

1 Current to: 7.1.22

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Michigan Dental Association

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**POSITION DESCRIPTION**

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9 **TITLE:** Speaker of the House

**AFFILIATION:** MDA

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11 **REPORTS TO:** House of Delegates

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13 **Term and Election:** The term of office of the Speaker of the House is for a term of three years  
14 with a term limit of three consecutive three-year terms. Candidates for the office will submit an  
15 application to the MDA Nominating Committee, which will select nominees for consideration by  
16 the MDA House of Delegates.

17

18 **Time Commitment:** Approximately 24 to 27 days annually, not including time spent in  
19 preparation for MDA meetings.

20

21 **Honoraria/Expenses:** Honoraria: \$2,000; Expenses: \$3,500 (see honoraria/expenses section for more  
22 information)

23

24 **Expectations:** If elected to the Board, you are encouraged to make a financial contribution or  
25 be an active participant in MDA/ADA affiliated organizations such as dental PACs and  
26 foundations. Your participation will demonstrate your dedication as a leader in the MDA and  
27 many of them will be published for membership and public appreciation.

28

29 **Skills and Experience**

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- 31 ➤ Member in good standing of the MDA
- 32 ➤ Strategic thinker, has the ability to contribute to the strategic planning process
- 33 ➤ Respects others points of view
- 34 ➤ Has the ability to participate in group decision-making, and a willingness to abide by a  
35 majority decision, reached by the House of Delegates
- 36 ➤ Displays a minimal, or more advanced, level of governance experience
- 37 ➤ Demonstrates the ability to listen, learn, and understand the issues.
- 38 ➤ Demonstrates the ability to engage in dialogue, utilizing relevant experience and  
39 knowledge.
- 40 ➤ Demonstrates the ability to exhibit patience, realizing the necessity for compromise when  
41 engaging in dialogue.
- 42 ➤ Perseveres when faced with perceived adversity. Shows a willingness to continue  
43 engagement in dialogue until a mutually agreeable compromise is reached.
- 44 ➤ Dependable, practical, influential, flexible, and highly ethical in all relationships.
- 45 ➤ Has the ability to dedicate the time and energy necessary to develop proficiency in  
performance

- 46 ➤ Possesses the ideology and values that are consistent with organized dentistry  
47 ➤ Has knowledge of, and adheres to, the MDA and ADA Codes of Ethics  
48 ➤ Demonstrates leadership in community activities and legislative advocacy  
49 ➤ Demonstrates financial and business acumen  
50 ➤ Demonstrates promptness, accuracy, and attention to detail  
51
- 52 **Duties:** The Speaker of the House shall preside at the meetings of the MDA House of  
53 Delegates and may cast the deciding vote. The decision of the Speaker, during HOD debate,  
54 shall be final unless an appeal of the decision is made by a member of the House, in which case  
55 the final decision will be by majority vote of those present and voting.  
56
- 57 ➤ Possess a working knowledge of American Institute of Parliamentarian Standard Code of  
58 Parliamentary Procedure;  
59
- 60 ➤ Serve as a voting member of the Michigan Dental Association Board of Trustees;  
61
- 62 ➤ Have knowledge of, and be familiar with, the [Board Code of Conduct](#) (APM 16-915)  
63
- 64 ➤ Presiding at all meetings of the House of Delegates;  
65
- 66 ➤ Serving as a voting member of the Michigan Dental Association Executive Committee;  
67
- 68 ➤ Serve as a delegate to the ADA House of Delegates;  
69
- 70 ➤ Utilize their authority to grant permission for an active or life member, or persons other  
71 than active or life members of the Association, to address the House of Delegates. The  
72 request is to be in writing with subject matter specified;  
73
- 74 ➤ Utilize his/her discretion, as speaker, to allow members of the House of Delegates to  
75 participate in a meeting of the House of Delegates by remote communication if unable to  
76 attend in person;  
77
- 78 ➤ Utilize his/her authority to appoint members of the standing House committees: Committee  
79 on Credentials, Rules and Order, Bylaws Language Review Committee and Reference  
80 Committee;  
81
- 82 ➤ Utilize their authority to appoint special committees of the HOD, per direction of the HOD,  
83 to perform duties not otherwise assigned by the MDA Bylaws. Each special committee shall  
84 be appointed to serve until the next meeting of the HOD unless otherwise specified;  
85
- 86 ➤ Finalize the agenda for the House of Delegates;  
87
- 88 ➤ Provide regular updates to the House of Delegates on the activities of the Board of Trustees;  
89

- 90 ➤ Develop and approve the scripts for each meeting of the HOD. MDA staff will draft the  
91 scripts for final approval;  
92
- 93 ➤ Assist the reference committees in the development and review of its report, specifically in  
94 relation to parliamentary procedure and format, in conjunction with the House Secretary  
95 (MDA Executive Director);  
96
- 97 ➤ Meet with the tellers, prior to the first meeting of the HOD, to provide them with their  
98 duties and appropriate tallying forms;  
99
- 100 ➤ Serve as the chair of the [Election Commission](#);  
101
- 102 ➤ Supervise the voting procedure for Candidates for MDA Office: In the event of a tie on the  
103 first ballot, a second ballot shall be taken between the same candidates. In the event of a tie  
104 on the second ballot, the Speaker of the House of Delegates shall declare a recess of fifteen  
105 (15) minutes for caucusing. In the event of a tie on the third ballot, caucusing and balloting  
106 shall continue until a candidate is elected. (Bylaws Chapter III, Section 14);  
107
- 108 ➤ Succeed to the office of President-Elect should the office of President-Elect become vacant.  
109 (Bylaws);  
110
- 111 ➤ Succeed to the office of President should the offices of President and President-Elect  
112 become vacant. (Bylaws);  
113
- 114 ➤ The speaker of the house receives one complimentary room for up to three nights. (APM 19-  
115 1215)  
116

### 117 **Honoraria/Expenses**

118 The MDA executive director (or his/her designee') will meet with each officer to explain the  
119 honorarium and expenses that are reimbursable during his/her term of office, the total amount  
120 budgeted for expenses and the reporting requirements.  
121

#### 122 Reporting Requirements:

- 123 •The officers will be provided with the appropriate expense reporting forms with instructions  
124 on proper filing.  
125 •The officers must submit his/her expenses to the MDA on a regular basis.  
126 •The MDA must provide, if requested, an accounting of all expenses to-date on a quarterly  
127 basis.  
128

129 All expenses must be reconciled within two months following the expiration of term of office.  
130

#### 131 *Honoraria:*

132 The speaker of the house's honorarium is \$2,000. The honoraria will be provided in one lump  
133 sum within 30 days after taking office.  
134

135

136 *Reimbursable and Non Reimbursable Expenses:*

137 The speaker of the house's expense account is \$3,500 and the following items are  
138 reimbursable:

139

140 •Attendance at one Wisconsin Dental Association House of Delegates meeting during his/her  
141 term of office.

142 •Attendance at one parliamentary training course.

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3 Candidate Guidelines  
4 Approved by MDA HOD April 2017  
5

6 Resolved, that the following guidelines and policies relating to candidates for office are to be  
7 distributed to each component dental society and all candidates:  
8

9 Candidate Guidelines

10 *Election Commission*

11 An Election Commission, consisting of the speaker of the house, president-elect and one  
12 member of the House of Delegates, appointed by the Speaker, shall oversee and adjudicate all  
13 issues of contested races for MDA offices. The speaker shall be the chair of the Election  
14 Commission. In the event the speaker is running in a contested race for office, the MDA  
15 president-elect will replace the speaker as the chair of the Election Commission and the MDA  
16 immediate past president will become a member of the Election Commission. The Election  
17 Commission shall meet with all candidates to review and clarify MDA guidelines regarding  
18 candidate issues. The Election Commission will address any concerns with candidates that  
19 violate any of the agreed upon issues.  
20

21 *Announcing Slate of Candidates*

22 The nominating committee announces the slate of candidates.  
23

24 *Candidates Who Wish to be Copied on MDA Board Materials*

25 All candidates for President-Elect, Trustee, Speaker of the House, Michigan candidates for Ninth  
26 District Trustee, Editor, Secretary/Treasurer and the ADA Delegation may, upon request,  
27 receive all Board of Trustees mailings; the cost to be borne by the candidate.  
28

29 *Campaign Promotions: Mailings/Literature/Videos/Websites*

30 The Election Commission will decide annually on allowable campaign promotions and notify the  
31 candidates once they have been selected by the Nominating Committee. This includes  
32 distribution of material on the floor of the House, email or first class mail promotions, videos,  
33 websites, and any other promotional pieces or activities.  
34

35 *Region Caucuses*

36 Candidates are not allowed to campaign at component meetings/region pre-caucuses.  
37 Candidates in contested elections, along with one or two members of their election committee,  
38 are encouraged to visit region caucuses held on-site during the MDA Annual Session. Violations  
39 will be reported to the Election Commission for review and to determine if any sanctions will be  
40 applied.  
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*Component Meetings*

Nothing in these rules shall prevent a candidate from attending a meeting, conference or other event in his or her capacity as a trustee or other officer or official of the MDA. Campaigning at such events when attending in an MDA capacity is strictly prohibited.

*Campaign Functions*

Candidates will not hold campaign functions before or during the MDA Annual Session.

*Campaign Signs/Posters*

The MDA will display a sign listing all candidates in the exhibit area and House of Delegates registration areas. Photos will not be included.

*MDA Staff Resources*

Staff involvement will be kept to a minimum.

*Candidate Guidelines Questions*

Any questions regarding the guidelines should be directed to the chair of the Election Commission for clarification.

Candidate Forum Guidelines

When there are contested elections for the offices of president-elect, speaker of the house, ADA ninth district trustee, editor, secretary/treasurer and trustee, an open candidate forum may be held during the MDA Annual Session. The date, time and place to be determined by the speaker.

*Forum Moderator*

The MDA president-elect will act as moderator. The sitting immediate past president will assume the responsibilities of moderator should the president-elect be unable to perform the duties. The moderator shall have authority over the candidate forum, to include format, and thus any questions regarding the forum should be directed to the president-elect.

*Cost of Forum*

Microphones are present in the room and provided by the MDA. No additional requests (i.e., audio visuals) are allowed due to the forum structure.

79 MICHIGAN DENTAL ASSOCIATION  
80 BOARD OF TRUSTEES  
81 CODE OF CONDUCT  
82 (As presented to the September 2015 Board)  
83  
84

85 **Introduction**  
86

87 The Michigan Dental Association (“MDA”) Board of Trustees (“Board”) is committed to  
88 complying with all laws, rules and regulations applicable to its activities and conducting the  
89 business of the MDA in accordance with the highest standards of business ethics. This Code of  
90 Conduct shall apply to all members of the Board except the Executive Director. The Board has  
91 adopted this Code of Conduct to promote legal and ethical behavior. Pursuant to Chapter IV,  
92 Section 6 of the MDA Bylaws (“Bylaws”) a Board member may be removed by the Board for a  
93 violation of this Code of Conduct. By accepting and retaining a seat on the Board all Board  
94 members agree to abide by this Code of Conduct.  
95

96 **Code of Conduct**  
97

- 98 1. Board members agree to follow the American Dental Association’s Principles of Ethics and  
99 Code of Professional Conduct, the MDA’s Standards of Ethics and Code of Professional  
100 Conduct, the Bylaws, other applicable MDA rules and regulations and will ensure that their  
101 membership in the MDA remains in good standing at all times.  
102
- 103 2. At meetings of the Board and at all other times acting in the capacity as a Board member,  
104 Board members will conduct themselves in good faith, with honesty and integrity and  
105 conduct themselves in a professional and respectful manner.  
106
- 107 3. Except as required by law or otherwise permitted by the Board, Board members shall not  
108 disclose any information labeled or described as “confidential” information or information  
109 that is discussed or provided in an executive session of the Board.  
110
- 111 4. Board members will exercise proper authority and good judgment in their dealings with  
112 MDA staff, professional advisors, consultants and the general public and will respond to  
113 the needs of MDA members in a responsible, respectful, and professional manner.  
114
- 115 5. Board members shall not use any information provided by MDA or that was acquired as a  
116 consequence of the Board members service on the Board in any manner other than in  
117 furtherance of the Board member’s duties as a member of the Board. Board members  
118 shall not misuse MDA property or resources and will at all times keep MDA property secure  
119 and not allow any person not authorized by the Board to have or use MDA property.  
120
- 121 6. Board members shall perform their assigned duties in a professional and timely manner  
122 pursuant to the Board’s direction and oversight.  
123

- 124 7. Upon the expiration or termination of a Board member's term on the Board, the Board  
125 member shall promptly return to MDA all documents, electronic and hard copy files,  
126 reference materials and any other MDA property in the possession or control of the Board  
127 member. The return of MDA property will not discharge a former Board member from the  
128 Board member's continuing obligations of confidentiality with respect to information  
129 acquired as a consequence of the Board member's tenure on the Board.  
130
- 131 8. Board members shall not: (a) persuade or attempt to persuade any MDA employee to  
132 leave their position with the MDA or to become employed by any person or entity other  
133 than MDA; or (b) persuade or attempt to persuade any member, exhibitor, advertiser,  
134 sponsor, subscriber, supplier, contractor, or any other person or entity with an actual or  
135 potential relationship to or with MDA to terminate, curtail, or not enter into its  
136 relationship to or with MDA, or to in any way reduce the monetary or other benefits to  
137 MDA of such relationship.  
138
- 139 9. Board members must act at all times in accordance with the MDA Conflict of Interest Policy  
140 (attached hereto as Exhibit A).  
141
- 142 10. Board members shall not abuse Board membership by improperly using Board  
143 membership MDA staff, services, equipment, resources or property for personal or third-  
144 party gain. Board members shall not represent to third parties that their authority as a  
145 Board member extends any further than that which it actually extends.  
146
- 147 11. Board members shall not engage in or facilitate any discriminatory or harassing behavior  
148 directed toward MDA staff, members, meeting attendees, exhibitors, advertisers,  
149 sponsors, suppliers, contractors or others while engaging in MDA activities and/or  
150 conducting MDA business.  
151
- 152 12. Board members shall not solicit or accept gifts, gratuities, free trips, honoraria, personal  
153 property or any other item of value from any person or entity as a direct or indirect  
154 inducement to provide special treatment to the person or entity with respect to matters  
155 pertaining to MDA.  
156
- 157 13. Board members shall provide goods or services to MDA as a paid vendor to MDA only after  
158 full disclosure to and advance approval by the Board.  
159

160 **Survival**

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162 Sections 3, 5, 7 and 8 of this Code of Conduct shall survive the expiration or termination of a  
163 Board members tenure on the Board and continue to be binding upon Board members  
164 following the end of their tenure on the Board.  
165

166  
167 **Report of Violation/Sanction**

- 169 1. A Board member (the “Reporting Board Member”) may make a written report (a “Report”)  
170 to be filed with the MDA Executive Director alleging another Board member (the “Accused  
171 Board Member”) has violated the Code of Conduct. The Report shall be provided by the  
172 Executive Director to all Board members as soon as practicable.  
173
- 174 2. The President (or the President-Elect if the Report contains allegations against the  
175 President) shall conduct a hearing on the allegations raised in the Report at the Board  
176 meeting as soon as practicable following the Executive Director’s receipt of the Report. At  
177 the hearing the Reporting Board Member shall present the allegations and any evidence  
178 supporting the allegations to the Board. The Accused Board Member shall respond to the  
179 allegations presenting any evidence supporting the Accused Board Member’s defense. The  
180 Board members shall then have an opportunity to question both the Reporting Board  
181 Member and the Accused Board Member.  
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- 183 3. Immediately following the questioning the Board members, other than the Reporting  
184 Board Member and the Accused Board Member who shall be excluded from the  
185 deliberations, shall deliberate and decide by majority vote whether the Code of Conduct  
186 has been violated and, if so, the sanction to be imposed against the Accused Board  
187 Member.  
188
- 189 4. The possible sanctions that the Board may decide to impose against the Accused Board  
190 Member include only:  
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- 192 (a) Citation/Guidance Letter. The President (or the President-Elect in the event the  
193 Report includes allegations against the President) may issue a letter to the Accused  
194 Board Member citing minor violations of this Code of Conduct by the Accused Board  
195 Member and providing the Accused Board Member with guidance regarding the  
196 requirements of this Code of Conduct. A Citation/Guidance Letter shall be used only in  
197 cases involving minor violations of this Code of Conduct that the Board determines do  
198 not warrant a Reprimand or Removal. A Citation/Guidance Letter shall not be reported  
199 to the House of Delegates but shall be taken into account by the Board in any future  
200 hearing arising from a Report involving the Accused Board Member.  
201
- 202 (b) Reprimand. A reprimand shall consist of a written letter sent by the President (or  
203 President-Elect in the event the Report includes allegations against the President) to  
204 the Accused Board Member and included in the minutes of the Board’s meeting that  
205 specifically identifies the Accused Board Member’s violation of the Code of Conduct  
206 and directs the Accused Board Member to cease the conduct that resulted in the  
207 violation of the Code of Conduct. Previously issued reprimands to a Board member  
208 shall be taken under consideration in any future hearing involving that Board member’s  
209 alleged violation of the Code of Conduct.  
210
- 211 (c) Removal. The Accused Board Member may be removed from the Board and any  
212 officer position then held upon the affirmative vote of two-thirds (2/3) of the Board in  
213 accordance with Chapter IV, Section 6 of the Bylaws.

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5. Reprimand and Removal sanctions shall be reported to the House of Delegates in the Speaker of the House of Delegates' next communication to the House of Delegates unless the Board determines that reporting the Reprimand or Removal to the House of Delegates would:
  - a) violate the privacy rights of third parties included in a Report;
  - b) compromise the position of the MDA in pending or threatened legal or regulatory matters; or
  - c) not be in the best interest of the MDA.