or alternate delegate to the House of Delegates and for election or appointment to any office or agency of this Society, except as otherwise provided in these **Bylaws**.

C. Life Members. A life member in good standing shall be eligible for election as a delegate or alternate delegate to the House of Delegates and for election or appointment to any office or agency of this Society, except as otherwise provided in the **Bylaws**.

Section 50. Dues and Reinstatement:

A. Active Members.

The dues of active members shall be in the amount prescribed by the House of Delegates, due July 1 of each year, except that, notwithstanding any other provision of these **Bylaws**, the Board of Directors may at its discretion, approve dues adjustments to reflect changes not to exceed the rate of inflation. All members of the Society shall be officially notified of any change in the amount of dues to be assessed above the rate of inflation, at least sixty (60) days in advance of the session of the House of Delegates at which the change is to be considered. For the purposes of this section, the "rate of inflation" shall be the annual percentage change in the United States Department of Labor's Consumer Price Index – All Urban Consumers, as of the preceding December 31.

B. Life Members.

a. Active life members.

The dues of life members who have not fulfilled the qualifications of Chapter I, Section 20G of these Bylaws with regard to income related to dentistry and were approved by the Board of Directors shall be fifty percent (50%) of the dues assessed for active members, due July 1 each year.

b. Retired Life Members.

Life members who have fulfilled the qualifications of Chapter I, Section 20G of these Bylaws with regard to income related to dentistry shall be exempt from payment of dues.

C. Student Members.

The dues of student members shall be fifteen percent (15%) of the dues assessed for active members due July 1 each year.

D. Honorary Members.

Honorary members shall be exempt from payment of dues.

E. Affiliate Members.

The dues of affiliate members shall be one hundred percent (100%) of the dues assessed for active members due July 1 each year.

F. Associate Members.

The dues of associate members shall be fifty percent (50%) of the dues assessed for active members due July 1 each year.

G. Retired Members.

Retired members shall be exempt from payment of dues.

H. Emeritus Members.

Emeritus members shall be exempt from payment of dues.

I. Loss of Membership and Reinstatement.

a. Any active or life member whose dues have not been paid by June 30 of the current fiscal year will be considered delinquent in the payment of dues. If the dues remain unpaid for two years, the member shall cease to be a member of this Society.

b. Any Fellow of this Society who has ceased to be an active or life member for nonpayment of dues, will no longer be recognized as a Fellow by the American Dental Society of Anesthesiology and shall be so notified.

c. Reinstatement of active or life members including, where applicable, fellowship status, may be secured on payment of dues of this Society that are in arrears, by a former active or life member plus an administrative fee to be determined by the Board of Directors.

J. Waiver of Dues for Members Who Suffer Severe Financial Hardship.

Those dues-paying members who have suffered hardship due to catastrophe, medical illness or other circumstances shall be excluded from the payment of annual dues upon application and approval by the Board of Directors. The Board may at its discretion require documentation on an annual basis, to substantiate a claim of severe hardship.

K. Percentage Dues.

In establishing the dollar rate of dues in this chapter expressed as a percentage of active member dues, computations resulting in fractions of a dollar shall be rounded to the nearest whole dollar.

Chapter II: COMPONENT SOCIETIES

Section 10. Organization: A component society may be organized and chartered, subject to approval by the House of Delegates, in any state, contiguous territorial region, the District of Columbia, the Commonwealth of Puerto Rico, a dependency of the United States, or representing the Federal Dental Services as defined in Chapter I, Section 20 of these **Bylaws**, or in any province or contiguous territorial region in Canada. No such society shall be chartered in any state, contiguous territorial region, the District of Columbia, the Commonwealth of Puerto Rico, or a dependency of the United States or in any province or contiguous territorial region in Canada, in which a component society is already chartered by this Society.

Section 20. Powers and Duties:

A. It shall have the power to establish bylaws, rules and regulations to govern its members provided such bylaws, rules and regulations do not conflict with, or limit, these **Bylaws**.

B. It shall have the power to provide for its own financial support in addition to the support provided by this Society as described in Chapter II, Section 40 of these **Bylaws**.

C. It shall have the power to establish committees of the component society; to designate their powers and duties; and to adopt reasonable eligibility requirements for service thereon.

Section 30. Definition of "Active, Chartered Component Society": A chartered component society that satisfies Chapter II, Section 70, Chapter II, Section 90 and Chapter II, Section 110 of these **Bylaws** shall be considered active, except that the component society representing the Federal Dental Services shall be exempt from the requirement of holding an official scientific meeting as outlined in Chapter II, Section 70 of these **Bylaws**.

For the purpose of this section, active status shall be determined at the annual session of the House of Delegates, upon acceptance of the roll call report of the Committee on Credentials, Rules and Order, Rules and Order.

Section 40. Financial Support: An active, chartered component society as defined in Chapter II, Section 30 of these Bylaws, that has established component membership dues of its members in accordance with Chapter II, Section 20 of these Bylaws, may at its discretion, relegate the billing and collection of the component membership dues to the Administrative Office of this Society, provided it informs the Administrative Office of the amount due no less than sixty (60) days in advance of the date annual dues statements are sent to the general membership.

Section 50. Membership:

A. The membership of each component society, except as otherwise provided in these **Bylaws**, shall consist of those members within the territorial jurisdiction of the component society, or for the component society representing the Federal Dental Services, are in a federal dental service as defined in Chapter I, Section 20 of these **Bylaws**, provided that such members are in good standing of the component and this Society.

B. A member in good standing shall enjoy all privileges of component society members except as otherwise provided in these **Bylaws**.

Section 60. Officers: The officers of a component society shall be president, secretary, treasurer and such others as may be prescribed in its bylaws.

Section 70. Sessions: A component society, other than the component society representing the Federal Dental Services as provided for in Chapter II, Section 30 of these **Bylaws**, shall hold an official scientific meeting for all members of the component society, at least once each calendar year, and shall file a report describing the activities of the meeting with the Executive Director of this Society at least (60) days prior to the annual session of the House of Delegates. Failure to do so could result in the loss of representation of the component society at the annual session of the House of Delegates in the ensuing year. Component meetings shall be held so as not to conflict with the ADSA annual session.

Section 80. Constitution and Bylaws: Each component society must adopt and maintain a constitution and bylaws which shall not conflict with, or limit, the **Constitution** and

Bylaws of this Society and shall file a copy thereof and any changes which may be made thereafter, with the Executive Director.

Section 90. Financial Report: Each component society shall submit a financial report to the Executive Director of the Society on an annual basis at least sixty (60) days prior to the annual session of the House of Delegates. Failure to do so may result in the suspension of the component society's charter. Those components that have their finances administered by the ADSA are exempt from filing a financial report.

Section 100: Elections: Components must hold elections on a regular cycle. Component's bylaws must address the frequency of elections, number of terms allowable, nominations procedure, proper notice prior to elections and required quorum. The results of component elections shall be reported to the ADSA Executive Director within 30 days after elections have been declared final. Failure to do so may result in the suspension of the component society's charter.

Section 110: Speaking on Behalf of the American Dental Society of Anesthesiology: No individual or component may represent themselves as a representative(s) or spokesperson(s) for the American Dental Society of Anesthesiology without the express written consent of the ADSA Board of Directors. Components that fail to do so may result in the suspension of the component society's charter. Individuals who fail to do so may be censured, placed on probation and have their membership revoked by the ADSA Board of Directors.

Section 120. Principles of Ethics and Code of Professional Conduct: **The Principles of Ethics and Code of Professional Conduct** of the American Dental Association and the Code of Ethics of this Society shall be the code of ethics of the component society for governing the professional conduct of its members.

Section 130. Privilege of Representation: Each component society must be represented by at least one delegate at the annual session of the House of Delegates. Failure to do so may result in the suspension of the component society's charter.

Each component society that satisfies Chapter II, Section 70 and Chapter II, Section 90 of these **Bylaws**, shall be entitled to at least one delegate without regard to the number of its members. The remaining number of delegates as defined in Chapter IV, Section 10 of these **Bylaws** shall be allocated to component societies proportional to the number of members in good standing.

Each component society may select among its active and life members in good standing, the same number of alternate delegates as delegates and shall designate the alternate delegate who shall replace an absent delegate.

For the purpose of this section, the number of active and life members in good standing shall be determined as of the last day of the calendar year preceding the annual session.

315 Section 140. Chartered Component Societies: The following societies are chartered as
316 component societies of this Society:
317 Alaska
318 Alberta
319 Arizona
320 Arkansas
321 California
322 Colorado; a regional component society encompassing
323 Colorado
324 Utah
325 Wyoming
326 Connecticut
327 Federal Dental Services
328 Florida
329 Georgia
330 Illinois
331 Indiana
332 Kansas
333 Kentucky
334 Louisiana-Mississippi; a regional component society encompassing
335 Louisiana
336 Mississippi
337 Maine
338 Maryland
339 Massachusetts
340 Michigan
341 Montana
342 Nevada
343 New Hampshire
344 New Jersey
345 New Mexico
346 New York
347 North Carolina
348 Ohio
349 Oklahoma
350 Ontario
351 Oregon
352 Pennsylvania
353 Puerto Rico
354 South Carolina
355 Tennessee
356 Texas
357 Upper Midwest; a regional component society encompassing
358 Iowa
359 Minnesota
360 North Dakota
361 South Dakota
362 Vermont

Virginia
 Washington
 West Virginia
 Wisconsin

Chapter III. CONFLICT OF INTEREST

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

- a. placing themselves in a position where personal or professional interests may conflict with their duty to this Society.
- b. using information learned through such office or position for personal gain or advantage.
- c. obtaining by a third party an improper gain or advantage.

As a condition for selection, each nominee, candidate and applicant shall disclose any situation which might be construed as placing the individual in a position of having an interest that may conflict with his or her duty to the Society. While serving, the individual shall comply with the conflict of interest policy applicable to his or her office or position, and shall report any situation in which a potential conflict of interest may arise. The Board of Directors shall approve the compliance activities that will implement the requirements of this chapter. The Board of Directors shall render a final judgment on what constitutes a conflict of interest.

Chapter IV: HOUSE OF DELEGATES

Section 10. Composition:

A. Voting Members. The voting members of the House of Delegates shall be the officially certified delegates of each component society. Each component society shall be entitled to one (1) delegate, plus one delegate for each additional 100 members in good standing. Duly credentialed delegates currently serving on the Board of Directors shall not have the right to vote unless granted the right to do so by the adoption of a standing resolution of the House of Delegates.

B. Ex Officio Members. The elective and appointive officers, the immediate past president, and the directors of this Society shall be ex officio members of the House of Delegates without the right to vote. Past presidents of the Society shall be ex officio members of the House of Delegates without the right to vote unless duly credentialed as delegates.

Each component society may select among its active and life members in good standing, the same number of alternate delegates as delegates and shall designate the alternate delegate who shall replace an absent delegate.

For the purpose of this section, the number of active and life members in good standing shall be determined as of the last day of the calendar year preceding the annual session.

Section 20. Election of Delegates and Alternate Delegates: The officially certified delegates and the alternate delegates of each component society shall be elected in a manner determined by each individual component society.

Section 30. Certification of Delegates and Alternate Delegates: The secretary of each component society shall file with the Executive Director at least thirty (30) days prior to the annual session of the House of Delegates, the names of the delegates and alternate delegates designated by the component society. The Executive Director shall provide each delegate and alternate delegate with credentials which shall be presented to the Committee on Credentials, Rules and Order of the House of Delegates. In the event of a contest over the credentials of any delegate or alternate delegate, the Committee on Credentials, Rules and Order shall hold a hearing and report its findings and recommendations to the House of Delegates.

Section 40. Powers:

A. The House of Delegates shall possess the legislative powers of this Society including the determination of policies.

B. It shall have the power to enact, amend and repeal the **Constitution** and **Bylaws**.

C. It shall have the power to grant and amend charters of component societies.

D. It shall have the power to revoke or suspend charters of component societies.

Section 50. Duties: It shall be the duty of the House of Delegates:

A. To elect the elective officers.

B. To elect the members of the Board of Directors

C. To receive and act upon reports of the committees of the House of Delegates.

D. To receive and act upon reports of the standing committees of the Society.

E. To adopt an annual budget.

Section 60. Annual Session: The House of Delegates shall meet annually.

Section 70. Official Call:

A. Annual Session. The Executive Director of the Society shall send to the secretary of each component society an official notice of the date and place of the annual session at least ninety (90) days prior to the annual session of the House of Delegates. An agenda, a financial report and support material, including the curriculum vitae of any candidate for director or elective office which is contested, shall be sent to each member of the House of Delegates at least thirty (30) days in advance of the session.

Section 80. Quorum: One-half (1/2) of the voting members of the House of Delegates shall constitute a quorum for the transaction of business at any meeting.

Section 90. Officers:

A. Presiding Officer and Secretary. The House of Delegates shall be presided over by the Speaker of the House of Delegates. The Executive Director of this Society shall serve as Secretary of the House of Delegates. In the absence of an Executive Director, the Presiding Officer shall appoint a Secretary pro tem.

B. Duties.

a. Presiding Officer. The Presiding Officer shall preside over all meetings of the House of Delegates and determine the order of business for all meetings subject to the approval of the House of Delegates, appoint tellers to assist in determining the result of any action taken to vote and perform such other duties as custom and parliamentary usage require. The decision of the Presiding Officer shall be final.

b. Secretary. The Secretary of the House of Delegates shall serve as the recording officer of the House and the custodian of its records, and shall cause a record of the proceedings of the House to be published as the official transactions of the House.

C. For the purpose of this section, the number of active, chartered component societies as defined in Chapter II, Section 30, shall be determined at the annual session of the House of Delegates, upon acceptance of the roll call report of the Committee on Credentials, Rules and Order.

Section 100. Order of Business: The order of business shall be that order of business adopted by the House of Delegates in conformity with Section 90Ba of this Chapter of the **Bylaws**.

Section 110. Rules of Order:

A. Reports. All reports of elective officers and committees, except supplemental reports, shall be sent to each delegate at least fourteen (14) days in advance of the annual session. All supplemental reports shall be distributed to each delegate before such report is considered by the House of Delegates.

B. Additional Rules. The rules contained in the current edition of the American Institute of Parliamentarians Standard Code of Parliamentary Procedure (also referred to as "AIPSC" or the "AIP Standard Code") shall govern the deliberations of the House of

Delegates in all cases in which they are applicable and not in conflict with the standing rules or these **Bylaws**.

Section 120. Committees: The committees of the House of Delegates shall be:

A. Committee on Credentials, Rules and Order.

a. Composition. The Committee shall consist of three (3) members from the officially certified delegates and alternate delegates appointed by the President at least thirty (30) days in advance of each session.

b. Duties. It shall be the duty of the Committee to (1) record and report the roll call of the House of Delegates; (2) to conduct a hearing of any contest regarding the certification of a delegate or alternate delegate and to report its recommendations to the House of Delegates; (3) to prepare a report, in consultation with the Speaker and the Secretary of the House of Delegates, on matters relating to the order of business and special rules of order; (4) to consider all matters referred to it and report its recommendations to the House of Delegates.

B. Reference Committees.

a. Composition. Reference Committees, consisting of three (3) delegates shall be appointed by the President at least thirty days in advance of each annual session where reports are to be considered and open hearings conducted.

b. Duties. It shall be the duty of a reference committee to consider reports referred to it, to conduct open hearings and to report its recommendations to the House of Delegates.

C. Special Committees. The Presiding Officer, with the consent of the House of Delegates, shall appoint special committees to perform duties not otherwise assigned by these **Bylaws**, to serve until adjournment sine die of the session at which they are appointed.

Section 130. Election Procedure: Elective officers and members of the Board of Directors shall be elected by the House of Delegates except as otherwise provided in these **Bylaws**. Voting shall be by ballot, except, where there is only one candidate for an elective office, an equal number of candidates as there are open positions for director, or an equal number of candidates as there are open positions for a committee, such candidate(s) may be declared elected by the Presiding Officer.

a. When an office is to be elected, and more than one candidate has been nominated, the majority of the ballots cast shall elect. In the event no candidate receives a majority of the votes cast on the first ballot, the two (2) candidates receiving the greatest number of votes shall be balloted again.

b. When the number of open director positions to be elected is exceeded by the number of duly placed nominations, the election shall be by ballot. Every delegate's ballot shall consist of one (1) vote for each open director position. A majority of the ballots cast shall elect. In addition, a candidate must achieve a majority based on the total number of legal ballots cast for all open director positions, and receive a vote that is ranked high enough to be within the number of open director positions to be filled. In the event an open director position(s) is not elected because no candidate receives a majority on the first ballot, the candidates receiving the greatest number of votes shall be balloted

again, the number to be one more than the number of remaining open director positions. This process will repeat until all open director positions have been elected.

Chapter V: BOARD OF DIRECTORS

Section 10. Composition: The Board of Directors shall consist of five (5) directors from the membership at-large. Such five (5) directors, the President, the President-elect, the Vice President, the Treasurer and the immediate Past President, shall constitute the voting membership of the Board of Directors. The Editor of **Anesthesia Progress**, the Editor of **The Pulse**, the Speaker of the House of Delegates and the Executive Director, shall be ex officio members of the Board of Directors without the right to vote. The President may only exercise the right to vote when the vote is by ballot or when one more vote could alter the outcome.

Section 20. Eligibility: Only an active or life member, in good standing, of this Society shall be eligible to serve as a director.

Section 30. Term of Office: The term of office of a director shall be two (2) years. The tenure of a director shall be limited to five (5) consecutive terms of two (2) years.

Section 40. Nominations:

The Society shall publish or cause to be published, no less than one hundred twenty (120) days prior to the annual session, a "Call for Nominations" describing the open director positions to be considered that year and the eligibility requirements thereof.

A nomination for a position of director which is up for election, may be made by any other member, in good standing, of the Society. All nominations shall be sent to the Administrative Office and be accompanied by a curriculum vitae. All nominations must be submitted no later than sixty (60) days prior to the annual session of the House of Delegates. The Society shall not publish or cause to be published the name of any individual nominated for a position of director earlier than sixty days (60) prior to the annual session.

The President-elect shall confirm that a duly submitted nomination is eligible in accordance with Section 20 of this Chapter of the **Bylaws**. Candidates may be nominated from the floor of the House of Delegates provided they previously have been duly submitted to the Administrative Office and confirmed as eligible. A director whose term of office is expiring and who has been duly nominated for an elective office and confirmed as eligible may instead be nominated from the floor of the House of Delegates for an open director position.

Nominating speeches, statements or remarks, not to exceed five (5) minutes per candidate may be made by the candidate or by an active, life or retired member on behalf of a candidate nominated for an open director position that is contested.

Section 50. Election: The directors shall be elected by the House of Delegates in accordance with Chapter IV, Section 130 of these **Bylaws**.

Section 60. Installation: The director shall be installed by the President or the President's designee at the meeting of the House of Delegates where the director is elected.

Section 70. Vacancy: In the event of a vacancy in the office of director, an active or life member shall be appointed by the President to fill such office until a successor is elected by the next House of Delegates for the remainder of the unexpired term. If the new director filling a vacancy serves less than fifty percent (50%) of a full two (2) year term, including the period of the ad interim appointment by the President and election by the House of Delegates, that term shall not be considered in determining the overall tenure of the director in accordance with Chapter V, Section 30. If the new director filling a vacancy serves fifty percent (50%) or more of a full two (2) year term, including the period of the ad interim appointment by the President and election by the House of Delegates, that term shall be considered in determining the overall tenure of the director in accordance with Chapter V, Section 30.

Section 80. Powers:

A. The Board of Directors shall be the administrative body of this Society.

B. It shall recommend and administer the policies which shall govern this Society.

C. It shall have the power to adopt, interpret and amend the Code of Ethics for governing the professional conduct of the members.

D. It shall have the power to recommend revocation or suspension of charters of component societies to the House of Delegates.

E. It shall have the power to establish rules and regulations not inconsistent with these **Bylaws** to govern its organization and procedure.

F. It shall have the power to decide the success or failure of a candidate who has completed an Examination in Sedation for Dentistry.

G. It shall have the power to elect honorary and emeritus members.

H. It shall have the power to create special committees of the Society.

I. It shall have the power to approve all appointments of the President as provided in Chapter VI, Section 80A and Chapter XII, Section 30.

J. It shall have the power to approve all memorials, resolutions or opinions issued in the name of the Society.

K. It shall have the power to establish ad interim policies when the House of Delegates is not in session and when such policies are essential to the management of the Society, provided, however, that all such policies must be presented for review and approval at the next session of the House of Delegates.

L. It shall have the power to appoint an Executive Director.

M. It shall have the power to approve the recipient(s) of the Jay A. Heidbrink Award.

N. It shall have the power to approve the recipient(s) of the John A. Yagiela Excellence in Teaching Award.

O. It shall have the power to approve the recipient(s) of the Peter H. Jacobsohn Distinguished Service Award.

P. It shall have the power to perform such other duties and functions as may be necessary to carry on the business of the Society when the House of Delegates is not in session.

Section 90. Duties: It shall be the duty of the Board of Directors

A. To determine the date and place for convening each annual session.

B. To cause to be bonded by a surety company, the President, the President-elect, the Treasurer and the Executive Director.

C. To cause all accounts of the Society to be reviewed and fully audited by a certified public accountant once every year.

D. To prepare a budget for carrying on the activities of the Society for each ensuing fiscal year.

E. To review the reports of all standing committees and special committees of the Society and act upon such reports.

F. To approve life, associate and affiliate members.

G. To meet in executive session at each regular session of the Board of Directors.

H. To monitor activities of outside governmental and private agencies on matters of importance to anesthesiology for dentistry.

I. To publish or cause to be published in a timely fashion a summary of its actions, including a record of the vote of all members of the Board of Directors, for all regular and special sessions of the Board.

J. To perform such other duties as are prescribed by these **Bylaws**.

695 Section 100. Sessions:

696
697 A. Regular Sessions: The Board of Directors shall hold a minimum of two regular
698 sessions each calendar year and meet in executive session at least once each regular
699 session.

700
701 B. Special Sessions: Special sessions of the Board of Directors may be called at any
702 time either by the President or at the request of five voting members of the Board,
703 provided notice is given to each member ten (10) days in advance of the session.

704
705 C. Special Meetings Via Telephone or Other Electronic Means: The members of the
706 Board of Directors may participate in and act at a meeting of the Board of Directors
707 called by the President on matters of the Society requiring immediate attention through
708 the use of conferences via telephone or other electronic means as allowed by law.
709 Such conferences and any actions taken shall be governed by the rules of the Board of
710 Directors. These Conferences are considered as meetings which shall be documented
711 and made part of the action of the Board of Directors.

712
713 Section 110. Quorum: Sixty percent (60%) of the voting members of the Board of
714 Directors shall constitute a quorum.

715
716 Section 120. Officers and Advisors:

717
718 A. Chairperson and Secretary. The officers of the Board of Directors shall be the
719 President of the Society who shall be the Chairperson, and the Executive Director of the
720 Society who shall be the Secretary.

721
722 In the absence of the President, the office of Chairperson shall be filled by the
723 President-elect or, in the absence of the President-elect, by the Vice President or, in the
724 absence of the Vice President, by a voting member of the Board who shall be elected
725 Chairperson pro tem.

726
727 In the absence of the Secretary, the Chairperson shall appoint a Secretary pro tem.

728
729 B. Parliamentarian. During sessions of the Board of Directors, the Speaker of the
730 House of Delegates shall serve as parliamentarian. In the absence of the Speaker of
731 the House of Delegates, the Board of Directors may appoint a qualified individual to
732 serve as parliamentarian pro tem.

733
734 C. Duties:

735 a. Chairperson. The Chairperson shall preside at all meetings of the Board of Directors.
736 The Chairperson may only exercise the right to vote when the vote is by ballot or when
737 one more vote could alter the outcome. When a vote by ballot results in a tie, the
738 Chairperson cannot break the tie by voting a second time.

739 b. Secretary. The Secretary shall serve as the recording officer of the Board of Directors
740 and as the custodian of its records. The Secretary shall cause a factual record of the
741 proceedings, including a record of the vote of all members of the Board of Directors, to
742 be published as the official transactions of the Board in a timely fashion.

Chapter VI: ELECTIVE OFFICERS

Section 10. Title: The elective officers of this Society shall be President, President-elect, Vice President, Treasurer, and Speaker of the House of Delegates.

Section 20. Eligibility: Only an active or life member, in good standing, of this Society shall be eligible to serve as an elective officer.

Section 30. Nominations:

The Society shall publish or cause to be published, no less than one hundred twenty (120) days prior to the annual session, a "Call for Nominations" describing the elective offices to be considered that year and the eligibility requirements thereof.

A nomination for the offices of President-elect, Vice President, Treasurer and Speaker of the House of Delegates, may be made by any other member, in good standing, of the Society. All nominations shall be sent to the Administrative Office and be accompanied by a curriculum vitae. All nominations must be submitted no later than sixty (60) days prior to the annual session of the House of Delegates. The Society shall not publish or cause to be published the name of any individual nominated for an elective office earlier than sixty days (60) prior to the annual session.

The President-elect shall confirm that a duly submitted nomination is eligible in accordance with Section 20 of this Chapter of the **Bylaws**. Candidates may be nominated from the floor of the House of Delegates provided they have been duly submitted to the Administrative Office and confirmed as eligible by the President-elect.

Nominating speeches, statements or remarks, not to exceed five (5) minutes per candidate may be made by the candidate or by an active, life or retired member on behalf of a candidate nominated for an open director position that is contested.

Section 40. Elections: The elective officers shall be elected by the House of Delegates in accordance with Chapter IV, Section 130 of these **Bylaws**.

Section 50. Term of Office: The elective officers of the Society shall serve for a term of two (2) years, or until their successors are elected and installed. The President shall be limited to serve one (1) elected term of two (2) years. However, in the event the office of President is filled as a result of vacancy, the unexpired portion of that term shall not be considered in determining the limitations of the President's term of office.

Section 60. Installation: The elective officers shall be installed at the annual session of the House of Delegates where elected. The President-elect shall be installed as President at the annual session of the House, two (2) years following election.

Section 70. Vacancy: In the event the office of President becomes vacant, the President-elect shall become President for the unexpired portion of the term. In the

event the office of President becomes vacant for a second time in the same term or at a time when the office of President-elect is also vacant, the Vice President shall become President for the unexpired portion of the term. In the event of a vacancy in the office of Speaker of the House of Delegates, the President with the approval of the Board of Directors, shall appoint a Speaker pro tem. In the event the office of President-elect becomes vacant by reason other than the President-elect succeeding to the office of the President earlier than the next annual session, the office of President for the ensuing term shall be filled at the next annual session of the House of Delegates in the same manner as that provided for the nomination and election of elective officers, except that the ballot shall read "President for the Ensuing Term."

Section 80. Duties:

A. President. It shall be the duty of the President:

- a. To serve as an official representative of this Society in its contacts with governmental, civic, business and professional organizations for the purpose of advancing the objectives and policies of this Society.
- b. To serve as an ex officio member of the House of Delegates without the right to vote.
- c. To serve as Chairperson of the Board of Directors and ex officio member of the Board of Directors and to perform such duties as are provided in Chapters IV and V or these **Bylaws**.
- d. To call special sessions of the Board of Directors as provided in Chapter V of these **Bylaws**.
- e. To submit appointments to the Board of Directors for all standing Committees, at the session of the Board of Directors immediately preceding installation as President.
- f. To review on an annual basis, all appointments to standing Committees of the Society.
- g. To appoint any additional members to standing Committees and the Advisory Board, where appropriate, subject to the approval of the Board of Directors.
- h. To appoint the members of all committees of the House of Delegates except as otherwise provided in these **Bylaws**.
- i. To appoint any representatives to outside agencies, where requested, subject to the approval of the Board of Directors
- j. To submit an annual report to the House of Delegates.
- k. To perform such other duties as may be provided in these **Bylaws**.

B. President-elect. It shall be the duty of the President-elect:

- a. To assist the President as requested.
- b. To serve as an ex officio member of the House of Delegates without the right to vote.
- c. To serve as an ex officio member of the Board of Directors.
- d. To confirm that all candidates are eligible for election to an elective office or position in this Society.
- e. To ascend to the office of President at the annual session of the House of Delegates where the current President's term expires.
- f. To succeed immediately to the office of the President in the event of vacancy for the unexpired term and for the succeeding term.
- g. To serve as chairperson of the Committee on the Annual Session.
- h. To serve as chairperson of the Committee on Awards.

C. Vice President. It shall be the duty of the Vice President:

- a. To assist the President as requested.
- b. To serve as an ex officio member of the House of Delegates without the right to vote.
- c. To serve as an ex officio member of the Board of Directors.
- d. To serve as chairperson of the Committee on Continuing Education.
- e. To succeed to the office of President as provided in Chapter VI, Section 70 of these **Bylaws**.

D. Treasurer. It shall be the duty of the Treasurer:

- a. To assist the President as requested.
- b. To serve as an ex-officio member of the House of Delegates without the right to vote.
- c. To serve as an ex officio member of the Board of Directors.
- d. To prepare an annual financial report for the membership.
- e. To serve as custodian of all monies, securities, and deeds belonging to the Society which may come into the Treasurer's possession and to hold, invest and disburse same, subject to the discretion of the Board of Directors, and perform such other duties as are prescribed by the Board of Directors or these **Bylaws**.
- f. To serve as Chairperson of the Committee on Membership and Component Development.
- g. To serve as a member of the Editorial Board

E. Speaker of the House of Delegates. The Speaker shall be the Presiding Officer of the House of Delegates, and shall perform such duties as custom and parliamentary usage require, in accordance with Chapter IV, Section 90Aa of these **Bylaws**.

Chapter VII: APPOINTIVE OFFICER

Section 10. Title: The appointive officer of this Society shall be the Executive Director, as provided in Article V of the **Constitution**.

Section 20. Salary: The Board of Directors shall determine the salary of the Executive Director.

Section 30. Duties: The duties of the Executive Director shall be:

- A. To report to the Board of Directors.
- B. To act as executive head of the Administrative Office and all of its branches.
- C. To engage all employees except as otherwise provided in these **Bylaws**.
- D. To supervise and coordinate the activities of all committees and commissions with regard to their specific assignments, and systemize the preparation of their reports.

E. To provide credentials, notification, reports and support material as otherwise provided in these **Bylaws**.

F. To implement the decisions of the House of Delegates, the Board of Directors and any of their committees.

G. To collect membership dues for this Society and component membership dues for active, chartered component societies in conformity with Chapter I, Section 50 and Chapter II, Section 40 of these **Bylaws**.

Chapter VIII: COMMITTEES

Section 10. Name: The committees of this Society shall include:

- Committee on the Annual Session
- Committee on Awards
- Committee on Budget and Finance
- Committee on Continuing Education
- Committee on Ethics and Bylaws
- Committee on Legislation
- Committee on Membership and Component Development
- Committee on Public and Professional Relations

Section 20. Appointments, Members:

A. The composition of the standing Committees of this Society shall be as follows:

The Committee on the Annual Session shall be composed of the program chairpersons of the annual session for the following year and the two (2) ensuing years. The Chairperson of the Committee shall be appointed by the President subject to approval by the Board of Directors. Where practicable, the program chairperson shall be from the geographic area in which an annual session is to be held. The Executive Director shall serve as an ex officio member.

The Committee on Awards shall be composed of the Vice President and four (4) past presidents of the Society appointed by the President for a concurrent term of office. The Chairperson shall be the President-elect.

The Committee on Budget and Finance shall be composed of the Treasurer and the President-elect. The Executive Director shall serve as an ex officio member. The Chairperson of the Committee shall be the Treasurer.

The Committee on Continuing Education shall be composed of the course directors for each individual program concentration offered that fiscal year. The Chairperson of the Committee shall be appointed by the President subject to the approval of the Board of Directors.

Appointments for all other standing committees of the Society shall be made by and serve at the pleasure of the President, except as otherwise provided in these **Bylaws**.

B. There shall be a mandatory annual review of all committee appointments by the President. All committee appointments shall be submitted by the President-elect at the session of the Board of Directors immediately preceding installation as President.

Section 30. Eligibility:

All members of standing committees must be active or life members in good standing of this Society except as otherwise provided in these **Bylaws**.

Section 40. Chairpersons: One member of each committee shall be appointed by the President to serve as chairperson except as otherwise provided in Chapter VI, Section 80 and Chapter VIII, Section 20 of these **Bylaws**.

Section 50. Consultants, Advisers and Secretaries:

A. The President may, at his discretion, appoint a consultant or adviser from the Board of Directors to serve on any standing committee of the Society.

B. The Administrative Office shall provide clerical assistance to all standing committees. It will assist in the preparation and arranging of meetings of standing committees.

Section 60. Term of Office: The term of office of members of committees shall be two (2) years except as otherwise provided in these **Bylaws**.

Section 70. Quorum: A majority of the members of any committee shall constitute a quorum.

Section 80. Annual Report and Budget:

A. Annual Report. Each committee shall submit through the Executive Director, an annual report to the Board of Directors and the House of Delegates.

B. Proposed Budget. Each committee shall submit to the Board of Directors, through the Executive Director, a proposed itemized budget for the ensuing fiscal year if indicated.

Section 90. Duties:

A. Committee on the Annual Session. The duties of the Committee on the Annual Session shall be:

a. To provide for the management of, and make all arrangements for each annual session, subject to the approval of the Board of Directors, unless otherwise provided in these **Bylaws**.

B. Committee on Awards. The duties of the Committee on Awards shall be:

- 981 a. To consider nominees for the Jay A. Heidbrink Award (also referred to as the
 982 Heidbrink Award) in accordance with criteria and guidelines established by the Board of
 983 Directors.
- 984 b. To consider nominees for the Peter H. Jacobsohn Distinguished Service Award (also
 985 referred to as the Jacobsohn Award) for meritorious service in accordance with criteria
 986 and guidelines established by the Board of Directors.
- 987 c. To consider nominees for the John A. Yagiela Excellence in Teaching Award (also
 988 referred to as the Yagiela Award) in accordance with criteria and guidelines established
 989 by the Board of Directors.
- 990 d. To annually recommend to the Board of Directors, the recipient(s) of the Heidbrink
 991 Award, the Jacobsohn Award, and/or the Yagiela Award when appropriate.
- 992
- 993 C. Committee on Budget and Finance. The duties of the Committee on Budget and
 994 Finance shall be:
- 995 a. To maintain the financial solvency of the Society.
- 996 b. To receive quarterly reports of all financial activities of the Society.
- 997 c. To meet no less than two (2) times a year, in advance of regular sessions of the
 998 Board of Directors, to prepare an annual budget for approval by the Board of Directors,
 999 with consideration for anticipated expenditures.
- 1000 d. To maintain a reserve fund consisting of all monies unspent at the end of a fiscal
 1001 year.
- 1002
- 1003 D. Committee on Continuing Education. The duties of the Committee on Continuing
 1004 Education shall be:
- 1005 a. To develop and coordinate the continuing education programs offered by the Society.
- 1006 b. To assist in the development and coordination of continuing education on the
 1007 component level.
- 1008
- 1009 E. Committee on Ethics and Bylaws. The duties of the Committee on Ethics and Bylaws
 1010 shall be:
- 1011 a. To develop, maintain and consider proposals for amending the Code of Ethics of this
 1012 Society.
- 1013 b. To provide advisory opinions regarding the interpretation of the Code of Ethics of this
 1014 Society.
- 1015 c. To review the **Constitution** and **Bylaws** in order to keep them consistent with the
 1016 Society's program and purpose.
- 1017 d. To recommend editorial corrections in the **Bylaws**.
- 1018 e. To draft or approve the proposed text of all amendments to the **Constitution** and
 1019 **Bylaws** prior to their submission to the House of Delegates for action.
- 1020 f. To provide guidance and advice on ethical and professional issues to component
 1021 societies.
- 1022
- 1023 F. Committee on Legislation. The duty of the Committee on Legislation shall be to
 1024 monitor legislative activities of significance to anesthesiology in dentistry.
- 1025
- 1026 G. Committee on Membership and Component Development. The duties of the
 1027 Committee on Membership and Component Development shall be:
- 1028 a. To recruit new members.

- b. To monitor and encourage activity in existing component societies.
- c. To encourage liaison between existing component societies and their state and regional dental societies.
- d. To encourage liaison between existing component societies and their state boards of dentistry.
- e. To encourage development of new component societies in the United States, its territories and possessions and in Canada.

H. Committee on Public and Professional Relations. The duties of the Committee on Public and Professional Relations shall be:

- a. To maintain and improve public and professional relations between the Society, the public and other professions and professional organizations.
- b. To maintain and improve the high professional and ethical standards of the Society.
- c. To develop and maintain a program on public relations, including the dissemination of information on and publicity concerning activities of the Society.

Chapter IX: SPECIAL COMMITTEES

Appointment and Term: Special committees of this Society may be created at any session by the Board of Directors, or when the Board is not in session, by the President, for the purpose of performing duties not otherwise assigned by these **Bylaws**. Such special committees shall serve until the duties assigned to that committee have been completed.

Chapter X: CODE OF ETHICS

Section 10. Professional Conduct of Members: The professional conduct of a member of this Society, the National Dental Board of Anesthesiology and the College of Sedation in Dentistry shall be governed by the **Principles of Ethics and Code of Professional Conduct** of the American Dental Association and by the Code of Ethics of this Society.

Section 20. Use of the Designation "Fellow of the American Dental Society of Anesthesiology": A Fellow in Anesthesiology of this Society who uses the designation "Fellow of the American Dental Society of Anesthesiology" or "FADSA" on communications directed to the public, may do so in accordance with Chapter V, Section 80C of these **Bylaws**.

Section 30. Non-Compliance: In the event of failure to conform to the American Dental Association's **Principles of Ethics and Code of Professional Conduct** and Code of Ethics of this Society, a member will no longer be considered in good standing.

Chapter XI: ANNUAL SESSION

Section 10. Object: The annual session of this Society is established to foster the presentation and discussion of subjects pertaining to the health of the public and the science and art of anesthesiology as an integral part of dentistry.

Section 20. Time and Place: The annual session of the Society shall be held at a time and place determined by the Board of Directors. Such selection shall be made at least two (2) years in advance.

Section 30. Management and General Arrangements: The Board of Directors, through the Committee on the Annual Session, shall provide for the management of, and make all arrangements for, each annual session unless otherwise provided in these **Bylaws**.

Section 40. Commercial Exhibits: Products of commercial enterprises may be exhibited at each annual session under the direction of the Board of Directors and in accordance with rules and regulations established by that body.

Section 50. Admission: Admission to meetings of the annual session shall be limited to all members of this Society who are in good standing and to others in accordance with rules and regulations established by the Board of Directors. Fees for admission to the annual session shall be established by the Board of Directors.

Chapter XII: PUBLICATIONS

Section 10. Official Journal:

A. Title. This Society shall publish or cause to be published an official journal under the title of **Anesthesia Progress**.

B. Object. The object of **Anesthesia Progress** shall be to report, chronicle and evaluate activities of scientific and professional interest to individuals interested in anesthesiology in dentistry.

C. Use of the Designation "Official Journal." Any organization identifying **Anesthesia Progress** as its official journal may only do so with permission granted by the Board of Directors of this Society. Renewal of such permission must be submitted to the Board of Directors for approval every two (2) years.

D. Frequency of Issue and Subscription Rate. The frequency of issue and the subscription rate of **Anesthesia Progress** shall be determined by the Board of Directors. Any organization that identifies **Anesthesia Progress** as its official journal shall be assessed a subscription rate to be determined by the Board of Directors

Section 20. Newsletter:

A. Title. This Society shall publish or cause to be published an official newsletter under the title of **The Pulse**.

B. Object. This Society shall publish or cause to be published **The Pulse**, for the dissemination of official news to the members of the Society.

C. Frequency of Issue and Subscription Rate. The frequency of issue and the subscription rate of **The Pulse** shall be determined by the Board of Directors.

Section 30. Editorial Board:

A. The Editorial Board shall include the Editor of **Anesthesia Progress**, the Editor of **The Pulse** and the Treasurer. The Chairperson of the Editorial Board shall be the Editor of **Anesthesia Progress**.

B. Eligibility: The Editor of **Anesthesia Progress** and the Editor of **The Pulse** must be active, life or retired members in good standing of this Society except as otherwise provided in these **Bylaws**.

C. Editor of **Anesthesia Progress**. The Editor of **Anesthesia Progress**:

a. Shall be appointed for a five (5) year term by the President subject to the approval and annual review of the Board of Directors.

b. Shall supervise the compilation, publication, distribution and business arrangements of all publications that bear the imprimatur of this Society.

c. Shall be an ex officio member of the Board of Directors without the right to vote, as described in Chapter V, Section 10 of these **Bylaws**.

D. Editor of **The Pulse**. The Editor of **The Pulse**:

a. Shall be appointed by the President for a concurrent term of office, in accordance with Chapter VI, Section 80A of these **Bylaws** and subject to the approval of the Board of Directors.

b. Shall solicit, gather and publish news of special interest to Society members. This material shall include information on component society activities, continuing education programs and legal and scientific developments.

c. Shall be an ex officio member of the Board of Directors without the right to vote, as described in Chapter V, Section 10 of these **Bylaws**.

E. Vacancy: In the event of a vacancy in the editorship of **Anesthesia Progress** or **The Pulse**, an active, life or retired member shall be appointed by the President to fill such position for the remainder of the unexpired term, subject to the approval of the Board of Directors.

F. Budget. The annual budget of the Editorial Board shall be determined by the Chairperson of the Editorial Board subject to the approval of the Board of Directors. It shall be listed as a separate line item in the annual budget submitted by the Committee on Budget and Finance of the Society.

Chapter XIII: NATIONAL DENTAL BOARD OF ANESTHESIOLOGY

Section 10. Name: The National Dental Board of Anesthesiology, hereinafter referred to as "the Certifying Board," is the officially recognized certifying board of this Society.

Section 20. Membership and Eligibility: The Certifying Board shall be composed of its Board of Directors, all of whom shall be active or life members in good standing of this Society and Diplomates in good standing of the Certifying Board.

Section 30. Board of Directors: The Board of Directors of the Certifying Board shall be composed of five (5) directors elected in accordance with its own bylaws.

Section 40. Powers: The National Dental Board of Anesthesiology shall have the power to establish bylaws, rules and regulations to govern the conduct of the Certifying Board provided such bylaws, rules and regulations do not conflict with, or limit, these **Bylaws**.

Section 50. Officers: The officers of the Certifying Board shall be President, Vice President, Secretary and Treasurer. The officers shall be elected by a majority vote of the Board of Directors of the Certifying Board.

Section 60. Duties: The duties of the Certifying Board shall be:

A. To maintain close liaison with the Board of Directors of the American Dental Society of Anesthesiology.

B. To determine the eligibility for examination by the Certifying Board

C. To arrange and conduct suitable examinations for the Certifying Board.

D. To certify to the competency of applicants to the Certifying Board.

E. To award certificates to those applicants who have successfully completed the requirements for the Certifying Board.

F. To transmit to the Board of Directors of the Society, any new policies or proposed changes to existing policies that impact both the Certifying Board and the Society.

G. To submit to the Board of Directors of this Society at the Annual Session, an annual report describing the activities of the Certifying Board for the previous year.

Section 70. Fellowship in Anesthesiology:

A. An individual upon successfully achieving Diplomate status in the National Dental Board of Anesthesiology will become a Fellow in Anesthesiology of this Society. Once successfully obtaining the designation of Fellow in Anesthesiology, the individual will maintain that designation regardless of his or her affiliation with the National Dental Board of Anesthesiology.

B. The designation of Fellow in Anesthesiology once conferred on the individual is not dependent on maintaining Diplomate status in the National Dental Board of Anesthesiology.

Section 80. Meetings:

A joint meeting of the Board of Directors of this Society and the Board of Directors of the Certifying Board shall be held in conjunction with the annual session of this Society.

Section 90. Administrative Support: The Executive Director and staff of the American Dental Society of Anesthesiology shall provide administrative support to the National Dental Board of Anesthesiology.

Chapter XIV: COLLEGE OF SEDATION IN DENTISTRY

Section 10. Administration: The College of Sedation in Dentistry shall be administered by the Board of Directors of this Society.

Section 20. Membership and Eligibility: The College of Sedation in Dentistry shall be composed of those members in good standing of the Society who have satisfied the criteria established thereof.

Section 30. Powers: The College of Sedation in Dentistry shall have the power to establish rules and regulations to govern its conduct provided such rules and regulations do not conflict with, or limit, these **Bylaws**.

Section 40. Duties: The duties of the College of Sedation in Dentistry shall be

A. To develop and maintain the Examinations in Sedation for Dentistry of this Society consistent with criteria established by the American Dental Association.

B. To administer and monitor the conduct of the Examinations in Sedation for Dentistry of this Society.

C. To decide the success or failure of a candidate who has completed Examination in Sedation for Dentistry as provided by Chapter V, Section 80 of these **Bylaws**.

D. To make any other reports or recommendations for the Examinations in Sedation for Dentistry that it deems appropriate.

E. To establish the requirements for membership in the College of Sedation in Dentistry.

F. To issue a certificate to those applicants who have successfully completed the requirements for the College of Sedation in Dentistry.

Section 50. Finances:

1265
 1266 A. The Treasurer of the Society shall serve as the custodian of all funds received by the
 1267 College of Sedation in Dentistry.
 1268
 1269 B. The annual budget of the College of Sedation in Dentistry shall be listed as a
 1270 separate line item in the annual budget of the Society.
 1271
 1272 Section 60. Meetings: The College of Sedation in Dentistry shall hold a minimum of one
 1273 (1) meeting each fiscal year, to be held in conjunction with the annual session of this
 1274 Society.
 1275
 1276
 1277 Chapter XV: AMERICAN DENTAL COLLEGE OF ANESTHESIOLOGY
 1278
 1279 Section 10. Name: The American Dental College of Anesthesiology, hereinafter
 1280 referred to as "the College", shall come into being upon approval of the Board of
 1281 Directors of the Society.
 1282
 1283 Section 20. Membership and Eligibility: The College shall be composed of those
 1284 members, in good standing, of the Society who have satisfied the criteria established in
 1285 the bylaws of the College.
 1286
 1287 Section 30. Governing Board: The Governing Board of the College shall be composed
 1288 of not less than five (5) and not more than ten (10) members. Members shall be
 1289 appointed by the President of the Society for a term of five (5) years.
 1290
 1291 Section 40. Powers: The American Dental College of Anesthesiology shall have the
 1292 power to establish bylaws, rules and regulations to govern the conduct of the College
 1293 provided such bylaws, rules and regulations do not conflict with, or limit, these **Bylaws**.
 1294
 1295 Section 50. Officers: The officers of the College shall be chairperson, secretary and
 1296 such others, with the exception of treasurer, as may be prescribed in its bylaws. The
 1297 Chairperson shall be elected by majority vote of the Board of Governors of the College.
 1298
 1299 Section 60. Duties: The duties of the College shall be:
 1300
 1301 A. To arrange and conduct suitable examinations for the College.
 1302
 1303 B. To certify to the competency of applicants to the College.
 1304
 1305 C. To issue a certificate to those applicants who have successfully completed the
 1306 requirements for the College.
 1307
 1308 Section 70. Finances:
 1309
 1310 A. The Treasurer of the Society shall serve as the custodian of all funds received by the
 1311 College.
 1312

B. The annual budget for the College shall be listed as a separate line item in the annual budget of the Society.

Chapter XVI: FINANCES

Section 10. Fiscal Year: The fiscal year of the Society shall begin July 1 of each calendar year and end June 30 of the ensuing year.

Section 20. General Fund:

The General Fund shall consist of all monies received other than those specifically allocated to other funds by these **Bylaws**. This fund shall be used for defraying all expenses incurred by this Society not otherwise provided for in these **Bylaws**. The General Fund may be divided into Operating and Reserve Divisions at the discretion of the Board of Directors.

Section 30. Other Funds:

The Society may establish other funds, at the discretion of the Board of Directors, for activities and programs requiring separate accounting records to meet governmental and administrative requirements. Such funds shall consist of monies and other assets received or allocated in accordance with the purpose for which they are established. Such funds shall be used for defraying all expenses incurred in their operation, shall serve only as separate accounting entities and continue to be held in the name of the American Dental Society of Anesthesiology.

Chapter XVII: INDEMNIFICATION

Each director, officer, committee member, employee and other agent of the Society shall be held harmless and indemnified by the Society against all claims and liabilities and all costs and expenses, including attorney's fees, reasonably incurred or imposed upon such person in connection with or resulting from any action, suit or proceeding, or the settlement or compromise thereof, to which such person may be made a party by reason of any action taken or omitted to be taken by such person as a director, officer, committee member, employee or agent of the Society, in good faith. This right of indemnification shall inure to such person whether or not such person is a director, officer, committee member, employee or agent of the Society at the time such liabilities, costs or expenses are imposed or incurred and, in the event of such person's death, shall extend to such person's legal representatives. To the extent available, the Society shall insure against any potential liability hereunder.

Chapter XVIII: AMENDMENTS

This **Constitution** may be amended by a two-thirds (2/3) affirmative vote of the legal votes cast by eligible members of the House of Delegates as described in Chapter IV,

Section 10 of these **Bylaws**, provided that the proposed amendments have been presented at any previous session of the House of Delegates has been submitted in writing to the Administrative Office no less than one hundred twenty (120) days in advance of the session at which the amendment will be considered, and notification of the proposed amendment has been published on the Society's website at least ninety (90) days in advance of the session at which it will be considered.

This **Constitution** may also be amended at any session of the House of Delegates by a unanimous vote, provided the proposed amendments have been presented at a previous meeting of such session.

Amend By:

~~Bylaws~~ Article I: MEMBERSHIP

Section I:10. Definitions.

I:10.1. In Good Standing.

I:10.1.1. A member whose dues are current and abides by the American Dental Society of Anesthesiology 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.

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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.
 Section I:20.1.10. Past Presidents.
 I:30. to I:120. Membership Qualifications, Dues, & Privileges.
 I:30. Active Member.
 I:30.1. Qualifications.
 I:30.1.1. The member must be in good standing with the Society.
 I:30.1.2. The member must be a graduate of a dental school accredited by the Commission on Dental Accreditation of the American Dental Association or the Commission on Dental Accreditation of Canada.
 I:30.1.3. The member must be licensed to practice dentistry within the United States, its territories, or a province or territory of Canada.
 Life Member. I:30.2. Dues.
 I:30.2.1. The dues of active members shall be in the amount prescribed by the House of Delegates and are due July 1 of each year.
 I:30.3. Privileges.
 I:30.3.1. An active member in good standing is eligible for election or appointment to any office or committee and may serve as a delegate or alternate delegate, except as otherwise provided in these Bylaws.
 I:30.3.2. Members will receive *Anesthesia Progress*, *The Pulse*, and *The Pulse News Brief*.
 I:40. Active Life Member.
 I:40.1. Qualifications.
 I:40.1.1. The member must be in good standing with the Society.

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

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

I:40.2. Dues.

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

I:40.3. Privileges.

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

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

I:50. Retired Life Member.

I:50.1. Qualifications.

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

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

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

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

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

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I:50.2. Dues.

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

I:50.3. Privileges.

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

I:60. Retired Member.

I:60.1. Qualifications.

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

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

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

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

I:60.2. Dues.

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

I:60.3. Privileges.

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

I:70. Student and Resident Members.

I:70.1. Qualifications.

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

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

I:70.2. Dues.

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

I:70.3. Privileges.

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

I:80. Honorary Member.

I:80.1. Qualifications.

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

I:80.2. Dues.

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

I:80.3. Privileges.

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

I:90. Affiliate Member.

I:90.1. Qualifications.

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

I:90.2. Dues.

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

I:90.3. Privileges.

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

I:100. Associate Member.

I:100.1. Qualifications.

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

~~Section I:100.2. Dues.~~

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

I:100.3. Privileges.

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

I:110. Emeritus Member.

I:110.1. Qualifications.

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

I:110.2. Dues.

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

I:110.3. Privileges.

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

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I:120. Past Presidents of the Society.

I:120.1. Qualifications.

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

I:120.2. Dues.

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

I:120.3. Privileges.

I:120.3.1. Past Presidents shall have access to the floor of the House of Delegates.

Past Presidents are entitled to speaking privileges but do not have the right to vote unless they are delegates for their components.

I:120.3.2. Past Presidents are eligible for election or appointment to any office or committee, and they may serve as delegates or alternate delegates for their component except as otherwise provided in these Bylaws. Past Presidents may attend educational meetings and the Annual Session gratis.

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

Section I:130. Membership Dues Assessment.

I:130.1. Dues.

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

I:130.2. Adjustments of Dues.

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

I:130.3. Percentage Dues.

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

I:130.4. Notice of Dues Change.

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

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

I:140.1. Delinquent Dues.

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

I:140.2. Loss of Fellowship Status.

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

I:140.3. Reinstatement.

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

Section I:150. Waiver of Dues.

I:150.1. Members Who Suffer Severe Financial Hardship.

I:150.1.1. Upon application and approval by the Board of Directors, dues-paying members who have suffered hardship due to catastrophe, medical illness, or other circumstances shall be excluded from paying annual dues. The Board may, at its discretion, require annual documentation to substantiate a severe hardship claim.

Article II: COMPONENTS

Section II:10. Organization.

II:10.1. Components.

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

I:10.2. Federal Dental Services.

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

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

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

Section II:20. Powers and Duties.

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

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

Section **II:30. Definition of an Active Chartered Component.**

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

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

Section **II:40. Component Financial Management.**

II:40.1. An active, chartered component that has established component membership dues for its members may, at its discretion, relegate the billing and collection of the component membership dues to the ADSA home office. The component must inform the home office of the amount due sixty (60) days before, annual dues statements are sent to the general membership.

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.

Section **II:60. Officers.**

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

Section **II:70. Meetings.**

II:70.1. A component must hold an official scientific meeting for all members at least once each calendar year. A report detailing the activities of the component meeting must be filed with the Executive Director at least thirty (30) days before the Annual Session of the House of Delegates.

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

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Section II:80. Bylaws.

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

Section II:90. Financial Report.

II:90.1. Each component shall submit a financial report to the Executive Director at least thirty (30) days before the House of Delegates Annual Session. Components that have their finances administered by the Society are exempt from filing a financial report.

Section II:100. Elections.

II:100.1. Components must hold elections on a regular cycle. The components' bylaws must address the frequency of elections, the number of terms allowed, the nomination procedure, proper notice before elections, and the required quorum. The results of component elections shall be reported to the Executive Director within thirty (30) days after elections have been declared final.

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

II:110.1. No individual or component may represent themselves as a representative or spokesperson for the American Dental Society of Anesthesiology without the express written consent of the Board of Directors.

II:110.2. Failure by the individual to comply may result in censure, probation, or the revocation of their membership by the Board of Directors.

II:110.3. Failure to comply by the component may result in the suspension or revocation of the component's charter.

Section II:120. ADSA Code of Ethics and Conduct.

II:120.1. Components shall adhere to the ADSA Code of Ethics and Conduct to guide the professional conduct of its members.

Section II:130. The Privilege of Representation.

II:130.1. Each component that satisfies Section II:70 and Section II:90 of this Article shall be entitled to at least one (1) delegate and one (1) alternate delegate, regardless of the number of members. Additional delegates, if eligible, shall be allocated to component societies proportional to the number of members in good standing.

II:130.2. Each component may select an equal number of alternate delegates as there are delegates from its active and active life members in good standing. The alternate delegate will replace the delegate in their absence.

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II:130.3. The number of delegates and alternate delegates for each component is determined by the total number of active and active life members in good standing with the Society as of December 31, preceding the Annual Session.

II:130.4. Each component shall be entitled to at least one (1) delegate and one (1) alternate delegate.

II:130.5. Components with 1 to 100 members are entitled to one (1) delegate and one alternate delegate.

II:130.6. Components with 101 or more members are entitled to one (1) additional delegate and one (1) additional alternate delegate for each additional one hundred (100) members.

Section II:140. Chartered Component Societies.

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

Alaska

Alberta

Arizona

Arkansas

California

Colorado~~---~~(Colorado, Utah, and Wyoming)

Connecticut

Federal Dental Services

Florida

Georgia

Illinois

Indiana

Kansas

Kentucky

Louisiana/Mississippi~~---~~(Louisiana and Mississippi)

Maine

Maryland

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1801	<u>Article III</u> : HOUSE OF DELEGATES	Formatted: Complex Script Font: +Body (Times New Roman),
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1803	Section <u>III</u> :10. Composition	Formatted: Complex Script Font: +Body (Times New Roman),
1804	<u>III:10.1</u> . Voting Members.	Formatted: Complex Script Font: +Body (Times New Roman),
1805	<u>III:10.1.1</u> . The voting members of the House of Delegates shall be the officially	Formatted: Complex Script Font: +Body (Times New Roman),
1806	<u>registered and</u> certified delegates of each component	Formatted: Complex Script Font: +Body (Times New Roman),

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

Section III:20. Ex Officio Members.

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

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

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

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

Section III:40. Certification of Delegates Nominees and Alternate Delegate Nominees.

III:40.1. The Executive Director will verify the eligibility of each delegate nominee and alternate delegate nominee. The Executive Director will then submit a report to the Committee on Credentials, Rules, and Order on the eligibility of each delegate nominee and alternate delegate nominee.

III:40.2. The Committee on Credentials, Rules, and Order Committee (CRO) will review the report from the Executive Director of delegate nominees and alternate delegate nominees. The CRO Committee may then preliminarily seat the delegate nominee and alternate delegate nominees' approval of eligibility. The Executive Director will then provide each delegate nominee and alternate delegate nominee with preliminary credentials.

III:40.3. The CRO will present its report and recommendations to the House of Delegates. Once the CRO report is adopted, the preliminarily seated delegate nominees and alternate delegate nominees are officially recognized as certified delegates and alternates.

III:40.4. If there is a dispute regarding the credentials of any delegate nominee or alternate delegate nominee, the Committee on Credentials, Rules, and Order will conduct a hearing and present its findings and recommendations to the House of Delegates.

III:40.5. The House of Delegates will then determine whether to credential and seat the individual as a delegate. A majority vote of the legal votes cast is required to uphold that

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1849 individual's credentials. Delegates whose credentials are disputed do not have the right
1850 to vote or be seated until the challenge is resolved in their favor.

1851 Section III:50. Powers.

1852 III:50.1. The House of Delegates shall possess the legislative powers, including the determination of
1853 policies of this Society.

1855 III:50.2. It shall have the power to enact, amend, and repeal the Constitution, Bylaws, standing rules, and
1856 temporary rules.

1858 III:50.3. It shall have the power to grant and amend the charters of component societies.

1860 III:50.4. It shall have the power to revoke or suspend the charters of component societies.

1862 Section III:60. Duties.

1863 III:60.1. To elect the elective officers.

1865 III:60.2. To elect the Directors.

1866 III:60.3. To receive and possibly act upon reports from the Board of Directors, officers,
1868 committees, and delegates.

1870 III:60.4. To receive and act upon reports of the committees of the House of Delegates.

1872 III:60.5. To receive and act upon reports of the standing committees of the Society.

1874 To adopt an annual budget.

1876 III:60.6. To receive and act upon reports of special, ad hoc, or task force committees.

1878 III:60.7. To adopt an annual budget.

1880 III:60.8. To transact the business of the Society while in session.

1882 Section III:70. Annual Session.

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III:70.1. Frequency and Location.

III:70.1.1. The Annual Session occurs annually. The date and location for each Annual Session are determined by the Board of Directors.

III:70.2. Objective.

III:70.2.1. The Annual Session fosters the presentation and discussion of subjects on the art and science of anesthesiology as an integral part of dentistry. These include:

Advancing clinical knowledge and skills.

Foster professional development and networking.

Presenting research and evidence-based practice in dental anesthesia.

Updates on regulatory standards and safety protocols.

Promoting multidisciplinary collaboration.

Enhancing patient safety and emergency preparedness.

Exploring innovations in anesthetic agents and techniques.

Providing advocacy and leadership in anesthesiology.

III:70.3. Management and General Arrangements.

X:70.3.1. The Board of Directors, through the Committee on the Annual Session, shall manage and make all arrangements for each Annual Session unless otherwise specified in these Bylaws.

III:70.4. Commercial Exhibits.

III:70.4.1. Commercial products may be displayed at each Annual Session under the guidance, rules, and regulations set by the Board of Directors.

III:70.5. Fees.

III:70.5.1. The Board of Directors will determine the fees for commercial exhibitors.

III:70.6. Admission.

III:70.6.1 The Annual Session is accessible to all Society members, guests, and interested non-members. The Board of Directors will determine the admission fees for the Annual Session applicable to members, guests, and non-members.

III:70.7. Annual Meeting of the House of Delegates.

III:70.7.1. The annual meeting of the House of Delegates may be held electronically in accordance with the statutes of the state of Illinois.

Section III:80. Official Call.

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

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

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III:80.3. All reports of officers and committees shall be made available to the members of the House at least fifteen (15) days before the Annual Session. All supplemental reports shall be available to the members of the House prior to the House of Delegates considering such reports.

Section III:90. Quorum.

III:90.1. A majority of the registered delegate nominees who received their preliminary credentials during check-in shall constitute a quorum for conducting the business of the House of Delegates.

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

III:100.1 Officers.

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

III:100.2. Speaker of the House.

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

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

III:100.3. House Secretary.

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

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

Section III:110. Order of Business.

III:110.1. The House of Delegates shall adopt the order of business after being presented by the Speaker of the House.

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

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

III:120.1. Composition.

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

III:120.2. Duties.

III:120.2.1. ~~Record and report the roll call of the House of Delegates to establish a quorum.~~

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

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

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

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

Section III:130. Reference Committee.

III:130.1. Composition.

III:130.1.1. ~~The committee shall consist of three delegates appointed by the President in consultation with the Speaker of the House at least thirty (30) days before each Annual Session.~~

III:130.2. ~~Duties.~~ Duties.

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

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

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

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

Section III:140. Special Committees of the House of Delegates.

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

Section III:150. Election Procedures.

III:150.1. Election Protocols.

III:150.1.1. ~~The House of Delegates shall elect officers and the Board of Directors except as otherwise provided in these Bylaws.~~

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2012 III:150.1.2. Voting shall be by ballot, except where there is only one (1) candidate for an office or where
 2013 the number of candidates is equal to or fewer than the open positions for Directors. The Speaker of the
 2014 House may declare that such candidate(s) has been elected.

2015

2016 III:150.1.3. A candidate must be nominated to be eligible for election.

2017

2018 III:150.1.4. Elections for elective officers and Directors shall be balloted on a single
 2019 ballot.

2020

2021 III:150.1.5. A candidate may only be nominated for one (1) elective position.

2022

2023 III:150.2. Elective Officers.

2024 III:150.2.1. When an elective officer position is to be elected, and more than one (1)
 2025 candidate has been nominated, a majority of the legal votes cast is required to elect.

2026

2027 III:150.2.2. If no candidate receives a majority of the legal votes cast on the first ballot for a single office,
 2028 the two (2) candidates receiving the most votes shall be balloted again.

2029

2030 III:150.2.3. If the two (2) candidates are tied after the second ballot, the tie will be
 2031 resolved by a simple coin toss. Refer to the Standing Rules for details.

2032

2033 III:150.3. Directors.

2034 III:150.3.1. When the number of duly placed nominations exceeds open Director
 2035 positions, the election shall be by ballot.

2036

2037 III:150.3.2. Delegates' ballots shall consist of one (1) vote for each open Director
 2038 position. Any ballot with more or less than one (1) vote for each available Director
 2039 position shall be considered illegal and not counted.

2040

2041 III:150.3.3. A candidate must achieve a majority based on the legal ballots cast for all
 2042 open Director positions. The candidate(s) with the highest majority shall be elected to
 2043 an available Director position.

2044

2045 III:150.3.4. If no candidate secures a majority in the first ballot for an open Director position, those who
 2046 received the highest votes will be included in a subsequent ballot. The number of candidates in this
 2047 second ballot will exceed the remaining open Director positions by one. Any candidates receiving the
 2048 fewest votes, including those tied, will be removed from consideration. This procedure will continue until
 2049 all Director positions are filled.

2050

2051

2052 Section

2053 Section-III:150.3.5. If two (2) candidates for the last remaining Director position are tied
 2054 after the first ballot, a second ballot of those two (2) candidates will occur.

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

Article IV: ELECTIVE OFFICERS

Section IV:10. Officers.

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

Section IV:20. Eligibility.

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

Section IV:30. Call for Nominations.

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

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

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

IV:40.2. All nominations must be submitted to and received by the Executive Director at least sixty (60) days before the Annual Session of the House of Delegates and be accompanied by a curriculum vitae to be eligible to stand for election.

IV:40.3. Nominations from the floor are not accepted.

IV:40.4. The Society shall not publish or cause to be published the name of any individual nominated for an elective office before (60) days prior to the Annual Session.

IV:40.5. A candidate must be nominated to be eligible to be elected

IV:40.6. A candidate can only be nominated for one (1) elective position.

Section IV:50. Eligibility Verification.

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

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Section IV:60. Nominating Speeches.

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

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

Section IV:70. Elections.

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

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

Section IV:80. Officers Terms of Office.

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

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

Section IV:90. Installation of Officers.

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

Section IV:100. Assuming Office.

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

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

Section IV:110. Vacancy of an Office.

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

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

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

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2141 IV:110.2.1. Upon death, resignation, removal, incapacity, or any vacancy created in the
 2142 office of the President-elect, the office shall remain open until the next House of
 2143 Delegates. The House of Delegates then shall elect a President-elect.

2144
 2145 IV:110.3. Death, Resignation, Removal or Incapacity of Officers Other Than President
 2146 and President-elect.

2147 IV:110.3.1. Upon the death, resignation, removal, or incapacity of the Vice President,
 2148 Treasurer, or Speaker of the House, the President may appoint an active or active life
 2149 member to fill the vacant office until the next House of Delegates elects a successor for
 2150 the remainder of the unexpired term, if any.

2151
 2152 IV:110.3.2. The President shall secure and transfer the records of the vacant office to
 2153 the successor.

2154
 2155 IV:110.3.3. The time served to fill the vacancy shall count as a full term if the time served is fifty percent
 2156 or more of the remaining vacant term.

2157
 2158 Section IV:120. Duties.

2159 IV:120.1. President.

2160 IV:120.1.1. To serve as the official representative of the ADSA in its contacts with
 2161 governmental, civic, business, and professional organizations and to advance its
 2162 objectives and policies.

2163
 2164 IV:120.1.2. The President is the only official spokesperson for this Society.
 2165

2166 IV:120.1.3. To serve as an ex officio member of the House of Delegates without the right to vote.
 2167

2168 IV:120.1.4. To serve as the ex officio chair of the Board of Directors.

2169
 2170 It shall have the power to elect honorary and emeritus members.

2171
 2172 IV:120.1.5. To serve as ex officio member of the Board of Directors.

2173
 2174 IV:120.1.6. To call regular, special, and emergency meetings of the Board of Directors
 2175 per these Bylaws.

2176
 2177 IV:120.1.7. To review on an annual basis all appointments to the standing committees of the Society.

2178
 2179 IV:120.1.8. To appoint all members of the It shall have the power to appoint an Executive
 2180 Director.

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~~To prepare a budget for carrying on the activities of the Society for each ensuing fiscal year.~~

standing committees. ~~To perform such other duties as are prescribed by these Bylaws.~~

~~Appointments shall be made within thirty (30) days of assuming office.~~

~~Section.~~

~~Section. To serve as an ex officio member of the House of Delegates without the right to vote.~~

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

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

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

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

IV:120.1.13. The President's duties and responsibilities shall continue to be enforced, including the authority to make appointments to fill vacancies, until the House of Delegates adjourns sine die, at which point their term of office expires.

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

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

~~President-elect.~~ IV:120.2. President-Elect.

IV:120.2.1. To assist the President as requested.

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

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

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2217 IV:120.2.4. To confirm that all candidates are eligible for election to an office or position in this Society.

2218

2219 IV:120.2.5. To ~~assume~~ the office of President ~~upon adjournment sine die of the Annual Session~~ of the
2220 House of Delegates when ~~the~~ current President's term expires.

2221

2222 IV:120.2.6. To succeed immediately to the ~~President's~~ office ~~in case of a~~ vacancy for the unexpired term.

2223

2224 IV:120.2.7. To serve as ~~the ex officio chair~~ of the Committee on the Annual Session.

2225

2226 IV:120.2.8. To serve as ~~an ex officio member~~ of the ~~Budget and Finance~~ Committee.

2227

2228 IV:120.3. Vice President.

2229 IV:120.3.1. To assist the President as requested.

2230

2231 IV:120.3.2. To serve as an ex officio member of the House of Delegates without the right to vote.

2232

2233 IV:120.3.3. To serve as an ex officio member of the Board of Directors.

2234

2235 IV:120.3.4. To serve as ~~ex officio chair~~ of the Committee on Continuing Education.

2236

2237 IV:120.4. Treasurer.

2238 IV:120.4.1. To assist the President as requested.

2239

2240 IV:120.4.2. To serve as an ex officio member of the House of Delegates without the right to vote.

2241

2242 IV:120.4.3. To serve as an ex officio member of the Board of Directors.

2243

2244 IV:120.4.4. To prepare ~~a written~~ annual financial report for the membership ~~and make a verbal report to~~
2245 ~~the House of Delegates.~~

2246

2247 IV:120.4.5. To serve as custodian of all monies, securities, and deeds belonging to the Society which may
2248 come into the Treasurer's possession and to hold, invest, and disburse same, subject to the discretion of
2249 the Board of Directors, and perform such other duties as are prescribed by the Board of Directors or these
2250 ~~Bylaws.~~

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2252 IV:120.4.6. The Treasurer shall not serve on an audit committee.

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2254 IV:120.4.7. The Treasurer shall serve as the ex officio chair of the Committee on Budget and Finance.

2255

2256 IV:120.5. Speaker of the House.

2257 IV:120.5.1. To serve as the presiding officer of the House of Delegates and perform such duties as custom

2258 and parliamentary usage requires, per these Bylaws.

2259

2260 IV:120.5.2. To serve in the House of Delegates without the right to vote.

2261

2262 IV:120.5.3. To serve as parliamentarian for the Board of Directors.

2263

2264 IV:120.5.4. To serve as an ex officio member of the Board of Directors without the right

2265 to vote.

2266

2267 IV:120.5.5. To serve as the chair of the Committee on Ethics and Bylaws.

2268

2269 IV:120.6. Immediate Past President.

2270 IV:120.6.1. To serve as an ex officio member of the House of Delegates without the

2271 right to vote.

2272

2273 IV:120.6.2. To serve as an ex officio member of the Board of Directors.

2274

2275 IV:120.6.3. To serve as the ex officio chair of the Committee on Awards.

2276

2277 IV:120.6.4. To serve as an ex officio member of the Committee on Continuing

2278 Education.

2279

2280 IV:120.6.5. To assist the President as requested.

2281

2282 Article V: BOARD OF DIRECTORS

2283

2284 Section V:10. Composition.

2285 V:10.1. The Board of Directors shall comprise five (5) Directors elected from the membership-at-large.

2286 The five (5) Directors, the President, the President-elect, the Vice President, the Treasurer, the Immediate

2287 Past President, the editor of *Anesthesia Progress*, the editor of *The Pulse*, the Speaker of the House of

2288 Delegates, and the Executive Director constitute the membership of the Board of Directors.

2289

2290 Section V:20. Voting Members of the Board of Directors.

2291 V:20.1. The voting members of the Board of Directors consist of the President, the

2292 President-elect, the Vice President, the Treasurer, the Immediate Past President, and

2293 the five (5) Directors.

2294

2295 V:20.2. The editor of *Anesthesia Progress*, the editor of *The Pulse*, the Speaker of the House of

2296 Delegates, and the Executive Director are non-voting members of the Board of Directors.

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Chapter VII: APPOINTIVE OFFICER¶
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V:20.3. The President may only exercise the right to vote when the vote is by ballot or when one (1) more vote could alter the outcome.

Section V:30. Eligibility.

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

Section V:40. Term of Office and Tenure.

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

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

Section V:50. Elections.

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

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

Section V:60. Nominations.

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

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

V:60.3. All nominations must be submitted to and received by the Executive Director at least sixty (60) days before the Annual Session of the House of Delegates and be accompanied by a curriculum vitae to be eligible to stand for election.

V:60.4. Nominations from the floor are not accepted.

V:60.5. The Society shall not publish or cause to be published the name of any individual nominated for a Director position before sixty (60) days prior to the Annual Session.

V:60.6. The President-elect shall confirm that a duly submitted nomination is eligible.

V:60.7. Nominating speeches, statements, or remarks, not to exceed five (5) minutes per candidate, may be made by the candidate or by a member in good standing with the Society on behalf of a candidate nominated for a contested Director position.

V:60.8. The Speaker of the House will designate a timekeeper to signal the candidate when the five (5) minutes have elapsed. Other digital devices may serve as alternatives to a timekeeper at the Speaker's discretion.

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V:60.9. A candidate must be nominated to be elected.

V:60.10. A candidate can only be nominated for one (1) elective position.

Section V:70. Installation of Directors.

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

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

Section V:80. Assuming Office of Director.

V:80.1. Directors will take office after the meeting at which they are elected is adjourned sine die.

Section V:90. Vacancy.

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

Section V:100. Powers.

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

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

V:100.3. It shall have the power to adopt, interpret, and amend the ADSA Code of Ethics and Conduct to govern the members' professional conduct.

V:100.4. It shall have the power to recommend suspension or revocation of charters of component societies to the House of Delegates.

V:100.5. It shall have the power to establish rules and regulations that are not inconsistent with these Bylaws to govern its organization and procedure.

V:100.6. It shall have the power to elect honorary and emeritus members.

V:100.7. It shall have the power to create special committees of the Society.

V:100.8. It shall have the authority to approve all Presidential appointments.

V:100.9. It shall have the power to approve all memorials, resolutions, or opinions issued in the name of this Society.

V:100.10. It shall have the power to establish an interim policy when the House of Delegates is not in session and when such policies are essential to the management of

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the Society, provided, however, that all such policies must be presented for review and ratification at the next session of the House of Delegates.

V:100.11. It shall have the power to appoint an Executive Director.

V:100.12. It shall have the power to approve awards and acknowledgments of the recipient(s).

V:100.13. It shall have the power to perform such other duties and functions necessary to carry on the business of the Society when the House of Delegates is not in session.

Section V:110. Duties of the Board of Directors.

V:110.1. To determine the date and place for convening each Annual Session.

V:110.2. To cause to be bonded by a surety company, the President, the President-elect, the Vice President, the Treasurer, Directors, editors, the Speaker of the House, the Immediate Past President, and the Executive Director.

V:110.3. To cause all Society accounts to be reviewed and fully audited by a certified public accountant annually.

V:110.4. To prepare a budget for carrying on the activities of the Society for each ensuing fiscal year.

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

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

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

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

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

Section V:120. Meetings.

V:120.1. Regular Meetings.

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

V:120.2. Special Meetings.

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

V:120.2.2. A special meeting requires a five (5) day notice and must detail the specific item(s) of business to be discussed and any potential actions that may be taken. No other business may be discussed or acted upon during a special meeting unless it was included in the notice. Special meetings are reserved for business items that must be addressed before the next regular meeting.

V:120.2.3. Minutes will be recorded and included as part of the Board of Directors' actions. These minutes receive approval at the next regular meeting of the Board.

V:120.2.4. The regular rules of debate for the Board of Directors apply to special meetings.

V:120.3. Emergency Meeting of the Board of Directors.

V:120.3.1. The President or five (5) voting members of the Board may convene an emergency meeting. An emergency meeting necessitates prompt action by the Board of Directors.

V:120.3.2. All Board members must be notified as early as possible before an emergency meeting.

V:120.3.3. An emergency meeting of the Board of Directors is a specific type of special meeting. The rules governing special meetings, except for the notice requirement, also apply to emergency meetings.

V:120.3.4. Minutes from an emergency meeting are approved at the subsequent regular meeting of the Board of Directors. No previous minutes are approved during an emergency meeting.

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

V:120.4. Electronic Meetings.

V:120.4.1. All meetings of the Board of Directors may be conducted electronically in accordance with the latest Illinois General Not-for-Profit Corporation Act.

Section V:130. Quorum.

V:130.1. A quorum is necessary for all Board meetings and must consist of sixty (60) percent of the voting members. Refer to Article XIV, Emergency Bylaws for exceptions.

Section V:140. Chair and Presiding Officer.

V:140.1. Chair.

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

V:140.1.2. The President will preside over all meetings of the Board of Directors. The President may only exercise the right to vote when the vote is by ballot or when one

additional vote could change the outcome. If a ballot vote results in a tie, the chair cannot cast a second vote to break the tie.

V:140.1.3. In the President's absence, the chair will be filled by the President-elect or, if the President-elect is also absent, by the Vice President. If both officers are unavailable, a voting member of the Board shall be elected as temporary chair by a majority of the legal votes cast.

V:150. Secretary.

V:150.1. The Executive Director acts as secretary. The secretary will function as the recording officer for the Board of Directors and as the custodian of its records. The secretary will ensure a factual record of the proceedings is published as the official minutes of the Board of Directors in a timely manner.

V:150.2. In the absence of the secretary, the President shall appoint a temporary secretary.

V:160.3. Parliamentarian.

V:160.1. The Speaker of the House of Delegates will serve as the parliamentarian for the Board of Directors.

V:160.2. In the absence of the Speaker of the House, the Board of Directors may appoint a qualified individual to serve as a temporary parliamentarian.

Article VI: APPOINTIVE OFFICER

Section VI:10. Title.

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

Section VI:20. Salary.

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

Section VI:30. Duties.

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

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

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

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

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2522 VI:30.5. To provide credentials, notification, reports, and support material to delegates and alternate
 2523 delegates as otherwise provided in these Bylaws and the standing rules.

2524

2525 VI:30.6. To implement the decisions of the House of Delegates, the Board of Directors, and any of their
 2526 committees.

2527

2528 VI:30.7. To collect membership dues for this Society and component membership dues for active,
 2529 chartered component societies.

2530

2531 VI:30.8. To publish and send to the secretary of each component an official notice of the
 2532 date and place of the Annual Session at least ninety (90) days before the Annual
 2533 Session of the House of Delegates.

2534

2535 VI:30.9. To publish and send an agenda, a financial report, and support material,
 2536 including the curriculum vitae of any candidate for Director or elective office contested,
 2537 to each member of the House of Delegates at least thirty (30) days before the session.
 2538

2539 VI:30.10. To serve as an ex officio member without the right to vote of the Committee on
 2540 the Annual Session.

2541

2542 VI:30.11. To serve as an ex officio member without the right to vote on the Budget and
 2543 Finance Committee.

2544

2545 VI:30.12. To serve as an ex officio member without the right to vote on the Board of
 2546 Directors.

2547

2548 VI:30.13. To serve as secretary for the House of Delegates.

2549

2550 VI:30.14. To provide support for all standing committees through the administrative
 2551 office clerical liaison.

2552

2553 VI:30.15. To serve on standing, special, ad hoc, or other committees as appointed by
 2554 the President. The Executive Director will serve as an ex officio member without the
 2555 right to vote.

2556

2557 VI:30.16. To publish all reports of the Board, officers, and committees to each delegate
 2558 at least fifteen (15) days before the Annual Session. All supplemental reports shall be
 2559 distributed to each delegate before the House of Delegates considers such a report.

2560

2561 VI:30.17. To cause the House Book to be published at least thirty (30) days before the
 2562 first session of the House of Delegates.

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2564 VI:30.18. To act as the secretary for the Board of Directors.
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Chapter VIII: COMMITTEES¶¶
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2566 Article VII: COMMITTEES

2567
2568 Section VII:10. Standing Committees.

2569 VII:10.1. Committee on Awards.

2570

2571 VII:10.2. Committee on Budget and Finance.

2572

2573 VII:10.3. Committee on Continuing Education.

2574

2575 VII:10.4. Committee on Ethics and Bylaws.

2576

2577 VII:10.5. Committee on Legislation.

2578

2579 VII:10.6. Committee on Membership and Component Development.

2580

2581 VII:10.7. Editorial Board.

2582

2583 Section VII:20. Appointments.

2584 VII:20.1. The President makes appointments to all standing committees of the Society.
2585 except as otherwise provided in these Bylaws.

2586
2587 VII:20.2. The President may assign additional duties to the standing committees at the
2588 President's discretion.

2589

2590 VII:20.3. The President may appoint a consultant or adviser from the Board of Directors to serve on any
2591 standing committee of the Society.

2592
2593 VII:20.4. The President or the Board of Directors may create a special committee (ad
2594 hoc, task force). These committee members shall serve until the committee's function is
2595 completed and dissolved upon giving their final report.

2596

2597 Section VII:30. Vacancy.

2598 VII:30.1. If a vacancy occurs on an appointed committee, the vacancy is filled by the
2599 method by which it was appointed.

2600

2601 VII:30.2. If a vacancy occurs on an elected committee, the vacancy is filled by the
2602 method by which it was elected. If the committee was elected by the House of
2603 Delegates during the mid-term, the President shall have the power to appoint the
2604 vacancy.

2605

2606 Section VII:40. Tenure and Term.

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Society shall be as follows:¶
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The Committee on the Annual Session shall be composed of
the program chairpersons of the annual session for the

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2607 VII:40.1. Standing committee members serve a two-year (2) term or until the committee
2608 is reappointed, concurrent with the President's term or at the President's discretion.

2609 Section VII:50. Eligibility.

2611 VII:50.1. All standing committee members must be in good standing with the Society, except as otherwise
2612 provided in these Bylaws.

2614 Section VII:60. Quorum.

2615 VII:60.1. A majority of the committee members shall constitute its quorum.

2617 Section VII:70. Administrative Support.

2618 VII:70.1. The home office shall provide a clerical liaison to all standing, ad hoc, task
2619 forces or special committees. The liaison will assist in preparing and arranging meetings
2620 of standing committees.

2622 Section VII:80. Annual Report.

2623 VII:80.1. Each committee chair shall submit an annual report in writing to the Board of Directors and the
2624 House of Delegates through the Executive Director.

2626 Section VII:90. Budget.

2627 VII:90.1. Each committee chair shall submit a proposed itemized budget for the ensuing fiscal year to the
2628 Board of Directors, as needed.

2630 Section VII:100-160. Standing Committee Composition, Chairs, and Duties.

2632 Section VII:100. Committee on Awards.

2633 VII:100.1. Composition.

2634 VII:100.1.1. Immediate Past President.

2635 VII:100.1.2. Up to three (3) past Presidents of the Society appointed by the President.

2636 VII:100.1.3. President-elect.

2638 VII:100.2. Chair.

2639 VII:100.2.1. Immediate Past President.

2641 VII:100.3. Duties.

2642 VII:100.3.1. To consider nominees for the awards of this Society and acknowledgments
2643 based on established criteria and guidelines.

2645 VII:100.3.2. To recommend the recipient(s) for approval by the Board of Directors.

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VII:100.3.3. To submit an annual report in writing to the Board of Directors and the House of Delegates through the Executive Director.

Section VII:110. Committee on Budget and Finance.

VII:110.1. Composition.

VII:110.1.1. Treasurer.

VII:110.1.2. President-elect.

VII:110.1.3. Executive Director as ex officio member without the right to vote.

VII:110.2. Chair.

VII:110.2.1. Treasurer.

VII:110.3. Duties.

VII:110.3.1. To maintain the financial solvency of the Society.

VII:110.3.2. To receive quarterly reports of all financial activities of the Society.

VII:110.3.3. To meet ~~at least~~ two (2) times a year, ~~before~~ regular ~~Board~~ sessions, to prepare an annual budget for approval by the Board.

VII:110.3.4. To maintain a reserve fund consisting of ~~unspent monies~~ at the end of a fiscal year.

VII:110.3.5. To submit an annual report in writing to the Board of Directors and the House of Delegates through the Executive Director.

Section VII:120. Committee on Continuing Education.

VII:120.1. Composition.

VII:120.1.1. Vice President.

VII:120.1.2. President-elect.

VII:120.1.3. Immediate Past President.

VII:120.1.4. Executive Director as ex officio without the right to vote.

VII:120.2. Chair.

VII:120.2.1. Vice President.

VII:120.3. Duties.

VII:120.3.1. To develop and coordinate the continuing education programs offered by the Society.

VII:120.3.2. To assist in ~~developing~~ and ~~coordinating~~ continuing education on the component level.

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2688 VII:120.3.3. The chair appoints the course Directors for each program with the approval
 2689 of the Board.

2690

2691 VII:120.3.4. To manage and arrange for each Annual Session, subject to the approval of
 2692 the Board of Directors, unless otherwise provided in these Bylaws.

2693

2694 VII:120.3.5. To submit an annual report in writing to the Board of Directors and the
 2695 House of Delegates through the Executive Director.

2696

2697 Section VII:130. Committee on Ethics and Bylaws.

2698 VII:130.1. Composition.

2699 VII:130.1.1. Speaker of the House of Delegates.

2700 VII:130.1.2. Three (3) members appointed by the President.

2701

2702 VII:130.2. Chair.

2703 VII:130.2.1. Speaker of the House of Delegates.

2704

2705 VII:130.3. Duties.

2706 VII:130.3.1. To maintain the ADSA Code of Ethics and Conduct.

2707

2708 VII:130.3.2. To provide advisory opinions to the Board of Directors regarding
 2709 interpreting the ADSA Code of Ethics and Conduct.

2710

2711 VII:130.3.3. Review the component's bylaws and amendments to ensure compliance
 2712 with these Bylaws.

2713

2714 VII:130.3.4. To provide advisory opinions regarding interpreting the Bylaws for the Board of Directors
 2715 and the House of Delegates.

2716

2717 VII:130.3.5. To review all proposed amendments to the Bylaws and standing orders and make
 2718 recommendations to the Board of Directors and the House of Delegates.

2719

2720 VII:130.3.6. The committee may initiate proposed amendments to the Bylaws and
 2721 standing rules.

2722

2723 VII:130.3.7. Review policies in the ADSA Policy Manual in years ending in zero (0) or
 2724 five (5) and make recommendations to the Board of Directors.

2725

2726 VII:130.3.8. To maintain and update the Manual of the House of Delegates.

2727

2728 VII:130.3.9. To submit an annual report in writing to the Board of Directors and the House of Delegates
 2729 through the Executive Director.

2730

2731 Section VII:140. Committee on Legislation.

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2732 VII:140.1. Composition.
 2733 VII:140.1.1. Three (3) members appointed by the President.
 2734
 2735 VII:140.2. Chair.
 2736 VII:140.2.1. Appointed by the President.
 2737
 2738 VII:140.3. Duties.
 2739 VII:140.3.1. To monitor legislative activities of significance to anesthesiology in dentistry.
 2740
 2741 VII:140.3.2. Additional duties as assigned by the President.
 2742
 2743 VII:140.3.3. To submit an annual report in writing to the Board of Directors and the
 2744 House of Delegates through the Executive Director.
 2745
 2746 Section VII:150. Committee on Membership and Component Development.
 2747 VII:150.1. Composition.
 2748 VII:150.1.1. Three (3) members appointed by the President.
 2749
 2750 VII:150.2. Chair.
 2751 VII:150.2.1. Appointed by the President.
 2752
 2753 VII:150.3. Duties.
 2754 VII:150.3.1. To recruit new members.
 2755
 2756 VII:150.3.2. To monitor and encourage activity in existing component societies.
 2757
 2758 VII:150.3.3. Encourage liaison between existing component societies and their state and regional dental
 2759 societies.
 2760
 2761 VII:150.3.4. Encourage liaison between existing component societies and their state Boards of dentistry.
 2762
 2763 VII:150.3.5. Encourage the development of new component societies in the United States, its territories,
 2764 and Canada.
 2765
 2766 VII:150.3.6. To submit an annual report in writing to the Board of Directors and the
 2767 House of Delegates through the Executive Director.
 2768
 2769 Section VII:160. Editorial Board.
 2770 VII:160.1. Composition.
 2771 VII:160.1.1. Editor of *Anesthesia Progress*.
 2772 VII:160.1.2. Editor of *The Pulse* and *The Pulse News Brief*.
 2773 VII:160.1.3. President.

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VII:160.2. The Chairperson.

VII:160.2.1. Editor of *Anesthesia Progress*.

VII:160.3. Duties.

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

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

VII:160.4. Budget.

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

Article VIII. CONFLICT OF INTEREST

Section VIII:10. Conflict of Interest Policy.

VIII:10.1. Individuals serving in elective, appointive, or employed offices or positions do so in a representative or fiduciary capacity that requires loyalty to the Society. While serving in such offices or positions, these individuals must promote the interests of the Society as a whole.

Section VIII:20. Actions that Must be Avoided.

VIII:20.1. Individuals must not place themselves in a position where personal or professional interests may conflict with their duty to this Society.

VIII:20.2. Individuals must not use information learned through holding an office or position for personal gain or advantage for themselves or a third party.

VIII:20.3. An individual must not obtain an improper gain or advantage by a third party.

Section VIII:30. Conditions and Compliance.

VIII:30.1. As a condition for selection, each nominee, candidate, and applicant shall disclose any situation which might be construed as placing the individual in a position of having an interest that may conflict with their duty to the Society. While serving, the individual shall comply with the conflict-of-interest policy applicable to their office or position and report any situation where a potential conflict of interest may arise.

Section VIII:40. Board of Directors Authority.

VIII:40.1. The Board of Directors shall approve the compliance activities that will implement the requirements of this Article. The Board of Directors has the authority to determine and render a final judgment on what constitutes a conflict of interest.

Article IX: ADSA CODE OF ETHICS AND CONDUCT

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a. To maintain and improve public and professional relations between the Society, the public and other professions and professional organizations.¶

b. To maintain and improve the high

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Section IX:10. ADSA Code of Ethics and Conduct.

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

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

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

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

Section IX:20. Non-Compliance.

IX:20.1. A member who does not adhere to the ADSA Code of Ethics and Conduct may lose their good standing and could face further disciplinary actions by the Board of Directors or the House of Delegates in accordance with these Bylaws.

Section IX:30. Violations and Reporting.

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

IX:30.2. The Board of Directors has the authority over all members to adjudicate and impose disciplinary actions. Investigations, deliberations, and actions must comply with 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.

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

Article X: RULES OF ORDER

Section X:10. Parliamentary Authority.

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

X:10.2. In the event a parliamentary situation arises that is not covered under the AIPSC, fundamental principles of parliamentary law shall be considered, and other

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Chapter IX: SPECIAL COMMITTEES¶

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Deleted: may be created at any session by the Board of Directors, or when the Board is not in session, by the President, for the purpose of performing duties not otherwise assigned by these Bylaws. Such special committees shall serve until the duties assigned to that committee have been completed.

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parliamentary authorities may be persuasive in resolving the issue if the relevant provisions are consistent with the simplified and modernized approach of AIPSC.

Article XI: PUBLICATIONS.

Section XI:10. The ADSA Official Journal.

XI:10.1. Title.

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

XI:10.2. Purpose.

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

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

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

XI:10.4. Frequency of Issue and Subscription Rate.

XI:50.4.1. The Board of Directors determines the frequency of publications and establishes the subscription rate for **Anesthesia Progress**.

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

Section XI:20. Official News Journal.

XI:20.1. Title.

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

XI:20.2. Purpose.

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

XI:20.3. Frequency of Issue and Subscription Rate.

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

Section XI:30. Official Electronic News Brief.

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2902 XI:30.1. Title.
 2903 XI:30.1.1. The *Pulse News Brief*.
 2904
 2905 XI:30.2. Purpose.
 2906 XI:30.2.1. The purpose of *The Pulse News Brief* is to enable the rapid dissemination of
 2907 information through electronic means.
 2908
 2909 XI:30.3. Frequency.
 2910 XI:30.3. The frequency is determined on an as-needed basis.
 2911
 2912 Section XI:40. Editor of Anesthesia Progress.
 2913 XI:40.1. Term.
 2914 The President shall appoint the editor for a five-year (5) term, subject to the approval and annual
 2915 review by the Board of Directors.
 2916
 2917 XI:40.2. Duties.
 2918 XI:40.2.1. The editor shall supervise the compilation, publication, distribution, and business arrangements
 2919 of all publications bearing the imprimatur of this Society.
 2920
 2921 XI:40.2.2. The editor shall be an ex officio member of the Board of Directors without the right to vote.
 2922
 2923 XI:40.3. Eligibility.
 2924 XI:40.3.1. The editor of *Anesthesia Progress* must be an active or active life member in
 2925 good standing.
 2926
 2927 Section XI:50. Editor of The Pulse and The Pulse *News Brief*.
 2928 XI:50.1. Term.
 2929 The President shall appoint the editor for a five-year (5) term, subject to the approval and annual review
 2930 of the Board of Directors.
 2931
 2932 XI:50.2. Duties.
 2933 XI:50.2.1. Shall solicit, gather, and publish news of particular interest to Society members. This material
 2934 shall include information on component activities, continuing education programs, and legal and scientific
 2935 developments.
 2936
 2937 XI:50.2.2. Shall be an ex officio member of the Board of Directors without the right to vote.
 2938
 2939 XI:60.3. Eligibility.
 2940 XI:60.3.1. The editor of *The Pulse* and *The Pulse News Brief* must be an active or active
 2941 life member in good standing.
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Section XI:60. Vacancy.

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

Article XII: NATIONAL DENTAL BOARD OF ANESTHESIOLOGY.

Section XII:10. Name.

XII:10.1. The National Dental Board of Anesthesiology is this Society's officially recognized certifying board, known as the "Certifying Board."

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

XII:20.1.

After achieving Diplomate status with the National Dental Board of Anesthesiology, an individual will be recognized as a Fellow of the American Dental Society of Anesthesiology.

XII:20.2. Once conferred on an individual, the designation of Fellow of the American Dental Society of Anesthesiology is not dependent on maintaining Diplomate status in the National Dental Board of Anesthesiology. It is contingent on the member's continued membership and good standing with this Society.

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

XII:30.1. The Board of Directors establishes the policy for using the designation "Fellow of the American Dental Society of Anesthesiology" or FADSA on communications intended for the public by its members.

Section XII:40. Administrative Support.

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

Article XIII: FINANCES.

Section XIII:10. Fiscal Year.

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

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Section XIII:20. General Fund.

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

Section XIII:30. Other Funds.

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

Article XIV: EMERGENCY BYLAWS

Section XIV:10. Activation.

XIV:10.1. Emergency Bylaws may be enacted if an emergency is declared by a government agency that affects the functioning of the organization or where a meeting is planned to occur. The Board members available, either by electronic communications or in person, shall constitute a quorum to enact the Emergency Bylaws with a unanimous vote of those available.

Section XIV:20. Application.

XIV:20.1. During a declared emergency and for three months after its termination, the provisions of these Emergency Bylaws continue to remain in effect.

Section XIV:30. Notice of a Meeting.

XIV:30.1. A notice of a Board of Directors meeting should be provided to those officers and Directors who can be reasonably reached. The notice may be delivered by any means and as early as is reasonably possible.

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

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

Section XIV:40. Call or Cancel a Meeting.

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

XIV:40.2. If urgent action is required and the Board cannot meet, the highest-ranking officer available may render decisions for the Board.

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XIV:40.3. If meetings of the Board or members are called or canceled, the members of the affected body should be notified of the call or cancellation as soon as possible by any reasonable means of communication.

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

Section XIV:50. Communications and Quorum.

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

Section XIV:60. Board Members Terms and Vacancies.

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

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

XIV:70.1. The Board may change the location of the principal office, adopt temporary amendments to the Bylaws to remain in effect until the next meeting of the House of Delegates, or take any other action that is required.

XIV:70.2. The Board may not hold elections of officers that would allow the officers to act beyond the next meeting of the House of Delegates.

XIV:70.3. Amendment(s) to the Bylaws or corporate charter may not remain in effect beyond the next meeting of the House of Delegates.

Section XIV:80. Member Notification.

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

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

XIV:90.1. After a canceled meeting or the termination of the emergency, the House of Delegates at the next Annual may address any business items required by the Bylaws, including any business items that may have been discussed and decided during the emergency period.

XIV:90.2. The House of Delegates may rescind the remaining effect of any action taken during the emergency with three-fourths (3/4) of the legally cast vote.

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

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

Article XV: RIGHTS AND RESPONSIBILITIES OF THE SOCIETY AND OF THE MEMBERS

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

XV:10.1. This Society has the inherent right to discipline, suspend, terminate membership, and expel a member, officer, or director, with or without cause. Offenses and violations may lead to disciplinary actions irrespective of whether they are detailed in these Bylaws.

XV:10.2. Members voluntarily agree to abide by the ADSA Articles of Incorporation, the Constitution, the Bylaws and standing rules of the Society, the Policies and Procedures Manual, the ADSA Code of Ethics and Conduct, procedural rules, and statutory law and uphold the principles and values of this Society by applying for and accepting membership. Any violations of those mentioned above, which are not all-inclusive, may be grounds for disciplinary action.

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

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

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

Section XV:20. Disciplinary Procedures.

XV:20.1. The process for implementing disciplinary actions against a member, officer, or Director is detailed in the ADSA Policy Manual and is authorized by these Bylaws to be enforceable.

Article XVI: DISSOLUTION

XVI:10. Dissolution.

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

XVI:20. Vote for Dissolution.

XVI:20.1. The Society may be dissolved by a three-fourths (3/4) vote of the legal votes cast by the Board of Directors in accordance with applicable Illinois state law.

XVI:20.2. The Society may be dissolved by a three-fourths (3/4) vote of the legal votes cast by the House of Delegates in accordance with applicable Illinois state law.

XVI:30. Distribution of Assets.

XVI:30.1. Upon dissolution of the Society, after paying or making provision for the payment of all liabilities of the Society, the remaining assets of the Society shall be distributed exclusively for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, as determined by the Board of Directors at the time of dissolution. Specifically, the assets shall be distributed to another organization with a similar purpose or mission, exempt under Section 501(c)(3) of the Internal Revenue Code, as determined by the Board of Directors.

XVI:40. Prohibited Distribution to Members.

XVI:40.1. No part of the net earnings or assets of the Society shall inure to the benefit of any Director, officer, member, employee, or private individual, except as reasonable compensation for services rendered or as otherwise required by law.

XVI:50. Compliance with Illinois Law.

XVI:50.1. The dissolution of the Society shall be conducted in compliance with the laws and regulations of the State of Illinois, including the Illinois Not-For-Profit Corporation Act.

XVI:60. Final Report.

XVI:60.1. A final report shall be submitted to the appropriate authorities, including the Illinois Attorney General's office and the Internal Revenue Service, in accordance with applicable law.

Article XVII: INDEMNIFICATION**Section XVII:10. Right of Indemnification.**

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

Section XVII:20. Scope of Indemnity.

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Each director, officer, committee member, employee

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XVII:20.1. Indemnification shall apply to actions taken or omitted in good faith by the Indemnatee while carrying out their duties for the Society, provided such actions are not fraudulent, willfully unlawful, or grossly negligent.

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Section XVII:30. Exclusions from Indemnification.

XVII:30.1. The Society shall not indemnify any Indemnatee for:
Claims arising from acts of fraud, dishonesty, willful misconduct, or gross negligence.
Claims arising from the breach of fiduciary duties or statutory obligations imposed by law, unless the Indemnatee is found to have acted in good faith and in a manner that they reasonably believed to be in the best interests of the Society.

Deleted: to be taken by such person as a director, officer, committee member, employee or agent of the Society, in good faith. This right of indemnification shall inure to such person whether or not such person is a director, officer, committee member, employee or agent of the Society at the time such liabilities, costs or expenses are imposed or incurred and, in the event of such person's death, shall extend to such person's legal representatives. To the extent available, the

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Section XVII:40. Insurance.

XVII:40. The Society shall maintain insurance for the benefit of any Indemnatee against any liability loss, or expense described above.

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Section XVII:50. Notice and Cooperation.

XVII:50.1. The Indemnatee shall promptly notify the Society in writing of any claim, action, or proceeding that may give rise to indemnification under this provision. The Indemnatee shall cooperate with the Society in the defense of such claim or action.

Section XVII:60. Non-Exclusive Right.

XVII:60.1. The indemnification rights provided in this Section shall be in addition to any other rights or remedies the Indemnatee may have under applicable law, by contract, or otherwise.

Article XVIII: AMENDMENTS

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Chapter

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Section XVIII:10. Amendments to the ADSA Bylaws with Previous Notice.

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

XVIII:10.2. The Executive Director shall publish the proposed amendments on the Society's website at least sixty (60) days before the Annual Session at which the amendment will be considered.

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This Constitution may be amended by a two-thirds (2/3) affirmative vote of the legal votes cast by eligible members of the House of Delegates as described in Chapter IV, Section 10 of these Bylaws, provided that the proposed amendments have been presented at any previous session of the House of Delegates has been submitted in writing to the Administrative Office no less than one hundred twenty (120) days in advance of the session at which the amendment will be considered, and notification of the proposed amendment has been published on the Society's website at least ninety (90) days in advance of the session at which it will be considered.¶

¶
This Constitution may also be amended at any session of the House of Delegates by a unanimous vote, provided the proposed amendments have been presented at a previous meeting of such session.¶

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XVIII:10.3. Duly submitted amendments to these Bylaws will be referred to the Reference Committee for recommendations and reported at the second House of Delegates session.

XVIII:10.4. Amendments to these Bylaws require two-thirds (2/3) of the legal votes cast.

Section XVIII:20. Amendments to the ADSA Bylaws Without Proper Notice.

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

XVIII:20.2. Two-thirds (2/3) of the legal votes cast are required to allow an amendment to the Bylaws without notice to be considered. If an amendment is adopted for consideration without notice, it will be referred to the Reference Committee, which will make its recommendations and report during the second House of Delegates session.

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

Section XVIII:30. Edits to these Bylaws.

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

Article XIX: AUTHORITY OF THESE BYLAWS

Section XIX:10. Authority Over All Previous Editions.

XIX:10.1. These Bylaws supersede all previous editions of the ADSA Bylaws and Constitution.

As Revised:

Article I: MEMBERSHIP

Section I:10. Definitions.

I:10.1. In Good Standing.

I:10.1.1. A member whose dues are current and 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.

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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.

I:30. to I:120. Membership Qualifications, Dues, & Privileges.

I:30. Active Member.

I:30.1. Qualifications.

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

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

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

I:30.2. Dues.

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

I:30.3. Privileges.

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

3296 I:30.3.2. Members will receive Anesthesia Progress, The Pulse, and The Pulse News
3297 Brief.

3298
3299 **I:40. Active Life Member.**

3300 **I:40.1. Qualifications.**

3301 I:40.1.1. The member must be in good standing with the Society.

3302
3303 I:40.1.2. The member must have attained twenty-five (25) consecutive years of
3304 membership with the Society or have reached the age of seventy. The member must
3305 apply to and be approved by the Board of Directors.

3306
3307 I:40.1.3. The member must be licensed to practice dentistry in the United States, its
3308 territories, or a province or territory of Canada.

3309
3310 **I:40.2. Dues.**

3311 I:40.2.1. The dues for active life members shall be fifty percent (50%) of those assessed
3312 for active members, due July 1 each year.

3313
3314 **I:40.3. Privileges.**

3315 I:40.3.1. A member in good standing is eligible for election or appointment to any office
3316 or committee. They may serve as a delegate or an alternate delegate, except as
3317 otherwise provided in these Bylaws.

3318
3319 I:40.3.2. Members will receive Anesthesia Progress, The Pulse, and The Pulse News
3320 Brief.

3321
3322 **I:50. Retired Life Member.**

3323 **I:50.1. Qualifications.**

3324 I:50.1.1. An active member in good standing for twenty-five (25) consecutive years or
3325 who has attained the age of seventy years and no longer has income related to
3326 dentistry may be classified as a retired life member.

3327
3328 I:50.1.2. The member must be in good standing with the Society.

3329
3330 I:50.1.3. The member has attained twenty-five (25) consecutive years of membership
3331 with the Society or reached the age of seventy.

3332
3333 I:50.1.4. The member no longer has income related to dentistry.

3334
3335 I:50.1.5. A retired life member must apply to and be approved by the Board of Directors
3336 to be classified as a retired life member.

3337
3338 **I:50.2. Dues.**

3339 I:50.2.1. Retired life members are exempt from the payment of dues.

3340
3341 **I:50.3. Privileges.**

3342 I:50.3.1. Members will receive Anesthesia Progress, The Pulse, and The Pulse News
3343 Brief.

3344 **I:60. Retired Member.**

3346 **I:60.1. Qualifications.**

3347 I:60.1.1. The member must be in good standing with the Society.

3348
3349 I:60.1.2. The member has attained fifteen (15) consecutive years of membership with
3350 the Society.

3351
3352 I:60.1.3. The member no longer has income directly related to the ongoing practice of
3353 dentistry.

3354
3355 I:60.1.4. To be classified as a retired member, a member must apply to and be
3356 approved by the Board of Directors.

3357
3358 **I:60.2. Dues.**

3359 I:60.2.1. Retired members are exempt from paying dues.

3360
3361 **I:60.3. Privileges.**

3362 I:60.3.1. The member will receive Anesthesia Progress, The Pulse, and The Pulse
3363 News Brief.

3364
3365 **I:70. Student and Resident Members.**

3366 **I:70.1. Qualifications.**

3367 I:70.1.1. A full-time pre-doctoral student in a dental school accredited by the
3368 Commission on Dental Accreditation of the American Dental Association or the
3369 Commission on Dental Accreditation of Canada may be classified as a student member.

3370
3371 I:70.1.2. A dentist enrolled full-time in a residency or advanced training program lasting
3372 at least one (1) academic year and accredited by the Commission on Dental
3373 Accreditation of the American Dental Association or the Commission on Dental
3374 Accreditation of Canada may request classification as a resident member.

3375
3376 **I:70.2. Dues.**

3377 I:60.2.1. The dues for student and resident members shall be fifteen percent (15%) of
3378 those assessed for active members and are payable by July 1 of each year.

3379
3380 **I:70.3. Privileges.**

3381 I:7880.3.1. Student and resident members will receive Anesthesia Progress, The Pulse,
3382 and The Pulse News Brief.

3383
3384 **I:80. Honorary Member.**

3385 **I:80.1. Qualifications.**

3386 I:80.1.1. Individuals who have made significant and worthwhile contributions to the field
 3387 of anesthesiology in dentistry may be nominated and considered for an honorary
 3388 membership upon approval by the Board of Directors.

3389
 3390 I:80.2. Dues.

3391 I:80.2.1. Honorary members are exempt from paying dues.

3392
 3393 I:80.3. Privileges.

3394 I:80.3.1. Members will receive Anesthesia Progress, The Pulse, and The Pulse News
 3395 Brief.

3396
 3397 **I:90. Affiliate Member.**

3398 I:90.1. Qualifications.

3399 A dentist licensed to practice dentistry outside the United States, its territories, or
 3400 Canada may apply to become an affiliate member.

3401
 3402 I:90.2. Dues.

3403 I:90.2.1. Affiliate members' dues are the same as those assessed for active members
 3404 and are due July 1 of each year.

3405
 3406 I:90.3. Privileges.

3407 I:90.3.1. Members will receive Anesthesia Progress, The Pulse, and The Pulse News
 3408 Brief.

3409
 3410 **I:100. Associate Member.**

3411 I:100.1. Qualifications.

3412 I:100.1.1. An individual interested in anesthesiology who is not a licensed dentist may
 3413 be classified as an associate member upon application and approval by the Executive
 3414 Director.

3415
 3416 I:100.2. Dues.

3417 I:100.2.1. The dues of associate members shall be fifty percent (50%) of those
 3418 assessed for active members due July 1 each year.

3419
 3420 I:100.3. Privileges.

3421 I:100.3.1. Members will receive Anesthesia Progress, The Pulse, and The Pulse News
 3422 Brief.

3423
 3424 **I:110. Emeritus Member.**

3425 I:110.1. Qualifications.

3426 I:110.1.1. A member who has retired from active practice and whose contributions to
 3427 anesthesiology and pain management in dentistry are considerable may be nominated
 3428 and approved as an emeritus member by the Board of Directors.

3429
 3430 I:110.2. Dues.

3431 I:110.2.1. Emeritus members are exempt from payment of dues.

3432
 3433 I:110.3. Privileges.
 3434 I:110.3.1. Members will receive Anesthesia Progress, The Pulse, and The Pulse News
 3435 Brief.
 3436
 3437 I:120. Past Presidents of the Society.
 3438 I:120.1. Qualifications.
 3439 I:120.1.1. A member who has served as the President and is in good standing.
 3440
 3441 I:120.2. Dues.
 3442 I:120.2.1. Past Presidents are exempt from payment of dues.
 3443
 3444 I:120.3. Privileges.
 3445 I:120.3.1. Past Presidents shall have access to the floor of the House of Delegates.
 3446 Past Presidents are entitled to speaking privileges but do not have the right to vote
 3447 unless they are delegates for their components.
 3448
 3449 I:120.3.2. Past Presidents are eligible for election or appointment to any office or
 3450 committee, and they may serve as delegates or alternate delegates for their component,
 3451 except as otherwise provided in these Bylaws. Past Presidents may attend educational
 3452 meetings and the Annual Session at no charge.
 3453
 3454 I:120.3.3. Past Presidents will receive Anesthesia Progress, The Pulse, and The Pulse
 3455 News Brief.
 3456
 3457 Section I:130. Membership Dues Assessment.
 3458 I:130.1. Dues.
 3459 I:130.1.1. The House of Delegates shall prescribe the amount of the membership dues.
 3460
 3461 I:130.2. Adjustments of Dues.
 3462 I:130.2.1. The Board of Directors may approve adjustments to dues that reflect changes
 3463 not exceeding the annual Consumer Price Index for All Urban Consumers (CPI-U)
 3464 published by the United States Department of Labor, corresponding to the inflation rate
 3465 for the year ending December 31 preceding the Annual Session.
 3466
 3467 I:130.3. Percentage Dues.
 3468 I:130.3.1. Dues expressed as a percentage of active member dues resulting in fractions
 3469 of a dollar shall be rounded to the nearest whole U.S. dollar.
 3470
 3471 I:130.4. Notice of Dues Change.
 3472 I:130.4.1. A proposed change in dues exceeding the annual CPI-U requires approval by
 3473 the House of Delegates. A sixty (60) days advance notice to the House is also required.
 3474 All members shall be notified of any proposed changes in dues above the annual CPI-
 3475 U, and a notice shall be published in The Pulse prior to the Annual Session, where it will
 3476 be considered.
 3477

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

I:140.1. Delinquent Dues.

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

I:140.2. Loss of Fellowship Status.

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

I:140.3. Reinstatement.

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

Section I:150. Waiver of Dues.

I:150.1. Members Who Suffer Severe Financial Hardship.

I:150.1.1. Upon application and approval by the Board of Directors, dues-paying members who have suffered hardship due to catastrophe, medical illness, or other circumstances shall be excluded from paying annual dues. The Board may, at its discretion, require annual documentation to substantiate a severe hardship claim.

Article II: COMPONENTS

Section II:10. Organization.

II:10.1. Components.

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

I:10.2. Federal Dental Services.

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

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

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

Section II:20. Powers and Duties.

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

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

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

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

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

Section II:40. Component Financial Management.

II:40.1. An active, chartered component that has established component membership dues for its members may, at its discretion, relegate the billing and collection of the component membership dues to the ADSA home office. The component must inform the home office of the amount due sixty (60) days before annual dues statements are sent to the general membership.

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.

Section II:60. Officers.

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

Section II:70. Meetings.

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

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

Section II:80. Bylaws.

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

Section II:90. Financial Report.

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

Section II:100. Elections.

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

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

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

Section II:120. ADSA Code of Ethics and Conduct.

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

Section II:130. The Privilege of Representation.

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

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

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

3610 II:130.4. The number of delegates for each component is determined by the total
 3611 number of active and active life members in good standing with the Society as of
 3612 December 31, preceding the Annual Session.

3613
 3614 II:130.5. Each component shall be entitled to at least one (1) delegate and one (1)
 3615 alternate delegate.

3616
 3617 II:130.5.1. Components with 1 to 100 members are entitled to one (1) delegate and one
 3618 alternate delegate.

3619
 3620 II:130.5.2. Components with 101 or more members are entitled to one (1) additional
 3621 delegate and one (1) additional alternate delegate for each additional one hundred
 3622 (100) members.

3623
 3624 **Section II:140. Chartered Component Societies.**

3625 II:140.1. The following component societies are active and chartered as component
 3626 societies of this Society:

3627
 3628 Alaska
 3629 Alberta
 3630 Arizona
 3631 Arkansas
 3632 California
 3633 Colorado---(Colorado, Utah, and Wyoming)
 3634 Connecticut
 3635 Federal Dental Services
 3636 Florida
 3637 Georgia
 3638 Illinois
 3639 Indiana
 3640 Kansas
 3641 Kentucky
 3642 Louisiana/Mississippi---(Louisiana and Mississippi)
 3643 Maine
 3644 Maryland
 3645 Massachusetts
 3646 Michigan
 3647 Montana
 3648 Nevada
 3649 New Hampshire
 3650 New Jersey
 3651 New Mexico
 3652 New York
 3653 North Carolina
 3654 Ohio
 3655 Oklahoma
 3656 Ontario

3657 Oregon
 3658 Pennsylvania
 3659 Puerto Rico
 3660 South Carolina
 3661 Tennessee
 3662 Texas
 3663 Upper Midwest---(Iowa, Minnesota, North Dakota, and South Dakota)
 3664 Vermont
 3665 Virginia
 3666 Washington
 3667 West Virginia
 3668 Wisconsin
 3669
 3670

3671 Article III: HOUSE OF DELEGATES

3672 Section III:10. Composition.

3673 III:10.1. Voting Members.

3674 III:10.1.1. The voting members of the House of Delegates shall be the officially
 3675 registered and certified delegates of each component.

3676
 3677 III:10.1.2. Directors and editors of Anesthesia Progress and The Pulse may be
 3678 registered and credentialed as delegates if selected by their component. When serving
 3679 as delegates, they have the right to vote in the House of Delegates.
 3680

3681 Section III:20. Ex Officio Members.

3682
 3683 III:20.1. The President, Vice President, Treasurer, Speaker of the House, Executive
 3684 Director, Immediate Past President, the Directors, and past Presidents of the Society
 3685 shall be ex officio members of the House of Delegates without the right to vote with the
 3686 exception in III:10.1.2.
 3687

3688 Section III:30. Selection of Delegates and Alternate Delegates by the Component.

3689 III:30.1. The officially certified delegates and the alternate delegates of each component
 3690 shall be selected as determined by each component.
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3692 III:30.2. The secretary of each component shall submit the names of the delegates and
 3693 alternate delegates chosen by the component to the Executive Director at least thirty
 3694 (30) days prior to the Annual Session of the House of Delegates.
 3695

3696 Section III:40. Certification of Delegates and Alternate Delegates.

3697 III:40.1. The Executive Director will verify the eligibility of each delegate nominee and
 3698 alternate delegate nominee to be seated and will report to the Committee on
 3699 Credentials, Rules, and Order of the House of Delegates.
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3701 III:40.2. The Executive Director shall provide each delegate nominee and alternate
 3702 delegate nominee with preliminary credentials upon approval by the Committee on
 3703 Credentials, Rules, and Order of the House of Delegates prior to the Annual Session.
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3705 III.40.3. The Committee on Credentials, Rules, and Order Committee (CCRO) will
 3706 review the report from the Executive Director of delegate nominees and alternate
 3707 delegate nominees. The CRO Committee may then preliminarily seat the nominees as
 3708 delegates and alternate delegates.
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3710 III.40.4. The CRO will present its report to the House of Delegates. Once the CRO
 3711 report is adopted or amended, the preliminarily seated delegates and alternate are then
 3712 officially
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3714 III:40.3. In the event of a contest over the credentials of any delegate or alternate
 3715 delegate, the Committee on Credentials, Rules, and Order shall hold a hearing and
 3716 report its findings and recommendations to the House of Delegates.
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3718 The House of Delegates will then decide whether to credential and seat the individual
 3719 as a delegate. A majority vote is required to uphold the credentials of the individual in
 3720 question. Delegates whose credentials are contested do not have the right to vote or be
 3721 seated until the contest is resolved in their favor.
 3722

3723 Section III:50. Powers.

3724 III:50.1. The House of Delegates shall possess the legislative powers, including the
 3725 determination of policies of this Society.
 3726

3727 III:50.2. It shall have the power to enact, amend, and repeal the Constitution, Bylaws,
 3728 standing rules, and temporary rules.
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3730 III:50.3. It shall have the power to grant and amend the charters of component societies.
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3732 III:50.4. It shall have the power to revoke or suspend the charters of component
 3733 societies.
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3735 Section III:60. Duties.

3736 III:60.1. To elect the elective officers.
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3738 III:60.2. To elect the Directors.
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3740 III:60.3. To receive and possibly act upon reports from the Board of Directors, officers,
 3741 committees, and delegates.
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3743 III:60.4. To receive and act upon reports of the committees of the House of Delegates.
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3745 III:60.5. To receive and act upon reports of the standing committees of the Society.
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3747 III:60.6. To receive and act upon reports of special, ad hoc, or task force committees.

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III:60.7. To adopt an annual budget.

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

Section III:70. Annual Session.

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

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

Section III:80. Official Call.

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

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

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

Section III:90. Quorum.

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

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

III:100.1 Officers.

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

III:100.2. Speaker of the House.

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

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

III:100.3. House Secretary.

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

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

Section III:110. Order of Business.

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

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

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

III:120.1. Composition.

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

III:120.2. Duties.

III:120.2.1. Record and report the roll call of the House of Delegates to establish a quorum.

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

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

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

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

Section III:130. Reference Committee.

III:130.1. Composition.

III:130.1.1. The committee shall consist of three delegates appointed by the President in consultation with the Speaker of the House at least thirty (30) days before each Annual Session.

III:130.2. Duties.

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

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

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

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

Section III:140. Special Committees.

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

Section III:150. Election Procedures.

III:150.1. Election Protocols.

III:150.1.1. The House of Delegates shall elect officers and the Board of Directors except as otherwise provided in these Bylaws.

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

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

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

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

III:150.2. Elective Officers.

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

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

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

III:150.3. Directors.

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

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

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

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

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

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

Article IV: ELECTIVE OFFICERS

Section IV:10. Officers.

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

Section IV:20. Eligibility.

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

Section IV:30. Call for Nominations.

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

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

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

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

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

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

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

Section IV:50. Eligibility Verification.

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

Section IV:60. Nominating Speeches.

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

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

Section IV:70. Elections.

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

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

Section IV:80. Officers' Terms of Office.

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

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

Section IV:90. Installation of Officers.

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

Section IV:100. Assuming Office.

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

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

Section IV:110. Vacancy of an Office.

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

3976 IV:110.1.1. Upon the President's death, resignation, removal, or incapacity, the
 3977 President-elect assumes office for the remaining portion of the unexpired term. The
 3978 President-elect would then serve as President for their elected full term.
 3979

3980 IV:110.2. Vacancy of the Office of President-elect.

3981 IV:110.2.1. Upon death, resignation, removal, incapacity, or any vacancy created in the
 3982 office of the President-elect, the office shall remain open until the next House of
 3983 Delegates. The House of Delegates then shall elect a President-elect.
 3984

3985 IV:110.3. Death, Resignation, Removal or Incapacity of Officers Other Than President
 3986 and President-elect.

3987 IV:110.3.1. Upon the death, resignation, removal, or incapacity of the Vice President,
 3988 Treasurer, or Speaker of the House, the President may appoint an active or active life
 3989 member to fill the vacant office until the next House of Delegates elects a successor for
 3990 the remainder of the unexpired term, if any.
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3992 IV:110.3.2. The President shall secure and transfer the records of the vacant office to
 3993 the successor.
 3994

3995 IV:110.3.3. The time served to fill the vacancy shall count as a full term if the time
 3996 served is fifty percent or more of the remaining vacant term.
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3998 Section IV:120. Duties.

3999 IV: 120:1. President.

4000 IV: 120.1.1. To serve as the official representative of the ADSA in its contacts with
 4001 governmental, civic, business, and professional organizations and to advance its
 4002 objectives and policies.
 4003

4004 IV:120.1.2. The President is the only official spokesperson for this Society.
 4005

4006 IV:120.1.3. To serve as an ex officio member of the House of Delegates without the
 4007 right to vote.
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4009 IV:120.1.4. To serve as the ex officio chair of the Board of Directors.
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4011 IV:120.1.5. To serve as ex officio member of the Board of Directors.
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4013 IV:120.1.6. To call regular, special, and emergency meetings of the Board of Directors
 4014 per these Bylaws.
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4016 IV:120.1.7. To review on an annual basis all appointments to the standing committees
 4017 of the Society.
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4019 IV:120.1.8. To appoint all members of the standing committees. Appointments shall be
 4020 made within thirty (30) days of assuming office.
 4021

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

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

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

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

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

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

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

IV:120.2. President-Elect.

IV:120.2.1. To assist the President as requested.

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

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

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

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

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

IV:120.2.7. To serve as the ex officio chair of the Committee on the Annual Session.

IV:120.2.8. To serve as an ex officio member of the Budget and Finance Committee.

IV:120.3. Vice President.

IV:120.3.1. To assist the President as requested.

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

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

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 4070 IV:120.3.4. To serve as ex officio chair of the Committee on Continuing Education.
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 4072 **IV:120.4. Treasurer.**
 4073 IV:120.4.1. To assist the President as requested.
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 4075 IV:120.4.2. To serve as an ex officio member of the House of Delegates without the
 4076 right to vote.
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 4078 IV:120.4.3. To serve as an ex officio member of the Board of Directors.
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 4080 IV:120.4.4. To prepare a written annual financial report for the membership and make a
 4081 verbal report to the House of Delegates.
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 4083 IV:120.4.5. To serve as custodian of all monies, securities, and deeds belonging to the
 4084 Society which may come into the Treasurer's possession and to hold, invest, and
 4085 disburse same, subject to the discretion of the Board of Directors and perform such
 4086 other duties as are prescribed by the Board of Directors or these Bylaws.
 4087
 4088 IV:120.4.6. The Treasurer shall not serve on an audit committee.
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 4090 IV:120.4.7. The Treasurer shall serve as the ex officio chair of the Committee on Budget
 4091 and Finance.
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 4093 **IV:120.5. Speaker of the House.**
 4094 IV:120.5.1. To serve as the presiding officer of the House of Delegates and perform
 4095 such duties as custom and parliamentary usage requires, per these Bylaws.
 4096
 4097 IV:120.5.2. To serve in the House of Delegates without the right to vote.
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 4099 IV:120.5.2. To serve as parliamentarian for the Board of Directors.
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 4101 IV:120.5.3. To serve as an ex officio member of the Board of Directors without the right
 4102 to vote.
 4103
 4104 IV:120.5.4. To serve as the chair of the Committee on Ethics and Bylaws.
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 4106 **IV:120.6. Immediate Past President.**
 4107 IV:120.6.1. To serve as an ex officio member of the House of Delegates without the
 4108 right to vote.
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 4110 IV:120.6.2. To serve as an ex officio member of the Board of Directors.
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 4112 IV:120.6.3. To serve as the ex officio chair of the Committee on Awards.
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IV: 120.6.4. To serve as an ex officio member of the Committee on Continuing Education

IV:120.6.5. To assist the President as requested.

Article V: BOARD OF DIRECTORS

Section V:10. Composition.

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

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

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

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

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

Section V:30. Eligibility.

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

Section V:40. Term of Office and Tenure.

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

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

Section V:50. Elections.

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

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

Section V:60. Nominations.

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

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

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

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

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

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

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

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

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

Section V:70. Installation of Directors.

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

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

Section V:80. Assuming Office of Director.

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

Section V:90. Vacancy.

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

Section V:100. Powers.

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

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

V:100.3. It shall have the power to adopt, interpret, and amend the ADSA Code of Ethics and Conduct to govern the members' professional conduct.

V:100.4. It shall have the power to recommend revocation or suspension of charters of component societies to the House of Delegates.

V:100.5. It shall have the power to establish rules and regulations that are not inconsistent with these Bylaws to govern its organization and procedure.

V:100.6. It shall have the power to elect honorary and emeritus members.

V:100.7. It shall have the power to create special committees of the Society.

V:100.8. It shall have the authority to approve all Presidential appointments.

V:100.9. It shall have the power to approve all memorials, resolutions, or opinions issued in the name of this Society.

V:100.10. It shall have the power to establish an interim policy when the House of Delegates is not in session and when such policies are essential to the management of the Society, provided, however, that all such policies must be presented for review and ratification at the next session of the House of Delegates.

V:100.11. It shall have the power to appoint an Executive Director.

V:100.12. It shall have the power to approve awards and acknowledgments of the recipient(s).

V:100.13. It shall have the power to perform such other duties and functions necessary to carry on the business of the Society when the House of Delegates is not in session.

Section V:110. Duties of the Board of Directors.

V:110.1. To determine the date and place for convening each Annual Session.

V:110.2. To cause to be bonded by a surety company, the President, the President-elect, the Vice President, the Treasurer, Directors, editors, the Speaker of the House, the Immediate Past President, and the Executive Director.

V:110.3. To cause all Society accounts to be reviewed and fully audited by a certified public accountant annually.

V:110.4. To prepare a budget for carrying on the activities of the Society for each ensuing fiscal year.

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

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

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

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

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

Section V:120. Meetings.

V:120.1. Regular Meetings.

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

V:120.2. Special Meetings.

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

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

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

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

V:120.3. Emergency Meeting of the Board of Directors.

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

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

4295 V:120.3.3. An emergency meeting of the Board of Directors is a type of special meeting.
 4296 The rules for special meetings, except for the notice requirement, apply to emergency
 4297 meetings.

4298
 4299 V:120.3.4. Minutes of an emergency meeting are approved at the next regular meeting
 4300 of the Board of Directors. No prior minutes are approved at an emergency meeting.

4301
 4302 V:120.3.5. The quorum for an emergency meeting is sixty (60) percent of the Board's
 4303 voting members.

4304
 4305 V:120.4. Electronic Meetings.

4306 V:120.4.1. All meetings of the Board of Directors may be held electronically in
 4307 accordance with the most current Illinois General Not-for-Profit Corporation Act.

4308
 4309 Section V:130. Quorum.

4310 V:130.1. A quorum is required for all Board meetings and shall comprise sixty (60)
 4311 percent of the voting members. See Article XIV, Emergency Bylaws for exceptions.

4312
 4313 Section V:140. Chair and Presiding Officer.

4314 V:140.1. Chair.

4315 V:140.1.1. The President shall serve as the chair of the Board of Directors.

4316
 4317 V:140.1.2. The President shall preside at all meetings of the Board of Directors. The
 4318 President may only exercise the right to vote when the vote is by ballot or when one (1)
 4319 more vote could alter the outcome. When a vote by ballot results in a tie, the chair
 4320 cannot break the tie by voting a second time.

4321
 4322 V:140.1.3. In the President's absence, the chair shall be filled by the President-elect or,
 4323 in the absence of the President-elect, by the Vice President. If the previously listed
 4324 officers are absent, then a voting member of the Board shall be elected temporary chair
 4325 by a majority of the legal votes cast.

4326
 4327 V:150.2. Secretary.

4328 V:150.2.1. The Executive Director serves as secretary. The secretary shall serve as the
 4329 Board of Directors' recording officer and custodian of its records. The secretary shall
 4330 cause a factual record of the proceedings to be published as the official minutes of the
 4331 Board of Directors in a timely fashion.

4332
 4333 V:150.2.2. In the secretary's absence, the President shall appoint a temporary
 4334 secretary.

4335
 4336 V:160.3. Parliamentarian.

4337 V:160.3.1. The Speaker of the House of Delegates shall serve as the parliamentarian
 4338 for the Board of Directors.

4339

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

Article VI: APPOINTIVE OFFICER

Section VI:10. Title.

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

Section VI:20. Salary.

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

Section VI:30. Duties.

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

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

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

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

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

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

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

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

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

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

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

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

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

VI:30.14. To provide support for all standing committees through the administrative office clerical liaison.

VI:30.15. To serve on standing, special, ad hoc, or other committees as appointed by the President. The Executive Director will serve as an ex officio member without the right to vote.

VI:30.16. To publish all reports of the Board, officers, and committees to each delegate at least fifteen (15) days before the Annual Session. All supplemental reports shall be distributed to each delegate before the House of Delegates considers such a report.

VI:30.17. To cause the House Book to be published at least thirty (30) days before the first session of the House of Delegates.

VI:30.18. To serve as secretary for the Board of Directors.

Article VII: COMMITTEES

Section VII:10. Standing Committees.

VII:10.1. Committee on Awards.

VII:10.2. Committee on Budget and Finance.

VII:10.3. Committee on Continuing Education.

VII:10.4. Committee on Ethics and Bylaws.

VII:10.5. Committee on Legislation.

VII:10.6. Committee on Membership and Component Development.

VII:10.7. Editorial Board.

Section VII:20. Appointments.

VII:20.1. The President makes appointments for all standing committees of the Society, except as otherwise provided in these Bylaws.

VII:20.2. The President may assign additional duties to the standing committees at the President's discretion.

VII:20.3. The President may appoint a consultant or adviser from the Board of Directors to serve on any standing committee of the Society.

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

VII:30. Vacancy.

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

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

Section VII:40. Tenure and Term.

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

Section VII:50. Eligibility.

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

Section VII:60. Quorum.

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

Section VII:70. Administrative Support.

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

Section VII:80. Annual Report.

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

Section VII:90. Budget.

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

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

Section VII:100. Committee on Awards.

VII:100.1. Composition.

VII:100.1.1. Immediate Past President.

4475 VII:100.1.2. Up to three (3) past Presidents of the Society appointed by the President.

4476 VII:100.1.3. President-elect.

4477

4478 VII:100.2. Chair.

4479 VII:100.2.1. Immediate Past President.

4480

4481 VII:100.3. Duties.

4482 VII:100.3.1. To consider nominees for the awards of this Society and acknowledgments
4483 based on established criteria and guidelines.

4484

4485 VII:100.3.2. To recommend the recipient(s) for approval by the Board of Directors.

4486

4487 VII:100.3.3. To submit an annual report in writing to the Board of Directors and the
4488 House of Delegates through the Executive Director.

4489

4490 **Section VII:110. Committee on Budget and Finance.**

4491 VII:110.1. Composition.

4492 VII:110.1.1. Treasurer.

4493 VII:110.1.2. President-elect.

4494 VII:110.1.3. Executive Director as ex officio member without the right to vote.

4495

4496 VII:110.2. Chair.

4497 VII:110.2.1. Treasurer.

4498

4499 VII:110.3. Duties.

4500 VII:110.3.1. To maintain the financial solvency of the Society.

4501

4502 VII:110.3.2. To receive quarterly reports of all financial activities of the Society.

4503

4504 VII:110.3.3. To meet at least two (2) times a year, before regular Board sessions, to
4505 prepare an annual budget for approval by the Board.

4506

4507 VII:110.3.4. To maintain a reserve fund consisting of unspent monies at the end of a
4508 fiscal year.

4509

4510 VII:110.3.5. To submit an annual report in writing to the Board of Directors and the
4511 House of Delegates through the Executive Director.

4512

4513 **Section VII:120. Committee on Continuing Education.**

4514 VII:120.1. Composition.

4515 VII:120.1.1. Vice President.

4516 VII:120.1.2. President-elect.

4517 VII:120.1.3. Immediate Past President.

4518 VII:120.1.4. Executive Director as ex officio without the right to vote.

4519

4520 VII:120.2. Chair.

4521 VII:120.2.1. Vice President.

4522
 4523 VII:120.3. Duties.
 4524 VII:120.3.1. To develop and coordinate the continuing education programs offered by
 4525 the Society.
 4526
 4527 VII:120.3.2. To assist in developing and coordinating continuing education on the
 4528 component level.
 4529
 4530 VII:120.3.3. The chair appoints the course Directors for each program with the approval
 4531 of the Board.
 4532
 4533 VII:120.3.4. To manage and arrange for each Annual Session, subject to the
 4534 approval of the Board of Directors, unless otherwise provided in these Bylaws.
 4535
 4536 VII:120.3.5. To submit an annual report in writing to the Board of Directors and the
 4537 House of Delegates through the Executive Director.
 4538
 4539 Section VII:130. Committee on Ethics and Bylaws.
 4540 VII:130.1. Composition.
 4541 VII:130.1.1. Speaker of the House of Delegates.
 4542 VII:130.1.2. Three (3) members appointed by the President.
 4543
 4544 VII:130.2. Chair.
 4545 VII:130.2.1. Speaker of the House of Delegates.
 4546
 4547 VII:130.3. Duties.
 4548 VII:130.3.1. To maintain the ADSA Code of Ethics and Conduct.
 4549
 4550 VII:130.3.2. To provide advisory opinions to the Board of Directors regarding
 4551 interpreting the ADSA Code of Ethics and Conduct.
 4552
 4553 VII:130.3.3. Review the component's bylaws and amendments to ensure compliance
 4554 with these Bylaws.
 4555
 4556 VII:130.3.4. To provide advisory opinions regarding interpreting the Bylaws for the
 4557 Board of Directors and the House of Delegates.
 4558
 4559 VII:130.3.5. To review all proposed amendments to the Bylaws and standing orders and
 4560 make recommendations to the Board of Directors and the House of Delegates.
 4561
 4562 VII:130.3.6. The committee may initiate proposed amendments to the Bylaws and
 4563 standing rules.
 4564
 4565 VII:130.3.7. Review policies in the ADSA Policy Manual in years ending in zero (0) or
 4566 five (5) and make recommendations to the Board of Directors.
 4567
 4568 VII:130.3.8. To maintain and update the Manual of the House of Delegates.

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

Section VII:140. Committee on Legislation.

VII:140.1. Composition.

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

VII:140.2. Chair.

VII:140.2.1. Appointed by the President.

VII:140.3. Duties.

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

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

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

Section VII:150. Committee on Membership and Component Development.

VII:150.1. Composition.

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

VII:150.2. Chair.

VII:150.2.1. Appointed by the President.

VII:150.3. Duties.

VII:150.3.1. To recruit new members.

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

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

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

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

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

Section VII:160. Editorial Board.

VII:160.1. Composition.

VII:160.1.1. Editor of Anesthesia Progress.
 VII:160.1.2. Editor of The Pulse and The Pulse News Brief.
 VII:160.1.3. President.

VII:160.2. The Chairperson.

VII:160.2.1. Editor of Anesthesia Progress.

VII:160.3. Duties.

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

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

VII:160.4. Budget.

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

Article VIII. CONFLICT OF INTEREST

Section VIII:10. Conflict of Interest Policy.

VIII:10.1. Individuals serving in elective, appointive, or employed offices or positions do so in a representative or fiduciary capacity that requires loyalty to the Society. While serving in such offices or positions, these individuals must promote the interests of the Society as a whole.

Moreover, they must avoid the following:

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

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

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

Section VIII:20. Conditions and Compliance.

VIII:20.1. As a condition for selection, each nominee, candidate, and applicant shall disclose any situation which might be construed as placing the individual in a position of having an interest that may conflict with their duty to the Society. While serving, the individual shall comply with the conflict-of-interest policy applicable to their office or position and report any situation where a potential conflict of interest may arise.

Section VIII:30. Board of Directors Authority.

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

Article IX: ADSA CODE OF ETHICS AND CONDUCT

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

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

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

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

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

Section IX:20. Non-Compliance.

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

Section IX:30. Violations and Reporting.

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

IX:30.2. The Board of Directors has the authority over all members to adjudicate and impose disciplinary actions. Investigations, deliberations, and actions must comply with 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.

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

Article X: ANNUAL SESSION

Section X:10. Objective.

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

Section X:20. Time and Location.

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

Section X:30. Management and General Arrangements.

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

Section X:40. Commercial Exhibits.

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

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

Section X:50. Admission.

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

Article XI: PUBLICATIONS

Section XI:10. Official Journal.

XI:10.1. Title.

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

XI:10.2. Purpose.

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

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

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

XI:10.4. Frequency of Issue and Subscription Rate.

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

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

Section XI:20. Official News Journal.

XI:20.1. Title.

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

XI:20.2. Purpose.

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

XI:20.3. Frequency of Issue and Subscription Rate.

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

Section XI:30. Official Electronic News Brief.

XI:30.1. Title.

XI:30.1.1. The Pulse News Brief.

XI:30.2. Purpose.

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

XI:30.3. Frequency.

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

Section XI:40. Editor of Anesthesia Progress.

XI:40.1. Term.

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

XI:40.2. Duties.

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

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

XI:40.3. Eligibility.

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

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

XI:50.1. Term.

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

XI:50.2. Duties.

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

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

XI:50.3. Eligibility.

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

Section XI:60. Vacancy.

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

Article XII: NATIONAL DENTAL BOARD OF ANESTHESIOLOGY

Section XII:10. Name.

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

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

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

XII:20.2. Once conferred on an individual, the designation of Fellow of the American Dental Society of Anesthesiology is not dependent on maintaining Diplomate status in the National Dental Board of Anesthesiology. It is contingent on the member's membership and good standing with this Society.

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

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

Section XII:40. Administrative Support.

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

Article XIII: FINANCES**Section XIII:10. Fiscal Year.**

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

Section XIII:20. General Fund.

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

Section XIII:30. Other Funds.

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

Article XIV: EMERGENCY BYLAWS**Section XIV:10. Activation.**

XIV.10.1. Emergency Bylaws may be enacted if an emergency is declared by a government agency that affects the functioning of the organization or where a meeting is planned to occur. The Board members available, either by electronic communications or in person, shall constitute a quorum to enact the Emergency Bylaws with a three-fourths (3/4) vote.

Section XIV:20. Application.

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

Section XIV:30. Notice of a Meeting.

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

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

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

Section XIV:40. Call or Cancel a Meeting.

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

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

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

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

Section XIV:50. Communications and Quorum.

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

Section XIV:60. Board Members Terms and Vacancies.

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

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

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

Section XIV:80. Member Notification.

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

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

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

Section XIIV:100. Power to Terminate the Emergency Bylaws.

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

**Article XV: RIGHTS AND RESPONSIBILITIES OF THE SOCIETY
AND OF THE MEMBERS**

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

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

XV:10.2. Members voluntarily agree to abide by the ADSA Articles of Incorporation, the Constitution, the Bylaws and standing rules of the Society, the Policies and Procedures Manual, the ADSA Code of Ethics and Conduct, procedural rules, and statutory law and uphold the principles and values of this Society by applying for and accepting membership. Any violations of those mentioned above, which are not all-inclusive, may be grounds for disciplinary action.

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

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

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

Section XV:20. Disciplinary Procedures.

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

Article XVI: DISSOLUTION

XVI:10. Dissolution.

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

XVI:10.2. Vote for Dissolution.

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

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

XVI:10.3. Distribution of Assets.

XVI:10.3.1. Upon dissolution of the Society, after paying or making provision for the payment of all liabilities of the Society, the remaining assets of the Society shall be distributed exclusively for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, as determined by the Board of Directors at the time of dissolution. Specifically, the assets shall be distributed to another organization with a similar purpose or mission, which is exempt under Section 501(c)(3) of the Internal Revenue Code, as determined by the Board of Directors.

XVI:10.4. Prohibited Distribution to Members.

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

XVI:10.5. Compliance with Illinois Law.

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

XVI:10.6. Final Report.

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

Article XVII: INDEMNIFICATION**Section XVII:10. Right of Indemnification.**

Section XVII:10. Right of Indemnification.

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

Section XVII:10.2. Scope of Indemnity.

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

Section XVII:10.3. Exclusions from Indemnification.

XVII:10.3.1. The Society shall not indemnify any Indemnatee for: a. Claims arising from acts of fraud, dishonesty, willful misconduct, or gross negligence; b. Claims arising from the breach of fiduciary duties or statutory obligations imposed by law, unless the Indemnatee is found to have acted in good faith and in a manner that they reasonably believed to be in the best interests of the Society.

Section XVII:10.4. Advancement of Expenses.

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

Section XVII:10.5. Insurance.

The Society may, at its discretion, maintain insurance for the benefit of any Indemnatee against any liability, loss, or expense described above.

Section XVII:10.6. Notice and Cooperation.

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

Section XVII:10.7. Non-Exclusive Right.

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

Article XVIII: RULES OF ORDER**Section XVIII:10. Parliamentary Authority.**

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

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

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

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

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

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

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

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

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

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

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

Section XIX:30. Edits to these Bylaws.

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

Article XX: AUTHORITY OF THESE BYLAWS

Section XX:10. Authority Over All Previous Editions.

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

BOARD RECOMMENDATION: VOTE YES

BOARD VOTE: UNANIMOUS

2025 House of Delegates		Revision of the <i>Manual of the House of Delegates</i> (Standing Rules)		April, 2025
Resolution No.	R9-25B	New ☒	Amendment ☐	
Submitted By:	Board of Directors			
Date Submitted	Nov. 3, 2024	Reference Committee ☒	Direct to House	
Total Cost:	\$ none			
Amount One-time	\$ none	Amount On-going	\$ none	

Revision of the *Manual of the House of Delegates* (Standing Rules)

Background Statement:

The proposed revision of the ADSA Bylaws necessitates a thorough review of the *Manual of the House of Delegates* (standing rules) (MHOD) to ensure alignment with the revision of the Bylaws. The Bylaws have undergone significant revision to reflect current practices and modern governance standards. These changes directly affect the procedures, rules, and protocols detailed in the MHOD.

Revising the MHOD is essential to ensure consistency and conformity with the revised Bylaws. The current MHOD contains outdated language and references that no longer align with the new Bylaws or the most current issue of the *American Institute of Parliamentarians Standard Code* (AIPSC), the Society's parliamentary authority. The updated MHOD will ensure that all references, procedures, and roles are in accordance with the rules established in the Bylaws and the AIPSC. This revision will provide clarity, consistency, and guidance to all delegates and staff to create involvement and understanding of the House of Delegates.

Resolution:

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

Current Reading:

Manual of the House of Delegates

Introduction

In 1994 the American Dental Society of Anesthesiology (ADSA) empowered a House of Delegates to act as its supreme authority body and provided for the designation of a Speaker of the House of Delegates to serve as its presiding officer. This manual has been prepared so that all who participate in the annual session of the House of Delegates may have a better understanding of the methods and rules under which it operates.

The House of Delegates is composed of the officially certified delegates of

the component societies of the ADSA. The number of voting members is set forth in Chapter IV, Section 10 of the bylaws.

The American Institute of Parliamentarians Standard Code of Parliamentary Procedure notes that the first duty of a delegate is to vote for what the delegate believes is best for the profession and the Society as a whole. The second duty is to vote for what is best for the particular constituency represented. At the convention, a delegate learns new facts and listens to the arguments of others from different localities and with differing viewpoints. Frequently, a proposal is changed so completely by amendments adopted at the convention that it is really a different proposal from that originally offered. For these reasons, a delegate should be free to weigh the pros and cons and vote according to what appears to be the wisest course. Therefore, a delegate should understand thoroughly how component society members feel about the proposals to be voted on but be trusted to exercise good judgment in voting on measures as they are finally presented for decision.

Since the House of Delegates meets only once a year, it is obvious that any number of important issues may be considered and decisions made at the annual session.

In the following pages there is information relating generally to the organization and operation of the House of Delegates and specifically to the Annual Session of the ADSA House of Delegates. A careful reading of this material will give every member of the House of Delegates a more informed view of the activities which lead to the establishment of policy for the American Dental Society of Anesthesiology.

General Information for Delegates and Alternates

Credentials for Delegates and Alternates

In accordance with Chapter IV, Section 30 of the Bylaws, the names of the delegates and alternate delegates designated by component societies shall be filed with the Executive Director, at least thirty (30) days prior to the annual session of the House of Delegates. Should a component society fail to do so, it may request a member be credentialed at the first meeting of the House of Delegates when the report of the Committee on Credentials, Rules and Order is presented, provided the individual was a member in good standing of the Society no less than thirty (30) days in advance of the annual session. Credentialing of new delegates and alternate delegates is not permitted following adjournment of the first meeting of the House of Delegates.

Registration

Registration materials (preliminary agenda book) will be sent prior to annual session. Badges are required in order to gain admittance to the scientific session and to the visitors' gallery in the House of Delegates.

Seating of Alternate Delegates

Delegates wishing to substitute alternate delegates from their delegation for themselves during a meeting of the House of Delegates must complete the appropriate delegate-alternate substitution form at the special registration desk. Delegates are required to sign the form and surrender their admission cards for the meeting or meetings not attended before admission cards will be issued to alternate delegates by the Committee on Credentials, Rules and Order. Substitution of alternate delegates may be made at any meeting of the House of Delegates.

Access to the Floor

Access to the floor of the House of Delegates is limited to officers and members of the House of Delegates, the elective and appointive officers of the Society, the former presidents, the members of the Board of Directors, the secretaries and executive secretaries of component societies, and members of the Headquarters Office staff.

Alternate delegates, former officers and former directors do not have the privilege of access to the floor but will be seated in a special area.

Visitors at House Meetings

Anyone may attend meetings of the House of Delegates as a visitor upon display of an Annual Session registration badge. Visitors are not permitted access to the floor of the House but must be seated in the reserved section.

Schedule of House Meetings

The annual session of the House of Delegates is scheduled for three (3) days, Wednesday through Friday. Meetings of the House will be held on Wednesday afternoon and Friday afternoon until business is completed. Thursday afternoon is devoted to the hearings of the reference committee. Special meetings of the House of Delegates may be called by vote of the House. The following is the daily schedule of the House of Delegates.

House I. The first meeting will be devoted to matters relating to the organization of the House, presentation of the reports of the President, the Board of Directors, and committees. Nominations for the elective positions will be presented during this meeting. Resolutions received in the Headquarters Office before the House officially convenes this first meeting will be made available to the House at this meeting, and where appropriate, will be referred to the reference committee. Resolutions received after the House convenes will be accepted as new business but will not be referred to a reference committee.

Reference Committee. No official meeting of the House of Delegates is scheduled. However, the reference committee will hold open hearings. The members of the standing reference committees for the House of Delegates are listed in this manual. All members in good standing of the Society are privileged to attend and participate in the hearings of the reference committee.

House II. This meeting is devoted to acting upon the report of the reference committee, consideration and adoption of the final budget, and the installation of the new directors.

Members of the Reference Committee and Committee on Credentials, Rules and Order are asked to meet earlier to review their responsibilities.

Operation of the House of Delegates

Officers

The House of Delegates has two officers, the presiding officer and secretary. The Presiding Officer is the Speaker of the House of Delegates who is elected biannually by the House of Delegates. The Secretary of the House is the Executive Director of the Society.

The Speaker presides at all meetings and the Secretary serves as the recording officer and custodian of the records.

Duties of House of Delegates and Board of Directors

The powers and duties of the House of Delegates, as defined in Chapter IV, Sections 40 and 50, of the bylaws, make it the policy-making body of the Society. As such it can determine policies; enact, amend and repeal the constitution and bylaws, and revoke or suspend charters of component societies. The House of Delegates also has the duty of electing the President-elect, the Vice President, the Speaker of the House of Delegates, the Treasurer, and the members of the Board of Directors. It also approves the annual budget

The powers and duties of the Board of Directors, as defined in Chapter V, Sections 80 and 90 of the bylaws, make it the managing body of the Society with full powers to conduct all business. In general, the Board of Directors carries out the policies of the House of Delegates and has the power to establish ad interim policies when the House of Delegates is not in session and when such policies are essential to the management of the Society. Such policies must be presented for review and approval by the House of Delegates at its next session.

The Board of Directors also provides for the rental or lease, maintenance and supervision of the Headquarters Office and all other property owned or operated by the Society; appoints the Executive Director; prepares the annual budget; supervises financial affairs; approve all appointments of the President as defined in the bylaws; selects the time and place of the annual session; and reviews all reports and makes recommendations on them to the House of Delegates.

Recommendations to House of Delegates

Recommendations which involve Society policy come to the House of Delegates from several different sources: the President of the Society, the Board of Directors, the committees, the component societies, individual delegates and, occasionally, from other organizations.

The President is charged by the bylaws with making an annual report to the House of Delegates. In this report the President may make recommendations dealing with the Society's programs or with issues impacting the Society.

The Board of Directors reports annually to the House of Delegates on its activities during the past year. The number of reports presented to the House varies each year depending on the issues facing the profession.

The reports of the Board of Directors will be presented at the first meeting of the House on Wednesday. All reports or comments on resolutions are presented on resolution worksheets.

The Treasurer is charged by the bylaws with preparing an annual financial report for the membership. A summary of this report which includes a review of the financial affairs of the Society and the recommended budget for the upcoming fiscal year will be presented by the Treasurer.

The component societies may direct resolutions on the establishment of policy to the House of Delegates. Occasionally, the House of Delegates will receive a recommendation on policy from an outside organization, such as an international or specialty group in the field of dentistry or from a civic or philanthropic organization. Acceptance of such resolutions for consideration by the House of Delegates will be determined by the Speaker subject to the approval of the House.

The employed staff of the Association may also make recommendations to the House of Delegates but only through an appropriate agency such as the Board of Directors or an individual committee.

In these ways, the House of Delegates may receive many recommendations for consideration each year and its task is to act on them in the best way to meet the changing needs of the Society.

All reports and resolutions to be considered by the House of Delegates are presented in printed form. Every resolution appears on a resolution worksheet accompanied by the appropriate background information.

Resolution worksheets are provided to members of the House of Delegates at the annual session site. At the adjournment of the first meeting, all members will have received every item of business (worksheets) to be referred to the reference committee. Any business received after that meeting will be deemed New Business and distributed to all members at a later meeting of the session.

A thorough advance study of the various reports and resolutions will provide an essential background for a full understanding of activities as they occur in the House of Delegates.

Distribution of Material in House of Delegates

No material may be distributed in the House of Delegates without obtaining permission from the Secretary of the House. Material to be distributed must relate to subjects and activities that are proposed for House action or information.

Standing Rules of the House of Delegates

Seating of Delegations

The Secretary shall arrange for the seating of delegations in the House of Delegates in accordance with the following formula: the delegations shall be seated in accordance with the number assigned to their component societies as provided in the bylaws.

The secretary or Executive Secretary of a component society may be seated with the component society delegation on the floor of the House of Delegates even though they are not official delegates.

Speaking Privileges

The right to speak to issues before the House of Delegates is held—in addition to delegates—by officers of the Society, directors of the Society, and former presidents of the Society. Chairs of standing committees who are not members of the House of Delegates shall have the right to participate in debate on their respective reports but shall not have the right to vote. Secretaries and executive secretaries of component societies and those members of the administrative staff may be present on the floor of the House of Delegates and shall be privileged to speak when called upon as a resource.

Meeting Schedule and Order of Business

Consistent with procedures established in the Manual of the House of Delegates, the Speaker and Secretary of the House are responsible for the day-to-day business of the House. Included are selection of the on-site location and facilities and determination of times for convening and adjourning each meeting, the order of business and the agenda, subject to the approval of the House. Any substantive consolidation or expansion of the meeting schedule can take place only with the prior approval of the House. The sequencing of resolutions, for House action, will be organized by the Speaker of the House of Delegates.

Items of Business

An item of business becomes the property of the House of Delegates and subject to House action in accordance with the appropriate order of business and agenda schedule when such item is received in writing by the American Dental Society of Anesthesiology Executive Director (Secretary of the House) subject to the following conditions:

1. Reports and resolutions from component societies and individual delegates are governed by the Society bylaws and the Manual of the House of Delegates.
2. Resolutions from dental agencies not part of the American Dental Society of Anesthesiology may become items of business at the discretion of the House if received in writing by the Executive Director (Secretary of the House) at least 15 days in advance of a session.

Reports

All reports of committees, except supplemental reports, are sent to each delegate and alternate delegate at least 30 days in advance of the opening of the annual session. All supplemental reports are distributed to each delegate before such reports are considered by the House.

Resolutions to Amend the Rules of the House of Delegates

The standing rules are internal policy of the House of Delegates on how it conducts its business. Since the House does not reaffirm existing policy, the standing rules do not have to be approved at each annual session. If an amendment to the standing rules is offered, it will be accepted and considered in the same manner as all other resolutions. The resolution will be referred to the reference committee where it will be debated and considered before the House is asked to take action. The resolution will be reported to the House as a priority item at the beginning of the second meeting. The standing rules may be amended by a majority vote of the delegates present and voting. If the House adopts the resolution, the amendment will govern the balance of that session as well as future sessions.

Suspension of the Standing Rules

In accordance with the AIP Standard Code, a motion to suspend rules permits the House of Delegates to vote to suspend procedural rules that interfere with the accomplishment of a particular action. Rules may be suspended only for a specific purpose and for the limited time necessary to accomplish the proposed action. A two-thirds vote is required to adopt a motion to suspend the standing rules.

Referral of Reports and Resolutions

The Speaker of the House shall prepare a list of recommended referrals to the reference committee, subject to amendment or approval on vote of the House of Delegates.

Resolutions on the Appropriation of Funds

Any resolution proposing an appropriation of funds, except those relating to the annual budget, shall be referred to the Board of Directors for a report at the same session on the availability of funds for the purpose specified.

Consideration of Budget

The proposed annual budget shall be submitted to the members of the House of Delegates at least 14 days prior to the opening meeting of the annual session. In the event the proposed budget as submitted is not approved, all recommendations for changes adopted by the House of Delegates shall be referred to the Board of Directors to prepare and present a revised, proposed budget. If any recommendations for changes in the proposed budget receive House approval, they shall be identified as House Budget Recommendation 1, House Budget Recommendation 2, etc.

House approval of any recommendations for changes automatically returns the proposed budget to the Board of Directors for revision and subsequent resubmission to the House of Delegates for approval or further recommendations for modification. This procedure will be repeated until a preliminary budget for the ensuing fiscal year is adopted.

This preliminary budget includes all items that the Board of Directors and House of Delegates have approved, but it remains a preliminary budget since it does not incorporate any programs that may subsequently be adopted by the House at this session which require additional funding. The final budget is established and adopted by the House of Delegates through its approval of the preliminary budget plus the changes made as a result of actions by the House of Delegates. The Board of Directors will present this final budget, which will include the preliminary budget plus any additions made as a result of action by the House of Delegates, to the House at the last meeting of the annual session.

Introduction of New Business

No new business shall be introduced into the House of Delegates at the last meeting of a session except when such new business is submitted by a delegate and is permitted to be introduced by a two-thirds vote of the House of Delegates. The motion introducing such new business shall not be debatable. Approval of such new business shall require a majority vote. Reference committee recommendations shall not be deemed new business.

Any resolution that the Speaker refers to the reference committee must be made available to all members of the House before adjournment of the first meeting. For this reason, resolutions received in the Headquarters Office before the House officially convenes its first meeting will be processed, referred to the reference committee, and made available to all members of the House at that meeting. Resolutions received after the first meeting has convened will not be referred to the reference committee. They will be accepted as new business,

distributed during the second meeting of the House, and taken up when the Speaker calls for new business.

Presentation of Resolutions and Other Items of Business

Only a delegate has the right to present a motion. Therefore, within the limitation of the rule on the introduction of new business at the House of Delegates, any delegate may present amendments and substitute resolutions, as well as appropriate procedural and other matters, from the floor. Such items of business must be presented as far in advance as possible to the Secretary of the House of Delegates so that copies may be made available to members of the House.

Resolutions which (1) merely reaffirm or restate existing Society policy, (2) commend or congratulate an individual or organization, or (3) memorialize an individual shall not be introduced in the House of Delegates.

Seconding of Motions

Following the proper movement of a motion, a second is not required.

Action on Motions Recommended by Reference Committee

A reference committee request for action on an item of business (resolution) shall be brought to the floor of the House for debate in the form of a main motion. The main motion should present the substantive proposal to the House for consideration and action, with a recommendation that precisely reflects the position of the reference committee on that particular resolution. House of Delegates procedure requires the reference committee chair to make the appropriate main motion immediately following the reading of the resolution and the portion of the reference committee report related to that resolution. (It should be noted that the content of the resolution is actually part of the main motion.)

Reference committees are the only screening mechanism in the legislative process of the ADSA House of Delegates. Reference committees cannot "pigeonhole" any resolution presented to them even though that resolution has the support of only a single delegate. Therefore, to aid the House in its deliberations, the main motion together with the committee's recommendation should reflect the majority opinion of the members of the reference committee.

Motions to Vote Immediately

A motion to vote immediately on all pending motions shall not be used in the House of Delegates. The motion to vote immediately may be used so long as it applies only to the immediately pending motion. A motion to vote immediately shall not be made in conjunction with the proposal of another motion or debate on a pending motion.

Closed Session

A closed session is any meeting or portion of a meeting of the House of Delegates with limited attendance in order to consider a highly confidential matter. A closed session may be held if agreed upon by general consent of the House or by a majority of the delegates present at the meeting at which the closed session would take place. In a closed session, attendance is limited to officers of the House, delegates and alternate delegates, and the elective and appointive officers and directors of the Society. Legal counsel may be invited to participate in such deliberations. In consultation with the Secretary of the House, the Speaker may

invite other persons with an interest in the subject matter to remain during the closed session. In addition to staff, this is likely to include members of the committee(s) involved with the matter under discussion and Executive Directors of component societies. No official action may be taken nor business conducted during a closed session.

Immediately after a closed session, the Speaker will inform the delegates that they may present a motion to request permission to review information which was discussed in the closed session, with the information being discussed only with those members present at the session. This provision is not applicable to an attorney-client session.

Dues of Active Members

The dues of active members shall be in an amount prescribed by the House of Delegates. The resolution establishing the dues of active members for the following fiscal year may be amended to any amount by the House of Delegates. The resolution requires a simple majority vote of the members present and voting for adoption.

Amendments to Constitution and Bylaws

The House of Delegates is governed in its amendment of the constitution and bylaws by the provisions of the constitution and bylaws.

Voting Procedures

The method of voting in the House of Delegates is usually determined by the Speaker of the House who may call for a voice vote, show of hands (voting cards), standing vote, roll call of the delegates, or such other means that the Speaker deems appropriate. The House may also, by majority vote, determine for itself the method of voting that it prefers.

Only votes cast by voting members of the House of Delegates either for or against a pending motion shall be counted. Abstentions shall only be counted in determining if a quorum is present.

If the result of a vote is uncertain or if a division is called for, the Speaker may call for a standing vote. If a standing vote, the count will be made by tellers appointed by the Speaker and reported to the Secretary.

The Committee on Credentials, Rules and Order is charged with supervising the count of votes in the House of Delegates.

Nomination Procedures

Elections for elective officers are conducted every other year in odd-numbered years. Nominations for President-elect, Vice President, Speaker of the House of Delegates and Treasurer are made from the floor of the House of Delegates at the first meeting in accordance with Chapter VI, Section 30 of the bylaws and may be followed by nominating speeches, statements or remarks not to exceed five (5) minutes by the candidate or by an active, life or retired member on behalf of a candidate from the podium, according to the protocol established by the Speaker of the House of Delegates. Seconding a nomination is not permitted.

Nominations for those positions of the Board of Directors which are up for election will be made at the first meeting of the House of Delegates. The details of the nomination procedure are set forth in Chapter V, Section 40, of the bylaws.

Election Procedures

Only properly certified delegates are permitted to participate in the elections of the House of Delegates. Contested elections are held under the supervision of the Committee on Credentials, Rules and Order and in accordance with procedures established in Chapter III, Section 130 of the bylaws. Elections shall take place as a first order of business at the second meeting of the House of Delegates.

Installation of New Officers and Directors

Installation for new officers and directors shall take place on Friday at the conclusion of the final meeting of the House of Delegates with the time specified by the Speaker of the House.

Committees of the House of Delegates

Committee on Credentials, Rules and Order

In order to conduct its business, the House of Delegates uses one standing committee, the Committee on Credentials, Rules and Order. The Committee on Credentials, Rules and Order is composed of three (3) members from the officially certified delegates and alternate delegates appointed by the President at least thirty (30) days in advance of the annual session. This standing committee of the House of Delegates makes recommendations on the eligibility of delegates and alternate delegates to a seat in the House of Delegates when a seat is contested, maintains a continuous roll call, and determines the presence of a quorum.

Reference Committees

The Reference Committees of the House of Delegates consist of three (3) members from the officially certified delegates appointed by the President of the Society at least sixty (60) days in advance of the annual session.. Chapter IV, Section 120 of the bylaws allows for the number of reference committees to vary from year to year depending on the issues which are before the House of Delegates.

Minutes Approval Committee

The minutes of the Annual Session of the House of Delegates be approved by a Minutes Approval Committee of three delegates appointed by the Speaker of the House. The Minutes Approval Committee will continue to function as a House of Delegates committee after adjournment sine die until the committee approves the minutes of the House of Delegates, signs and files them with the House Secretary. The Minutes Approval Committee will complete the approval of the minutes within 45 days after the adjournment of the House of Delegates.

General Procedures for Reference Committees

Duties

The primary duty of a reference committee is to recommend to the House of Delegates an appropriate course of action on matters which have been placed before it. This duty can best be discharged by evaluating all resolutions which it has received from the committees, the Board of Directors and other agencies, by basing its recommendations on the best information and advice which is available

and by making its decision in the best interests of the public, the Society and the dental profession.

The reference committee shall not prevent the House of Delegates from taking action on any matter which has been presented. Nor is it the committee's duty to accept automatically and without deliberation the opinions of its own members or, on the other hand, the opinions of those who have testified.

The reference committee fulfills its duty when it takes into consideration all of these factors and advises the House of Delegates to adopt, not adopt, amend or refer a resolution which has been placed before it.

The reference committee has the final duty of taking action on all matters assigned to it. A reference committee may not "pigeonhole" any item but must refer it to the House of Delegates for final disposition.

Authority

Reference committees have a good deal of authority but must act within the standing rules of the House of Delegates and within the framework of the constitution and bylaws. The reference committees may not only act on resolutions before them but may also propose resolutions on their own initiative dealing with matters placed before it. They may call upon the officers, members of the Board of Directors, committees and the members of the staff when they desire to gain information. They may make an explanation of the committee's decision before recommending to the House of Delegates that a resolution be adopted, not adopted, amended or replaced by a substitute resolution or referred.

Clerical Assistance

The Executive Director will be responsible for providing necessary clerical assistance to the reference committee. Those responsible for such assistance shall not participate in the substantive deliberations of the committee.

Those assigned to provide clerical assistance shall be instructed by the Executive Director to hold all committee deliberations in the strictest confidence.

Conduct of Hearings

The primary duty of a reference committee is to receive and evaluate opinions and information so that it may present a well-informed recommendation to the House of Delegates. Opinions are received during the open hearing, which is conducted by the reference committee and later evaluated in a closed meeting at which the committee's decisions are made.

The chair of the reference committee should preside at both the hearing and the closed meeting. The chair should carry out the usual duties of maintaining order, facilitating the transaction of business and ruling on length and pertinence of discussion.

The chair should NOT permit the making of motions or the taking of formal votes at an open hearing, since the objective of the hearing is to receive information and opinions and not to make decisions of any sort which would bind the reference committee in its subsequent deliberations.

The chair should ensure that all who want to be heard are heard but should be watchful against prolonged holding of the floor by one or more persons at the expense of others who may wish to counsel with the committee. The chair, with the

consent of the committee, may place reasonable limitations on discussion and debate.

All members of the American Dental Society of Anesthesiology have the right to attend reference committee hearings and participate in the discussion, whether or not they are members of the House of Delegates. Nonmembers of the Society may participate in the discussion at hearings only at the invitation of a majority of the reference committee. Participants should be aware that members of news media may attend committee hearings. At the start of the reference committee hearing, each chair shall ask members of the media and any other nonmembers, excluding component and ADSA staff, to identify themselves. The committee can then make its decision on whether the nonmembers may participate. In general, nonmembers should be permitted to take part so long as they do not interfere with the orderly conduct of the hearings.

Reference committees are expected to be available during the announced hours of a hearing.

Prior to beginning the reference committee hearing, the chair is requested to read the following statement:

"All members of the American Dental Society of Anesthesiology have the right to attend and participate in the reference committee hearing, whether or not they are members of the House of Delegates. However, nonmembers of the Society may participate in the discussion at this hearing only at the invitation of a majority of the reference committee. At this time, I respectfully request that all members of the media and other nonmembers, excluding component and ADSA staff, to identify themselves.

American Dental Society of Anesthesiology staff members are available at this hearing to provide information requested by members of the reference committee or through the chair by those participating in the discussion."

Conduct of Closed Session

After evidence and information has been received at the open hearing, the committee shall retire to a closed session to reach its decisions. The report shall be prepared only on the basis of materials dictated by the committee and the committee is solely responsible for the report.

The Executive Director shall designate members of staff to assist the (each) reference committee to the degree that the (each) committee shall request such assistance. Such staff may be at closed sessions at the pleasure of the committee.

The committee is empowered to invite others into the closed session to provide resource information under such conditions as it may set, if such invitations are, in the view of the committee, necessary for the proper discharge of its duties.

When it wishes, the committee may exclude from closed session everyone except the members.

Amendments to Bylaws

The reference committee may be asked to consider amendments to the bylaws. The determination of whether or not the policy involved in the proposed amendment is desirable must be made by the reference committee. The wording of all proposed

bylaws amendments, however, must have the approval of the Speaker of the House of Delegates. The reference committee will be provided with a copy of the Speaker's recommendations, approving or redrafting all proposed amendments to the bylaws that were submitted before it adjourned. When the language of the amendment is approved, the reference committee will then incorporate the approved text of the amendment in its report, indicating that it was approved by the Speaker of the House of Delegates. The purpose of this procedure is to give the individual reference committees the opportunity to determine whether the policy of an amendment is desirable, while reserving the technical wording of the amendment to the Speaker of the House of Delegates.

Preparation of Report

The report of the reference committee to the House of Delegates is nothing more than the comment and the recommendation of the committee on the material which it has had under consideration.

All recommendations to the House of Delegates must be placed in the standard resolution form. Except in very unusual cases, the use of preliminary and explanatory "whereas" clauses is not permitted. The committee should place this prefatory material in its comment on the resolution in the general text of its report.

Resolutions should be worded with the utmost clarity and must contain only a single topic. Resolutions containing more than one topic must be divided so that the House of Delegates can vote intelligently on a single question. The wording of a resolution is most important, since an improperly worded resolution will not give the delegates a clear and immediate idea of the question on which they are being asked to vote.

If the report of a committee contains no resolutions, the reference committee should merely state that it has noted the report and make such comment as it may desire.

It is not proper to recommend that the report be "received," "approved" or "adopted." If the reference committee wishes to adopt or approve some item in the report, it must draft a suitable resolution.

The report should be as brief as possible. Long sections of material which the delegates already have before them should not be repeated.

Resolutions which (1) merely reaffirm or restate existing Association policy, (2) commend or congratulate an individual or organization, or (3) memorialize an individual shall not be introduced in the House of Delegates.

Consent Calendar

In an effort to make the best use of the time of the House of Delegates, the reference committee is encouraged to use a consent calendar. Only those items with which the committee agreed unanimously and which received no testimony or all positive testimony at the reference committee hearing can be included on the consent calendar.

Majority and Minority Reports

Every effort should be made by the members of a reference committee to reach unanimous agreement. If this is not possible, majority and minority reports may be presented. The report receiving the most support from members of the committee is presented as the "majority report."

Signature of Report

One copy of the report must be signed by all members of the committee, except in the case of a minority report, and presented to the Secretary of the House of Delegates or to a member of the Secretary's staff before it is presented to the House of Delegates.

Report of the Reference Committee

The completed reference committee report will be made available online Thursday night on adsahome.org, with limited copies available at the start of business on Friday.

Presentation of Reports to House of Delegates

The report of the reference committee is presented by its chair. All items shall be prioritized by the reference committee. The items of greatest importance shall be considered as priority items and shall be considered at the opening of the meeting on Friday. Following consideration of the priority items, the remainder of the reference committee report will be called for.

In the event of debate or discussion, the chair and members of the reference committee are free to reply to any questions or to comment. If the chair desires, a member of a committee, member of the Board of Directors or staff may be called to supply the information requested. However, the chair of the committee, or the designated committee member, should be prepared to comment on the position which the committee has taken.

Amend By:**Manual of the House of Delegates** Introduction

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

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

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

Seating of

Visitors, Reference Committee,

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

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

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

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

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Chapter 1 General Information

The ~~Distribution of Material in~~ ~~Speaking Manual of the House of Delegates~~ ~~Items of Business~~ ~~Reports~~ ~~Resolutions~~, (Standing Rules) outlines the workings and Standing Rules ~~of the House of Delegates~~. It is quite straightforward yet provides a comprehensive overview of the HOD. It serves as a valuable resource for both new and seasoned delegates and alternate delegates.

~~Suspension of the Standing Rules~~ ~~Referral of Reports and Resolutions~~ ~~Resolutions~~

~~Consideration of~~ If any recommendations for changes in the proposed budget receive House approval, they shall be identified as ~~House Budget Recommendation 1~~, ~~House Budget Recommendation 2~~, etc.

Introduction of New Business

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

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

ADSA Bylaws.

Click on the ADSA Bylaws for the most current copy.

First and foremost.

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

Composition of the House of Delegates.

The House of Delegates comprises the officially registered and certified delegates of the ADSA's component societies, who are the voting members of the House. The Executive Directors shall certify each component society's delegate(s) and alternate delegates as registered and credentialed. This list of registered and credentialed delegates and alternate delegates will be forwarded to the committee chair on Credentials, Rules, and Order so that the committee can establish an official roll call and quorum.

Official Call of the House of Delegates.

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

Meetings Of the House of Delegates.

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

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

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

Session 2: Reference Committee Hearing.

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

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

The report of each Reference Committee shall be published by midnight on the day of the Reference Committee hearing at ADSAHome.org.

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

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

Registration.

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

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

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

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

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No new business shall be introduced into the House of Delegates at the last meeting of a session except when such new business is submitted by a delegate and is permitted to be introduced by a two-thirds vote of the House of Delegates. The motion introducing such new business shall not be debatable. Approval of such new business shall require a majority vote. Reference committee recommendations shall not be deemed new business. ¶
Any resolution that the Speaker refers to the reference committee must be made available to all members of the House before adjournment of the first meeting. For this reason, resolutions received in the Headquarters

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Visitors and Guests at House Meetings.

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

Meeting Schedule and Order of Business.

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

Presentation of Resolutions and Other Items of Business

Seconding of Motions

Action on Motions Recommended by Reference Committee Reference committees are the only screening mechanism in the legislative process of the ADSA House of Delegates.

Closed

Amendments to

Nomination Procedures Committees of the House of Delegates

Committee on Credentials, Rules

Chapter 2 Delegates and Alternates

Credentials for Delegates and Alternate Delegates.

A person designated by a component as a delegate is a delegate nominee. A delegate nominee does not become a delegate until the individual has registered for the convention, paid the required fee, if any, appeared at the convention, either in person or virtually, and been at least preliminarily seated as a delegate by the credentials committee. Once the delegate is preliminarily seated, they are counted toward the quorum.

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

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

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

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

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

Responsibilities of the Delegate and Alternate Delegate.

Before the Annual Session.

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

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

During the Annual Session.

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

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

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

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

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

After the Annual Session.

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

Conflict of Interest.

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

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

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Conditions and Compliance.

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

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

Board of Directors Authority.

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

Chapter 3 Secretary and Speaker of the House

Officers of the House of Delegates.

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

Speaker of House of Delegates Duties.

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

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

House Secretary.

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

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

Chapter 4 Committees of the House of Delegates

Committee on Credentials, Rules, and Order.

Composition.

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

Duties.

Records, establishes, and maintains a continuous roll call of the House of

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Delegates and reports its recommendations to the House. This roll call shall serve as the official roll for the House of Delegates.

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

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

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

Tellers Committee.

Composition.

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

Duties.

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

Reference Committee.

Composition.

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

Duties.

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

Number of Reference Committees.

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

Minutes Approval Committee.

Composition.

The Reference Committee also serves as the Minutes Approval Committee.

Duties of the Minutes Approval Committee.

The Minutes Approval Committee will continue to function as a House of Delegates committee after adjournment sine die until the committee approves signs, and files the House of Delegates minutes with the Secretary of the House. The Committee will complete the approval of the minutes within forty-five (45) days after the adjournment of the House of Delegates.

Special Committees.

In consultation with the Speaker of the House, the President appoints special committees to perform duties not otherwise assigned by the Bylaws or standing rules. A special committee serves until the adjournment sine die of the session at which it is established.

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Chapter 5 Reference Committee

Duties of the Reference Committee.

The primary duty of a Reference Committee is to recommend to the House of Delegates an appropriate course of action on matters which have been placed before it. This duty is met by evaluating all resolutions that it has received from the committees, the Board of Directors, and other agencies; by basing its recommendations on the best information and advice that is available; and by making its decision in the best interests of the public, the Society, and the dental profession.

A Reference Committee shall not prevent the House of Delegates from acting on any matter presented. Nor is it the committee's duty to automatically and without deliberations accept the opinions of its members or the views of those who have testified.

A Reference Committee has the final duty of acting on all matters referred to it. It may not ignore or set aside any item but must present its recommendations on each item to the House of Delegates for final disposition.

Authority A Reference Committee fulfills its duty when it makes its recommendations to the House of Delegates on all items referred to.

Authority.

Reference Committees have a good deal of authority but must act within the standing rules of the House of Delegates and the framework of the Constitution and Bylaws. Reference Committees must act on resolutions or propose resolutions dealing with matters placed before them. They may call upon the officers, members of the Board of Directors, committees, and staff members to gain information. They may explain the committee's decision before recommending to the House of Delegates that a resolution be adopted, not adopted, amended, replaced by a substitute resolution, or referred to a committee.

Clerical Assistance.

The Executive Directors will provide necessary clerical assistance to the Reference Committee. Those responsible for such service will not participate in the committee's substantive deliberations.

The Executive Directors shall instruct those who provide clerical assistance to hold all committee deliberations in the strictest confidence.

Reference Committee Open Hearing.

The Reference Committee will receive and evaluate opinions and information at its open hearing to present a well-informed recommendation to the House of Delegates. Statements are received during the open hearing, conducted by the Reference Committee, and later evaluated in a closed meeting at which the committee's decisions are made.

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The chair of the Reference Committee presides at both the hearing and the closed meeting. The chair should carry out the usual duties of maintaining order, facilitating the transaction of business, and ruling on the length and pertinence of discussion. The chair may appoint a timekeeper to enforce speaking time limits.

No one may speak twice until all those who wish to speak for the first time have done so.

The chair should not permit motions or formal votes at an open hearing since the objective of the hearing is to receive information and opinions and not to make decisions that would bind the Reference Committee in its subsequent deliberations.

All members of the Society in good standing have the right to attend Reference Committee hearings and participate in the discussions, regardless of whether they are members of the House of Delegates. Nonmembers of the Society may participate in hearings only at the invitation of a majority of the Reference Committee members. Participants should be aware that members of news media may attend committee hearings. At the start of the Reference Committee hearing, the chair shall ask media members and other nonmembers, excluding component and ADSA staff, to identify themselves. The committee has the authority to allow or not allow nonmembers to participate. In general, nonmembers should be permitted to participate so long as they do not interfere with the orderly conduct of the hearings.

Reference Committee will be available during the announced hours of each hearing.

American Dental Society of Anesthesiology staff members will be available at this hearing to provide the information requested by members of the Reference Committee, or through the chair by those participating in the discussion.

Closed Meetings of the Reference Committees.

After evidence and information have been received at the open hearing, the committee shall retire to a closed meeting to reach its decisions. The report shall be prepared only based on materials dictated by the committee, and the committee is solely responsible for its report.

The Executive Directors shall designate staff members to assist the Reference Committee to the degree the committee requests. Such staff may attend the closed meeting at the committee's pleasure.

The committee is empowered to invite others into the closed meeting to provide resource information under such conditions as it may set if such invitations are necessary to discharge its duties properly.

When it wishes, the committee may exclude everyone except the members from the closed meeting.

Amendments to Bylaws.

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A Reference Committee may be asked to consider amendments to the Bylaws. The committee must determine whether the policy involved in the proposed amendment is desirable.

The Speaker of the House of Delegates must approve the language of all proposed bylaw amendments. This procedure enables a Reference Committee to assess whether the policy behind an amendment is desirable while leaving the technical wording to the Speaker of the House.

Reports of the Reference Committees.

The report of a Reference Committee shall be published by midnight on the day of the Reference Committee hearings at ADSAHome.org.

Presentation of Reports to House of Delegates.

The report of a Reference Committee is presented by its chair. The Reference Committee shall prioritize all items. The items of most significant importance shall be considered priority items and shall be considered at the opening of the meeting on Friday. The remainder of a Reference Committee report will be called for after consideration of the priority items.

In the event of debate or discussion, the chair and members of a Reference Committee are free to reply to any questions or to comment. If the chair desires, a committee member, a member of the Board of Directors, or staff may be called to supply the requested information. However, the chair of the committee or the designated committee member should be prepared to comment on the committee's position.

Chapter 6 House of Delegates Procedures

Resolutions to the House Delegates.

Resolutions involving Society policy come to the House of Delegates from several sources: the President of the Society, the Board of Directors, the committees, the component societies, individual delegates, and occasionally other organizations.

The component societies may direct resolutions on policy establishment to the House of Delegates. Occasionally, the House of Delegates will receive a policy recommendation from an outside organization, such as an international or specialty group in dentistry or a civic or philanthropic organization. The Speaker will decide, pending the House's approval, whether to accept these resolutions for consideration.

The employed staff of the Society may also make recommendations to the House of Delegates, but only through appropriate channels such as the Board of Directors, individual delegates, or an individual committee.

In these ways, the House of Delegates may receive many recommendations for consideration each year, and its task is to act on them to meet society's changing needs best.

Reports to the House of Delegates.

The Committee on Credentials, Rules, and Order

The Committee on Credentials, Rules, and Order prepares and certifies a list of credentialed delegates and alternates. It then reports at the beginning of each House meeting to establish an

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official roll and determine the presence or absence of a quorum. This roll is maintained continuously throughout all House meetings.

The President.

The Bylaws require the President to submit an annual report to the House of Delegates. In this report, the President may offer recommendations for addressing the Society's programs or issues that affect the Society.

The Treasurer.

The Bylaws require the Treasurer to prepare an annual financial report for the membership. This report includes a summary of the society's financial affairs and the recommended budget for the upcoming fiscal year.

The Reference Committee.

The Reference Committee will make its report after it holds the Reference Committee hearing(s). These reports will give the Committee's recommendation on all resolutions during the second House of Delegates meeting.

Seating of Delegations.

Delegations shall be seated together as directed by the Secretary of the House. The secretary or Executive Secretary of a component society may be seated with the component society delegation on the floor of the House of Delegates even though they are not official delegates.

Chapter 7 Official Call, Nominations, Elections, and Installation of Officers and Directors

Official Call.

The Society shall publish or cause to be published, no less than one hundred twenty (120) days before the Annual Session, a "Call for Nominations" describing the open positions to be considered that year and the eligibility requirements thereof.

Nomination Procedures.

Any member in good standing of the Society, including self-nomination, may nominate a position up for election. Nominations for all elective positions shall occur during the first session of the House of Delegates.

All nominations must be sent to the Administrative Office and accompanied by a curriculum vitae. They must be submitted at least sixty (60) days before the first session of the House of Delegates.

The Society shall not publish or cause to be published the name of any individual nominated for a position earlier than sixty days (60) before the Annual Session.

The President-elect shall confirm that a duly submitted nomination is eligible by the Bylaws.

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Candidates may be nominated from the floor of the House of Delegates provided they previously have been duly nominated at least sixty (60) days before the first House of Delegates meeting. Seconding a nomination is not required.

Nominations will be followed by nominating speeches not exceeding five minutes per candidate. The candidate or a member in good standing with the Society may make a nominating speech, statement, or remarks on behalf of a candidate nominated for a contested officer position.

Number of positions for which a member may be nominated.

A candidate may be nominated for only one elected position.

Elections.

The House of Delegates shall elect officers and members of the Board of Directors. Only registered and certified delegates are permitted to participate in the elections of the House of Delegates.

Officers are elected every odd year.

Two Directors are elected every even-numbered year, and three Directors are elected every odd-numbered year.

Contested elections are held under the supervision of the Tellers Committee. Elections shall take place as the first order of business at the second meeting of the House of Delegates. Elections are held in accordance with the Bylaws.

Balloting & Voting Procedure.

Voting shall be by ballot except where only one candidate for an elective office or an equal number or fewer candidates than open positions. In that case, the Speaker of the House may declare the candidate elected.

Nominees for the President-elect, Vice President, Treasurer, Speaker of the House of Delegates, and Directors shall be balloted on a single ballot.

When an officer position is to be elected, and more than one candidate has been nominated, a majority of the legal votes cast will be required for election.

If the number of duly submitted nominations for an open Director position exceeds the number of available positions, the election will be held by ballot.

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

Each delegate's ballot will include one (1) vote for every open Director position. Any ballot with more or fewer than one (1) vote for each available Director position will be deemed invalid and not counted.

A majority of the legal votes cast is required for election. Additionally, a candidate must obtain a majority of the total legal ballots cast for all open Director positions and receive a sufficiently high-ranked vote to secure an available Director position.

If an open Director position(s) is not filled because a majority on the first ballot was not obtained, the candidates receiving the most votes shall be balloted again. The number of candidates to be balloted

again will be one more than the remaining open Director positions. The candidates with the fewest votes will be omitted from the ballot. This process will repeat until all available Director positions have been elected.

In case of a tie between two candidates.

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

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

If the two (2) candidates are tied after the second ballot, the tie will be resolved by a simple coin toss.

The Speaker of the House will conduct the coin toss in the presence of all candidates or an appointed representative. The coin toss will be performed to ensure transparency and fairness, as witnessed by the House of Delegates.

A standard coin shall be used for the flip. The coin must be publicly shown before the flip to ensure both candidates are aware of the coin's sides.

The tiebreaker will consist of rounds where each candidate can call "heads" or "tails" while the coin is in the air. The coin will not be caught; instead, it will be allowed to land on the floor. The winning candidate will correctly call the side of the coin that lands face up, while the other candidate's call will be incorrect.

If a round ends in a tie, with both candidates making the correct or incorrect call, an additional round will be held until a winner is determined.

If a candidate is absent, their call may be made by an authorized representative member of the candidate or by the chair of the chair of the Teller Committee.

The result of the coin toss is final and binding.

The coin flip shall be documented in the meeting minutes. The minutes shall include the names of the candidates, the date of the election, the coin flip outcome, and the name of the individual who performed the coin flip.

Ballot Distribution, Collection, Counting and Reporting.

The Tellers Committee will secure all voting materials and distribute, collect, and count all ballots. The committee will then prepare a Tellers' report for all balloted votes, including elections. The report will be given to the Secretary of the House, who records the vote. The report is then given to the Speaker of the House, who will announce the results. The Tellers Committee shall secure the ballots until instructed on how to dispose of them.

Tellers Report.

The following is an example of a Tellers Report for ADSA Officers' Election.

Number of qualified voters.

Number of legal ballots cast for President-elect.

Legal votes cast for President-elect.

Illegal votes. (reasons; refer to pg. 21)

Number of votes necessary to elect.

Candidate A received.

Candidate B received.

All ballots are counted and recorded the same way for each office. A minimum of two tellers must verify the vote count. After the vote count has been recorded, the Tellers Committee presents the Tellers' Report to the Secretary of the House, who then records those elected for the minutes. The Secretary of the House then hands the Tellers' Report to the Speaker of the House, who announces the results of the elections.

The actual election vote count is not disclosed. A majority vote is needed to adopt a motion to reveal the actual vote count.

Chapter 8 Standing Rules of the House of Delegates

Standing Rules Defined.

The House's standing rules are parliamentary rules adapted to the House of Delegates' needs to conduct its business. These individualized rules differ from the parliamentary authority, which they supersede. However, standing rules yield to the Bylaws. Click for the ADSA Bylaws.

Action on Motions Recommended by Reference Committee.

A Reference Committee request for action on an item of business shall be brought to the floor of the House for debate in the form of the main motion, which is not considered new business. The main motion should present the substantive proposal to the House for consideration and action with a recommendation that precisely reflects the position of the Reference Committee on that particular resolution. House of Delegates' procedure requires the Reference Committee chair to make the appropriate main motion immediately following the reading of the resolution and the portion of the Reference Committee report related to that resolution.

Reference committees are the only screening mechanism in the legislative process of the ADSA House of Delegates. They must address all resolutions presented to them, even though a resolution may have the support of only a single delegate. Therefore, to aid the House in its deliberations, the main motion and the committee's recommendation should reflect the majority opinion of the members of the Reference Committee.

Amendments to the Constitution and Bylaws.

The amendment provisions of the Constitution and Bylaws govern the House of Delegates amendments of each.

Amendments to the Standing Rules.

If an amendment to the standing rules is offered, it will be accepted and considered similarly to all other resolutions. The resolution will be referred to the Reference Committee, where it will be open for comments during the Reference Committee hearing. The Reference Committee will then consider all comments before making its recommendations to the House of Delegates.

Amendments to the Standing Rules Effects.

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A resolution amending the standing rules will be reported to the House as a priority item at the beginning of the second meeting. If the House adopts the resolution, the amended standing rules will become effective immediately and govern the remainder of that meeting unless a proviso is added to the resolution stating otherwise.

Amendments to the Standing Rules With Notice Required Vote.

Notice of amendments to the standing rules requires a thirty (30) day notice. A majority vote of the legal votes cast is required for adoption.

Amendments to the Standing Rules Without Notice Required Vote.

Amendments to the standing rules without notice require a two-thirds (2/3) vote of the legal votes cast for adoption.

Closed Meeting (Executive Session).

A closed meeting is any meeting or portion of a meeting with limited attendance to consider a highly confidential matter. A motion to enter a closed meeting or executive session requires a majority of the legal votes cast for adoption. This motion is not debatable and is not amendable.

The Speaker may also recommend moving into a closed meeting/executive session to the House if the material needs to be discussed confidentially.

In a closed meeting, attendance is limited to officers of the House, delegates and alternate delegates, the Society's elective and appointive officers and Directors, and the ancillary professional parliamentarian. Legal counsel may be invited to participate in such deliberations by the Speaker of the House, with the House's approval. In consultation with the secretary of the House, the Speaker may invite other persons interested in the subject matter to remain during the closed meeting. In addition to staff, this may include members of the committee involved with the matter under discussion and executive directors of component societies. No official action may be taken nor business conducted during a closed meeting.

Immediately after a closed meeting, the Speaker will inform the delegates that they may present a motion to request permission to review information or to act on any item discussed in the closed meeting. This provision does not apply to an attorney-client meeting.

Any discussion or action during a closed meeting or executive session is legally confidential. Unless the meeting directs otherwise, all information must remain within the confines of the meeting.

Consideration of the Budget.

The proposed annual budget shall be submitted to the members of the House of Delegates at least fifteen (15) days before the Annual Session. If the proposed budget is not approved, the House may adopt recommendations for changes and refer these to the Board of Directors. The Board of Directors will address the recommendations and present a revised budget.

If any recommendations for changes in the proposed budget receive House approval, they shall be identified as House Budget Recommendation 1, House Budget Recommendation 2, etc.

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If the House approves any recommendations for changes, the proposed budget is automatically returned to the Board of Directors. The Board of Directors will make necessary revisions and then resubmit the amended budget to the House of Delegates for approval or further modification recommendations. This procedure will be repeated until a preliminary budget for the ensuing fiscal year is adopted.

This preliminary budget includes all items approved by the Board of Directors and House of Delegates. However, it remains a preliminary budget because it does not incorporate any programs that the House may subsequently adopt at this meeting and require additional funding.

The House of Delegates adopts the final budget after approving the preliminary budget and any changes resulting from its actions. The Board of Directors will present this final budget, which includes the preliminary budget along with any additions made as a consequence of the House of Delegates' actions, to the House during its last session.

Disclosure of Vote Count by Ballot Vote.

It is the policy of this Society that vote counts are not disclosed. Ballot vote counts will only be divulged upon an appropriate challenge of the vote or by a motion from the House instructing the Speaker to do so.

The Tellers Committee will securely keep all ballots in its possession until adjournment of the meeting where elections by ballot were held. The Tellers Committee shall destroy all ballots, tally sheets, and reports upon adjournment.

Installation of New Officers and Directors.

Installation for new officers and Directors shall occur at the conclusion of the final meeting of the House of Delegates at the time specified by the Speaker of the House. Installation is not required to assume office. New officers and Directors take office upon adjournment sine die at the meeting where they were elected.

Distribution of Material in the House of Delegates.

No material may be distributed in the House of Delegates without permission from the Secretary of the House. Even with permission, materials to be distributed must relate to subjects and activities proposed for House actions or information thereof. No materials relating to elections or advertising shall be allowed.

General Rules of the House of Delegates.

Talking directly to another member while the member is speaking in debate is prohibited. All remarks must be addressed to the Speaker. Cross-talking is also prohibited. Members must use the floor microphones when addressing the Speaker and the House. Please do not speak while seated.

When standing at the microphone waiting your turn, please take a step back away from the member who is speaking.

No member may speak more than once until all members who wish to speak have done so.

After being recognized, members must state their name, the component they represent, and whether they are speaking in favor of or opposed to the motion if it is pending.

Introduction of New Business.

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Any resolution that the Speaker of the House refers to the Reference Committee will be made available to all members of the House before the first meeting of the House of Delegates has concluded. For this reason, resolutions received in the Administrative office before the House officially convenes its first meeting will be processed and referred to the Reference Committee by the Speaker of the House and made available to all members of the House.

Resolutions received after the first meeting has convened but before the conclusion of the first House of Delegates will be referred to the Reference Committee.

Resolutions received after the first HOD has adjourned will be accepted as new business and made available to all House members before the House's second meeting. They will be taken up when the Speaker calls for new business.

New business shall not be introduced at the last meeting of a House of Delegates except when it is submitted by a delegate and permitted to be introduced by a two-thirds (2/3) vote of the House of Delegates. The motion introducing such new business is debatable and amendable.

Any new business introduced during the last meeting of the House requires a majority vote of the legally cast votes for adoption.

Reference Committee recommendations and motions shall not be considered new business.

Items of Business Introduced Become the Property of the HOD.

An item of business becomes the property of the House of Delegates and subject to House action when such item is received in writing by the Secretary of the House, subject to the following conditions:

The Society's Bylaws govern reports and resolutions from component societies and individual delegates, the standing rules, and The Manual of the House of Delegates (standing rules).

Resolutions from dental agencies not part of the American Dental Society of Anesthesiology may become items of business at the discretion of the Speaker of the House. Items must be received in writing by the secretary of the House at least thirty (30) days before the first meeting of the House of Delegates.

Reaffirming, Congratulatory, or Memorial Resolutions.

Resolutions that merely reaffirm or restate existing Society policy, commend or congratulate an individual or organization, or memorialize an individual are not permissible and shall not be introduced in the House of Delegates. Furthermore, resolutions that reaffirm policies still in force are not permissible.

Reaffirming Standing Rules at each Annual Session.

The House does not reaffirm existing policies. Therefore, the Standing Rules, which are existing policy, do not need to be approved at each Annual Session.

Presentation of Resolutions and Other Items of Business.

Only a delegate has the right to present a motion. Therefore, within the limits of the rules regarding introducing new business at the House of Delegates, any delegate may propose amendments and other procedural matters from the floor.

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All main and specific-purpose main motions must be submitted to the Secretary of the House in writing on a resolution worksheet before introduction.

Resolution worksheets are available from the Speaker of the House or the Secretary of the House. They can then be filled out and submitted directly to the Speaker or Secretary of the House.

Hard copy resolution worksheets will also be available to members at the Annual Session site and upon request.

Proxy Voting.

Proxy voting is not allowed at any meeting of the House of Delegates.

Quorum.

A majority of registered and certified delegates constitute a quorum for conducting business at any House of Delegates meeting.

Referral of Reports and Resolutions.

5. The Speaker of the House makes the referrals of reports and resolutions to the Reference Committee.

Reports.

All committee reports, except supplemental reports, are sent to each delegate and alternate delegate at least thirty (30) days before the Annual Session. All supplemental reports are distributed to each delegate before the House of Delegates considers the reports.

Resolutions Requiring Appropriation of Funds.

Any resolution proposing an appropriation of funds, except those relating to the annual budget, shall be referred to the Board of Directors for a report at the same meeting on the available funds for the specified purpose.

Seating of Delegations.

Delegations shall be seated together as directed by the Secretary of the House. The secretary or executive secretary of a component society may sit with the component society delegation on the floor of the House of Delegates even though they are not official delegates.

Seconding of Motions.

Following the proper movement of a motion, a second is required for motions requiring a second.

Speaking Limits.

Each member has the right to speak twice on the same question on the same day but cannot make a second speech on the same question so long as any member who has yet to speak on that question desires the floor. A member who has spoken twice on a particular question on the same day has exhausted their right to debate it.

Each member has a five-minute (5) time limit per speech. If the member needs more time, motions can be made to extend the time.

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Each main, specific purpose main, subsidiary, privileged, and incidental motion is considered new and renews a member's speaking limits. When an item is considered by seriatim or sections, each new section renews a member's speaking limits.

Speaking Privileges.

Delegates, officers, directors, and former presidents of the Society have the right to speak on issues before the House of Delegates.

Chairs of standing committees who are not members of the House of Delegates shall have the right to participate in the debate during their respective reports but shall not have the right to vote.

Secretaries and executive secretaries of component societies and those members of the administrative staff may be present on the floor of the House of Delegates. They shall be privileged to speak when called upon as an ancillary resource but shall not have the right to vote.

Suspension of the Standing Rules.

Following the most current edition of the American Institute of Parliamentarians Standard Code, a motion to suspend the rules permits the House of Delegates to vote to suspend procedural rules that interfere with accomplishing a particular action. Rules may be suspended only for a specific purpose and for the limited time necessary to achieve the proposed action. A two-thirds (2/3) vote is required to adopt a motion to suspend the standing rules.

Voting Methods.

The Speaker of the House determines the voting methods in the House of Delegates. These methods may include general consent, a voice vote, a show of hands, voting cards, a standing vote, a roll call vote, a serpentine vote, or any other voting means deemed appropriate by the Speaker. Additionally, the House can establish its preferred voting method through a majority vote.

Under AIPSC, all votes taken during a meeting are binding. Non-binding votes, such as informal tests or "straw votes," are prohibited.

Suppose a vote count is uncertain and division of the assembly is called for. In that case, the Speaker of the House may call for a standing vote, a counted vote, or any other appropriate method of voting determined by the Speaker to determine an accurate vote count.

The Tellers Committee assists the Speaker of the House with counting votes when called upon and supervises ballot voting.

Determining the Legality of Ballots.

The following rules govern the legality of ballots:

1. A mistake in voting for a candidate for one office does not invalidate the vote for candidates for other offices on the same ballot.
2. A technical error, such as a misspelling or using a cross instead of a check mark, does not invalidate a ballot if the voter's intent is clear.
3. A torn or defaced ballot is valid if the voter's intent is clear.

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4. Votes for ineligible persons are considered illegal ballots.

5. Blank ballots are ignored; they are not counted and do not affect the number necessary to elect a candidate or adopt a proposal.

6. If several nominees for equal offices (for example, Directors) are voted for in a group, a ballot containing fewer votes than the number of positions to be filled is NOT valid. Additionally, a ballot containing votes for more than the number of positions to be filled is illegal.

Only legal votes cast shall be counted.

A recount must be taken if the committee's count results appear incorrect. For example, if more ballots were cast than members are entitled to, and the extra ballots could have affected the election result, or if there has been any substantial violation of the right of members to vote in secret, the vote must be retaken. However, a vote need not be retaken if minor errors cannot change the election result.

Withdrawal of a Resolution.

The maker may withdraw a motion until the Speaker has stated the motion to the House and opened it for discussion. After that time, the maker may request withdrawal of the motion, but it can only be withdrawn with the consent of the House by general consent or by majority vote after it has been presented to the House by the Speaker.

Chapter 9 Parliamentary Procedure

Parliamentary Procedure for the House of Delegates.

Following parliamentary procedures provides for an orderly and efficient set of rules that protect the rights of the minority while respecting the majority's authority. The HOD transacts business by following a blend of rules, including the ADSA Bylaws, the House standing rules, customs and traditions, and the parliamentary authority of the House of Delegates. The parliamentary authority of the House is the current edition of The American Institute of Parliamentarians Standard Code of Parliamentary Procedure (AIPSC). The page numbers referred to in this document are from the current edition of the AIPSC, and the manual will be available at all meetings of the House of Delegates for review.

To be an influential delegate, one should be familiar with the basic motions, precedence, and procedures outlined in the AIPSC. The Speaker of the House will assist anyone who needs to write resolutions or make motions if they are unsure what motion needs to be made or could be made in any situation.

How to Present a Motion.

The member rises and addresses the Speaker. Say, "Mr. Speaker." Wait for the Speaker to recognize you before you start to speak. (If the motion can interrupt, follow the appropriate wording to state the interrupting motion.)

The Speaker recognizes the member. The Speaker will address the member as "Member A is recognized."

The member proposes a motion. The member makes their motion.

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606 Another member seconds the motion. (If a second is required).

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608 The Speaker states the motion to the assembly.

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610 **What to do if you are uncertain about what motion to make.**

611 If a member doesn't know what motion to use or how to phrase something to accomplish a specific
612 action, one may always address the Speaker of the House and ask for assistance. It is more
613 important to conduct the business of the House than to be handcuffed by procedure.
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Chapter 10 Table of Motions (Based on AIPSC 2nd ed)

<u>Order of Precedence*</u>	<u>Interrupt</u>	<u>Second</u>	<u>Debatable</u>	<u>Amendable</u>	<u>Vote</u>
<u>Privileged Motions</u>					
<u>Adjourn</u>	No	Yes	Yes**	Yes*	Majority
<u>Recess</u>	No	Yes	Yes**	Yes*	Majority
<u>Question of Privilege</u>	Yes	No	No	No	None
<u>Subsidiary Motions</u>					
<u>Table</u>	No	Yes	No	No	2/3
<u>Close Debate</u>	No	Yes	No	Yes #	2/3
<u>Limit or Extend debate</u>	No	Yes	No	Yes**	2/3
<u>Postpone to a certain time</u>	No	Yes	Yes**	Yes**	Majority
<u>Refer to committee</u>	No	Yes	Yes**	Yes**	Majority
<u>Amend</u>	No	Yes	Yes***	Yes	Majority
<u>Main Motions</u>					
<u>The Main Motion</u>	No	Yes	Yes	Yes	Majority
<u>Specific Purpose Main Motions</u>					
<u>Adopt in-lieu-of</u>	No	Yes	Yes	Yes	Majority
<u>Amend a previous action</u>	No	Yes	Yes	Yes	Same Vote
<u>Ratify</u>	No	Yes	Yes	No	Same Vote
<u>Recall from committee</u>	No	Yes	Yes**	No	Majority
<u>Reconsider</u>	Yes****	Yes	Yes**	No	Majority
<u>Rescind</u>	No	Yes	Yes	No	Same Vote
<u>Incidental Motions</u>					
<u>Motions</u>					
<u>Appeal</u>	Yes**	Yes	Yes	No	Tie or Majority
<u>Suspend the rules</u>	No	Yes	No	No	2/3
<u>Request</u>					
<u>Point of order</u>	Yes	No	No	No	None
<u>Inquiries</u>	Yes	No	No	No	None
<u>Withdraw a motion</u>	Yes	No	No	No	None
<u>Division of a question</u>	No	No	No	No	None
<u>Division of the assembly</u>	Yes	No	No	No	None
<u>Consider by Paragraph</u>	No	Yes	No	No	Majority

Legend for Motion:

* Motions are in order only if no motion higher on the list is pending.

** Restricted.

*** Is not debatable when applied to an undebatable motion.

**** A member may interrupt the proceedings, but not a Speaker.

Amendable as to the motions to which it applies.

Same Vote: Requires the same vote & notice as when it was initially presented.

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What do you want to do?	Motion	What to say
To end the meeting	Adjourn Pg. 173	I move that we adjourn
To take a break	Recess Pg. 171	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 temporally put on hold)	Table Pg. 164	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 Pg. 135	I move to amend
To make a proposal to bring a new item of business before the assembly	Main Motion Pg. 115	I move that.....
Challenge the Speaker's ruling	Appeal Pg. 186	I appeal the decision of the Speaker
Temporarily set aside the procedural rules hindering action that would be prevented	Suspend Rules Pg. 179	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 Pg. 183	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"

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American Institute of Parliamentarians Standard Code of Parliamentary Procedure, 2nd Edition, 2023.

Will Read if Revised:

Manual of the House of Delegates

(Standing Rules)



AMERICAN
DENTAL
SOCIETY OF
ANESTHESIOLOGY

Patient Safety Is Our Priority

Introduction

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

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

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

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

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

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

Chapter 1 General Information

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

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

supersede the Standing Rules.

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

ADSA Bylaws.

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

First and foremost.

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

Composition of the House of Delegates.

The House of Delegates comprises the officially registered and certified delegates of the ADSA's component societies, who are the voting members of the House. The Executive Directors shall certify each component society's delegate(s) and alternate delegates as registered and credentialed. This list of registered and credentialed delegates and alternate delegates will be forwarded to the committee chair on Credentials, Rules, and Order so that the committee can establish an official roll call and quorum.

Official Call of the House of Delegates.

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

Meetings Of the House of Delegates.

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

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

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

Session 2: Reference Committee Hearing.

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

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

The report of each Reference Committee shall be published by midnight on the day of the Reference Committee hearing at ADSAHome.org.

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

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

Registration.

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

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

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

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

Visitors and Guests at House Meetings.

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

Meeting Schedule and Order of Business.

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

Chapter 2 Delegates and Alternates

Credentials for Delegates and Alternate Delegates.

A person designated by a component as a delegate is a delegate nominee. A delegate nominee does not become a delegate until the individual has registered for the convention, paid the required fee, if any, appeared at the convention, either in person or virtually, and been at least preliminarily seated as a delegate by the credentials committee. Once the delegate is preliminarily seated, they are counted toward the quorum.

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

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

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

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

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

Responsibilities of the Delegate and Alternate Delegate.

Before the Annual Session.

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

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

During the Annual Session.

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

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

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

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

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

After the Annual Session.

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

Conflict of Interest.

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

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

Conditions and Compliance.

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

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

Board of Directors Authority.

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

Chapter 3 Secretary and Speaker of the House

Officers of the House of Delegates.

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

Speaker of House of Delegates Duties.

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

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

House Secretary.

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

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

Chapter 4 Committees of the House of Delegates

Committee on Credentials, Rules, and Order.

Composition.

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

Duties.

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

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

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

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

Tellers Committee.

Composition.

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

Duties.

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

Reference Committee.

Composition.

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

Duties.

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

Number of Reference Committees.

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

Minutes Approval Committee.**Composition.**

The Reference Committee also serves as the Minutes Approval Committee.

Duties of the Minutes Approval Committee.

The Minutes Approval Committee will continue to function as a House of Delegates committee after adjournment sine die until the committee approves, signs, and files the House of Delegates minutes with the Secretary of the House. The Committee will complete the approval of the minutes within forty-five (45) days after the adjournment of the House of Delegates.

Special Committees.

In consultation with the Speaker of the House, the President appoints special committees to perform duties not otherwise assigned by the Bylaws or standing rules. A special committee serves until the adjournment sine die of the session at which it is established.

Chapter 5 Reference Committee**Duties of the Reference Committee.**

The primary duty of a Reference Committee is to recommend to the House of Delegates an appropriate course of action on matters which have been placed before it. This duty is met by evaluating all resolutions that it has received from the committees, the Board of Directors, and other agencies; by basing its recommendations on the best information and advice that is available; and by making its decision in the best interests of the public, the Society, and the dental profession.

A Reference Committee shall not prevent the House of Delegates from acting on any matter presented. Nor is it the committee's duty to automatically and without deliberations accept the opinions of its members or the views of those who have testified.

A Reference Committee has the final duty of acting on all matters referred to it. It may not ignore or set aside any item but must present its recommendations on each item to the House of Delegates for final disposition.

A Reference Committee fulfills its duty when it makes its recommendations to the House of Delegates on all items referred to.

Authority.

Reference Committees have a good deal of authority but must act within the standing rules of the House of Delegates and the framework of the Constitution and Bylaws. Reference Committees must act on resolutions or propose resolutions dealing with matters placed before them. They may call upon the officers, members of the Board of Directors, committees, and staff members to gain information. They may explain the committee's decision before recommending to the House of Delegates that a resolution be adopted, not adopted, amended, replaced by a substitute resolution, or referred to a committee.

Clerical Assistance.

The Executive Directors will provide necessary clerical assistance to the Reference Committee. Those responsible for such service will not participate in the committee's substantive deliberations.

The Executive Directors shall instruct those who provide clerical assistance to hold all committee deliberations in the strictest confidence.

Reference Committee Open Hearing.

The Reference Committee will receive and evaluate opinions and information at its open hearing to present a well-informed recommendation to the House of Delegates. Statements are received during the open hearing, conducted by the Reference Committee, and later evaluated in a closed meeting at which the committee's decisions are made.

The chair of the Reference Committee presides at both the hearing and the closed meeting. The chair should carry out the usual duties of maintaining order, facilitating the transaction of business, and ruling on the length and pertinence of discussion. The chair may appoint a timekeeper to enforce speaking time limits.

No one may speak twice until all those who wish to speak for the first time have done so.

The chair should not permit motions or formal votes at an open hearing since the objective of the hearing is to receive information and opinions and not to make decisions that would bind the Reference Committee in its subsequent deliberations.

All members of the Society in good standing have the right to attend Reference Committee hearings and participate in the discussions, regardless of whether they are members of the House of Delegates. Nonmembers of the Society may participate in hearings only at the invitation of a majority of the Reference Committee members. Participants should be aware that members of news media may attend committee hearings. At the start of the Reference Committee hearing, the chair shall ask media members and other nonmembers, excluding component and ADSA staff, to identify themselves. The committee has the authority to allow or not allow nonmembers to participate. In general, nonmembers should be permitted to participate so long as they do not interfere with the orderly conduct of the hearings.

Reference Committee will be available during the announced hours of each hearing.

American Dental Society of Anesthesiology staff members will be available at this hearing to provide the information requested by members of the Reference Committee or through the chair by those participating in the discussion.

Closed Meetings of the Reference Committees.

After evidence and information have been received at the open hearing, the committee shall retire to a closed meeting to reach its decisions. The report shall be prepared only based on materials dictated by the committee, and the committee is solely responsible for its report.

The Executive Directors shall designate staff members to assist the Reference Committee to the degree the committee requests. Such staff may attend the closed meeting at the committee's pleasure.

The committee is empowered to invite others into the closed meeting to provide resource information under such conditions as it may set if such invitations are necessary to discharge its duties properly.

When it wishes, the committee may exclude everyone except the members from the closed meeting.

Amendments to Bylaws.

A Reference Committee may be asked to consider amendments to the Bylaws. The committee must determine whether the policy involved in the proposed amendment is desirable.

The Speaker of the House of Delegates must approve the language of all proposed bylaw amendments. This procedure enables a Reference Committee to assess whether the policy behind an amendment is desirable while leaving the technical wording to the Speaker of the House.

Reports of the Reference Committees.

The report of a Reference Committee shall be published by midnight on the day of the Reference Committee hearings at ADSAHome.org.

Presentation of Reports to House of Delegates.

The report of a Reference Committee is presented by its chair. The Reference Committee shall prioritize all items. The items of most significant importance shall be considered priority items and shall be considered at the opening of the meeting on Friday. The remainder of a Reference Committee report will be called for after consideration of the priority items.

In the event of debate or discussion, the chair and members of a Reference Committee are free to reply to any questions or to comment. If the chair desires, a committee member, a member of the Board of Directors, or staff may be called to supply the requested information. However, the chair of the committee or the designated committee member should be prepared to comment on the committee's position.

Chapter 6 House of Delegates Procedures**Resolutions to the House Delegates.**

Resolutions involving Society policy come to the House of Delegates from several sources: the President of the Society, the Board of Directors, the committees, the component societies, individual delegates, and occasionally other organizations.

The component societies may direct resolutions on policy establishment to the House of Delegates. Occasionally, the House of Delegates will receive a policy recommendation from an outside organization, such as an international or specialty group in dentistry or a civic or philanthropic organization. The Speaker will decide, pending the House's approval, whether to accept these resolutions for consideration.

The employed staff of the Society may also make recommendations to the House of Delegates, but only through appropriate channels such as the Board of Directors, individual delegates, or an individual committee.

In these ways, the House of Delegates may receive many recommendations for consideration each year, and its task is to act on them to meet society's changing needs best.

Reports to the House of Delegates.**The Committee on Credentials, Rules, and Order**

The Committee on Credentials, Rules, and Order prepares and certifies a list of credentialed delegates and alternates. It then reports at the beginning of each House meeting to establish an

official roll and determine the presence or absence of a quorum. This roll is maintained continuously throughout all House meetings.

The President.

The Bylaws require the President to submit an annual report to the House of Delegates. In this report, the President may offer recommendations for addressing the Society's programs or issues that affect the Society.

The Treasurer.

The Bylaws require the Treasurer to prepare an annual financial report for the membership. This report includes a summary of the society's financial affairs and the recommended budget for the upcoming fiscal year.

The Reference Committee.

The Reference Committee will make its report after it holds the Reference Committee hearing(s). These reports will give the Committee's recommendation on all resolutions during the second House of Delegates meeting.

Seating of Delegations.

Delegations shall be seated together as directed by the Secretary of the House. The secretary or Executive Secretary of a component society may be seated with the component society delegation on the floor of the House of Delegates even though they are not official delegates.

Chapter 7 Official Call, Nominations, Elections, and Installation of Officers and Directors

Official Call.

The Society shall publish or cause to be published, no less than one hundred twenty (120) days before the Annual Session, a "Call for Nominations" describing the open positions to be considered that year and the eligibility requirements thereof.

Nomination Procedures.

Any member in good standing of the Society, including self-nomination, may nominate a position up for election. Nominations for all elective positions shall occur during the first session of the House of Delegates.

All nominations must be sent to the Administrative Office and accompanied by a curriculum vitae. They must be submitted at least sixty (60) days before the first session of the House of Delegates.

The Society shall not publish or cause to be published the name of any individual nominated for a position earlier than sixty days (60) before the Annual Session.

The President-elect shall confirm that a duly submitted nomination is eligible by the Bylaws.

Candidates may be nominated from the floor of the House of Delegates provided they previously have been duly nominated at least sixty (60) days before the first House of Delegates meeting. Seconding a nomination is not required.

Nominations will be followed by nominating speeches not exceeding five minutes per candidate. The candidate or a member in good standing with the Society may make a nominating speech, statement, or remarks on behalf of a candidate nominated for a contested officer position.

Number of positions for which a member may be nominated.

A candidate may be nominated for only one elected position.

Elections.

The House of Delegates shall elect officers and members of the Board of Directors. Only registered and certified delegates are permitted to participate in the elections of the House of Delegates.

Officers are elected every odd year.

Two Directors are elected every even-numbered year, and three Directors are elected every odd-numbered year.

Contested elections are held under the supervision of the Tellers Committee. Elections shall take place as the first order of business at the second meeting of the House of Delegates. Elections are held in accordance with the Bylaws.

Balloting & Voting Procedure.

Voting shall be by ballot except where only one candidate for an elective office or an equal number or fewer candidates than open positions. In that case, the Speaker of the House may declare the candidate elected.

Nominees for the President-elect, Vice President, Treasurer, Speaker of the House of Delegates, and Directors shall be balloted on a single ballot.

When an officer position is to be elected, and more than one candidate has been nominated, a majority of the legal votes cast will be required for election.

If the number of duly submitted nominations for an open Director position exceeds the number of available positions, the election will be held by ballot.

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

Each delegate's ballot will include one (1) vote for every open Director position. Any ballot with more or fewer than one (1) vote for each available Director position will be deemed invalid and not counted.

A majority of the legal votes cast is required for election. Additionally, a candidate must obtain a majority of the total legal ballots cast for all open Director positions and receive a sufficiently high-ranked vote to secure an available Director position.

If an open Director position(s) is not filled because a majority on the first ballot was not obtained, the candidates receiving the most votes shall be balloted again. The number of candidates to be balloted again will be one more than the remaining open Director positions. The candidates with the fewest votes will be omitted from the ballot. This process will repeat until all available Director positions have been elected.

In case of a tie between two candidates.

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

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

If the two (2) candidates are tied after the second ballot, the tie will be resolved by a simple coin toss.

The Speaker of the House will conduct the coin toss in the presence of all candidates or an appointed representative. The coin toss will be performed to ensure transparency and fairness, as witnessed by the House of Delegates.

A standard coin shall be used for the flip. The coin must be publicly shown before the flip to ensure both candidates are aware of the coin's sides.

The tiebreaker will consist of rounds where each candidate can call "heads" or "tails" while the coin is in the air. The coin will not be caught; instead, it will be allowed to land on the floor. The winning candidate will correctly call the side of the coin that lands face up, while the other candidate's call will be incorrect.

If a round ends in a tie, with both candidates making the correct or incorrect call, an additional round will be held until a winner is determined.

If a candidate is absent, their call may be made by an authorized representative member of the candidate or by the chair of the chair of the Teller Committee.

The result of the coin toss is final and binding.

The coin flip shall be documented in the meeting minutes. The minutes shall include the names of the candidates, the date of the election, the coin flip outcome, and the name of the individual who performed the coin flip.

Ballot Distribution, Collection, Counting and Reporting.

The Tellers Committee will secure all voting materials and distribute, collect, and count all ballots. The committee will then prepare a Tellers' report for all balloted votes, including elections. The report will be given to the Secretary of the House, who records the vote. The report is then given to the Speaker of the House, who will announce the results. The Tellers Committee shall secure the ballots until instructed on how to dispose of them.

Tellers Report.

The following is an example of a Tellers Report for ADSA Officers' Election.

Number of qualified voters.
 Number of legal ballots cast for President-elect.
 Legal votes cast for President-elect.
 Illegal votes. (reasons; refer to pg. 21)
 Number of votes necessary to elect.
 Candidate A received.

Candidate B received.

All ballots are counted and recorded the same way for each office. A minimum of two tellers must verify the vote count. After the vote count has been recorded, the Tellers Committee presents the Tellers' Report to the Secretary of the House, who then records those elected for the minutes. The Secretary of the House then hands the Tellers' Report to the Speaker of the House, who announces the results of the elections.

The actual election vote count is not disclosed. A majority vote is needed to adopt a motion to reveal the actual vote count.

Chapter 8 Standing Rules of the House of Delegates

Standing Rules Defined.

The House's standing rules are parliamentary rules adapted to the House of Delegates' needs to conduct its business. These individualized rules differ from the parliamentary authority, which they supersede. However, standing rules yield to the Bylaws. Click for the [ADSA Bylaws](#).

Action on Motions Recommended by Reference Committee.

A Reference Committee request for action on an item of business shall be brought to the floor of the House for debate in the form of the main motion, which is not considered new business. The main motion should present the substantive proposal to the House for consideration and action with a recommendation that precisely reflects the position of the Reference Committee on that particular resolution. House of Delegates' procedure requires the Reference Committee chair to make the appropriate main motion immediately following the reading of the resolution and the portion of the Reference Committee report related to that resolution.

Reference committees are the only screening mechanism in the legislative process of the ADSA House of Delegates. They must address all resolutions presented to them, even though a resolution may have the support of only a single delegate. Therefore, to aid the House in its deliberations, the main motion and the committee's recommendation should reflect the majority opinion of the members of the Reference Committee.

Amendments to the Constitution and Bylaws.

The amendment provisions of the Constitution and Bylaws govern the House of Delegates amendments of each.

Amendments to the Standing Rules.

If an amendment to the standing rules is offered, it will be accepted and considered similarly to all other resolutions. The resolution will be referred to the Reference Committee, where it will be open for comments during the Reference Committee hearing. The Reference Committee will then consider all comments before making its recommendations to the House of Delegates.

Amendments to the Standing Rules Effects.

A resolution amending the standing rules will be reported to the House as a priority item at the beginning of the second meeting. If the House adopts the resolution, the amended standing rules will become effective immediately and govern the remainder of that meeting unless a proviso is added to the resolution stating otherwise.

Amendments to the Standing Rules With Notice Required Vote.

Notice of amendments to the standing rules requires a thirty (30) day notice. A majority vote of the legal votes cast is required for adoption.

Amendments to the Standing Rules Without Notice Required Vote.

Amendments to the standing rules without notice require a two-thirds (2/3) vote of the legal votes cast for adoption.

Closed Meeting (Executive Session).

A closed meeting is any meeting or portion of a meeting with limited attendance to consider a highly confidential matter. A motion to enter a closed meeting or executive session requires a majority of the legal votes cast for adoption. This motion is not debatable and is not amendable.

The Speaker may also recommend moving into a closed meeting/executive session to the House if the material needs to be discussed confidentially.

In a closed meeting, attendance is limited to officers of the House, delegates and alternate delegates, the Society's elective and appointive officers and Directors, and the ancillary professional parliamentarian. Legal counsel may be invited to participate in such deliberations by the Speaker of the House, with the House's approval. In consultation with the secretary of the House, the Speaker may invite other persons interested in the subject matter to remain during the closed meeting. In addition to staff, this may include members of the committee involved with the matter under discussion and executive directors of component societies. No official action may be taken nor business conducted during a closed meeting.

Immediately after a closed meeting, the Speaker will inform the delegates that they may present a motion to request permission to review information or to act on any item discussed in the closed meeting. This provision does not apply to an attorney-client meeting.

Any discussion or action during a closed meeting or executive session is legally confidential. Unless the meeting directs otherwise, all information must remain within the confines of the meeting.

Consideration of the Budget.

The proposed annual budget shall be submitted to the members of the House of Delegates at least fifteen (15) days before the Annual Session. If the proposed budget is not approved, the House may adopt recommendations for changes and refer these to the Board of Directors. The Board of Directors will address the recommendations and present a revised budget.

If any recommendations for changes in the proposed budget receive House approval, they shall be identified as House Budget Recommendation 1, House Budget Recommendation 2, etc.

If the House approves any recommendations for changes, the proposed budget is automatically returned to the Board of Directors. The Board of Directors will make necessary revisions and then resubmit the amended budget to the House of Delegates for approval or further modification recommendations. This procedure will be repeated until a preliminary budget for the ensuing fiscal year is adopted.

This preliminary budget includes all items approved by the Board of Directors and House of Delegates. However, it remains a preliminary budget because it does not incorporate any programs that the House may subsequently adopt at this meeting and require additional funding.

The House of Delegates adopts the final budget after approving the preliminary budget and any changes resulting from its actions. The Board of Directors will present this final budget, which includes the preliminary budget along with any additions made as a consequence of the House of Delegates' actions, to the House during its last session.

Disclosure of Vote Count by Ballot Vote.

It is the policy of this Society that vote counts are not disclosed. Ballot vote counts will only be divulged upon an appropriate challenge of the vote or by a motion from the House instructing the Speaker to do so.

The Tellers Committee will securely keep all ballots in its possession until adjournment of the meeting where elections by ballot were held. The Tellers Committee shall destroy all ballots, tally sheets, and reports upon adjournment.

Installation of New Officers and Directors.

Installation for new officers and Directors shall occur at the conclusion of the final meeting of the House of Delegates at the time specified by the Speaker of the House. Installation is not required to assume office. New officers and Directors take office upon adjournment sine die at the meeting where they were elected.

Distribution of Material in the House of Delegates.

No material may be distributed in the House of Delegates without permission from the Secretary of the House. Even with permission, materials to be distributed must relate to subjects and activities proposed for House actions or information thereof. No materials relating to elections or advertising shall be allowed.

General Rules of the House of Delegates.

Talking directly to another member while the member is speaking in debate is prohibited. All remarks must be addressed to the Speaker. Cross-talking is also prohibited. Members must use the floor microphones when addressing the Speaker and the House. Please do not speak while seated.

When standing at the microphone waiting your turn, please take a step back away from the member who is speaking.

No member may speak more than once until all members who wish to speak have done so.

After being recognized, members must state their name, the component they represent, and whether they are speaking in favor of or opposed to the motion if it is pending.

Introduction of New Business.

Any resolution that the Speaker of the House refers to the Reference Committee will be made available to all members of the House before the first meeting of the House of Delegates has concluded. For this reason, resolutions received in the Administrative office before the House officially convenes its first meeting will be processed and referred to the Reference Committee by the Speaker of the House and made available to all members of the House.

Resolutions received after the first meeting has convened but before the conclusion of the first House of Delegates will be referred to the Reference Committee.

Resolutions received after the first HOD has adjourned will be accepted as new business and made available to all House members before the House's second meeting. They will be taken up when the Speaker calls for new business.

New business shall not be introduced at the last meeting of a House of Delegates except when it is submitted by a delegate and permitted to be introduced by a two-thirds (2/3) vote of the House of Delegates. The motion introducing such new business is debatable and amendable.

Any new business introduced during the last meeting of the House requires a majority vote of the legally cast votes for adoption.

Reference Committee recommendations and motions shall not be considered new business.

Items of Business Introduced Become the Property of the HOD.

An item of business becomes the property of the House of Delegates and subject to House action when such item is received in writing by the Secretary of the House, subject to the following conditions:

The Society's Bylaws govern reports and resolutions from component societies and individual delegates, the standing rules, and The Manual of the House of Delegates (standing rules).

Resolutions from dental agencies not part of the American Dental Society of Anesthesiology may become items of business at the discretion of the Speaker of the House. Items must be received in writing by the secretary of the House at least thirty (30) days before the first meeting of the House of Delegates.

Reaffirming, Congratulatory, or Memorial Resolutions.

Resolutions that merely reaffirm or restate existing Society policy, commend or congratulate an individual or organization, or memorialize an individual are not permissible and shall not be introduced in the House of Delegates. Furthermore, resolutions that reaffirm policies still in force are not permissible.

Reaffirming Standing Rules at each Annual Session.

The House does not reaffirm existing policies. Therefore, the Standing Rules, which are existing policy, do not need to be approved at each Annual Session.

Presentation of Resolutions and Other Items of Business.

Only a delegate has the right to present a motion. Therefore, within the limits of the rules regarding introducing new business at the House of Delegates, any delegate may propose amendments and other procedural matters from the floor.

All main and specific-purpose main motions must be submitted to the Secretary of the House in writing on a resolution worksheet before introduction.

Resolution worksheets are available from the Speaker of the House or the Secretary of the House. They can then be filled out and submitted directly to the Speaker or Secretary of the House.

Hard copy resolution worksheets will also be available to members at the Annual Session site and upon request.

Proxy Voting.

Proxy voting is not allowed at any meeting of the House of Delegates.

Quorum.

A majority of registered and certified delegates constitute a quorum for conducting business at any House of Delegates meeting.

Referral of Reports and Resolutions.

The Speaker of the House makes the referrals of reports and resolutions to the Reference Committee.

Reports.

All committee reports, except supplemental reports, are sent to each delegate and alternate delegate at least thirty (30) days before the Annual Session. All supplemental reports are distributed to each delegate before the House of Delegates considers the reports.

Resolutions Requiring Appropriation of Funds.

Any resolution proposing an appropriation of funds, except those relating to the annual budget, shall be referred to the Board of Directors for a report at the same meeting on the available funds for the specified purpose.

Seating of Delegations.

Delegations shall be seated together as directed by the Secretary of the House. The secretary or executive secretary of a component society may sit with the component society delegation on the floor of the House of Delegates even though they are not official delegates.

Seconding of Motions.

Following the proper movement of a motion, a second is required for motions requiring a second.

Speaking Limits.

Each member has the right to speak twice on the same question on the same day but cannot make a second speech on the same question so long as any member who has yet to speak on that question desires the floor. A member who has spoken twice on a particular question on the same day has exhausted their right to debate it.

Each member has a five-minute (5) time limit per speech. If the member needs more time, motions can be made to extend the time.

Each main, specific purpose main, subsidiary, privileged, and incidental motion is considered new and renews a member's speaking limits. When an item is considered by seriatim or sections, each new section renews a member's speaking limits.

Speaking Privileges.

Delegates, officers, directors, and former presidents of the Society have the right to speak on issues before the House of Delegates.

Chairs of standing committees who are not members of the House of Delegates shall have the right to participate in the debate during their respective reports but shall not have the right to vote.

Secretaries and executive secretaries of component societies and those members of the administrative staff may be present on the floor of the House of Delegates. They shall be privileged to speak when called upon as an ancillary resource but shall not have the right to vote.

Suspension of the Standing Rules.

Following the most current edition of the American Institute of Parliamentarians Standard Code, a motion to suspend the rules permits the House of Delegates to vote to suspend procedural rules that interfere with accomplishing a particular action. Rules may be suspended only for a specific purpose and for the limited time necessary to achieve the proposed action. A two-thirds (2/3) vote is required to adopt a motion to suspend the standing rules.

Voting Methods.

The Speaker of the House determines the voting methods in the House of Delegates. These methods may include general consent, a voice vote, a show of hands, voting cards, a standing vote, a roll call vote, a serpentine vote, or any other voting means deemed appropriate by the Speaker. Additionally, the House can establish its preferred voting method through a majority vote.

Under AIPSC, all votes taken during a meeting are binding. Non-binding votes, such as informal tests or "straw votes," are prohibited.

Suppose a vote count is uncertain and division of the assembly is called for. In that case, the Speaker of the House may call for a standing vote, a counted vote, or any other appropriate method of voting determined by the Speaker to determine an accurate vote count.

The Tellers Committee assists the Speaker of the House with counting votes when called upon and supervises ballot voting.

Determining the Legality of Ballots.

The following rules govern the legality of ballots:

1. A mistake in voting for a candidate for one office does not invalidate the vote for candidates for other offices on the same ballot.
2. A technical error, such as a misspelling or using a cross instead of a check mark, does not invalidate a ballot if the voter's intent is clear.
3. A torn or defaced ballot is valid if the voter's intent is clear.
4. Votes for ineligible persons are considered illegal ballots.
5. Blank ballots are ignored; they are not counted and do not affect the number necessary to elect a candidate or adopt a proposal.

6. If several nominees for equal offices (for example, Directors) are voted for in a group, a ballot containing fewer votes than the number of positions to be filled is NOT valid. Additionally, a ballot containing votes for more than the number of positions to be filled is illegal.

Only legal votes cast shall be counted.

A recount must be taken if the committee's count results appear incorrect. For example, if more ballots were cast than members are entitled to, and the extra ballots could have affected the election result, or if there has been any substantial violation of the right of members to vote in secret, the vote must be retaken. However, a vote need not be retaken if minor errors cannot change the election result.

Withdrawal of a Resolution.

The maker may withdraw a motion until the Speaker has stated the motion to the House and opened it for discussion. After that time, the maker may request withdrawal of the motion, but it can only be withdrawn with the consent of the House by general consent or by majority vote after it has been presented to the House by the Speaker.

Chapter 9 Parliamentary Procedure

Parliamentary Procedure for the House of Delegates.

Following parliamentary procedures provides for an orderly and efficient set of rules that protect the rights of the minority while respecting the majority's authority. The HOD transacts business by following a blend of rules, including the ADOSA Bylaws, the House standing rules, customs and traditions, and the parliamentary authority of the House of Delegates. The parliamentary authority of the House is the current edition of The American Institute of Parliamentarians Standard Code of Parliamentary Procedure (AIPSC). The page numbers referred to in this document are from the current edition of the AIPSC, and the manual will be available at all meetings of the House of Delegates for review.

To be an influential delegate, one should be familiar with the basic motions, precedence, and procedures outlined in the AIPSC. The Speaker of the House will assist anyone who needs to write resolutions or make motions if they are unsure what motion needs to be made or could be made in any situation.

How to Present a Motion.

The member rises and addresses the Speaker. Say, "Mr. Speaker." Wait for the Speaker to recognize you before you start to speak. (If the motion can interrupt, follow the appropriate wording to state the interrupting motion.)

The Speaker recognizes the member. The Speaker will address the member as "Member A is recognized."

The member proposes a motion. The member makes their motion.

Another member seconds the motion. (If a second is required).

The Speaker states the motion to the assembly.

What to do if you are uncertain about what motion to make.

591 If a member doesn't know what motion to use or how to phrase something to accomplish a specific
592 action, one may always address the Speaker of the House and ask for assistance. It is more
593 important to conduct the business of the House than to be handcuffed by procedure.
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Chapter 10 Table of Motions (Based on AIPSC 2nd ed)

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

Legend for Motion:

* Motions are in order only if no motion higher on the list is pending.

** Restricted.

*** Is not debatable when applied to an undebatable motion.

**** A member may interrupt the proceedings, but not a Speaker.

Amendable as to the motions to which it applies.

Same Vote: Requires the same vote & notice as when it was initially presented.

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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 temporally 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"

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American Institute of Parliamentarians Standard Code of Parliamentary Procedure, 2nd Edition, 2023.

BOARD RECOMMENDATION: VOTE YES

BOARD VOTE: UNANIMOUS

2025 House of Delegates		Annual Budget 2025-2026		April, 2025
Resolution No.	R10-25B	New ☒	Amendment ☐	
Submitted By:	Board of Directors			
Date Submitted:	November 3, 2024	Reference Committee ☒	Direct to House	
Total Cost:	\$ none			
Amount One-time	\$ none	Amount On-going	\$ none	

Annual Budget 2025-2026

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.

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.

Resolution R9-25B:

Resolved, That the annual budget of revenues and expenses of the ADSA for fiscal year 2025-2026 be approved.

BOARD RECOMMENDATION: VOTE YES
BOARD VOTE: UNANIMOUS

2025 Officers and Directors Elections
February 1, 2025 deadline for nominations

President-Elect (1)
Dr. Robert Bosack
Dr. Jason Brady

VP (1)
Dr. Andrea Fonner
Dr. Jason Portnof

Treasurer (1)
Dr. Jimmie Harper

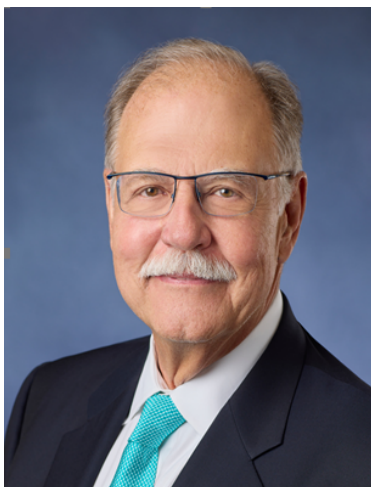
Speaker (1)
Dr. Clyde Waggoner

Director (3) *Contested*
Dr. Anthony Carroccia
Dr. Jason Goodchild
Dr. Joseph Kim
Dr. Nancy Magone
Dr. James A. Phero
Dr. Gregory E. Strull

Curriculum Vitae

ROBERT C. BOSACK, D.D.S. (2/2025)

PERSONAL DATA:



Born: 06/20/52
 Citizenship: U.S.A.
 Address: 16011 South 108th Avenue
 Orland Park, IL 60467
 Office: 708.460.9100
 Fax: 708.460.7919
 Cell: 708.805.2222
 Email: r.bosack@comcast.net

POST-GRADUATE TRAINING:

1979-82 Cook County Hospital
Chicago, Illinois

GRADUATE TRAINING:

1975-79 Loyola University; Maywood, Ill.
D.D.S., Magna cum Laude

UNDERGRADUATE:

1970-74 University of Notre Dame, B.S.

LICENSURE:

1982 Oral and Maxillofacial Surgeon
Illinois 021-001152

1979 Dentist
Illinois 019-016661

BOARD CERTIFICATION:

1985 Diplomate, American Board of
Oral and Maxillofacial Surgery

2002 Diplomate, National Dental Board of
Anesthesiology

SPECIAL AWARD

2022 **ADSA Heidbrink Award**, highest honor
of the American Dental Society of
Anesthesiology for contributions to the
advancement of anesthesiology in
dentistry.

PROFESSIONAL
ACTIVITIES:

2018 -	Peer Reviewer for Journal of Oral and Maxillofacial Surgery and Anesthesia Progress
2018 -	IV Sedation Course Director, Post-graduate Dentists, University of Illinois
2017	Founding Chairman, Dental Patient Safety Foundation , a federally listed Patient Safety Organization
2012 -	Affiliate Member , American Society of Anesthesiologists
2011 - 17	Member , Examination Committee, American Board of Oral and Maxillofacial Surgery, Content Expert in Anesthesia
2009 -	President , National Dental Board of Anesthesiology, 2009-2011, Member , Board of Directors, 2014 -
2009 -	Executive Director , Dental Anesthesia Online, Ltd., a web-based continuing education resource
2004 - 11	Continuing Education Sponsor , Academy of General Dentistry
1999 - 2014	President, Vitalert, Inc. A company providing medical emergency products to the dental profession.
1994 -	Clinical Assistant Professor Dept. of Oral & Maxillofacial Surgery University of Illinois at Chicago
1994 -	State of Illinois Dental/Dental Hygiene Continuing Education Sponsor License – 174-000105
1994 -	Examiner , Anesthesia Committee Ill. Soc. of Oral and Maxillofacial Surgery
1982-93	Clinical Assistant Professor, Loyola University School of Dentistry

1982-88 Attending, Cook County Hospital, Division
of Oral and Maxillofacial Surgery

1982 - **Private Practice** of Oral and
Maxillofacial Surgery

PUBLICATIONS:

- 2018 Oral and Maxillofacial Clinics of North America.
Anesthesia. Co-editor / author.
- 2017 Monitoring for the Oral and Maxillofacial
Surgeon. In: Todd, D.W. and Bennett, J. D.
Patient Safety. Oral and Maxillofacial Surgery
Clinics of North America, May, 2017.
- 2016 Patient fire during dental care. JADA, 2016, Lead
Author.
- 2015 The use of Sedative and Analgesic Drug
Infusions in Oral and Maxillofacial Surgery.
Selected Readings in Oral and Maxillofacial
Surgery, Vol 23. No. 2, October, 2015.
- 2015 “How safe is deep sedation or general anesthesia
while providing dental care?
JADA, 2015, co-author.
- 2015 **Anesthesia Complications in the Dental Office.**
Co-Editor, Author. Wiley Blackwell Publisher
- 2005 “Drug-Induced Osteonecrosis of the Jaws: A New
Clinical Entity.” Chicago Dental Society, July
2005.
- 2001 Bosack, Robert. **Perianesthetic
Complications in the Office:
Prevention, Diagnosis, Management.**
- 1997 Bosack, Robert. **Medical Emergencies in
The Dental Office: Common Sense
Suggestions for the Dental Practitioner.**
Orland Park: Alpha Beta Press, 1997
- 1987 “Cervicofacial Necrotizing Fasciitis –
Literature Review and Three Case
Reports” JOMS, June 1988, co-author
- 1985 “Mandibular Reconstruction with
Autogenous Particulate Ilium and
Costochondral Rib Grafts Utilizing
The Dacron-Urethane Tray – Report of
A Case” JOMS, February, 1988

HOSPITAL
AFFILIATIONS:

- 1983 - Christ Hospital and Medical Center
Oak Lawn, Illinois (courtesy)
- 1985 - I maintain courtesy appointment at at
Resurrection Hospital, Park Ridge, IL to
assist colleagues with complex surgical
cases.

PROFESSIONAL SOCIETY
MEMBERSHIPS:

- 1995 - Member, Academy of Osseointegration
- 1988 - Member, Chicago Society of Oral and
Maxillofacial Surgery
- 1988 - Member, Illinois Society of Oral and
Maxillofacial Surgery
- 1986 - Fellow, American Society of Dental
Anesthesiology (by examination)
- 1986 - Fellow, American College of Oral
and Maxillofacial Surgeons
- 1982 - Member, Chicago Dental Society and
Illinois State Dental Society
- 1982 - Fellow, American Association of Oral
and Maxillofacial Surgeons
- 1979 - Omicron Kappa Upsilon
- 1979 - Alpha Sigma Nu, National Jesuit
Honor Society
- 1975 - American Dental Association

INVITED MAJOR SCIENTIFIC PRESENTATIONS (I stopped populating in 2020)

International / National / Regional meetings (in bold)

State meetings (in italics)

*Presentations in red and marked with * are similar*

2020	ADSA Winter Review Course, Las Vegas
2019	Safe Opioid Prescribing Practices for the Dental Practitioner. American Dental Society of Anesthesiology
2019	Practice Office Crisis Management. ADSA Winter Review Course, Chicago
2019	Practical Office Crisis Management. AAOMS, Boston
2019	26 th International Symposium in OMFS, Maui, Optimizing Your Patient's Anesthetic Experience
2018	ADSA Winter Anesthesia Review. Chicago. Significance of Dynamic ECG Interpretation; Optimizing your Adult's Anesthesia Experience, Office Based Simulation Training
2018	<i>Illinois Dental Society of Anesthesiology, Improving Patient Satisfaction with Office- based Anesthesia.</i>
2018	AAOMS 100th Annual Meeting, Chicago, Anesthetic Techniques, Modified IV Anesthesia.
2018	<i>Oklahoma Dental Society of Anesthesiology. Improving Efficacy in Office-based Anesthesia.</i>
2018	Dental Patient Safety Foundation; Office-based Anesthesia for longer procedures in geriatric patients. SCOA, Pasadena

2018	ACOMS / Pearls VII Improving Patient Safety, New Orleans
<i>2017</i>	<i>Massachusetts Society OMFS. Improving Patient Safety.</i>
2017	AAOMS National Meeting, Boston Anesthetic Agents, M and M presentation
2017	Southeastern Society of Oral and Maxillofacial Surgeons. Improving Safety in Office-based Anesthesia
2017	27th Annual Hinds Symposium. Houston. Team Anesthesia.
<i>2017</i>	<i>Combined Michigan Society of OMFS and Michigan Dental Association. Patient Safety</i>
2017	Danial E. Waite Lectureship. Everything we need to know about anesthesia, U Minn, Mayo, Gundersen
2017	AAOMS / ASA Anesthesia Patient Safety Conference. Anesthetic Techniques / Monitoring.
2017	Chicago Dental Society Midwinter Meeting. Emergency Medicine for Dental Patients.
<i>2016</i>	<i>Colorado Dental Society of Anesthesiology – Patient Safety Initiatives</i>
2016	AAOMS National Meeting, IV anesthesia for the geriatric patient, Las Vegas
2016	ADSA Annual Meeting, New York. Emergency Preparation.
<i>2016</i>	<i>49th Annual Symposium Connecticut Society of Oral and Maxillofacial Surgeons – Office Simulation, Team management of the Emergency Airway</i>

C U R R I C U L U M V I T A E

Jason Wayne Brady

3343 E Indigo Bay, Gilbert, AZ 85234
 JWBrady@gmail.com
 858.752.4622

Leadership

2024 - Present	International Federation of Dental Anesthesiology Societies: President
2023 - Present	American Dental Society of Anesthesiology: Vice-President
2022 - Present	American Dental Board of Anesthesiology: Chair, Committee on Ethics and Conduct
2024 - Present	HealthFirst: Medical Advisory Board
2024 - Present	Accutron: Consultant
2021 - 2024	International Federation of Dental Anesthesiology Societies: President-Elect
2021 - 2022	HealthFirst: Medical Advisory Board
2019 - Present	Arizona State Board Anesthesia Committee: Review and revision of anesthesia regulations
2019 - Present	Mississippi State Board Anesthesia Committee: Complete revision of anesthesia regulations
2017 - 2021	Dental Patient Safety Foundation: Director
2016 - 2023	American Dental Society of Anesthesiology: Director
2015 - 2021	American Dental Board of Anesthesiology: Director, Vice-President, President, Past-President
2015 - Present	American Dental Society of Anesthesiology: High Fidelity Human Simulation Course Co-Director
2014 - 2016	Arizona Dental Foundation: Director
2010 - 2012	American Society of Dentist Anesthesiologists: Comm Committee Ex Officio
2006 - 2010	Director of Communication: <i>Saturday Children's Clinic</i>
2006 - 2010	Oversight Committee / Student Mentor: <i>UNLV SDM</i>
2007 - 2008	Executive Committee: <i>ADEA Information Technology Coordinator</i>

Publications

Brady, JW. (2025). Dental Sedation Advances in Brazil, *The Pulse*, Vol. 57, No. 1

Brady, JW. (2024). Joint Meeting of the IFDAS 17th Triennial Congress and the ADSA Annual Session Held in Las Vegas. *Anesthesia Progress*, 71(2), 101.

Fonner, A. M., Brady, JW., & Schwengel, D. (2024). A unique educational collaboration: team-based learning modules to enhance dental sedation safety. *ASA Monitor*, 88(6), 11.

Brady, JW (Co-Developer). (2024). *Ten Minutes Saves a Life!*™ Learning Modules. ADSA/ASA Collaboration.

Brady, JW. (2024). Mobile Anesthesia and Sedation. Submitted manuscript in Mason, K, *Pediatric Sedation Outside of the Operating Room*. Springer.

- Brady, JW. (2024). Monitoring During Sedation. Submitted manuscript in Malamed, S, *Sedation - 8th edition*. Mosby.
- Brady, JW. (2024). Fundamentals of General Anesthesia. Submitted manuscript in Malamed, S, *Sedation - 8th edition*. Mosby.
- Brady, JW. (2024). Armamentarium, Drugs, and Techniques. Submitted manuscript in Malamed, S, *Sedation - 8th edition*. Mosby.
- Brady, JW. (2024). Drugs for Medical Emergencies. Submitted manuscript in Dowd, FJ, *Pharmacology and Therapeutics for Dentistry*. Mosby.
- Brady, JW (Co-Developer). (2018). *Ten Minutes Saves a Life!*TM Emergency Manual Mobile Application. ADASA/Anesthesia Research Foundation.
- Brady, JW, Saraghi M, Fonner AM, & Riley CJ. (2021). Administering oral and written board examinations remotely during the COVID-19 pandemic. *J Dent Educ*. 2021 Dec;85 Suppl 3:1960-1962. doi: 10.1002/jdd.12699.
- Brady, JW. (2020) Overview of Local Anesthesia; pp 3-17; In Ferneini, EM, *Applied Head and Neck Anatomy for the Facial Cosmetic Surgeon*. Springer.
- Brady JW, Sarasin DS, & Stevens RL. (2020). Medication Safety: Reducing Anesthesia Medication Errors and Adverse Drug Events in Dentistry: Part 2. *Anesth Prog*. 2020 Spring;67(1):48-59.
- Brady JW, Sarasin DS, & Stevens RL. (2019). Medication Safety: Reducing Anesthesia Medication Errors and Adverse Drug Events in Dentistry: Part 1. *Anesth Prog*. 2019 Fall;66(3):162-172.
- Brady, JW & Kramer KJ. (2018). Anesthetic Agents Commonly Used by Oral and Maxillofacial Surgeons. *Oral Maxillofacial Surg Clin North Am.*;30(2):155-164
- Brady, JW. (2017). Monitoring During Sedation. In Malamed, S, *Sedation - 6th edition*. Mosby.
- Brady, JW. (2017). Fundamentals of General Anesthesia. In Malamed, S, *Sedation - 6th edition*. Mosby.
- Brady, JW. (2017). Armamentarium, Drugs, and Techniques. In Malamed, S, *Sedation - 6th edition*. Mosby.
- Brady, JW. (2016). AAOMS Sponsors Patient Safety Conference, *The Pulse*, Vol. 49, No. 2
- Brady, JW. (2016). Pre-Operative Medical Consultation for Anesthesia/Sedation: Not a 'Clearance' *The Pulse*, Vol. 48, No. 3
- Brady, JW. (2015). IFDAS Triennial Congress Meets in Berlin, Germany. *The Pulse*, Vol. 48, No. 1
- Brady, JW. (2015). General Anesthesia & Deep Sedation Review Course – Chicago 2015, *The Pulse*, Vol. 47, No. 1

Speaking Engagements

2024	Brazilian Society of Anesthesia and Sedation in Dentistry
2024	Arizona Dental Society of Anesthesiology
2024	Oregon Health and Science University IV Sedation CE Course
2024	New York State Dental Association
2024	American Dental Society of Anesthesiology: Las Vegas GA Chair
2024	International Federation of Dental Anesthesiology Societies: Las Vegas
2024	Oregon Health and Science University IV Sedation CE Course
2023	The German Society of Oral Surgeons; 39th Annual Meeting. Berlin, Germany
2023	University of California San Diego: Joint Lecture with Stanley Malamed, DDS
2023	American Dental Society of Anesthesiology: Washington Component Annual
2023	American Dental Society of Anesthesiology: Annual Session. Bonita Springs, FL
2023	American Dental Society of Anesthesiology: Pediatric Sedation
2023	American Dental Society of Anesthesiology: Las Vegas GA Course Director
2023	Oregon Health and Science University IV Sedation CE Course
2023	Canadian Academy of Dental Anesthesia. Toronto, Ontario
2023	Ontario Dental Society of Anesthesiology. Toronto, Ontario
2022	Arizona Society of Oral and Maxillofacial Surgeons
2022	American Society of Anesthesiologists: Annual Meeting. New Orleans, LA
2022	American Dental Society of Anesthesiology: Texas Component Annual Meeting
2022	Septodont Global Pain Management Summit: Paris, France
2022	Pediatric Sedation Outside of the Operating Room: Harvard Medical School
2022	American Society of Dentist Anesthesiologist: Resident Webinar
2022	American Dental Society of Anesthesiology: Annual Session. Phoenix, AZ
2022	American Dental Society of Anesthesiology: Assistant Course. Phoenix, AZ
2022	American Dental Society of Anesthesiology: Moderate Sedation. Phoenix, AZ
2022	American Dental Society of Anesthesiology: Las Vegas GA Course Director
2022	Alaska Academy of Pediatric Dentistry. Anchorage, AK
2022	Oregon Health and Science University IV Sedation CE Course
2021	American Dental Society of Anesthesiology: Chicago, IL
2021	Oregon Health and Science University IV Sedation CE Course
2021	IAAS Congress Iberoamerica. Portugal, Spain, Brazil: Ambulatory Surgery Congress
2021	German Society of Oral Surgeons: 37 th General Conference. Berlin, Germany
2021	Pediatric Sedation Outside of the Operating Room: Harvard Medical School
2021	Oregon Academy of General Dentistry: IV Sedation CE Course
2021	Second District Dental Society: New York, NY
2021	HealthFrist: Cardiovascular Webinar
2021	American Dental Society of Anesthesiology: Assistant Course
2021	American Dental Society of Anesthesiology: Moderate Sedation
2021	American Dental Society of Anesthesiology: Las Vegas Course Director
2021	Oregon Health and Science University IV Sedation CE Course
2020	American Dental Society of Anesthesiology: Chicago, IL
2020	Arizona Society of Dentist Anesthesiologists: Annual Meeting
2020	The Brazilian Society of Ambulatory Surgery: General Conference
2020	Arizona State Board Anesthesia Advisory Committee: Rules and Regulations
2020	University of California San Diego: Joint Lecture with Stanley Malamed, DDS
2020	The Brazilian Society of Ambulatory Surgery
2020	Pediatric Sedation Outside of the Operating Room: Harvard Medical School

- 2020 American Society of Dentist Anesthesiologists: COVID-19 Protocols
- 2020 Russian Association of Safe Dentistry & Anesthesia Altracore-Biomedical East
- 2020 California Dental Society of Anesthesiology: Costa Mesa, CA & San Jose, CA
- 2020 American Dental Society of Anesthesiology: Las Vegas General Anesthesia Director
- 2019 Oregon Academy of General Dentistry: IV Sedation CE Course
- 2019 American Dental Society of Anesthesiology: Chicago, IL
- 2019 Mongolian National Congress of Modern Innovation in Pediatric Surgery and Anesthesiology: Harvard Global CE. Ulan Bator, Mongolia.
- 2019 Legacy Lecture Series: Pittsburgh Department of Dental Anesthesiology. Pittsburgh, PA
- 2019 Simulation Pediatric Sedation Workshop: Harvard Medical School
- 2019 Pediatric Sedation Outside of the Operating Room: Harvard Medical School
- 2019 University of California San Diego: Joint Lecture with Stanley Malamed, DDS
- 2019 American Society of Dentist Anesthesiologists: Annual Meeting. Chicago, IL
- 2019 American Dental Society of Anesthesiology: Pediatric Sedation. Santa Fe, NM
- 2019 American Dental Society of Anesthesiology: Moderate Sedation. Santa Fe, NM
- 2019 American Dental Society of Anesthesiology: General Anesthesia. Santa Fe, NM
- 2018 American Dental Society of Anesthesiology: Chicago General Anesthesia Course Director
- 2018 Simulation Pediatric Sedation Workshop: Harvard Medical School
- 2018 Pediatric Sedation Outside of the Operating Room: Harvard Medical School
- 2018 International Federation of Dental Anesthesiology Societies: Section Chair, Lecturer, Workshop Faculty. Nara, Japan
- 2018 Oregon Health and Science University IV Sedation CE Course
- 2018 American Dental Society of Anesthesiology: SIM Man Co-Director
- 2018 American Dental Society of Anesthesiology: Pediatric Sedation. Boston, MA
- 2018 American Dental Society of Anesthesiology: General Anesthesia. Boston, MA
- 2018 University of California San Diego: Joint Lecture with Stanley Malamed, DDS
- 2017 American Dental Society of Anesthesiology: Chicago General Anesthesia Course Director
- 2017 Oregon Health and Science University IV Sedation CE Course
- 2017 Simulation Pediatric Sedation Workshop: Harvard Medical School
- 2017 Pediatric Sedation Outside of the Operating Room: Harvard Medical School
- 2017 University of California San Diego: Joint Lecture with Stanley Malamed, DDS
- 2017 American Dental Society of Anesthesiology: Las Vegas
- 2016 American Dental Society of Anesthesiology: Chicago General Anesthesia Course Director
- 2016 Simulation Pediatric Sedation Workshop: Harvard Medical School
- 2016 Pediatric Sedation Outside of the Operating Room: Harvard Medical School
- 2016 American Dental Society of Anesthesiology: SIM Man Co-Director
- 2016 Oregon Health and Science University IV Sedation CE Course
- 2016 University of California San Diego: Joint Lecture with Stanley Malamed, DDS
- 2016 American Dental Society of Anesthesiology: Annual Meeting. Brooklyn, NY
- 2015 American Dental Society of Anesthesiology: Chicago General Anesthesia Course Director
- 2015 Ohio Dental Society of Anesthesiology: Annual Meeting, Emergency Workshop
- 2015 International Federation of Dental Anesthesiology Societies: Section Chair, Lecturer, Workshop Faculty. Berlin, Germany
- 2015 Oregon Health and Science University IV Sedation CE Course
- 2015 University of California San Diego: Joint Lecture with Stanley Malamed, DDS
- 2015 American Dental Society of Anesthesiology: SIM Man Director

2015	Edmonton Clinic Health Academy, University of Alberta
2014	American Dental Society of Anesthesiology: SIM Man Instructor
2014	University of California San Diego: Joint Lecture with Stanley Malamed, DDS
2014	Oregon Health and Science University IV Sedation CE Course
2014	Ontario Dental Society of Anaesthesiology Annual Meeting
2014	Indian Dental Association of California
2014	Arizona Academy of Pediatric Dentistry
2014	American Dental Society of Anesthesiology: Annual Meeting. Palm Springs, CA
2013	American Dental Society of Anesthesiology: Annual Meeting. West Palm Beach, FL
2013	University of Southern California IV Sedation CE Course
2013	University of Southern California Dental School
2013	Oregon Health and Science University IV Sedation CE Course

Work Experience

2012 - Present	Comfort Care Anesthesia, Green States Anesthesia Dentist Anesthesiologist <i>Arizona</i>
2015 - Present	Green States Anesthesia Dentist Anesthesiologist <i>Virginia & Mississippi</i>
2013 - Present	NYU-Langone Health / Brooklyn NY Adjunct Faculty / Attending Anesthesiologist
2013 - Present	Anesthesia Innovation Design and Manufacturing of Mobile Anesthesia Carts and Equipment
2013 - Present	Oregon Academy of General Dentistry / Portland, OR Adjunct Faculty
2012 - 2018	University of Southern California / Los Angeles, CA Adjunct Faculty Lecturer / Clinical professor for IV sedation
2003 - Present	Brady, Inc / Williamsburg, VA Director of Development
2003 - 2004	Rennison Engineering IT / CAD Manager

Education

2010 - 2012	University of California, Los Angeles School of Dentistry <i>Section of Dental Anesthesiology</i>
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2006 - 2010	University of Nevada, Las Vegas School of Dental Medicine <i>Doctor of Dental Medicine</i>
1999 - 2003	Boise State University, Boise Idaho <i>Bachelor of Business Administration / Emphasis in Engineering</i>

Organizations

2010 - Present	American Society of Dentist Anesthesiologists
2010 - Present	American Dental Society of Anesthesiology
2012 - Present	Arizona Dental Association
2006 - Present	American Dental Association

Volunteer Work

2015 - 2019	Flying Samaritans – El Rosario, Mexico – Volunteer Dentist
2022 - 2023	Gilbert Free Pediatric Dental Clinics – Volunteer Anesthesiologist
2013	IMA Foundation - Playa Del Carmen, Mexico – Volunteer Anesthesiologist
2010	G3 Foundation - Dominican Republic Dental Mission Trip
2007 - 2010	UNLV SDM Saturday Morning Children's Clinic – Volunteer Clinician
2007 - 2009	Give Kids a Smile – Volunteer Clinician
2007 - 2009	ADEA Dental School Simulation Course – Bench Instructor
2008	Oral Cancer Screening – Lifecare Center at Paradise Valley
2008	UNLV SDM Sponsored Community Outreach – Pediatric Sealant Applications
2007	Oral Hygiene Presentations –Elementary Schools in Las Vegas Valley

Certificates/ Licenses

American Dental Society of Anesthesiology: Fellow February 10, 2014
 American Dental Board of Anesthesiology: #177 Diplomate June 2, 2013
 National Dental Board of Anesthesiology: Diplomate February 10, 2014
 Arizona Dental License 8375
 Arizona General Anesthesia Permit 13011377
 Mississippi Dental License 3827-15
 Mississippi General Anesthesia Permit
 Virginia Dental License 0401414687
 Virginia General Anesthesia Permit 0447000052

ANDREA M FONNER, DDS

BOARD-CERTIFIED DENTIST ANESTHESIOLOGIST

206.579.5163 | 6947 COAL CREEK PARKWAY SE #707, NEWCASTLE, WA 98059 |
DRFONNER@ANDREAFONNERDDS.COM | WWW.ANDREAFONNERDDS.COM

Licenses/Certifications

- Diplomate & Past-President, American Dental Board of Anesthesiology (ADBA)
- Advanced Cardiac Life Support
- Pediatric Advanced Life Support
- Basic Life Support
- Dental License
- General Anesthesia Permit

Current Appointments & Elected Positions

- Board of Directors, American Dental Society of Anesthesiology (ADSA)
- Board Examiner and Primary Contributor, American Dental Board of Anesthesiology (ADBA)
- Attending in Anesthesiology, NYU Langone Hospital
- Affiliate Assistant Professor, Department of Oral and Maxillofacial Surgery, University of Washington School of Dentistry
- American Dental Association (ADA) Council on Dental Education and Licensure (CDEL) Anesthesiology Committee
- Co-Developer, Ten Minutes Saves a Life!® Emergency Manual and Application & Online Learning Modules, Anesthesia Research Foundation (ARF) of the American Dental Society of Anesthesiology (ADSA)
- Co-Director and Faculty, High-Fidelity Human Simulation Course, American Dental Society of Anesthesiology (ADSA)
- Dental Anesthesiology Advisor, Advisory Board for the Journal of the Academy of General Dentistry, *General Dentistry*
- President & Delegate, Washington Dental Society of Anesthesiology
- Expert Witness for cases involving sedation/general anesthesia for various dental boards and private attorneys
- Co-Director, Lecturer & Clinical Faculty, Oregon Academy of General Dentistry Parenteral Moderate Sedation Course
- Editorial Advisory Board, *Decisions in Dentistry*
- Committee on Ethics and Conduct, American Dental Board of Anesthesiology (ADBA)
- Committee on Examinations, American Dental Board of Anesthesiology (ADBA)
- Committee on Constitution, Bylaws and Standing Rules, American Dental Board of Anesthesiology (ADBA)
- Special Task Force Member, International Federation of Dental Anesthesia Societies (IFDAS)
- Panel Expert, Dental Patient Safety Foundation (DPSF)
- President & Co-Founder, Washington State Society of Mobile Dental Anesthesia (WSSDMA)

Work Experience & Education
ANESTHESIOLOGY FOR DENTISTRY**ANDREA M FONNER, DDS, PLLC****Founder & Chief Executive Officer | July 2009 – Current**

- Mobile sedation and general anesthesia services

UNIVERSITY OF CALIFORNIA-LOS ANGELES (UCLA)**Dental Anesthesiology Residency | July 2007 – June 2009**

- Chief Resident 2008-2009

ANDREA M FONNER, DDS**General Dentist | July 2005 – July 2007**

- Worked as a general dentist with a parenteral moderate sedation permit

ODESSA BROWN CHILDREN'S CLINIC**Attending | July 2005 – July 2007**

- Dentist performing all aspects of pediatric care and overseeing general practice residents

UNIVERSITY OF WASHINGTON MEDICAL CENTER**General Practice Residency | July 2004 – June 2005**

- Additional dental training at the University of Washington Medical Center, Seattle VA Medical Center, Harborview Medical Center, and Seattle Children's Hospital

UNIVERSITY OF THE PACIFIC ARTHUR A DUGONI SCHOOL OF DENTISTRY**Doctor of Dental Surgery (DDS) with Honors | June 2001 – June 2004**

- Tau Kappa Omega Honor Society (top 20% of class)

BACHELOR OF ARTS, PSYCHOLOGY**University of Washington | September 1997 – March 2001**

Publications

Ten Minutes Saves a Life Emergency Application and Learning Modules Can Be Used to Satisfy New Regulations for Dentists in Washington. Fonner, A. Washington AGD *Transcend*. January 2025.

A Unique Educations Collaboration: Team-Based Learning Modules to Enhance Dental Sedation Safety. Fonner, A, Brady, J, Schwengel, D. *ASA Monitor* 88(6). June 2024.

Emergency Preparedness. Letter to the Editor. *Journal of the American Dental Association* 154(8). August 2023.

Ten Minutes Saves a Life!® Online Learning Modules. Fonner, A, Brady, J, Hayes, B. <https://www.adsa-arf.org/adsa-asa>. March 2023.

Administering Oral and Written Board Examinations Remotely During the COVID-10 Pandemic. Saraghi, M, Fonner, A, Riley, C, Brady, J. *Journal of Dental Education*. June 2021.

Interim Guidance for Dentist Anesthesiologists Practicing in the Office-Based Setting During the COVID-19 Pandemic. Fonner, A, Fukami, C, Ganzberg, S, Saxen, M, Henderson, B. Written for the American Society of Dentist Anesthesiologists. April 2020. Updated May 2020.

Local and Regional Anesthesia in Dental and Oral Surgery. *Complications of Regional Anesthesia: Principles of Safe Practice in Local and Regional Anesthesia*. Malamed, SF, Reed, KL, Okundaye, AJ, Fonner, AM. Chapter 21, Pages 341-358. Editors: Finucane & Tsui. Springer; 3rd ed. 2017.

Strategies for Managing Acute Dental Pain. Fonner, A, Reed, K. *Decisions in Dentistry*. Belmont Publishing. 3(3): 29-33. March 2017.

Responding to Cardiac Arrest. Fonner, A, Reed, K. *Decisions in Dentistry*. Belmont Publishing. 2(7): 48-51. July 2016.

Anesthesia Considerations for Special Patients: Patients with Cancer. Fonner, A, Bosack, B. *Anesthesia Complications in the Dental Office*. John Wiley & Sons, Inc. 2014.

Why Capnography? Okundaye, A, Reed, K, Fonner, A. *The Pulse* 46(1): 2-4. 2014.

Every Moment Counts. Fonner, A, Reed, K. *Dimensions of Dental Hygiene*. Belmont Publishing. 11(6): 56-59. June 2013.

Be Prepared-How to Manage a Medical Emergency in the Dental Office. Fonner, A, Reed, K. *Dimensions of Dental Hygiene*. Belmont Publishing. 11(5): 48-51. May 2013.

Local Anesthesia Part II: Technical Considerations. Reed, K, Malamed, S, Fonner, A. *Anesthesia Progress* 59:127-137. 2012.

Contributor, *American Dental Student Association Journal* (2001-2004)

Previous Positions

Subject Matter Expert Reviewer, American Dental Association. *Managing Sedation Complications* online course. (2022-2023)

President, American Dental Board of Anesthesiology (ADBA) (2022-2023)

Chair, Committee on Membership & Component Development, American Dental Society of Anesthesiology (ADSA) (2021-2022)

Nominations Committee, American Society of Dentist Anesthesiologists (ASDA) (2021-2023)

Chair, COVID-19 Pandemic Interim Guidance Committee, American Society of Dentist Anesthesiologists (ASDA) (2020-2021)

Vice-President of Oral Examinations, American Dental Board of Anesthesiology (ADBA) (2020-2022)

Model Legislation Ad Hoc Committee, American Society of Dentist Anesthesiologists (ASDA) (2019-2023)

Course Director, Assistant's Course, American Dental Society of Anesthesiology (ADSA) (2018-2022)

Chair, Reference Committee, American Dental Society of Anesthesiology (ADSA) (2018-2020)

Committee on Membership, American Society of Dentist Anesthesiologists (ASDA) (2018-2023)

Annual Meeting Committee, American Society of Dentist Anesthesiologists (ASDA) (2018-2023)

Chair, Task Force for Residents/New Graduates, American Dental Society of Anesthesiology (ADSA) (2017-2023)

Chair, Committee of Credentials, Rules and Order, American Dental Society of Anesthesiology (ADSA) (2016-2018)

Course Director, Annual Review Course, American Society of Dentist Anesthesiologists (ASDA) (2010-2013)

Associate Professor, Swedish Medical Center General Practice Residency (2009-2019)

Faculty, University of Washington School of Dentistry (2004-2007)

Faculty/Attending, Odessa Brown Children's Clinic (2005-2007)

Presentations

Arcora Foundation (Seattle, WA)

- Preparation and Management of Medical Emergencies in the Dental Office

Quarterly Connect Panelist, American Society of Dentist Anesthesiologists (Webinar)

- Discuss anesthesia cases, techniques, preoperative assessment and complications

Medical Emergencies and Simulation Training (New York, NY)

- Simulation Course Utilizing the Ten Minutes Saves a Life!® Emergency Manual and Application & Online Learning Modules

New York State Dental Foundation (Webinar)

- History and Utilization of the Ten Minutes Saves a Life!® Emergency Manual and Application & Online Learning Modules

International Federation of Dental Anesthesia Societies (Las Vegas, NV)

- History of the Ten Minutes Saves a Life!® Emergency Manual and Application

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- American Dental Society of Anesthesiology/American Society of Anesthesiologists Online Modules Utilizing the Ten Minutes Saves a Life![®] Emergency Manual and Application

American Dental Society of Anesthesiology (Las Vegas, NV)

- Simulation Course Utilizing the Ten Minutes Saves a Life![®] Emergency Manual and Application & Online Learning Modules

Arcora Foundation Smile Mobile Retreat (Burien, WA)

- Preparation and Management of Medical Emergencies in the Dental Office

Law/Lewis Lecture in Pediatric Dentistry for the University of Washington (Seattle, WA)

- Improving Sedation Safety in the Pediatric Dental Office

American Dental Society of Anesthesiology (Naples, FL)

- Ten Minutes Saves a Life![®] Update

California Dental Society of Anesthesiology (Costa Mesa, CA)

- Optimizing Patient Safety
- M&M Session: Lingual Tonsils

American Dental Society of Anesthesiology, Minimal and Moderate Sedation Course (Las Vegas, NV)

- Monitoring and Documentation for Moderate Sedation

American Dental Society of Anesthesiology, Pediatric Sedation Course (Las Vegas, NV)

- Guidelines and Paperwork: I Have to Do What?

Arcora Foundation (Spokane, WA)

- Preparation and Management of Medical Emergencies in the Dental Office

Texas Dental Society of Anesthesiology (Dallas, TX)

- Preparation and Management of Medical Emergencies in the Dental Office

Arcora Foundation (Seattle, WA)

- Preparation and Management of Medical Emergencies in the Dental Office

American Society of Dentist Anesthesiologists Resident Committee (Webinar)

- Use of the Ten Minutes Saves a Life![®] Emergency Manual and Application in the Outpatient Setting

Horse Creek Study Club (Woodinville, WA)

- Dental Anesthesiology

American Society of Dentist Anesthesiologists (Atlanta, GA)

- Our Obligation to Dentistry

Pierce County Dental Society (Webinar)

- Preparation and Management of Medical Emergencies in the Dental Office

Arcora Foundation (Webinar)

- Preparation and Management of Medical Emergencies in the Dental Office

Maryland Dental Society of Anesthesiology (Baltimore, MD)

- Preparation and Management of Medical Emergencies in the Dental Office

Mommy Dentists in Business (Webinar)

- Preparation and Management of Medical Emergencies in the Dental Office

Washington State Academy of Pediatric Dentistry (Webinar)

- How to Stay Off the News: A Discussion about Sedation and General Anesthesia Complications

American Dental Society of Anesthesiology (Webinar Panelist)

- Practical Information to Aid in the Development and Utilization of a COVID-19 Protocol

American Society of Dentist Anesthesiologists (Webinar Panelist)

- Navigating the Dentist Anesthesiologist Practice Amidst the COVID-19 Global Pandemic

Oregon Academy of General Dentistry Parenteral Moderate Sedation Course (Las Vegas, NV and Portland, OR)

- Airway Management
- Monitoring During Sedation
- Documentation Standards
- Practical Aspects of IV Sedation
- Venipuncture Techniques and Complications
- Medical Emergencies
- Preclinical Instructions

American Dental Society of Anesthesiology High-Fidelity Human Simulation Course (Las Vegas, NV)

- Simulation Course Utilizing the Ten Minutes Saves a Life!® Emergency Manual and Application & Online Learning Modules

American Dental Society of Anesthesiology, Minimal and Moderate Sedation Course (Las Vegas, NV and Chicago, IL)

- Use of the Ten Minutes Saves a Life!® Emergency Manual and Application in the Outpatient Setting

Russell Bunting Periodontal Society (Ann Arbor, MI)

- Medical Emergencies

Burien Study Club (Burien, WA)

- Strategies for Managing Acute Dental Pain

Pacific Northwest Dental Conference, Washington State Dental Society (Bellevue, WA)

- Preparing Your Office for Medical Emergencies

American Society of Dentist Anesthesiologists, Annual Meeting (Chicago, IL)

- Use of the Ten Minutes Saves a Life!® Emergency Manual and Application in the Outpatient Setting

American Dental Society of Anesthesiology, Annual Session (Santa Fe, NM)

- Use of the Ten Minutes Saves a Life!® Emergency Manual and Application in the Outpatient Setting
- Building Team Skills in Emergency Management

Eastside Oral Surgery Study Club (Bellevue, WA)

- Use of the Ten Minutes Saves a Life!® Emergency Manual and Application in the Outpatient Setting

American Dental Society of Anesthesiology, Assistant's Course (Las Vegas, NV and Chicago, IL)

- Use of the Ten Minutes Saves a Life!® Emergency Manual and Application in the Outpatient Setting
- Building Team Skills in Emergency Management

American Dental Society of Anesthesiology, General Anesthesia Course (Las Vegas, NV)

- Use of the Ten Minutes Saves a Life!® Emergency Manual and Application in the Outpatient Setting

International Federation of Dental Anesthesia Societies (Nara, Japan)

- Use of the Ten Minutes Saves a Life!® Emergency Manual and Application in the Outpatient Setting

Seattle Pediatric Dental Study Club (Seattle, WA)

- Update in Office-Based Anesthesia

Bolender Study Club (Seattle, WA)

- Checklist Approach to Prepare for Emergencies

American Dental Society of Anesthesiology, Annual Session (Boston, MA)

- Use of the Ten Minutes Saves a Life!® Emergency Manual and Application in the Outpatient Setting

American Dental Society of Anesthesiology, Assistant's Course (Las Vegas, NV)

- Building Team Skills in Emergency Management
- Summary of Key Points

Bellevue US ITI Study Club (Bellevue, WA)

- Dental Anesthesiology
- Medical Emergencies

South Sound Dental Study Club (Maple Valley, WA)

- Dental Anesthesiology
- Medical Emergencies

Burien Study Club (Burien, WA)

- Dental Anesthesiology
- Medical Emergencies

American Dental Society of Anesthesiology, General Anesthesia Course (Chicago, IL)

- Anesthesia Considerations for In-Office Orthognathic Surgery
- Pediatric Airway Considerations

Endodontics & Microsurgery Center Study Club (Redmond, WA)

- Medical Emergencies

South Shore Study Club (Federal Way, WA)

- Medical Emergencies

University of Alberta School of Dentistry Continuing Education (Banff, Canada)

- Monitoring and Record Keeping
- Pharmacology

American Dental Society of Anesthesiology, General Anesthesia Course (Las Vegas, NV)

- Preparing to Prevent Anesthesia Emergencies
- Pediatric Airway Considerations

Premier Study Club (West Seattle, WA)

- How Anesthesia Can Help You and Your Patients

Greater Eastside Seminar Group (Bellevue, WA)

- How Intravenous Moderate Sedation and General Anesthesia Can Help You and Your Patients

American Society of Dentist Anesthesiologists, Annual Session (San Diego, CA)

- Case Presentation: Lingual Tonsils

Community Service

Vice-President, Board of Directors, Emerald Heights Academy (2022-current)

- Private Catholic School in Bellevue, WA
- Serve as an advisor to determine policies, hire staff and provide fiscal oversight

Fundraising Committee Chair, Emerald Heights Academy (2023-2024)

- Lead fundraising efforts for a private K-8 school

Auction Committee Co-Chair, Emerald Heights Academy (2022-2024)

- Assist with the planning and execution of the annual auction fundraiser

COVID Committee Chair, Emerald Heights Academy (2020-2022)

- Help the school make important decisions regarding the COVID-19 pandemic

Annual Coast Guard Stocking Event (2017-2020)

- Help stuff stockings for children in foster care

Expanding Your Horizons Conference for Middle School Girls at Bellevue College (2010-2020)

- Discuss career paths for women in the field of dentistry

Medical Teams International Mobile Dental Program (2009-2013)

- Provide dental care to homeless patients with limited access to care in the state of Washington

Smile Mobile Host Dentist (2004-2007)

- Provide dental care to pediatric patients with limited access to care in the state of Washington

Chapter Advisory Board Chair, Kappa Delta Sorority (2004-2013)

- Act as an advocate/advisor for the executive board of Kappa Delta Sorority at the University of Washington

Awards

- Top Dentist in Washington State (Dental Anesthesiology)
- Proctor and Gamble Research Award
- Tau Kappa Omega Honor Society
- California Dental Association Foundation Scholarship for Excellence in Community Service and Scholarship
- Barbara Probst Humanitarian of the Year
- Seattle Alumnae Panhellenic Association Scholarship
- Helen Lawrence-Grygiel Scholarship for Excellence in Leadership, Service and Scholarship
- Pi Omicron Sigma Leadership Inductee

Professional Affiliations

- American Society of Dentist Anesthesiologists (ASDA)
- American Dental Board of Anesthesiology (ADBA)
- American Dental Society of Anesthesiology (ADSA)
- American Dental Association (ADA)
- Washington State Society of Mobile Dental Anesthesia (WSSMDA)
- Washington State Dental Association (WSDA)
- Seattle-King County Dental Society (SKCDS)

Name: Jason E. Portnof, DMD, MD, FACS, FICD, FACD

Private Practice OMFS
Surgical Arts of Boca Raton
9980 N Central Park Blvd #113
Boca Raton, FL 33428

Adjunct Associate Professor
 Department of Oral and Maxillofacial Surgery
 Nova Southeastern University
 College of Dental Medicine

Clinical Affiliate Associate Professor of Oral and Maxillofacial Surgery in the
Department of Surgery
FAU Charles E. Schmitt College of Medicine
 12/6/2023- 6/30/2028

Affiliate Faculty
 Dr. Kiran C. Patel College of Allopathic Medicine
 Nova Southeastern University

OMFS Faculty
 Pediatric Dentistry Residency Program
 Nicklaus Children's Hospital, Miami, FL

Past Positions:
Full Time OMFS Faculty 2/2013- 1/2019 NSUCDM
 Associate Professor
 Director, Pediatric Maxillofacial Surgery & Craniomaxillofacial Surgery
 Director, Predoctoral Oral and Maxillofacial Surgery 2012-2014
 Director, Student Externship Program 2012-2014
 Department of Oral and Maxillofacial Surgery
 Nova Southeastern University
 College of Dental Medicine

Voluntary Part-Time OMFS Faculty 6/2012 to 2/2013
 Adjunct Associate Professor
 Department of Oral and Maxillofacial Surgery
 Nova Southeastern University
 College of Dental Medicine

Adjunct Associate Professor
 Department of Surgery
 Herbert Wertheim College of Medicine
 Florida International University

Affiliate Assistant Professor of Clinical Biomedical Science

Charles E. Schmidt College of Medicine

Florida Atlantic University

7/1/2015- 6/30/2018

Clinical Preceptor

Barry University College of Health Sciences

Affiliate Faculty

Plastic Surgery Residency Program

Cleveland Clinic Florida

Prior Employer Office Address, Telephone, Fax:

Wellington Centre for Oral & Maxillofacial Surgery 7/12-2/13

1051 S State Road 7, Village of Wellington, Florida 33414

Phone:(561) 790-0206

Randolph Center for Oral & Maxillofacial Surgery 5/2011-5/2012

447 Route 10, Suite 5, Randolph, NJ 07869

Phone: 973-328-1555 Fax: 973-328-3405

EDUCATIONAL BACKGROUND

Degree	Institution Name	Institution Location	Dates Attended	Year Awarded
A.B.	Washington University	St. Louis, MO	8/1994- 5/1998	1998
D.M.D.	Nova Southeastern University College of Dental Medicine	Ft. Lauderdale, FL	8/1998- 5/2002	2002
M.D.	Weill Medical College of Cornell University	New York, NY	8/2002- 5/2006	2006

PROFESSIONAL POSITIONS AND EMPLOYMENT**Post-doctoral training:**

Title	Institution Name	Institution Location	Dates Held
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Resident, Oral and Maxillofacial Surgery	Division of Dentistry, Oral and Maxillofacial Surgery, New York Presbyterian Hospital/ Cornell Campus	New York, NY	July 1, 2002-June 30, 2006
Intern, General Surgery	Department of Surgery, New York Presbyterian Hospital/ Cornell Campus	New York, NY	July 1, 2006-June 30, 2007
Chief Resident, Oral and Maxillofacial Surgery	Division of Dentistry, Oral and Maxillofacial Surgery, New York Presbyterian Hospital/ Cornell Campus	New York, NY	July 1, 2007-June 30, 2008
Fellow, Pediatric Maxillofacial Surgery/ Craniomaxillofacial Surgery	Department of Plastic and Maxillofacial Surgery, Royal Children's Hospital of Melbourne	Melbourne, Victoria, Australia	August 1, 2008-July 31, 2009

Academic positions:

Title	Institution name and location	Dates held
Associate Professor, Department of Oral & Maxillofacial Surgery	Nova Southeastern University College of Dental Medicine	February 2013 to present

Adjunct Associate Clinical Professor, Department of Oral & Maxillofacial Surgery	Nova Southeastern University College of Dental Medicine	May 2012- February 2013
Clinical Instructor of Surgery, (Dentistry Oral and Maxillofacial)	Weill Cornell Medical College	September 2011- June 2012
Assistant Professor, Departments of Dentistry and Otorhinolaryngology, Head and Neck Surgery	Albert Einstein College of Medicine (AECOM), Bronx, New York	September 2009- June 2012

Current Hospital positions (e.g., attending physician):

St. Mary's Medical Center, West Palm Beach 2023- present
 Delray Medical Center, Delray Beach, FL 2013-present
 West Boca Medical Center, Boca Raton, FL 2013-2024
 Memorial Hospital/ Joe Dimaggio Children's Hospital, Hollywood, FL 2012- present
 Broward Health Medical Center, Fort Lauderdale, FL 2013-present
 Memorial Hospital Miramar 2014-2020
 Broward Health Coral Springs 2017-present
 Memorial Hospital West 2014-present
 Nicklaus Children's Hospital 2018- present
 Boca Raton Regional Hospital 2018-present
 Broward Health North 2014-15 and 2019-present

Past Hospital positions (e.g., attending physician):

Osceola Regional Medical Center 2015-2019
 Kendall Regional Medical Center, Miami, FL 2012-2016
 Regional Medical Center Bayonet Point 2013-2013
 Palms West Hospital 2012-2016

Title	Institution name and location	Dates held
Attending Oral and Maxillofacial Surgeon	Department of Surgery, Division of Dentistry, OMFS New York Presbyterian Hospital/ Weill	September 2011-June 2012

	Cornell Medical College	
Attending Oral and Maxillofacial Surgeon	Department of Dentistry, Oral and Maxillofacial Surgery, Jacobi Medical Center, Bronx, New York	2009- 2012
Attending Oral and Maxillofacial Surgeon	Department of Otolaryngology- Head and Neck Surgery, Beth Israel Medical Center, New York, New York	2009- 2012

LICENSURE, BOARD CERTIFICATION, MALPRACTICE

Licensure

State	Number	Date of Issue
New York Dental	054095	8/8/2008
New York Medical	246010	9/10/2007
Florida Dental (GA)	DN16048	8/2/2002
Florida Medical	ME101326	3/31/2008
New Jersey Dental	22DI02471300	4/26/2011
New Jersey Specialty Permit/ OMFS	06065	5/10/2011
New Jersey General Anesthesia Permit	22DA00642	5/10/2011

Board Certification: Board Certified, American Board of Oral and Maxillofacial Surgery (ABOMS) #22542 (March 1, 2012), Recertification 2022

PROFESSIONAL MEMBERSHIPS (medical and scientific societies)

Fellow, American College of Surgeons (ACS)

Fellow, American College of Oral & Maxillofacial Surgeons (ACOMS)

Fellow, International College of Dentists (ICD)

Fellow, American College of Dentists (ACD)

International Association of Oral & Maxillofacial Surgeons (IAOMS)

American Dental Association (ADA) #183020058

American Association of Oral & Maxillofacial Surgeons (AAOMS) #088035

American Dental Society of Anesthesiology (ADSA)

International Congress of Oral Implantologists (ICOI) (Fellow)

American Cleft Palate Craniofacial Association (ACPCA)

Florida Society of Oral and Maxillofacial Surgeons (FSOMS)

Florida Cleft Palate-Craniofacial Association (FCPA)

Florida Dental Association (FDA)

Atlantic Coast District Dental Association (ACDDA)

Palm Beach County Dental Association (PBCDA)

Florida Medical Association (FMA) #488404

Palm Beach County Medical Society

HONORS AND AWARDS

- **FSOMS Committeeman of the Year Award 2024**
 - For exceptional service to the Florida Society
- **Florida House of Representatives Doctor Of The Day January 17, 2024**
- **Florida Senate Doctor Of The Day January 16, 2024**
- **Faculty Member North American Strasbourg Osteosynthesis Research Group (SORG) 2023- present**
 - **Anesthesia Member of the Preprosthetic Section 2025- present**
- **Fellow Pierre Fauchard Academy 2023-present**
- **Physician Leadership Academy of South Florida (PLA)/ Palm Beach County Medical Society (PBCMS) 2023-2024**
- **NSUCDM/ Broward Health Medical Center Mentor of the Year 2016,2017**
 - “For your Teaching, Mentoring, and Dedication to Physician Resident Training and Graduate Medical Education”
- **AOCMF North America Faculty 2014-present**
- **Fellow American College of Surgeons 2014- present**
- **AAOMS Faculty Educator Development Award (FEDA) 2013**
 - For your commitment to Educate and Train Current and Future Oral and Maxillofacial Surgeons (\$130,000 grant from AAOMS, OMSF)
- **Windent OMS Scholarship Award 2008-2009**
 - For Outstanding Achievement as a Resident in the Pursuit of Excellence in Oral and Maxillofacial Surgery

- **Distinguished Housestaff Award 2007** Weill Cornell Medical Center Alumni Council
 - For All-around Excellence
- **NSUCDM Dean's Award for Academic Achievement 2002**
- **Omicron Kappa Upsilon National Dental Honor Society** (Chi Psi Chapter) May 2002
- **Horace Wells Senior Student Award 2002**
 - **American Dental Society of Anesthesiology**
 - For Outstanding Achievement in the Field of Dental Anesthesiology
- **NSUCDM Honors Program in Oral and Maxillofacial Surgery 2001-2002**
- **1st Place Winner Straumann USA Implant Dentistry Scholarship Award 2001**
- **NSUCDM Predoctoral Honors Teaching Program: Peer Tutoring Component 2000-2002**
- **3rd Place Winner Daniel F. Lynch Essay Competition July 2000**
 - **American Dental Society Anesthesiology**
 - *"Complications of Epinephrine Utilization in the Dental Therapy of Congestive Heart Failure Patients"*

CURRENT AND PAST INSTITUTIONAL RESPONSIBILITIES

NSUCDM Faculty Council Secretary/Treasurer 2014-2015

Teaching (specific teaching functions, courses taught, dates):

Practice of Medicine (POM) 1 and 2 course preceptor (Dr. Kiran C. Patel College of Allopathic Medicine, Nova Southeastern University) 2023- present

Past Course Director Pre-doctorate Oral & Maxillofacial Surgery NSUCDM:

Anesthesia I (CDM 2040), Oral Surgery II (CDM 3040), Oral and Maxillofacial Surgery I Clinical Rotation (CDM 3507)

Attending OMFS, Clinical Instructor in Surgery (Dentistry, OMFS): New York Presbyterian Hospital/ Weill Cornell Medical College. Coordinator of OMFS Journal Club 2011-12

Full time faculty OMFS residency program at BIMC, JMC, AECOM (Provided lectures for OMFS, ENT, General Dentistry, and Pediatric Dentistry Residents.)

Administrative duties:

- a. NSUCDM Curriculum Committee 2013-2019
 - b. NSUCDM Peer Review Committee 2018-2019
 - c. Omicron Kappa Upsilon National Dental Honor Society (Chi Psi Chapter) President 2017
 - d. North Bronx Healthcare Network (NBHN) Patient Safety Committee 2010- 2011
2. IRB approved Research:
- 2013- 2019:
Bone Matrices and Stem Cell Delivery in Alveolar Cleft Sites in a Rat Model
Umadevi Kandalam, Ph.D

Department of Pediatric Dentistry
 Department of OMFS
 Nova Southeastern University College of Dental Medicine (NSUCDM)
 Approved by NSUCDM IRB

- 2008-2009:
 Repair of Skull Defects Using a Novel Scaffold Material in the Rabbit Model
 Shand JM, Heggie AAC, Farlie P, Portnof JE.
 Section of Oral and Maxillofacial Surgery
 Melbourne Craniofacial Unit
 Department of Plastic and Maxillofacial Surgery
 Royal Children's Hospital, Melbourne, Australia
 Grant obtained by Dr. Shand from the ANZAOMS Research and Education Foundation
 Presented by Dr. Shand at 20th Royal Australasian College of Dental Surgeons (RACDS) Convocation, Perth, Australia 11-14 March 2010.

B. EXTRAMURAL PROFESSIONAL RESPONSIBILITIES

- OMSNIC Underwriting Appeals Committee 2025-present
- Camp Doctor 2024-present
 - Camps Baco and Che Na Wah, Minerva, NY
- St. Mary's Medical Center, Palm Beach Children's Hospital Section Chief
 Division of Oral & Maxillofacial Surgery 2024-present
 - Surgery Peer Review Committee 2024-present
- International College of Dentists (ICD)
 - South Florida- Vice Regent 2024-present
 - South Florida- Deputy Regent 2021- 2024
- American Board of Oral & Maxillofacial Surgery (ABOMS)
 - Board Examiner
 - Item Writing Committee 2019-2021
 - Oral Certifying Examination (OCE) Committee 2021-present
 - Objective Structured Clinical Examination (OSCE) Task Force 2024-present
- American Dental Society of Anesthesiology (ADSA) Board of Directors
 - Director 2021- present
- American College of Surgeons (ACS) Southern Florida 1 Region
 Committee on Applicants 2020- present
- Atlantic Coast District Dental Association (ACDDA)
 - 2nd Vice President 2024-present
 - Secretary 2023-2024

- o Executive Council (Financial Affairs) 2020-present
 - o Alternate Delegate to Florida Dental Association House of Delegates (Palm Beach)
 - o Delegate to FDA HOD Jan 20, 2024, June 21, 2024
- Florida Board of Dentistry Anesthesia Inspector 2017-2020
- Florida Dental Society of Anesthesiology Board of Directors
 - o Secretary/ Treasurer 2017-present
 - o Delegate to ADSA 2018, 2019, 2020
- ADA Commission on Dental Accreditation (CODA) Site Visitor for Oral & Maxillofacial Surgery Residency and Fellowship Programs 2015-2021
- AAOMS
 - o Committee on ADA OMS Liaison Committee
 - o Committee on Membership 2022-present
 - o Committee on Cleft, Craniofacial and Pediatric Oral and Maxillofacial Surgery (CCCPOMS) 2014- 2021
 - o Committee on Anesthesia (CAN) pediatric representative 2017-2021
 - o Chair CCCPOMS 2020-2021
- Florida Cleft Palate-Craniofacial Association Board of Directors, Counselor (Dentistry) 2014, Secretary 2016, Vice President 2017, President 2018, Immediate Past President 2019, Counselor (Dentistry) 2020, Counselor (Medicine) 2021, Treasurer 2022, Annual Meeting Co-Director 2023-present
- Florida Society of Oral & Maxillofacial Surgeons
 - o Immediate Past President 2023-present
 - o President 2022-2023
 - o President Elect 2021-2022
 - o Vice President 2020-2021
 - o Committee on Anesthesia 2014-present
 - o Nominating Committee 2020-2021
 - o AAOMS Alternate 2019, 2020, 2021, 2022, 2023
 - HOD District III Interim Caucus Secretary 2021
- Florida Dental Association (FDA)
 - o Committee on Conventions and Continuing Education 2022 to present
 - 2026 FDC Scientific Chair
 - o FDA Awards Committee 2024
 - o FDA Council on Financial Affairs 2020-present
 - o Alternate Delegate, 17th District ADA 2024- present
- Palm Beach County Dental Association (PBCDA)
 - o President 2024-present
 - o Vice President 2023-2024
 - o Secretary 2022-2023
- Joe Dimaggio Children's Hospital Performance Improvement and Patient Safety (PIPS) Committee 2017-present

- Joe Dimaggio Children's Hospital Pediatric Pharmacy and Therapeutics Committee 2016-2020
- West Boca Medical Center Continuing Medical Education (CME) Committee 2013 to 2015
- Journal Article Reviewer: "Journal of Prosthodontics" 2021- present
- Journal Article Reviewer: "Cleft Palate-Craniofacial Journal" 2015-present
- Journal Article Reviewer: "International Journal of Oral and Maxillofacial Surgery" 2013- 2017
- Selected as member of AAOMS Task Force on Young OMS (2012, 2013) AAOMS Special Committee on Emerging Leaders 2014, 2017
- Orthognathic Section Editor: "Aesthetic Plastic Surgery" 2011- 2017
- Journal Article Reviewer: "Clinical and Experimental Ophthalmology" 2009- 2012
- Journal Article Reviewer: "Oral Surgery" 2010- 2012
- Resident Organization of the American Association of Oral and Maxillofacial Surgeons (ROAAOMS) Executive Committee
 - o Faculty Section Liaison 2007-2008
- Resident Organization of the American Association of Oral and Maxillofacial Surgeons (ROAAOMS) Executive Committee
 - o District 1 Representative 2006-2007
 - Northeastern District: Connecticut, Main, Massachusetts, New Hampshire, New York, Rhode Island Vermont

L. Bibliography

A. Original Communications in Reviewed Journals

1. Broumand V, Merino E, Pero TD, Lee S, **Portnof J**, Caceres J, Gruber R. Optimizing Surgical and Prosthetic Full-Arch Cases Utilizing Virtual Surgical Planning. Oral Maxillofac Surg Clin North Am. 2024. (Article In Press)
2. Marcinczyk J, **Portnof J**, Barreto V, Freedman P, Reich R, Kerpel S. Two cases of imatinib induced oral pigmentation affecting the palate. Oral Surg Oral Med Oral Pathol Oral Radiol. March 23, 2024
3. Heller ZA, Hogge M, Ragan MR, **Portnof JE**. Applications of Cone Beam Computed Tomography Scans in Dental Medicine and Potential Medicolegal Issues. Dent Clin North Am. 2024 Jan;68(1):55-65.
4. Heller ZA, Adlesic EC, **Portnof JE**. Implications of Electronic Cigarettes on the Safe Administration of Sedation and General Anesthesia in the Outpatient Dental Setting. Anesth Prog 69:41-52, 2022.

5. Caruso SR, Yamaguchi E, **Portnof JE**. Update on Antimicrobial Therapy in Management of Acute Odontogenic Infection in Oral and Maxillofacial Surgery. *Oral Maxillofac Surg Clin North Am*. 2022 Feb;34(1):169-177.
6. Fan R, Quinton HA, Golberg MB, **Portnof JE**. Immediate Implants. *Dent Clin North Am*. 2021 Jan;65(1):89-102.
7. Luo RM, Chvartzaid D, Kim SW, **Portnof JE**. Soft-Tissue Grafting Solutions. *Dent Clin North Am*. 2020 Apr;64(2):435-451.
8. Kim SW, Sonneveld K, Luo M, **Portnof J**. A Rare Case of Peripheral Ameloblastic Fibroma: Case Report. *Archives of Oral and Maxillofacial Surgery*. Vol 3, Issue 1, June 2020.
9. Moheb A, Misch C, **Portnof J**, Saveh R, Weiner S. Interproximal invasion as the basis of a Dental Risk Classification: a pilot study. *Quintessence Int*. 2019;50(10):840-847.
10. Sonneveld KA, Mai PT, Hardigan PC, **Portnof JE**. Theoretical Basis for Virtual Skull Orientation According to Three-Dimensional Frankfort Horizontal Plane for Computer-Aided Surgical Simulation. *J Craniofac Surg*. 2019 Sep;30(6):1902-1905.
11. Sonneveld KA, Mai PT, Hogge M, Choi EY, Portnof JE. Bifid Mandibular Canal: A Case Review and Retrospective Review of CBCTs. *Implant Dent*. 2018 Dec;27(6):682-686.
12. Daya M, Anderson I, Troyer M, **Portnof J**. Two step reconstruction of traumatic ear skin avulsion using Integra graft. *J Stomatol Oral Maxillofac Surg*. 2018 Sep;119(4):294-296.
13. Daya Attie M, Anderson IA, **Portnof J**. Mandibular Osteomyelitis Associated with Candida Albicans in Marijuana and Heroin Abusers. *Ann Maxillofac Surg*. 2018 Jul-Dec;8(2):355-357.
14. Opioid Use Disorder in the Dental Office: Identifying Patients and Engaging Them in Conversation. **Portnof JE**, Nack B, Haas S, Kaltman S. *Today's FDA*. 2018 Jan/Feb; 68-71.
15. Amrollahie A, Mai PT, **Portnof J**, Kaltman SI. Primary Intramedullary Osteosarcoma of the Maxilla in a Pediatric Patient: A Case Report and Review of the Literature. *Clin Surg*. 2018; 3: 2022.

16. Attie MD, Anderson I, Eckelson R, **Portnof J**. Early diagnosis of maxillofacial polyostotic melorheostosis due to altered dental eruption: A case report. *Oral and Maxillofacial Surgery Cases*, 2018;Vol 4, Issue 4: 146-150.
17. Shumate R, **Portnof J**, Amundson M, Dierks E, Batdorf R, Hardigan P. Recommendations for Care of Geriatric Maxillofacial Trauma Patients Following a Retrospective 10-Year Multicenter Review. *J Oral Maxillofac Surg*. 2017 Oct 26. (17) 31344-7.
18. Opioid Use Disorder in Dental Patients: The Latest on How to Identify, Treat, Refer and Apply Laws and Regulations in Your Practice. Nack B, Haas SE, **Portnof J**. *Anesth Prog*. 2017 Fall;64(3):178-187.
19. Urology Primer for the Dental Professional: Practice Pearls and Considerations for the Treatment of Patients with Urologic Diseases. Watts V, **Portnof J**, Bruck D. *Today's FDA*. Nov 2016, pp 86-88.
20. Jeong J, **Portnof JE**, Kalayeh M, Hardigan P. Hypotensive anesthesia: Comparing the effects of different drug combinations on mean arterial pressure, estimated blood loss, and surgery time in orthognathic surgery. *J Craniomaxillofac Surg*. 2016 Jul;44(7):854-8
21. Al Shetawi AH, Lim CA, Singh YK, **Portnof JE**, Blumberg SM. Pediatric Maxillofacial Trauma: A Review of 156 Patients. *J Oral Maxillofac Surg*. 2016 Jul;74(7):1420.e1-4
22. Heggie AA, **Portnof JE**, Kumar R. “The rotational genioplasty: a modified technique for patients with obstructive sleep apnoea. *Int J Oral Maxillofac Surg*. 2015 Feb 23.
23. Shessel BA, **Portnof JE**, Kaltman SI, Nitsch R. “Dental Treatment in the Pregnant Patient: Literature Review and Guidelines for the Practicing Clinician”. *Today’s FDA*. 2013 Sept/Oct; 25(6):26-33.
24. Heggie AA, Vujcich NJ, **Portnof JE**, Morgan AT. “Tongue reduction for macroglossia in Beckwith Wiedemann syndrome: review and application of new technique”. *Int J Oral Maxillofac Surg*. 2013 Feb;42(2):185-91.
25. Williams M, Gurman M, **Portnof JE**, Gershenson P, Badner V. “Use of Temporary Anchorage Devices in Regaining Lost Interocclusal Space. Case Series”. *N Y State Dent J*. 2012 Mar; 78(2):31-5.
26. O TM, Kwak R, **Portnof JE**, Berke DM, Lipari B, Waner M. “Analysis of Skeletal Mandibular Abnormalities Associated with Cervicofacial Lymphatic Malformations”. *Laryngoscope* 2011 Jan; 121 (1): 91-101.

27. Shand JM, Heggie AA, **Portnof J**. “Repair of Critical Size Defects in the Rabbit Calvarium with the Use of a Novel Scaffold Material”, *Ann Roy Australas Coll Dent Surg* 2010; 20:71-74.
28. **Portnof JE**, Heggie AAC, Kleid S. “Tonsilloliths presenting as multiple opacities on Panoramic imaging: Case report”. *General Dentistry*, January/February 2011; Vol. 59, No. 1.
29. **Portnof JE**, Liss J, Cross KJ, Bouchard NC, Spinelli HM. “Penetrating Orbital Trauma”, *Oral Surgery*, Vol 2 (2). Nov 2009. 99-102.
30. Wang K, Yang Y, Jiang T, Xu H, **Portnof JE**, Wang G, Salyer KE. “Utilization of 3-Dimensional Computer Tomography for Craniofacial Phenotype Analysis in Children with Velocardio-Facial Syndrome”, *J Craniofac Surg*. 2009 Oct 29.
31. Salyer KE, Xu H, **Portnof JE**, Yamada A, Chong DK, Genecov ER. “Skeletal Facial Balance and Harmony in the Cleft Patient: Principles and Techniques in Orthognathic Surgery”, *Indian J Plast Surgery. Supplement 1*. Oct 2009. Vol 42. Issue 3. S149- S167.
32. **Portnof JE**, Friedman JM, Reich R, Freedman PD, Behrman DA. “Oral Ectomesenchymal Chondromyxoid Tumor: Case Report and Literature Review”, *Oral Surg Oral Med Oral Pathol Oral Radiol Endod*. 2009 Aug 27.
33. Chong DK, **Portnof JE**, Xu H, Salyer KE. “Reviewing the Orthognathic Surgical Care of the Patient with Cleft Lip and Palate: The Single Surgeon Experience”, *Journal of Craniofacial Surgery*. 20(8):1895-1904, September 2009.
34. **Portnof JE**, Yeoh, MS, Freedman PD, Behrman DA. “Oral Cancer Screening and Prevention”, *Today’s FDA*. 2008 Feb; Vol 20, No. 2: 18-25.
35. **Portnof JE**, Israel HA, Brause BD, Behrman DA. “Dental Premedication Protocols for Patients with Knee and Hip Prostheses: A Review of the Current Recommendations”, *J Mich Dent Assoc*. 2007 Apr; 89(4): 46-8, 50-2.
36. **Portnof JE**, Israel HA, Brause BD, Behrman DA. “Dental Premedication Protocols for Patients with Knee and Hip Prostheses: A Review of the Current Recommendations”, *Oral Health*. 2006, VOL 96; NUMB 9, pages 33-40.
37. **Portnof JE**, Israel HA, Brause BD, Behrman DA. “Dental Premedication Protocols for Patients with Knee and Hip Prostheses: A Review of the Current Recommendations”, *N Y State Dent J*. 2006 April; Vol. 72, No. 3: 20-25.

38. **Portnof JE**. “Medicaid Children: A Vulnerable Cohort”, N Y State Dent J. 2004 February; Vol. 70, No. 2: 22-25.
39. Rubin DM, Vedrenne D, **Portnof JE**. “Orthodontically Guided Eruption of Mandibular Second Premolar Following Enucleation of an Inflammatory Cyst: Case Report”, J Clin Pediatr Dent. 2002 Fall; 27(1): 19-23.

B. Books, Chapters in Books, and Review Articles

Print:

1. **Portnof JE**. Periorbital and Orbital Infections. In: *Oral and Maxillofacial Surgery Knowledge Update Volume V*.
{http://aaoms2.centrax.com/?page_id=708}. Published [November 4, 2013].
2. **Portnof JE**, Leung T. First Aid Q&A for the NBDE Part II Q&A. 1st edition. New York: McGraw-Hill Medical, November 2010.
3. Founding Author. First Aid Q&A for the USMLE Step III. Editors Le T, Waples F. New York: McGraw-Hill Medical, Expected publication 2010. **In press.**
4. **Portnof JE**, Leung T. First Aid for the NBDE Part II. 1st edition. New York: McGraw-Hill Medical, December 2007.
5. Founding Author. First Aid for the USMLE Step 1 Q&A Book. Editors Le T, Klein J, Shivaram A, et al. New York: McGraw-Hill Medical, 2006.

Online:

1. **Portnof JE**, Founding Author. In *USMLERx Step 1 Online Test Bank*, (USMLERx Step 1 Web Site). Editors Le T, Klein J, Shivaram A, et al. Published May 2006, <http://www.usmlerx.com>.
2. Founding Author, USMLERx Step III Web site, <http://www.usmlerx.com>. Expected publication 2010. **In press.**
3. Case Report: Open Reduction Internal Fixation Mandible Fracture, Cystectomy, Intentional Partial Odontectomy. DrBicuspid.com (“Case #176: A 53 year old man with mandibular pain” 8/9/10)
4. Case Report: Idiopathic Bone Cavity. DrBicuspid.com (“Case #178: 13 year old girl with mandibular lesion” 8/30/10)
5. Case Report: Cavernous Hemangioma of Tongue. DrBicuspid.com (“Case #181: A 71-year-old woman with pigmented tongue lesion” 9/20/10)

6. Case Report: Bilateral Parotid Enlargement. DrBicuspid.com ("Case #189: A 44-year-old man with parotid enlargement" 11/15/10)
7. Case Report: Mandibular Odontogenic Keratocyst (OKC). DrBicuspid.com ("Case #192: A 23-year-old man with incidental x-ray finding" 12/6/10)
8. Case Report: Sickie Cell Disease. Dr. Bicuspid.com ("Case #196: A 36-year-old woman with shifting bite" 1/3/11)
9. Case Report: Low Grade Mucoepidermoid Carcinoma. DrBicuspid.com ("Case #197: A denture wearer with mandibular lesion" 1/10/11)
10. Case Report: Early Childhood Caries/ Facial Abscess. DrBicuspid.com ("Case #202: A 2-year-old girl with facial swelling" 2/14/11)
11. Case Report: BRONJ/ ORN. DrBicuspid.com ("Case #213: A 90-year-old woman with jaw pain" 5/2/11)
12. Case Report: Bilateral Mandible Fractures. DrBicuspid.com ("Case #219: A 34-year-old man with facial pain" 6/13/11)
13. OMSNICase: "Right Inferior Alveolar Nerve Injury" dds4dds.com, Case #2011-02. Allen W, Portnof JE, Buchbinder D.
14. Case Report: Squamous Cell Carcinoma. DrBicuspid.com ("Case #230: An 81-year-old man with tongue lesion" 8/29/11)
15. OMSNICase: "Fracture Associated with Mandibular Third Molar Removal". dds4dds.com Case # 2016-01. Fisher A, Portnof J.
16. OMSNICase: "Foreign Body Removed from Oral Cavity via Image-guided Surgical Navigation System". dds4dds.com, Case # 2016-05. Amrollahie A, Portnof J.

C. Abstracts

1. Stelnicki, E., **Portnof J.**, Daya M., Semensohn R. "Use of BMP in practice for craniomaxillofacial surgery: clinical experiences." Florida Cleft Palate-Craniofacial Association Annual Meeting January 13, 2018
2. Open Tip V-Y vestibuloplasty and cartilage repositioning for correction unilateral cleft lip nasal deformity, a 10 year experience. Stelnicki E, **Portnof J.**, Eberle N. The Cleft Palate - Craniofacial Journal 53(4) pp. e108 July 2016.
3. Stelnicki, E., **Portnof J.**, Daya M., Semensohn R. "Use of BMP in practice for craniomaxillofacial surgery: clinical experiences." *International Journal of Oral and*

Maxillofacial Surgery 44 (2015): e139.

4. **Portnof J**, Stelnicki E, Boland B, Kalayeh M. "Role of virtual model surgery in craniosynostosis surgery." Oral Surgery, Oral Medicine, Oral Pathology and Oral Radiology November 2014 Volume 118, Issue 5, Page e144
5. Singh YK, **Portnof JE**, Lim CA, Al Shetawi AH, Blumberg SM. "Retrospective Review of Pediatric Craniomaxillofacial Fractures" Oral Surgery, Oral Medicine, Oral Pathology, Oral Radiology Vol. 117, Issue 4, Page e298
6. **Portnof JE**, Heggie AA. "Technique for surgical tongue reduction in Beckwith-Wiedemann syndrome macroglossia." Int J Oral Maxillofac Surg. May 2009; 38(5): 442-443.

Presentations./ Invited Lectures:

- AOCMF NA Series- Module 4 "Nose: How Would You Do It?" Online Webinar November 7, 2024
- FAU Fall-2024: Medi-Futures Virtual Shadowing Program,"OMFS" October 7, 2024
- Asociacion Odontologica Dominicana Florida (AODF) September 5, 2024 "Anesthesia in Substance Abusers, Diabetes and other Endocrine Disorders"
- Western Society of OMS/AAOMS Office Based Emergency Management (OBEAM), UNLV School of Dental Medicine, August 3, 2024
- FSOMS/AAOMS Office Based Emergency Management (OBEAM), The Breakers, Palm Beach FL, July 12-14, 2024
- AAOMS 2024 Advanced Protocols for Medical Emergencies in the OMS office Nashville, TN, May 4-5, 2024
- ADSA General Anesthesia Course Chicago, IL Dec 3-4 "On Drugs"- Marijuana and the Dental Sedation Patient "Dexmedetomidine Demystified" "CNS Stimulants: From Adderall to Meth" "CNS Depressants: Understanding Your Sleepy Patient"
- "Opioids" TCDA St. Lucie Trail Golf Club 10/16/2023
- "Opioids" PBCDA WPB Marriott 9/26/23
- "Opioids" BCDA Galuppis 9/13/23
- "New Course for Practitioners Who Prescribe Controlled Substances" NSUCDM, 6/10/2023
- "Mandibular Fractures: Load-Sharing and Load-Bearing" AO CMF NA Management of Facial Trauma. Chicago Maxillofacial Trauma (MFT) Course June 3-4, 2023
- "MATE Act, Opioids" NSUCDM 10/28/2023
- NJDSA October 4th, 2023 "Office Anesthesia in Substance Abusers, Diabetes, and Other Endocrine Disorders"
- "Medical Emergencies" NSUCDM AEGD Lecture Series May 26, 2023

- AAOMS 2023 Advanced Protocols for Medical Emergencies in the OMS office Rosemont, Ill. April 29 - 30, 2023
- ADSA 2023 Annual Meeting, Naples FL April 12-15, 2023
“OBA for Children with Autism Spectrum Disorder”
“OBA in a Post COVID World”
- FAU Department of Surgery Grand Rounds, “Pediatric Maxillofacial Trauma” February 17, 2023
- ADSA General Anesthesia Course Las Vegas, NV Feb 9-11, 2023
“Marijuana and Vaping in Children”
“Local Anesthesia in Children: Myth and Reality”
- ADSA General Anesthesia Course Chair Chicago IL Meeting December 5-6, 2022
- Florida Dental Convention (FDC) 2021, Orlando, FL.
Portnof JE, London M. Thursday AM, June 24, 2021 9: Full Arch Reconstruction: Digital Treatment Planning and Surgical Implementation Workshop
Thursday, June 24, 2021: Full Arch Reconstruction: Digital Treatment Planning and Surgical Implementation Lecture
- Northwest District Dental Association (NWDDA) Feb 5-6, 2021. “Opioid Use Disorder in Dental Patients”.
- “Medical Emergencies in the Dental Office”. NSUCDM AAID Maxi Course. October 11, 2020.
- “Opioid Use Disorder in the Dental Patient”. Baptist Health South Florida Dental Oncology Conference Series. July 23, 2020.
- Opioid Course. Northwest District Dental Association. February 8, 2020.
- “Medical Emergencies in the Dental Office”, “Advanced Bone Grafting”, “Neuro Repairs Associated with Implants”. NSUCDM AAID Maxi Course. Oct 11, 2019, May 17, 2019.
- “Bone Grafting”. NSUCDM AAID Maxi Course. April 8, 2018.
- Opioid Use Disorder in Dental Patients. 2 hour State Mandated Course to satisfy HB21. Florida Dental Convention (FDC), Orlando, FL June 21, 2018.
- “Simple and Surgical Extraction of Teeth and Morphology of Alveolar Sockets” NSUCDM AAID Maxi Course. Dec 9, 2017.
- Lim J, Mederos H, Watts V, Portnof J. Use of Patient Specific Hardware in Panfacial Gun Shot Wound Trauma. JOMS Vol. 75, Issue 10, e410–e411 October 2017.
 - Presented at AAOMS Annual Meeting Oct 11-14 2017 San Francisco, CA
- Watts V, Portnof J. Grafting of Alveolar Cleft Defects in Preparation for Endosseous Dental Implant Placement and Orthodontic Tooth Movement. JOMS Vol. 75, Issue 10, e371–e372 October 2017.
 - Presented at AAOMS Annual Meeting Oct 11-14 2017 San Francisco, CA
- Stelnicki, E., **Portnof J.**, Daya M., Semensohn R. "Use of BMP in practice for craniomaxillofacial surgery: clinical experiences". Florida Cleft Palate-Craniofacial Association Annual Meeting January 13, 2018
- Daya M, Larumbe J, **Portnof J.** “Dentofacial Orthopedics/ Nasal Conformer”. Florida Cleft Palate-Craniofacial Association Annual Meeting January 13, 2018

- Matza B, **Portnof J**. “Case Presentation: Cleft Lip and Palate Orthodontic and Surgical Considerations” Florida Cleft Palate-Craniofacial Association Annual Meeting January 13, 2018
- Amrollahie A, Mai PT, **Portnof J**, Velez I, Kaltman SI. “Primary Intramedullary Osteosarcoma Of the Maxilla In A Pediatric Patient: A Case Report And Review Of the Literature”. ACOMS 39th Annual Meeting, New Orleans, LA April 21 2018.
- Daya M, Anderson I, **Portnof J** . Mandibular Osteomyelitis Associated with Candida Albicans In Marijuana and Heroin Abusers: Literature Review and Case Series.” AACMFS Annual Meeting, Portland Oregon May 4-5 2018.
- “Pediatric Maxillofacial Trauma”. Department of Dentistry Meeting Nicklaus Children’s Hospital. November 7, 2018.
- Alveolar Bone Grafting. Florida Cleft Palate-Craniofacial Association Annual Meeting January 13, 2017
- "Grafting of Alveolar Cleft Defects in Preparation for Endosseous Dental Implant Placement and Orthodontic Tooth Movement" (V Watts, J Portnof) AAOMS 2017 Annual Meeting Scientific Sessions and Exhibition, San Francisco, CA Oct 9-14
- V Watts, **J Portnof**. A Novel Approach to Tertiary Grafting in Alveolar Cleft Defects in Preparation for Implant Placement. Broward Health Medical Center research day Poster presentation
- J Lim, S Kim, J Portnof. Use of Patient Specific Hardware in Panfacial Gun Shot Wound Trauma. Broward Health Medical Center research day Poster presentation
- Stelnicki E, **Portnof JE**, Eberle N. Open Tip V-Y Vestibuloplasty and Cartilage Repositioning for Correction Unilateral Cleft Lip Nasal Deformity, A 10 Year Experience. American Cleft Palate-Craniofacial Association (ACPA) 73rd Annual Meeting April 4-9, 2016, Atlanta, GA.
- Stelnicki, E., **J. Portnof**, M. Daya, and R. Semensohn. Use of BMP in Practice for Craniomaxillofacial Surgery: Clinical Experiences. 22nd International Conference on Oral and Maxillofacial Surgery (ICOMS) Melbourne Convention and Exhibition Centre, 27 – 30 October 2015.
- Washington University School of Dentistry, CE1476: Improving the Oral Health of Your Older Patients. Instructor. 4/18/15, Seattle, Washington
- **Portnof J**, Kalayeh M, Boland B, Stelnicki E. “Virtual Surgical Planning (VSP) in Cranial Vault Remodeling”, ACOMS 35th Annual Scientific Conference & Exhibition, Las Vegas, Nevada, April 27-30, 2014
- Steel D, **Portnof J**, Kaltman S. “Case Report of Dysosteosclerosis and Implant Restoration”. ACOMS 2nd Annual Residents Meeting, Jefferson Medical College, Philadelphia, Pennsylvania, November 9-10, 2013
Florida Cleft Palate-Craniofacial Association Winter Symposium and 53rd Annual Membership Meeting January 10-11, 2014
- **Journal Club Moderator 2013-2014**
NSUCDM OMFS Resident Lecture Series (monthly)
- **Journal Club Moderator 2011-2012**
NYPH/WCMC OMFS Resident Lecture Series (monthly)

- **Journal Club Moderator 2009-2011**
AECOM OMFS Resident Lecture Series (monthly)
- **“Trauma: Initial Assessment of the Trauma Patient: Surgical Airway”**
AECOM OMFS Lecture Series, November 4, 2009
- **“Trauma: Pediatric Maxillofacial Fractures”**
 - Presented at AECOM OMFS Lecture Series, November 20, 2009
 - Presented at NY Eye & Ear Infirmary Department of Otolaryngology, Head and Neck Surgery Resident Lecture Series 2009
 - Presented to Second District Dental Society (Brooklyn Dental Study Group) Study Club September 28, 2010
 - Presented at AECOM Department of Otorhinolaryngology Resident Lecture Series, October 15, 2010
 - Presented at Yale-New Haven Hospital Department of Dentistry Resident Lecture Series November 11, 2010
 - Presented at NSUCDM 3rd Year OMS Course Lecture Series November 29, 2012
 - Presented at West Boca Medical Center Pediatric Grand Rounds April 24, 2014
- **“Pharmacology of Sedation”**
AECOM OMFS Lecture Series, June 2, 2010
- **“Anatomy and Pathology of the TMJ”**
AECOM OMFS Lecture Series, August 25, 2010
- **“Temporomandibular Joint Replacement”**
AECOM OMFS Lecture Series, September 8, 2010
- **“Tongue reduction for macroglossia in Beckwith Wiedemann Syndrome: review and modified technique”**
Jason E. Portnof D.M.D., M.D., Andrew A.C. Heggie M.B.B.S., M.D.Sc., F.R.A.C.D.S. (OMS)
Selected to present at 19th International Conference on Oral and Maxillofacial Surgery (ICOMS), Shanghai, China: May 24-27, 2009
Presented at The Children’s Dentofacial Study Group, Melbourne, Australia July 22, 2009
- **“Mass Spectrometric Proteome Analysis of Pathologic Temporomandibular Joint Synovial Fluids”**
Jason E. Portnof, D.M.D., M.D., Howard A. Israel, D.D.S., Steven Gross, Ph.D.
American Society of Temporomandibular Joint Surgeons (ASTMJS) 2008
Resident Abstract Competition

Selected to present at ASTMJS Annual Meeting, Amelia Island, Florida: February 28, 2008

- **“Anatomy of the oral cavity, oropharynx, nasopharynx, mandible, maxilla, tongue, teeth (adult and children), occlusion, retromolar trigone, palate hard and soft, appropriate vessels, nerves and lymphatic drainage”**

Lecture: August 14, 2007

Head and Neck Anatomical Dissection Course 2007

Weill Cornell Medical College

New York Weill Cornell Center of New York Presbyterian Hospital

Department of Otolaryngology

Course Director: Samuel H. Selesnick, MD FACS, Vice Chairman

Department of Otorhinolaryngology

- **“Case Presentation: Mandibular Lipogranuloma and Central Neuropathic Pain”**

Presented at New York Institute of Clinical Oral Pathology (NYICOP) Meeting: October 26, 2006

- **“Case Presentation: TMJ Synovial Chondromatosis, Diagnosis and Arthroscopic Surgical Approach”**

Presented at New York Institute of Clinical Oral Pathology (NYICOP) Meeting: October 29, 2003

- **“Ameloblastoma: Diagnosis, Surgical Management, and Mandibular Reconstruction. Case Presentation”**

Faculty Mentors: David M. Rubin DDS, Steven I. Kaltman DMD MD, Francisco E. Eraso DMD MS MS

Presented at NSUCDM ASDA Day: February 2, 2001

Presented at South Broward Dental Society Regional Meeting: April 18, 2001

Selected to participate in 2001 ADA/ Dentsply International Student Clinician Program and represent NSUCDM at 2001 ADA Scientific Session, Kansas City, Missouri (October 13-17, 2001)

Grants:

‘Bone Matrices and Stem Cell Delivery in Alveolar Cleft Sites in a Rat Model’

Umadevi Kandam, Ph.D, Department of Pediatric Dentistry (PI)

Jason E. Portnof DMD, MD, Department of OMFS (CoPI)

\$5,000 grant awarded from Cleft Palate Foundation

‘In Vivo Efficacy of Gingival Mesenchymal Stem Cells in Alveolar Cleft Grafting’.

Jason E. Portnof DMD, MD, Department of OMFS (PI)

Umadevi Kandam, Ph.D, Department of Pediatric Dentistry (CoPI)

2014 NSU President’s Faculty Research and Development Grant (PFRDG) \$10,000

Pending Invited Lectures:

- 12/10 2024 Florida Academy of Pediatric Dentistry, “MJ, Opioids, and Oral Lesions”
- 12/8-12/9 2024 ADSA GA “DM”, “Opioids” Chicago, IL
- 1/28/2025 PBCDA “Prescribing of Controlled Substances” Hilton WPB
- 2/28- 3/1 2025 ADSA GA “PONV”, “Case Presentations: Allergy” Las Vegas, NV
- 4/3- 4/5 2025 ADSA Annual Session Anesthesia Assistants Course Co-Chair. San Juan, Puerto Rico

Book Chapters:

L Alsad, J Portnof. Pediatric Maxillofacial Trauma. Oral Board Review for Oral and Maxillofacial Surgery. Rete et al.

2nd edition revised with S. Caruso, pending publication.

M Daya, J Portnof. Management of Obstructive Sleep Apnea in Craniofacial Syndrome Patients. Management of Obstructive Sleep Apnea, Springer. Kim et al.

Dental/Medical Student Mentoring:

2016-2017 ADEA Academic Dental Careers Fellowship Program (ADCFP) Faculty Mentor

Student Fellow: Mohamed Kaplan

Grafting of Alveolar Cleft Defects In Preparation For Endosseous Dental Implant Placement And Orthodontic Tooth Movement

- 2017-2018 ADEA Academic Dental Careers Fellowship Program (ADCFP) Faculty Mentor

Student Fellow: Robert Batdorf

Recommendations for Care of Geriatric Maxillofacial Trauma

Patients Following a Retrospective Ten Year Multicenter Review

- Presented at Hinman Student Research Symposium, Memphis, TN, November 3-5, 2017
- Presented at HPD Research Day, February 16, 2018

2021-2022 Barry University College of Health Sciences

Physician Assistant Student: Faraz Karim

Online:

- 8-year-old victim survives drive-by shooting, recovers from reconstructive facial surgery
<https://cbs2iowa.com/news/nation-world/8-year-old-victim-lilah-williams-sjostin-survives-drive-by-shooting-recovers-from-reconstructive-facial-surgery-fort-pierce-may-12-2023>

- Feature: Clinician's Corner: Virtual Surgical Planning for Cleft/ Craniofacial Orthognathic Surgery. ACPA News/ Clinician's Corner/ Research/ August 29, 2017
<http://acpa-cpf.org/2017/08/29/clinicians-corner-virtual-surgical-planning-cleftcraniofacial-orthognathic-surgery>

CURRICULUM VITAE

11 November 2024

Anthony Carroccia, DDS, MAGD, DDOCS, MaCSD, FICD, FACD, FPFA, ABGD

St. Bethlehem Dental Care
 2088 Lowe's Dr. Ste. C
 Clarksville, TN 37040
 Work: (931) 648-3233
 Fax: (931) 648-3266
 Cell: (931) 980-2072
 Email: drtonycarroccia@yahoo.com

Personal Data

Languages: English - Fluent
 Spanish - Basic
 Wife: Diane Marie (nee Harrison), 2000
 Belmont University, 1997, B.M.
 Children: Elisabeth, 2007
 Alessandro, 2010

Credentials and Memberships

Dental License, Tennessee (DS0000007717), 1999
 Comprehensive Conscious Sedation Permit
 Member, Academy of General Dentistry (AGD), 1999
 Fellowship attained 2004,
 Mastership attained 2008
 Tri-partite Member, American Dental Association (ADA), 1999
 Member, Dental Organization for Conscious Sedation (DOCS), 2003
 Fellowship attained 2005,
 Diplomate attained 2006
 Member, American Dental Society of Anesthesiology (ADSA), 2004
 Diplomate, American Board of General Dentistry (ABGD), 2013
 Master, College of Sedation in Dentistry (ADSA), 2016
 Fellow, International College of Dentists (ICD), 2019
 Fellow, American College of Dentists (ACD), 2020
 Fellow, Pierre Fauchard Academy (PFA), 2022
 Past Member, Academy of Sports Dentistry (ASD)
 Past Member, American Academy of Cosmetic Dentistry (AACD)

Professional Work History

Dentist (CPT), U.S. Army	Ft. Campbell, KY
1999-2002	
Associate, Rivergate Dental Care	Goodlettsville, TN
2002-2004	
Founder, St. Bethlehem Dental Care	Clarksville, TN
2004-present	

Professional Education

Bachelors of Arts 1994	MAJORS: Biology, History St. Louis University St. Louis, MO
Doctor of Dental Surgery 1999(honors)	Meharry Medical College Nashville, TN
Dental Forensic Identification 1999	US Army DENTAC Ft. Campbell, KY
Advanced Education of General Dentistry 2000	US Army DENTAC Ft. Campbell, KY
Invisalign Certification 2000	Discus Dental Louisville, KY
Oral Conscious Sedation 2003	DOCS Philadelphia, PA
Intravenous Conscious Sedation 2007	ASAASD Paterson, NJ

Military Education

AMEDD Officer Basic Course	1999	Ft. Sam Houston, TX
Combat Casualty Care Course	2000	Ft. Sam Houston, TX
Flight Surgeons' Course	2001	Ft. Rucker, AL

Army Position and Duties

Army Captain/General Dentist in a clinic serving ~7000 soldiers;
Aeromedical Dental Officer, Primary Supervisor of Registered
Dental Hygienists, Records Audit Officer, Laboratory Officer,
Radiology Officer, Alternative Wartime Role Officer, Supply
Officer, Clinic Crime Prevention Officer, HazCom Officer,
Infection Control Officer, Dental Forensic Team, Assistant
Officer-In-Charge of Clinic, Alternate Company Commander

Academic Positions

None to date

Awards and Recognitions

Arrow of Light, Boy Scouts of America, 1982;
Eagle Scout (with five palms), Boy Scouts of America, 1986;
Certificate of Merit, American Academy of Oral Medicine, 2000;
(Inaugural) Sedation Safety Dentist of the Year, DOCS, 2009;
Lifelong Learning and Service Recognition, AGD, 2014, 2020;
Fellowship, Tennessee Dental Association, 2021;
Dentist of the Year, TN-AGD, 2021;

Military Achievements/ Medals

Army Service Ribbon; Army Achievement Medal; Army Outstanding Volunteer Service Medal; National Defense Medal; Army Commendation Medal; Non-rated Aviator, Flight Crew Wings

Lectures and Presentations (national meetings in bold)

Porcelain Repair	2000		Ft. Campbell, KY
A Review of Tissue Adhesives	2000		Ft. Campbell, KY
Triage of Combat Casualties	2001		Ft. Campbell, KY
Cariology	2007		Clarksville, TN
SPONSOR: EIGHTH DISTRICT DENTAL SOCIETY			
Monitoring Nitrous Oxide for RDAs	2010		Clarksville, TN
Monitoring Nitrous Oxide for RDAs	2011	(3)	Clarksville, TN
Sedation Dentistry in TN, a Review	2011		Clarksville, TN
Administration and Monitoring Nitrous Oxide for RDHs			
	2011		Clarksville, TN
Adult Single Dose Sedation and Nitrous Oxide, DOCS	2011		Live patient experience Boston, MA
Sedation Update in Tennessee	2011		Clarksville, TN
SPONSOR: EIGHTH DISTRICT DENTAL SOCIETY			
Monitoring Nitrous Oxide for RDA	2012	(5)	Clarksville, TN
Sealant Application for RDAs	2012	(6)	Clarksville, TN
Administration and Monitoring Nitrous Oxide for RDHs			
	2012	(3)	Clarksville, TN
Coronal Polishing for RDAs	2012	(4)	Clarksville, TN
Monitoring Nitrous Oxide for RDAs	2013	(5)	Clarksville, TN
Administration and Monitoring Nitrous Oxide for RDHs			
	2013	(3)	Clarksville, TN
Sealant Application for RDAs	2013	(5)	Clarksville, TN
Coronal Polishing for RDAs	2013	(5)	Clarksville, TN
Radiology for RDAs	2013	(2)	Clarksville, TN
Oral Sedation Dentistry, Live patient experience, DOCS			
	2013		Memphis, TN
Monitoring Nitrous Oxide for RDAs	2014	(6)	Clarksville, TN
Administration and Monitoring Nitrous Oxide for RDHs			
	2014	(3)	Clarksville, TN
Sealant Application for RDAs	2014	(6)	Clarksville, TN
Coronal Polishing for RDAs	2014	(6)	Clarksville, TN
Radiology for RDAs	2014	(3)	Clarksville, TN
Radiology for RDAs	2015	(4)	Clarksville, TN
Coronal Polishing for RDAs	2015	(6)	Clarksville, TN
Monitoring Nitrous Oxide for RDAs	2015	(6)	Clarksville, TN
Sealant Application for RDAs	2015	(6)	Clarksville, TN
Administration and Monitoring Nitrous Oxide for RDHs			
	2015	(3)	Clarksville, TN
Oral Sedation Dentistry, Live patient experience, DOCS			
	2015		Memphis, TN
"Nitrous Oxide review: is anything New?"			ADA
	2015		Washington, DC
Radiology for RDAs	2016	(4)	Clarksville, TN
Coronal Polishing for RDAs	2016	(7)	Clarksville, TN
Monitoring Nitrous Oxide for RDAs	2016	(10)	Clarksville, TN
Sealant Application for RDAs	2016	(5)	Clarksville, TN
Administration and Monitoring Nitrous Oxide for RDHs			
	2016	(6)	Clarksville, TN
Demystifying Dental Premedication	2016		Nashville, TN
SPONSOR: CAPITAL CITY DENTAL SOCIETY			

"Wells, Morton and the Ether Dome" at the Ether Dome, Mass. Gen. Hosp.,
Harvard University 2016 Boston, MA

"Nitrous Oxide: Boston Born to Today" AGD
SPONSOR: PORTER INSTRUMENTS 2016 **Boston, MA**

Monitoring Nitrous Oxide for RDAs 2016 Nashville, TN

SPONSOR: PATTERSON DENTAL

Prescription Opioids 2016 Clarksville, TN

Monitoring Nitrous Oxide for RDAs 2016 Knoxville, TN

SPONSOR: HENRY SCHEIN

Administration and Monitoring Nitrous Oxide for RDHs
2016 Knoxville, TN

SPONSOR: HENRY SCHEIN

Prescription Opioids 2016 Nashville, TN

SPONSOR: HENRY SCHEIN

Monitoring Nitrous Oxide for RDAs 2016 Memphis, TN

SPONSOR: HENRY SCHEIN

Administration and Monitoring Nitrous Oxide for RDHs
2016 Memphis, TN

SPONSOR: HENRY SCHEIN

Prescription Opioids 2016 Memphis, TN

SPONSOR: HENRY SCHEIN

Prescription Opioids 2016 Brentwood, TN

SPONSOR: BENCO

Radiology for RDAs 2017 (5) Clarksville, TN

Coronal Polishing for RDAs 2017 (6) Clarksville, TN

Monitoring Nitrous Oxide for RDAs 2017 (6) Clarksville, TN

Sealant Application for RDAs 2017 (4) Clarksville, TN

Administration and Monitoring Nitrous Oxide for RDHs
2017 (2) Clarksville, TN

Prescription Opioids 2017 Clarksville, TN

SPONSOR: EIGHTH DISTRICT DENTAL SOCIETY

Nitronomics 2017 Nashville, TN

SPONSOR: CAPITAL CITY DENTAL SOCIETY

"Nitrous Oxide Review: Something Old, Many Things New"
2017 AGD
Las Vegas, NV

Demystifying Dental Premedication 2017 Clarksville, TN

SPONSOR: EIGHTH DISTRICT DENTAL SOCIETY

"Capnography and Nitrous Oxide: Two Great Ideas Coming Together"
2017 ADA
Atlanta, GA

Radiology for RDAs 2018 (5) Clarksville, TN

Coronal Polishing for RDAs 2018 (8) Clarksville, TN

Monitoring Nitrous Oxide for RDAs 2018 (7) Clarksville, TN

Sealant Application for RDAs 2018 (7) Clarksville, TN

Administration and Monitoring Nitrous Oxide for RDHs
2018 (5) Clarksville, TN

*FOR THE TENNESSEE ACADEMY OF GENERAL DENTISTRY MASTERTRACK AT VANDERBILT
UNIVERSITY

*Sedation Dentistry in TN, a Review 2018 Nashville, TN

*Nitrous Oxide Review: Minimal Sedation and MORE!
2018 Nashville, TN

*Local Anesthetics: Trivia, Tidbits and Tips
2018 Nashville, TN

Prescription Opioids; Prescription Writing
2018 (2) Clarksville, TN

Prescription Opioids; Prescription Writing
SPONSOR: CAPITAL CITY DENTAL SOCIETY

	2018	Nashville, TN
Radiology for RDAs	2019 (5)	Clarksville, TN
Coronal Polishing for RDAs	2019 (7)	Clarksville, TN
Sealant Application for RDAs	2019 (6)	Clarksville, TN
Monitoring Nitrous Oxide for RDAs	2019 (7)	Clarksville, TN
Administration and Monitoring Nitrous Oxide for RDHs	2019 (2)	Clarksville, TN
Prescription Opioids; Prescription Writing		
SPONSOR: CUMBERLAND SURGICAL ARTS	2019	Nashville, TN
Prescription Opioids; Prescription Writing		
SPONSOR: MODERN PRACTICE SOLUTIONS	2019	Dover, TN
Prescription Opioids; Prescription Writing		
SPONSOR: CAPITAL CITY DENTAL SOCIETY	2019	Nashville, TN
Coronal Polishing for RDAs	2020 (6)	Clarksville, TN
Sealant Application for RDAs	2020 (5)	Clarksville, TN
Monitoring Nitrous Oxide for RDAs	2020 (7)	Clarksville, TN
Administration and Monitoring Nitrous Oxide for RDHs	2020 (2)	Clarksville, TN
Radiology for RDAs	2020 (5)	Clarksville, TN
Prescription Opioids; Prescription Writing		
SPONSOR: CUMBERLAND PEDIATRICS/ ORTHODONTICS	2020	Clarksville, TN
"The Best Saturday Afternoon Tennessee Required Sedation Course Ever"		
SPONSOR: TN-AGD	2020	Pigeon Forge, TN
"Local Anesthetics: Trivia, Tidbits and Tips"		
SPONSOR: ADHA *COVID cancelled	2020	New Orleans, LA
"Nitrous Oxide Now? Why Not?"		Essential: Best in Practice
SPONSOR: HU-FRIEDY/ACCUTRON	2021	Virtual Summit
Demystifying Dental Premedication	2021	Phoenix, AZ
SPONSOR: ADHA		
Not Your Mama's Sealants	2021	Phoenix, AZ
SPONSOR: ADHA		
Coronal Polishing for RDAs	2021 (6)	Clarksville, TN
Sealant Application for RDAs	2021 (7)	Clarksville, TN
Monitoring Nitrous Oxide for RDAs	2021 (7)	Clarksville, TN
Administration and Monitoring Nitrous Oxide for RDHs	2021 (2)	Clarksville, TN
Radiology for RDAs	2021 (4)	Clarksville, TN
Prescription Opioids; Prescription Writing		
SPONSOR: CUMBERLAND SURGICAL ARTS	2021	Clarksville, TN
A Sunday Morning Stroll through Some Anesthesia/Sedation Concepts		
SPONSOR: TN-AGD MasterTrack	2021	Nashville, TN
AECD-1 Sedation Lecture		
SPONSOR: Interfaith Dental Clinic	2021	Nashville, TN
Coronal Polishing for RDAs	2022 (6)	Clarksville, TN
Sealant Application for RDAs	2022 (6)	Clarksville, TN
Monitoring Nitrous Oxide for RDAs	2022 (6)	Clarksville, TN
Administration and Monitoring Nitrous Oxide for RDHs	2022 (4)	Clarksville, TN
Radiology for RDAs	2022 (6)	Clarksville, TN

"Nitrous Oxide in the Time of COVID? Debunking Falsehoods and Reviewing Nitrous Oxide"

SPONSOR: ADHA	2022	Louisville, KY
Coronal Polishing for RDAs	2023 (7)	Clarksville, TN
Sealant Application for RDAs	2023 (4)	Clarksville, TN
Monitoring Nitrous Oxide for RDAs	2023 (6)	Clarksville, TN
Administration and Monitoring Nitrous Oxide for RDHs	2023 (4)	Clarksville, TN
Radiology for RDAs	2023 (3)	Clarksville, TN
Prescription Opioids; Prescription Writing		
SPONSOR: CAPITAL CITY DENTAL SOCIETY		
2024 Nashville, TN		
Coronal Polishing for RDAs	2024 (5)	Clarksville, TN
Sealant Application for RDAs	2024 (4)	Clarksville, TN
Monitoring Nitrous Oxide for RDAs	2024 (5)	Clarksville, TN
Administration and Monitoring Nitrous Oxide for RDHs	2024 (3)	Clarksville, TN
Radiology for RDAs	2024 (3)	Clarksville, TN

Publications

As author of the Self-Instruction Exams for General Dentistry:

*Sener, et al. "Marginal gap, cement thickness, and microleakage of two zirconia crown systems luted with glass ionomer and MDP-based cements." *General Dentistry*. Vol. 62. No. 2.

*Bhavikatti, et al. "Current applications of nanotechnology in dentistry: a review." *General Dentistry*. Vol. 62. No. 4. 78.

*Brockmann, William. "Mepivacaine: a closer look at its properties and current utility." *General Dentistry*. Vol. 62. No. 6.

*De Souza Ferreira, et al. "Comparison of the effectiveness of three irrigation devices for the cleansing of root canal walls instrumented with oscillatory and rotary techniques." *General Dentistry*. Vol. 63. No. 2.

*Hashem, et al. "Detection of Class II caries on the iPad with Retina Display." AGD Annual Meeting 2015 Special Insert.

*Lamia, et al. "Microcomputed tomographic evaluation of mandibular molars with single distal canals." *General Dentistry*. Vol. 63. No. 5.

*Frykenberg, et al. "What every dentist should know about metformin, diabetes and cancer." *General Dentistry*. Vol. 63. No. 5.

*Matthes de Freitas Pontes, et al. "Effect of toothbrushes and denture brushes on heat-polymerized acrylic resins." *General Dentistry*. Vol. 64. No. 1.

*George, et al. "Solitary neurofibroma: a rare occurrence on gingiva." *General Dentistry*. Vol. 64. No. 3.

*Jarisch, et al. "Microcomputed tomographic comparison of posterior composite resin restorative techniques: sonicated bulk fill versus incremental fill." *General Dentistry*. Vol. 64. No. 5.

- *Pinheiro, et al. "Effectiveness of casein phosphopeptide-amorphous calcium phosphate and lysozyme, lactoferrin, and lactoperoxidase in reducing *Streptococcus mutans* counts in dental caries." *General Dentistry*. Vol.65. No.3.
- *Rajeswari, et al. "Analgesic efficacy and safety of transdermal and oral diclofenac in postoperative pain management following dental implant placement." *General Dentistry*. Vol.65. No. 5.
- *Kane, Shawn. "The effects of oral health on systemic health." *General Dentistry*. Vol.65. No. 6.
- *Abed, H., Ainousa, A. "Dental management of patients with inherited bleeding disorders: a multidisciplinary approach." *General Dentistry*. Vol.65. No. 6.

As an **original** author or co-author:

Carroccia, A. "Nitro-nomics: The Real Costs of Using Nitrous Oxide in the Dental Office." *Dental Economics*. Vol. 107. No.2. 2017.

Carroccia, A. "Letter to the Editor." *Pulse*. Vol. 50. No. 3. P.6. 2018.

Carroccia, A.; Rothbart, D. "Jenna Grace Could Be Your Patient. Do You Understand Her Anxieties, and Can You Help?" *Incisor*. Iss. 222. Jan. 2019.

Bowen, D.; Pieren, J. Darby and Walsh: Dental Hygiene Theory and Practice. 5th Ed. Elsevier. St. Louis. 2019.

Carroccia, A.; Brunick, A. Chapter 44. "Nitrous Oxide and Oxygen Sedation."

Carroccia, A. "Chemical Dependency and Prescription Writing in 2020: Crisis Changing." *Tennessee Dental Association Newsletter*. Sept 2020.

Carroccia, A. Spivack, E. "Treating patients with special health needs." *General Dentistry*. Vol 69. No. 2. (Mar/Apr 2021)

Carroccia, A. "Chemical Dependency and Prescription Writing for 2023: Pediatric Problems and a Year of Change." *Tennessee Dental Association Newsletter*. Sept/Oct 2023.

Bowen, D.; Pieren, J. Darby and Walsh: Dental Hygiene Theory and Practice. 6th Ed. Elsevier. St. Louis. 2024.

Carroccia, A.; Brunick, A. Chapter 44. "Nitrous Oxide and Oxygen Sedation."

Staff Privileges

Surgery Center of Clarksville, 2005-2015
 Official Dentist for Nashville Predators Dancers, 2005-2010

Professional Charity Events

Oral Cancer Awareness, 2013, Gateway Hospital, Clarksville, TN
 Be the Match Marrow Drive, 2014, First Baptist, Clarksville, TN
 Dental Care for Children, 2016, Espwa Orphanage, LesCayes, Haiti
 Dental Care for Children, 2017, Espwa Orphanage, LesCayes, Haiti

Local Leadership: Eighth District Dental Society of the TDA

Treasurer, 2009-2010
 Secretary, 2010-2011
 President, 2011-2012

State Leadership

TN AGD - Eighth District Board Member at Large, 2008-2012
 TN AGD - Treasurer 2012-2015
 TN AGD - Secretary 2013-2015
 TN AGD - Vice President 2015-2017
 TN AGD - Editor 2016
 TN AGD - President Elect 2017-2018
 TN AGD - Webmaster 2018-2019
 TN AGD - President 2018-2020

2019 Awards won:

Constituent of the Year Runner-up,
 Public Information Award

2020 Awards won:

Constituent of the Year,
 Public Information Award,
 Continuing Education Award,
 Advocacy Runner-up

TN AGD - Imm. Past Pres. 2020-2022
 TN AGD - Legislative Chair 2022-present

TDA Council of Scientific Affairs and Continuing Education,
 2008-2014

Music City Dental Conference: Scout to Hinman Dental Meeting,
 2012-2014

TDA Anesthesia, Sedation and Scope of Practice Committee,
 2013-present

Chair, 2019-present

TN ADSA - Vice President, 2010-2013

Montgomery County Department of Health Board, 2011-2015

Trustee to the TDA, 2016-2023
 Governance task force 2016-8
 EFDA task force 2017- 2019
 Liaison: Environment and Infection Control 2016-7
 Liaison: Scientific Affairs & Continuing Education, 2017-8
 Liaison: Council on Dental Benefit Programs, 2018-9
Winner: Outstanding District Award, 2022-2023
 TDA Journal Peer Review, 2017-2018
 Dental Sedation Facility Inspector, 2019-present
 TDA Committee on Dental Education and Licensure, 2023-present
 Chair, 2023-present

National Leadership

AGD - Self Instruction Exercise Committee, 2013-2017
 Chair, 2014-2017
 AGD - Examinations Council, 2015-present
 AGD - Fellowship Exam Development Committee, 2017-2023
 Chair, 2022-2023
 AGD - House of Delegates: 2016, 2019, 2020, 2021, 2022, 2023
 AGD - Project Governance: 2024

ABGD - Deputy Examiner, 2015, 2016
 ABGD - Examiner, Standardized Treatment Plan Exam, 2017
 ABGD - Board of Directors, 2017 - 2024
 Secretary, 2019 - 2020
 Treasurer, 2020 - 2021
 Vice President, 2021 - 2022
 President, 2022 - 2023

ADA - Joint Commission on National Dental Examinations' National Board (Part II) and Advanced Dental Aptitude Test construction committee, 2017-2021

ADA - National Commission on Recognition of Dental Specialties and Certifying Boards, 2019-2023
 Chair, Strategic Planning & Policy Review Committee, 2022-2023

Church Interests

Member of Immaculate Conception Catholic Church

- Served as a co-counsellor with wife for engaged couples
- Serves as an extraordinary minister, reader, usher
- Served as one of the educators for Adult Catholic Explorers and Adult Bible Study
- Was active in Cub/Boy Scouts with leadership and Eagle Scout Review Boards, merit badge counsellor
- Committee Chair of Cub Scout Pack 526, 2018-2021

Personal Interests

- The lives of my family
- Martial Arts: holding black belts in three different styles
- Hockey: playing as a goalie, refereeing and watching
- Cinema: seeing movies
- Theatre: Applause Society member for Tennessee Performing Arts Center for the Broadway Series and season ticket holder for Nashville Opera
- Patron of the Roxy Regional Theatre

Curriculum Vitae

Jason H. Goodchild, DMD

November 2024

Home Address: 651 E. Township Line Rd. Box 214
Blue Bell, PA 19422
(Mobile) 215-919-0628
(Email) DrJGoodchild@gmail.com
(Website) www.BestDentalCE.com

Premier Address: Premier Dental Products Company
1710 Romano Drive
Plymouth Meeting, PA 19462
(Email) JGoodchild@premierdentalco.com
(Mobile) 610-551-5404
(Office) 610-239-6054

Education:

1994-98	D.M.D.	University of Pennsylvania School of Dental Medicine
1990-94	B.A.	Dickinson College - Anthropology

Professional Experience:

2020-Present	Associate. General Dental Practice Jenkintown Dental Medicine 200 Yorktown Plaza, 2 nd floor Elkins Park, PA 19027
2019-Present	Vice President, Clinical Affairs Premier Dental Products Company 1710 Romano Drive Plymouth Meeting, PA 19462
2017-2019	Director of Clinical Affairs Premier Dental Products Company 1710 Romano Drive Plymouth Meeting, PA 19462
2015-2017	Clinical Education Manager Focus North America Clinical Affairs Dentsply Sirona Global Restorative 38 West Clarke Ave. Milford, DE 19963

Jason H. Goodchild, D.M.D.

Page 2

2016-2017	Full-Time Faculty, Creighton University School of Dentistry 2019 Cumming Street Omaha, NE 68102
2012 – 2015	Research Dentist Clinical Research & Education DENTSPLY Caulk 38 West Clarke Ave. Milford, DE 19963
2009 – 2014	Contract Dentist Milton Hershey School PO Box 830 Hershey, PA 17033
2008 – 2016	Owner, Brookline Dental Associates Jason H. Goodchild, DMD, LLC 40 Brookline Blvd Havertown, PA 19083
2007 - 2008	Associate, General Dental Practice Family Dental Associates, PC Station Square II Paoli, PA 19301
2007	Associate, General Dental Practice Dr. Lama Kanaan 2685 Knights Road Bensalem, PA 19020
2006	Associate, General Dental Practice American Dental Service 1425 Penn Avenue Wyomissing, PA 19610
2002-2007	Full-Time Faculty, University of Medicine and Dentistry of New Jersey 110 Bergen Street Newark, NJ 07103
2000 - 2002	Associate, General Dental Practice Dr. Michael Silverman 630 Germantown Pike Lafayette Hill, PA 19444
1998 - 2000	Associate, General Dental Practice Dr. Mark Antonis 133 Easton Avenue Bethlehem, PA 18018

Faculty Appointments:

2019-Present	Associate Clinical Professor, Department of Oral and Maxillofacial Surgery. Creighton University School of Dentistry
2019-2021	Clinical Associate Professor, Department of Oral Medicine University of Pennsylvania School of Dental Medicine
2018-2019	Associate Clinical Professor, Department of Diagnostic Sciences. Creighton University School of Dentistry
2017	Associate Professor, Department of Community and Preventive Dentistry. Creighton University School of Dentistry
2016-2017	Associate Professor, Department of Diagnostic Sciences. Creighton University School of Dentistry
2009-2015	Clinical Associate Professor, Department of Oral Medicine University of Pennsylvania School of Dental Medicine
2007-Present	Clinical Assistant Professor. Division of Oral Diagnosis Department of Diagnostic Sciences, New Jersey Dental School. University of Medicine and Dentistry of New Jersey
2004-2007	Assistant Professor, Division of Oral Diagnosis Department of Diagnostic Sciences, New Jersey Dental School University of Medicine and Dentistry of New Jersey
2002-2004	Instructor, Division of Oral Diagnosis Department of Diagnostic Sciences, New Jersey Dental School. University of Medicine and Dentistry of New Jersey
1998-1999	Clinical Associate, Department of Restorative Dentistry University of Pennsylvania School of Dental Medicine
1998-2009	Clinical Associate, Department of Oral Medicine University of Pennsylvania School of Dental Medicine

Hospital and Administrative Faculty Appointments

2016-2017	Chairman, Department of Diagnostic Sciences Creighton University School of Dentistry. Omaha, NE
2010-2015	General Dentist. Department of Surgery, Section of Surgical Dentistry Cancer Treatment Centers of America Eastern Regional Medical Center. Philadelphia, PA
2003-2007	Director, Division of Oral Diagnosis Department of Diagnostic Sciences, New Jersey Dental School University of Medicine and Dentistry of New Jersey. Newark, NJ

Licensure:

1998	Pennsylvania (DS030596L)
1998	Pennsylvania Restricted Anesthesia Permit II (DPN030596A)
1999	DEA Certificate (BG6006200)
2002	New Jersey (22DI02195700)
2005	New York (052457)
2005	New York Enteral Conscious Sedation Permit (000353)
2006	NPI #1518027804
2016	Nebraska (7283)
2016	Nebraska Minimal Sedation Permit (159)

Honors and Awards:

1997-1998	Honors Program for Treatment of Medically Complex Patients
1998	Academy of General Dentistry Award

Memberships in Professional and Scientific Societies:**National Societies:**

Academy of General Dentistry
 American Dental Association
 Fellow, Dental Organization for Conscious Sedation

Editorial and Advisory Board Positions:

2022-Present	Pennsylvania College of Technology Dental Hygiene Advisory Committee
2019-Present	Harcum College Dental Hygiene Advisory Committee
2018-Present	Editorial Advisory Board Member – Dental Products Report
2017-Present	Editorial Advisory Board Member – Compendium
2015-Present	Journal Reviewer, Compendium
2007-Present	Journal Reviewer, General Dentistry
2005-Present	Journal Reviewer, Journal of the American Dental Association
2005-Present	Journal Reviewer, Quintessence International

Academic Committee-University of Medicine & Dentistry New Jersey (Rutgers SDM)

2003-2005	University of Medicine and Dentistry of New Jersey - Middle States Self-Study Steering Committee
2003-2007	New Jersey Dental School Curriculum Committee
2005-2007	New Jersey Dental School – Curriculum 2010 Committee
2005-2007	New Jersey Dental School – Quality Council

Academic Committee-Creighton University School of Dentistry

2016-2017	Executive Committee
2016-2017	Executive Faculty Committee
2016-2017	Student Performance Committee
2016-2017	Committee on Clinical Records
2016-2017	Committee in Clinical Standards of Care

Major Teaching and Clinical Responsibilities:

2017	Creighton University School of Dentistry Course Director, DAR 211 – Infection Control in Dentistry
2016-2017	Creighton University School of Dentistry Course Director, DAR 414 - Senior Oral Diagnosis Clinic
2016-2017	Creighton University School of Dentistry Course Director, DAR 314 - Junior Oral Diagnosis Clinic
2007	Course Director, Medical Assessment of Dental Patients NJDS Course# DSCI 8213
2007	Course Director, Diagnostic Sciences NJDS Course# DSCI 8211
2004-2007	Rotation Director, Diagnostic Sciences Introduction to Clinical Dentistry I NJDS Course# ACAD 8110
2003-2007	Course Director, Diagnosis & Treatment Planning Clinic II, 4 th year Dental Students. NJDS Course# DSCI 8409
2003-2007	Course Director, Diagnosis & Treatment Planning Clinic I, 3 rd year Dental Students. NJDS Course# DSCI 8307
2003-2006	Rotation Director, Diagnostic Sciences Introduction to Clinical Dentistry II NJDS Course# ACAD 8207
2003-2008	Instructor, Diagnostic Sciences Seminar II NJDS Course# DSCI 8429
2003-2007	Lecturer, Diagnostic Sciences Course for 2nd year dental students NJDS Course# DSCI 8211
2002-2008	Instructor, NJDS - Diagnosis and Treatment Planning 3 rd & 4 th Year Dental Students
1998-2012	UPSDM, Department of Oral Medicine, Clinic for Medically Complex Patients, 4 th Year Dental Students

Research Activities:

- | | |
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| 2017-2018 | Mentor, Freshman Research Project. “Composite Staining from Common Chromogenic Liquids” Creighton University School of Dentistry |
| 2005-2006 | National Institute of Health, National Institute of Dental and Craniofacial Research. Special Emphasis Panel Member, Review of Clinical Trial Pilot Grant R21 DE017104-01 A1 “Stacked dose triazolam anesthesia safety trial” |
| 2005-2006 | Co-Investigator. Cardiovascular Risk Study. New Jersey Dental School (Rutgers SDM) |

Bibliography:**Peer-Reviewed Journal Articles**

- PJ1. Goodchild JH, Feck AS, Silverman MD. Anxiolysis in general dental practice. *Dent Today* 2003;22(3):106-111. PMID: 12705021
- PJ2. Goodchild JH. Nitrous oxide safety. *Dent Today* 2003;22(9):12. (Comment on *Dent Today* 2003;22:106-111.)
- PJ3. Goodchild JH, Dickinson SC. Anxiolysis in dental practice: a report of three cases. *Gen Dent* 2004;52(3):264-8. PMID: 15206261
- PJ4. Mupparapu M, Singer SR, Goodchild JH. Dens evaginatus et invaginatus in a maxillary lateral incisor: report of a rare occurrence and a review of literature. *Aust Dent J* 2004;49(4):201-3. PMID: 15762342
- PJ5. Feck AS, Goodchild JH. Rehabilitation of a fearful dental patient with oral sedation: Utilizing the incremental oral administration technique. *Gen Dent* 2005;53(1):22-26. PMID: 15779218
- PJ6. Goodchild JH, Donaldson M. Hallucinations and delirium in the dental office following triazolam administration. *Anesth Prog* 2005;52:17-20. PMID: 15859444
- PJ7. Feck AS, Goodchild JH. The use of anxiolytic medications to supplement local anesthesia in the anxious patient. *Compend Contin Educ Dent* 2005;26(3):183-190. PMID: 15813572
- PJ8. Goodchild JH. Oral triazolam sedation in implant dentistry. *J Oral Implantol* 2005;31(2):105. (Comment *J Oral Implantol* 2004;30(2):93-7.) PMID: 15871531
- PJ9. Flanagan D, Goodchild JH. Comparison of triazolam and Zaleplon for sedation of dental patients. *Dent Today* 2005;24(9):64-9. PMID: 16229293

- PJ10. Goodchild JH, Donaldson M. Calculating and justifying total anxiolytic doses of medications for in-office use. *Gen Dent* 2006;54(1):54-57. PMID: 16494124
- PJ11. Donaldson M, Goodchild JH. Oral health of the methamphetamine abuser. *Am J Health-Syst Pharm* 2006;63:2078-82. PMID: 17057044
- PJ12. Donaldson M, Goodchild JH. Maximum cumulative doses of sedative medications for in-office use. *Gen Dent* 2007;55(2):143-148. PMID: 17333989
- PJ13. Goodchild JH, Donaldson M, Mangini DJ. Methamphetamine abuse and the impact on dental health. *Dent Today* 2007;26(5):124-31. PMID: 17555197
- PJ14. Greenberg BL, Glick M, Goodchild JH, Duda PW, Conte NR, Conte M. Screening for cardiovascular risk factors in a dental setting. *J Am Dent Assoc* 2007;138(6):798-804. PMID: 17545269
- PJ15. Goodchild JH, Donaldson M. Methamphetamine abuse and dentistry: a review of the literature and presentation of a clinical case. *Quintessence International* 2007;38(7):583-90. PMID: 17694215
- PJ16. Goodchild JH, Donaldson M. Administering sedation: The controversy continues. *Gen Dent* 2007;55(4):273-4. (Comment)
- PJ17. Goodchild JH, Donaldson M. An evidence-based dentistry challenge: treating patients on warfarin (Coumadin). *Dent Implantol Update* 2009 Jan;20(1):1-8. PMID: 19170364
- PJ18. Donaldson M, Goodchild JH. Recent advances in physiologic monitoring for in-office enteral sedation: co-pulse oximetry and bispectral index monitoring. *Dent Implantol Update* 2009 Apr;20(4):25-32. PMID: 19364049
- PJ19. Goodchild JH, Donaldson M. Appropriate antibiotic prescribing for the general dentist. *Gen Dent* 2009;57(6):626-634. PMID: 19906615
- PJ20. Donaldson M, Goodchild JH. Use of bispectral index system (BIS) to monitor enteral conscious (moderate) sedation during general dental procedures. *J Can Dent Assoc* 2009;75(10):709a-h. PMID: 20003755
- PJ21. Donaldson M, Goodchild JH. Appropriate analgesic prescribing for the general dentist. *Gen Dent* 2010;58(4):291-297. PMID: 20591773
- PJ22. Goodchild JH, Donaldson M. The use of sedation in the dental outpatient setting: A web-based survey of dentists. *Dent Implantol Update* 2011;22(11):73-80. PMID: 20003755
- PJ23. Donaldson M, Goodchild JH. Pregnancy, breast-feeding and drugs used in dentistry. *J Am Dent Assoc* 2012;143(8):858-871. PMID: 22855900
- PJ24. Donaldson M, Goodchild JH. Maternity and Dental Care: Authors' Response. *J Am Dent Assoc* 2012;143(12):1284-1285.

- PJ25. Goodchild JH, Donaldson M. Getting the right shots! Tips and tricks for consistent photographic excellence. *Dent Today* 2013;32(3):112-8. PMID: 23516816
- PJ26. Goodchild JH. Does a consistently reliable solution exist for the successful placement of Class II composite restorations? *Compend Contin Educ Dent* 2013;34(special issue 4):8-13. PMID: 23991908
- PJ27. Conte NR, Goodchild JH. Flowable composite resins: do they really decrease microleakage and shrinkage stress? *Compend Contin Educ Dent* 2013;34(special issue 4):1-6. PMID: 23991907
- PJ28. Goodchild JH, Donaldson M. A clinically significant drug interaction between warfarin and amoxicillin resulting in persistent post-operative bleeding in a dental patient. *Gen Dent* 2013;61(4):50-4. PMID: 23823345
- PJ29. Goodchild JH, Conte NR. A novel technique to consistently record crown and bridge impressions. *Compend Contin Educ Dent* 2013;43(special issue 6):9-13. PMID: 24350913
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- PJ32. Donaldson M, Goodchild JH, Ziegler J. Dental considerations for patients taking weight-loss medications. *J Am Dent Assoc* 2014;145(1):70-4. PMID: 24379332
- PJ33. Donaldson M, Goodchild JH, Epstein J. Sugar content, cariogenicity and dental concerns with commonly used medications. *J Am Dent Assoc* 2015;146(2):129-133. PMID: 25637211
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- PJ35. Goodchild JH. Convenient Cleanup with Calibra Universal for Easier Cementation. *Dent Today* 2016;35(6):38. PMID: 27424386
- PJ36. Goodchild JH, Donaldson M. Challenging historical dogma: should you really have epinephrine autoinjectors in your emergency kit? *Gen Dent* 2016;64(6):10-13. PMID: 27814249
- PJ37. Donaldson M, Goodchild JH. Pharmacological reversal agents in dental practice: keys to patient safety. *Compend Contin Educ Dent* 2016;37(10):681-687. PMID: 27875053

- PJ38. Goodchild JH, Donaldson M. New sedation & general anesthesia guidelines – Why the Changes? *J Am Dent Assoc* 2017;148(3):138-42. PMID: 28236890
- PJ39. Goodchild JH, Donaldson M. The American Dental Association’s updated sedation and general anesthesia guidelines—is minimal sedation all about triazolam? *Gen Dent* 2017;65(2):6-11. PMID: 28253174
- PJ40. Donaldson M, Goodchild JH. Is clindamycin dangerous? *Gen Dent* 2017;65(4):12-15. PMID: 28682274
- PJ41. Donaldson M, Goodchild JH. Drug shortages: how do we run out of salt water? *Gen Dent* 2017;65(5):10-13. PMID: 28862580
- PJ42. Bornfeld M, Donaldson M, Goodchild JH. Missed opportunity. *Gen Dent* 2017;65(5):6. PMID: 28862578
- PJ43. Donaldson M, Goodchild JH. Could the prescription you write put you in legal jeopardy? *Gen Dent* 2018;66(1):9-12. PMID: 29303751
- PJ44. Goodchild JH, Donaldson M. What do you really need to know about bisphosphonates? *Gen Dent* 2018;66(2):23-26. PMID: 29513230
- PJ45. Donaldson M, Goodchild JH. Lidocaine turns 70: the evolution of dental local anesthesia. *Gen Dent* 2018;66(3):6-9. PMID: 29714692
- PJ46. Goodchild JH, Donaldson M. Does liposomal bupivacaine fulfill an unmet need in dentistry? *Gen Dent* 2018;66(5):14-16. PMID: 30188849
- PJ47. Donaldson M, Goodchild JH. A systematic approach to xerostomia diagnosis and management. *Comp Contin Educ Dent* 2018;39(suppl 5):1-9, quiz 10. PMID: 30605344
- PJ48. Chehal H, Nikitakis NG, Islam MN, Goodchild JH, Mordini L, Bhattacharyya I. Denosumab-related osteonecrosis of the jaw: Report of 2 cases and review of literature. *Gen Dent* 2019;67(1):42-46. PMID: 30644830
- PJ49. Donaldson M, Goodchild JH. Chlorhexidine allergy: raising awareness about rare but potentially life-threatening reactions. *Gen Dent* 2019;67(2):7-10. PMID: 30875298
- PJ50. Goodchild JH. Musculoskeletal disorders in clinical dentistry: how technology can safeguard your dental team. *Dent Today* 2019;38(4):78-81.
- PJ51. Donaldson M, Goodchild JH. Making dentistry even safer: understanding the proper choice and use of emergency medications. *J Calif Dent Assoc* 2019;47(7):455-463.
- PJ52. Goodchild JH, Donaldson M, Chanpong B. The new dental anesthesiology specialty: implications for the general dentist. *Gen Dent* 2019;67(4):12-15. PMID: 31355757

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- PJ55. Goodchild JH, Donaldson M, Malamed SF. Should naloxone be considered an essential medication in dental emergency kits? *Gen Dent* 2020;68(3):14-17. PMID: 32348238
- PJ56. Goodchild JH, Donaldson M. Sewering: not everything should be going down the drain. *Gen Dent* 2020;68(5):12-16. PMID: 32857040
- PJ57. Goodchild JH, Donaldson M. The intersection between stress and drug-induced bruxism. *Gen Dent* 2021;69(2):12-15. PMID: 33661106
- PJ58. Donaldson M, Goodchild JH. Tramadol: what have we learned in the last 25 years? *Gen Dent* 2021;69(4):14-18. PMID: 34185662
- PJ59. Goodchild JH, Donaldson M. Antibiotic prophylaxis guidelines: is there new information for 2021? *Gen Dent* 2021;69(6):6-9. PMID: 34678734
- PJ60. Donaldson M, Goodchild JH. Taking Local Anesthesia to the Next Level: Four Strategies Clinicians May Consider. *Comp Contin Educ Dent* 2022;43(1):20-25. PMID: 34951941
- PJ61. Donaldson M, Goodchild JH. Acetaminophen: how safe is it? *Gen Dent* 2022;70(2):9-13. PMID: 35225796
- PJ62. Goodchild JH, Donaldson M. Acetaminophen: Is too much of a good thing too much? *Comp Contin Educ Dent* 2022;43(5):268-273. PMID: 35589145
- PJ63. Goodchild JH, Donaldson M. Is it time to omit ammonia inhalants from dental emergency kits? *Gen Dent* 2022;70(4):6-9. PMID: 35749238
- PJ64. Donaldson M, Goodchild JH. Utilizing synergism to maximize therapeutic effects of postoperative analgesics. *Gen Dent* 2023;71(1):6-11. PMID: 36592351
- PJ65. Goodchild JH, Donaldson M. Diphenhydramine – a hidden gem in dentistry. *Gen Dent* 2023;71(1):17-21. PMID: 36825968
- PJ66. Donaldson M, Goodchild JH. Analgesics in pregnancy and lactation: safe medication practices. *Compend Contin Educ Dent* 2023;44(5):242-248. PMID: 37134288
- PJ67. Donaldson M, Goodchild JH. Intranasal delivery of medications: opportunities for dentistry. *Gen Dent* 2023;71(4):10-14. PMID: 37358577

- PJ68. Donaldson M, Goodchild JH. Know your MATE: Medication access and training expansion act. *Gen Dent* 2023;71(5):7-10. PMID: 37595076
- PJ69. Goodchild JH, Donaldson M. The Controlled Substances Act: a primer for dentists. *Gen Dent* 2023;71(6):14-18. PMID: 37889239
- PJ70. Donaldson M, Goodchild JH. Naloxone as a potential lifesaving medication: a primer for dentists. *Compend Contin Educ Dent* 2024;45(1):23-27. PMID: 38289632
- PJ71. Donaldson M, Goodchild JH. Pharmacokinetics and pharmacodynamics: 3 pearls to improve dental prescribing. *Gen Dent* 2024;72(1):10-14. PMID: 38117636
- PJ72. Donaldson M, Goodchild JH. Nutraceuticals in dentistry: 3 examples used today. *Gen Dent* 2024;72(2):18-22. PMID: 38411481
- PJ73. Donaldson M, Goodchild JH. Response from the authors. *Gen Dent* 2024;72(2):6-7. PMID: 38411475
- PJ74. Donaldson M, Goodchild JH. Is there a potentially serious drug interaction between marijuana and local anesthetics containing a vasoconstrictor? *Gen Dent* 2024;72(3):14-19. PMID: 38640000
- PJ75. Donaldson M, Goodchild JH. Managing anticoagulant medications around dentistry. *Gen Dent* 2024;72(5):6-9. PMID: 39151075
- PJ76. Donaldson M, Goodchild JH. The confusing regulatory landscape of enteral sedation in the United States. *Gen Dent* 2024;72(6):6-11. PMID: 39451081.

Non-Peer Reviewed Journal Articles

- NJ1. Silverman MD, Goodchild JH. The Matrix – Oral Sedation in Dentistry. *International Magazine for Oral Implantology* 2001;2(2):44-45.
- NJ2. Goodchild JH, Glick M. A different approach to medical assessment. *Endodontic Topics* 2003;4:1-8.
- NJ3. Markus S, Goodchild JH. Sedation as an adjunct to oral rehabilitation in a fearful dental patient. *Contemporary Esthetics & Restorative Practice* 2003;7(12):34-43.
- NJ4. Goodchild JH. Selling and the single tooth restoration: making the process a positive and rewarding experience. *Caulk Clinical Dentistry* 2013;1(1):60-62.
- NJ5. Goodchild JH, Conte NR. Leveraging composite characteristics to produce superior results. *Inside Dentistry* 2013;9(4):106-109.
- NJ6. Goodchild JH. How to Simplify Composite Decisions. *Dental Products Report* 2013;47(5):2-4.
- NJ7. Goodchild JH. Why use bulk-fill flowable composites? *Inside Dentistry*

2013;9(8):92-5.

- NJ8. Goodchild JH. Introducing an easier process for achieving outstanding crown and bridge impressions. *Dental Economics* 2013;103(10):2-3
- NJ9. Goodchild JH. How to Produce Accurate C&B Impressions. *Dental Products Report* 2014;48(1):38-40.
- NJ10. Goodchild JH. Palodent Plus Sectional Matrix System. *ADA Dental Products Guide* 2014;2(2):16.
- NJ11. Goodchild JH. Simplify composite selection procedures. *Dental Products Report* 2014;48(4):78-79.
- NJ12. Goodchild JH. Introducing an easier process for achieving outstanding crown and bridge impressions. *Spectrum Dental Teamwork* 2014;7(4):38-40.
- NJ13. Goodchild JH. Proper light curing for composite resin restorations. *Inside Dentistry* 2014;10(6):98-100.
- NJ14. Goodchild JH. The Window of Vulnerability. *Dental Products Report* 2014;48(6):86-8.
- NJ15. Goodchild JH. Fewer Shades But Still Covered. *Dental Products Report*. 2014;48(9):124.
- NJ16. Goodchild JH. Surefil SDR flow Posterior Bulk Fill Flowable Base. *ADA Dental Product Guide* 2015;3(1):4.
- NJ17. Goodchild JH. Prime&Bond Elect Universal Dental Adhesive. *ADA Dental Product Guide* 2015;3(2):13,
- NJ18. Goodchild JH. Clever kombiniert: Ein “restodontisches” Gesamtkonzept für eine stringente Behandlungsplanung (Clever combination: A holistic “restodontic” concept for a stringent treatment planning). *Endo Tribune* (German Edition) 2015;4(5):21.
- NJ19. Goodchild JH. Making patient comfort a priority during crown impressions. *Dental Economics* 2015;105(5):90,121.
- NJ20. Goodchild JH. The Endo-Restorative Connection: The Right Material for the Right Situation. *Roots* 2015;6(1):10-12.
- NJ21. Goodchild JH. The Benefit of Control: Achieving outstanding impressions without retraction cord. *Inside Dentistry* 2015;11(8):82-6.
- NJ22. Goodchild JH. Integrity Multi-Cure Temporary Crown & Bridge Material. *ADA Dental Products Guide* 2016;4(3):8.
- NJ23. Goodchild JH. Convenient Cleanup and Consistent Cementation for Optimal Restorations. *Inside Dentistry* 2016;12(5):68-73.

- NJ24. Goodchild JH. The Class II Restoration: Work Harder or Work Smarter. *Dental Economics* 2016;106(5):72-4.
- NJ25. Goodchild JH. My Finest Case: Use of Zirconia-Reinforced Lithium Silicate (ZLS) to Restore Stained Teeth. *Compendium* 2016 July/August;37(3).
- NJ26. Goodchild JH. Dentsply Caulk: Simplifying Class II Restorations. *Incisal Edge* 2016;Summer:36-37.
- NJ27. Goodchild JH. One Adhesive for All Clinical Situations. *Dental Products Report* 2016;8(50):72.
- NJ28. Goodchild JH. Aquasil Ultra+ Smart Wetting Impression Material. *ADA Dental Product Guide* 2016;4(5):7.
- NJ29. Goodchild JH. Creamy or Stiff Composite Handling. *Dental Economics* 2016;106(10):96-98,131.
- NJ30. Donaldson M, Dickinson SC, Goodchild JH. Prescribing opioids after dental treatment. *Inside Dentistry* 2017;13(1);2-3.
- NJ31. Goodchild JH. SureFil SDR flow+ Bulk Fill Flowable. *ADA Dental Products Guide* 2017;5(1):15.
- NJ32. Goodchild JH. A Dynamic Duo: Maximizing Workflow and Clinical Success with Celtra Duo, Calibra Ceram, and Prime&Bond Elect. *Dental Economics*, 2017;107(1):52-54.
- NJ33. Goodchild JH. Dentsply Sirona's Aquasil® Ultra+ Smart Wetting Impression Material Focuses on Key Clinical Benefits. *Dentistry Today* 2017;36(3):33.
- NJ34. Goodchild JH. Aquasil® Ultra+ Smart Wetting Impression Material. *Inside Dentistry* 2017;13(3):82.
- NJ35. Goodchild JH. TPH Spectra Universal Composite Restorative: Leveraging the Blending Effect of Dentsply Sirona's TPH Spectra Universal Composite Restorative for Clinical Excellence. *Dentistry Today* 2017;36(4):29.
- NJ36. Goodchild JH. Prime&Bond Elect Universal Adhesive. *ADA Dental Products Guide* 2017;5(4):4.
- NJ37. Goodchild JH. Final Impressions: Accuracy, Confidence, and Material Selection. *Dental Economics* 2017;107(6):63-64.
- NJ38. Goodchild JH. The Single-Unit Crown Total Practice Solution: Enhance Procedural Reliability and Restoration Longevity. *Inside Dentistry* 2017;13(8):62-3.
- NJ39. Goodchild JH. My Finest Case: Complex Restorative Solutions: Optimize Outcomes with the Right Materials. *Compendium* 2017 July/August;38(2).

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- NJ41. Goodchild JH, Donaldson M. Treating nociceptive orofacial pain. *Inside Dentistry* 2017;13(10):61-70.
- NJ42. Goodchild JH. Tissue management: a must for accurate crown and bridge impressions. *Dental Products Report* 2018;9(1):90-92.
- NJ43. Goodchild JH. Traxodent – Hemodent Paste Retraction System. *ADA Dental Products Guide* 2018;6(1):5.
- NJ44. Dionne RA, Donaldson M, Goodchild JH. Given the current epidemic of opioid abuse, what is your prescribing regimen when managing patient pain? *Inside Dentistry* 2018;14(5):2-4.
- NJ45. Goodchild JH. Single-use diamonds: performance without compromise. *Incisal Edge* 2018;Fall:29-31.
- NJ46. Goodchild JH. Improving the Coronal Polishing Experience with Premier Dental's AeroPro™ Cordless Prophylaxis Handpiece System. *Burkhardt Dental Supply TIPS*. May/June 2019. p4-5.
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- NJ48. Goodchild JH. Two Striper® Diamond Burs. *ADA Dental Products Guide* 2019;7(3):9.
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- NJ55. Goodchild JH. Self-Adhesive Resin for easier and more predictable zirconia cementation. *Burkhardt Dental Supply TIPS*. March/April 2020. p16-17.

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- NJ59. Goodchild JH. Achieving consistent Class 2 contact and contour is easy and predictable. *Incisal Edge*. Winter 2022. p 30-31.
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- NJ62. Goodchild JH. The benefits of cordless prophylaxis handpieces to help prevent musculoskeletal disorders in clinical practice. *Inside Dental Hygiene CE eBook*. December 2022. Available at: https://idh.cdeworld.com/ebooks/the-benefits-of-cordless-prophy-handpieces-to-help-prevent-musculoskeletal-disorders-in-clinical-practice?hq_e=el&hq_m=6428556&hq_l=6&hq_v=db3724c50a

Newsletter Articles for Dentsply Sirona – “Caulk Talk”

Goodchild JH. DENTSPLY Caulk is Simplifying Class II Restorations. April 2013. Available at: <http://caulktalk.com/april2013-classII-article#overlay-context=user/99997>

Goodchild JH. TPH Spectra™: A new composite restorative material offering simplified shading and two viscosity choices. May 2013. Available at: <http://caulktalk.com/may2013-spectra-article#overlay-context=user/99997>

Goodchild JH. One Adhesive for All Clinical Situations. July 2013. Available at: <http://caulktalk.com/one-adhesive-for-all-clinical-situations#overlay-context=user/99997>

Goodchild JH. Something Old and Something New To Improve Your Class II Efficiency – Enhance Finishers and Palodent Plus EZ Coat Matrices. August 2013. Available at: <http://caulktalk.com/something-old-and-new-to-improve-classII-efficiency#overlay-context=user/99997>

Goodchild JH. Being First is a Good Thing! September 2013. Available at: <http://caulktalk.com/being-first-is-a-good-thing#overlay-context=user/99997>

Goodchild JH. Introducing an Easier Process for Achieving Outstanding Crown

and Bridge Impressions. October 2013. Available at: <http://caulktalk.com/an-easier-process-for-achieving-outstanding-crown-and-bridge-impressions#overlay-context=user/99997>

Goodchild JH. One Adhesive for All Clinical Situations: Clinicians Can Now Decide When to use Phosphoric Acid with DENTSPLY Caulk's Prime&Bond Elect®. February 2014. Available at: <http://caulktalk.com/article/One-Adhesive-for-all-Clinical-Situations#overlay-context=user/99997>

Goodchild JH. The Benefits of Bulk Fill, Adaptation, and Radiopacity. March 2014. Available at: <http://caulktalk.com/march-2014-bulk-fill-benefits#overlay-context=user/99997>

Goodchild JH. Clinically Speaking – Two Composite Resin Features that Matter. April 2014. Available at: <http://caulktalk.com/april-2014-caulk-talk-article#overlay-context=user/99997>

Goodchild JH. Shedding Light on Proper Curing and Successful Restorations. May 2014. Available at: <http://caulktalk.com/may-2014-caulk-talk-article#overlay-context=user/99997>

Goodchild JH. Rough and Reflective vs. Smooth and Shiny. June 2014. Available at: <http://caulktalk.com/june-2014-caulk-talk-article#overlay-context=user/99997>

Goodchild JH. The Endo-Restorative Connection: The Right Material for the Right Situation. July 2014. Available at: <http://caulktalk.com/july-2014-caulk-talk-article#overlay-context=user/99997>

Goodchild JH. The Confusing Landscape of Permanent Cementation: Understanding Cements. November 2014. Available at: <http://caulktalk.com/november-2014-caulk-talk-article#overlay-context=user/99997>

Goodchild JH. Cementation of All-Ceramic Indirect Dental Restorations: A strong finish or just the beginning? December 2014. Available at: <http://caulktalk.com/december-2014-caulk-talk-article#overlay-context=user/99997>

Goodchild JH. Work Harder or Work Smarter. April 2015. Available at: <http://caulktalk.com/april-2015-caulk-talk-article#overlay-context=user/99997>

Goodchild JH. One and Done? May 2015. Available at: <http://caulktalk.com/may-2015-caulk-talk-article#overlay-context=user/99997>

Goodchild JH. The Importance of Cement Cleanup. June 2015. <http://caulktalk.com/june-2015-caulk-talk-article#overlay-context=user/99997>
 Goodchild JH. Why Use Self-Adhesive Resin Cements? July 2015. Available at: <http://caulktalk.com/july-2015-caulk-talk-article#overlay-context=sept-2015-caulk-talk-article>

Goodchild JH. Integrity® Multi-Cure Temporary Crown and Bridge Material: A unique dual-cure composite provisional resin. September 2015. Available at: <http://caulktalk.com/sept-2015-caulktalk-article#overlay-context=user/99997>

Goodchild JH. Know Your Rights! May 2016. Available at: http://caulktalk.com/feb-2016-caulk-talk-article?utm_medium=email&sslid=MzUzNrE0MwEA&sseid=MzcwMjQ1szAGAA&jobid=81bb3226-4dcd-4772-89f8-3df7b6e78ee1

Goodchild JH. The Argument for Appropriate Cement Selection. July 2016. Available at: http://caulktalk.com/july-2016-caulk-talk-article?utm_medium=email&sslid=MzUzNrE0MwEA&sseid=szQ0MjM1MDIHAA&jobid=3f2774dc-b022-4dd5-a2bc-bfed4935cad7

Newsletter articles for Premier Dental – “Premier Perspectives”

Goodchild JH. Conventional or Digital...Tissue Management is Indispensable! Premier Perspectives. April 18, 2018. Available at: <https://www.premierdentalco.com/conventional-or-digitaltissue-management-is-indispensable/>

Goodchild JH. DYK – your fluoride varnish applications may not be working as well as they could? Premier Perspectives. August 3, 2018. Available at: <https://www.premierdentalco.com/dyk-your-fluoride-varnish-applications-may-not-be-working-as-well-as-they-could/>

Goodchild JH. Enamelon Preventative Treatment Gel. Premier Perspectives. December 2, 2018. Available at: <https://www.premierdentalco.com/enamelon-preventive-treatment-gel/>

Book Chapters:

Donaldson M, Goodchild JH, Wrobel MJ. Pharmacotherapeutics. In: Burkett's Oral Medicine. 12th Ed. People's Medical Publishing House - USA, Ltd. 2014.

Abstracts:

- A1. Janyavula S, Debergalis M, Burde R, Bennett R, Goodchild J, Conte N. Tear Strength of Impression Materials after Recommended Mouth Removal Time. AADR 2014. Abstract #717.
- A2. Donaldson M, Goodchild JH, Quarnstrom FC. Bispectral index system (BIS) monitoring for oral conscious sedation during general dental procedures. International Federation of Dental Anesthesiology Societies. Gold Coast, Australia. October 2009.

- A3. Donaldson M, Goodchild JH. Calculating maximum cumulative doses of sedation medications for in-office oral conscious sedation. International Federation of Dental Anesthesiology Societies. Yokohama, Japan. October 2006.
- A4. Greenberg BL, Goodchild JH, Duda PW, Conte NR, Conte M, Glick M. Screening for cardiovascular risk factors in a dental setting. Presented at the IADR Annual Meeting, 2006.
- A5. Singer S, Reed R, Drew C, Chaviano-Moran R, Goldsmith D, Janal M, Goodchild JH, Broder HL. Smoking Cessation Survey of Prospective Dental School Patients. 2005.

Lectures by Invitation /Continuing Education Courses Given:

Jan 11-13, 2002	“The Complex Sedation Patient” Dental Organization for Conscious Sedation, Philadelphia, PA
March 15-16, 2002	“Introduction to Oral Sedation” Academy of General Dentistry. Portland, ME
April 10, 2003	Monitor – PEAK Presentations Oral Sedation”, Pennsylvania Academy of General Dentistry. King of Prussia, PA
April 30, 2003	“Nitrous oxide – the ideal inhalation anesthetic?” Advanced Education in General Dentistry (AEGD). University of Pennsylvania School of Dental Medicine. Philadelphia, PA
May 7, 2003	“Enteral Conscious Sedation” Wisconsin Board of Dental Examiners. Madison, WI
Oct 22, 2003	Panel Speaker, American Association of Dental Examiners, Annual Meeting. Topic: “Sleep Dentistry”. San Francisco, CA
Nov 15, 2003	“Medical Emergency Response” University of Pennsylvania School of Dental Medicine. Philadelphia, PA
Nov 29, 2003	“Enteral Sedation of the Complex Dental Patient” Greater New York Dental Meeting. New York, NY
Jan 16-18, 2004	“Enteral Conscious Sedation at NYU” New York University School of Dental Medicine. New York, NY.
Jan 21-24, 2004	“Oral Sedation in Dentistry – Myths and Practices” Georgia Dental Alumni Study Group. Steamboat, Co.
Feb 4, 2004	“Digital Imaging for Dental Practitioners” New Jersey Dental School. Newark, NJ.
May 14, 2004	“Oral Sedation in Dentistry – Myths and Practices” New Jersey

Dental School. Newark, NJ.

May 21-23, 2004	“Enteral Conscious Sedation at NYU” New York University School of Dental Medicine. New York, NY.
June 6, 2004	“Introduction to Oral Sedation” Implant Symposium, International Congress of Oral Implantology. San Francisco, CA.
July 16-17, 2004	“Complex Adult Oral Sedation” Dental Organization for Conscious Sedation. Boston, MA
August 20-22, 2004	“Anxiolysis Beyond Valium & Adult Oral Sedation”. Ross Nash Institute. Charlotte, NC
February 25-27, 2005	“Enteral Conscious Sedation at NYU” New York University School of Dental Medicine. New York, NY.
March 4, 2005	“Digital Imaging for Dental Practitioners” New Jersey Dental School. Newark, NJ.
March 15, 2005	“Oral Sedation” Faculty development lecture series. New Jersey Dental School. Newark, NJ
April 1, 2005	“Oral Sedation” New Jersey Dental School Continuing Education. Newark, NJ.
April 15-16, 2005	“Complex Adult Oral Sedation” Dental Organization for Conscious Sedation. Las Vegas, NV
May 5, 2005	“Introduction to Oral Sedation” Oral Medicine and Periodontal Residents, New Jersey Dental School. Newark, NJ
May 20-22, 2005	“Adult Oral Sedation” Dental Organization for Conscious Sedation. Chicago, IL
September 16-18, 2005	“Enteral Conscious Sedation at NYU” New York University School of Dental Medicine. New York, NY.
September 24, 2005	“Introduction to Oral Sedation” Implant Seminars. Washington, DC
September 30, 2006	“Adult Oral Sedation” Dental Organization for Conscious Sedation. Orlando, FL
October 16, 2005	“Introduction to Oral Sedation” Implant Seminars. San Francisco, CA
October 22, 2005	“Introduction to Oral Sedation” Implant Seminars. Miami, FL
October 28-29, 2005	“Complex Adult Oral Sedation” Dental Organization for Conscious Sedation. Orlando, FL

November 6, 2005	“Adult Oral Sedation” Dental Organization for Conscious Sedation. Houston, TX
January 20-21, 2006	“Sedation Next” Dental Organization for Conscious Sedation. Las Vegas Institute. Las Vegas, NV
March 10-11, 2006	“Enteral Conscious Sedation at NYU” New York University College of Dentistry. New York, NY
March 12, 2006	“Introduction to Oral Sedation” Implant Seminars. Los Angeles, CA
March 30, 2006	“Oral Sedation” Oral Medicine Residents. New Jersey Dental School. Newark, NJ
March 31, 2006	“Digital Imaging for Dental Practitioners” UMDNJ – New Jersey Dental School. Newark, NJ
May 6, 2006	“Introduction to Oral Sedation” Implant Seminars. Seattle, WA
May 11-12, 2006	“Introduction to Nitrous Oxide and Oral Sedation” Periodontal Residents. University of Pennsylvania School of Dental Medicine. Philadelphia, PA
June 8, 2006	“Introduction to Enteral Sedation” New Jersey Dental Association. Atlantic City, NJ
June 16-17, 2006	“Sedation Dentistry Made Real” Tower Professional Management Group. Toronto, Canada
August 13, 2006	“Introduction to Oral Sedation” Implant Seminars. Chicago, IL
August 27, 2006	“Introduction to Oral Sedation” Implant Seminars. San Francisco, CA
September 17, 2006	“Introduction to Oral Sedation” Implant Seminars. Miami, FL
October 15, 2006	“Introduction to Oral Sedation” Implant Seminars. Washington, DC
November 12, 2006	“Introduction to Oral Sedation” Implant Seminars. Atlanta, GA
November 19, 2006	“Introduction to Oral Sedation” Implant Seminars. Dallas, TX
January 19, 2007	“Introduction to Oral Sedation” Implant Seminars.. Miami, FL
March 4, 2007	“Introduction to Oral Sedation” Implant Seminars. Los Angeles, CA

March 9, 2007	“Digital Imaging for Dental Practitioners” UMDNJ-New Jersey Dental School. Newark, NJ
April 3, 2007	“Introduction to Oral Sedation” Commonwealth Dental Society Newark, New Jersey
April 14, 2007	“Introduction to Oral Sedation” Implant Seminars. Seattle, WA
April 15, 2007	“Introduction to Oral Sedation” Implant Seminars. San Francisco, CA
April 28, 2007	“Introduction to Oral Sedation” Implant Seminars. New York University. New York, NY
June 4-5, 2007	“Introduction to Nitrous Oxide and Oral Sedation” Endodontic Residents. University of Pennsylvania School of Dental Medicine. Philadelphia, PA
June 23, 2007	“Introduction to Oral Sedation” Implant Seminars. Miami, FL
September 22, 2007	“Introduction to Oral Sedation” Implant Seminars. Chicago, Illinois.
October 13, 2007	“Methamphetamine Abuse and Oral Health: Recognition and Management for the Dental Provider” New Jersey Department of Corrections. Trenton, NJ.
October 20, 2007	Introduction to Oral Sedation” Implant Seminars. Atlanta, GA.
November 17, 2007	Introduction to Oral Sedation” Implant Seminars. Dallas, TX.
December 16, 2007	Introduction to Oral Sedation” Implant Seminars. New York College of Dentistry. New York, NY.
January 19, 2008	Introduction to Oral Sedation” Implant Seminars. Miami, FL.
February 7-9, 2008	“The Latest in Sedation, Analgesia, and Pharmacology” Med WoRx. Whitefish, MT
March 2, 2008	Introduction to Oral Sedation” Implant Seminars. San Francisco, CA.
March 12, 2008	“Digital Imaging for Dental Practitioners” UMDNJ-New Jersey Dental School. Newark, NJ
March 18, 2008	“Methamphetamine Abuse and Oral Health: Recognition and Management for the Dental Provider”. Schaumburg Dental Study Club. Chicago, IL.
May 4, 2008	Introduction to Oral Sedation” Implant Seminars. Chicago, IL.

September 28, 2008	Introduction to Oral Sedation” Implant Seminars. Washington D.C.
October 19, 2008	Introduction to Oral Sedation” Implant Seminars. New York College of Dentistry, New York, NY
November 8, 2008	Introduction to Oral Sedation” Implant Seminars. Atlanta GA
November 13, 2008	“Methamphetamine Abuse and Oral Health: Recognition and Management for the Dental Provider”. Sarasota County Dental Society. Sarasota, FL
November 22, 2008	Introduction to Oral Sedation” Implant Seminars. Los Angeles, CA
December 20, 2008	Introduction to Oral Sedation” Implant Seminars. Dallas, TX
December 21, 2008	Introduction to Oral Sedation” Implant Seminars. Miami, FL
January 9-10, 2009	“Pharmacology Assurance”. South Beach Dental Institute. Miami, FL
January 22-24, 2009	“Nitrous Oxide, Analgesia, and Pharmacology Update 2009”. Med WoRx. Whitefish, MT
March 19-21, 2009	“Sedation Dentistry Made Real”. Tower Professional Management Group. Phoenix, AZ
April 19, 2009	“Introduction to Oral Sedation” Implant Seminars. San Francisco, CA
April 25, 2009	“Introduction to Oral Sedation – Focus on Minimal Sedation” Silver Sage Study Club. Reno, NV
June 12, 2009	“Introduction to Oral Sedation” Implant Seminars. Chicago, IL
September 16, 2009	“What can a Pennsylvania Dentist do without an anesthesia permit? “Extra Mile Study Club. Philadelphia, PA
September 19, 2009	“Introduction to Oral Sedation” Implant Seminars. Houston, TX
October 3-4, 2009	“The Art and Science of Dental Pharmacology & Therapeutics: What you need to know in 2009” South Beach Dental Institute. Miami, FL
October 17, 2009	“Introduction to Oral Sedation” Implant Seminars. Miami, FL
November 7, 2009	“Introduction to Oral Sedation” Implant Seminars. Washington DC

November 8, 2009	“Introduction to Oral Sedation” Implant Seminars. New York College of Dentistry. New York, NY.
December 20, 2009	“Introduction to Oral Sedation” Implant Seminars. Seattle, WA.
February 26-28, 2010	“5 Things You Can Start Doing Monday Morning”. Montana Academy of General Dentistry Annual Meeting. Missoula, MT
April 19, 2010	“Methamphetamine and Oral Health: Recognition and Management for the Healthcare Provider”. Grand Rounds, Kalispell Regional Medical Center. Kalispell, MT
May 16, 2010	“Introduction to Oral Sedation” Implant Seminars. Boston, MA
July 22-23, 2010	“Introduction to Nitrous Oxide and Oral Sedation” Periodontics Residents. University of Pennsylvania School of Dental Medicine. Philadelphia, PA
August 27-29, 2010	“The Art and Science of Sedation in the Dental Office: Adult Oral Conscious Sedation” Med WoRx/South Beach Dental Institute. San Francisco, CA
October 16, 2010	“6 Things That Can Improve Your Practice of Aesthetic Dentistry” South Beach Dental Institute. Orlando, FL
October 22, 2010	“Complex Adult Oral Medicine Solutions” University of Washington School of Dentistry. Seattle WA
October 23, 2010	“Digital Dental Photography” University of Washington School of Dentistry. Seattle, WA
October 29-30, 2010	“Pharmacology and Therapeutic Update – What You Need to Know for 2010-2011” South Beach Dental institute. Miami, FL
November 13, 2010	“Introduction to Oral Sedation” Implant Seminars. Atlanta, GA
November 14, 2010	“Introduction to Oral Sedation” Implant Seminars. Miami, FL
November 20, 2010	“Introduction to Oral Sedation” Implant Seminars. Washington, DC
November 21, 2010	“Introduction to Oral Sedation” Implant Seminars. NYU College of Dentistry. New York, NY
December 19, 2010	“Introduction to Oral Sedation” Implant Seminars. Dallas, TX
January 21-22, 2011	“Pharmacological Considerations for Implant Dentistry” American Dental Implant Association Annual Symposium. Las Vegas, NV

February 18-19, 2011	“Update on Oral Sedation”, “Illicit Drug Abuse and Oral Health”, “Digital Dental Photography”. Montana Academy of General Dentistry Annual Meeting. Missoula, MT
April 9, 2011	“Introduction to Oral Sedation” Implant Seminars. San Francisco, CA
April 30, 2011	“Digital Dental Photography” University of Washington School of Dentistry. Seattle, WA
May 14, 2011	Introduction to Oral Sedation” Implant Seminars. Seattle, WA
May 21, 2011	Introduction to Oral Sedation” Implant Seminars. New York, NY
June 3, 2011	“Complex Adult Oral Medicine Solutions” Oregon Health & Sciences University. Portland, Oregon
June 4, 2011	“Introduction to Digital Dental Photography” Oregon Health & Sciences University. Portland, Oregon
June 16, 2011	“The Art and Science of Dental Therapeutics” Pacific Northwest Dental Conference. Seattle, WA
June 17, 2011	“The Art and Science of Dental Pharmacology & Therapeutics: What You Need to Know in 2011” Pacific Northwest Dental Conference. Seattle, WA
September 10, 2011	“Pharmacological Consideration for Implant Dentistry” American Dental Implant Association. 5 th Annual Implant Symposium. Miami, FL
October 1, 2011	“Introduction to Oral Sedation” Implant Seminars. Boston, MA
October 7, 2011	“Introduction to Digital Dental Photography” Oregon Health & Sciences University. Portland, Oregon
October 8, 2011	“Complex Adult Oral Medicine Solutions” Oregon Health & Sciences University. Portland, Oregon
October 15, 2011	“Introduction to Oral Sedation” Implant Seminars. Dallas, TX
October 28-29, 2011	“Pharmacology Update: What you need to know for 2012” South Beach Dental Institute. Miami, FL
November 5, 2011	“Introduction to Oral Sedation” Implant Seminars. Atlanta, GA
January 7, 2012	“Introduction to Oral Sedation” Implant Seminars. Miami, FL
January 28, 2012	“Introduction to Oral Sedation” Implant Seminars. New York, NY

January 29, 2012	“Introduction to Oral Sedation” Implant Seminars. Washington DC
February 18, 2012	“Head and Neck Anatomy Review: Improving success and minimizing complications with local anesthesia” Mt. Bachelor Village Program. Oregon Health Sciences University. Bend, OR
September 21, 2012	“Complex Adult Oral Medicine Solutions” University of Washington School of Dental Medicine. Seattle, WA
September 22, 2012	“Introduction to Digital Dental Photography” University of Washington School of Dental Medicine. Seattle, WA
March 16-17, 2013	“Minimal Oral Sedation: The Art of Anxiolysis in the Dental Office” Oral Sedation Seminars. University of Miami. Sponsored by: www.OralSedationSeminars.com . Miami, FL
June 8-9, 2013	“Minimal Oral Sedation: The Art of Anxiolysis in the Dental Office” Oral Sedation Seminars. University of Miami. Sponsored by: www.OralSedationSeminars.com . Miami, FL
August 2-3, 2013	“What’s In Your Emergency Kit and Why”, “Implant Dentistry: Choosing the right patient could be the key to success!”, “Update on Antibiotics in Dentistry”. Dentists Who Care 17 th Annual Meeting. South Padre Island, TX
September 14-15, 2013	“Minimal Oral Sedation: The Art of Anxiolysis in the Dental Office” Oral Sedation Seminars. University of Miami. Sponsored by: www.OralSedationSeminars.com . Miami, FL
November 4, 2013	“Materials and Techniques for Simple, Easy and Predictable Adhesion-Based Dentistry”. Pennsylvania EFDA Association. Willow Grove, PA.
January 18-19, 2014	“Minimal Oral Sedation: The Art of Anxiolysis in the Dental Office” Oral Sedation Seminars. University of Miami. Sponsored by: www.OralSedationSeminars.com . Miami, FL
March 8, 2014	“Pharmacological Considerations for Implant Dentistry” International Dental Implant Association. Los Angeles, CA
April 12-13, 2014	“Minimal Oral Sedation: The Art of Anxiolysis in the Dental Office” Oral Sedation Seminars. University of Miami. Sponsored by: www.OralSedationSeminars.com . Miami, FL
May 6, 2014	“Introduction to Digital Dental Photography” University of British Columbia. Vancouver, BC

July 19-20, 2014	“Minimal Oral Sedation: The Art of Anxiolysis in the Dental Office” Oral Sedation Seminars. Chicago, IL
August 1, 2014	“What’s In Your Emergency Kit and Why”, “Local Anesthetics, Antibiotics, Analgesics, Oh My!”. Dentists Who Care 18 th Annual Meeting. South Padre Island, TX
August 9-10, 2014	“Minimal Oral Sedation: The Art of Anxiolysis in the Dental Office” Oral Sedation Seminars. University of Miami. Sponsored by: www.OralSedationSeminars.com . Miami, FL
November 15-16, 2014	“Minimal Oral Sedation: The Art of Anxiolysis in the Dental Office” Oral Sedation Seminars. University of Miami. Sponsored by: www.OralSedationSeminars.com . Miami, FL
January 10-11, 2015	“Minimal Oral Sedation: The Art of Anxiolysis in the Dental Office” Oral Sedation Seminars. Sponsored by: www.OralSedationSeminars.com . Boston, MA
January 17-18, 2015	“Minimal Oral Sedation: The Art of Anxiolysis in the Dental Office” Oral Sedation Seminars. Sponsored by: www.OralSedationSeminars.com . Ft. Lauderdale, FL
April 11-12, 2015	“Minimal Oral Sedation: The Art of Anxiolysis in the Dental Office” Oral Sedation Seminars. Sponsored by: www.OralSedationSeminars.com . Ft. Lauderdale, FL
April 16-17, 2015	Inland Northwest Dental Conference. “Treating Medically Complex Dental Patients – Cardiovascular Diseases”, “Treating Medically Complex Dental Patients – Respiratory Diseases”, “Posterior Composite Restorations”, “Creating A Road Map to Health Function and Esthetics – Treatment Planning”. Spokane, WA.
May 2-3, 2015	“Minimal Oral Sedation: The Art of Anxiolysis in the Dental Office” Oral Sedation Seminars. Sponsored by: www.OralSedationSeminars.com . Ft. Lauderdale, FL
May 15, 2015	“Good to Great: Tips and Tricks for Improving Local Anesthesia Success” CDEWorld, Milwaukee, WI
June 12, 2015	“Good to Great: Tips and Tricks for Improving Local Anesthesia Success” CDEWorld, Detroit, MI
May 26, 2015	“Good to Great: Tips and Tricks for Improving Local Anesthesia Success” CDEWorld, New Brunswick, NJ
July 25, 2015	“Pharmacological Considerations for Implant Dentistry” Chicago Symposium, International Dental Implant Association. Chicago, IL

August 14, 2015	“Good to Great: Tips and Tricks for Improving Local Anesthesia Success” CDEWorld, Irvine, CA
September 11, 2015	“Good to Great: Tips and Tricks for Improving Local Anesthesia Success” CDEWorld, Chicago, IL
November 14-15, 2015	“Minimal Oral Sedation: The Art of Anxiolysis in the Dental Office” Oral Sedation Seminars. Sponsored by: www.OralSedationSeminars.com . Ft. Lauderdale, FL
December 3-5, 2015	“Mastering Adult Minimal Sedation: Oral and Inhalational Techniques” Oregon Health Sciences University. Portland, OR
January 23-24, 2016	“Minimal Oral Sedation: The Art of Anxiolysis in the Dental Office” Oral Sedation Seminars. Sponsored by: www.OralSedationSeminars.com . Ft. Lauderdale, FL
February 13, 2016	“Pharmacological Considerations for Implant Dentistry” International Dental Implant Association. 10 th Annual Meeting. Honolulu, HI
March 18-19, 2016	“Minimal Adult Oral Sedation: the Art of Anxiolysis in the Dental Office” Virginia Commonwealth University School of Dentistry. Richmond, VA
April 22-23, 2016	“Adult Oral Sedation Review”, “Know Your Anti’s: Antibiotics, Antinflammatories, and Antipain Medications”, “Definitive Cementation Review for 2016”, “Update on Local Anesthetics” Inland Northwest Dental Conference. Spokane, WA
April 30-May 1, 2016	“Minimal Oral Sedation: The Art of Anxiolysis in the Dental Office” Oral Sedation Seminars. Sponsored by: www.OralSedationSeminars.com . Chicago, IL.
May 13-15, 2016	“Inhalation and Oral Sedation in Dentistry: Mastering Adult Minimal Sedation” University of British Columbia. Vancouver, BC
June 12-14, 2016	“Adult Oral Conscious Sedation: The Art and Science of Sedation in the Dental Office” Oral Sedation Seminars. Sponsored by: www.OralSedationSeminars.com . Los Angeles, CA
July 9-10, 2016	“Minimal Oral Sedation: The Art of Anxiolysis in the Dental Office” Oral Sedation Seminars. Sponsored by: www.OralSedationSeminars.com . Fort Lauderdale, FL

August 12-13, 2016	“Minimal Adult Oral Sedation: the Art of Anxiolysis in the Dental Office” Virginia Commonwealth University School of Dentistry. Richmond, VA
September 11, 2016	“Mythbusters – Local Anesthesia Edition” and “An Update on Epinephrine Auto injectors” International Dental Implant Association. Summer Symposium. North Miami Beach, FL
Sept 30-Oct 2, 2016	“Inhalation and Oral Sedation in Dentistry: Mastering Adult Minimal Sedation” University of British Columbia. Vancouver, BC
November 5-6, 2016	“Minimal Oral Sedation: The Art of Anxiolysis in the Dental Office” Oral Sedation Seminars. Sponsored by: www.OralSedationSeminars.com . Washington DC
December 9-11, 2016	“Mastering Adult Minimal Sedation: Oral and Inhalational Techniques” Oregon Health & Sciences University. Portland, OR
February 3-5, 2017	“Mastering Adult Minimal Sedation: Inhalation and Oral Sedation in Dentistry” University of Washington. Seattle, WA
February 18-19, 2017	“Minimal Oral Sedation: The Art of Anxiolysis in the Dental Office” Oral Sedation Seminars. Sponsored by: www.OralSedationSeminars.com . North Miami Beach, FL
March 18, 2017	“Mythbusters – Local Anesthesia Edition” & “What’s in Your Medical Emergency Kit and Why” 11 th Annual International Dental Implant Association Symposium. Honolulu, HI
April 28-30, 2017	“Inhalation and Oral Sedation in Dentistry: Mastering Adult Minimal Sedation” University of British Columbia. Vancouver, BC
May 5-6, 2017	“Minimal Oral Sedation: The Art of Anxiolysis in the Dental Office” Oral Sedation Seminars. Sponsored by: www.OralSedationSeminars.com . Chicago, IL
July 28-30, 2017	“Mastering Adult Minimal Sedation: Oral and Inhalational Techniques” Oregon Health & Sciences University. Portland, OR
September 22-24, 2017	“Conscious Oral Sedation: The Art and Science of Sedation in the Dental Office” Sponsored by: OralSedationSeminars.com . Los Angeles, CA
October 20-22, 2017	“Inhalation and Oral Sedation in Dentistry: Mastering Adult Minimal Sedation” University of British Columbia. Vancouver, BC

November 4-5, 2017	"Minimal Oral Sedation: The Art of Anxiolysis in the Dental Office" Sponsored by: OralSedationSeminars.com. Miami, FL
December 1-3, 2017	"Mastering Adult Minimal Sedation: Oral and Inhalational Techniques" Oregon Heath & Sciences University. Portland, OR
March 3, 2018	"What's in your Medical Emergency Kit and Why?" Harcum College Dental Expo. Bryn Mawr, PA
March 18-19, 2018	"Minimal Oral Sedation: The Art of Anxiolysis in the Dental Office" Sponsored by: OralSedationSeminars.com. Creighton University School of Dentistry. Omaha, NE
April 6-8, 2018	"Mastering Adult Minimal Sedation: Inhalation and Oral Sedation in Dentistry" University of Washington. Seattle, WA
April 13-15, 2018	"Inhalation and Oral Sedation in Dentistry: Mastering Adult Minimal Sedation" University of British Columbia. Vancouver, BC
May 5-6, 2018	"Minimal Oral Sedation: The Art of Anxiolysis in the Dental Office" Sponsored by: OralSedationSeminars.com. Chicago, IL
June 2-3, 2018	"Mastering Adult Minimal Sedation: Inhalation and Oral Sedation in Dentistry" Mint Dentistry. Dallas, TX
June 15-17, 2018	"Mastering Adult Minimal Sedation: Oral and Inhalational Techniques" Oregon Heath & Sciences University. Portland, OR
September 29-30, 2018	"Minimal Oral Sedation: The Art of Anxiolysis in the Dental Office" Sponsored by: OralSedationSeminars.com. Miami, FL
October 26-28, 2018	"Inhalation and Oral Sedation in Dentistry: Mastering Adult Minimal Sedation" University of British Columbia. Vancouver, BC
November 3, 2018	"Pharmacologic Considerations for Implant Surgery" International Dental Implant Association. Fall Symposium. New Orleans, LA
Nov 30-Dec 2, 2018	"Mastering Adult Minimal Sedation: Oral and Inhalational Techniques" Oregon Heath & Sciences University. Portland, OR
March 8-10, 2019	"Mastering Adult Minimal Sedation: Inhalation and Oral Sedation in Dentistry" University of Washington. Seattle, WA
March 23-24, 2019	"Minimal Oral Sedation: The Art of Anxiolysis in the Dental Office" Sponsored by: OralSedationSeminars.com. Miami, FL

March 30-31, 2019	"Minimal Oral Sedation: The Art of Anxiolysis in the Dental Office" Sponsored by: OralSedationSeminars.com. Creighton University School of Dentistry. Omaha, NE
April 12-14, 2019	"Inhalation and Oral Sedation in Dentistry: Mastering Adult Minimal Sedation" University of British Columbia. Vancouver, BC
April 19-20, 2019	"Oral Sedation Update for 2019" and "What's in your Medical Emergency Kit and Why?" Inland Northwest Dental Conference. Spokane District Dental Society. Spokane, WA
April 25, 2019	"Local Anesthesia – Mythbusters Edition!" and "What's in your Medical Emergency Kit and Why?" Star of the North Dental Conference. Minnesota Dental Association. St. Paul, MN
May 11-12, 2019	"Minimal Oral Sedation: The Art of Anxiolysis in the Dental Office" Sponsored by: OralSedationSeminars.com. Miami, FL
June 21, 2019	"Pharmacologic Considerations for Implant Surgery" International Dental Implant Association. Summer Symposium. Chicago, IL
July 26-28, 2019	"Mastering Adult Minimal Sedation: Oral and Inhalational Techniques" Oregon Health & Sciences University. Portland, OR
August 3, 2019	"Better Medicine Better Dentistry – Updates on Treatment of Medically Complex Dental Patients, Local Anesthesia, and Medical Emergencies in the Dental Office" Mint Dental. Dallas, TX
August 17-18, 2019	"Minimal Oral Sedation: The Art of Anxiolysis in the Dental Office" Sponsored by: OralSedationSeminars.com. Orlando, FL
October 12-13, 2019	"Minimal Oral Sedation: The Art of Anxiolysis in the Dental Office" Sponsored by: OralSedationSeminars.com. Las Vegas, NV
October 25-27, 2019	"Inhalation and Oral Sedation in Dentistry: Mastering Adult Minimal Sedation" University of British Columbia. Vancouver, BC
November 9, 2019	"Local Anesthesia – Mythbusters Edition!" Pennsylvania Dental Hygiene Association. King of Prussia, PA
December 6-8, 2019	"Mastering Adult Minimal Sedation: Oral and Inhalational Techniques" Oregon Health & Sciences University. Portland, OR

April 20-21, 2020	“Local Anesthesia – Mythbusters Edition!” Pennsylvania Dental Hygienists Association. (Virtual)
June 27-28, 2020	"Minimal Oral Sedation: The Art of Anxiolysis in the Dental Office" Sponsored by: OralSedationSeminars.com. (Virtual)
August 1-2, 2020	"Minimal Oral Sedation: The Art of Anxiolysis in the Dental Office" Sponsored by: OralSedationSeminars.com. (Virtual)
October 2-4, 2020	“Mastering Adult Oral and Inhalational Sedation” University of Washington. (Virtual)
October 17-18, 2020	"Minimal Oral Sedation: The Art of Anxiolysis in the Dental Office" Sponsored by: OralSedationSeminars.com. (Virtual)
June 4-5, 2021	"Minimal Oral Sedation: The Art of Anxiolysis in the Dental Office" OralSedationSeminars.com. Chicago, IL
June 6, 2021	“Local Anesthesia Update for 2021 – Mythbusters Edition!” International Dental Implant Association Summer Symposium. Chicago, IL
June 24, 2021	“Local Anesthesia Update for 2021 – Mythbusters Edition!” and “What’s in Your Medical Emergency Kit and Why” Florida Dental Convention. Orlando, FL
October 22-24, 2021	“Inhalation and Oral Sedation in Dentistry: Mastering Adult Minimal Sedation” University of British Columbia. Vancouver, BC
November 6-7, 2021	"Minimal Oral Sedation: The Art of Anxiolysis in the Dental Office". Sponsored by Atlas Dental. (Virtual)
January 14, 2022	“Local Anesthesia Update for 2021 – Mythbusters Edition!” Pennsylvania Dental Hygiene Association. (Virtual)
March 11-13, 2022	“Mastering Adult Minimal Sedation: Inhalation and Oral Sedation in Dentistry” University of Washington. Seattle, WA
April 8-10, 2022	“Inhalation and Oral Sedation in Dentistry: Mastering Adult Minimal Sedation” University of British Columbia. Vancouver, BC
June 10-12, 2022	“2022 Sunriver Summer CE Weekend” Oregon Health & Sciences University. Sunriver, OR
July 9-10, 2022	"Minimal Oral Sedation: The Art of Anxiolysis in the Dental Office" OralSedationSeminars.com. (virtual)

August 17, 2022	“The Confusing World of Cements and Crowns – How to Match Material to Substrate For Optimum Results” American College of Prosthodontics Review Course (virtual)
Dec 2-4, 2022	“Inhalation and Oral Sedation in Dentistry: Mastering Adult Minimal Sedation” University of British Columbia. Vancouver, BC
Dec 17-18, 2022	"Minimal Oral Sedation: The Art of Anxiolysis in the Dental Office" OralSedationSeminars.com. (virtual)
April 1-2, 2023	"Minimal Oral Sedation: The Art of Anxiolysis in the Dental Office" OralSedationSeminars.com. (virtual)
April 15, 2023	“7-hr Minimal Sedation Renewal Course” University of Washington School of Dental Medicine. (virtual)
April 28-30, 2023	“Inhalation and Oral Sedation in Dentistry: Mastering Adult Minimal Sedation” University of British Columbia. Vancouver, BC
May 12, 2023	“Local Anesthesia Update for 2023: Mythbusters Edition!” and “What’s in Your Medical Emergency Kit and Why?” Montana Dental Association. Missoula, MT
June 3-4, 2023	"Minimal Oral Sedation: The Art of Anxiolysis in the Dental Office" OralSedationSeminars.com. (virtual)
June 17, 2023	“Medication Access and Training Act (MATE) Compliance Course” University of Washington, Oregon Health and Sciences University. (4hrs virtual)
August 25, 2023	“Medication Access and Training Act (MATE) Compliance Course” Montana Dental Association. Billings, MT
September 8, 2023	“Local Anesthesia Update for 2023: Mythbusters Edition!” and “What’s in Your Medical Emergency Kit and Why?” Smile Source Exchange. Phoenix, AZ
September 15, 2023	“Local Anesthesia Update for 2023: Mythbusters Edition!” and “What’s in Your Medical Emergency Kit and Why?” Beaver County Dental Society. Pittsburgh, PA
October 6-8, 2023	“Mastering Adult Minimal Sedation: Oral and Inhalational Techniques” Oregon Health & Sciences University. Portland, OR
October 13-15, 2024	“Inhalation and Oral Sedation in Dentistry: Mastering Adult Minimal Sedation” University of British Columbia. Vancouver, BC

November 4-5, 2023	"Minimal Oral Sedation: The Art of Anxiolysis in the Dental Office" OralSedationSeminars.com. (virtual)
November 14, 2023	"What's in Your Medical Emergency Kit and Why?" Southern Wake Dental Study Club. Cary, NC
December 1, 2023	"Local Anesthesia Update for 2023: Mythbusters Edition!" and "What's in Your Medical Emergency Kit and Why?" Michigan Academy of General Dentistry. East Lansing, MI
January 19, 2024	"Local Anesthesia Update for 2024: Mythbusters Edition!" and "What's in Your Medical Emergency Kit and Why?" GC Black Study Club. Des Moines, IA.
February 14, 2024	"Local Anesthesia Update for 2024: Mythbusters Edition!" and "What's in Your Medical Emergency Kit and Why?" Scranton District Dental Society & University of Pittsburgh Continuing Dental Education. Scranton, PA
February 28, 2024	"What's in Your Medical Emergency Kit and Why?" Illinois State Dental Society. (Virtual)
April 11, 2024	"Local Anesthesia Update for 2024: Mythbusters Edition!" and "What's in Your Medical Emergency Kit and Why?" Western Regional Dental Experience. Arizona ADA. Phoenix, AZ
April 26-28, 2024	"Mastering Adult Minimal Sedation: Inhalation and Oral Sedation in Dentistry" University of Washington. Seattle, WA
May 16-17, 2024	"Local Anesthesia Update for 2024: Taking Your Local Anesthesia Technique to the Next Level" "Local Anesthesia — MythBusters Edition! Common Myths Explained" "Better Medicine, Better Dentistry: Updates for the Treatment of Medically Complex Dental Patients" "Minimal Sedation for 2024: Update on the Latest Techniques and Regulatory Landscape" "Designing Successful Minimal Sedation Protocols To Help Keep Patients Safe and Relaxed" "Minimal Sedation: Picking the Right Meds, the Right Monitors and the Right Patients" California Dental Association Annual Meeting. Anaheim, CA
May 31-June 2, 2024	"Inhalation and Oral Sedation in Dentistry: Mastering Adult Minimal Sedation" University of British Columbia. Vancouver, BC
August 16-17, 2024	"Local Anesthesia — MythBusters Edition! Common Myths Explained" & "What's in Your Medical Emergency Kit and Why?" 18 th Annual Dental Hygiene Symposium and Hinman

Lectures. University of Alabama School of Dentistry.
Birmingham, AL

- September 13, 2024 “Local Anesthesia — MythBusters Edition! Common Myths Explained” & “What’s in Your Medical Emergency Kit and Why?” Central New York Denal Conference & 5th District Dental Society. Syracuse, NY
- October 4-6, 2024 “Inhalation and Oral Sedation in Dentistry: Mastering Adult Minimal Sedation” Oregon Health and Sciences University School of Dentistry. Portland, OR

CE Courses Given (for Dentsply Sirona)

- February 28, 2013 “Overcoming the Challenges of Direct Composite Restorations to Optimize Clinical Results” Dental One Partners. Dallas, TX (2 CEU)
- April 25, 2013 “Overcoming the Challenges of Direct Composite Restorations to Optimize Clinical Results” Dental One Partners. Houston, TX (2 CEU)
- May 4, 2013 “Overcoming the Challenges of Direct Composite Restorations to Optimize Clinical Results” Aspen Dental. Syracuse, NY (7 CEU)
- May 13, 2013 “Overcoming the Challenges of Direct Composite Restorations to Optimize Clinical Results” Dental Health Associates. Madison, WI (2 CEU)
- May 22, 2013 “Class 2 Composite Dentistry & Improved Treatment Planning and Case Acceptance” South Texas Dental. Houston, TX (2 CEU)
- May 29, 2013 “Class 2 Composite Dentistry & Improved Treatment Planning and Case Acceptance” South Texas Dental. Dallas, TX (2 CEU)
- June 1, 2013 “Class 2 Composite Dentistry & Improved Treatment Planning and Case Acceptance” Forward Dental. Milwaukee, WI (7 CEU)
- July 10, 2013 “Road Map to Health Function and Esthetics: Improved Treatment Planning and Case Acceptance” Great Expressions. Atlanta, GA (2 CEU)
- July 17, 2013 “Road Map to Health Function and Esthetics: Improved Treatment Planning and Case Acceptance” Great Expressions. Jacksonville, FL (2 CEU)

August 8, 2013	“Overcoming the Challenges of Direct Composite Restorations to Optimize Clinical Results” Northwestern Dental. Boca Raton, FL (2 CEU)
October 4, 2013	“Overcoming the Challenges of Direct Composite Restorations to Optimize Clinical Results” DENTSPLY Caulk 360. Mt. Laurel, NJ (6 CEU)
October 17, 2013	“Road Map to Health Function and Esthetics: Improved Treatment Planning and Case Acceptance” Perfect Teeth Dental. Phoenix, AZ (2 CEU)
October 19, 2013	“Creating Optimally Successful Indirect Restorations” Aspen Dental. Indianapolis, IN (7 CEU)
October 25, 2013	“Overcoming the Challenges of Direct Composite Restorations to Optimize Clinical Results” Abilene Endodontics Annual Meeting. Abilene, TX (6 CEU)
November 2, 2013	“Overcoming the Challenges of Direct Composite Restorations to Optimize Clinical Results” Pennsylvania EFDA Association Annual Meeting. Willow Grove, PA (6 CEU)
November 4, 2013	“Creating Optimally Successful Indirect Restorations” Smilebuiders. Lancaster, PA (6 CEU)
January 20, 2014	“Creating Optimally Successful Indirect Restorations” Mississippi Dental Association. Tupelo, MS (6 CEU)
February 13, 2014	“Road Map to Health Function and Esthetics: Improved Treatment Planning and Case Acceptance” Great Expressions. Detroit, MI (4 CEU)
March 13, 2014	“Road Map to Health Function and Esthetics: Improved Treatment Planning and Case Acceptance” Perfect Teeth Dental. Albuquerque, NM (2 CEU)
April 10, 2014	“Keys to Successful Treatment Planning and Case Presentation” and “Creating Optimally Successful Indirect Restorations” Lubritz Memorial Lecture. Houston, TX (3 CEU)
May 2, 2014	“Creating Optimally Successful Indirect Restorations” Dynamic Dental. Phoenix, AZ (2 CEU)
May 16, 2014	“What’s In Your Emergency Kit and Why” Twin Cities Study Club. Minneapolis, MN. (3 CEU)
May 17, 2014	“Creating Optimally Successful Indirect Restorations” Aspen Dental. Dayton, OH (6 CEU)

June 21, 2014	“Overcoming the Challenges of Direct Composite Restorations to Optimize Clinical Results” Smile Brands. Denver, CO (6 CEU)
July 9, 2014	“Road Map to Health Function and Esthetics: Improved Treatment Planning and Case Acceptance” Great Expressions. Miami, FL (2 CEU)
July 16, 2014	“Creating Optimally Successful Indirect Restorations” Allied Dental. Toms River, NJ (2 CEU)
August 4, 2014	“Overcoming the Challenges of Direct Composite Restorations to Optimize Clinical Results” Smile Brands. Denver, CO (2 CEU)
August 7, 2014	“Road Map to Health Function and Esthetics: Improved Treatment Planning and Case Acceptance” Perfect Teeth Dental. Denver, CO (2 CEU)
August 15, 2014	“Clinical and Material Factors in Achieving the Ideal Impression” Image Dental Arts. Asheville, NC (2 CEU)
September 17, 2014	“Clinical and Material Factors in Achieving the Ideal Impression” Friendship Dental Labs. Baltimore, MD (2 CEU)
September 20, 2014	“What’s In Your Emergency Kit and Why”, “Local Anesthetics, Antibiotics, Analgesics, Oh My!”. Forward Dental. Milwaukee, WI (6 CEU)
September 21, 2014	“Creating the Ideal Posterior Restoration” Western Dental. Fresno, CA (6 CEU)
September 22, 2014	“Road Map to Health Function and Esthetics: Improved Treatment Planning and Case Acceptance” & “Clinical and Material Factors in Achieving the Ideal Impression” Montgomery-Bucks County Dental Society. Blue Bell, PA (2 CEU)
September 24, 2014	“Road Map to Health Function and Esthetics: Improved Treatment Planning and Case Acceptance – Part 1” Midwest Dental. Webinar (2 CEU)
September 25, 2014	“Overcoming the Challenges of Direct Composite Restorations to Optimize Clinical Results” Finesse Dental Lab. Cherry Hill, NJ (2 CEU)
October 15, 2014	“Road Map to Health Function and Esthetics: Improved Treatment Planning and Case Acceptance – Part 2” Midwest Dental. Webinar (2 CEU)

November 6, 2014	“Clinical and Material Factors in Achieving the Ideal Impression” Peebles Dental Lab. Denver, CO (2 CEU)
November 7, 2014	“Clinical and Material Factors in Achieving the Ideal Impression” Perry & Young Dental Lab. Denver, CO (2 CEU)
November 8, 2014	“Road Map to Health Function and Esthetics: Improved Treatment Planning and Case Acceptance” & “Overcoming the Challenges of Direct Composite Restorations to Optimize Clinical Results” Carus Dental. Austin, TX (6 CEU)
November 9, 2014	“Creating the Ideal Posterior Restoration” Western Dental. Dallas, TX (6 CEU)
November 12, 2014	“Road Map to Health Function and Esthetics: Improved Treatment Planning and Case Acceptance – Part 3” Midwest Dental. Webinar (2 CEU)
February 13-14, 2015	“DENTSPLY 360: Direct & Indirect Restorations, Treatment Planning” National Dental Care. Adelaide, Australia.
February 20-21, 2015	“DENTSPLY 360: Direct & Indirect Restorations, Treatment Planning” National Dental Care. Brisbane, Australia.
May 30, 2015	“Road Map to Health Function and Esthetics: Improved Treatment Planning and Case Acceptance” Aspen Dental. Tampa, FL (2 CEU)
June 3, 2015	“Overcoming the Challenges of Direct Composite Restorations to Optimize Clinical Results” White House Clinics. Lexington, KY (2 CEU)
June 5, 2015	“DENTSPLY 360: Direct & Indirect Restorations, Treatment Planning” Summit Dental Group. Omaha, NE (6 CEU)
July 22, 2015	“Overcoming the Challenges of Direct Composite Restorations to Optimize Clinical Results” Smile Source. Atlanta, GA (2 CEU)
August 20, 2015	“Overcoming the Challenges of Direct Composite Restorations to Optimize Clinical Results” Village Family Dentistry. Fayetteville, NC (2 CEU)
September 21, 2015	“DENTSPLY 360: Direct & Indirect Restorations, Treatment Planning” Summit Dental Group. Fort Dodge Dental Society. Fort Dodge, IA (6 CEU)
October 2, 2015	“What’s in Your Medical Emergency Kit & Why”, “Road Map to Health Function and Esthetics: Improved Treatment Planning

and Case Acceptance”. Dentists Who Care. 19th Annual Charity Dental Conference. South Padre Island, TX (6 CEU)

October 16, 2015	“The Keys to Successful, Predictable, and Efficient Direct Posterior Composite Restorations and Crown & Bridge Impressions” Aesthetic Design & Implant Academy. Toronto, CA (2 CEU)
October 29, 2015	“The Confusing (and Scary) World of Cements and Crowns: How to Match Material to Substrate for Optimum Results” Finesse Dental Lab. Cherry Hill, NJ (2 CEU)
November 11, 2015	“Overcoming the Challenges of Direct Composite Restorations to Optimize Clinical Results” Sage Dental. Boca Raton, FL (2 CEU)
November 18, 2015	“Overcoming the Challenges of Direct Composite Restorations to Optimize Clinical Results” Aspen Dental. Pittsburgh, PA (2 CEU)
December 2, 2015	“Overcoming the Challenges of Direct Composite Restorations to Optimize Clinical Results” Aspen Dental. Sarasota, FL (2 CEU)
February 6, 2016	“Overcoming the Challenges of Direct Composite Restorations to Optimize Clinical Results” Smile Brands. Herndon, VA (6 CEU)
February 12, 2016	“Overcoming the Challenges of Direct Composite Restorations to Optimize Clinical Results” Practice Management Specialists. Phoenix, AZ (6 CEU)
April 29, 2016	“The Keys to... Successful, Predictable, and Efficient Direct Posterior Composite Restorations” Henry Schein Dental Spring Festival. Pocono Manor, PA (2 CEU)
June 15, 2016	“Mythbusters – Local Anesthesia Edition” CDE World. Raleigh, NC (1 CEU)
June 29, 2016	“The Confusing (and Scary) World of Cements and Crowns: How to Match Material to Substrate for Optimum Results” Aspen Dental. Pittsburgh, PA (2 CEU)
August 11, 2016	“Good to Great – Updates and Advancements in Local Anesthesia to Improve Chairside Success” SiroWorld. Sponsored by Dentsply Sirona and Implant Seminars. Las Vegas, NV (1 CEU)

August 26, 2016	“Mythbusters – Local Anesthesia Edition” CDE World. Wilmington, DE (1 CEU)
October 21, 2016	“The Keys to... Successful, Predictable, and Efficient Direct Posterior Composite Restorations” Benco Dental, Preston’s Day of Friends. Clinton, NJ (4 CEU)
December 2, 2016	“Current Concepts for Successful, Predictable, and Efficient Direct Posterior Composite Restorations”, “The Confusing (and Scary) World of Cements and Crowns: How to match material to substrate for optimum results” Smile Exchange. Springfield, PA (4 CEU)
January 12, 2017	“The Keys to... Successful, Predictable, and Efficient Indirect Restorations” Metro Dental. Minneapolis, MN. (2 CEU)
January 21, 2017	“Road Map to Health Function and Esthetics: Improved Treatment Planning, Complex Medical Conditions, and Case Acceptance” Mint Dentistry. Houston, TX. (6 CEU)
January 28, 2017	“Road Map to Health Function and Esthetics: Improved Treatment Planning, Complex Medical Conditions, and Case Acceptance” Mint Dentistry. Dallas, TX. (6 CEU)
March 24, 2017	“Current Concepts for Successful, Predictable, and Efficient Direct Posterior Composite Restorations” Singing River Dentistry. Florence, AL. (3 CEU)
April 13, 2017	“Mythbusters – Local Anesthesia Edition” Dental Depot. Tulsa, OK. (2 CEU)
April 20, 2017	“Mythbusters – Local Anesthesia Edition” Dental Depot. Oklahoma City, OK. (2 CEU)
June 7, 2017	“Current Concepts for Successful, Predictable, and Efficient Direct Posterior Composite Restorations” and “The Keys to... Successful, Predictable, and Efficient Indirect Restorations” Gulf Coast Dental Conference. Sponsored by: Alabama Dental Association. Orange Beach, AL (6 CEU)
June 9, 2017	“Mythbusters – Local Anesthesia Edition” and “What’s in your Medical Emergency Kit and Why?” and “The Keys to... Successful, Predictable, and Efficient Indirect Restorations” Dentsply Sirona 360° Total Office CE Series. Dover, DE (6 CEU)
August 3-4, 2017	“Current Concepts in Direct Composites and Bonding Agents” and “The Single-Unit Crown Solution: Success Every Time, Over Time” University of Delaware Summer Symposium. Ocean City, MD (8 CEU)

CE Courses Given (for Premier Dental Products Company)

February 22, 2018	“Introduction to BioCoat” Update on New Products! Chicago MidWinter Dental Meeting. Chicago, IL (3 CEU)
September 21, 2018	“Mythbusters – Local Anesthesia Edition” and “What’s in your Medical Emergency Kit and Why?” Southeast Dental Society. Cape Girardeau, MO (6 CEU)
March 17, 2019	“Medical Emergencies in the Dental Office” Indian Dental Association of California. Cerritos, CA (3 CEU)
April 16, 2019	“Mythbusters – Local Anesthesia Edition” Middlesex County Dental Society. Edison, NJ (1 CEU)
May 17, 2019	“Mythbusters – Local Anesthesia Edition” and “What’s in your Medical Emergency Kit and Why?” Pennsylvania Dental Hygiene Association Northwest Component. Erie, PA (6 CEU)
September 10, 2019	“What’s in your Medical Emergency Kit and Why?” Omaha District Dental Society. Omaha, NE (1 CEU)
October 18, 2019	“Mythbusters – Local Anesthesia Edition” and “What’s in your Medical Emergency Kit and Why?” South Periodontics 13 th Annual Hygiene Symposium. Centralia, WA (3 CEU)
November 2, 2019	“Mythbusters – Local Anesthesia Edition” and “What’s in your Medical Emergency Kit and Why?” Southern Nevada Dental Hygiene Association. Las Vegas, NV (6 CEU)
February 8, 2020	“Mythbusters – Local Anesthesia Edition” and “What’s in your Medical Emergency Kit and Why?” University of Alabama School of Dentistry Alumni Weekend. Birmingham, AL (6 CEU)
February 20, 2020	“Ever Changing Products in Dentistry: What’s New, Updated & Beneficial” Chicago MidWinter Dental Meeting. Chicago, IL (3 CEU)
March 7, 2020	“What’s in your medical emergency kit and why?” Michigan Dental Assistants Association. Frankemuth, MI (3 CEU)
September 24-25, 2020	“What’s in your medical emergency kit and why?” Ontario Dental Hygienists Association. (Virtual) (2 CEU)
September 29, 2020	“Successful Crown & Bridge Restorations... From Preparation to Definitive Cementation” Sponsored by Henry Schein Dental. (Virtual)

June 18, 2021	“Local Anesthesia Update for 2021: Mythbusters Edition!” American Dental Hygienists Association Annual Meeting. Phoenix, AZ. (1.5 CEU)
November 5, 2021	“Local Anesthesia Update for 2021: Mythbusters Edition!” and “What’s in Your Medical Emergency Kit and Why?” Sponsored by Hygienists for Health & Dedicated Dental Hygiene. Reno, NV. (4 CEU)
January 14, 2022	“Local Anesthesia Update for 2021: Mythbusters Edition!” Pennsylvania Dental Hygiene Association (Virtual) (3 CEU)
February 24, 2022	“Premier X5 Sectional Matrix System” New Products Presentation. Chicago Mid-Winter Meeting. Chicago, IL (3 CEU)
March 4, 2022	“Local Anesthesia Update for 2021: Mythbusters Edition!” and “What’s in Your Medical Emergency Kit and Why?” Michigan Dental Seminars. Frankenmuth, MI (6 CEU)
May 15, 2022	“Local Anesthesia Update for 2021: Mythbusters Edition!” Pennsylvania Dental Hygiene Association Southwest Component. Pittsburgh, PA (3 CEU)
September 23, 2022	“Local Anesthesia Update for 2021: Mythbusters Edition!” Pennsylvania Dental Hygiene Association Northeast Component. (Virtual) (3 CEU)
October 28, 2022	“Local Anesthesia Update for 2021: Mythbusters Edition!” and “What’s in Your Medical Emergency Kit and Why?” West Liberty University Dental Hygiene Program. Triadelphia, WV (6 CEU)
November 12, 2022	“Local Anesthesia Update for 2021: Mythbusters Edition!” Pennsylvania Dental Hygiene Association Southeast Component. Feasterville, PA (3 CEU)
February 25, 2023	“What’s in Your Medical Emergency Kit and Why?” Delaware Dental Hygienists’ Association. Newark, DE (3 CEU)
March 4, 2023	“Local Anesthesia Update for 2023: Mythbusters Edition!” and “What’s in Your Medical Emergency Kit and Why?” Harcum College Dental Expo. Bryn Mawr, PA (6 CEU)
March 8, 2023	“What’s in Your Medical Emergency Kit and Why?” Pennsylvania Dental Hygienists’ Association. (Virtual) (3 CEU)
March 31, 2023	“Local Anesthesia Update for 2023: Mythbusters Edition!” and “What’s in Your Medical Emergency Kit and Why?” Beaver Valley Dental Association. Pittsburgh, PA (6 CEU)

Jason H. Goodchild, D.M.D.

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- April 21-22, 2023 “Local Anesthesia Update for 2023: Mythbusters Edition!” and
“What’s in Your Medical Emergency Kit and Why?”
Washington Dental Hygienists’ Association, 2023 Symposium
for Dental Professionals. (6 CEU)
- October 24, 2024 “Local Anesthesia Update for 2024: Mythbusters Edition!”
Humboldt-Del Norte Dental Society. (Virtual) (3 CEU)

Updated: 18 November 2024

JOSEPH S. KIM

769 Heartland Drive, Unit C • Sugar Grove, IL 60554 • tel (331) 444-1185 • drkim@halcyon.dental

LICENSES AND CERTIFICATIONS

BLS (CPR/AED) Healthcare Provider

ACLS Healthcare Provider

IV Conscious Sedation Permit
State of Illinois

Controlled Substances Permit
State of Illinois and DEA

Dentist License
State of Illinois, 019-025670

Dentist License
State of Michigan, 2901020601



PROFESSIONAL MEMBERSHIPS

2023 – PRESENT	PIERRE FAUCHARD ACADEMY	FELLOW
2019 – PRESENT	AMERICAN ACADEMY OF IMPLANT DENTISTRY	MEMBER
2012 – PRESENT	AMERICAN DENTAL SOCIETY OF ANESTHESIOLOGY	MEMBER
2008 – PRESENT	ACADEMY OF OSSEOINTEGRATION	MEMBER
2007 – 2012	NATIONAL ASSOCIATION OF DENTAL LABORATORIES	MEMBER
2003 – 2013	AMERICAN ACADEMY OF COSMETIC DENTISTRY	MEMBER
2000 – PRESENT	ACADEMY OF GENERAL DENTISTRY	FELLOW
1999 – PRESENT	INTERNATIONAL CONGRESS OF ORAL IMPLANTOLOGISTS	FELLOW
1998 – 2001	ALPHA OMEGA DENTAL FRATERNITY	MEMBER

PROFESSIONAL EXPERIENCE

BISCO, INC. <i>Clinical Advisor, Research and Development Department</i>	2023 - PRESENT Schaumburg, Illinois
HALCYON DENTAL, PLLC <i>Member</i>	2022 - PRESENT Aurora and Sugar Grove, Illinois
AMERICAN DENTAL SOCIETY OF ANESTHESIOLOGY <i>Illinois Representative to the Annual Session House of Delegates Meeting</i>	APRIL, 2020
BISCO, INC. <i>Independent Consultant</i>	2016 - 2022 Schaumburg, Illinois
HiOSSEN, LLC	2010 - PRESENT

<i>Course Director, Chicago, Atlanta, Michigan branch surgical implant program</i>	<i>Fairless Hills, PA</i>
MODERN IMPLANT INSTITUTE, LLC <i>Director, Continuing education provider</i>	2009 - PRESENT <i>Sugar Grove, Illinois</i>
ACADEMY OF GENERAL DENTISTRY <i>Peer Reviewer for General Dentistry Journal</i>	2008 - PRESENT <i>Chicago, Illinois</i>
PROSTHOTECH, LLC <i>Member</i>	2007 - PRESENT <i>Sugar Grove, Illinois</i>
MODERN DENTISTRY <i>Owner, General Dentist</i>	2002 – PRESENT <i>Yorkville, Illinois</i>
BROADWAY FAMILY DENTAL <i>Associate, General Dentist</i>	2001 - 2002 <i>Coal City, Illinois</i>

EDUCATION

JURIS DOCTOR <i>Northern Illinois University School of Law</i>	2010 - 2015 <i>DeKalb, Illinois</i>
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Cum Laude. Recipient of Dean's Excellence Scholarship.

DOCTOR OF DENTAL SURGERY <i>University of Michigan School of Dentistry</i>	1997 - 2001 <i>Ann Arbor, Michigan</i>
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Student Representative to the American Association of Dental Schools (1999-2001), Student Council member representing the American Dental Education Association (1999-2001), Editor of the Chi Chapter of Alpha Omega (1998-2000).

BACHELOR OF ARTS IN RELIGION <i>Andrews University</i>	1993 - 1997 <i>Berrien Springs, Michigan</i>
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Minor in Chemistry. Cum Laude, Presidential Scholar, Senator-at-Large (1996-1997), Chairman of Student Association Finance Committee (1996-1997), Residential Senator (1994-1995), Editor of Honors Newsletter (1993-1995).

COLLEGE PREPARATORY DIPLOMA <i>Andrews Academy</i>	1989 - 1993 <i>Berrien Springs, Michigan</i>
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Student Association President (1992-1993), Chairman of the Student Council (1992-1993), National Merit Finalist, Member of the National Honors Society

PUBLICATIONS AND PRESENTATIONS

PRACTICE GROWTH WITH DENTAL IMPLANTS <i>HiOssen AIC</i>	JUNE, 2023 <i>Atlanta, Georgia</i>
NEXT GENERATION CEMENTS IN PRACTICE	APRIL, 2023

<i>Viva Learning CE</i>	<i>Austin, Texas</i>
PREDICTABLE IMPLANT PROSTHETICS <i>Modern Implant Institute Study Club</i>	AUGUST, 2021 <i>Sugar Grove, Illinois</i>
TISSUE LEVEL IMPLANTS <i>Modern Implant Institute Study Club</i>	JUNE, 2021 <i>Sugar Grove, Illinois</i>
IMPLANT COMPLICATIONS <i>Modern Implant Institute Study Club</i>	APRIL, 2021 <i>Sugar Grove, Illinois</i>
AIC MASTER PROSTHETICS COURSE: PROSTHETIC COMPLICATIONS <i>HiOssen AIC</i>	NOVEMBER, 2019 <i>Atlanta, Georgia</i>
AIC MASTER PROSTHETICS COURSE: ABUTMENT SELECTION <i>HiOssen AIC</i>	NOVEMBER, 2019 <i>Atlanta, Georgia</i>
MINI DENTAL IMPLANTS <i>Korean Dental Association</i>	NOVEMBER, 2019 <i>Atlanta, Georgia</i>
GUIDED BONE REGENERATION <i>HiOssen AIC</i>	NOVEMBER, 2019 <i>Atlanta, Georgia</i>
AIC MASTER PROSTHETICS COURSE: DIGITAL DENTISTRY <i>HiOssen AIC</i>	OCTOBER, 2019 <i>Atlanta, Georgia</i>
AIC MASTER PROSTHETICS COURSE: PROSTHETIC PLANNING <i>HiOssen AIC</i>	OCTOBER, 2019 <i>Atlanta, Georgia</i>
MINI DENTAL IMPLANTS <i>HiOssen AIC Study Club</i>	AUGUST, 2019 <i>Rolling Meadows, Illinois</i>
SINUS GRAFTING <i>HiOssen AIC</i>	MAY, AUGUST, 2019 <i>Rolling Meadows, Illinois</i>
IMPLANT COMPLICATIONS <i>HiOssen AIC Study Club</i>	MAY, 2019 <i>Rolling Meadows, Illinois</i>
GUIDED SURGERY <i>HiOssen AIC</i>	MAY, JULY, 2019 <i>Rolling Meadows, Illinois</i>
ADVANCED IMPLANT SURGERY <i>HiOssen AIC</i>	MAY, 2018 <i>Oakbrook, Illinois</i>
COMPUTER AIDED GUIDED SURGERY <i>HiOssen AIC</i>	APRIL, JUNE, SEPT, OCT, NOV, 2018 <i>Oakbrook, Illinois</i>
KIT-BASED SINUS GRAFTING <i>HiOssen AIC</i>	MARCH, 2018 <i>Oakbrook, Illinois</i>
OPTIMIZING IMPLANT ESTHETICS WITH RESIN CEMENTS <i>Compendium, Volume 3, Special Issue 2</i>	AUGUST, 2017 <i>Aegis Communications</i>
ESTHETIC IMPLANT THERAPY <i>HiOssen AIC</i>	JUNE, 2017 <i>Atlanta, Georgia</i>

ADVANCED PROSTHETIC CONCEPTS <i>HiOssen AIC</i>	JUNE, 2017 <i>Atlanta, Georgia</i>
FULL ARCH IMPLANT THERAPY <i>Northern Illinois Academy of General Dentistry</i>	OCTOBER, 2016 <i>Rockford, Illinois</i>
TISSUE LEVEL IMPLANTS <i>HiOssen AIC Study Club</i>	DECEMBER, 2015 <i>Rolling Meadows, Illinois</i>
IMMEDIATE IMPLANT PLACEMENT <i>HiOssen AIC Study Club</i>	NOVEMBER, 2015 <i>Atlanta, Georgia</i>
SMALL DIAMETER IMPLANTS <i>HiOssen AIC Study Club</i>	OCTOBER, 2015 <i>Rolling Meadows, Illinois</i>
REAL WORLD IMPLANT DENTISTRY <i>Illinois Academy of General Dentistry</i>	SEPTEMBER, 2015 <i>Wheeling, Illinois</i>
HOW TO ACHIEVE A SIMPLER BOND WITH BISCO'S ECEMENT™ <i>Dental Products Report, 2013-11</i>	NOVEMBER, 2013 <i>Advanstar Communications</i>
CLINICAL BENEFITS OF SINGLE-BOTTLE UNIVERSAL ADHESIVE <i>Inside Dentistry, Volume 9, Issue 5</i>	MAY, 2013 <i>AEGIS Communications</i>
INTERMEDIATE CONCEPTS IN IMPLANT DENTISTRY <i>HiOssen AIC</i>	2012-PRESENT <i>Rolling Meadows, Illinois</i>
BASIC IMPLANT COURSE <i>HiOssen AIC</i>	2010-PRESENT <i>Oak Brook, Illinois, Detroit, Michigan, Atlanta, Georgia</i>
IMPLANT SURGERY AND RESTORATION FOR THE GENERAL PRACTITIONER <i>Modern Implant Institute and GC America</i>	2009-2011 <i>Sugar Grove, Illinois</i>
THE PRE-DENTAL GUIDE <i>Writers Club Press</i>	2001
THERMAL EFFECTS OF AIR ABRASION ON ENAMEL ANALOGS, IN VITRO. <i>Student Research Program, University of Michigan at Ann Arbor</i>	2000 - 2001

CONTINUING DENTAL EDUCATION

ICOI WORLD CONGRESS 2022 <i>International Congress of Oral Implantologists</i>	NOVEMBER, 2022 <i>Las Vegas, Nevada</i>
AAID 2022 ANNUAL CONFERENCE ZERO IN ON ZERO COMPLICATIONS <i>American Academy of Implant Dentistry</i>	SEPTEMBER, 2022 <i>Virtual</i>
AO 2022 ANNUAL MEETING IMPLANT DENTISTRY FOR ALL <i>Academy of Osseointegration</i>	FEBRUARY, 2022 <i>San Diego, California</i>
AO 36TH VIRTUAL ANNUAL MEETING GAME CHANGERS	MARCH, 2021

<i>Academy of Osseointegration</i>	<i>Virtual</i>
ADSA VIRTUAL ANNUAL MEETING <i>American Dental Society of Anesthesiology</i>	DECEMBER, 2020 <i>Virtual</i>
AAID 69 TH ANNUAL CONFERENCE AAID VIRTUAL EXPERIENCE: LOOKING AT SUCCESS MOVING TO CONSENSUS <i>American Academy of Implant Dentistry</i>	NOVEMBER, 2020 <i>Virtual</i>
PHARMACOLOGY AND SAFETY ASSESSMENT REVIEW OF VARIOUS SEDATION TECHNIQUES <i>American Dental Society of Anesthesiology</i>	NOVEMBER, 2019 <i>Oak Brook, Illinois</i>
AAID 68 TH ANNUAL CONFERENCE SYNERGY AND SUCCESS: EXCELLENCE IN IMPLANT DENTISTRY <i>American Academy of Implant Dentistry</i>	OCTOBER, 2019 <i>Las Vegas, Nevada</i>
DENTALXP IMPLANT FELLOWSHIP PROGRAM <i>New York University Linhart Continuing Education Program</i>	MAY, 2019 <i>New York City, New York</i>
THE 12 TH BIENNIAL RAMFJORD SYMPOSIUM TECHNOLOGY AND DIGITAL REVOLUTION FOR PERIODONTAL AND IMPLANT THERAPY <i>University of Michigan School of Dentistry</i>	JUNE, 2018 <i>Ann Arbor, Michigan</i>
AO 2018 ANNUAL MEETING INSPIRING IMAGINATION – ENHANCING HEALTH <i>Academy of Osseointegration</i>	MARCH, 2018 <i>Los Angeles, California</i>
SAFE AND EFFECTIVE DELIVERY OF MINIMAL AND MODERATE SEDATION OF DENTAL PATIENTS BY INHALATION, ENTERAL, AND PARENTERAL ROUTES OF ADMINISTRATION <i>American Dental Society of Anesthesiology</i>	DECEMBER, 2017 <i>Chicago, Illinois</i>
AO 2017 ANNUAL MEETING GOOD TO GREAT: MAKING EXCELLENCE A CLINICAL REALITY <i>Academy of Osseointegration</i>	MARCH, 2017 <i>Orlando, Florida</i>
THE 11 TH RAMFJORD SYMPOSIUM A TEAM APPROACH FOR SUCCESSFUL COMPREHENSIVE PATIENT CARE <i>University of Michigan School of Dentistry</i>	JUNE, 2016 <i>Ann Arbor, Michigan</i>
REDUCING OFFICE-BASED ANESTHESIA MORBIDITY: A COMPLETE REVIEW <i>American Dental Society of Anesthesiology</i>	NOVEMBER, 2015 <i>Oak Brook, Illinois</i>
ICOI SUMMER IMPLANT PROSTHETIC SYMPOSIUM <i>International Congress of Oral Implantologists</i>	AUGUST, 2014 <i>Chicago, Illinois</i>
A-PRF, I-PRF & PHLEBOTOMY <i>Miami Implants Live</i>	NOVEMBER, 2014 <i>Boca Raton, Florida</i>
MEDICAL EVALUATION, PATIENT MANAGEMENT AND CONTENTIOUS ISSUES <i>American Dental Society of Anesthesiology</i>	NOVEMBER, 2014 <i>Oak Brook, Illinois</i>
ICOI SUMMER IMPLANT PROSTHETIC SYMPOSIUM <i>International Congress of Oral Implantologists</i>	AUGUST, 2014 <i>Chicago, Illinois</i>
IV SEDATION UPDATE	MAY, 2014

<i>Dental Organization for Conscious Sedation</i>	<i>Chicago, Illinois</i>
SPECTRUM DAY 2014 <i>Aesthetic Design & Implant Academy</i>	FEBRUARY, 2014 <i>Chicago, Illinois</i>
OFFICE-BASED ANESTHESIA FOR DENTISTRY: PITFALLS, PROBLEMS AND SOLUTIONS <i>American Dental Society of Anesthesiology</i>	NOVEMBER, 2013 <i>Oak Brook, Illinois</i>
ICOI WORLD CONGRESS XXIX <i>International Congress of Oral Implantologists</i>	SEPTEMBER, 2012 <i>Orlando, Florida</i>
JOURNEY TO REMEMBER <i>Tatum Institute International</i>	APRIL, 2012 <i>Normandy, France</i>
AAOMS DENTAL IMPLANT CONFERENCE 2011 <i>International Congress of Oral Implantologists</i>	DECEMBER, 2011 <i>Chicago, Illinois</i>
ICOI WORLD CONGRESS XXVIII <i>International Congress of Oral Implantologists</i>	SEPTEMBER, 2011 <i>Las Vegas, Nevada</i>
ICOI WORLD CONGRESS XXVII <i>International Congress of Oral Implantologists</i>	AUGUST, 2010 <i>Hamburg, Germany</i>
AO 2010 ANNUAL MEETING THE FORMULA FOR PREDICTABLE IMPLANT SUCCESS <i>Academy of Osseointegration</i>	MARCH, 2010 <i>Orlando, Florida</i>
IFED 6TH WORLD CONGRESS PASSION, ESTHETICS, & NEW TECHNOLOGY: THE FUTURE OF DENTISTRY <i>International Federation of Esthetic Dentistry</i>	AUGUST, 2009 <i>Las Vegas, Nevada</i>
AO 2009 ANNUAL MEETING A NEW WAVE IN IMPLANT THERAPY <i>Academy of Osseointegration</i>	FEBRUARY, 2009 <i>San Diego, California</i>
AGD 2008 ANNUAL MEETING <i>Academy of General Dentistry</i>	JULY, 2008 <i>Orlando, Florida</i>
ESTHETIC TOOTH REPOSITIONING <i>Dentsply International</i>	APRIL, 2008 <i>Chicago, Illinois</i>
INTRODUCING SLEEP MEDICINE INTO YOUR DENTAL PRACTICE <i>Dental Arts Laboratories, Inc.</i>	MARCH, 2008 <i>Northbrook, Illinois</i>
ADVANCED IMPLANT THERAPY <i>University of California at Los Angeles School of Dentistry</i>	OCTOBER, 2006 <i>Los Angeles, California</i>
PRÉSERVER L'OS CRESTAL PRÉ-IMPLANTAIRE. CONDITIONS DE MISE EN CHARGE. <i>Societe d'Implantologie Orale et de Prothese Appliquee</i>	AUGUST, 2006 <i>Paris, France</i>
2006 SEDATION / ANESTHESIOLOGY UPDATE <i>UIC College of Dentistry</i>	MAY, 2006 <i>Chicago, Illinois</i>
WHY GOOD ROOT CANALS GO BAND AND HOW YOU CAN PREVENT IT	MAY, 2006

<i>UIC College of Dentistry</i>	<i>Chicago, Illinois</i>
INTERCEPTIVE AND ADVANCED ORTHODONTICS <i>Rondeau Seminars</i>	2005-2006 <i>Halifax, Nova Scotia</i>
ICOI 8 TH ANNUAL IMPLANT PROSTHODONTIC SYMPOSIUM <i>International Congress of Oral Implantologists</i>	AUGUST, 2005 <i>Chicago, Illinois</i>
SURGICAL AND PROSTHETIC IMPLANT TREATMENT <i>UIC College of Dentistry</i>	APRIL, 2005 <i>Chicago, Illinois</i>
SIMPLIFYING THE AESTHETIC MAKEOVER <i>Golden Study Group</i>	DECEMBER, 2004 <i>Lisle, Illinois</i>
ORAL SURGERY MADE EASY <i>Illinois Academy of General Dentistry</i>	NOVEMBER, 2004 <i>Edwardsville, Illinois</i>
OCCCLUSION AT THE BASIS OF DENTAL HEALTH <i>Northern Illinois Academy of General Dentistry</i>	OCTOBER, 2004 <i>Rockford, Illinois</i>
CROWN LENGTHENING SKILLS <i>Perio Institute</i>	APRIL, 2004 <i>Oakbrook Terrace, Illinois</i>
ICOI 6 TH ANNUAL IMPLANT PROSTHODONTIC SYMPOSIUM <i>International Congress of Oral Implantologists</i>	JUNE, 2003 <i>Orlando, Florida</i>
STERI-OSS IMPLANT SURGICAL AND PROSTHETIC TRAINING <i>Nobel Biocare</i>	2002 <i>Yorba Linda, California</i>
3I IMPLANT SURGICAL CERTIFICATION <i>Nova Southeastern University College of Dental Medicine</i>	NOVEMBER, 2002 <i>Ft. Lauderdale-Davie, Florida</i>
PROVIDER COURSE IN IV SEDATION <i>University of Illinois at Chicago</i>	2002 <i>Chicago, Illinois</i>

OTHER EXPERIENCE

NORTH AURORA SEVENTH DAY ADVENTIST CHURCH <i>Elder, Head Elder, Sabbath School Superintendent</i>	2005 - PRESENT <i>North Aurora, Illinois</i>
THE MEAN REDS <i>Lead Singer, Rhythm Guitarist</i>	1993-2001 <i>Ann Arbor, Michigan</i>

OTHER INFORMATION

Place of Birth:	Kansas
Spouse:	Sara Kim, BSN, JD, DNP
Children:	Solomon, Moses, Hannah

Hobbies: Biblical research and study, ancient near east mythology and religions, composing and playing music, politics, target shooting, movies

Dental Interests: Implantology, prosthodontics

Patents: US 7,762,530 – Cable Puller

Nancy J. Magone, DMD

16908 Hardy Road

Mount Airy, MD 21771

443-745-3536

magonedental@verizon.net**EDUCATION**

University of Pittsburgh: 1988-1992 DMD
Pittsburgh, PA

Veteran's Administration: 1993 GPR
Martinsburg, WV

Metro Health Hospital: 1991 Oral Surgery Externship
Cleveland, OH

University of Pittsburgh: 1990-1992 Conscious Sedation Certification
Pittsburgh, PA

Montefiore Hospital: 1990 St. George Oral Cancer Fellowship
Pittsburgh, PA

PRACTICE EXPERIENCE

Dental Center: 2000-present
Mount Airy, MD

Amber Dental Center: 1995-2000
Frederick, MD

PROFESSIONAL AFFILIATIONS

American Dental Society of Anesthesiology:
Maryland President: 2012-present
Maryland Secretary: 2020 – present
Maryland Delegate

American Dental Association

Academy General Dentistry

Academy of Cosmetic Dentistry

CERTIFICATIONS

Advanced Cardiac Life Support

Basic Life Support Instructor

PRESENTATIONS

2021. Techniques of Administering Local Anesthesia. Frederick Health Hospital Emergency Department, Frederick, MD.

2019. Dangers of Opioid Abuse in Teenagers. HOCO Free Conference, Columbia, MD.

2019. Dangers of Opioid Abuse in Teenagers and their Families. Mon Valley Youth and Teen Association Conference, Somerset PA

PUBLIC SERVICE

Mount Airy Youth Athletic Association:

Executive Board

Commissioner

Coach

St. Michael's RC Church:

Religious Education Instructor

Mon. Valley Youth and Teen Assoc:

Medical Director

Activity Coordinator

James Alexander Phero, D.D.S., M.D.
Curriculum Vitae



PERSONAL ADDRESS:

7236 Hamilton Hills Dr., Cincinnati, Ohio 45244
 E-mail: pheroja@gmail.com
 Phone: (513) 477-9077

PROFESSIONAL ADDRESS:

200 Albert Sabin Way ML#0461, Room 2222, Cincinnati, Ohio 45219
 E-mail: pheroja@ucmail.uc.edu
 Phone: (513) 584-2586

ACADEMIC APPOINTMENT:

Assistant Professor of Surgery
 Division of Oral and Maxillofacial Surgery
 College of Medicine, University of Cincinnati
 Cincinnati, Ohio
 7/2019- present

Education:

Miami University
 Oxford, Ohio
 Summa Cum Laude, University Honors with Distinction
 Bachelor of Science Zoology,
 Graduation: 5/2009

University of North Carolina School of Dentistry,
 Chapel Hill, North Carolina
 Doctor of Dental Surgery with Distinction
 Graduation: 5/2013

University of North Carolina School of Medicine
 Chapel Hill, North Carolina
 Doctor of Medicine
 Graduation: 12/2015

James A Phero Curriculum Vitae

University of North Carolina Oral and Maxillofacial Surgery Resident

Chapel Hill, North Carolina

Start Date: 7/2013

Completion: 6/2019

Honors / Awards:

- Eagle Scout Award, Boy Scouts of America, 2003
- Sidney W. Souers Scholarship, Miami University, 2005
- Paul Hinkle Scholarship, Miami University, 2000
- Paul R. Gaylord Memorial Pre-Dental Scholarship, Miami University, 2007
- Joseph A. Culler Prize in Physics, Miami University, 2008
- Dental Scholarship, University of North Carolina School of Dentistry, 2009
- James Bawden Student Research Award, University of North Carolina School of Dentistry, March 2012
- Fry Family International Rotation Award, University of North Carolina School of Dentistry, May 2012
- Richard C. Rice Scholars Award, International College of Dentistry, January 2013
- AAOMS Resident Research Award, October 2017
- ADSA Morton Rosenberg Emerging Scholar Award, February 2021

Professional / Academic Organizations:

- Phi Beta Kappa, 2009-present
- Phi Kappa Phi, 2009-present
- American Dental Association, 2009-present
- American Association of Oral and Maxillofacial Surgeons, 2013-present
- American College of Oral and Maxillofacial Surgeons, 2015- present
- American Medical Association, 2018-present
- Cincinnati Dental Society, 2019-present
- Ohio Dental Association, 2019- present
- American Dental Society of Anesthesiology, 2019-present
- Ohio Dental Society of Anesthesiology, 2019-present
- Cincinnati Society of Oral and Maxillofacial Surgeons, 2019-present

Publications:

- **Phero, James A.**, "How to Dissect a Cat: A Video Tutorial", Honors Thesis Miami University, Oxford, Ohio, 2009 - DVD video text used by Miami University comparative anatomy students
- Bradshaw S, **Phero JA**, White R, Phillips C: Quality of Life Outcomes, Pericoronitis Symptoms, and Third Molar Removal. Journal Dental Research, Abstract 550, 2012

James A Phero Curriculum Vitae

- Bradshaw S, Faulk J, Blakey G, Phillips C, **Phero J**, White R, "Quality of Life Outcomes after Third Molar Removal in Subjects with Minor Symptoms of Pericoronitis." *Journal of Oral and Maxillofacial Surgery* 70.11 (2012): 2494-500. Print.
- White RP, Fisher E, Magraw C, **Phero JA**, Abdelbaky O, Sherwood C, and Nelson B. "Special Contribution: Third Molar Clinical Trials Annotated Bibliography." *Journal of Oral and Maxillofacial Surgery* 74.1 (2016): 4-12. Print
- **Phero JA**, Nelson B, Davis B, Dunlop N, Phillips C, Reside G, Tikunov A, and White RP. "Buffered Versus Non-Buffered Lidocaine With Epinephrine for Mandibular Nerve Block: Clinical Outcomes." *Journal of Oral and Maxillofacial Surgery* 75.1 (2017): 688-693. Print
- **Phero JA**, Warren V, Fisher AG, Rivera EM, Saha PT, Reside GJ, Phillips C, White RP. "Buffered 1% Lidocaine with Epinephrine Can Be As Effective As Non-Buffered 2% Lidocaine with Epinephrine for Maxillary Field Block." *Journal of Oral and Maxillofacial Surgery* 75.10 (2017): 2071-2075. Print
- Hechler, BL, **Phero, JA**, Van Mater H, Matthews NS. "Ultrasound Versus Magnetic Resonance Imaging of the Temporomandibular Joint in Juvenile Idiopathic Arthritis: A Systematic Review." *International Journal of Oral and Maxillofacial Surgery* (August 2017). Print
- Peters TM, **Phero JA**, Golden BA, Curran AE. "A Biphasic Sessile Mass of the Buccal Mucosa." *Oral Surgery, Oral Medicine, Oral Pathology, Oral Radiology* (August 2019). Online
- **Phero JA**, Hannan E, Padilla R, Turvey TA. "Ectopic Salivary tissue of the mandibular condyle: A case report and review of the literature." *Oral and Maxillofacial Surgery Cases* 6.3 (2020): Online
- Broccoli N, Rechtin M, Krishnan DG, **Phero JA**. "Step-by-Step: Skin Grafting". *Journal of Oral and Maxillofacial Surgery*. 2020 Oct;78(10)
- Rechtin M, Broccoli N, Krishnan DG, **Phero JA**. "Review Use of Tisseel, a Fibrin Sealant, for Particulate Graft Stabilization". *Journal of Oral and Maxillofacial Surgery*. 2020 Oct;78(10)
- **Phero JA**, Christensen BJ, Montgomery T. "Score Module: Medical Assessment of the Surgical Patient: Gastrointestinal and Genitourinary Systems". Winter 2021.
- Johnston DT, **Phero JA**, Hechler BL. "Necessity of antibiotics in the management of surgically treated mandibular osteomyelitis: A systematic review". *Oral Surgery, Oral Medicine, Oral Pathology, Oral Radiology*. 2022
- Rabinowitz YA, Hooker KJ, Hanseman DJ, Khan MD, Mclaurin WS, Krishnan DG, Vossler A, Rambhatla R, **Phero JA**. "What happens to full mouth extraction patients? A retrospective

James A Phero Curriculum Vitae

review of patient mortality at an academic medical center”.

Journal of Oral and Maxillofacial Surgery. 2022

- “Utility and costs during the initial one-year of 3D printing in an academic hospital”. *Journal of the American College of Radiology*. 2022

Presentations/Courses/Workshops:

- Presenter: AAOMS Annual Meeting Oral Abstract: “A comparison of buffered and non-buffered 2% lidocaine with epinephrine, a pilot study.” Las Vegas, Nevada, 9/2016
- Presenter: AAOMS Annual Meeting Oral Abstract: “Buffered 1% lidocaine with epinephrine can be as effective as non-buffered 2% lidocaine with epinephrine for maxillary field block.” San Francisco, California, 10/2017
- Instructor: Ohio Dental Society of Anesthesiology Annual Meeting: Team Medical Emergency Simulation Workshop. Cincinnati, Ohio 10/2019
- Instructor: ADSA Las Vegas Meeting: Medical emergency simulation course. Las Vegas, Nevada 02/2020
- Instructor: Anesthesiology Department, University of Cincinnati Medical Center, American Heart Association Basic Life Support and Advanced Cardiac Life support Team Certification Workshops. Cincinnati, Ohio, Monthly 9/2019-present
- Presenter: Keeley Dental Society Annual Meeting: “Buffered lidocaine for local anesthesia, what’s next for dentistry?”. Cincinnati, Ohio 10/2020
- Presenter: ACOMS Anywhere Lectures: “Local anesthesia: advances and updates”. Online 10/2020
- Presenter: ADSA Las Vegas Meeting: “Contemporary Advancements in Team Based Emergency Training”. Online 02/2021
- Presenter: Ohio Dental Society of Anesthesiology Annual meeting: “Team Based Training In Medical Emergencies”. Cincinnati, Ohio 8/2021
- Instructor: Ohio Dental Society of Anesthesiology Annual Meeting: Team Medical Emergency Simulation Workshop. Cincinnati, Ohio 8/2021
- Instructor: ADSA Las Vegas Meeting: Medical emergency simulation course. Las Vegas, Nevada 02/2022
- Presenter: ADSA Las Vegas Meeting: “Pediatric Local Anesthesia Considerations in Today’s Practice.” Las Vegas, Nevada 02/2022
- Presenter: ADSA Las Vegas Meeting: “Optimizing Local Anesthesia: Classic and New Considerations.” Las Vegas, Nevada 02/2022
- Presenter: ADSA Las Vegas Meeting: “Office Emergency Preparedness and Does AHA Certification Fit Into Our Practice?” Las Vegas, Nevada 02/2022

James A Phero Curriculum Vitae

- Presenter: ADSA Annual Meeting: “Recognizing and Managing Medical Emergencies.” Phoenix, Arizona 04/2022
- Presenter: ADSA Annual Meeting: “Sedation Equipment and Monitors, What’s With All the Beeping?.” Phoenix, Arizona 04/2022
- Presenter: ADSA Annual Meeting: “Recovery and Discharge”. Phoenix, Arizona 04/2022
- Reviewer: Journal of Oral and Maxillofacial Surgery. 2019-Present

Leadership

- Medical Student Preceptor: University of Cincinnati Division of Oral and Maxillofacial Surgery. 2021-present
- Ohio Delegate: American Dental Society of Anesthesiology. 2022-present
- Nominating Committee: Ohio Society of Oral and Maxillofacial Surgeons. 2022-present

Certifications

- American Heart Association Basic Life Support Instructor. 2019-present
- American Heart Association Advanced Cardiac Life Support instructor. 2019-present
- American Heart Association Pediatric Advanced Life Support Instructor. 2020-present
- Diplomate: American Board of Oral and Maxillofacial Surgeons. 9/1/2021

Gregory E. Strull, D.M.D.

4122 Shelbyville Rd, Suite A
 Louisville, KY 40207
 Phone: (502) 896-4401, Mobile: (502) 649-4780
 Email: drgreg@strulloralsurgery.com

Education**The Brooklyn Hospital Center/Mount Sinai Health System, Brooklyn, NY**

- **Chief Resident**, Oral & Maxillofacial Surgery (1995-1996)
- **Resident**, Oral & Maxillofacial Surgery (1992-1996)

Wyckoff Heights Medical Center/Weill Cornell Medical College, Brooklyn, NY

- **Chief Resident**, General Practice Residency/Junior Fellowship, Oral & Maxillofacial Surgery (1991-1992)

Interfaith Medical Center, Brooklyn, NY

- **General Practice Residency** (1990-1991)

University of Louisville School of Dentistry

- **Doctor of Dental Medicine (D.M.D.)** (1986-1990)

University of Louisville (1983-1986)

Tulane University (1983-1985)

Professional Experience**Private Practice, Oral & Maxillofacial Surgery**

Louisville, KY and Seymour, IN (1996-Present)

- Manage complex surgical cases, including dental implants, corrective jaw surgery, and facial trauma care.
- Foster patient safety and maintain compliance with evolving standards in oral healthcare.
- Lead operations and strategic initiatives for a successful oral surgery practice.
- Prioritize advancements in patient safety and integrate cutting-edge technologies into practice.

GE Strull, LLC, President (2016-Present)

- Lead operations for reviews of dental insurance claims, focusing on compliance
- Lead operations focusing on fraud, waste and abuse prevention

HealthCare Excel, Lead Dental Reviewer of Fraud, Waste & Abuse (2014-2016)

- Conducted comprehensive reviews of dental practices, focusing on compliance and fraud prevention.
- Provided subject matter expertise for dental review software development.

Oral & Maxillofacial Surgery National Insurance Company (OMSNIC), Advisory Committee (2004-2005)

- Advised on national-level patient safety programs and risk management strategies.

Professional Leadership & Organizations

- **American Dental Society of Anesthesiology** (1991-Present)
- **Kentucky Dental Society of Anesthesiology** (1996-Present)
- **American Association of Oral & Maxillofacial Surgeons** (1996-Present)
- **Kentucky Society of Oral & Maxillofacial Surgeons** (1996-Present)
 - President (2001-2003, 2013-2015)
 - Continuing Education Chair (2003-2013)
 - Executive Board Member (1997-2017, 2024-present)
- **Indiana Society of Oral & Maxillofacial Surgeons** (1996-Present)
- **Southeastern Society of Oral & Maxillofacial Surgeons** (1997-Present)
- **Louisville Society of Oral & Maxillofacial Surgeons** (1996-Present)
- **American Dental Association** (1987-Present)
- **Alpha Omega Dental Fraternity** (1986-Present)
 - President (Multiple Terms)

Licenses & Certifications

- Licensed in Kentucky (1990-Present)
- Licensed in Indiana (1991-Present)
- National Board of Dental Anesthesiology (2001-Present)

Hospital Appointments

- **Jewish Hospital**, Louisville, KY
 - **Norton Hospital**, Louisville, KY
 - **Clark Memorial Hospital**, Jeffersonville, IN
 - **Norton Suburban Hospital**, Louisville, KY
 - **Baptist Hospital East**, Louisville, KY
 - **Kosair Children's Hospital**, Louisville, KY
-

Publications

- "Tuberculosis: Diagnosis and Treatment of Resurgent Disease," *Journal of Oral & Maxillofacial Surgery*, November 1995.
 - "Singultus: A Distressing Postsurgical Complication," *Journal of Oral & Maxillofacial Surgery*, June 1995.
-

Key Highlights

- Over 25 years of surgical excellence in private practice.
 - Leadership in professional organizations, focusing on continuing education and patient safety.
 - Extensive experience in risk management, compliance, and fraud prevention within dental care.
-

2025 Reference Committee

ADSA

Proposed Budget 2026

	Proposed 2026
Income	
105 — AP - Allen Press Sales	48,000.00
302 — Dues & Fees	750,000.00
307 — Annual Session	180,000.00
382 — Online Video Income	350,000.00
383 — Chicago Meeting Income	325,000.00
387 — Las Vegas Meeting Income	850,000.00
Total Income	2,503,000.00
Expense	
509 — Health Insurance	75,000.00
510 — Salaries - Central Office	577,500.00
541 — Postage - Central Office	5,000.00
556 — Accountant Fees	7,500.00
572 — Rent - Central Office	65,000.00
576 — Central Office Equipment	15,000.00
585 — IT/Phone	18,000.00
644 — Anesthesia Progress	245,000.00
650 — Pulse Publication	8,000.00
651 — Advertising/Marketing	32,000.00
700 — Annual Meeting Expense	250,000.00
770 — Board Meetings	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
890 — Travel to Special Meetings	3,000.00
Total Expense	2,371,000.00
Net Income	132,000.00

ADSA
Balance Sheet
As of February 4, 2025

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts	
ADSA Reserves	1,657,572.81
Checking	472,656.56
Total Bank Accounts	<u>\$ 2,130,229.37</u>
Total Current Assets	<u>\$ 2,130,229.37</u>
TOTAL ASSETS	<u>\$ 2,130,229.37</u>
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	0.00
Total Accounts Payable	<u>\$ 0.00</u>
Total Current Liabilities	<u>\$ 0.00</u>
Total Liabilities	<u>\$ 0.00</u>
Equity	
Prepaid Insurance	6,036.68
Opening Balance Equity	2,087,030.39
Retained Earnings	
Net Income	37,162.30
Total Equity	<u>\$ 2,130,229.37</u>
TOTAL LIABILITIES AND EQUITY	<u>\$ 2,130,229.37</u>

Tuesday, Feb 04, 2025 01:00:58 PM GMT-8 - Accrual Basis

ADSA

Profit and Loss vs. Actual

July 1, 2024 through February 2, 2025

	Jul '24 - Jun '25	2025 Budget	Proposed 2026	\$ Over Budget	% of Budget
Income					
105 — AP - Allen Press Sales	0.00	40,000.00	48,000.00	-40,000.00	0.0%
302 — Dues & Fees	632,378.00	675,000.00	750,000.00	-42,622.00	93.7%
307 — Annual Session	104,490.00	180,000.00	180,000.00	0.00	0.0%
382 — Online Video Income	205,456.00	300,000.00	350,000.00	-94,544.00	68.5%
383 — Chicago Meeting Income	327,140.00	300,000.00	325,000.00	27,140.00	109.0%
387 — Las Vegas Meeting Income	528,240.00	850,000.00	850,000.00	-321,760.00	62.1%
Total Income	1,797,704.00	2,345,000.00	2,503,000.00	-547,296.00	76.7%
Expense					
509 — Health Insurance	38,701.68	55,000.00	75,000.00	-16,298.32	70.4%
510 — Salaries - Central Office	394,134.96	550,000.00	577,500.00	-155,865.04	71.7%
541 — Postage - Central Office	2,345.73	3,500.00	5,000.00	-1,154.27	67.0%
556 — Accountant Fees	7,500.00	7,500.00	7,500.00	0.00	100.0%
572 — Rent - Central Office	55,432.55	58,000.00	65,000.00	-2,567.45	95.6%
576 — Central Office Equipment	12,536.44	10,500.00	15,000.00	2,036.44	119.4%
585 — IT/Phone	15,295.91	13,000.00	18,000.00	2,295.91	117.7%
644 — Anesthesia Progress	177,425.95	185,000.00	245,000.00	-7,574.05	95.9%
650 — Pulse Publication	3,750.00	24,000.00	8,000.00	-20,250.00	15.6%
651 — Advertising/Marketing	29,618.75	36,000.00	32,000.00	-6,381.25	82.3%
700 — Annual Meeting Expense	179,877.12	250,000.00	250,000.00	-70,122.88	72.0%
770 — Board Meetings	31,697.03	48,000.00	50,000.00	-16,302.97	66.0%
817 — Chicago Meeting Expense	289,670.76	212,000.00	285,000.00	77,670.76	136.6%
820 — Online Video Expense	24,637.50	45,000.00	85,000.00	-20,362.50	54.8%
824 — Las Vegas Meeting Expense	496,852.45	750,000.00	650,000.00	-253,147.55	66.2%
890 — Travel to Special Meetings	1,064.87	5,000.00	3,000.00	-3,935.13	21.3%
Total Expense	1,760,541.70	2,252,500.00	2,371,000.00	-491,958.30	78.2%
Net Income	37,162.30	92,500.00	132,000.00	-55,337.70	40.2%

Constitution and Bylaws

American Dental Society of Anesthesiology

effective date:
April 2015

amended:
March 2024

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Certificate of Incorporation

Certificate Number 7545

State of Illinois
Office of the Secretary of State

To all to whom these Presents Shall Come, Greeting:

Whereas, Articles of Incorporation duly signed and verified of the American Dental Society of Anesthesiology have been filed in the Office of the Secretary of State on the 13th day of February A.D. 1957, as provided by the "General Not for Profit Corporation Act" of Illinois, approved July 17, 1943 in force January 1, A.D. 1944;

Now Therefore, I, Charles F. Carpenter, Secretary of State of the State of Illinois, by virtue of the powers vested in me by law, do hereby issue this Certificate of Incorporation and attach thereto a copy of the Articles of Incorporation of the aforesaid corporation.

In Testimony Whereof, I hereto set my hand and cause to be affixed the Great Seal of the State of Illinois;

Done at the City of Springfield this 13th day of February A.D. 1957 and of the Independence of the United States the one hundred and 81st

Charles F. Carpenter, Secretary of State

Articles of Incorporation under the General Not For Profit Corporation Act

Charles F. Carpenter, Secretary of State, Springfield, Illinois.

We, the undersigned,

William Kinney, D.D.S.	1790 27th Street	Ogden,	Utah
Harcourt Stebbins, D.D.S.	2309 W. Huisache	San Antonio,	Texas
Leonard Monheim, D.D.S.	3rd & Walker Heights	Elizabeth,	Pennsylvania

being natural persons of the age of twenty-one years or more and citizens of the United States, for the purpose of forming a corporation under the "General Not For Profit Corporation Act" of the State of Illinois, do hereby adopt the following Articles of Incorporation:

1. Name. The name of the corporation is **The American Dental Society of Anesthesiology**
2. Duration. The period of duration of the corporation is perpetual.
3. Registered Office. The address of its initial Registered Office in the State of Illinois is 77 West Washington Street in the City of Chicago, County of Cook, and the name of its initial Registered Agent at said address is Redmond W. Peters.
4. Board of Directors. The first Board of Directors shall be three in number, their names and addresses being as follows:

William Kinney, D.D.S.	1790 27th Street	Ogden,	Utah
Harcourt Stebbins, D.D.S.	2309 W. Huisache	San Antonio,	Texas
Leonard Monheim, D.D.S.	3rd & Walker Heights	Elizabeth,	Pennsylvania

5. Purpose. The purpose for which the corporation is organized is the improvement of the health of the public by encouraging and fostering high standards of education and practice in that field of the art and science of dentistry related to anesthesiology.

Constitution

PREAMBLE:

Two dentists, Horace Wells and William T. G. Morton, gave the world the precious gift of anesthesia. By introducing anesthesia to humanity, they gave the dental profession both a unique legacy and a unique responsibility. Dentistry's evolution into a true profession is historically linked in time to the birth of anesthesia. The American Dental Society of Anesthesiology, through its many programs and publications, is committed to the advancement of anesthesia and pain and anxiety control to benefit all people, and thereby, ensure the perpetuation and enrichment of the legacies of Wells and Morton.

Article I: NAME

The name of this society shall be the American Dental Society of Anesthesiology, hereinafter referred to as "the Society" or "this Society."

Article II: PURPOSE

It shall be the purpose of this Society to associate into one organization those dentists in the United States, its territories and possessions and Canada, who are engaged in the practice of anesthesiology in dentistry or who are especially interested in anesthesiology and pain and anxiety control in dentistry. It shall be the purpose of this Society to encourage the study of anesthesiology by development of higher standards of education in anesthesia and pain and anxiety control at the predoctoral, continuing education and graduate levels and by providing more and better training opportunities at all levels. It shall be the purpose of this Society to develop and advance the field of anesthesiology in dentistry by encouraging and supporting research and by reporting progress in the field through its publications and at its scientific meetings. It shall be the purpose of this Society to advance the art and science of pain and anxiety control as an integral part of the practice of dentistry.

Article III: ORGANIZATION

Section 10. Incorporation: This Society is a not-for-profit corporation organized under the laws of the State of Illinois. If this corporation shall be dissolved at any time, no part of its funds or property shall be distributed to, or among, its members but, after payment of all indebtedness of the corporation, its surplus funds and properties shall be used for education and research in

anesthesiology in dentistry in such manner as the then governing body of the Society may determine.

Section 20. Administrative Office: The registered office of this Society shall be known as the Administrative Office.

Section 30. Membership: The membership of this Society shall consist of dentists and other persons whose qualifications and classifications shall be established in the **Bylaws**.

Section 40. Component Societies: Component societies of this Society shall be those chartered as such in conformity with the **Bylaws**.

Article IV: GOVERNMENT

Section 10. Legislative Body: The legislative and governing body of this Society shall be the House of Delegates which may be referred to as "the House" or "this House" as provided in the **Bylaws**.

Section 20. Administrative Body: The administrative body of this Society shall be the Board of Directors, which may be referred to as "the Board" or "this Board" as provided in the **Bylaws**.

Article V: OFFICERS

Section 10. Elective Officers: The elective officers of this Society shall be a President, a President-elect, a Vice President, a Treasurer, and a Speaker of the House, each of whom shall be elected by the House of Delegates as provided in the **Bylaws**.

Section 20. Appointive Officer: The appointive officer of this Society shall be an Executive Director who shall be appointed by the Board of Directors as provided in the **Bylaws**.

Article VI: ANNUAL SESSION

The annual session of this Society shall be conducted in accordance with the **Bylaws**.

Article VII: CODE OF ETHICS

The Principles of Ethics and Code of Professional Conduct of the American Dental Association and the Code of Ethics of this Society in accordance with the **Bylaws**, shall govern the professional conduct of all members of this Society.

Article VIII: AMENDMENTS

1. Amendments to the Constitution must be submitted in writing to the executive director at least one hundred twenty (120) days before the first meeting of the House of Delegates.

2. The executive director shall publish the proposed amendment(s) at least ninety (90) days before the first meeting of the House of Delegates.

3. Amendments to the Constitution will be referred to a Reference Committee for its review and recommendations and make its report at the second meeting of the House of Delegates.

4. Adopting a properly noticed amendment to the Constitution requires a two-thirds vote of the legal votes cast.

5. This Constitution may also be amended by a unanimous vote without notice. To be considered, the proposed amendment must be presented under New Business on the first day of the House of Delegates, referred to the Reference Committee for its review and recommendations, and then reported back to the House of Delegates for a vote.

6. Amendments to the Constitution are not allowed to be introduced on the final day of the House of Delegates.

Bylaws

Chapter I: MEMBERSHIP

Section 10. Classification: The members of this Society shall be classified as follows:

- Active members
- Life members
- Student members
- Honorary members
- Affiliate members
- Associate members
- Retired members
- Emeritus members

Section 20. Qualifications:

Explanatory Note: The term “federal dental services” as used in these **Bylaws** shall mean the dental departments of the Air Force, the Army, the Navy, the Public Health Service, the department of Veterans Affairs and other federal agencies.

A. Active Member. To be an active member of this Society, a dentist shall be a member in good standing of this Society, have graduated from a dental school approved or recognized by the Commission on Dental Accreditation of the American Dental Association, or the Commission on Dental Accreditation of the Canadian Dental Association, and be licensed to practice dentistry within the United States, its territories and possessions or in Canada.

B. Life Member. An individual who has been an active member in good standing for twenty-five (25) consecutive years or has attained the age of seventy (70) years and has been an active member in good standing for at least fifteen (15) years shall be classified as a life member upon application and approval by the Board of Directors.

C. Student Member. A pre-doctoral student of a dental school accredited by the American Dental Association, Commission on Dental Accreditation or the Canadian Dental Association, Commission on Dental Accreditation, may be classified as a student member of this Society; or any dentist eligible for membership in this Society who is engaged full time in an advanced training course of not less than one academic year's duration in a school or residency program may be classified as a student member of this Society.

D. Honorary Member. An individual who has made significant and worthwhile contributions to the field of anesthesiology or who has made particular contributions to the advancement of anesthesiology in dentistry may be elected as an honorary member of this Society upon approval by the Board of Directors.

E. Affiliate Member. A dentist who is licensed to practice dentistry in a country other than the United States, its territories and possessions and Canada, may be classified as an affiliate member of this Society upon application and approval by the Board of Directors.

F. Associate Member. An individual who is especially interested in anesthesiology and is not a member of the dental profession may be classified as an associate member of this Society upon application and approval by the Board of Directors.

G. Retired Member. An active member in good standing who has been an active member for fifteen (15) years or more, and no longer earning income from the performance of service as a member of a faculty of a dental school or hospital, as a dental administrator or consultant, or as a practitioner of any activity for which a license to practice dentistry is required may be classified as a retired member upon application and approval by the Board of Directors.

H. Emeritus Member. A member who has retired from active practice and whose achievements in anesthesiology and/or pain control are especially noteworthy may be elected as an emeritus member of this Society by the Board of Directors.

Section 30. Definition of "In Good Standing": A member of this Society whose dues for the current fiscal year have been paid and who abides by the **Principles of Ethics and Code of Professional Conduct** of the American Dental Association, and the Code of Ethics of this Society shall be in good standing.

The requirement of paying current dues does not apply to honorary members, retired members and emeritus members of this Society for the purpose of determining their good standing.

Section 40. Privileges:

A. Members in Good Standing. All members in good standing shall receive **Anesthesia Progress** and **The Pulse**, the subscription price of which shall be included in the annual dues. All members in good standing of the Society shall be entitled to attend any scientific session of this Society and to receive such other services as are provided by the Society.

B. Active Members. An active member in good standing shall be eligible for election as a delegate or alternate delegate to the House of Delegates and for election or appointment to any office or agency of this Society, except as otherwise provided in these **Bylaws**.

C. Life Members. A life member in good standing shall be eligible for election as a delegate or alternate delegate to the House of Delegates and for election or appointment to any office or agency of this Society, except as otherwise provided in the **Bylaws**.

Section 50. Dues and Reinstatement:

A. Active Members.

The dues of active members shall be in the amount prescribed by the House of Delegates, due July 1 of each year, except that, notwithstanding any other provision of these **Bylaws**, the Board of Directors may at its discretion, approve dues adjustments to reflect changes not to exceed the rate of inflation. All members of the Society shall be officially notified of any change in the amount of dues to be assessed above the rate of inflation, at least sixty (60) days in advance of the session of the House of Delegates at which the change is to be considered. For the purposes of this section, the "rate of inflation" shall be the annual percentage change in the *United States Department of Labor's Consumer Price Index – All Urban Consumers*, as of the preceding December 31.

B. Life Members.

a. Active life members.

The dues of life members who have not fulfilled the qualifications of Chapter I, Section 20G of these Bylaws with regard to income related to dentistry and were approved by the Board of Directors shall be fifty percent (50%) of the dues assessed for active members, due July 1 each year.

b. Retired Life Members.

Life members who have fulfilled the qualifications of Chapter I, Section 20G of these Bylaws with regard to income related to dentistry shall be exempt from payment of dues.

C. Student Members.

The dues of student members shall be fifteen percent (15%) of the dues assessed for active members due July 1 each year.

D. Honorary Members.

Honorary members shall be exempt from payment of dues.

E. Affiliate Members.

The dues of affiliate members shall be one hundred percent (100%) of the dues assessed for active members due July 1 each year.

F. Associate Members.

The dues of associate members shall be fifty percent (50%) of the dues assessed for active members due July 1 each year.

G. Retired Members.

Retired members shall be exempt from payment of dues.

H. Emeritus Members.

Emeritus members shall be exempt from payment of dues.

I. Loss of Membership and Reinstatement.

a. Any active or life member whose dues have not been paid by June 30 of the current fiscal year will be considered delinquent in the payment of dues. If the dues remain unpaid for two years, the member shall cease to be a member of this Society.

b. Any Fellow of this Society who has ceased to be an active or life member for nonpayment of dues, will no longer be recognized as a Fellow by the American Dental Society of Anesthesiology and shall be so notified.

c. Reinstatement of active or life members including, where applicable, fellowship status, may be secured on payment of dues of this Society that are in arrears, by a former active or life member plus an administrative fee to be determined by the Board of Directors.

J. Waiver of Dues for Members Who Suffer Severe Financial Hardship.

Those dues-paying members who have suffered hardship due to catastrophe, medical illness or other circumstances shall be excluded from the payment of annual dues upon application and approval by the Board of Directors. The Board may at its discretion require documentation on an annual basis, to substantiate a claim of severe hardship.

K. Percentage Dues.

In establishing the dollar rate of dues in this chapter expressed as a percentage of active member dues, computations resulting in fractions of a dollar shall be rounded to the nearest whole dollar.

Chapter II: COMPONENT SOCIETIES

Section 10. Organization: A component society may be organized and chartered, subject to approval by the House of Delegates, in any state, contiguous territorial region, the District of Columbia, the Commonwealth of Puerto Rico, a dependency of the United States, or representing the Federal Dental Services as defined in Chapter I, Section 20 of these **Bylaws**, or in any province or contiguous territorial region in Canada. No such society shall be chartered in any state, contiguous territorial region, the District of Columbia, the Commonwealth of Puerto

Rico, or a dependency of the United States or in any province or contiguous territorial region in Canada, in which a component society is already chartered by this Society.

Section 20. Powers and Duties:

A. It shall have the power to establish bylaws, rules and regulations to govern its members provided such bylaws, rules and regulations do not conflict with, or limit, these **Bylaws**.

B. It shall have the power to provide for its own financial support in addition to the support provided by this Society as described in Chapter II, Section 40 of these **Bylaws**.

C. It shall have the power to establish committees of the component society; to designate their powers and duties; and to adopt reasonable eligibility requirements for service thereon.

Section 30. Definition of "Active, Chartered Component Society": A chartered component society that satisfies Chapter II, Section 70, Chapter II, Section 90 and Chapter II, Section 110 of these **Bylaws** shall be considered active, except that the component society representing the Federal Dental Services shall be exempt from the requirement of holding an official scientific meeting as outlined in Chapter II, Section 70 of these **Bylaws**.

For the purpose of this section, active status shall be determined at the annual session of the House of Delegates, upon acceptance of the roll call report of the Committee on Credentials, Rules and Order, Rules and Order.

Section 40. Financial Support: An active, chartered component society as defined in Chapter II, Section 30 of these Bylaws, that has established component membership dues of its members in accordance with Chapter II, Section 20 of these Bylaws, may at its discretion, relegate the billing and collection of the component membership dues to the Administrative Office of this Society, provided it informs the Administrative Office of the amount due no less than sixty (60) days in advance of the date annual dues statements are sent to the general membership.

Section 50. Membership:

A. The membership of each component society, except as otherwise provided in these **Bylaws**, shall consist of those members within the territorial jurisdiction of the component society, or for the component society representing the Federal Dental Services, are in a federal dental service as defined in Chapter I, Section 20 of these **Bylaws**, provided that such members are in good standing of the component and this Society.

B. A member in good standing shall enjoy all privileges of component society members except as otherwise provided in these **Bylaws**.

Section 60. Officers: The officers of a component society shall be president, secretary, treasurer and such others as may be prescribed in its bylaws.

Section 70. Sessions: A component society, other than the component society representing the Federal Dental Services as provided for in Chapter II, Section 30 of these **Bylaws**, shall hold an official scientific meeting for all members of the component society, at least once each calendar year, and shall file a report describing the activities of the meeting with the Executive Director of this Society at least (60) days prior to the annual session of the House of Delegates. Failure to do so could result in the loss of representation of the component society at the annual session of the House of Delegates in the ensuing year. Component meetings shall be held so as not to conflict with the ADSA annual session.

Section 80. Constitution and Bylaws: Each component society must adopt and maintain a constitution and bylaws which shall not conflict with, or limit, the **Constitution** and **Bylaws** of this Society and shall file a copy thereof and any changes which may be made thereafter, with the Executive Director.

Section 90. Financial Report: Each component society shall submit a financial report to the Executive Director of the Society on an annual basis at least sixty (60) days prior to the annual session of the House of Delegates. Failure to do so may result in the suspension of the component society's charter. Those components that have their finances administered by the ADSA are exempt from filing a financial report.

Section 100: Elections: Components must hold elections on a regular cycle. Component's bylaws must address the frequency of elections, number of terms allowable, nominations procedure, proper notice prior to elections and required quorum. The results of component elections shall be reported to the ADSA Executive Director within 30 days after elections have been declared final. Failure to do so may result in the suspension of the component society's charter.

Section 110: Speaking on Behalf of the American Dental Society of Anesthesiology: No individual or component may represent themselves as a representative(s) or spokesperson(s) for the American Dental Society of Anesthesiology without the express written consent of the ADSA Board of Directors. Components that fail to do so may result in the suspension of the component society's charter. Individuals who fail to do so may be censured, placed on probation and have their membership revoked by the ADSA Board of Directors.

Section 120. Principles of Ethics and Code of Professional Conduct: **The Principles of Ethics and Code of Professional Conduct** of the American Dental Association and the Code of Ethics of this Society shall be the code of ethics of the component society for governing the professional conduct of its members.

Section 130. Privilege of Representation: Each component society must be represented by at least one delegate at the annual session of the House of Delegates. Failure to do so may result in the suspension of the component society's charter.

Each component society that satisfies Chapter II, Section 70 and Chapter II, Section 90 of these **Bylaws**, shall be entitled to at least one delegate without regard to the number of its members. The remaining number of delegates as defined in Chapter IV, Section 10 of these **Bylaws** shall be allocated to component societies proportional to the number of members in good standing.

Each component society may select among its active and life members in good standing, the same number of alternate delegates as delegates and shall designate the alternate delegate who shall replace an absent delegate.

For the purpose of this section, the number of active and life members in good standing shall be determined as of the last day of the calendar year preceding the annual session.

Section 140. Chartered Component Societies: The following societies are chartered as component societies of this Society:

- Alaska
- Alberta
- Arizona
- Arkansas
- California
- Colorado; a regional component society encompassing
 - Colorado
 - Utah
 - Wyoming
- Connecticut
- Federal Dental Services
- Florida
- Georgia
- Illinois
- Indiana
- Kansas
- Kentucky
- Louisiana-Mississippi; a regional component society encompassing
 - Louisiana
 - Mississippi
- Maine
- Maryland
- Massachusetts
- Michigan
- Montana

Nevada
 New Hampshire
 New Jersey
 New Mexico
 New York
 North Carolina
 Ohio
 Oklahoma
 Ontario
 Oregon
 Pennsylvania
 Puerto Rico
 South Carolina
 Tennessee
 Texas
 Upper Midwest; a regional component society encompassing
 Iowa
 Minnesota
 North Dakota
 South Dakota
 Vermont
 Virginia
 Washington
 West Virginia
 Wisconsin

Chapter III. CONFLICT OF INTEREST

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

- a. placing themselves in a position where personal or professional interests may conflict with their duty to this Society.
- b. using information learned through such office or position for personal gain or advantage.
- c. obtaining by a third party an improper gain or advantage.

As a condition for selection, each nominee, candidate and applicant shall disclose any situation which might be construed as placing the individual in a position of having an interest that may conflict with his or her duty to the Society. While serving, the individual shall comply with the conflict of interest policy applicable to his or her office or position, and shall report any situation in which a potential conflict of interest may arise. The Board of Directors shall

approve the compliance activities that will implement the requirements of this chapter. The Board of Directors shall render a final judgment on what constitutes a conflict of interest.

Chapter IV: HOUSE OF DELEGATES

Section 10. Composition:

A. Voting Members. The voting members of the House of Delegates shall be the officially certified delegates of each component society. Each component society shall be entitled to one (1) delegate, plus one delegate for each additional 100 members in good standing. Duly credentialed delegates currently serving on the Board of Directors shall not have the right to vote unless granted the right to do so by the adoption of a standing resolution of the House of Delegates.

B. *Ex Officio* Members. The elective and appointive officers, the immediate past president, and the directors of this Society shall be *ex officio* members of the House of Delegates without the right to vote. Past presidents of the Society shall be *ex officio* members of the House of Delegates without the right to vote unless duly credentialed as delegates.

Each component society may select among its active and life members in good standing, the same number of alternate delegates as delegates and shall designate the alternate delegate who shall replace an absent delegate.

For the purpose of this section, the number of active and life members in good standing shall be determined as of the last day of the calendar year preceding the annual session.

Section 20. Election of Delegates and Alternate Delegates: The officially certified delegates and the alternate delegates of each component society shall be elected in a manner determined by each individual component society.

Section 30. Certification of Delegates and Alternate Delegates: The secretary of each component society shall file with the Executive Director at least thirty (30) days prior to the annual session of the House of Delegates, the names of the delegates and alternate delegates designated by the component society. The Executive Director shall provide each delegate and alternate delegate with credentials which shall be presented to the Committee on Credentials, Rules and Order of the House of Delegates. In the event of a contest over the credentials of any delegate or alternate delegate, the Committee on Credentials, Rules and Order shall hold a hearing and report its findings and recommendations to the House of Delegates.

Section 40. Powers:

A. The House of Delegates shall possess the legislative powers of this Society including the determination of policies.

B. It shall have the power to enact, amend and repeal the **Constitution** and **Bylaws**.

C. It shall have the power to grant and amend charters of component societies.

D. It shall have the power to revoke or suspend charters of component societies.

Section 50. Duties: It shall be the duty of the House of Delegates:

A. To elect the elective officers.

B. To elect the members of the Board of Directors

C. To receive and act upon reports of the committees of the House of Delegates.

D. To receive and act upon reports of the standing committees of the Society.

E. To adopt an annual budget.

Section 60. Annual Session: The House of Delegates shall meet annually.

Section 70. Official Call:

A. Annual Session. The Executive Director of the Society shall send to the secretary of each component society an official notice of the date and place of the annual session at least ninety (90) days prior to the annual session of the House of Delegates. An agenda, a financial report and support material, including the curriculum vitae of any candidate for director or elective office which is contested, shall be sent to each member of the House of Delegates at least thirty (30) days in advance of the session.

Section 80. Quorum: One-half (1/2) of the voting members of the House of Delegates shall constitute a quorum for the transaction of business at any meeting.

Section 90. Officers:

A. Presiding Officer and Secretary. The House of Delegates shall be presided over by the Speaker of the House of Delegates. The Executive Director of this Society shall serve as Secretary of the House of Delegates. In the absence of an Executive Director, the Presiding Officer shall appoint a Secretary *pro tem*.

B. Duties.

a. Presiding Officer. The Presiding Officer shall preside over all meetings of the House of Delegates and determine the order of business for all meetings subject to the approval of the House of Delegates, appoint tellers to assist in determining the result of any action taken to vote and perform such other duties as custom and parliamentary usage require. The decision of the Presiding Officer shall be final.

b. Secretary. The Secretary of the House of Delegates shall serve as the recording officer of the House and the custodian of its records, and shall cause a record of the proceedings of the House to be published as the official transactions of the House.

C. For the purpose of this section, the number of active, chartered component societies as defined in Chapter II, Section 30, shall be determined at the annual session of the House of Delegates, upon acceptance of the roll call report of the Committee on Credentials, Rules and Order.

Section 100. Order of Business: The order of business shall be that order of business adopted by the House of Delegates in conformity with Section 90Ba of this Chapter of the **Bylaws**.

Section 110. Rules of Order:

A. Reports. All reports of elective officers and committees, except supplemental reports, shall be sent to each delegate at least fourteen (14) days in advance of the annual session. All supplemental reports shall be distributed to each delegate before such report is considered by the House of Delegates.

B. Additional Rules. The rules contained in the current edition of the *American Institute of Parliamentarians Standard Code of Parliamentary Procedure* (also referred to as "AIPSC" or the "AIP Standard Code") shall govern the deliberations of the House of Delegates in all cases in which they are applicable and not in conflict with the standing rules or these **Bylaws**.

Section 120. Committees: The committees of the House of Delegates shall be:

A. Committee on Credentials, Rules and Order.

a. Composition. The Committee shall consist of three (3) members from the officially certified delegates and alternate delegates appointed by the President at least thirty (30) days in advance of each session.

b. Duties. It shall be the duty of the Committee to (1) record and report the roll call of the House of Delegates; (2) to conduct a hearing of any contest regarding the certification of a delegate or alternate delegate and to report its recommendations to the House of Delegates; (3) to prepare a report, in consultation with the Speaker and the Secretary of the House of Delegates, on matters relating to the order of business and special rules of order; (4) to consider all matters referred to it and report its recommendations to the House of Delegates.

B. Reference Committees.

a. Composition. Reference Committees, consisting of three (3) delegates shall be appointed by the President at least thirty days in advance of each annual session where reports are to be considered and open hearings conducted.

b. Duties. It shall be the duty of a reference committee to consider reports referred to it, to conduct open hearings and to report its recommendations to the House of Delegates.

C. Special Committees. The Presiding Officer, with the consent of the House of Delegates, shall appoint special committees to perform duties not otherwise assigned by these **Bylaws**, to serve until adjournment *sine die* of the session at which they are appointed.

Section 130. Election Procedure: Elective officers and members of the Board of Directors shall be elected by the House of Delegates except as otherwise provided in these **Bylaws**. Voting shall be by ballot, except, where there is only one candidate for an elective office, an equal number of candidates as there are open positions for director, or an equal number of candidates as there are open positions for a committee, such candidate(s) may be declared elected by the Presiding Officer.

a. When an office is to be elected, and more than one candidate has been nominated, the majority of the ballots cast shall elect. In the event no candidate receives a majority of the votes cast on the first ballot, the two (2) candidates receiving the greatest number of votes shall be balloted again.

b. When the number of open director positions to be elected is exceeded by the number of duly placed nominations, the election shall be by ballot. Every delegate's ballot shall consist of one (1) vote for each open director position. A majority of the ballots cast shall elect. In addition, a candidate must achieve a majority based on the total number of legal ballots cast for all open director positions, and receive a vote that is ranked high enough to be within the number of open director positions to be filled. In the event an open director position(s) is not elected because no candidate receives a majority on the first ballot, the candidates receiving the greatest number of votes shall be balloted again, the number to be one more than the number of remaining open director positions. This process will repeat until all open director positions have been elected.

Chapter V: BOARD OF DIRECTORS

Section 10. Composition: The Board of Directors shall consist of five (5) directors from the membership at-large. Such five (5) directors, the President, the President-elect, the Vice President, the Treasurer and the immediate Past President, shall constitute the voting membership of the Board of Directors. The Editor of **Anesthesia Progress**, the Editor of **The Pulse**, the Speaker of the House of Delegates and the Executive Director, shall be *ex officio*

members of the Board of Directors without the right to vote. The President may only exercise the right to vote when the vote is by ballot or when one more vote could alter the outcome.

Section 20. Eligibility: Only an active or life member, in good standing, of this Society shall be eligible to serve as a director.

Section 30. Term of Office: The term of office of a director shall be two (2) years. The tenure of a director shall be limited to five (5) consecutive terms of two (2) years.

Section 40. Nominations:

The Society shall publish or cause to be published, no less than one hundred twenty (120) days prior to the annual session, a "Call for Nominations" describing the open director positions to be considered that year and the eligibility requirements thereof.

A nomination for a position of director which is up for election, may be made by any other member, in good standing, of the Society. All nominations shall be sent to the Administrative Office and be accompanied by a curriculum vitae. All nominations must be submitted no later than sixty (60) days prior to the annual session of the House of Delegates. The Society shall not publish or cause to be published the name of any individual nominated for a position of director earlier than sixty days (60) prior to the annual session.

The President-elect shall confirm that a duly submitted nomination is eligible in accordance with Section 20 of this Chapter of the **Bylaws**. Candidates may be nominated from the floor of the House of Delegates provided they previously have been duly submitted to the Administrative Office and confirmed as eligible. A director whose term of office is expiring and who has been duly nominated for an elective office and confirmed as eligible may instead be nominated from the floor of the House of Delegates for an open director position.

Nominating speeches, statements or remarks, not to exceed five (5) minutes per candidate may be made by the candidate or by an active, life or retired member on behalf of a candidate nominated for an open director position that is contested.

Section 50. Election: The directors shall be elected by the House of Delegates in accordance with Chapter IV, Section 130 of these **Bylaws**.

Section 60. Installation: The director shall be installed by the President or the President's designee at the meeting of the House of Delegates where the director is elected.

Section 70. Vacancy: In the event of a vacancy in the office of director, an active or life member shall be appointed by the President to fill such office until a successor is elected by the next House of Delegates for the remainder of the unexpired term. If the new director filling a vacancy serves less than fifty percent (50%) of a full two (2) year term, including the period of

the *ad interim* appointment by the President and election by the House of Delegates, that term shall not be considered in determining the overall tenure of the director in accordance with Chapter V, Section 30. If the new director filling a vacancy serves fifty percent (50%) or more of a full two (2) year term, including the period of the *ad interim* appointment by the President and election by the House of Delegates, that term shall be considered in determining the overall tenure of the director in accordance with Chapter V, Section 30.

Section 80. Powers:

- A. The Board of Directors shall be the administrative body of this Society.
- B. It shall recommend and administer the policies which shall govern this Society.
- C. It shall have the power to adopt, interpret and amend the Code of Ethics for governing the professional conduct of the members.
- D. It shall have the power to recommend revocation or suspension of charters of component societies to the House of Delegates.
- E. It shall have the power to establish rules and regulations not inconsistent with these **Bylaws** to govern its organization and procedure.
- F. It shall have the power to decide the success or failure of a candidate who has completed an Examination in Sedation for Dentistry.
- G. It shall have the power to elect honorary and emeritus members.
- H. It shall have the power to create special committees of the Society.
- I. It shall have the power to approve all appointments of the President as provided in Chapter VI, Section 80A and Chapter XII, Section 30.
- J. It shall have the power to approve all memorials, resolutions or opinions issued in the name of the Society.
- K. It shall have the power to establish *ad interim* policies when the House of Delegates is not in session and when such policies are essential to the management of the Society, provided, however, that all such policies must be presented for review and approval at the next session of the House of Delegates.
- L. It shall have the power to appoint an Executive Director.
- M. It shall have the power to approve the recipient(s) of the *Jay A. Heidbrink Award*.

N. It shall have the power to approve the recipient(s) of the *John A. Yagiela Excellence in Teaching Award*.

O. It shall have the power to approve the recipient(s) of the *Peter H. Jacobsohn Distinguished Service Award*.

P. It shall have the power to perform such other duties and functions as may be necessary to carry on the business of the Society when the House of Delegates is not in session.

Section 90. Duties: It shall be the duty of the Board of Directors

A. To determine the date and place for convening each annual session.

B. To cause to be bonded by a surety company, the President, the President-elect, the Treasurer and the Executive Director.

C. To cause all accounts of the Society to be reviewed and fully audited by a certified public accountant once every year.

D. To prepare a budget for carrying on the activities of the Society for each ensuing fiscal year.

E. To review the reports of all standing committees and special committees of the Society and act upon such reports.

F. To approve life, associate and affiliate members.

G. To meet in executive session at each regular session of the Board of Directors.

H. To monitor activities of outside governmental and private agencies on matters of importance to anesthesiology for dentistry.

I. To publish or cause to be published in a timely fashion a summary of its actions, including a record of the vote of all members of the Board of Directors, for all regular and special sessions of the Board.

J. To perform such other duties as are prescribed by these **Bylaws**.

Section 100. Sessions:

A. Regular Sessions: The Board of Directors shall hold a minimum of two regular sessions each calendar year and meet in executive session at least once each regular session.

B. Special Sessions: Special sessions of the Board of Directors may be called at any time either by the President or at the request of five voting members of the Board, provided notice is given to each member ten (10) days in advance of the session.

C. Special Meetings Via Telephone or Other Electronic Means: The members of the Board of Directors may participate in and act at a meeting of the Board of Directors called by the President on matters of the Society requiring immediate attention through the use of conferences via telephone or other electronic means as allowed by law. Such conferences and any actions taken shall be governed by the rules of the Board of Directors. These Conferences are considered as meetings which shall be documented and made part of the action of the Board of Directors.

Section 110. Quorum: Sixty percent (60%) of the voting members of the Board of Directors shall constitute a quorum.

Section 120. Officers and Advisors:

A. Chairperson and Secretary. The officers of the Board of Directors shall be the President of the Society who shall be the Chairperson, and the Executive Director of the Society who shall be the Secretary.

In the absence of the President, the office of Chairperson shall be filled by the President-elect or, in the absence of the President-elect, by the Vice President or, in the absence of the Vice President, by a voting member of the Board who shall be elected Chairperson *pro tem*.

In the absence of the Secretary, the Chairperson shall appoint a Secretary *pro tem*.

B. Parliamentary. During sessions of the Board of Directors, the Speaker of the House of Delegates shall serve as parliamentarian. In the absence of the Speaker of the House of Delegates, the Board of Directors may appoint a qualified individual to serve as parliamentarian *pro tem*.

C. Duties:

a. Chairperson. The Chairperson shall preside at all meetings of the Board of Directors. The Chairperson may only exercise the right to vote when the vote is by ballot or when one more vote could alter the outcome. When a vote by ballot results in a tie, the Chairperson cannot break the tie by voting a second time.

b. Secretary. The Secretary shall serve as the recording officer of the Board of Directors and as the custodian of its records. The Secretary shall cause a factual record of the proceedings, including a record of the vote of all members of the Board of Directors, to be published as the official transactions of the Board in a timely fashion.

Chapter VI: ELECTIVE OFFICERS

Section 10. Title: The elective officers of this Society shall be President, President-elect, Vice President, Treasurer, and Speaker of the House of Delegates.

Section 20. Eligibility: Only an active or life member, in good standing, of this Society shall be eligible to serve as an elective officer.

Section 30. Nominations:

The Society shall publish or cause to be published, no less than one hundred twenty (120) days prior to the annual session, a "Call for Nominations" describing the elective offices to be considered that year and the eligibility requirements thereof.

A nomination for the offices of President-elect, Vice President, Treasurer and Speaker of the House of Delegates, may be made by any other member, in good standing, of the Society. All nominations shall be sent to the Administrative Office and be accompanied by a curriculum vitae. All nominations must be submitted no later than sixty (60) days prior to the annual session of the House of Delegates. The Society shall not publish or cause to be published the name of any individual nominated for an elective office earlier than sixty days (60) prior to the annual session.

The President-elect shall confirm that a duly submitted nomination is eligible in accordance with Section 20 of this Chapter of the **Bylaws**. Candidates may be nominated from the floor of the House of Delegates provided they have been duly submitted to the Administrative Office and confirmed as eligible by the President-elect.

Nominating speeches, statements or remarks, not to exceed five (5) minutes per candidate may be made by the candidate or by an active, life or retired member on behalf of a candidate nominated for an open director position that is contested.

Section 40. Elections: The elective officers shall be elected by the House of Delegates in accordance with Chapter IV, Section 130 of these **Bylaws**.

Section 50. Term of Office: The elective officers of the Society shall serve for a term of two (2) years, or until their successors are elected and installed. The President shall be limited to serve one (1) elected term of two (2) years. However, in the event the office of President is filled as a result of vacancy, the unexpired portion of that term shall not be considered in determining the limitations of the President's term of office.

Section 60. Installation: The elective officers shall be installed at the annual session of the House of Delegates where elected. The President-elect shall be installed as President at the annual session of the House, two (2) years following election.

Section 70. Vacancy: In the event the office of President becomes vacant, the President-elect shall become President for the unexpired portion of the term. In the event the office of President becomes vacant for a second time in the same term or at a time when the office of President-elect is also vacant, the Vice President shall become President for the unexpired portion of the term. In the event of a vacancy in the office of Speaker of the House of Delegates, the President with the approval of the Board of Directors, shall appoint a Speaker *pro tem*. In the event the office of President-elect becomes vacant by reason other than the President-elect succeeding to the office of the President earlier than the next annual session, the office of President for the ensuing term shall be filled at the next annual session of the House of Delegates in the same manner as that provided for the nomination and election of elective officers, except that the ballot shall read "President for the Ensuing Term."

Section 80. Duties:

A. President. It shall be the duty of the President:

- a. To serve as an official representative of this Society in its contacts with governmental, civic, business and professional organizations for the purpose of advancing the objectives and policies of this Society.
- b. To serve as an *ex officio* member of the House of Delegates without the right to vote.
- c. To serve as Chairperson of the Board of Directors and *ex officio* member of the Board of Directors and to perform such duties as are provided in Chapters IV and V or these **Bylaws**.
- d. To call special sessions of the Board of Directors as provided in Chapter V of these **Bylaws**.
- e. To submit appointments to the Board of Directors for all standing Committees, at the session of the Board of Directors immediately preceding installation as President.
- f. To review on an annual basis, all appointments to standing Committees of the Society.
- g. To appoint any additional members to standing Committees and the Advisory Board, where appropriate, subject to the approval of the Board of Directors.
- h. To appoint the members of all committees of the House of Delegates except as otherwise provided in these **Bylaws**.
- i. To appoint any representatives to outside agencies, where requested, subject to the approval of the Board of Directors
- j. To submit an annual report to the House of Delegates.
- k. To perform such other duties as may be provided in these **Bylaws**.

B. President-elect. It shall be the duty of the President-elect:

- a. To assist the President as requested.
- b. To serve as an *ex officio* member of the House of Delegates without the right to vote.
- c. To serve as an *ex officio* member of the Board of Directors.
- d. To confirm that all candidates are eligible for election to an elective office or position in this Society.

e. To ascend to the office of President at the annual session of the House of Delegates where the current President's term expires.

f. To succeed immediately to the office of the President in the event of vacancy for the unexpired term and for the succeeding term.

g. To serve as chairperson of the Committee on the Annual Session.

h. To serve as chairperson of the Committee on Awards.

C. Vice President. It shall be the duty of the Vice President:

a. To assist the President as requested.

b. To serve as an *ex officio* member of the House of Delegates without the right to vote.

c. To serve as an *ex officio* member of the Board of Directors.

d. To serve as chairperson of the Committee on Continuing Education.

e. To succeed to the office of President as provided in Chapter VI, Section 70 of these **Bylaws**.

D. Treasurer. It shall be the duty of the Treasurer:

a. To assist the President as requested.

b. To serve as an *ex-officio* member of the House of Delegates without the right to vote.

c. To serve as an *ex officio* member of the Board of Directors.

d. To prepare an annual financial report for the membership.

e. To serve as custodian of all monies, securities, and deeds belonging to the Society which may come into the Treasurer's possession and to hold, invest and disburse same, subject to the discretion of the Board of Directors, and perform such other duties as are prescribed by the Board of Directors or these **Bylaws**.

f. To serve as Chairperson of the Committee on Membership and Component Development.

g. To serve as a member of the Editorial Board

E. Speaker of the House of Delegates. The Speaker shall be the Presiding Officer of the House of Delegates, and shall perform such duties as custom and parliamentary usage require, in accordance with Chapter IV, Section 90Aa of these **Bylaws**.

Chapter VII: APPOINTIVE OFFICER

Section 10. Title: The appointive officer of this Society shall be the Executive Director, as provided in Article V of the **Constitution**.

Section 20. Salary: The Board of Directors shall determine the salary of the Executive Director.

Section 30. Duties: The duties of the Executive Director shall be:

- A. To report to the Board of Directors.
- B. To act as executive head of the Administrative Office and all of its branches.
- C. To engage all employees except as otherwise provided in these **Bylaws**.
- D. To supervise and coordinate the activities of all committees and commissions with regard to their specific assignments, and systemize the preparation of their reports.
- E. To provide credentials, notification, reports and support material as otherwise provided in these **Bylaws**.
- F. To implement the decisions of the House of Delegates, the Board of Directors and any of their committees.
- G. To collect membership dues for this Society and component membership dues for active, chartered component societies in conformity with Chapter I, Section 50 and Chapter II, Section 40 of these **Bylaws**.

Chapter VIII: COMMITTEES

Section 10. Name: The committees of this Society shall include:

- Committee on the Annual Session
- Committee on Awards
- Committee on Budget and Finance
- Committee on Continuing Education
- Committee on Ethics and Bylaws
- Committee on Legislation
- Committee on Membership and Component Development
- Committee on Public and Professional Relations

Section 20. Appointments, Members:

A. The composition of the standing Committees of this Society shall be as follows:

The Committee on the Annual Session shall be composed of the program chairpersons of the annual session for the following year and the two (2) ensuing years. The Chairperson of the Committee shall be appointed by the President subject to approval by the Board of Directors. Where practicable, the program chairperson shall be from the geographic area in which an annual session is to be held. The Executive Director shall serve as an *ex officio* member.

The Committee on Awards shall be composed of the Vice President and four (4) past presidents of the Society appointed by the President for a concurrent term of office. The Chairperson shall be the President-elect.

The Committee on Budget and Finance shall be composed of the Treasurer and the President-elect. The Executive Director shall serve as an *ex officio* member. The Chairperson of the Committee shall be the Treasurer.

The Committee on Continuing Education shall be composed of the course directors for each individual program concentration offered that fiscal year. The Chairperson of the Committee shall be appointed by the President subject to the approval of the Board of Directors.

Appointments for all other standing committees of the Society shall be made by and serve at the pleasure of the President, except as otherwise provided in these **Bylaws**.

B. There shall be a mandatory annual review of all committee appointments by the President. All committee appointments shall be submitted by the President-elect at the session of the Board of Directors immediately preceding installation as President.

Section 30. Eligibility:

All members of standing committees must be active or life members in good standing of this Society except as otherwise provided in these **Bylaws**.

Section 40. Chairpersons: One member of each committee shall be appointed by the President to serve as chairperson except as otherwise provided in Chapter VI, Section 80 and Chapter VIII, Section 20 of these **Bylaws**.

Section 50. Consultants, Advisers and Secretaries:

A. The President may, at his discretion, appoint a consultant or adviser from the Board of Directors to serve on any standing committee of the Society.

B. The Administrative Office shall provide clerical assistance to all standing committees. It will assist in the preparation and arranging of meetings of standing committees.

Section 60. Term of Office: The term of office of members of committees shall be two (2) years except as otherwise provided in these **Bylaws**.

Section 70. Quorum: A majority of the members of any committee shall constitute a quorum.

Section 80. Annual Report and Budget:

A. Annual Report. Each committee shall submit through the Executive Director, an annual report to the Board of Directors and the House of Delegates.

B. Proposed Budget. Each committee shall submit to the Board of Directors, through the Executive Director, a proposed itemized budget for the ensuing fiscal year if indicated.

Section 90. Duties:

A. Committee on the Annual Session. The duties of the Committee on the Annual Session shall be:

- a. To provide for the management of, and make all arrangements for each annual session, subject to the approval of the Board of Directors, unless otherwise provided in these **Bylaws**.

B. Committee on Awards. The duties of the Committee on Awards shall be:

- a. To consider nominees for the *Jay A. Heidbrink Award* (also referred to as the *Heidbrink Award*) in accordance with criteria and guidelines established by the Board of Directors.
- b. To consider nominees for the *Peter H. Jacobsohn Distinguished Service Award* (also referred to as the *Jacobsohn Award*) for meritorious service in accordance with criteria and guidelines established by the Board of Directors.
- c. To consider nominees for the *John A. Yagiela Excellence in Teaching Award* (also referred to as the *Yagiela Award*) in accordance with criteria and guidelines established by the Board of Directors.
- d. To annually recommend to the Board of Directors, the recipient(s) of the *Heidbrink Award*, the *Jacobsohn Award*, and/or the *Yagiela Award* when appropriate.

C. Committee on Budget and Finance. The duties of the Committee on Budget and Finance shall be:

- a. To maintain the financial solvency of the Society.
- b. To receive quarterly reports of all financial activities of the Society.
- c. To meet no less than two (2) times a year, in advance of regular sessions of the Board of Directors, to prepare an annual budget for approval by the Board of Directors, with consideration for anticipated expenditures.
- d. To maintain a reserve fund consisting of all monies unspent at the end of a fiscal year.

D. Committee on Continuing Education. The duties of the Committee on Continuing Education shall be:

- a. To develop and coordinate the continuing education programs offered by the Society.
- b. To assist in the development and coordination of continuing education on the component level.

E. Committee on Ethics and Bylaws. The duties of the Committee on Ethics and Bylaws shall be:

- a. To develop, maintain and consider proposals for amending the Code of Ethics of this Society.
- b. To provide advisory opinions regarding the interpretation of the Code of Ethics of this Society.
- c. To review the **Constitution** and **Bylaws** in order to keep them consistent with the Society's program and purpose.
- d. To recommend editorial corrections in the **Bylaws**.
- e. To draft or approve the proposed text of all amendments to the **Constitution** and **Bylaws** prior to their submission to the House of Delegates for action.
- f. To provide guidance and advice on ethical and professional issues to component societies.

F. Committee on Legislation. The duty of the Committee on Legislation shall be to monitor legislative activities of significance to anesthesiology in dentistry.

G. Committee on Membership and Component Development. The duties of the Committee on Membership and Component Development shall be:

- a. To recruit new members.
- b. To monitor and encourage activity in existing component societies.
- c. To encourage liaison between existing component societies and their state and regional dental societies.
- d. To encourage liaison between existing component societies and their state boards of dentistry.
- e. To encourage development of new component societies in the United States, its territories and possessions and in Canada.

H. Committee on Public and Professional Relations. The duties of the Committee on Public and Professional Relations shall be:

- a. To maintain and improve public and professional relations between the Society, the public and other professions and professional organizations.
- b. To maintain and improve the high professional and ethical standards of the Society.
- c. To develop and maintain a program on public relations, including the dissemination of information on and publicity concerning activities of the Society.

Chapter IX: SPECIAL COMMITTEES

Appointment and Term: Special committees of this Society may be created at any session by the Board of Directors, or when the Board is not in session, by the President, for the purpose of performing duties not otherwise assigned by these **Bylaws**. Such special committees shall serve until the duties assigned to that committee have been completed.

Chapter X: CODE OF ETHICS

Section 10. Professional Conduct of Members: The professional conduct of a member of this Society, the National Dental Board of Anesthesiology and the College of Sedation in Dentistry shall be governed by the **Principles of Ethics and Code of Professional Conduct** of the American Dental Association and by the Code of Ethics of this Society.

Section 20. Use of the Designation "Fellow of the American Dental Society of Anesthesiology": A Fellow in Anesthesiology of this Society who uses the designation "Fellow of the American Dental Society of Anesthesiology" or "FADSA" on communications directed to the public, may do so in accordance with Chapter V, Section 80C of these **Bylaws**.

Section 30. Non-Compliance: In the event of failure to conform to the American Dental Association's **Principles of Ethics and Code of Professional Conduct** and Code of Ethics of this Society, a member will no longer be considered in good standing.

Chapter XI: ANNUAL SESSION

Section 10. Object: The annual session of this Society is established to foster the presentation and discussion of subjects pertaining to the health of the public and the science and art of anesthesiology as an integral part of dentistry.

Section 20. Time and Place: The annual session of the Society shall be held at a time and place determined by the Board of Directors. Such selection shall be made at least two (2) years in advance.

Section 30. Management and General Arrangements: The Board of Directors, through the Committee on the Annual Session, shall provide for the management of, and make all arrangements for, each annual session unless otherwise provided in these **Bylaws**.

Section 40. Commercial Exhibits: Products of commercial enterprises may be exhibited at each annual session under the direction of the Board of Directors and in accordance with rules and regulations established by that body.

Section 50. Admission: Admission to meetings of the annual session shall be limited to all members of this Society who are in good standing and to others in accordance with rules and regulations established by the Board of Directors. Fees for admission to the annual session shall be established by the Board of Directors.

Chapter XII: PUBLICATIONS

Section 10. Official Journal:

A. Title. This Society shall publish or cause to be published an official journal under the title of **Anesthesia Progress**.

B. Object. The object of **Anesthesia Progress** shall be to report, chronicle and evaluate activities of scientific and professional interest to individuals interested in anesthesiology in dentistry.

C. Use of the Designation "Official Journal." Any organization identifying **Anesthesia Progress** as its official journal may only do so with permission granted by the Board of Directors of this Society. Renewal of such permission must be submitted to the Board of Directors for approval every two (2) years.

D. Frequency of Issue and Subscription Rate. The frequency of issue and the subscription rate of **Anesthesia Progress** shall be determined by the Board of Directors. Any organization that identifies **Anesthesia Progress** as its official journal shall be assessed a subscription rate to be determined by the Board of Directors

Section 20. Newsletter:

A. Title. This Society shall publish or cause to be published an official newsletter under the title of **The Pulse**.

B. Object. This Society shall publish or cause to be published **The Pulse**, for the dissemination of official news to the members of the Society.

C. Frequency of Issue and Subscription Rate. The frequency of issue and the subscription rate of **The Pulse** shall be determined by the Board of Directors.

Section 30. Editorial Board:

A. The Editorial Board shall include the Editor of **Anesthesia Progress**, the Editor of **The Pulse** and the Treasurer. The Chairperson of the Editorial Board shall be the Editor of **Anesthesia Progress**.

B. Eligibility: The Editor of **Anesthesia Progress** and the Editor of **The Pulse** must be active, life or retired members in good standing of this Society except as otherwise provided in these **Bylaws**.

C. Editor of **Anesthesia Progress**. The Editor of **Anesthesia Progress**:

- a. Shall be appointed for a five (5) year term by the President subject to the approval and annual review of the Board of Directors.

b. Shall supervise the compilation, publication, distribution and business arrangements of all publications that bear the imprimatur of this Society.

c. Shall be an *ex officio* member of the Board of Directors without the right to vote, as described in Chapter V, Section 10 of these **Bylaws**.

D. Editor of *The Pulse*. The Editor of *The Pulse*:

a. Shall be appointed by the President for a concurrent term of office, in accordance with Chapter VI, Section 80A of these **Bylaws** and subject to the approval of the Board of Directors.

b. Shall solicit, gather and publish news of special interest to Society members. This material shall include information on component society activities, continuing education programs and legal and scientific developments.

c. Shall be an *ex officio* member of the Board of Directors without the right to vote, as described in Chapter V, Section 10 of these **Bylaws**.

E. Vacancy: In the event of a vacancy in the editorship of **Anesthesia Progress** or **The Pulse**, an active, life or retired member shall be appointed by the President to fill such position for the remainder of the unexpired term, subject to the approval of the Board of Directors.

F. Budget. The annual budget of the Editorial Board shall be determined by the Chairperson of the Editorial Board subject to the approval of the Board of Directors. It shall be listed as a separate line item in the annual budget submitted by the Committee on Budget and Finance of the Society.

Chapter XIII: NATIONAL DENTAL BOARD OF ANESTHESIOLOGY

Section 10. Name: The National Dental Board of Anesthesiology, hereinafter referred to as "the Certifying Board," is the officially recognized certifying board of this Society.

Section 20. Membership and Eligibility: The Certifying Board shall be composed of its Board of Directors, all of whom shall be active or life members in good standing of this Society and Diplomates in good standing of the Certifying Board.

Section 30. Board of Directors: The Board of Directors of the Certifying Board shall be composed of five (5) directors elected in accordance with its own bylaws.

Section 40. Powers: The National Dental Board of Anesthesiology shall have the power to establish bylaws, rules and regulations to govern the conduct of the Certifying Board provided such bylaws, rules and regulations do not conflict with, or limit, these **Bylaws**.

Section 50. Officers: The officers of the Certifying Board shall be President, Vice President, Secretary and Treasurer. The officers shall be elected by a majority vote of the Board of Directors of the Certifying Board.

Section 60. Duties: The duties of the Certifying Board shall be:

A. To maintain close liaison with the Board of Directors of the American Dental Society of Anesthesiology.

B. To determine the eligibility for examination by the Certifying Board

C. To arrange and conduct suitable examinations for the Certifying Board.

D. To certify to the competency of applicants to the Certifying Board.

E. To award certificates to those applicants who have successfully completed the requirements for the Certifying Board.

F. To transmit to the Board of Directors of the Society, any new policies or proposed changes to existing policies that impact both the Certifying Board and the Society.

G. To submit to the Board of Directors of this Society at the Annual Session, an annual report describing the activities of the Certifying Board for the previous year.

Section 70. Fellowship in Anesthesiology:

A. An individual upon successfully achieving Diplomate status in the National Dental Board of Anesthesiology will become a Fellow in Anesthesiology of this Society. Once successfully obtaining the designation of Fellow in Anesthesiology, the individual will maintain that designation regardless of his or her affiliation with the National Dental Board of Anesthesiology.

B. The designation of Fellow in Anesthesiology once conferred on the individual is not dependent on maintaining Diplomate status in the National Dental Board of Anesthesiology.

Section 80. Meetings:

A joint meeting of the Board of Directors of this Society and the Board of Directors of the Certifying Board shall be held in conjunction with the annual session of this Society.

Section 90. Administrative Support: The Executive Director and staff of the American Dental Society of Anesthesiology shall provide administrative support to the National Dental Board of Anesthesiology.

Chapter XIV: COLLEGE OF SEDATION IN DENTISTRY

Section 10. Administration: The College of Sedation in Dentistry shall be administered by the Board of Directors of this Society.

Section 20. Membership and Eligibility: The College of Sedation in Dentistry shall be composed of those members in good standing of the Society who have satisfied the criteria established thereof.

Section 30. Powers: The College of Sedation in Dentistry shall have the power to establish rules and regulations to govern its conduct provided such rules and regulations do not conflict with, or limit, these **Bylaws**.

Section 40. Duties: The duties of the College of Sedation in Dentistry shall be

A. To develop and maintain the Examinations in Sedation for Dentistry of this Society consistent with criteria established by the American Dental Association.

B. To administer and monitor the conduct of the Examinations in Sedation for Dentistry of this Society.

C. To decide the success or failure of a candidate who has completed Examination in Sedation for Dentistry as provided by Chapter V, Section 80 of these **Bylaws**.

D. To make any other reports or recommendations for the Examinations in Sedation for Dentistry that it deems appropriate.

E. To establish the requirements for membership in the College of Sedation in Dentistry.

F. To issue a certificate to those applicants who have successfully completed the requirements for the College of Sedation in Dentistry.

Section 50. Finances:

A. The Treasurer of the Society shall serve as the custodian of all funds received by the College of Sedation in Dentistry.

B. The annual budget of the College of Sedation in Dentistry shall be listed as a separate line item in the annual budget of the Society.

Section 60. Meetings: The College of Sedation in Dentistry shall hold a minimum of one (1) meeting each fiscal year, to be held in conjunction with the annual session of this Society.

Chapter XV: AMERICAN DENTAL COLLEGE OF ANESTHESIOLOGY

Section 10. Name: The American Dental College of Anesthesiology, hereinafter referred to as "the College", shall come into being upon approval of the Board of Directors of the Society.

Section 20. Membership and Eligibility: The College shall be composed of those members, in good standing, of the Society who have satisfied the criteria established in the bylaws of the College.

Section 30. Governing Board: The Governing Board of the College shall be composed of not less than five (5) and not more than ten (10) members. Members shall be appointed by the President of the Society for a term of five (5) years.

Section 40. Powers: The American Dental College of Anesthesiology shall have the power to establish bylaws, rules and regulations to govern the conduct of the College provided such bylaws, rules and regulations do not conflict with, or limit, these **Bylaws**.

Section 50. Officers: The officers of the College shall be chairperson, secretary and such others, with the exception of treasurer, as may be prescribed in its bylaws. The Chairperson shall be elected by majority vote of the Board of Governors of the College.

Section 60. Duties: The duties of the College shall be:

A. To arrange and conduct suitable examinations for the College.

B. To certify to the competency of applicants to the College.

C. To issue a certificate to those applicants who have successfully completed the requirements for the College.

Section 70. Finances:

A. The Treasurer of the Society shall serve as the custodian of all funds received by the College.

B. The annual budget for the College shall be listed as a separate line item in the annual budget of the Society.

Chapter XVI: FINANCES

Section 10. Fiscal Year: The fiscal year of the Society shall begin July 1 of each calendar year and end June 30 of the ensuing year.

Section 20. General Fund:

The General Fund shall consist of all monies received other than those specifically allocated to other funds by these **Bylaws**. This fund shall be used for defraying all expenses incurred by this Society not otherwise provided for in these **Bylaws**. The General Fund may be divided into Operating and Reserve Divisions at the discretion of the Board of Directors.

Section 30. Other Funds:

The Society may establish other funds, at the discretion of the Board of Directors, for activities and programs requiring separate accounting records to meet governmental and administrative requirements. Such funds shall consist of monies and other assets received or allocated in accordance with the purpose for which they are established. Such funds shall be used for defraying all expenses incurred in their operation, shall serve only as separate accounting entities and continue to be held in the name of the American Dental Society of Anesthesiology.

Chapter XVII: INDEMNIFICATION

Each director, officer, committee member, employee and other agent of the Society shall be held harmless and indemnified by the Society against all claims and liabilities and all costs and expenses, including attorney's fees, reasonably incurred or imposed upon such person in connection with or resulting from any action, suit or proceeding, or the settlement or compromise thereof, to which such person may be made a party by reason of any action taken or omitted to be taken by such person as a director, officer, committee member, employee or agent of the Society, in good faith. This right of indemnification shall inure to such person whether or not such person is a director, officer, committee member, employee or agent of the Society at the time such liabilities, costs or expenses are imposed or incurred and, in the event of such person's death, shall extend to such person's legal representatives. To the extent available, the Society shall insure against any potential liability hereunder.

Chapter XVIII: AMENDMENTS

This **Constitution** may be amended by a two-thirds (2/3) affirmative vote of the legal votes cast by eligible members of the House of Delegates as described in Chapter IV, Section 10 of these **Bylaws**, provided that the proposed amendments have been presented at any previous session of the House of Delegates has been submitted in writing to the Administrative Office no less than one hundred twenty (120) days in advance of the session at which the amendment will be

1275 considered, and notification of the proposed amendment has been published on the Society's
1276 website at least ninety (90) days in advance of the session at which it will be considered.

1277
1278 This **Constitution** may also be amended at any session of the House of Delegates by a
1279 unanimous vote, provided the proposed amendments have been presented at a previous
1280 meeting of such session.

2025 Manual of the House of Delegates and Supplemental Information

Annual Session



Manual of the House of Delegates

Introduction

In 1994 the American Dental Society of Anesthesiology (ADSA) empowered a House of Delegates to act as its supreme authority body and provided for the designation of a Speaker of the House of Delegates to serve as its presiding officer. This manual has been prepared so that all who participate in the annual session of the House of Delegates may have a better understanding of the methods and rules under which it operates.

The House of Delegates is composed of the officially certified delegates of the component societies of the ADSA. The number of voting members is set forth in Chapter IV, Section 10 of the bylaws.

The American Institute of Parliamentarians Standard Code of Parliamentary Procedure notes that the first duty of a delegate is to vote for what the delegate believes is best for the profession and the Society as a whole. The second duty is to vote for what is best for the particular constituency represented. At the convention, a delegate learns new facts and listens to the arguments of others from different localities and with differing viewpoints. Frequently, a proposal is changed so completely by amendments adopted at the convention that it is really a different proposal from that originally offered. For these reasons, a delegate should be free to weigh the pros and cons and vote according to what appears to be the wisest course. Therefore, a delegate should understand thoroughly how component society members feel about the proposals to be voted on but be trusted to exercise good judgment in voting on measures as they are finally presented for decision.

Since the House of Delegates meets only once a year, it is obvious that any number of important issues may be considered and decisions made at the annual session.

In the following pages there is information relating generally to the organization and operation of the House of Delegates and specifically to the Annual Session of the ADSA House of Delegates. A careful reading of this material will give every member of the House of Delegates a more informed view of the activities which lead to the establishment of policy for the American Dental Society of Anesthesiology.

General Information for Delegates and Alternates

Credentials for Delegates and Alternates

In accordance with Chapter IV, Section 30 of the Bylaws, the names of the delegates and alternate delegates designated by component societies shall be filed with the Executive Director, at least thirty (30) days prior to the annual session of the House of Delegates. Should a component society fail to do so, it may request a member be credentialed at the first meeting of the House of Delegates when the report of the Committee on Credentials, Rules and Order is presented, provided the individual was a member in good standing of the Society no less than thirty (30) days in advance of the annual session. Credentialing of new delegates and alternate delegates is not permitted following adjournment of the first meeting of the House of Delegates.

Registration

Registration materials (preliminary agenda book) will be sent prior to annual session. Badges are required in order to gain admittance to the scientific session and to the visitors' gallery in the House of Delegates.

Seating of Alternate Delegates

Delegates wishing to substitute alternate delegates from their delegation for themselves during a meeting of the House of Delegates must complete the appropriate delegate-alternate substitution form at the special registration desk. Delegates are required to sign the form and surrender their admission cards for the meeting or meetings not attended before admission cards will be issued to alternate delegates by the Committee on Credentials, Rules and Order. Substitution of alternate delegates may be made at any meeting of the House of Delegates.

Access to the Floor

Access to the floor of the House of Delegates is limited to officers and members of the House of Delegates, the elective and appointive officers of the Society, the former presidents, the members of the Board of Directors, the secretaries and executive secretaries of component societies, and members of the Headquarters Office staff.

Alternate delegates, former officers and former directors do not have the privilege of access to the floor but will be seated in a special area.

Visitors at House Meetings

Anyone may attend meetings of the House of Delegates as a visitor upon display of an Annual Session registration badge. Visitors are not permitted access to the floor of the House but must be seated in the reserved section.

Schedule of House Meetings

The annual session of the House of Delegates is scheduled for three (3) days, Wednesday through Friday. Meetings of the House will be held on Wednesday afternoon and Friday afternoon until business is completed. Thursday afternoon is devoted to the hearings of the reference committee. Special meetings of the House of Delegates may be called by vote of the House. The following is the daily schedule of the House of Delegates.

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Operation of the House of Delegates

Officers

The House of Delegates has two officers, the presiding officer and secretary. The Presiding Officer is the Speaker of the House of Delegates who is elected biannually by the House of Delegates. The Secretary of the House is the Executive Director of the Society.

The Speaker presides at all meetings and the Secretary serves as the recording officer and custodian of the records.

Duties of House of Delegates and Board of Directors

The powers and duties of the House of Delegates, as defined in Chapter IV, Sections 40 and 50, of the bylaws, make it the policy-making body of the Society. As such it can determine policies; enact, amend and repeal the constitution and bylaws, and revoke or suspend charters of component societies. The House of Delegates also has the duty of electing the President-elect, the Vice President, the Speaker of the House of Delegates, the Treasurer, and the members of the Board of Directors. It also approves the annual budget

The powers and duties of the Board of Directors, as defined in Chapter V, Sections 80 and 90 of the bylaws, make it the managing body of the Society with full powers to conduct all business. In general, the Board of Directors carries out the policies of the House of Delegates and has the power to establish ad interim policies when the House of Delegates is not in session and when such policies are essential to the management of the Society. Such policies must be presented for review and approval by the House of Delegates at its next session.

The Board of Directors also provides for the rental or lease, maintenance and supervision of the Headquarters Office and all other property owned or operated by the Society; appoints the Executive Director; prepares the annual budget; supervises financial affairs; approve all appointments of the President as defined in the bylaws; selects the time and place of the annual session; and reviews all reports and makes recommendations on them to the House of Delegates.

Recommendations to House of Delegates

Recommendations which involve Society policy come to the House of Delegates from several different sources: the President of the Society, the Board of Directors, the committees, the component societies, individual delegates and, occasionally, from other organizations.

The President is charged by the bylaws with making an annual report to the House of Delegates. In this report the President may make recommendations dealing with the Society's programs or with issues impacting the Society.

The Board of Directors reports annually to the House of Delegates on its activities during the past year. The number of reports presented to the House varies each year depending on the issues facing the profession.

The reports of the Board of Directors will be presented at the first meeting of the House on Wednesday. All reports or comments on resolutions are presented on resolution worksheets.

The Treasurer is charged by the bylaws with preparing an annual financial report for the membership. A summary of this report which includes a review of the financial affairs of the

Society and the recommended budget for the upcoming fiscal year will be presented by the Treasurer.

The component societies may direct resolutions on the establishment of policy to the House of Delegates. Occasionally, the House of Delegates will receive a recommendation on policy from an outside organization, such as an international or specialty group in the field of dentistry or from a civic or philanthropic organization. Acceptance of such resolutions for consideration by the House of Delegates will be determined by the Speaker subject to the approval of the House.

The employed staff of the Association may also make recommendations to the House of Delegates but only through an appropriate agency such as the Board of Directors or an individual committee.

In these ways, the House of Delegates may receive many recommendations for consideration each year and its task is to act on them in the best way to meet the changing needs of the Society.

All reports and resolutions to be considered by the House of Delegates are presented in printed form. Every resolution appears on a resolution worksheet accompanied by the appropriate background information.

Resolution worksheets are provided to members of the House of Delegates at the annual session site. At the adjournment of the first meeting, all members will have received every item of business (worksheets) to be referred to the reference committee. Any business received after that meeting will be deemed New Business and distributed to all members at a later meeting of the session.

A thorough advance study of the various reports and resolutions will provide an essential background for a full understanding of activities as they occur in the House of Delegates.

Distribution of Material in House of Delegates

No material may be distributed in the House of Delegates without obtaining permission from the Secretary of the House. Material to be distributed must relate to subjects and activities that are proposed for House action or information.

Standing Rules of the House of Delegates

Seating of Delegations

The Secretary shall arrange for the seating of delegations in the House of Delegates in accordance with the following formula: the delegations shall be seated in accordance with the number assigned to their component societies as provided in the bylaws.

The secretary or executive secretary of a component society may be seated with the component society delegation on the floor of the House of Delegates even though they are not official delegates.

Speaking Privileges

The right to speak to issues before the House of Delegates is held—in addition to delegates—by officers of the Society, directors of the Society, and former presidents of the Society. Chairs of standing committees who are not members of the House of Delegates shall have the right to participate in debate on their respective reports but shall not have the right to vote. Secretaries and executive secretaries of component societies and those members of the administrative staff may be present on the floor of the House of Delegates and shall be privileged to speak when called upon as a resource.

Meeting Schedule and Order of Business

Consistent with procedures established in the Manual of the House of Delegates, the Speaker and Secretary of the House are responsible for the day-to-day business of the House. Included are selection of the on-site location and facilities and determination of times for convening and adjourning each meeting, the order of business and the agenda, subject to the approval of the House. Any substantive consolidation or expansion of the meeting schedule can take place only with the prior approval of the House. The sequencing of resolutions, for House action, will be organized by the Speaker of the House of Delegates.

Items of Business

An item of business becomes the property of the House of Delegates and subject to House action in accordance with the appropriate order of business and agenda schedule when such item is received in writing by the American Dental Society of Anesthesiology Executive Director (Secretary of the House) subject to the following conditions:

1. Reports and resolutions from component societies and individual delegates are governed by the Society bylaws and the Manual of the House of Delegates.
2. Resolutions from dental agencies not part of the American Dental Society of Anesthesiology may become items of business at the discretion of the House if received in writing by the Executive Director (Secretary of the House) at least 15 days in advance of a session.

Reports

All reports of committees, except supplemental reports, are sent to each delegate and alternate delegate at least 30 days in advance of the opening of the annual session. All supplemental reports are distributed to each delegate before such reports are considered by the House.

Resolutions to Amend the Rules of the House of Delegates

The standing rules are internal policy of the House of Delegates on how it conducts its business. Since the House does not reaffirm existing policy, the standing rules do not have to be approved at each annual session. If an amendment to the standing rules is offered, it will be accepted and considered in the same manner as all other resolutions. The resolution will be referred to the reference committee where it will be debated and considered before the House is asked to take action. The resolution will be reported to the House as a priority item at the beginning of the second meeting. The standing rules may be amended by a majority vote of the delegates present and voting. If the House adopts the resolution, the amendment will govern the balance of that session as well as future sessions.

Suspension of the Standing Rules

In accordance with the AIP Standard Code, a motion to suspend rules permits the House of Delegates to vote to suspend procedural rules that interfere with the accomplishment of a particular action. Rules may be suspended only for a specific purpose and for the limited time necessary to accomplish the proposed action. A two-thirds vote is required to adopt a motion to suspend the standing rules.

Referral of Reports and Resolutions

The Speaker of the House shall prepare a list of recommended referrals to the reference committee, subject to amendment or approval on vote of the House of Delegates.

Resolutions on the Appropriation of Funds

Any resolution proposing an appropriation of funds, except those relating to the annual budget, shall be referred to the Board of Directors for a report at the same session on the availability of funds for the purpose specified.

Consideration of Budget

The proposed annual budget shall be submitted to the members of the House of Delegates at least 14 days prior to the opening meeting of the annual session. In the event the proposed budget as submitted is not approved, all recommendations for changes adopted by the House of Delegates shall be referred to the Board of Directors to prepare and present a revised, proposed budget.

If any recommendations for changes in the proposed budget receive House approval, they shall be identified as House Budget Recommendation 1, House Budget Recommendation 2, etc.

House approval of any recommendations for changes automatically returns the proposed budget to the Board of Directors for revision and subsequent resubmission to the House of Delegates for approval or further recommendations for modification. This procedure will be repeated until a preliminary budget for the ensuing fiscal year is adopted.

This preliminary budget includes all items that the Board of Directors and House of Delegates have approved, but it remains a preliminary budget since it does not incorporate any programs that may subsequently be adopted by the House at this session which require additional funding. The final budget is established and adopted by the House of Delegates

through its approval of the preliminary budget plus the changes made as a result of actions by the House of Delegates. The Board of Directors will present this final budget, which will include the preliminary budget plus any additions made as a result of action by the House of Delegates, to the House at the last meeting of the annual session.

Introduction of New Business

No new business shall be introduced into the House of Delegates at the last meeting of a session except when such new business is submitted by a delegate and is permitted to be introduced by a two-thirds vote of the House of Delegates. The motion introducing such new business shall not be debatable. Approval of such new business shall require a majority vote. Reference committee recommendations shall not be deemed new business.

Any resolution that the Speaker refers to the reference committee must be made available to all members of the House before adjournment of the first meeting. For this reason, resolutions received in the Headquarters Office before the House officially convenes its first meeting will be processed, referred to the reference committee, and made available to all members of the House at that meeting. Resolutions received after the first meeting has convened will not be referred to the reference committee. They will be accepted as new business, distributed during the second meeting of the House, and taken up when the Speaker calls for new business.

Presentation of Resolutions and Other Items of Business

Only a delegate has the right to present a motion. Therefore, within the limitation of the rule on the introduction of new business at the House of Delegates, any delegate may present amendments and substitute resolutions, as well as appropriate procedural and other matters, from the floor. Such items of business must be presented as far in advance as possible to the Secretary of the House of Delegates so that copies may be made available to members of the House.

Resolutions which (1) merely reaffirm or restate existing Society policy, (2) commend or congratulate an individual or organization, or (3) memorialize an individual shall not be introduced in the House of Delegates.

Seconding of Motions

Following the proper movement of a motion, a second is not required.

Action on Motions Recommended by Reference Committee

A reference committee request for action on an item of business (resolution) shall be brought to the floor of the House for debate in the form of a main motion. The main motion should present the substantive proposal to the House for consideration and action, with a recommendation that precisely reflects the position of the reference committee on that particular resolution. House of Delegates procedure requires the reference committee chair to make the appropriate main motion immediately following the reading of the resolution and the portion of the reference committee report related to that resolution. (It should be noted that the content of the resolution is actually part of the main motion.)

Reference committees are the only screening mechanism in the legislative process of the ADSA House of Delegates. Reference committees cannot "pigeonhole" any resolution presented to them even though that resolution has the support of only a single delegate. Therefore, to aid

the House in its deliberations, the main motion together with the committee's recommendation should reflect the majority opinion of the members of the reference committee.

Motions to Vote Immediately

A motion to vote immediately on all pending motions shall not be used in the House of Delegates. The motion to vote immediately may be used so long as it applies only to the immediately pending motion. A motion to vote immediately shall not be made in conjunction with the proposal of another motion or debate on a pending motion.

Closed Session

A closed session is any meeting or portion of a meeting of the House of Delegates with limited attendance in order to consider a highly confidential matter. A closed session may be held if agreed upon by general consent of the House or by a majority of the delegates present at the meeting at which the closed session would take place. In a closed session, attendance is limited to officers of the House, delegates and alternate delegates, and the elective and appointive officers and directors of the Society. Legal counsel may be invited to participate in such deliberations. In consultation with the Secretary of the House, the Speaker may invite other persons with an interest in the subject matter to remain during the closed session. In addition to staff, this is likely to include members of the committee(s) involved with the matter under discussion and executive directors of component societies. No official action may be taken nor business conducted during a closed session.

Immediately after a closed session, the Speaker will inform the delegates that they may present a motion to request permission to review information which was discussed in the closed session, with the information being discussed only with those members present at the session. This provision is not applicable to an attorney-client session.

Dues of Active Members

The dues of active members shall be in an amount prescribed by the House of Delegates. The resolution establishing the dues of active members for the following fiscal year may be amended to any amount by the House of Delegates. The resolution requires a simple majority vote of the members present and voting for adoption.

Amendments to Constitution and Bylaws

The House of Delegates is governed in its amendment of the constitution and bylaws by the provisions of the constitution and bylaws.

Voting Procedures

The method of voting in the House of Delegates is usually determined by the Speaker of the House who may call for a voice vote, show of hands (voting cards), standing vote, roll call of the delegates, or such other means that the Speaker deems appropriate. The House may also, by majority vote, determine for itself the method of voting that it prefers.

Only votes cast by voting members of the House of Delegates either for or against a pending motion shall be counted. Abstentions shall only be counted in determining if a quorum is present.

If the result of a vote is uncertain or if a division is called for, the Speaker may call for a standing vote. If a standing vote, the count will be made by tellers appointed by the Speaker and reported to the Secretary.

The Committee on Credentials, Rules and Order is charged with supervising the count of votes in the House of Delegates.

Nomination Procedures

Elections for elective officers are conducted every other year in odd-numbered years. Nominations for President-elect, Vice President, Speaker of the House of Delegates and Treasurer are made from the floor of the House of Delegates at the first meeting in accordance with Chapter VI, Section 30 of the bylaws and may be followed by nominating speeches, statements or remarks not to exceed five (5) minutes by the candidate or by an active, life or retired member on behalf of a candidate from the podium, according to the protocol established by the Speaker of the House of Delegates. Seconding a nomination is not permitted.

Nominations for those positions of the Board of Directors which are up for election will be made at the first meeting of the House of Delegates. The details of the nomination procedure are set forth in Chapter V, Section 40, of the bylaws.

Election Procedures

Only properly certified delegates are permitted to participate in the elections of the House of Delegates. Contested elections are held under the supervision of the Committee on Credentials, Rules and Order and in accordance with procedures established in Chapter III, Section 130 of the bylaws. Elections shall take place as a first order of business at the second meeting of the House of Delegates.

Installation of New Officers and Directors

Installation for new officers and directors shall take place on Friday at the conclusion of the final meeting of the House of Delegates with the time specified by the Speaker of the House.

Committees of the House of Delegates

Committee on Credentials, Rules and Order

In order to conduct its business, the House of Delegates uses one standing committee, the Committee on Credentials, Rules and Order. The Committee on Credentials, Rules and Order is composed of three (3) members from the officially certified delegates and alternate delegates appointed by the President at least thirty (30) days in advance of the annual session. This standing committee of the House of Delegates makes recommendations on the eligibility of delegates and alternate delegates to a seat in the House of Delegates when a seat is contested, maintains a continuous roll call, and determines the presence of a quorum.

Reference Committees

The Reference Committees of the House of Delegates consist of three (3) members from the officially certified delegates appointed by the President of the Society at least sixty (60) days in advance of the annual session.. Chapter IV, Section 120 of the bylaws allows for the number of

reference committees to vary from year to year depending on the issues which are before the House of Delegates.

Minutes Approval Committee

The minutes of the Annual Session of the House of Delegates be approved by a Minutes Approval Committee of three delegates appointed by the Speaker of the House. The Minutes Approval Committee will continue to function as a House of Delegates committee after adjournment sine die until the committee approves the minutes of the House of Delegates, signs and files them with the House Secretary. The Minutes Approval Committee will complete the approval of the minutes within 45 days after the adjournment of the House of Delegates.

General Procedures for Reference Committees

Duties

The primary duty of a reference committee is to recommend to the House of Delegates an appropriate course of action on matters which have been placed before it. This duty can best be discharged by evaluating all resolutions which it has received from the committees, the Board of Directors and other agencies, by basing its recommendations on the best information and advice which is available and by making its decision in the best interests of the public, the Society and the dental profession.

The reference committee shall not prevent the House of Delegates from taking action on any matter which has been presented. Nor is it the committee's duty to accept automatically and without deliberation the opinions of its own members or, on the other hand, the opinions of those who have testified.

The reference committee fulfills its duty when it takes into consideration all of these factors and advises the House of Delegates to adopt, not adopt, amend or refer a resolution which has been placed before it.

The reference committee has the final duty of taking action on all matters assigned to it. A reference committee may not "pigeonhole" any item but must refer it to the House of Delegates for final disposition.

Authority

Reference committees have a good deal of authority but must act within the standing rules of the House of Delegates and within the framework of the constitution and bylaws. The reference committees may not only act on resolutions before them but may also propose resolutions on their own initiative dealing with matters placed before it. They may call upon the officers, members of the Board of Directors, committees and the members of the staff when they desire to gain information. They may make an explanation of the committee's decision before recommending to the House of Delegates that a resolution be adopted, not adopted, amended or replaced by a substitute resolution or referred.

Clerical Assistance

The Executive Director will be responsible for providing necessary clerical assistance to the reference committee. Those responsible for such assistance shall not participate in the substantive deliberations of the committee.

Those assigned to provide clerical assistance shall be instructed by the Executive Director to hold all committee deliberations in the strictest confidence.

Conduct of Hearings

The primary duty of a reference committee is to receive and evaluate opinions and information so that it may present a well-informed recommendation to the House of Delegates. Opinions are received during the open hearing, which is conducted by the reference committee and later evaluated in a closed meeting at which the committee's decisions are made.

The chair of the reference committee should preside at both the hearing and the closed meeting. The chair should carry out the usual duties of maintaining order, facilitating the transaction of business and ruling on length and pertinence of discussion.

The chair should NOT permit the making of motions or the taking of formal votes at an open hearing, since the objective of the hearing is to receive information and opinions and not to make decisions of any sort which would bind the reference committee in its subsequent deliberations.

The chair should ensure that all who want to be heard are heard but should be watchful against prolonged holding of the floor by one or more persons at the expense of others who may wish to counsel with the committee. The chair, with the consent of the committee, may place reasonable limitations on discussion and debate.

All members of the American Dental Society of Anesthesiology have the right to attend reference committee hearings and participate in the discussion, whether or not they are members of the House of Delegates. Nonmembers of the Society may participate in the discussion at hearings only at the invitation of a majority of the reference committee. Participants should be aware that members of news media may attend committee hearings. At the start of the reference committee hearing, each chair shall ask members of the media and any other nonmembers, excluding component and ADSA staff, to identify themselves. The committee can then make its decision on whether the nonmembers may participate. In general, nonmembers should be permitted to take part so long as they do not interfere with the orderly conduct of the hearings.

Reference committees are expected to be available during the announced hours of a hearing.

Prior to beginning the reference committee hearing, the chair is requested to read the following statement:

"All members of the American Dental Society of Anesthesiology have the right to attend and participate in the reference committee hearing, whether or not they are members of the House of Delegates. However, nonmembers of the Society may participate in the discussion at this hearing only at the invitation of a majority of the reference committee. At this time, I respectfully request that all members of the media and other nonmembers, excluding component and ADSA staff, to identify themselves.

American Dental Society of Anesthesiology staff members are available at this hearing to provide information requested by members of the reference committee or through the chair by those participating in the discussion."

Conduct of Closed Session

After evidence and information has been received at the open hearing, the committee shall retire to a closed session to reach its decisions. The report shall be prepared only on the basis of materials dictated by the committee and the committee is solely responsible for the report.

The Executive Director shall designate members of staff to assist the (each) reference committee to the degree that the (each) committee shall request such assistance. Such staff may be at closed sessions at the pleasure of the committee.

The committee is empowered to invite others into the closed session to provide resource information under such conditions as it may set, if such invitations are, in the view of the committee, necessary for the proper discharge of its duties.

When it wishes, the committee may exclude from closed session everyone except the members.

Amendments to Bylaws

The reference committee may be asked to consider amendments to the bylaws. The determination of whether or not the policy involved in the proposed amendment is desirable must be made by the reference committee. The wording of all proposed bylaws amendments, however, must have the approval of the Speaker of the House of Delegates. The reference committee will be provided with a copy of the Speaker's recommendations, approving or redrafting all proposed amendments to the bylaws that were submitted before it adjourned. When the language of the amendment is approved, the reference committee will then incorporate the approved text of the amendment in its report, indicating that it was approved by the Speaker of the House of Delegates. The purpose of this procedure is to give the individual reference committees the opportunity to determine whether the policy of an amendment is desirable, while reserving the technical wording of the amendment to the Speaker of the House of Delegates.

Preparation of Report

The report of the reference committee to the House of Delegates is nothing more than the comment and the recommendation of the committee on the material which it has had under consideration.

All recommendations to the House of Delegates must be placed in the standard resolution form. Except in very unusual cases, the use of preliminary and explanatory "whereas" clauses is not permitted. The committee should place this prefatory material in its comment on the resolution in the general text of its report.

Resolutions should be worded with the utmost clarity and must contain only a single topic. Resolutions containing more than one topic must be divided so that the House of Delegates can vote intelligently on a single question. The wording of a resolution is most important, since an improperly worded resolution will not give the delegates a clear and immediate idea of the question on which they are being asked to vote.

If the report of a committee contains no resolutions, the reference committee should merely state that it has noted the report and make such comment as it may desire.

It is not proper to recommend that the report be "received," "approved" or "adopted." If the reference committee wishes to adopt or approve some item in the report, it must draft a suitable resolution.

The report should be as brief as possible. Long sections of material which the delegates already have before them should not be repeated.

Resolutions which (1) merely reaffirm or restate existing Association policy, (2) commend or congratulate an individual or organization, or (3) memorialize an individual shall not be introduced in the House of Delegates.

Consent Calendar

In an effort to make the best use of the time of the House of Delegates, the reference committee is encouraged to use a consent calendar. Only those items with which the committee agreed unanimously and which received no testimony or all positive testimony at the reference committee hearing can be included on the consent calendar.

Majority and Minority Reports

Every effort should be made by the members of a reference committee to reach unanimous agreement. If this is not possible, majority and minority reports may be presented. The report receiving the most support from members of the committee is presented as the "majority report."

Signature of Report

One copy of the report must be signed by all members of the committee, except in the case of a minority report, and presented to the Secretary of the House of Delegates or to a member of the Secretary's staff before it is presented to the House of Delegates.

Report of the Reference Committee

The completed reference committee report will be made available online Thursday night on adsahome.org, with limited copies available at the start of business on Friday.

Presentation of Reports to House of Delegates

The report of the reference committee is presented by its chair. All items shall be prioritized by the reference committee. The items of greatest importance shall be considered as priority items and shall be considered at the opening of the meeting on Friday. Following consideration of the priority items, the remainder of the reference committee report will be called for.

In the event of debate or discussion, the chair and members of the reference committee are free to reply to any questions or to comment. If the chair desires, a member of a committee, member of the Board of Directors or staff may be called to supply the information requested. However, the chair of the committee, or the designated committee member, should be prepared to comment on the position which the committee has taken.