

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43

**Michigan Dental Association
Nominating Committee Guidelines
(April 30, 2022)**

Introduction

The purpose of the nominating committee is to recognize, seek and select qualified nominees who will provide the best leadership for the Michigan Dental Association. The goal is to present to the MDA House of Delegates a slate with capable individuals for each office, so that the group may choose leaders who will serve the organization well.

The business of the nominating committee is both important and serious. These guidelines have been compiled to help make the work more effective and the task easier to accomplish.

It is the responsibility of the Committee to forward a slate of candidates to the House of Delegates for the following offices:

- President-Elect
- Secretary/Treasurer
- Editor
- Speaker
- Board of Trustees
- MDA Delegation to the ADA House of Delegates
- ADA Ninth District Trustee (every eight years when it is Michigan’s turn to elect a trustee). This position is a four year-term that is shared equally with the Wisconsin Dental Association.)

A “nominee” is a person whose name has been proposed for an office. A “candidate” is a person who has agreed to serve, if elected, and is willing to have his/her name placed on the slate for election. A “slate” is a list of candidates presented for election. A “ballot” may be either a piece of paper used to cast a vote or a vote by electronic means (i.e., voting keypads).

Selection of the Nominating Committee

The Nominating Committee is comprised of 12 voting members, one non-voting member and a chair. The 12 voting members are selected by the 12 MDA Regions, one member from each region, the current MDA President serves as a non-voting member and the MDA Immediate Past President serves as the presiding chair. Each region’s selection is communicated to the MDA before June 15 by the President(s) of the component dental societies comprising the region. Positions on the nominating committee are an excellent spot for volunteer members who have been identified by their region as strong, visionary leaders, but who are unable to or do not wish to serve as an MDA trustee, officer or delegation member to the ADA House of Delegates. The members of the committee have a tremendous influence on the future of the MDA and should be carefully selected.

44

45 **Attendance at Scheduled Meetings**

46 Due to the importance of providing the House of Delegates with the most qualified candidates,
47 it is crucial that members of the committee attend all scheduled meetings. There are three
48 scheduled meetings that are provided to the regions when the request to provide a
49 representative is made. If the individual chosen is not available for each scheduled meeting, the
50 region should consider providing the name of a representative that can attend each meeting.

51

52 It is preferred that members attend the meetings in person, however, remote attendance is an
53 option for extenuating circumstances (i.e. inclement weather, etc.).

54

55 Members not in attendance at the first two meetings where the interview process is discussed
56 will not be assigned to conduct an interview and will not be permitted to vote on the slate of
57 candidates to be forwarded to the House of Delegates. The chair of the committee will
58 communicate any concerns regarding attendance to the region.

59

60 **Qualifications of Nominating Committee Members**

61 Nomination committee members should be:

62

- 63 • An active member of their component dental society;
- 64 • If a Nom Com member is a duly elected delegate, the member will have the right to vote
65 for the candidates at the House of Delegates meeting;
- 66 • Aware of the activities and goals of the Michigan Dental Association;
- 67 • Sufficiently acquainted with the membership to know potential and/or seasoned
68 leaders;
- 69 • Willing to work with other committee members to complete the work;
- 70 • Knowledgeable about accepted procedures of the nominating committee as listed in the
71 bylaws;
- 72 • Willing to put forth the effort and time required to serve;
- 73 • Able to maintain confidentiality, and observe MDA policy on Conflict of Interest;
- 74 • Have a reputation of adhering to the MDA and ADA Codes of Ethics;
- 75 • All discussions of the committee and between committee members regarding applicants
76 and candidates are confidential. Names of applicants and their backgrounds remain
77 confidential until the names are formally presented to the House of Delegates.
78 Committee members may attend their region's caucuses and explain the processes used
79 by the Nom Com to collect and winnow the applicant pool and select the candidates,
80 but are not to reveal confidential discussions held by the Nom Com, nor to sway the
81 votes of individual HOD members, components or regions with regard to candidates.
82 Nom Com members are to remain neutral on all candidates in public.

83

84 An alleged breach of confidentiality is to be brought to the attention of the MDA
85 Speaker of the House and the Chair of the Nominating Committee. They will investigate
86 the allegation, and determine whether a breach has occurred. If a breach has occurred,
87 they will determine the consequences up to and including removal of the committee
88 member by the MDA Region the individual represents. In the event it is determined that

89 a breach has occurred, the Speaker and Chair will determine whether the HOD will be
90 notified, and by what means the notification will occur.

91

92 **Nominating Committee Chair**

93 The Chair is responsible for the following:

94

95 • Meets with the previous year's chair to review the nomination and selection process
96 prior to the first meeting of the committee.

97 • Overall process of identifying qualified candidates for open positions;

98 • Assumes leadership in researching potential candidates;

99 • Delegates responsibilities to other committee members;

100 • Prepares and submits a final report to the Speaker of the MDA House of Delegates.

101

102 **Before the First Committee Meeting**

103 Before the first committee meeting, each committee member:

104

105 • Should read the MDA Bylaws in their entirety and must be aware of any specific
106 requirements in the bylaws concerning the composition of the Board;

107 • Should know exactly what duties are defined for each office.

108

109 The chair will:

110

111 • Ensure that the nomination procedures, application form, open positions and position
112 job descriptions and qualifications are communicated to the membership in a timely and
113 repeated manner to promote member awareness, engagement and transparency. The
114 Nom Com may reopen the deadline for positions where the committee requires more
115 qualified applicants.

116 • Inform the membership that qualified members may self-nominate.

117 • Refer nominees to the MDA website for the following information: application deadline
118 for returning the application to the Nominating Committee, Bylaws, Strategic Plan,
119 position descriptions, summary of commitments covering time, expenses, number of
120 meetings, how the board functions, terms, etc., timeline for the nomination process,
121 conflict of interest policy.

122 • Inform the current board members interested in serving a second term, that they must
123 follow the nominations process in the same way as all candidates.

124

125 The chair will inform the committee:

126

127 • Which officers and trustees are ineligible for reelection;

128 • Of the open positions and their terms;

129 • Which officers and trustees are unable to continue in office for one reason or another;

130 • What additional factors need to be taken into consideration to provide continuity on the
131 board (such as a balance of incoming and continuing officers and trustees);

132 • Any special qualification nominees should demonstrate relative to work planned or to

133 round out the skill set on the Board. The committee should seek input from the Board to

134 identify skills and experience needed based on issues facing the profession, strategic
135 initiatives underway, and other Board-identified issues and priorities.

136

137 While there is no requirement on the number of candidates for each position, the nominating
138 committee should make every effort to secure as many qualified candidates for each office as
139 possible. Any one applicant may apply for trustee, ADA Delegation and one officer position.

140

141 Work done in the committee is confidential.

142

143 **When the Committee Meets**

144 It is important to remember that the aim in seeking nominations is always ultimately the good
145 of the MDA.

146

147 The committee:

148

- 149 • Reviews the bylaws on the duties of the nominating committee;
- 150 • Note special considerations that ought to be observed, such as strengths or weaknesses
151 in the present leadership; the diversity of the board to include traditional demographics
152 as well as academia, state board experience, corporate dentistry, etc.;
- 153 • Reviews the list of open positions;
- 154 • Reviews the list of individuals who have expressed interest in serving, and who have
155 submitted a completed application with curriculum vitae;
- 156 • Interviews nominees to determine: clarification on any information the nominee
157 provided in his/her application, review why the nominee is interested in the position,
158 discuss the commitment, review the job description, and answer any questions the
159 nominee has. An interview summary will be completed by the interviewer(s) and
160 provided to MDA staff to be included with the meeting materials.
- 161 • Must present at least one nominee for each open position.
- 162 • Develop questions of substance for the Board of Trustees annual self-report to assist the
163 House of Delegates in evaluating individual Board members. The committee is to keep in
164 mind that the Board sets the direction for strategy and that all are expected to support
165 MDA policy. Therefore, the questions should focus on their experience as a Board
166 member and how they have supported the MDA's mission, values, goals and activities.

167

168 A helpful method for listing additional possible nominees is "brainstorming." This is a technique
169 whereby everyone (at random or in sequence) names any and all persons who come to mind as
170 possible candidates. No value judgments are made. A committee member keeps the list of
171 names, preferably on a blackboard or flip chart, so all can see. The committee then can begin
172 evaluating the list, adding or subtracting possibilities, or designating suitable combinations for
173 various offices to be filled.

174

175 It is good to keep in mind that self must be put aside; special loyalties to friends must not
176 improperly influence the committee or its members. Even though an incumbent may be eligible
177 for reelection, the committee is under no obligation to nominate him/her again unless s/he is
178 clearly the best person for the office. At the same time, however, it takes into account the
179 valuable experience s/he has already gained.

180

181 The committee will seek nominees who are qualified for the office they are to fill. It will keep
182 clearly in mind that the President-elect is an important person who must be able and ready to
183 become the President at any time. It is not prudent to nominate anyone who may be reluctant
184 to take the presidency if circumstances deliver it to him/her.

185

186 **Where to Look for Potential Nominees**

187 Potential nominees might be:

188

- 189 • Former MDA, component and specialty society officers or committee chairmen;
- 190 • MDA and other dental-related organization's committee members;
- 191 • Graduates of MDA's Leadership Institute;
- 192 • Graduates of ADA's Institute for Diversity in Leadership and ADA/Kellogg Executive
193 Management Program.

194

195 Members of the Nominating Committee are not eligible as candidates while serving on the
196 Nominating Committee. The exception is the immediate past president as a candidate for
197 alternate/delegate of the American Dental Association House of Delegates.

198

199 **General Qualities of Potential Nominees for Any Office**

200

- 201 • A member in good standing of the MDA
- 202 • Willing to devote the time and energy needed for the position
- 203 • Have the capacity for attention to the organization
- 204 • Patient, realizing that not all people have the same gifts in like measure, and that not all
205 ideas will be met with enthusiasm
- 206 • Persevering when faced with discouragement, willing to reevaluate situations and
207 overcome difficulties without criticizing or finding fault
- 208 • Positive attitude
- 209 • Ability to participate in group decision-making and support the Board's decision (leaving
210 personal agendas out of the discussions, and speaking with "one voice" once a Board
211 decision is made)
- 212 • Objective and fair
- 213 • Intelligence
- 214 • Communication skills
- 215 • Dependable, meets commitments promptly
- 216 • Practical, balancing people, material, time, and money
- 217 • Flexible, adjusting to new ideas and situations without losing composure
- 218 • Aware of basic computer skills such as email, opening and saving documents
- 219 • Integrity and absence of serious conflicts of interest
- 220 • Known as adhering to the MDA and ADA Codes of Ethics
- 221 • Ideology and values consistent with the MDA
- 222 • Community leadership
- 223 • Financial and business acumen
- 224 • Strategic planning and visioning
- Influential

- 225 • Governance experience
- 226 • Board experience
- 227 • Community and political contacts

228

229 **Qualities for Specific Positions**

230 President-Elect:

- 231 • Highest level of respect from colleagues
- 232 • Visionary
- 233 • Highly developed communication skills
- 234 • Highly developed leadership skills
- 235 • Willingness to serve as President in the event the president is unable to serve

236

237 Secretary/Treasurer:

- 238 • A higher degree of financial and business acumen
- 239 • Reputation for promptness and accuracy;
- 240 • A fondness for detailed work;

241

242 Editor:

- 243 • Prior editorial experience

244

245 Speaker:

- 246 • Working knowledge of American Institute of Parliamentarians Standard Code of
247 Parliamentary Procedure

248

249 Trustee:

- 250 • The board should be made up of people with a variety of skills and expertise,
251 community connections, variety of practice models, ages and backgrounds. A diverse
252 board composition demonstrates that the MDA welcomes diversity and encourages
253 inclusivity.
- 254 • Prior experience serving on a board or committee of any organization, dental or non-
255 dental
- 256 • Must serve on the MDA Delegation to the ADA House of Delegates

257

258 ADA Delegate and Alternate Delegate:

- 259 • Availability to participate 100% in all of the delegation's meetings and activities
- 260 • Availability to attend the entire ADA House meetings from the beginning to the end
- 261 • Willingness to be an active delegation member by reading all materials presented and
262 being prepared
- 263 • Willingness to approach the microphone in the House of Delegates to communicate 9th
264 District positions
- 265 • Willingness to reach out to other state delegations to collaborate and seek support for
266 9th District positions

267

268

269 **Notification and Vetting of Nominees**

270 With regard to vetting, the nominee may be contacted by phone, in person, or in writing by an
271 assigned Nom Com member or the Nom Com chair. Staff and the Election Commission may not
272 contact candidates regarding vetting. If contact is made by phone or in person, the nominee
273 should also receive confirmation in writing as should be the nominee's response.

274
275 Applications are received by the Governance Manager who will review paperwork for
276 completeness and may contact the applicants in that regard.

277
278 An internal review of each applicant will be conducted (peer review action, State Board action
279 and membership status.) A statement about the internal review will be on the application so
280 each applicant is aware that this will occur. MDA policy regarding disclosure of this information
281 to the Nom Com will be followed.

282
283 Some nominees will have submitted an application on their own accord. Others may be
284 requested to submit an application by the Nominating Committee. All nominees will be
285 provided with a job description so they clearly understand the commitment of time, talent and
286 finances. Nominees' questions will be answered frankly. Time should be allowed for
287 consideration. Once confirmed, the individual's name is placed before the committee.

288
289 When vetting nominees, committee members will check the references provided by the
290 applicant on the application. Applicants will be advised to inform their references that they will
291 receive a call from a Nom Com member and that the process is confidential and should not be
292 shared with others. If a committee member wishes to speak to an individual other than a noted
293 reference, this must be cleared through the committee chair and it must be made clear to the
294 individual contacted that the conversation is confidential.

295
296 **Selection of Nominees**

297 After discussion, the committee votes on each nominee, beginning with the nominees for the
298 officer positions.

299
300 This sequence of voting provides an opportunity to create a balance of various qualities and
301 allows any current trustees who wish to apply for an officer position, the opportunity to remain
302 in the applicant pool for trustee should s/he not be nominated for an officer position. The
303 report is made to the Speaker. S/he alone has the authority to make the slate public before the
304 report goes to the House meeting. Confidentiality is to be maintained by the committee until
305 such time the Speaker makes the slate public.

306
307 If there is a need for an additional candidate after the slate is announced, the Nom Com will
308 meet again to present the name of another candidate.

309
310 **Conclusion of the Committee's Work**

311 When the slate has been determined:

- 312
313
 - The chair will call each individual who completed an application and thank them for
314
 - their interest in serving in a leadership role. The chair will inform the nominee of the

315 results of their application, and if they are not selected and are not currently serving in
316 the position, the chair will ask them if they have a sense of whether or not they wish to
317 be included the following year in the applicant pool.

- 318 • Candidates will be asked to review and update, if necessary, their Conflict of Interest
319 Statement prior to the election to ensure that the House of Delegates has the most
320 current information available. Any complaint or concern about a candidates credentials
321 should be directed to the Nom Com chair.
- 322 • Invite the nominees to attend the organization's meeting where election will take place;
- 323 • Provide the HOD with the slate by position, and include their biographical information
324 and photographs
- 325 • Prepare the ballots;
- 326 • Leave space on the ballot for nominations from the floor and include written directions
327 for voting;
- 328 • List names for each office on separate ballots with the order to be determined by a
329 random draw.

330
331 The report of the nominating committee is presented to the HOD by the chairman of the
332 nominating committee. If the chair is not available, the chair will designate someone from the
333 committee to present the report. The Speaker will ask for nominations from the floor.

334 Nominations may be made by any member provided the nominee meets the qualifications of
335 the office. Nominees are introduced by the Speaker after the nominations are closed. At the
336 conclusion of the HOD, it would be helpful for the Speaker to announce the positions that will
337 be open next year and encourage the HOD to assist the nominating committee by seeking out
338 and encouraging visionary leaders to apply for a position.

339
340
341