



The
Seattle-King County Dental Society's
Handbook for Delegates to the
WSDA House of Delegates
Adopted December 7, 2011

Seattle-King County Dental Society's Mission, Values and Purpose

MISSION STATEMENT

We are committed to improving oral health in our community through our members and alliances.

Core Values

- Dedication
- Integrity
- Compassion
- Excellence

Core ideology

The Seattle-King County Dental Society serves our members and improves oral health with dedication, integrity, compassion and excellence.

Strategic Directions and Goals

1. Financial health/dues stabilization
2. Public education/Public Relations
3. Developing Partnerships & Alliances
4. Serving members' needs and wants (membership)
5. Access to care
6. Relationship with SKCDF

Delegates' Duties

The Washington State Dental Association (WSDA) has a House of Delegates which is the legislative and fiscal body of its Association. The House of Delegates has full authority to direct and regulate the Association activities within the provisions of the Articles of Incorporation and Bylaws. The Seattle-King County Dental Society, as a local component of the WSDA, is allocated a certain number of delegates to the WSDA House.

Duties of the House (from the WSDA Bylaws)

"The House of Delegates shall elect all officers, members of the Board of Directors and elective committee members provided by in the Bylaws; determine the time and place of the annual meeting of the House of Delegates; receive and pass upon the reports of all officers, standing committees and task forces; based on the recommendations of the Budget and Finance Committee, appropriate, allocate or reallocate funds for the expenditures of the Association; and perform such other duties as provided by the WSDA Bylaws."

Required Duties of the Delegates

The role of Delegate to the WSDA House is an important one. Duties include (but are not limited to) the following:

- Represent the interests of the Seattle-King County Dental Society's memberships to the best of the delegate's ability;
- Carefully review all materials provided by either Seattle-King or the WSDA prior to any meetings;
- Solicit feedback from membership on resolutions presented to the House;
- Make efforts to stay informed on issues of importance to organized dentistry;
- Attend at least one—but ideally both—of the Seattle-King County Dental Society's caucus meetings prior to the House of Delegates;
- Attend the House of Delegates meeting which traditionally begins with a dinner meeting on Thursday, an all day meeting on Friday and a half day meeting (usually ending by noon) on Saturday;
- Notify the President of the Council or the Executive Director of the Society immediately if unable to attend the House so that an alternate may be duly appointed; and,
- Inform members of any actions taken by the WSDA House of Delegates afterwards.

Strongly encouraged duties

- Attend Dental Action Day in Olympia.
- Attend at least one DQAC meeting.
- Attend Give Kids a Smile event.
- Act as a host at more than one general membership meeting and ideally bring at least one non-member or member guest to the meeting.

Delegates' Governing Rules

Number of Delegates

Each year, the WSDA, through a formula approved by the House of Delegates in 2005 (Standing Rules Amendment HD-22-2005), determines the allocation of delegates for each component based on membership. Historically, the Seattle-King County Dental Society's apportionment has been approximately 22 delegates. Each year, the Society shall elect a "class" of delegates representing approximately one-third of the total delegation.

Selection

The selection of Seattle-King County Dental Society delegates to the WSDA shall follow the nominations and elections procedures outlined in the Society's Bylaws. The Society must notify the WSDA of its delegates no later than June 1.

Term of Office

Each delegate will serve a three year term—unless they are elected for an uncompleted term. The term shall begin in the year in which they are elected. As an example, a delegate elected in 2010 will attend the House meetings in 2010, 2011 and 2012. He or she will continue to serve as a delegate until the elections held in the spring of 2013 are completed.

Meetings

The House of Delegates shall meet annually in September and may hold other special meetings as provided for in the WSDA Bylaws. In addition to these meetings, Seattle-King Delegates must also attend at least one—but ideally both—of the two caucus meetings before the House. The first caucus meeting, held before the deadline set by the WSDA for resolution submission and nominations for elected offices, commonly occurs in early June. The second caucus meeting is usually held shortly before the actual House in August or early September after the Delegates' books are sent out by the WSDA. All caucus meetings shall be open to all members of the Society. The WSDA Bylaws do allow for special meetings to be called by the House that are in addition to this schedule, but that is very unlikely.

Presiding Officer

The President of the Dental Society shall serve as chair of the delegation. In President's absence, the President-elect shall serve as chair of the caucus meetings.

Agenda

The first caucus meeting shall have as its agenda a discussion of possible resolutions or candidates. The Delegates' second caucus agenda includes a discussion of the resolutions and other matters scheduled to appear before the House of Delegates.

Stipend

If the Executive Council approves the expense, the delegates may receive a stipend to offset some of the costs for attending the House of Delegates. Such a stipend is set annually through the budgetary process for the Society, and, if authorized, shall be paid to the delegate at the second caucus meeting. No other expenses shall be reimbursed nor paid to delegates by the Society.