



*California Dental Hygienists' Association*  
*The Voice of Dental Hygiene*

**SCOPES,  
PROCEDURES  
and  
PROTOCOL MANUAL**

**California Dental  
Hygienists' Association**

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## Frequently Used Acronyms and Terms

ADC	Administration Council
APC	Alternative Practice Council
BOT	Board of Trustees
CalHyPAC	CDHA Political Action Committee
CDA	California Dental Association
CDC	Corporate Development Consultant
CDHA	California Dental Hygienists' Association
CDHEA	California Dental Hygienists' Education Association
CO	Central Office
Component	Local organization within CDHA
DBC	Dental Board of California
DHAI	Dental Hygiene Associates, Inc. (CDHA's 501(c)(3) nonprofit organization)
DHBC	Dental Hygiene Board of California
DHCS	Department of Healthcare Services
EC	Executive Committee
FSS	Fall Symposium
GRC	Government Relations Council
HOD	House of Delegates
ITF	Infrastructure Task Force
ITC	Information Technologies Council
Journal	Journal of California Dental Hygienists' Association
MC	Membership Council
PBY	Proposed Bylaw Amendment
PDC	Professional Development Council
PHC	Public Health Council
PR	Proposed Resolution
PRC	Public Relations Council
RC	Reference Committee
RDHAP	Registered Dental Hygienist in Alternate Practice
RDHEF	Registered Dental Hygienist Expanded Function
SRC	Student Relations Council
SHOR	Student House of Representatives
SP	Strategic Direction
SSS	Spring Scientific Session

## DEFINITIONS

**Policy:** Definitive statement selected from among alternatives which reflects the association's attitudes and serves to guide and determine present and future decisions

**Administrative Procedure:** A statement providing for how action is to be taken. The Board of Trustees is the appropriate body to handle the "how to" actions.

**Directives:** An authoritative statement issued by the House of Delegates that a specific action be taken. A directive states that something be done, not how it should be done. For example, "That CDHA hold a special educator's workshop" is a directive.

**Executive Session:** An executive session in general parliamentary usage has come to mean a meeting of a deliberative assembly, or a portion of a meeting, at which the proceedings are secret. This term originally referred to consideration of executive business - that is, presidential nominations to appointive offices, and treaties - behind closed doors in the United States Senate. A motion to go into executive session is a question of privilege, and therefore is adopted by majority vote. Only members, special invitees, and such employees or staff members as the assembly or its rules may determine to be necessary are allowed to remain in the hall. A member can be punished under disciplinary procedure if he violates the secrecy of an executive session. Anyone else permitted to be present is honor-bound not to divulge anything that occurs. The minutes, or record of proceedings, of an executive session must be read and acted upon only in executive session.

*~taken from Robert's Rules of Order*

# **CHAPTER ONE**

## **Elected Officers and Elections**



## **ELECTED OFFICERS AND OFFICIALS**

The Elected Officers of this Association are the President, President-Elect, two (2) Vice Presidents, a Secretary-Treasurer, Immediate Past President, and Ex-officio of the HOD - Speaker of the House.

The following is a detailed outline about election method, objectives, and special duties assigned to officers. In addition to special duties, elected officers shall also assume Duties in Common.

## **EXECUTIVE COMMITTEE**

The CDHA Executive Committee consists of the six elected officers of the Association: President; President-Elect; Vice President of Administration and Public Relations; Vice President of Membership and Professional Development; Secretary-Treasurer; and Immediate Past President. All officers are voting members of the BOT. At the 2014 House of Delegates (HOD), the terms of the Vice Presidents were approved as two-year terms beginning with the election of the Vice President of Administration and Public Relations in 2014 and the election of the Vice-President of Membership and Professional Development in 2015.

The purpose of the Executive Committee is to facilitate CDHA business between Board of Trustee (BOT) meetings. The Executive Committee makes recommendations to the Board when appropriate. A

committee has no management authority except that specifically delegated to it by the bylaws or by the Board.

A member of the Executive Committee may be assigned as a resource person to each Council. As such, the resource provides guidance for Councils, and facilitates communication within the leadership.

### **Meetings**

Executive Committee meetings are held separate from BOT meetings and all meetings of the Association are open meetings. Meetings are held at the CDHA management office (Central Office) and the schedule is announced/posted along with the schedule of the BOT meetings. Agenda items to be discussed at the Executive Committee level may be submitted with the appropriate materials to Central Office and/or an officer with sufficient time to disburse the information for consideration.

### **Strategic Planning Session**

Executive Committee shall hold an annual Strategic Planning Session. A Strategic Plan shall include, but not be limited to: organizational goals or mission statement, key strategic areas, objectives/goals, strategies, and action plans.

\*Refer to Recommended Executive Officer timelines regarding specific responsibilities outside those listed in Scopes or Association Bylaws.

**DUTIES IN COMMON FOR EXECUTIVE OFFICERS**

In addition to specific duties, the Executive Officers of this Association shall assume the following duties in common:

Carry out all duties as written in the CDHA Bylaws.

- Prepare and submit board reports, an annual report, and an annual budget request when required.
- Attend all Board of Trustees, Executive Committee, and House of Delegates meetings.
- Conduct annual long-range planning with the Executive Committee and Council chairs to focus the year's activities toward common goals.
- Conduct Officer/Trustee orientation.
- Assist Journal Editor in soliciting and securing articles for publication.
- CDHA accepts community partnership contracts to promote access to care and public oral health needs. All community partnerships contract will be approved by the Executive Committee
- Approve CDHA speaker list and recommends speakers to PDC Chair for CDHA continuing educational courses
- Be included in the development of any CDHA communiqués to components, or others, dealing

with actions or concerns arising from the Executive Committee, BOT, or HOD meetings.

**SPECIFIC DUTIES OF THE OFFICERS AND OTHER OFFICIALS**

**PRESIDENT**

**METHOD OF ELECTION:** Elected by the House of Delegates, the President-Elect succeeds as President, upon the expiration or termination of the term of preceding President, for a term of one year.

**OBJECTIVES:** The President is the principal representative and spokesperson of the association. This office shall serve to maintain the well-being of the Association, and to further establish progressive movements and clear priorities.

**DUTIES:**

1. Perform "Duties in Common."
2. Be the principal representative and spokesperson for the Association.
3. Act as Chair of the Board of Trustees and preside at all its meetings.
4. Act as Chair of the Executive Committee and preside at all its meetings.
5. Act as ex-officio on all committees except the Nominations Committee.
6. Act as the liaison for and review the reports of the Journal Editor.

7. Assign Officer Liaisons to those councils not otherwise specified and serve accordingly.
8. Appoint and submit for confirmation by the Board of Trustees appointed officers, liaisons, chairs and members of councils and committees as defined in the bylaws.
9. Execute all contracts and documents of the association and serve as liaison.
10. Submit President's message for each association publication and website.
11. Write welcome letter for membership application packet.
12. Attend or delegate a representative to attend:
  - *All liaison meetings*
  - *CDA House of Delegates*
  - *CDA functions when invited*
  - *Dental Hygiene school graduation ceremonies when invited*
  - *Alumni Day meetings when invited*
  - *Dental Board of California*
  - *Committee on Dental Auxiliaries meetings*
14. Annual Meetings Duties. See duties of President under the Annual Meetings section.
15. Assign all resolutions and referred items of the House of Delegates to respective officers and committees at the first Board of Trustees meeting following the annual business session.
16. Review with Central Office general procedures for communication.
17. Review duties, fiscal policies and board procedure with the executive committee and the Board of Trustees at the first Board meeting.
18. Conduct an evaluation of each contracted entity except Central Office as to performance, contract, and salary with the Executive Committee. The President and President-Elect are to review the evaluations with each contracted entity.
19. Assure that all Board of Trustees and Executive Committee motions, as well as House of Delegates actions are implemented.
20. Select recipient of the President's Recognition Award.
21. Serve as an ex-officio member of the DHA Foundation Board of Directors.
22. Succeed to the office of Immediate Past President upon completion of term as President.

## PRESIDENT-ELECT

**METHOD OF ELECTION:** Elected by the House of Delegates for a term of one (1) year.

**OBJECTIVES:** Aid the President of the Association in any duties which the President or Board of Trustees may request and prepare to assume the duties of the President.

**DUTIES:**

1. Perform "Duties in Common" as do other officers.

2. Maintain continuity in leadership in conjunction with the President.
3. Succeed to the office of President upon the expiration or termination of the term of the preceding President.
4. Perform the duties and exercise the powers of the President in the absence or disability of the President.
5. Act as first Vice-Chair of the Executive Committee.
6. Visit components and dental hygiene programs, as requested, during the year.
7. Prepare council assignments for upcoming term as President, prior to the Annual Meeting. These are to be presented for confirmation at the Post- HOD BOT meeting.
8. Coordinate outgoing President's gift.
9. Annual Meetings Duties - See Duties of President under the Annual Meetings Sections.
10. Prepare first President's Message for summer issue of Journal and website. (Deadline established by the Journal Editor.)
11. Plan Board of Trustee Orientation Session to occur after installation as President.
12. Plan Leadership Workshop, if any, to occur during term as President.
13. Review with Central Office and President General Procedures for communication.

14. Act as liaison to Student Relations Council and other councils as assigned.
15. Implement, facilitate and evaluate the Strategic Plan.

**VICE PRESIDENT OF  
ADMINISTRATION AND PUBLIC  
RELATIONS**

**METHOD OF ELECTION:** Elected by the House of Delegates for a term of two (2) years and shall not serve more than two (2) consecutive terms.

**OBJECTIVES:** Aid the President in any duties which the President or Board of Trustees may prescribe and provide leadership for the councils.

**DUTIES:**

1. Perform "Duties in Common" as do other officers.
2. Provide goals and objectives based on input from the Executive Committee and the Councils for implementation by the Administration and Public Relations Councils and attend meetings as needed.
3. Act as liaison to the Executive Committee and BOT for the Administration and Public Relations Councils and others as assigned.
4. Assure that councils under this office have implemented the actions directed by the Board of Trustees, Executive Committee and the House of Delegates.

Annual Meetings Duties - See Duties of the Vice President of Administration and Public Relations under the Annual Meetings Section.

**VICE PRESIDENT OF MEMBERSHIP AND PROFESSIONAL DEVELOPMENT**

**METHOD OF ELECTION:** Elected by the House of Delegates for a term of two (2) years and shall not serve more than two (2) consecutive terms.

**OBJECTIVES:** Aid the President in any duties which the President or Board of Trustees may prescribe and provide leadership for the councils.

**DUTIES:**

1. Perform "Duties in Common" as do other officers.
2. Assist the councils in strategic planning, goals and objectives, based on input from the Executive Committee and the Councils for implementation by the Education and Membership Councils and attend meetings as needed.
3. Act as liaison to the Executive Committee and BOT for the Membership and Professional Development Councils and others as assigned.
4. Assure that councils under this office have implemented the actions directed by the Trustees, Executive Committee, and the House of Delegates.

5. Annual Meetings Duties- See Duties of Vice President of Membership and Professional Development under the Annual Meeting Section.
6. Facilitate speaker agreements through Central Office and assist the Professional Development Chair on speaker logistics (travel, handouts, correspondence etc.)
7. Collaborate with Corporate Development Consultant and PD Council Chair for sponsorship opportunities associated with continuing education courses.
8. Assist the Professional Development Council on all activities associated with the day of the CE event.
9. Assist the Membership Council in all activities associated with the membership booths.
10. Assist the councils in monitoring their budget and the yearly budget process.

**SECRETARY-TREASURER**

**METHOD OF ELECTION:** Elected by the House of Delegates for a term of two (2) years and shall not serve more than two (2) consecutive terms.

**OBJECTIVES:** Oversee monies of the Association and maintain the financial integrity of the Association. Oversee and review Minutes of the association meetings.

**DUTIES:**

1. Perform "Duties in Common" as do other officers.
2. Supervise all funds of the Association and keep accurate records of their receipts and disbursements.
3. Coordinate with Central Office for compilation of current financial reports at regular meetings of the Board of Trustees.
4. Chair the Finance Advisory Committee and represent it to the Board of Trustees.
5. Maintain a record of the proceedings of the Association and of the Board of Trustees. These minutes are not to be sent outside the Association until approved.
6. Prepare an annual budget and submit it to the House of Delegates for adoption.
7. Provide and distribute budget worksheets for annual budget requests.
8. Annual Meetings Duties - See duties of the Secretary-Treasurer under the Annual Meetings Section.
9. Continue to assist with membership data collection and process.
10. Serve on the DHAI foundation Board of Directors as the Chief Financial Officer.

**IMMEDIATE PAST PRESIDENT**

**METHOD OF ELECTION:** Succeeds as Immediate Past President, without

election, upon completion of term as President.

**OBJECTIVES:** Provide continuity by acting as a resource person.

**DUTIES:**

1. Perform "Duties in Common" as do other officers.
2. Chair of Nominations Committee.
3. Perform other duties as the President or the Board of Trustees may prescribe.
4. Act as liaison and advisor to councils as assigned.
5. Develop and conduct Candidates' Forum.
6. Annual Meetings Duties - See duties of the Immediate Past President under the Annual Meetings Section.
7. Serve as a member of the DHAI foundation Board of Directors
8. Review the submitted Conflict of Interest Disclosure Forms each year with the Administration Council Chair and place them on file at Central Office. A report will be submitted to the first BOT meeting following September/

**SPEAKER OF THE HOUSE**

**METHOD OF ELECTION:** Elected by the House of Delegates for a term of two (2) years and shall not serve more than two (2) consecutive terms. The Speaker is an ex-officio officer of the BOT/Executive Committee.

**OBJECTIVES:** Effectively preside, with the assistance of a parliamentarian, at the House of Delegates meetings.

**DUTIES:**

1. Carry out all duties as written in the CDHA Bylaws.
2. Preside at all meetings of the House of Delegates.
3. Annual Meeting Duties: See Duties of Speaker of the House under the Annual Meetings Section.
4. Prepare and submit an annual report and Budget.
5. Can be consulted as an advisor to the Administration Council.
6. May be called upon to act as Parliamentarian at the BOT meetings.

**BOARD OF TRUSTEES**

**DEFINITION:** The Board of Trustees is the governing body of the Association, responsible for the ultimate direction of the management of the affairs of the Association. The Board can act legally only by consensus (usually majority vote) and only at a duly constituted and conducted meeting. The Board may delegate authority to act on behalf of the Association to others such as committees, but, in such cases, the Board is still legally responsible for any actions taken by the bodies or persons to whom it delegates authority.

**COMPOSITION:** The CDHA Board of Trustees is made up of six officers and twenty-five trustees, and Speaker of the House, as an ex officio officer.

**OBJECTIVE:** Trustees are elected to serve as the governing body of the Association. A Trustee must be able to determine the best possible policy for the Association with neutral regard to personalities or political concerns.

Trustees are elected to a two-year term by the component to serve on the CDHA Board of Trustees and, as such, function as a liaison between the component and the Association. The Trustee brings the component's opinions and concerns to the governing body, and represents the will of the component, but may also express personal ideas and thoughts during discussion periods on all issues.

**COMPONENT TRUSTEE**

The Trustee is required to represent his/her component at each Board meeting. If unable to attend, the component should send an alternate according to component bylaws. Component Alternate Trustees serve without voting privileges. The Alternate Trustee is strongly recommended to attend one BOT meeting closest to their residence during their term of office. Elected Trustees are responsible for passing pertinent material to the alternate who may be attending. The Trustee should notify Central Office of their attendance.

**METHOD OF ELECTION:**

The Trustee shall be elected by the component he/she represents for a two

(2) year term with a maximum of two (2) consecutive terms. Election for the term will be in the even or odd year corresponding with the number assigned to the component.

Term limits will apply to the Trustee.

Only the elected Trustee shall be installed at an installation ceremony.

### **DUTIES:**

1. Act as the elected representative of their component to CDHA.
  - a. Carry out all duties as written in the CDHA bylaws.
  - b. Attend all meetings of CDHA Board of Trustees.
  - c. Attend CDHA House of Delegates.
  - d. Review all BOT materials and respond when necessary.
  - e. Act on committees and in other capacities as requested by the CDHA President.
  - f. Complete yearly evaluation of contracted entities as directed by the President.
  - g. Review and provide input on proposed contracts and other documents requested.
2. Act as liaison from CDHA to component.
  - a. Attend component meetings.
  - b. Submit a report to component after each BOT meeting.
  - c. Present component issues/news to BOT for appropriate action.
    - i. Submit written component report for each BOT meeting.
    - ii. Submit written component annual report for HOD (on

- component letterhead).
    - d. Submit component Bylaws to Admin Council (AC) for review every five years according to the schedule set forth under Administration Council Duties #3c. Following completion of AC's review, submit a copy of the Bylaws, with amended date, to Central Office in MS Word.
3. Communicate information between CDHA and component delegates.
  - a. Copy pertinent material for the component president and delegates.
4. Act as chair for component delegation to CDHA House of Delegates Meeting.
  - a. Provide roster of delegates and alternates from component to CDHA.
  - b. Coordinate component pre-HOD caucus.
  - c. Provide written agenda.
5. Attend meetings of the Dental Board of California (DBC) and the Dental Hygiene Board of California (DHBC) when in their geographic area, if possible.

### **CDHA LEADERSHIP, GENERAL PROCEDURES**

1. All correspondence will go through Central Office and copied to the President.
2. Components shall mail newsletters to the President, President-Elect, Membership Council Chair, and Central Office.
3. The Editor will establish/maintain an editorial board for the Journal.



4. Requests for legal review from councils and sub-committees will be directed to the Executive Committee.
5. Maintain a corporate sponsor program.
6. Utilize objective performance evaluation form for contracted entities with which the CDHA contracts for services.
7. All contract proposals for outside contracted services requiring approval by the Board of Trustees must be received by the Board for review no less than 15 days prior to the designated meeting of the Board of Trustees at which approval will be voted. Contract proposals received after the 15-day deadline will require a  $\frac{3}{4}$  vote of the Board of Trustees for consideration.

**GENERAL PROTOCOL FOR MEETINGS**

1. Introductions of VIPs, elected officers and special guests in audience.
2. A moment of reflection or motivation may be used to open meetings, HOD events and activities.

**BOARD OF TRUSTEES MEETING PROCEDURES**

1. Non-Board members who have agenda items needing to be addressed by the BOT should contact the appropriate Trustee prior to the meeting and have the Trustee bring those agenda items to the attention of the Board. Additional

agenda items brought to the Board by a non-Board member require a two-thirds vote of the Board to be added to the agenda.

2. In order to facilitate discussion by Board members and encourage non-Board members to utilize Trustees and/or Executive Officers as an avenue to communicate concerns to the Board, non-Board member input will be handled in the following manner:

- At all times, Board members will be recognized before non-Board members.
- Input from the non-Board members will be taken after the Board has finished discussion.
- Further input from a non-Board member will be taken only upon request of a member of the Board.

3. All correspondence and/or reports submitted to the Board should include:
  - To whom the correspondence is addressed
  - From whom the correspondence was sent
  - The date of the correspondence
  - A listing of any persons being copied (c: \_\_\_\_\_)

ELECTRONIC MEETING  
GUIDELINES/PROCEDURES  
(SYNCHRONOUS)

**Synchronous: Same Time/Same Place**

- Traditional in-person meetings
- Currently specified in CDHA Bylaws

**Synchronous: Same Time/Different Places**

- Telephone & video conferences, web meeting
- Chat room meetings allow participant to read postings nearing simultaneously

1. All participants must have access to the necessary equipment for participation in the e-meeting.
2. All participants must be able to simultaneously hear and/or see in order to participate during the e-meeting. A member participating in an e-meeting by this means is deemed to be present in person at the e-meeting.
3. Regular (board and/or committee) meetings may be held via e-meetings.
4. Special (board and/or committee) meetings may be held via e-meetings as designated in the bylaws by the presiding officer or committee chairman or by a certain number of members.
5. A minimum of (72 hours or 3 days) notice shall be provided to all participants via (e-mail, fax, or telephone) by the (secretary,

presiding officer, or chairman.) Such notice shall include the agenda and supporting documentation for business to be conducted at the e-meeting.

6. A majority of the (board or committee) members shall constitute a quorum for an e-meeting and, once established, shall be assumed present until the e-meeting is adjourned. Members are deemed present when they respond to the roll call.
7. The (board, presiding officer, or committee chair) shall call the e-meeting to order at the designated time and call the roll of attendees.
8. Participants shall try, as much as possible, to eliminate background noise during the e-meeting, i.e. radio, television, music, appliances, and side conversations. Participants shall not place on hold if the system has music or messages playing while in that mode.
9. The (board, presiding officer or committee chairman) shall announce each agenda item in order. Each member shall be called upon (by predetermined order) to speak. The member may speak in debate, offer a motion or pass. After each member has had an opportunity to speak the first time, the (board, presiding officer or committee chairman) shall call upon each member to speak further in debate, offer a motion or pass. By unanimous consent, a third opportunity to speak may be offered. All votes on a motion shall be by roll call.
10. Board procedures for minutes shall be the same for e-meetings as for

face-to-face meetings. Committees should designate a member to prepare a memorandum of each e-meeting.

11. Members who leave the meeting prior to the end of the meeting must inform the chair of their departure. If the system allows, use the “private messages” function to inform the chair. A member who must leave may interrupt to inform the chair but may not interrupt any member who is speaking.
12. The roll will be called for roll call and for any vote taken during the meeting.

#### **RULES FOR TELECONFERENCE MEETINGS**

1. Members shall state their names when they join the meeting.
2. When seeking recognition, members will address the chair and state their names.
3. When several members seek recognition at one time and there is no automatic preference in recognition due, the chair shall ask for the names of the members and shall call on each one in turn.
4. The chair shall ask if all who wish to speak for the first time have spoken before permitting a member to speak for a second time.
5. The motion for previous question shall not be permitted until the chair determines if all who wish to speak one time have had the opportunity.
6. Any vote taken on a conference call must be a verbal roll call.
7. Members shall minimize external distractions.

8. Members shall mute their phones through the conference calling service only.
9. Standard rules of parliamentary procedure and existing special rules shall apply in all other circumstances:
  - The chair shall determine the quorum.
  - The maker of a motion shall have preference in recognition.
  - The chairman shall handle debate according to Robert’s Rules of Order
  - Speeches shall be limited to two minutes.

#### **REIMBURSEMENT OF EXPENSES**

##### **A. BOARD MEETINGS**

Each Board member is entitled to:

- Round trip transportation -- coach airfare and/or mileage at 50¢ per mile, parking and tolls. The member must choose the least expensive route of travel or have prior approval of the treasurer.
- Mileage is .50 per mile up to the amount budgeted for coach airfare (IRS mileage reimbursement rate may differ from the CDHA authorized reimbursement rate from mileage)
- Two-day meeting – 1-night ½ room rate will be reimbursed. Each Trustee is responsible for finding a roommate to share expenses.

## **B. COUNCIL MEETINGS**

Councils are provided with budget figures as determined by the Annual Budget. If you are a Trustee advisor to a council, the travel expenses are included in your budget. Scheduling of Council meetings is at the discretion of the Chair. Attendance of Council members as well as the Chair at the Board meeting is also at the discretion of the Chair and will be funded from the Council budget (Trustee advisor excluded). Specific funding is the same as for Board members (see above).

## **C. HOUSE OF DELEGATES**

Each Trustee is funded **transportation** to the House of Delegates. Meal functions of the House and accommodations are the responsibility of the component. Other events at the Annual Meeting are the responsibility of the individual and/or the component.

## **D. REIMBURSEMENT VOUCHERS**

All expenses to be reimbursed by CDHA shall be itemized on a Reimbursement Voucher (see appendix for sample). Receipts are to be included. The reimbursement form and receipts may be sent by email to [treasurer@cdha.org](mailto:treasurer@cdha.org) within 30 days of the expenditure.

***SEE APPENDIX FOR FORMS***

# **CHAPTER TWO**

## **COUNCILS AND COMMITTEES**

## **STANDING COUNCILS AND OTHER COMMITTEES**

A committee has no management. For example, the Board may delegate the authority to a committee to process and recommend all vendor requests for endorsements of products and services. That committee has no authority to approve any requests for endorsements on behalf of the Association. As in this example, most committees are typically given only restricted authority, even in the area for which they are responsible.

## **DUTIES IN COMMON**

All Standing Councils of the California Dental Hygienists' Association shall perform, in addition to specific duties, these duties in common with all other committees:

1. Implement objectives from Strategic Planning Session.
2. Council Chairs shall submit an annual budget request to the Finance Committee.
3. Provide timeline of activities and maintain records of council activities, including minutes, reports, and correspondence, for succeeding chairs.
4. Council Chairs shall prepare and submit reports to the Board of Trustees and an annual report to the House of Delegates.
5. Attend, when possible, Board of Trustees meetings.

6. Conduct annual long-range planning with Executive Committee focusing toward common goals.
7. Liaison with assigned elected officer.
8. Keep Council sections of the CDHA website updated every three months.

## **EXECUTIVE COMMITTEE OVERSIGHT OF COUNCILS AND COMMITTEES**

### **President**

Executive Officers  
CDHA Management Firm/Central Office  
Government Relations Council (GRC)  
Information Technology Council (ITC)  
CDHA Committees  
Contracted Entities  
Liaison Appointments

### **President -Elect**

Alternative Practice Council (AP)  
Student Relations Council (SRC)

### **Vice-President Administration**

#### **Public Relations**

Administration Council (AC)  
Public Relations Council (PRC)

### **Vice-President Membership**

#### **Professional Development**

Membership Council (MC)  
Professional Development Council (PDC)

### **Secretary-Treasurer**

Finance Advisory Committee  
Minutes Review Committee

### **Immediate-Past President**

Commemorative Project  
Public Health Council (PHC)  
Nominations Committee

## ADMINISTRATION COUNCIL

**STRUCTURE:** The Chair and members are appointed by the President and confirmed by the BOT.

**MEETINGS:** To be determined by the Chair.

**OBJECTIVES:** To fulfill the needs of the Association in all phases of administration.

### **DUTIES:**

1. Perform the "Duties in Common", shared by all councils.
2. Be well informed of all CDHA activities and knowledgeable of the CDHA Bylaws.
3. Act as consultant to components writing or revising component Bylaws to ensure they do not conflict with CDHA Bylaws. Voting membership classifications except for life membership must be identical to CDHA Bylaws.
  - a) Update online component bylaws template as needed following HOD action.
  - b) Maintain a current list of component Bylaws amendment dates and last date reviewed by AC, then pass this list on to the next AC Chair.
  - c) *Review Component Bylaws once every four (4) years according to alphabetical order of the existing components.*

*Component bylaws will be reviewed in the following order starting with FY 2021-2022.*

- Group One – A-L
- Group Two – M – Sac
- Group Three – Sad - Sg
- Group Four – Sh – Z

4. Review CDHA Bylaws and report to the Board of Trustees all proposed amendments at the meeting before the House of Delegates. This report must be reviewed by the Executive Committee and compiled by Central Office.
5. Revise SCOPES AND PROCEDURES MANUAL to include procedure changes mandated by the House of Delegates and Board of Trustees. Submit to Central Office to reformat.
  - a) Provide all Officers, Trustees and Council Chairs with a current copy of the SCOPES MANUAL. This manual will be printed once annually, just prior to the HOD.
  - b) During the year, maintain an update cover page with current amendments to be sent to the EC and BOT following HOD and BOT action.
  - c) Following the annual Strategic Planning Session, review with all Councils ongoing programs for potential incorporation into SCOPES as standing duties.
6. Review current policy for clarity, necessity, duplication, and make

- recommendations for change, and update Policy Manual & Bylaws following the House of Delegates.
7. Review all new resolutions prior to the House of Delegates for clarity, necessity, and duplication.
  8. Collaborate with the Vice President of Administration and Public Relations who is the liaison to the Executive Committee and the BOT.
  9. Annual Meetings Duties - See duties of the Administration Council under the Annual Meetings Section.
  10. The Chair shall maintain a file of all association documents for the succeeding Administration Council.
  11. The Chair shall review the submitted Conflict of Interest Disclosure Forms each year with the Immediate Past President and place them on file at Central Office. A report will be submitted to the first BOT meeting following September 1.

### **ALTERNATIVE PRACTICE COUNCIL**

**STRUCTURE:** The Chair and members are appointed by the President and approved by the Board of Trustees.

**MEETINGS:** To be determined by the Chair.

**OBJECTIVES:** To perform the "Duties in Common" shared by all councils.

1. Report all proposed activities directly to the President Elect, who acts as a liaison to the Executive Committee and the BOT.

2. In conjunction with Government Relations Council, monitor and support all legislative bills that might affect dental hygiene expanding scope of practice and suggest changes or amendments to those bills that would best benefit dental hygiene and promote access to care.

3. Establish and maintain contact with pertinent government agencies, departments, non-profit organizations, other healthcare professions, insurance companies and third-party payors.

4. Encourage all Alternative Practice practitioners to become CDHA members.

5. Work collaboratively with public health programs.

6. Collaborate with Professional Development Council regarding Alternative Practice continuing education. Submit an annual list of speakers and topics relevant to Alternative Practice practitioners.

7. Develop and maintain an Alternative Practice section on the CDHA website.

8. Address specific needs of Alternative Practice dental hygiene professionals.



## FINANCE ADVISORY COMMITTEE

**STRUCTURE:** Four members shall be appointed by the President and confirmed by the Board of Trustees for a staggered two-year term. Each President will appoint one new member yearly. These members shall sign a Conflict of Interest Statement.

**MEETINGS:** To be determined by Secretary-Treasurer.

**OBJECTIVES:** Aid the Secretary-Treasurer in facilitation, management and analysis of the Association's financial integrity. It is further the objective to help prepare the annual budget of this Association along with the Secretary-Treasurer.

### **DUTIES:**

1. Review the records and monthly statements prepared by Central Office as requested by the Secretary-Treasurer.
2. Review the reimbursements and costs for officers, council chairs, committees, task forces, projects and events as requested by the Secretary-Treasurer.
3. Assist in tracking the analysis of year-to-date income and expenses as they relate to submitted budget items.
4. Review and comment with the Secretary-Treasurer on projects to secure non-dues income for the Association.

5. Prepare with the Secretary-Treasurer the budget for presentation to the Executive Committee at the annual budget meeting.
6. Provide input to Secretary-Treasurer as to improvement in the financial integrity of this Association.
7. Attend the Board of Trustees meetings in their area.
8. Attend the House of Delegates, when possible.

## GOVERNMENT RELATIONS COUNCIL

**STRUCTURE:** Council Chair/Coordinator plus an administrative and legislative liaison, are appointed by the President and confirmed by the BOT.

**MEETINGS:** To be determined by the Chair.

**OBJECTIVES:** To fulfill the needs of the Association and its members in all phases of government relations.

### **DUTIES:**

1. Perform the "Duties in Common" shared by all councils.
2. Report all proposed activities directly to the President, who acts as a liaison to the Executive Committee and BOT.
3. Prepare legislation according to Association policy and the needs of the dental hygiene profession. A report of all proposed legislation will

be presented to the Executive Committee for review.

4. Monitor all legislative bills that might affect dental hygiene and suggest changes or amendments to those bills that would best benefit dental hygiene. Support those bills that further the profession of dental hygiene and promote the dental care needs of the public.
5. Attend public meetings and hearings of the Dental Hygiene Board of California (DHBC) and the Dental Board of California (DBC) and present formal and/or informal presentations of the Association policies when necessary.
6. Provide legislative information to the CDHA.
7. Maintain contact with pertinent government agencies and departments.
8. Recommend appointments to DHBC or the DBC utilizing the support guidelines.

## JOURNAL EDITOR

**QUALIFICATIONS:** An Active member of CDHA and a registered dental hygienist, preferably with a baccalaureate degree or higher. He/she should exhibit outstanding journalistic skills, proven editorial experience and participation in CDHA activities, be able to demonstrate oral and written communication, decision-making skills, problem solving skills, and be able to

work in a collaborative team environment.

**SELECTION PROCESS:** Qualified candidates are to submit *curricula vitae* to the President-Elect, documenting educational, editorial and leadership experience, and relevant samples of published works, prior to the House of Delegates. The newly installed President will appoint and submit the final candidate for confirmation by the BOT.

**RESPONSIBILITIES:** The Editor is responsible for the content of the Journal. The Journal Editor reports directly to the President. Key duties include:

1. Solicit articles for possible publication.
2. Consult with authors, President, and Editorial Advisory Board as to the final disposition of manuscripts.
3. Aid in the selection of Editorial Advisory Board.
4. Oversee the manuscript review process.
5. Attend the House of Delegates.
6. Attend Board of Trustees meetings.
7. Provide PDF format to EBSCO publishing for placement on their website, per our contractual agreement.
8. Provide the full Journal as well as finished CE articles in PDF format to the CDHA website manager for placement on appropriate public sites.

9. Select articles on important topics as needed, preferably with the assistance of the Advisory Board.

### **INFORMATION TECHNOLOGY COUNCIL**

**STRUCTURE:** The chair and members are appointed by the President and confirmed by the Board of Trustees.

**MEETINGS:** To be determined by the Chair.

**OBJECTIVES:** To fulfill the needs of the Association and its members in all phases of CDHA website maintenance.

**DUTIES:**

1. Perform the “Duties in Common” shared by all Councils.
2. Promote the image, interest and profession of dental hygiene to CDHA members, potential members and the general public.
3. Liaison with all other councils and committees.
4. Integrate and upload information to the appropriate section(s) of the website as received from the councils, committees and executive officers.
5. Provide the Executive Committee and BOT with a quarterly report on website statistics.
6. Maintain and update the “cdha.org” personal email links yearly and as needed.
7. Maintain and direct incoming email queries.

8. Maintain web links to alternative practice education programs.
9. Post CDHA press releases to the website.
10. Maintain web links to baccalaureate degree completion and MSDH programs.
11. Maintain and promote classified section of the website.
12. Maintain web links to tobacco cessation activities.
13. Maintain and add links to allied health professions.
14. Maintain web links to CDHA member resources.
15. Maintain component web links and portal pages on the CDHA website.
16. Maintain a “user-friendly” website.
17. Upload regular updates to Members Only and Leadership Sections of the website.

### **MEMBERSHIP COUNCIL**

**STRUCTURE:** The Chair and members are appointed by the President and confirmed by the Board of Trustees.

**MEETINGS:** To be determined by the Chair.

**OBJECTIVES:** To maintain existing members and to encourage the joining of non-member dental hygienists, with the goal of 100% membership of eligible dental hygienists.

**DUTIES:**

1. Perform the "Duties in Common" shared by all councils.

2. Plan and conduct membership campaigns, which include CDHA member information packets to non-members, and letters to non-renewing members and graduates.
3. Collaborate with Corporate Development Consultant (CDC) for sponsorship of membership campaign and material when applicable.
4. Act as a liaison with the carriers of group insurance plans which are available to the CDHA membership.
5. Encourage increased CDHA membership by initiating, evaluating and maintaining services which enhance both the professional and personal lives of CDHA members.
6. Collaborate with the Vice President Membership and Professional Development who is the liaison to the Executive Committee and BOT.
7. Direct Central Office to purchase the DHBC licentiates list and update non-member list to data base.
8. Provide components with information as requested.
9. Maintain and update membership materials and information for membership booths and components.
10. Facilitate an annual membership networking session at the HOD if applicable.
11. Collaborate with Public Relations on promoting membership and membership recruitment activities.
12. Monitor budget and activities throughout the year, work with

Central Office on membership booth logistics.

13. Submit reports to the BOT and Executive Committee as requested.
14. Participate in Strategic Planning, the budget process.
15. Collaborate with SRC for membership activities when applicable (regional meetings).

**SPECIAL NOTE:** The administrative work of the Membership Council is handled by the CDHA Central Office.

### NOMINATIONS COMMITTEE

**STRUCTURE:** The Immediate Past-President shall chair the Nominations Committee. The Nominations Committee shall consist of four (4) component trustees rotated annually by component number.

**DUTIES:**

1. Review past reports and correspondence and update *Intent to Serve Forms* as necessary.
2. Prepare and submit a call for Nominations in CDHA publications.
3. Collect and review curriculum vitae. Prepare and submit a Slate of Nominees to the BOT.
4. Send a copy of the Slate of Nominees and a copy of their curriculum vitae to Central Office for the Delegates Manual.
5. Develop questions for Candidates Forum with input from President and Trustees.

6. Collaborate with Ad Council Chair, if questions arise.

### **NOMINATIONS COMMITTEE ORIENTATION**

The Chair will communicate Nominations Procedures with committee members during the fiscal year in seeking candidates for CDHA officer positions.

### **NOMINATION PROCEDURES**

Candidates wishing to run for office shall:

1. Contact the Nominations Committee Chair.
2. Receive a list of duties appropriate to the office or delegates, a copy of campaign guidelines and a curriculum vitae (CV) format.
3. Send CV and intent to serve statement 60 days prior to House of Delegates to Central Office, which will then be forwarded to the Nominations Committee Chair for review.
4. Must be present for the candidates' forum at the HOD or make prior arrangements with the Chair.
5. If nominated from the HOD floor, a statement of intent to serve and CV must be filed with the Nominations Chair prior to the candidates' forum.

### **PROFESSIONAL DEVELOPMENT COUNCIL**

**STRUCTURE:** The Chair and members are appointed by the President and confirmed by the BOT.

**MEETINGS:** To be determined by the Chair.

**OBJECTIVES:** To fulfill the needs of the association and its members in all phases of education.

#### **DUTIES:**

1. Perform the "Duties in Common" shared by all Councils.
2. Coordinate CDHA continuing education courses in accordance with Dental Board of California requirements. Direct Central Office to obtain pre-approval of course if applicable. Review course outline and assign proper category # (One or Two).
3. Distribute information on upcoming continuing education courses to components and post on the website. Coordinate information with the journal and newsletter editor for promotion of continuing education courses.
4. Distribute evaluations or direct Central Office to send an evaluation link at the end of each continuing education course. Review the evaluation of course information for possible changes, etc. Provide an evaluation of courses to the BOT.

5. Assist with registration, set-up, etc. of continuing education courses at CDHA meetings. Coordinate room reservations for Professional Development Council.
6. Research and recommend speakers to BOT for all CDHA continuing education programs, report the information to the VP to present at the BOT.
7. Request from all speakers that any handout materials for continuing education programs be submitted in electronic format.
8. Update information from universities and colleges so that members may pursue Bachelors' or Masters' Degrees in fields relating to dental hygiene. Information on CDHA website.
9. Work with the Vice President of Membership and Professional Development who is the liaison to the Executive Committee and BOT.
10. Monitor budget and activities throughout the year and work with Central Office on meeting logistics (food, room set up, etc.).
11. Submit reports to the BOT and Executive Committee as requested.
12. Participate in Strategic Planning and the budget process.
13. Collaborate with Student Relations Council for continuing education programs and activities when applicable (table clinics/poster sessions at the CE courses).
14. Collaborate with the CDC on sponsorship for CE courses and exhibitor information.

**SPECIAL NOTE:** See Financial Procedures for fees applicable to continuing education courses.

## PUBLIC HEALTH COUNCIL

**STRUCTURE:** The Chair and members are appointed by the President and confirmed by the BOT. Council members must include one member who works in public health, has a degree in public health or is an RDHAP.

**MEETINGS:** To be determined by the Chair.

**OBJECTIVES:** To fulfill the needs of the Association and its members in all phases of public health.

**DUTIES:**

1. Perform the "Duties in Common" shared by all councils.
2. Develop policy/positions on issues that impact the health of the public.
3. Encourage and support CDHA member utilization of public health material/resources.
4. Promote public health programs including key U.S. Department of Health and Human Services programs.

Work collaboratively with public health programs.

Maintain the Public Health Resources section within the CDHA website for communications with dental hygienists and consumers.

## PUBLIC RELATIONS COUNCIL

**STRUCTURE:** The Chair and members are appointed by the President and confirmed by the BOT.

**MEETINGS:** To be determined by the Chair.

**OBJECTIVES:** To fulfill the needs of the Association and its members in all phases of public relations.

### **DUTIES:**

1. Perform the "Duties in Common" shared by all councils.
2. Promote the image of dental hygiene with the dental profession and allied health services and agencies.
3. Submit copy of Goals and Objectives to each component Public Relations Chair.
4. Maintain current ideas and information regarding preventive dentistry and health education workshops.
5. Promote better understanding and communication between dental hygienists and members of the community. Promote the art and science of dental hygiene to the general public.
6. Promote liaison relationships to groups and organizations for the promotion of dental health.
7. Make available to the public information on where to obtain dental health educational and consultant services.

8. Maintain a record of community projects which CDHA and its components initiate or participate in.
9. Assist components when necessary to implement dental health activities.
10. Collaborate with the Vice President of Administration and Public Relations who is the liaison to the Executive Committee and BOT.

## PROTOCOL FOR RESPONDING TO MEDIA EVENTS

1. All councils and executive board members will notify the Vice President of Administration and Public Relations of any media event involving CDHA.
2. PRC will review for response and forward suggestions to Executive Committee (EC) to determine if action is to be taken.
3. The PRC will create draft material with input from appropriate councils, committees or consultants.
4. The President will have final approval of materials to be distributed. The executive board shall be included whenever timelines permit.
5. Depending on the type of response, CDHA leaders or component leaders/members will be used for distribution.
6. The Government Relations Council (GRC) will notify PRC of upcoming

media issues and the media needs of the event.

7. Timely issues involving one through six shall be addressed within forty-eight hours.

## STUDENT RELATIONS COUNCIL

**STRUCTURE:** The Chair and members are appointed by the President and confirmed by the BOT. Council members may include STUDENT RELATIONS liaisons, student representatives and additional members appointed by the CDHA President.

**MEETINGS:** To be determined by the Chair.

**OBJECTIVES:** To fulfill the needs of the Association and its members in all phases of student membership in CDHA.

### DUTIES:

1. Perform the "Duties in Common" shared by all Councils.
2. Promote and facilitate Student Relations program activity within schools and create programs to promote student conversion to active CDHA membership. All activities related to student members shall be coordinated through this Council.
  - A. Issue annual welcome letter that includes year overview, student lists and request for CDHA Student Dues if any.
  - B. Survey Student Relations advisors to assess their needs.
  - C. Maintain a master handout for Student Relations Council meetings that includes upcoming events, scholarship information, deadlines and other programs of interest to students (e.g. Cora Ueland Scholarship).
  - D. Track student leader award and Cora Ueland and other DHAI Scholarship winners for membership conversion and leadership participation.
  - E. Track the number of graduates that convert to active membership.
3. Coordinate, facilitate and promote all Student Relations Council activities:
  - Regional Student Relations meeting(s) - solicitation of corporate sponsorship for said meetings.
  - Student Relations Leadership Awards Program.
  - Spring Scientific Session Table Clinic/Poster competition.
  - Student House of Representatives (SHOR) to be held at the CDHA HOD.
4. The Council Chair will serve as facilitator at the Student House of Representatives (SHOR).
5. Forward updates for the Student section(s) within CDHA website.
6. Write and submit an article(s) for the *Journal* accordingly to a timeline provided by the Editor.
  - A. Highlight winning Student table winners in CDHA *Journal* with abstracts and on CDHA website.



- B. Highlight student scholarship and leadership award recipients.
  - C. Highlight SHOR activities.
7. Collaborate with the VP of Membership and Professional Development on activities such as table clinics/poster sessions and regional meeting.
- 3. Plan to attend meetings of the Association when invited and appropriate.
  - 4. Complete the Liaison Reporting Form and submit to the CDHA President within two (2) weeks of the meeting attended.
  - 5. Copy the CDHA President on correspondence.

### LIAISON GUIDELINES

The following are the guidelines developed for anyone appointed to a liaison position in CDHA:

1. A letter from the CDHA President to the Association introducing the liaison as an official representative of CDHA should be sent upon appointment of the liaison.
2. A letter from the CDHA liaison to the Association liaison should follow, including the following:
  - A. Request dates of meetings where attendance is appropriate.
  - B. Ask to be placed on the Association's mailing list for newsletters, bulletins, etc.
  - C. Encourage communication by mail or e-mail.
6. Prepare an annual report for the Delegates' Manual and report to the CDHA Board of Trustees when appropriate.
7. Be informed of the issues that affect the liaison Association, such as legislative issues, media events, etc.
8. Be familiar with CDHA Bylaws, policies, and procedures.
9. Present issues of concern to the liaison Association upon direction from the CDHA President and/or Board of Trustees.
10. Submit an annual budget request to the CDHA Treasurer.
11. Suggest ongoing liaison activities.
12. Be professional and an ambassador of the dental hygiene profession.

## **Membership and Component Information**

### **COMPONENT CODES AND Membership DUES**

The following codes are assigned for financial and membership record keeping purposes. They should be utilized whenever you change your membership status or sign up new members. The CDHA House of Delegates set all component dues at \$30 at the 2018 House of Delegates. If 00 is selected, there is no component fee. 00 is used mainly for out-of-state members.

#### **Component**

00 – No Component Selected  
01 – Central Coast  
02 – East Bay  
03 – Kern County  
04 – Long Beach  
05 – Los Angeles  
06 – Monterey Bay  
07 – Mount Diablo  
08 – Napa/Solano  
09 – Orange County  
10 – Peninsula  
11 – Redwood  
12 – Sacramento Valley

#### **Component**

13 – San Diego County  
14 – San Fernando Valley  
15 – San Francisco  
16 – San Gabriel Valley  
17 – San Joaquin Valley  
18 – Santa Barbara  
19 – Santa Clara Valley  
20 – Six Rivers  
21 – South Bay  
22 – Tri-County  
23 – Valley Oaks  
24 – Ventura County  
25 – Shasta  
26 -Delta Pacific

### **LIFE MEMBERSHIP GUIDELINES/CRITERIA** (Adopted by Board of Trustees, March 2013)

Eligibility for Life Membership requires CDHA membership of 30 years. Applications for nomination to CDHA Life Membership shall be submitted by the component trustee/or a CDHA member and must be received in CDHA's Central Office no later than October 1 preceding the next House of Delegates to be eligible.

Applications for Life Membership shall contain the following:

1. A written recommendation that includes rationale for eligibility/endorsement and outstanding contributions in one or more of the six (6) roles of the Registered Dental Hygienist. The roles are administrator /manager, educator/health promoter, change agent, consumer advocate, clinician, and researcher. (Maximum length 2 pages, typed, double-spaced.)

2. The candidate's curriculum vitae (CV), detailing their professional career.
3. The candidate will submit a personal statement describing his or her significant contributions to the association, the profession of dental hygiene, and the candidate's personal statement shall include a history of mentoring others to CDHA positions of leadership.
4. The candidate shall have mentored others to CDHA positions of leadership.
5. The candidate shall be recognized by peers as a role model for contributions to the Dental Hygiene profession within the six (6) roles of dental hygiene.
6. The candidate shall have evidence of active constituent leadership participation in all three levels of the constituent: Elected Officer or Speaker of the House for two or more terms, ADHA Delegate for two or more terms (prior to HOD 2016), and Component Trustee for two or more terms, for a minimum of eight (8) years total service.

Upon receipt of an application(s) for Life Membership the President shall appoint a Life Membership Committee with the approval of the Board of Trustees that will consist of two (2) past CDHA Presidents, the current Membership Council Chair, the current Administration Council Chair, and a previously elected Life Member.

The Life Membership Committee will verify that applications are complete and accompanied by documentation. The Committee will evaluate the 6 criteria on a 1-5 system. The candidate must achieve a score of 24 points to be forwarded to the Board of Trustees for consideration for Life Membership. The Committee will present the selected application(s) to the Board of Trustees who may select candidate(s) by written ballots. The nominees must receive a majority of votes to be eligible for recommendation to the House of Delegates. The House of Delegates may or may not choose to elect nominee for Life Membership. (BOT 03/2001)

## **COMPONENT VISIT GUIDELINES**

Component visits are provided by the President, President-Elect and other Executive Officers at the request of the individual components.

Each component should expect to cover half of the expenses incurred during the visit. All reasonable expenses will be included in this division (airfare, housing, auto rental,

taxi, mileage, etc. if needed). It might be prudent to utilize this visit as the total meeting, rather than a short presentation tucked in among others. There should be time allowed for questions and one-on-one contact with members. A GRC visit or leadership training might be an option.

**PROTOCOL:** The President/President-Elect is considered a non-paying guest.

Suggested Contact Schedule:

1. Initial contact by the date set by the President-Elect
2. All visit dates should be secured as soon as practicable throughout the year
3. Consult with neighboring components, to combine meetings or hold meetings during the same week. This would eliminate the need for multiple transportation costs.
4. Contact two months prior to component visit.
  - A. If air travel is necessary, be prepared to provide the name of the closest airport.
  - B. If an overnight stay is necessary, be prepared to provide housing or have a suggested hotel (close to the meeting).
  - C. Provide written directions to the meeting.
  - D. Indicate how long to speak, who the other speakers will be, if any, and suggested topics to cover.
  - E. Indicate who will be in the audience (members only, dentists, spouses, etc.)
  - F. Transportation to/from the airport should be provided by the component.  
The individual is responsible for making travel arrangements to component.
  - G. Reimbursement procedures are to be shared between CDHA and respective component. Lowest rate possible should be secured.
  - I. Components are responsible to post notice of elected officers' visits in component newsletter prior to visit.
  - J. If components share elected officer visit, each component is to pay 1/4 cost with balance to be paid by CDHA.
  - K. If components hold separate meetings within the same general geographic area, each component is to pay 1/4 cost with balance to be paid by CDHA.
5. One week before the meeting, call and confirm all arrangements such as dates, times, place, direction, escort and housing.
6. If an elected officer provides a CE Course for a component, that officer may not receive an honoraria from the component or corporate sponsor according to non-profit guidelines. Non-monetary gifts are acceptable.

# **CHAPTER THREE**

## **CORPORATE SPONSORSHIP**

## CORPORATE SPONSORSHIP COMMITTEE

**STRUCTURE:** In the absence of a contracted corporate development consultant, a corporate sponsorship committee may be appointed by the President and confirmed by a 2/3 vote by the BOT.

**MEETINGS:** To be determined by the Chair.

**OBJECTIVES:** To solicit funds, product donation and/or service donation from corporate entities.

### DUTIES:

1. Perform the “Duties in Common,” shared by the councils of CDHA. Liaison is to be with the President.
2. Establish and maintain relationship with CDHA Council Chairs and Component Trustees to facilitate corporate involvement at these levels.
3. Maintain corporate data base to include local representative and the appropriate management, etc.
4. Represent the sponsorship interest/opportunities of CDHA to corporate entities.
5. Maintain corporate contacts by attending the CDA Scientific Sessions and any additional conventions/meetings that may be authorized for funding by the HOD.
6. Submit reports to BOT meetings with up-to-date financial information which will include an accounting of

all income and disbursements of corporate funds.

7. Review financial statement regarding corporate funding and advertising.
8. Submit proposed income/expense budget for consideration by the House of Delegates.
9. Secure corporate involvement in the following categories:
  - Exhibitor Space at the CDHA Scientific Sessions (2), the House of Delegates, Student House, and Student Relations Activities (Table Clinic, Regional Meeting)
  - Sponsorship for CDHA Scientific Sessions.
  - Journal and State Report Advertising.
  - Specific Event Sponsorship
  - Specific Program Funding
  - Product/Service Donation for Specific Projects
  - Component CE Programs and/or Projects
  - Secure Corporate involvement for CDHA BOT approved PR programs.
10. Maintain files of all association documents for succeeding Corporate Sponsorship Committee.

### EXHIBITOR SPACE PROCEDURES

1. Send announcement letter with registration form and advertising information to appropriate corporate representatives:

1<sup>st</sup> Spring Scientific Session - January  
House of Delegates - March 1<sup>st</sup>  
Fall Scientific Session - May 1<sup>st</sup>

2. Submit confirmation memo to Central Office for distribution to exhibitors.  
  
Include:
  - A. Event location
  - B. Location contact
  - C. Corporate Sponsorship Committee Contact
3. Review and proof exhibitor list with Central Office prior to brochure printing.
4. Submit promotional materials for publication in the appropriate CDHA Journal issue.
5. Coordinate table logistics with Central Office and location contact.
6. Assign corporate table space; priority to event sponsors.
7. Coordinate one hour prior to the beginning of the event to facilitate exhibitor set-up.
8. Format/Organize information for exhibitor brochure for the Scientific Session.
9. Inform Professional Development Council of any table favors that need to be placed at each seat.
10. Integrate Component Marketplace and Table Clinics within the Exhibit Hall.
11. Generate thank you notices of appreciation within two weeks of event completion and include the date for the next scheduled event.

<b>CORPORATE SPONSORSHIP FOR SCIENTIFIC SESSION PROCEDURES</b>
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1. Present proposals to corporate interests regarding sponsorship of Scientific Sessions to include the following information:
  - Speaker/Topic
  - Date/Location
  - Expected Attendance
  - Sponsorship Benefits/Levels
  - Sponsorship Fee
  - Response Deadline
2. Coordinate recognition of sponsors with the President, the Vice President of Membership and Professional Development and the Professional Development Council Chair (to be done during event).
3. Inform Central Office of sponsorship level (for plaque presentation).
4. Coordinate recognition information for publication in the Journal.
5. Maintain contact with sponsor to ensure that all sponsorship benefits are realized (i.e. Journal deadlines for complementary advertisement)
6. Coordinate sponsor table position within the exhibit/event hall.
7. Generate thank you notice within two weeks of event.
8. Maintain history of CDHA Scientific Session Corporate Sponsors and the level of Sponsorship.

JOURNAL/WEBSITE ADVERTISING  
PROCEDURES  
(FOR CORPORATE SPONSORS)

1. Promote Journal/Website advertising through the following avenues:
  - Include information in Exhibitor registration materials.
  - Distribute advertising information at conventions and events.
  - Supply advertising information upon request to new contacts.
2. Coordinate advertising space with Journal Editor and New Technologies Council;
  - Aid Editor in determining which ads will carry over if the space is unavailable (Sponsors are given priority; then first come first serve).
  - If ad space is not sold out, telephone potential advertisers to offer open ad space.
3. Annually review and/or update advertising information and fees with Central Office and the Journal Editor.
4. Include advertising income on quarterly reports.

SPECIFIC EVENTS  
FUNDING PROCEDURES

Specific Events are identified as, but not limited to, the following:

*Presidents' Reception*  
*Presidents' Recognition Luncheon*  
*Installation Luncheon*  
*Delegate Caucus Breakfast*

\*Follow the procedures under Sponsorship of Scientific Session

SPECIFIC PROGRAM FUNDING and  
PRODUCT/SERVICE DONATIONS  
PROCEDURES

Specific Programs are identified as, but not limited to, the following:

Scholarship Funds  
Workshops  
Outreach/Education Programs  
RDHAP Functions

**(Note:** requests will be generated by the CDHA Councils and/or BOT - the Corporate Sponsorship Committee will need to interface with the Chairs and/or Officers that submitted the request).

1. Submit proposal to corporate interests regarding sponsorship of the particular program to include the following:

- A. Title of the Program/Project
- B. Program/Project goals and objectives
- C. Expected RDH participation/attendance
- D. Identification of the group that will benefit and the estimated number
- E. Program/Project needs (financial, product/service donations)
- F. Program/Project deadlines
- G. Sponsorship Benefits

\*Follow Procedures 2-8 under Sponsorship of Scientific Session



COMPONENT CE PROGRAMS  
AND/OR PROJECTS  
PROCEDURES

1. Central Office to distribute Corporate Sponsorship Request forms to Trustees at the first BOT meeting.
2. Component to respond in a timely manner to requests for Component Corporate funding.
3. Inform component of the “fundability” of the event (not all topics are fundable).
4. Advise component whether or not to solicit exhibitors for funding or if one source funding is available.
5. Secure evaluation from the component after the program/event.
6. Maintain historical file of components need/use of corporate sponsorship.

# **CHAPTER FOUR**

## **ANNUAL MEETING- HOUSE OF DELEGATES**

## **ANNUAL MEETING HOUSE OF DELEGATES**

The annual House of Delegates is CDHA's business session. It is where policy is set, and bylaws are changed or amended. It is also an opportunity for grassroots members to actively participate in setting the goals for the association.

### **COMPOSITION OF THE HOUSE**

Each of the 25 local components is assigned a certain number of delegates. This number is dependent upon the percentage of the total membership the component possesses. The total number of delegates will be 5% of the total membership as of September 30 of the previous fiscal year.

Each component is assigned a certain number of delegates. This number is based on 5% of the total membership as of September 30th of the previous year minus the number of components (25), times the percentage of the total membership the component possesses, plus one (1). The trustee attends as an additional voting member of his/her component and serves as the delegation chair. Delegate calculation is Component Membership divided by total CDHA Membership X 100 = percent (%). The resulting percentage is then multiplied by the September 30th delegate number which provides the number of delegates rounded up or down plus one (1) guaranteed delegate to achieve the total delegate count.

Proviso: For the 2019 House of Delegates, CDHA Shall use the membership as of June 1, 2018.

## **STUDENT DELEGATES**

A student member who has graduated from an accredited California dental hygiene program may be elected as a delegate or alternate delegate to the CDHA House of Delegates by a local component and serve contingent upon successful receipt of a dental hygiene license and conversion to CDHA active membership by the required HOD deadline.

### **BASIC HOUSE CONDUCT**

The business of the House is conducted and moderated by the Speaker of the House.

Members of the Executive Committee are allowed to speak before the House.

All delegates should attend the orientation session held prior to the first House Session. The services of a professional registered parliamentarian should be used for the House of Delegates.

See the section under "Duties" that pertains to Annual Reports. Resolutions, if passed, become association policy.

Recommendations are assigned to the appropriate body for consideration during the next term.

Candidates Forum and election of officers is held at each HOD.

### **DUTIES OF OFFICERS, COUNCILS and COMMITTEES**

#### **ADMINISTRATION COUNCIL**

1. Coordinate mailing dates and report deadlines with Central Office.

2. Submit reviewed PR's and PBY's to the Spring BOT meeting for BOT review.
3. Submit proposed Bylaws/ amendments and Proposed Resolutions to Central Office 90 days prior to HOD.
4. Review resolutions and proposed Bylaws at least 60 days prior to HOD for Central Office to incorporate into the Delegates' Manual.

**VICE PRESIDENT OF ADMINISTRATION AND PUBLIC RELATIONS**

1. Be available to assist with HOD functions.
2. Check that all Delegates' lists are submitted by the required deadline.

**VICE PRESIDENT OF MEMBERSHIP AND PROFESSIONAL DEVELOPMENT**

1. Be available to assist with HOD functions.
2. Arrange for members to assist in registration.

**SECRETARY-TREASURER**

1. Secretary-Treasurer shall serve as Secretary of the House.
2. Certify and provide each delegate or alternate the proper credentials for the HOD.
3. Work with Minutes Review Committee.

**SPEAKER OF THE HOUSE**

1. Secure a professional registered Parliamentarian.
2. Consult with President on the number of Reference Committees needed.
3. Appoint tellers to assist in determining the results of any action taken by ballot,

- provide teller orientation with guidelines and over-see balloting.
4. Assign reports and resolutions to Reference Committees. All items pertaining to financial matters and the entire CDHA Budget will be heard, discussed and voted on at the beginning of the 2<sup>nd</sup> session of the HOD.
5. Appoint Pages.
6. Appoint Minutes Review Committee.
7. Appoint Sergeant at Arms.
8. Conduct trustees' orientation on credentialing process.
9. Conduct Delegate orientation.
10. Review standing rules and submit to HOD.
11. Appoint Time Keeper for 2<sup>nd</sup> Session of the House.
12. Write post-HOD summary article for Journal publication.

**IMMEDIATE PAST PRESIDENT**

1. Assign candidates' forum questions and conduct forum.

**PRESIDENT**

1. Establish HOD schedule.
  - B. HOD events and activities
    - (1) Introduce VIP's, elected officers and special guests in attendance.
    - (2) A moment of reflection or motivation may be used to open HOD events and activities.
2. Appoint Reference Committee members and consult with Speaker.
3. Appoint Credentials Committee.
4. Invite personal guests to President's Recognition Luncheon and President's Reception. Assign escorts.
6. Supervise President's Recognition Luncheon.

## **PRESIDENT-ELECT**

1. Select Installation Luncheon theme and installing officer.
  - A. Introduce VIP's, elected officers and special guests in attendance.
  - B. A moment of reflection or motivation may be used to open HOD events and activities.
2. Invite personal guests to Installation Luncheon.
3. Work with President Elect's component on theme and decorations for Installation Luncheon.
4. Coordinate with STUDENT RELATIONS Council Chair the SHOR guidelines/protocol found in the appendix as STUDENT HOUSE OF REPRESENTATIVES (SHOR) GUIDELINES.

## HOUSE OF DELEGATES SUPPLEMENT INFORMATION GUIDELINES AND FORMS

### STANDING RULES

*The Standing Rules may only be amended and adopted by the HOD.*

- 1) Proposed resolutions and proposed bylaws amendments must be submitted to central office ninety (90) days before the House of Delegates to be included in the Delegates Manual. When a resolution is presented which amends existing policy, the entire policy statement shall be open to amendment. Only proposed resolutions require a majority vote for adoption when submitted by the deadline of ninety (90) days.
- 2) Proposed bylaws amendments that miss the 90-day deadline must be presented in writing or electronically to members of the House of Delegates at least (30) days prior to the House and adopted by a two-thirds (2/3) vote of the members of the House. Any proposed bylaws presented at the meeting must be presented in writing at a previous meeting of said session (1<sup>st</sup> House) and unanimous consent must be given for the consideration. A three-fourths (3/4) affirmative vote of the members of the House present and voting is required to adopt such an amendment. (Reference Bylaws, Article XVIII)
- 3) Proposed resolutions that miss the deadline for submission may be submitted only at the first meeting of the House and require a two-thirds (2/3) vote of the House to be considered and a majority vote for adoption. A sufficient number of copies (225) must be provided for the Delegates, Officers, Trustees, Speaker and guests. The copies will be provided at the expense of the maker of the resolution.
- 4) No new business shall be introduced at the last meeting of the House unless by unanimous consent of the delegates. Action on such new business shall require unanimous vote for adoption.
- 5) Delegates will be recognized in order of presentation at a microphone and when recognized shall state last name and name of Component.
- 6) Delegates shall address the House only through the Speaker of the House. Delegates shall not participate in direct conversation at the microphones.
- 7) Debate on a question shall be limited to two minutes per speaker.
- 8) No one shall be granted the floor a second time until all others who wish to speak have spoken.

- 9) Any motions or amendment presented from the floor must be in writing on the appropriate form and presented to the Secretary and the Speaker of the House following its reading on the floor.
- 10) Voting shall be by electronic vote or by colored voting sheets, one for each voting member of the House.
- 11) The right to the floor for the purpose of speaking shall be granted to non-delegates by the presiding officer or by a majority vote of the delegates.
- 12) There will be no smoking allowed at any formal meeting of this Association.
- 13) The rules contained in the most recent edition of Roberts Rules of Order Newly Revised shall govern the deliberations of the House in all cases in which they are applicable and not in conflict with these bylaws.
- 14) Once the Reference Committee convenes, all written testimony and decisions of the Committee are to be considered executive session until written Reference Committee reports are distributed. All RC members must sign the report. If any member is unavailable to sign their report before printing, they must state before the House that they agree with the report.
- 15) Student delegates may address any issue at the House. As non-voting members of the House, the student delegate cannot make a motion, except for the two voting student delegates.
- 16) Only credentialed delegates/alternates printed on a list distributed with the Delegates Manual can be seated at the House. A component may petition the House to have a non-credentialed member seated in their delegation. The non-credentialed delegate must satisfy all credentialing requirements.
- 17) An alternate delegate may be seated in the House upon compliance with the rules set for each session. Once an alternate has been seated, the delegate may be re-seated during the following recess of the House; when all available alternates are being utilized, a delegate who has been replaced by an alternate may replace another alternate within a given component. The delegates who are serving as Tellers may be replaced by alternates and shall be re-seated in the House upon the completion of their duty.
- 18) Any ballot cast at the annual session of the CDHA House of Delegates that is defaced in any way by comments or other messages written on the ballot will cause the entire ballot to be reported as invalid.
- 19) Election Results
  - A. The Chair of the Teller's Committee shall prepare a complete written report consisting of the total number of ballots and number of invalid ballots, the number

of votes cast for each office, the number necessary for election and the number received by each candidate

- B. Tie Vote: In the event of a tie vote in an election for officers, the following procedures shall be used to determine a winner:

Election of Officers – In the event of a tie vote for election of an officer, a second and subsequent election(s) will be held as soon as practical using a ballot with the names of all candidates whose name appeared on the first ballot.

- C. The Chair of the Teller's Committee shall post an abbreviated report, excluding voting numbers, immediately after the tally showing the successful candidates.

- D. The Chair of the Teller's Committee shall report to the House of Delegates the following information for each position when announcing the results of the election;

- 1) number of ballots cast;
- 2) number of invalid ballots;
- 3) number of votes necessary for election;
- 4) and the candidates who meet the minimum necessary for election.
- 5) When no candidate receives the minimum number of votes necessary for election, the chair shall read the number of votes for each candidate.

- E. The Teller's written report shall be entered in full in the minutes.

- F. Any delegate may move to have the Teller's written report read in full. Such a request will be adopted by a majority vote of the assembly.



## PARLIAMENTARY PROCEDURE BASICS

Prepared by Carol Jo Shannon

The parliamentary authority used by CDHA is the current edition of *Roberts Rules of Order, Newly Revised*. The use of parliamentary procedure assists the orderly process of doing business. It provides for equality and justice and helps to expedite business. It is a means of ensuring that the majority will prevail while protecting the rights of the minority. It may appear formal, with all comments being directed through the chair of the meeting, but it is important to keep comments focused on the issues, and not on the personalities.

### GENERAL BASICS

- 1) Rise to a microphone to be recognized to speak
- 2) The chair is addressed as Madame or Mr. Speaker or Chairperson
- 3) State your name and office or component
- 4) State your position on the issue and then give your justification or reason

Business is generally brought to the floor with a **MAIN MOTION**. In CDHA, resolutions are main motions. There are six basic steps in a motion:

- 1) The motion is made. (I move that . . . or resolve that . . .)
- 2) A member seconds the motion.
- 3) The Chair **STATES** the motion and opens discussion.
- 4) After discussion, the Chair **PUTS** the motion to a vote. (Restates the motion in current form.)
- 5) The Chair takes the vote. (Those in favor say **AYE** or raise your hands. Those opposed say **NO** or raise your hands.)
- 6) The Chair announces the result of the vote.

Discussion of the motion will center on the merits of the question, what should be the disposition of the motion, and may include proposed amendments to the motion.

### OPTIONS FOR THE DISPOSITION OF A RESOLUTION

- 1) **POSTPONE INDEFINITELY** (I move to postpone indefinitely resolution . . .)
  - **DEBATE** can be on the merits of the resolution.
  - **ADOPTION** of the motion has the effect of suppressing the question throughout the current session. It is an indirect rejection of a motion when the House does not want an outright rejection of the idea.
- 2) **AMEND** (I speak in favor, but I move to amend by . . .)
  - INSERTION** of a word or phrase, or if at the end of the motion it is by **ADDITION**.
  - STRIKING** a word or phrase.
  - STRIKING** a word or phrase and **INSERTING** a different word or phrase in its place.
  - SUBSTITUTION** for the resolution if the changes are numerous and complex.

Amendments must be seconded and must be germane (closely related) to the motion. Discussion focuses only on the amendment to the motion and not the entire question. It is also

possible to amend the amendment. Then one has a primary and a secondary amendment. The secondary amendment must be germane to the primary amendment.

- 3) **ADOPT** as is (I speak in favor of the resolution because . . .)
- 4) **REJECT** as is (I speak against the resolution because . . .)
- 5) **REFER or COMMENT** (I move to refer to . . .)

If the House believes that more work is needed or further investigation is necessary before taking action on an issue, the correct procedure is to refer the resolution.

### **EXAMPLE OF A MOTION AND POSSIBLE AMENDMENTS**

It is moved and seconded that dental hygienists in the office wear navy slacks, a blouse, soft tie, and a lab jacket while working with patients.

- 1) Move to amend by insertion, after navy slacks, insert “or skirt” to read:

That dental hygienists in the office wear navy slacks or skirt, a blouse, soft tie, and a lab jacket while working with patients.

- 2) Move to amend by striking “soft tie” to read:

That dental hygienists in the office wear navy slacks, a blouse, ~~soft tie~~ and a lab jacket while working with patients.

- 3) Move to amend by striking “jacket” and inserting “coat” to read:  
hygienists in the office wear navy slacks, a blouse, soft tie, and a lab ~~jacket~~ coat while working with patients.

- 4) Move to amend by inserting “yellow, shirt-type” in front of blouse to read:

That dental hygienists in the office wear navy slacks, a yellow, shirt-type blouse, soft tie, and a lab jacket while working with patients.

### **(PRIMARY AMENDMENT)**

- 5) Move to amend by striking “yellow” to read:

That dental hygienists in the office wear navy slacks, a ~~yellow~~ shirt-type blouse, soft tie and a lab jacket while working with patients. **(SECONDARY AMENDMENT)**

The secondary amendment is in order and is appropriate while the primary or first amendment is being discussed since it is a part of the primary amendment. It is not appropriate or in order to move to amend another part of the motion while yellow, shirt-type is being discussed.

- 6) Move to amend by substitution:

That the dental hygienists in the office be allowed to wear whatever they wish while working with patients.

**SAMPLE PROPOSED RESOLUTION OR BYLAWS AMENDMENT FORM**

**CDHA HOUSE OF DELEGATES**

RESOLUTION      OR       PROPOSED BYLAWS AMENDMENT

**BE IT RESOLVED THAT CDHA:**

**JUSTIFICATION:**

**SUBMITTED BY:**

**REPRESENTED BY:**

**BACKGROUND/HISTORY:**

**FINANCIAL IMPACT:**

**STAFF IMPACT:**

The individual listed should be available by phone for further information or clarification of the proposed resolution or amendment on the following dates.

Available to the Administration Council on (date of meeting)  YES  NO  
 Available to the Board of Trustees on (date of meeting)  YES  NO

**DETERMINATION BY COUNCIL ON ADMINISTRATION:**

Appropriate for Consideration by House of Delegates  
 Policy  Bylaws  
 Directives

Inappropriate for Consideration by House of Delegates

Current Policy or Ongoing Procedures  
 In Conflict with CDHA Bylaws  
 In Conflict with Existing Policy  
 Administrative or Procedural

No Comment

Comment(s):

	<u>Executive Committee</u> <u>Recommendation</u>	<u>Board of Trustees</u> <u>Recommendation</u>	<u>Reference Committee</u> <u>Recommendation</u>	<u>House</u> <u>Action</u>
Approve	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approve as Amended	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reject	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Refer to:

Comment(s) or Recommendation(s):

## CANDIDATES' FORUM GUIDELINES

### GENERAL:

1. The Immediate Past President will conduct the forum. Questions for candidates will be accepted in advance (submitted to Nominations Committee).
2. Prior to hearing the candidates for each office, the Immediate Past President will read a synopsis of duties for that particular office.
3. **All candidates must be present for Candidates' Forum.** In the event the candidate cannot be present due to extenuating circumstances, the candidate's speech shall be read by the Chair of the Candidates' Forum. Determination of the extenuating circumstances will be made by the Chair of the Candidates' Forum, the CDHA President and the Speaker of the House. (BOT 11/99)

### OFFICER CANDIDATES' FORUM:

1. Each Candidate for office will be given five minutes to present their speech.
2. After all Candidates for each office have completed their speeches, they will return to the podium as a group to answer questions received in advance and from the floor. Questions will be limited to 10 minutes.
  - A. The Immediate Past President will alternate the questions between candidates.

- B. Questions from the floor may be directed to specific candidates or to the group. In the event that the question was given to the group, the question will be answered by the candidates in alphabetical order and then reversed for future questions.

## CANDIDATES' ELECTION CAMPAIGN GUIDELINES

1. To be officially considered for office, the candidate must submit their name and office desired to Central Office.
2. Each candidate will receive a packet which includes a curriculum vitae (CV) format, *Letter of Intent to Serve*, description of the office they are seeking, and Guidelines for Election Campaign from Central Office.
3. All candidates must sign and return the *Letter of Intent to Serve*, with their CV, by the designated deadline. This document outlines the specific duties for the office or position for which the candidate is running.
4. CV's will be limited to one (1) page front and back or two (2) pages one side only.
5. Campaign literature may be distributed prior to the First Session of the House of Delegates ONLY. After that time, literature may be delivered to component caucuses.

6. Campaign literature will be limited to no larger than 8½" x 11" flyers or brochures.
7. Candidates for CDHA office shall introduce themselves and identify their component. A speech answering a question provided to them 30 days in advance by the chair of the Nominations Committee is limited to 5 minutes and is required. A question and answer period will follow.
8. No candidate should present any gifts or donations to any component or any delegate.
9. All candidates will receive a ribbon or badge to wear during the House of Delegates for visibility and identification by all delegates.
10. Upon election to CDHA position, a signed Conflict of Interest Statement must be on file with Central Office.
11. Candidates nominated from the floor must be willing to accept the nomination and agree to follow the Guidelines for Election Campaign.
12. In addition, candidates nominated from the House floor shall provide, at the time of nomination:
  - a) A completed CV and *Letter of Intent to Serve* to the Nominations Committee.
  - b) At the candidates own expense, provide 200 copies of their CV for distribution to the Certified Voting Delegates.

**SEE Appendix for Letters of Intent to Serve and Format for Curriculum Vitae**

## Student House of Representatives (SHOR) GUIDELINES

It is recommended that the following guidelines be followed by all STUDENT RELATIONS members attending the SHOR and the CDHA House of Delegates Annual Sessions.

1. Attend all student caucus meetings.
2. Attend all caucus meetings of components if applicable.
3. Attend all activities of CDHA House of Delegates at Annual Session.
4. Attend the SHOR meetings.
5. Attend all Reference Committee Hearings
6. Present verbal testimony during Reference Committee Hearings, as appropriate.
7. Submit written testimony to Reference Committee, prior to deadline.
8. Present yourself in a professional manner at all times
9. Be punctual at all meetings and appointments.
10. Be pleasant and cooperate when discussing an issue.
11. Respond to questions or topics relevant to business at hand and then abide by the majority decision when the matter is decided by correct parliamentary procedure.
12. Consult the speaker of the House, or the CDHA STUDENT RELATIONS Council Chair, or voting student member when problems arise.

Each will gain that put into active participation. It will be an experience that will last a lifetime, with many new friends

and colleagues in our profession. Share experiences with other students. CDHA looks forward to meeting all students and working together.

**HOD Review Task Force Report - 2013**  
**California Dental Hygienists' Association**  
**Board of Trustees Meeting**  
**Marriott Hotel, Burbank CA**  
**March 23-24, 2013**

Task Force Members

Lisa Okamoto, Chair, Ex-officio  
Colleen Beasley  
Julie Coan  
Zoe Milkie  
Rhonda McMorrان  
Angela Punaro  
Lygia Jolley, Secretary/Treasurer, Ex-Officio  
Lin Sarfaraz, Speaker of the House, Ex-officio

Charge: As per the directive of the August BOT, the charge of the HOD Review Task Force is to investigate alternative formats for the HOD that will allow for a productive business meeting and the control of meeting costs. The task force is to report their findings to the March 2013 BOT.

Background data considered by the Task Force:

- The required business elements of the House of Delegates were identified, as well as necessary time for a Candidates Forum, Balloting, Reference Committee hearings/closed sessions/printing of RC reports as well as component caucuses. A minimum of 3 hours is needed for Reference Committee hearings and 6-8 hours for RC closed sessions and the preparation/printing of RC reports.
- The HOD meeting space requirements are extensive and eliminate some facilities:
  - District XI pre-HOD meeting, pre and post HOD BOTs, SHOR and House sessions, marketplace, staff room, RC sessions (2-3 depending on amount of HOD business), lunches/breakfast and ballroom for President's reception.
- Negotiated hotel contracts
  - HOD meeting space rental is usually reduced or waived entirely with minimum F&B and minimum total room nights; 2012 meeting space rental fee was waived. Whenever possible, we try to maximize the use of all meeting space i.e. for SHOR we try to utilize rooms already included in the hotel contract.
  - In general, hotels consider minimum room nights more important than F&B minimum.
  - The President's suite is usually complimentary along with other concessions.
  - Contract minimums do not include the taxes and fees. 2012 hotel charged 32+% in taxes and fees.
- Hotel related expenses in particular Food & Beverage (F&B) and room nights requirements from 2012.
  - 2012 minimum room nights total was 275 over 4 nights, Thursday thru Sunday. If below minimum, the penalty would have been the difference in room nights at 90% of the negotiated room rate plus taxes. By May 15, 2012, actual room



- nights booked was 294 which was over the minimum required.
- 2012 minimum F&B was \$30,000; if below minimum, the penalty would have been 40% of the difference plus taxes. Since the F&B minimum does not include taxes and fees, a \$30,000 minimum plus 32% in taxes/fees equates to \$39,600. Actual 2012 F&B expense was \$55,331.
- When planning for meals, plated versus buffet luncheons have been considered in the past; prices vary with hotels and the logistics/time needed for buffet service would be a factor. Dessert can also be served separate from the luncheon such as with the marketplace. Custom menus might also be negotiated to fit our budget.
- Current budget formulas
  - Current budget reflects meal expense for attendees @ \$140/person which matches our current attendance and meets a \$30,000 F&B minimum.
  - Actual 2012 F&B was approximately \$180/attendee (Sat/Sun Lunch \$58/\$53, Breakfast \$49, Reception \$20/person).
  - Formula for guest lunches is \$40; 2012 actual averaged \$56 per lunch

Following are the Task Force suggestions for cost savings as well as potential alternative schedules. The Task Force focused on efficiently getting the business of the House done, while still allowing time for well-deserved recognition and social networking.

Hotel F&B is by far the largest HOD expense and has the most potential for savings:

- All formulas for guest lunches should be increased to reflect actual costs. The 2013-2014 proposed budget has increased all guest luncheon formulas
- To stay closer to budgeted formula of \$140/person, at least one meal event must be eliminated. To maintain our current meal expenses, registration would need be increased.
  - Sunday installation lunch is the easiest to eliminate with the least impact on delegates/components. 2012 expense for this lunch was \$15,478 including taxes/fees. Installation of new officers can be the last business of the House, followed by raffle drawings. This would allow for hotel departure following installation. F&B minimum can be met by combo of Recognition Lunch, reception and breakfast.
  - Consider eliminating the caucus breakfast or provide continental breakfast only. Adding a protein element in 2012 increased breakfast cost by over \$3800.
  - An option could be, if breakfast is eliminated, enhancing the President's reception to serve as a light dinner. This is in essence a shift in meal obligation. Currently, individuals and/or components cover their own dinners, but Sunday breakfast is provided by CDHA.
- Individuals can be encouraged to bring their own protein bar, fruit, nuts, chocolate, etc. for long sessions. This could be a student fund raising event to aid those who don't bring their power snacks. Be aware that hotels do not usually permit "meals" provided by outside sources.
- For a bare bones HOD, all meals could be eliminated or further simplified and weighed against cost of non-discounted meeting space rental. CDHA would also need to

consider the time necessary and the venue's capacity to serve a large group without planned meal functions,

- A hotel contract for a two-day schedule would need to weigh the net savings from a lower F&B minimum offset (or no F&B) and fewer room nights, offset by a higher meeting space rental fee.
- This Task Force was not asked to look at reducing the number of total delegates. Such a reduction might result in lower costs for components but there might be a corresponding increase in cost for CDHA due to the reduction in total room nights.

#### Other Potential Savings:

- We have limited control over AV costs; many hotels now outsource their AV needs. Some savings will be realized without a CE event or the Installation Lunch (about \$750 total based on 2012 expense).
- Eliminate printed advance manual and replace with digital versions. This would save postage costs. Printing would also be reduced if only a final printed copy is provided at the start of the House. This is planned for implementation at the 2013 HOD to test the expense differences.
- Consider a digital version of the final manual. Central Office has been asked to investigate the cost of providing power to all delegates for use of electronic devices. The Speaker recommends that only essential documents requiring House action or vote be printed and provided in hard copy such as the Standing Rules, PRs/PBYs, and the Slate of Nominees. Reference Committee reports would also still be printed.
- Eliminate plaques and awards (Sponsors, Outstanding Component Member, 100% Faculty, CDHA Student Leadership Award). The TF believes that recognition of our volunteers and outstanding members is very important. Costs for the plaques is minimal. CDHA could consider alternatives for method, place and time of recognition. Certificate awards suitable for framing where appropriate or perpetual plaques such as those for long term corporate sponsors might also be considered.
- The HOD CE has seldom been a revenue generating event. Some topics have fulfilled a leadership/professional development strategic plan. This year's HOD CE is complimentary to delegates and all students, with a fee for non-delegates and non-members. If a leadership/professional development CE is held in the future, consider charging a discounted registration fee for delegates to offset the costs.

#### Potential Alternative Schedules - see chart attached:

- 3-day schedules
  - Elimination of Installation Lunch
  - President's Reception on Friday versus Saturday
  - 3 House sessions if much business is anticipated
- 2-day HOD schedule
  - Events would need to be further streamlined
  - There might not be enough time with many PR/PBYs or issues to consider
  - With a reduction in total room nights, hotel meeting space rental fees would probably not be waived. Higher meeting space rental fees would need to be

- weighed against savings from fewer or no F&B events along with lower room costs for CDHA student delegates.
- Local components would most likely benefit from lower hotel room expense, and possibly other components as well depending upon availability of early/late flight schedules.

SHOR alternatives:

- Eliminating SHOR would require alternative method, time and place for selection of the two CDHA voting student delegates.
  - If one official CDHA student delegate from each school was still funded to the HOD, CDHA would still have the expense of student delegate meals, hotels and travel. Cost savings would be in AV, possible meeting space rental, and the SHOR facilitator.
  - Most students would miss the excitement and experience of the HOD.
- Holding a separate SHOR day prior to a 2-day HOD
  - Allows for full SHOR experience which is limited with a 2-day meeting.
  - Hotel expense would still be 2 nights for students, SHOR facilitators, and component officers/student liaisons wishing to accompany their sponsored students.
  - There would be a time conflict for SRC members who are also ADHA delegates
- Expand Student Regional Conferences to include SHOR
  - This would become an all-day event and increase costs for the conferences.
  - Event would need to be held later in year i.e. April, as opposed to early March.
    - conferences would need to be after submission deadlines for PR/PBYs
    - later date would lessen conflict with students' national board exams
  - All CDHA official student delegates would still attend HOD, or at a minimum, the 2 voting students.

It does not appear that any of these SHOR alternatives would be a cost savings for CDHA and might increase overall expenses. Any changes in SHOR representation would also require a Bylaws change. The TF does not recommend these alternatives at this time.

The Task Force recommends that this report and the associated alternative schedule chart be added to the Scopes and Procedures Manual as future reference for HOD planning.

	3 day Alternative #1	3 day Alternative #2	3 day Alternative #3	2 day Alternative
<b>Friday</b>	same as 2012 except Sunday	Reception on Friday	Three House sessions	Bare Bones Budget
9:00 AM	HOD CE		if anticipating lots of business	
	9 - 12 noon		<b>Pre-HOD BOT/1st SHOR</b>	<b>1st SHOR/Pre-HOD BOT</b>
10:00 AM			BOT 9:30 - 11:00)	9:30 - 11
			SHOR 9:30 - 11:30 am	SHOR 9:30 - 11:30
11:00 AM		Option to start earlier		
			lunch on own	lunch on own
Noon	<b>1st SHOR - 12 - 3:30pm</b>	<b>1st SHOR noon - 3:00 pm</b>	<b>Opening/1st House</b>	<b>Opening/1st House</b>
		<b>Pre-HOD-BOT 12:30 - 2:00 pm</b>	12 noon - 1:30	12 noon - 1:30
1:00 PM	<b>Pre-HOD-BOT 1 - 2:30pm</b>			
			<b>Candidates Forum</b>	<b>Candidates Forum</b>
2:00 PM			1:45 - 3:15	1:45 - 3:15
3:00 PM			RC Orientation 3:15	RC Orientation 3:15
		<b>Opening/1st House</b>	<b>Reference Com Hearings</b>	<b>Reference Com Hearings</b>
4:00 PM	<b>Opening/1stHouse</b>	3:30 - 5:15 pm	3:30 - 6:30	3:30 - 6:30
	4 - 5:45			
5:00 PM				
		<b>Candidates Forum</b>		
6:00 PM	<b>Candidate's forum</b>	5:30 - 7:00 pm		
	6 - 7:30		RC closed sessions 6:30 on	RC closed sessions 6:30 on
7:00 PM			Set up time for Auction	Set up time for Auction
		<b>Pres Reception/Auction</b>	<b>Pres Reception/Auction</b>	<b>Pres Reception/Auction</b>
8:00 PM		7:30 - 11:30 pm	7:30 - 11:30 pm	7:30 - 11:30 pm
		Lt dinner/hor d'oeuvres	Lt dinner/hor d'oeuvres	Lt dinner/hor d'oeuvres
9:00 PM				
		Auction items brought in and set up		
10:00 PM		prior 1st House?		
		Doors locked when unattended		
11:00 PM				
<b>Saturday</b>				
7:30 AM	<b>Ref Com Orientation 7:30 - 7:50</b>	tellers orientation 7:30	<b>Teller's Orientation 7:30</b>	
8:00 AM	<b>Reference Committee Hearings</b>	<b>Reference Committee Hearings</b>	<b>Balloting 8 - 9 am</b>	<b>2nd SHOR 7:30 - 9:30</b>
	<b>Issues Forums</b>	<b>Issues Forums</b>	<b>2nd SHOR 8:30 -11:00 am</b>	<b>Balloting 8 - 9:00</b>
9:00 AM				
	<b>8 - 11:45 am</b>	<b>8 - 11:45 am</b>		<b>Market Place (or skip)</b>
10:00 AM				9:30 - 11:30 AM
				<b>caucus at 10:30 if no marketplace</b>
11:00 AM			<b>Component Caucus</b>	adjust luncheon time 1/2 hr later
			11:00 am - 12:15 pm	<b>Recognition Luncheon</b>

Noon	<b>Recognition Luncheon</b> 12 noon - 2 pm	<b>Recognition Luncheon</b> 12 noon - 2 pm	(room may not have round tables) <b>Recognition Luncheon</b>	11:30 - 1:30
1:00 PM	RC closed sessions after lunch	RC closed sessions after lunch	12:30 - 2:30 pm	<b>Component Caucus</b> 1:30 - 2:30 pm (see am option)
2:00 PM	<b>Exhibitors' Marketplace</b> 2 - 4:30 pm	<b>Exhibitors' Marketplace</b> 2 - 4:30 pm	<b>Exhibitors' Marketplace</b>	<b>2nd House</b> 2:30 - 7:30 pm start at 1:30 if caucus in am
3:00 PM			2:30 pm - 4:30 pm	
4:00 PM	<b>2nd SHOR</b> 3:30 - 6:30 pm <b>Balloting</b> - 4 - 5:30 pm	<b>2nd SHOR</b> 3:30 - 6:30 pm <b>Balloting</b> - 4:30 - 5:30 pm		
5:00 PM			<b>2nd House</b> 4:30 - 7:30 pm	
6:00 PM			Quorum SHOR Report, Start RC Reports	1/2 hr break <b>Installation/ Raffles</b>
7:00 PM	<b>Pres Reception/Silent Auction</b> 7 - 11 pm	Dinner on own		
8:00 PM			Dinner on own	<b>Post HOD BOT?</b> 8:00 - 9:30 OR Sun am.
<b>Sunday</b>				
7:00 AM	<b>Comp Caucus/breakfast</b> 7:00 - 8:30	<b>Comp Caucus</b> (no breakfast) 7:00 - 8:45	Breakfast on own	Breakfast on own
8:00 AM		RC reports available at 7 am		
9:00 AM	<b>2nd House</b> 8:45 - 1:00 or until done	<b>2nd House</b> 9:00 - 1 pm or until done	<b>3rd House/Installation</b> 9:00 am - noon or until done	<b>Post HOD BOT?</b> if NOT on Saturday night
10:00 AM			Quorum, Teller's Report RC Reports continue	
11:00 AM	(transition break before installation)		Installation	
12 noon	<b>Installation/Raffles</b> last business of House	<b>Installation/Raffles</b> last business of House	Raffle Drawings	
1:00 PM				
2:00 PM			<b>Post HOD BOT</b> 1:30 - 3:00 pm	
3:00 PM	<b>Post HOD BOT</b> 2:30 - 4:00 pm	<b>Post HOD BOT</b> 2:30 - 4:00 pm		
4:00 PM				

# **CENTRAL OFFICE**

**and GENERAL OPERATIONS**

## **CENTRAL OFFICE INFORMATION/PROCEDURES**

The mechanics of operating CDHA on a day-to-day basis occur in Central Office. While Central Office personnel know how to manage and how to get the work accomplished, it is up to the CDHA Board of Trustees and the Executive Committee to direct the policies which result in Central Office activity. CDHA Leaders establish the policies, procedures, and directives which are carried out by Central Office.

CDHA contracts with a management agency to provide various management services (hereinafter called 'Contractor').

Written correspondence should be sent to Central Office to facilitate completion/work on large projects (see Appendix Work Order Form for Central Office).

The major activities at Central Office include administration, meeting planning, membership services, Corporate Development and financial record keeping. The management team works on many activities throughout the year and assists in developing creative new programs for CDHA. Central Office will also provide help, advice, and input in finalizing Council projects, publications and mailings.

The Central Office staff is available during regular business hours to answer questions or handle requests by telephone/fax/e-mail.

## **DUTIES**

### **ROLES AND RESPONSIBILITIES**

Central Office shall provide full and complete information to the Board of Trustees about matters concerning the management of the Association and the services provided by the agency contracted.

The President of the Board will be responsible for the Board's compliance with the Contractor's Agreement.

Contractor or identified staff will serve as Executive Administrator of CDHA, overseeing the day-to-day business of the organization. The Executive Administrator will be an employee of the Contractor. On direction from the organization, Contractor will carry out specific duties and related work. In addition, Executive Administrator is an objective observer and may be called upon to assist the organization in making critical decisions related to their areas of expertise.

**Management service includes:**

### **ROLES AND RESPONSIBILITIES**

This is a full-service association management contract with Contractor providing governance, administrative, meeting management and overall support to CDHA.

Contractor shall provide full and complete information to the Board of Trustees about matters concerning the management of the Association and the services provided by Contractor.

The President of the Board will be responsible for the Board's compliance with the Contractor's Agreement.

Contractor will serve as Executive Administrator of CDHA, overseeing the day-to-day business of the organization. The Executive Administrator will be an employee of the Contractor. On direction from the organization, Contractor will carry out specific duties and related work. In addition, Executive Administrator is an objective observer and may be called upon to assist the organization in making critical decisions related to their areas of expertise.

## **ADMINISTRATIVE**

Maintain office facilities

Management of all component charter agreements

Maintain Association mailing address

Manage on a daily basis, Monday-Friday (8:00 a.m. – 5:00 p.m.), telephone/fax/answering machine, with the exception of central office holiday schedule.

Provide word processing services and distribution of officer/council chair correspondence.

Create and distribute meeting agendas, packets and minutes for Executive Committee and Board of Trustees Meetings.

Prepare a report for each Executive Committee, BOT and HOD meeting

Summarize meeting and event evaluations.

Administer and/or assist with council programs such as membership drives or student programs.

PRC News Releases, Admin Council Meetings.

Support corporate development program as needed.

Process and issue continuing education (CE) certificates of completion and maintain CE - provider records (home study courses, Journal CEs).

Component CE Course submissions and reporting.

Produce awards/handouts/certificates.



Maintain association files and records.

Maintain, update and distribute association documents on a regular basis to include (but not limited to): leadership directory, By-Laws, Scopes and Procedures Manual, Policy Manual, Financial Procedures Manual and Component Boundary Listings.

Obtain or provide legal counsel as required.

Administer association insurance coverage (Liability, director, and officer), including requests for component certificates of insurance for CE events and meetings.

Produce business cards (Council chairs and officers), order nametags.

Serve as Corporate secretary for Dental Hygiene Associates Inc. (DHAI) (Grant Information, Minutes, accounting).

Communications by email and phone with CDHA Leadership (EC and Council Chairs).

Manage Master Student Survey Program.

Coordination and development of email communications for councils including the comprehensive Government Relations Council Update.

Management of CDHA benefit programs.

## **FINANCIAL**

Maintain journal and ledger (computerized accounting program).

Generate monthly membership tables based upon dues billed.

Process deposits.

Manage all credit card transactions, Estore, paper or by phone.

Generate semi-monthly disbursement checks and submit to Treasurer and President for signature.

Process Honoraria on approved schedule.

Compile W-2/1099 information.

Prepare and file tax reports or provide necessary information to accounting firm.

Process student fees and applications.

Provide accurate and timely monthly cash position statements, year-to-date income and expense statements and balance sheets.

Provide accurate and timely year-end statements of income and expenses.

Provide records to accounting firm for review and audits as needed.

Assist Finance Committee/Executive Committee in development of the annual budget.  
Provide guidance for investment of surplus funds.  
Assist in maintenance of tax-exempt status.

## **MEMBERSHIP**

Responsible for overall management and processing of membership applications, renewals, and distribution of membership certificates.

Serve as the member services call-center for all CDHA membership inquiries.

Maintain current membership roster/database, non-member database and student database for mailings.

Respond to membership inquiries.

Maintain and disseminate career information and materials.

Administer membership drive/retention campaign conducted by the Membership Council.

Maintain and distribute list of member benefits (Insurance, discounts package, etc.).

Update membership application form as needed.

Collect and track student member dues.

Manage membership affinity programs such as travel and professional insurance offerings.

**MEETING AND EVENT PLANNING** - Provide comprehensive planning services and execute the following events, usually held on weekends. Based on the approved 2019-2021 Calendars as the basis for the number of approved meetings.

Executive Committee meetings

Board of Trustees meetings

Spring Scientific Session (South) – 400+ attendees, continuing education sessions, exhibitors showcase and student table clinics

Fall one-day program in the North

House of Delegates (Alternates North and South) – 225+ attendees for 3 days of meetings, continuing education or leadership workshops, exhibitor's marketplace, and social events

Coordination of Student Member Regional Conferences (North and South) with Student Relations Council

## PLANNING CALENDAR OF RECURRING EVENTS

Process Accounts Payable	15th & last day/month
Mail information to BOT	As required
Request Component Financial Statements	June 1
Component Financial Statements	due August 1
Financial Statements to CDHA's Accountant (Audit and/or review annually)	August 1
Include DHBC, DBC, and CDA Meeting dates in master calendar	January 1
President-Elect: Establish future year's Board And Executive Committee meeting dates	March BOT Meeting
Journal 'copy' deadlines	Determined Annually
Journal 'mail' deadlines	Determined Annually
Newsletter 'copy' deadlines	Determined Annually
Newsletter 'mail' deadlines	Determined Annually
Deadlines for Spring Scientific Session Student Research Presentations & Student Leadership Award Winners	March 20
Financial Statements to BOT	July 1, Oct 1, Jan 1, April 1
Cora Ueland Scholarship	
Mail information to DH Program Directors	October
Scholarship applications due	January 15
Notify successful scholarship recipients	March 30
Central Office evaluation	
Secretary-Treasurer mails forms	July 1
Report evaluation results	September (EC meeting)
March and October (Board meetings)	
Request new licentiates list from DBC	December 1
Request Component Officer Lists	May 1
Prepare Online Leadership Directory	Updated monthly
Letter to DH School Directors re:	Spring
Fall Scientific Session and House of Delegates dates, research presentations at	

Spring & Fall Scientific Sessions, and  
 Student Leadership Awards presentations At Spring Scientific Session

Spring (Friday/Anaheim) and Fall  
 (N. California) Scientific Sessions

- Confirm site 1 year prior
- Confirm speaker 1 year prior
- Confirm sponsor with Corporate Development Consultant
- Professional Development Council: Submit list of  
 Potential speakers to BOT for input March for spring, October  
 for fall
- Mail brochure 6 weeks prior

Executive Committee (1 month prior to Board meetings)

- Distribute meeting notice 4 weeks prior
- Distribute agenda packet 2 weeks prior \*
- Distribute minutes 2 weeks following \*\*

Board of Trustees (March, August & October)

- Distribute notice 6 weeks prior \*
- Distribute agenda packet 2 weeks prior \*\*
- Distribute minutes 2 weeks following

## CONTRACTS

**Description:** This section will describe and delineate contracts CDHA enters as necessary to carry on the activities and business of this association, as many transactions are deemed necessary for the association to fulfill its purpose of advancing the art and science of dental hygiene.

### **Contracts in General:**

This association enters into all manners of contracts in the course of providing services to members. These will include but not be limited to, meeting facility contracts, consulting, accounting, public relations, and management contracts. CDHA's management firm has certain contracts such as hotels that fall under the scope of its responsibilities.

Accordingly, board members and trustees need to be aware of the association's short and long-term obligations.

Specific Contracts: may include but not be limited to the following:

- Hotel/Convention Contracts
- Endorsements

- Sponsorships
- Member Referral Services
- Legislative Advocate
- Consultant Contracts

**Contracted Entities:** Any contracted entity representing the CDHA in writing is limited to their CDHA

affiliation/position for purposes of conducting business on behalf of CDHA. (BOT 11/02)

Any contracted entity cannot hold simultaneously any component or state position within CDHA. MSC (2015-2016/55)

*The following information is provided to familiarize members/leaders with possible sections and content that contracts may include. Additionally, there are sections that contracts should incorporate for completeness of understanding between both and or all parties involved.*

### **Terms of the Contract**

Terms of the contract should include specific duties or obligations of all parties. This can be done in the form of a list, an outline, or narration. Detail in the terms will assist in eliminating misunderstandings.

## **Letter of Intent**

This is a non-binding document that contains provisions that are being discussed between the parties. It is not a contract. It is not legally binding. The letter of intent may outline possible contract terms for discussion purposes only. A letter of intent is signed to enable the potential contractor to apply for the position being discussed. This document is confidential and cannot be disclosed to anyone other than the parties, their employees, attorneys, and accountants. Witnesses sign the letter of intent, also.

## **Names of the Parties**

Each party needs to be identified by their legal name in the first paragraph. These names include full first and last name, and middle initial if available, along with any other identifying information. Nicknames can be identified in the first paragraph. Nicknames make the contract easier to read.

DO NOT use “Contractor” as a nickname unless the party is legally a contractor. DO NOT use “Agent” unless it is intended for that party to be an agent. If the party will act as an agent, the scope of authority and other agency issues must be specifically outlined to avoid future disagreements.

## **Date of the Contract**

Include a blank for the date in the first paragraph. This makes it easy to find after the contract is signed.

## **Recitals**

Recitals are the “whereas” clauses that precede the body of a contract. They provide a way to bring the contract’s reader (party, judge, or jury) up to speed on what the contract is about, who the parties are, and why they are signing a contract.

## **Outline of the Contract**

May be formatted with headings that may include but not be limited to:

- Recitals
- Employment
- Duties / Obligations
- Term
- Compensation
- Arbitration
- Termination of Agreement
- Governing Law
- Trade Secrets / Non-disclosure of confidential information

## **Using Numbers**

Numbers need to be written in both words and numerals. This reduces the chance of errors.

## **Content Corrections of the Contract**

All corrections need to be made on the same page. The contract can then be reprinted. The contract should be reprinted on the same kind of paper (style, bond).

## **Indemnification Clause**

All contracts entered into by the association will include an

indemnification clause wherever possible. This clause protects the association from the consequences of any claim that might arise out of the other party's performance during the term of the contract.

### **Non-Compete Clause**

Each party can request a non-compete clause in the contract. This clause restricts competition. This clause must include the following criteria.

- A. The clause must serve a legitimate purpose.
- B. The person protected by the clause must have a justifiable interest such as trade secrets, or goodwill that will be protected by the clause. This clause can be ancillary to, or part of a valid contract.
- C. The restriction on competition must be reasonable in time, geographic area, and scope.
- D. The non-competition clause should not impose an undue hardship.

### **Legal/Counsel/Review**

All contracts entered into by this association will follow the guidelines set by the Board of Trustees. Legal counsel will review all contracts prior to BOT approval.

### **Drafted Versions**

If draft versions are saved, the newest version should be compared to the last drafted version. This will eliminate

discrepancies between versions prior to the final printed document.

### **Signing the Contract**

The contract is to be signed in blue or black ink. Each party should also initial each page as this makes it less likely that changes can be made after the contract is signed. Be sure that corporate officers include their titles, the corporation name, and the word "as". Failure to do this can result in personal liability of the officer.

### **Notary**

A notary clause may be included and will comply with State requirements.

***Disclaimer:*** This information is provided to familiarize CDHA members with contract contents. This information is general in nature and may not apply to specific factual situations. Legal consultation is recommended for all contracts entered into by this association. (BOT 3/2000)

## EMAIL ETIQUETTE

Email is vital to maintain current communication standards. The following are recommendations for email communication to and among CDHA officers and members:

1. Address your emails as you would a business letter with the appropriate salutation, unless otherwise noted by the recipient to maintain professionalism.
2. The CDHA President and President Elect should be copied (cc) on all emails directed to the CDHA. Don't use "To" when you just want to keep someone in the loop. Use "CC," or "carbon copy," for this.
  - a. If you need a recipient to respond to an email they must be addressed in the "TO" box not "CC".
  - b. When forwarding emails change the title in the subject title box. When in doubt don't forward email documents.
3. Subject line
  - a. Make the subject line as specific as possible without being wordy.
4. The content of emails should be concise and simple.
  - a. Address your point as quickly as possible, but don't leave out important details that will help your recipient answer your query.
  - b. Content size of email should not be longer than the screen itself or need to scroll down the document.
5. As it is difficult to express tone in an email, be careful to express yourself as respectful, friendly, and approachable. Avoid seeming curt or demanding, i.e. using all capital letters. Consider using the phone for conversations when appropriate.
6. Use correct spelling and proper

### grammar.

- a. Use a dictionary or a spell checker (underlined in red).
  - b. Observe and change grammatical errors (underlined in green).
  - c. Avoid acronyms\* and abbreviations unless understood by both parties.
  - d. Avoid the use of emoticons, or other keyboard strokes that make smiles, frowns, etc. to maintain professionalism.
7. Attachments
    - a. An attachment should be used if many points are to be addressed.
    - b. Be sure to notify the recipient (in advance) of an attachment. Many viruses are spread in attachments and many individuals may not open an email with attachments due to potential viruses.
  8. Official Email Signature
    - a. Name, credentials
    - b. CDHA title
    - c. Address, phone number, mobile number if desired

### Resources:

[http://www.businessemails.info/results.aspx?query=Business%20Emails&sessionid=fbq0hfv32f2ad1n4qrg4w532&cc=us&ns=1&eas=\\*-86uW3SGZbt4lxXmc6WGA](http://www.businessemails.info/results.aspx?query=Business%20Emails&sessionid=fbq0hfv32f2ad1n4qrg4w532&cc=us&ns=1&eas=*-86uW3SGZbt4lxXmc6WGA)

<http://www.blurtit.com/listings.php?page=q852388.html&query=email+etiquette&sid=342c0dff0d1d8f43f7bfdbc262cbbd8c>

## Continuing Education Handout Guidelines

1. All speakers shall be requested to submit any handout materials in electronic format to Central Office at least 30 days in advance of the meeting.



2. Central Office will submit these materials to the ITC Chair for posting on the CDHA website.
3. All submissions should identify the speaker and include a statement to the fact that “Unauthorized use or reproduction of these materials is prohibited unless permission is given by the speaker.”
4. All handout materials shall be removed from the website 7 days after the meeting, unless otherwise specified by the speaker.

**CALENDAR EVENT FORMAT FOR CDHA WEBSITE**

Calendar events are to be submitted to the Information Technology Council in the following order or format:

- Date
- Component
- Event or Course Name
- Speaker
- # of CE Units
- Location or Meeting Site
- Cost
- Contact Name with e-mail link or component website link. No personal phone numbers will be posted.

**EXAMPLE OF COMMEMORATIVE PROJECT SOUVENIR CALENDAR GUIDELINES**

GOALS:

1. Recognize and record the events and efforts of the previous year (include photos).

2. Promote the efforts and successes of individuals, groups, and components.
3. Emphasize the commitment of hygienists to the needs of the community and public (include photos).
4. Feature and encourage the newest members of our profession -- the students — (include dental hygiene schools, student association, and educators).
5. Cultivate opportunities to generate income through advertising.
6. Acknowledge the corporate sponsors and their contributions.

**SECTIONS OF THE CALENDAR:**

The Souvenir Calendar may include, but not be limited to, the following:

1. President’s Section
  - A. Message
  - B. Highlights
  - C. Personal Page
  - D. Liaisons & Activities
  - E. Greetings
2. Current CDHA Officers (Executive Committee & BOT)
3. CalHyPAC
4. Legislative Efforts
5. CDHA Councils & Committees
6. In Appreciation (Messages to Councils, Central Office, etc.)
7. President’s Award Winners (Year/President/Award Winner/Accomplishment)
8. Past CDHA Presidents (Year/President/Speaker of HOD)
11. CDHA Mission Statement & Benefits to Members (insurance, etc.)
12. Components
13. Component Membership Award List
14. “Outstanding Component Members” Award

15. Student Leadership Awards
17. Student Table Clinic Winners
16. Student Relations Activities (Collage of photos)
17. Dental Hygiene Schools- Junior and Senior Class included for each school (1/4 page each class)
18. Recognition of California Dental Hygiene Educators' Association

### **CDHA DUE PROCESS PROCEDURE**

If a member is accused of a violation of the Bylaws, the Principles of Ethics, or any lawful rule, practice or procedure adopted by the Association or any other conduct deemed to be prejudicial to the best interest of the Association, he/she has the right to due process, that is, to be informed of the charge and given time to prepare his/her defense, to appear and defend him/herself and to be fairly treated.

Any accusation must be brought to the Executive Committee at a time when non-members are not present (may be mailed to the Chair) in the form of a resolution which should avoid details as much as possible. The resolution shall be forwarded immediately to the Ethics Committee which shall act as the investigating committee. The President shall appoint this committee. If that person is the one against whom the charges are proffered, the President-Elect will appoint the Ethics Committee.

In the event that the investigating committee finds substance to the accusation and presents a resolution preferring specific charges, it shall be

referred immediately to a trial committee to be appointed by the President. If the President is the one against whom the charges are proffered, the President-Elect will appoint the trial committee. At the trial, both the accused member and the managers for the Association may be represented by counsels who are not members of the Association.

All investigations, hearing, trial proceedings and final disposition of the resolutions shall be conducted in Executive Session. The trial committee shall present to the Board of Trustees a resolution either exonerating the accused or if the accused is found guilty, covering the penalty which it recommends that the Association impose.

### **CDHA WHISTLEBLOWER POLICY**

This policy is intended to encourage Board members, staff (paid and volunteer) and others to report suspected or actual occurrence(s) of illegal, unethical or inappropriate events (behaviors or practices) without retribution.

1. The Whistleblower should promptly report the suspected or actual event to the President.
2. If the Whistleblower would be uncomfortable or otherwise reluctant to report to the President, then the Whistleblower could report the event to an appropriate Board member.
3. The Whistleblower can report the event with his/her identity or

- anonymously.
4. The Whistleblower shall receive no retaliation or retribution for a report that was provided in good faith – that was not done primarily with malice to damage another or the organization.
  5. A Whistleblower who makes a report that is not done in good faith is subject to discipline, including termination of the Board relationship, or other legal means to protect the reputation of the organization and members of its Board.
  6. Anyone who retaliates against the Whistleblower (who reported an event in good faith) will be subject to discipline, including termination of Board-relationship.
  7. Crimes against person or property, such as assault, rape, burglary, etc., should immediately be reported to local law enforcement personnel.
  8. Board members who receive the reports must promptly act to investigate and/or resolve the issue.
  9. The Whistleblower shall receive a report within ten business days of the initial report, regarding the investigation, disposition or resolution of the issue.
  10. If the investigation of a report, that was done in good faith and investigated by internal personnel, is not to the Whistleblower's satisfaction, then he/she has the right to report the event to the appropriate legal or investigative agency.
  11. The identity of the Whistleblower, if known, shall remain confidential to those persons directly involved in

applying this policy, unless the issue requires investigation by law enforcement, in which case members of the organization are subject to subpoena.

## Strategic Direction Planning Definitions and Vocabulary

### **Purpose:**

A long-term statement of mission: the reason the organization exists; who we are; what Mission we do; for whom and why. A mission is how to accomplish the purpose.

### **Goals:**

Something the organization wants and expects to accomplish in the future as it fulfills its mission. Results oriented. Usually long term.

### **Vocabulary: *Belief Words***

Achieve, Advance, Advocate

### **Objectives:**

Fall under goal categories. A specific *measurable* result expected within a particular time period. Expected outcome is to fulfill a

### **GOAL.** They answer the question *what*.

Vocabulary: Quantifiable *What Words*

Increase, Identify, Enlarge, Extend, Enhance, Expand, Maintain

### **Strategies:**

Strategies Describe Programs/Services/Activities. They are designed to accomplish the OBJECTIVES.

**Vocabulary: *How Words***

Develop, Provide, Prepare, Establish, Create, Obtain, Retain, Monitor, Determine, Implement, Educate, Represent, Formulate, Design, Strengthen, Support, Promote, Maximize, Cultivate, Ensure, Build, Identify, Assess, Collaborate

**Action Plans:**

Specific Activities to accomplish the OBJECTIVES through the strategies. Often broken down into steps, assign who does what, are measurable and indicate when the activity is complete. Sometimes expressed as timelines or to do lists.

**Vocabulary: *How Words***

Contract, Inform, Publish, Present, Attend, Propose, Meet, Call, Liaison, List, Contact, Write, Consult, Distribute, Discuss, Investigate, Conduct

A **GOAL** is where you want to be: a destination; An **OBJECTIVE** is the direction you have to take to get to your destination; a **STRATEGY** is *what* you have to do to get to your objective; An **ACTION PLAN** is *how* you are going to accomplish it: who is going to do what, by when and how you will evaluate its effectiveness.

**Example:**

**GOAL:** Become a millionaire (in the next 50 years)

**OBJECTIVE 1:** Increase my wealth by 10 % every year for the next five years through employment.

**STRATEGY A:** Obtain an additional job

**ACTION PLAN:** List all suitable employers in the area by the end of the month

**ACTION PLAN:** Contact potential employers and set up interviews within two months

**STRATEGY B:** Develop a plan for investment

**ACTION PLAN:** List which investment meet the need by the end of the month

**ACTION PLAN:** Purchase a diversified group of investments by the end of the year

**OBJECTIVE 2:** Be in Aunt Ada’s will in the amount of \$\$\$ by the year XXXX.

**PUBLIC INSPECTION OF DOCUMENTS**

The following organizational documents of the California Dental Hygienists’ Association (CDHA) will be available for inspection or copying at the CDHA’s main office during normal business hours:

- Tax Exemption Application (Form 1023)
- Internal Revenue Service Determination Letter
- Articles of Incorporation
- By-Laws

The public inspection copy of the organization's Form 990 and Form 990-T, from the previous three years (at a minimum), will be available for inspection or copying at the CDHA's main office during normal business hours. Upon request, the fee for copying is \$0.15 per page.

The public inspection copy of the Form 990 will not include the schedule of Schedule A excess contributors or the Schedule B names and addresses of contributors.

The organization will make best efforts to ensure that the Forms 990 and 990-T held at their main office is the most updated version of such. For example, in the instance where a Form 990 has been amended, the amended version of the Form 990 or Form 990-T should be the one available for public inspection.

When responding to a public inspection request for any organizational document or Form 990 (including Form 990-T) by anyone, the CDHA shall fulfill such request in a timely fashion without inquiring as to the reason for the public inspection request.

### **Record Retention Policy**

(Adopted by BOT March 23, 2013)

#### **A. GENERAL POLICY STATEMENT**

1. The purpose of this policy statement is to allow the CALIFORNIA DENTAL HYGIENISTS' ASSOCIATION (CDHA) (hereinafter "CDHA" or the "Association") to identify, retain, store, and dispose of the Association's records in an appropriate, legally sound, and orderly manner.
2. Except as otherwise indicated, documents shall be retained for the number of years indicated in Part B, below.
3. Irrespective of the retention periods specified in Part B, upon (i) receiving notice of a lawsuit, government investigation, or other legal action against or involving the Association, or (ii) learning of circumstances likely to give rise to such an action, proceeding or investigation, CDHA shall take all steps reasonably necessary to preserve and safeguard all documents in any way relating to such matter.
4. No officer, director, employee, agent or member of the Association shall knowingly destroy a document with the intent to obstruct or influence the investigation or proper administration of any matter within the jurisdiction of any government department or agency, or in relation to or contemplation of any such matter.
5. Association management and/or employees are expected to utilize documentation practices as trained and are required to comply with the documentation standards outlined in this policy. Failure to do so could result in disciplinary action, up to and including termination of contract or employment. Contractors or employees with questions about this

policy should consult with management or seek legal advice.

6. Association management will maintain complete, accurate and high-quality records electronically or in local, damage-proof storage for the duration of the time periods provided for in this policy. Once any such time period has elapsed, the records shall be destroyed.
7. Documents maintained solely in electronic format will be scanned and retained in highly organized electronic folders on the Association's network in accordance with this schedule. All records or directories will be password protected and will be physically stored on separate network servers from their original server, with access only provided to the appropriate employee(s). Daily backups will be performed, and the records will be stored off site in a secured warehouse that meets the Association's strictest security handling and safety practice requirements. The Association's management shall conduct spot checks and visits to ensure the appropriate backup and handling of the information.
8. Association management shall be responsible for authorizing, overseeing, and ensuring that records are destroyed pursuant to this policy. Paper files and electronic media will be shredded and properly disposed of. Disposal of specific electronic files will be performed by Association

management through the use of a scrubbing program.

## **B. RECORD RETENTION GUIDELINES**

See next page

<b>RECORD RETENTION GUIDELINES</b>
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## 1. General Corporate Records

Type of Record	Retention Period
Articles of Incorporation and Amendments Thereto	Permanently
Bylaws	Permanently
Meeting Minutes	Permanently
Patents, Trademark Registrations, Copyright Registrations	Permanently
Property Records (including leases, deeds, easements, rights of way, appraisals, costs, depreciation reserves, blueprints, plans, end-of-year trial balances, tax records)	Permanently
Membership Ballots	30 days following the
House of Delegates	
Membership Applications	Membership term, plus 1 year
Correspondence Relating to Member Discipline Matters	Membership term, plus 5 years
Contracts (not otherwise specified herein)	7 years after all obligations ended
Conflict of Interest Statements	4 years

## 2. Accounting, Finance and Tax Records

Type of Record	Retention Period
Federal and State Income Tax Returns and Filings	7 years
Audit Reports of Accountants	7 years
Cash Books	7 years
Charts of Accounts	7 years
Schedules, Ledgers and Other Supporting	7 years
Documentation for Financial Statements and Tax Forms	
Bank Records	
Including:	
• Bank reconciliations;	7 years
• Deposit and withdrawal records;	7 years
• Bank account statements;	7 years
• Cancelled checks;	7 years
• Check register	7 years
Accounts Payable and Receivable	7 years
End-of-Year Financial Statements	7 years

Budget Data	At least 3 years, but consider retaining for 7 years
Expense Accounts, Approvals, Petty Cash Records, Sales Commission Records	7 years
Invoices to Members, Customers and Vendors	7 years
Warranty Claims/Claims of Damage	7 years

### **3. Employer Policies, Independent Contractor Agreements and Employee Leasing Agreements**

<u>Type of Record</u>	<u>Retention Period</u>
Employment Agreements, Independent Contractor Agreements, and Employee Leasing Agreements	Expiration of agreement plus 6 years

### **4. Insurance Records**

<u>Type of Record</u>	<u>Retention Period</u>
Insurance policies, amendments, endorsements, and related correspondence	Permanently
Certificates of insurance issued or received	Permanently
Audits or adjustments	2 years after final adjustment

### **5. E-Mail and Other Correspondence**

<u>Type of Record</u>	<u>Retention Period</u>
E-mail and Any Files Attached Thereto (unless other provisions of this policy apply)	90 days
Routine Correspondence (no acknowledgment or follow-up required)	1 year
Interdepartmental or Other Association Correspondence	1 year
Chronological Correspondence Files	1 year

### **6. Digital Storage Media and Other Electronic Information**

<u>Type of Media/Information</u>	<u>Retention Period</u>
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Network hard drives	2 years from cessation of use; 5 years if programs contained therein are no longer used
Storage media used for routine backups of network information	1 month
Website user records (i.e., login tracking information)	1 year
Source code (copyrighted, patented or protectable trade secrets)	Life of the copyright, patent, trade secret, or
5yrs	
Databases	2 years from cessation of use; 5 years if program is no longer used

# APPENDIX

## CDHA REIMBURSEMENT VOUCHER

Name of Individual to be Reimbursed:

\_\_\_\_\_

CDHA Component \_\_\_\_\_

Officer/Council Name \_\_\_\_\_

Purpose \_\_\_\_\_

Date	Description of Expense/Budget Category	Budget Item #	Amount
<b>TOTAL</b>			\$

\_\_\_\_\_  
Signature

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_

*Mileage is reimbursed at \$.50/mile.*

**Originals forms to be mailed to Central Office or submitted in one PDF file by email. Receipts must be attached in order to receive reimbursement**

**Please send all vouchers to:**

[treasurer@cdha.org](mailto:treasurer@cdha.org)

## CDHA REPORT GUIDELINES

### Fonts:

Fonts should be **Arial** or **Times New Roman** -- only.  
(Some other fonts do not convert to PDF files.)  
Central Office will not be responsible for changing your fonts.

Font size: 10-12 point minimum font size.

### Margins:

Please use normal margins so we can 3-hole punch the documents and not cut out your printed words.

Any files to be printed, will be printed in black and white, unless a specific request is made to print them in color.

**File name:** Name of council or component followed by the date of the meeting.  
For example:

ADMIN\_COUNCIL\_2019-01-01 (year, month, day)

SANTA\_BARBARA\_2019-01-01

### Upload report and attachments to Basecamp by the deadline.

All files should be converted to PDF, when possible.

When posting your documents, please add:

if **Consent Calendar** items are included,  
if **Action Items** are included,  
if any items need to be discussed in **Executive Session**,  
if the report is **informational only**.

### If you miss the deadline to submit your report:

- 1) Add it to Basecamp when it is ready. Any agenda items will have to be added at the meeting.

Insert Component logo

## Sample CDHA Report Format

CDHA \_\_\_\_\_ MEETING

DATE: \_\_\_\_\_

LOCATION: \_\_\_\_\_

CITY: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

NAME: \_\_\_\_\_

OFFICE/COUNCIL/COMPONENT: \_\_\_\_\_

GOALS: \_\_\_\_\_

ACTIVITIES (*in outline form*): \_\_\_\_\_

OTHER ACTIVITIES (*Informational*): \_\_\_\_\_

DENTAL HYGIENE PROGRAM ACTIVITIES (if DH program in your component): \_\_\_\_\_

FUTURE ACTIVITIES: \_\_\_\_\_

ACTION ITEMS (for Board Approval):

I move that: \_\_\_\_\_

Justification: \_\_\_\_\_

*(Repeat Motion & Justification for each motion submitted.)*

GENERAL RECOMMENDATIONS:

# CONFLICT OF INTEREST POLICY

## Conflict of Interest Policy Implementation

In order to facilitate implementation of the Conflict of Interest Policy, the Board of Trustees, or their designate(s), shall determine when an individual engaged in, or about to engage in, a CDHA-related activity or other matter under consideration has an actual, potential, or apparent conflict of interest requiring some response by CDHA.

Specifically, subject to the procedures set forth herein, the Board requires any action it deems appropriate, including, but not limited to, the following:

- (1) Disclosure of the interest to the other participants in the decision or policy-making body (e.g., committee, editorial board, affiliated society).
- (2) Written and, in some cases, oral disclosure of the interest (e.g., to an audience receiving the results of clinical research or at scientific or educational sessions).
- (3) Recusal from voting on a matter and limitation of the individual's participation only to the provision of factual information of benefit to the group discussion.
- (4) Complete recusal from a portion of a meeting or from other consideration of the subject matter.
- (5) Replacement of the individual in the subject position or activity.
- (6) Recusal from debate, discussion and voting.

All participants in CDHA-related activities must comply with the CDHA Conflict of Interest Policy. Committee chairs, editors, etc., may be specifically designated by the Board to interpret and apply the Policy. Inasmuch as the Policy is stated in general terms, however, the appropriate CDHA leaders are expected to use their best judgment to interpret and apply the Policy to the particular circumstances presented before them.

### **Disciplinary Action for Violation of Conflict of Interest Policy (as directed by BOT)**

In the event an alleged violation of Conflict of Interest occurs by omission or commission, the individual may be 1) suspended or 2) removed from office or position pending resolution of the issue in question. (BOT 3/98)

Process for Removal from Office or Position

1. The individual will be notified in writing of alleged violation
2. The individual will be given the opportunity to respond to the allegation. The Board of Trustees will make a decision regarding removal from office or position. A Two-thirds vote will be necessary for removal. (BOT 3/98)

## **Conflict of Interest Policies (November 2015)**

### Legal Background

Written conflict of interest policies by nonprofits serve to preserve the confidence of the public and the nonprofits members as well as to provide a roadmap for directors/trustees, officers and other key employees alerting them to the relevant law governing insider transactions and providing notice that dealings with the organization are subject to internal scrutiny. California Corporations Code § 7233(a) provides that a transaction between a mutual benefit corporation, like CDHA, and one of its directors will not be void or voidable if at least one of the following is true: 1) all material facts regarding a transaction with a director are provided to the members and the action is approved by non-interested members; 2) all material facts regarding a transaction with a director are provided to the board or committee approving the transaction, the board approves the transaction, and the transaction was just and reasonable; or 3) the person asserting the validity of the transaction sustains the burden of proving that the transaction was just and reasonable as to the corporation at the time it was authorized.

Although written conflict of interest policies are not required by law, having a written conflict of interest policy in place helps to ensure that the directors and officers are aware of the legal requirements regarding personal dealings with the corporation.

The Internal Revenue Service (IRS) also requires nonprofit corporations to disclose annually whether they have a conflict of interest policy in place and whether officers, trustees, and other key members are required to disclose annually interests that could give rise to conflicts when filing Form 990. Although the IRS does not require the nonprofit corporations to have a conflict of interest policy in place, the agency does strongly encourage nonprofits to adopt conflict of interest policies and failure to do so may increase an organization's audit risk if there is evidence of insider transactions.

### Persons Required to Sign the Form

The persons who should be required to sign the form are:

- Officers;
- Trustees;
- Delegates;
- Executive Committee Members; and
- Anyone serving on a council or committee

### Implementation of New Forms

The new "form" does not need to be signed by persons who signed the "old" forms which should be sufficient for the purposes for Form 990 reporting. As new persons are



elected or appointed, however, they should sign the “new” forms. The CDHA Scopes, Procedures & Protocol Manual should also be updated to include both the new Non-Disclosure and Proprietary Interest Policy and the Conflict of Interest Policy as soon as practicable.

## CALIFORNIA DENTAL HYGIENISTS' ASSOCIATION

# NON-DISCLOSURE AND CONFLICT OF INTEREST POLICIES

### NON-DISCLOSURE AND PROPRIETARY INTEREST POLICY

Individuals involved in California Dental Hygienists' Association ("CDHA") decision-making processes, including but not limited to those serving on its Executive Committee, Board of Trustees, House of Delegates, council and/or one or more of its committees, or who are Officers, or Key Employees (each a "Member") participate in open and closed session discussions regarding business matters relating to the general operations of CDHA. Such Members should anticipate participating in confidential discussions pertaining to CDHA's business relationships, contractual relationships, and planning procedures, and are expected to conduct all such discussions in a professional and secure manner.

All matters discussed and agreed upon during committee, council and Board of Trustee meetings shall be kept confidential until such time as the Executive Committee of CDHA deems it necessary and appropriate to disclose such business to the general membership, contracted partners, vendors and other designated persons or entities. No Member shall publish or distribute a summary of meeting business matters without the expressed written or verbal consent of the Executive Committee of CDHA.

At no time will any Member be allowed to use materials, data, business documents or information disclosed during CDHA meetings for the personal benefit or profit of the Member, his/her business dealings, educational institutions or proprietary interests. A breach of such shall result in, at minimum, termination of such Member's position and disciplinary action by the Executive Committee consistent with the CDHA's Policies.

### CONFLICT OF INTEREST POLICY

CDHA is a not-for-profit association which provides support, directly and indirectly, for a variety of activities in the areas of education, promotion and advocacy of the dental hygiene profession. The integrity of such activities, as well as that of CDHA, is dependent on the avoidance of conflicts of interest, or even the appearance of such conflict by its Members.

At the same time, CDHA, recognizes that the elected and appointed leaders of CDHA, as well as others acting on CDHA's behalf, have significant professional, business and personal relationships that may appear to be in conflict with those of CDHA. CDHA has determined that the most appropriate manner in which to address actual, potential or apparent conflicts of interest is primarily through liberal disclosure of any financial or other interest which might be construed as resulting in such a conflict. This Policy should not be construed as creating a presumption of impropriety. Rather, it reflects CDHA's recognition of the many factors that can influence one's judgment and a desire to make as much information as possible available to other participants in CDHA related matters.

Any Member who has a financial interest in, or other relationship with, an entity having a "commercial interest" in a CDHA activity, or the outcome of a CDHA decision, is obligated to immediately and fully disclose the nature and extent of that financial interest to the Board of Trustees. A Trustee or Executive Committee Member's fiduciary duties also obligate him or her to bring to the attention of the organization any conflict that he or she believes another Officer or Trustee has failed to disclose. A "commercial interest" may exist not only where such entity's products or services are under consideration by CDHA, but also where that entity's products or services are in competition with those under consideration. By the disclosure of such interests, CDHA will be in a better position to determine whether the Member may have an interest in conflict with the interest of CDHA. Should the Board of Trustees

determine that a Member's financial interest is in direct conflict with CDHA, the Board of Trustees shall determine a resolution or action consistent with this Conflict of Interest Policy, up to and including termination of the Member from the appointed or elected office.

For the purposes of this policy, a Member has a financial interest if the Member has, directly or indirectly, through business, investment, or family: a) An ownership or investment interest in any entity with which CDHA has a transaction or arrangement; b) A compensation arrangement with CDHA or with any entity or individual with which CDHA has a transaction or arrangement; or c) A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which CDHA is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

### STATEMENT OF DISCLOSURE

Each Member, upon his or her election or appointment and on an annual basis thereafter, shall complete and sign a Statement of Disclosure, a copy of which is attached. The Statement shall be sent to and maintained by the CDHA Central Office. Each Member is responsible for informing CDHA of any change in any of the information provided on the Statement of Disclosure, or of any situation creating an actual or potential conflict of interest or violation of this Policy.

#### **Disciplinary Action for Violation of Conflict of Interest Policy (as directed by Board of Trustees) will be found in CDHA Scopes, Procedures & Protocol Manual**

*I have read the CDHA Non-Disclosure and Proprietary Interest Policy and CDHA's Conflict of Interest Policy and I understand each policy. I agree that I will comply with both the letter and spirit of each policy. I understand that as a condition for serving in an elective or appointive position with CDHA, I am expected to exercise particular care that no detriment to CDHA will result from any conflicts between my interests and those of CDHA.*

Name (Please print): \_\_\_\_\_

Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

Component name: \_\_\_\_\_

# CALIFORNIA DENTAL HYGIENISTS' ASSOCIATION

## DISCLOSURE OF INTERESTS

All members of the California Dental Hygienists' Association (CDHA) Executive Committee, Board of Trustees, and individuals appointed to CDHA's councils and committees are required to complete written disclosures of any relationship that may present a conflict of interest and to disclose such relationships when speaking during Board of Trustees meetings. CDHA's policy on conflicts of interest is set forth in the Scopes and Procedures Manual. The policy provides that individuals who serve in elective or appointive offices or positions do so in a representative or fiduciary capacity that requires loyalty to the CDHA.

Individuals appointed to or serving on the Executive Committee, the Board of Trustees and council and committee members have a fiduciary obligation to act in the best interests of CDHA. They must avoid placing themselves in a position where personal or professional interests may conflict with their duty to CDHA, using information learned through such office or position for personal gain or advantage, and using a CDHA office or position to obtain an improper gain or advantage from a third party.

**Instructions:** Please complete the questions below to the best of your knowledge. As used in this form:

"CDHA" means the California Dental Hygienists' Association and its subsidiaries and affiliates.

"Material Financial Interest" means as to any person: an ownership interest of \$1,000 or more of any corporation, partnership, limited liability company, or similar; an ownership interest which contributes materially to your income; a position as proprietor, director, trustee, officer, managing partner or key employee, and any trust or estate of which such person is a beneficiary or fiduciary.

"Family" means your spouse, domestic partner, parents, children (including adopted children), siblings, father-in-law, mother-in-law, sons-in-law, sibling-in-law, and anyone residing in your home (other than domestic employees).

Do you or any member of your Family hold, or anticipate holding, within the next 12 months, a Material Financial Interest in a business, activity or organization: (a) with which CDHA does business or expects to do business; or (b) which receives payments from CDHA for property, goods or services; or (c) which competes directly or indirectly with CDHA for customers or revenue?

Yes  No

Are you or a member of your Family involved in any other professional, personal or financial relationship, activity or interest that impairs or affects your ability to render or exercise objective and independent judgment on behalf of CDHA, or otherwise inhibits your ability to satisfy your duties of care, loyalty and obedience in favor of CDHA's interests?

Yes  No

If you answered "yes" to any of the above, please explain below or attach a separate sheet.

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THIS WRITTEN DISCLOSURE DOES NOT RELIEVE MEMBERS OF THE EXECUTIVE COMMITTEE MEMBERS, BOARD OF TRUSTEES OR COUNCIL AND COMMITTEE MEMBERS OF THEIR RESPONSIBILITY, WHEN SPEAKING AT AN ORGANIZED CDHA MEETING, TO DISCLOSE ANY PROFESSIONAL, PERSONAL OR MATERIAL RELATIONSHIPS THAT THEY OR THEIR FAMILY MEMBERS MAY HAVE RELATED TO THE SPECIFIC ISSUES BEING DISCUSSED.

Name (Please print): \_\_\_\_\_

Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

Component name: \_\_\_\_\_

# CALIFORNIA DENTAL HYGIENISTS' ASSOCIATION

## FAMILY, BUSINESS AND RELATED ORGANIZATION

### RELATIONSHIP QUESTIONNAIRE

1. Please identify any individuals with whom you have a family relationship who either serve on the Board of Trustees for the California Dental Hygienists Association (CDHA), are either the Executive Administrator or the Secretary/Treasurer for CDHA, or are considered to be a key officer of CDHA. If you do not have a family relationship with any of the above-referenced individuals, please note "N/A" on the first line immediately below.

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For purposes of the above disclosure, covered relations include spouse, children (whether natural or adopted), grandparents, grandchildren, siblings (whether whole or half), and in-laws.

For purposes of the above disclosure, a key officer is an officer of CDHA with a salary in excess of \$100,000 and who has responsibilities and influence over a significant portion (more than 10%) of CDHAs activities, operations, or assets.

2. Please identify any individuals with whom you have a business relationship who either serve on the Board of Trustees for the California Dental Hygienists Association (CDHA), are either the Executive Administrator or the Secretary/Treasurer for CDHA, or are considered to be a key officer of CDHA. If you do not have a business relationship with any of the above-referenced individuals, please note "N/A" on the first line immediately below.

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For purposes of the above disclosure, a business relationship includes the following:

- One person is employed by the other in a sole proprietorship or by an organization with which the other is associated as a director, officer, key employee, or greater-than-35% owner.

- One person is transacting business with the other (other than in the ordinary course of either party's business on the same terms as are generally offered to the public), involving transfers of cash or property valued in excess of \$10,000 in the aggregate during the organization's tax year.
- The two persons are each a trustee, officer, or greater than 10% owner in the same business or investment entity.

3. Please state the compensation or other payments (including loans and payments for services rendered) during CDHA's applicable tax year from related organizations to CDHA, other than reimbursement of expenses under an accountable plan or reasonable compensation for services provided to the related organization as member of their governing body. If you did not receive compensation or other payments from a related organization to CDHA, please note "N/A" on the first line immediately below.

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For purposes of the above disclosure, a related organization to CDHA includes the following:

- Organization that controls the filing organization
- Organization controlled by the filing organization
- Organization controlled by the same person or persons that control the filing organization
- Organization that is a supporting or supported organization of the filing organization

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Date: \_\_\_\_\_

## **FORMAT FOR CDHA CURRICULUM VITAE**

Please type in block form on standard 8½" x 11" paper. Set margins at 1".

If more than one page is used, place name, "Curriculum Vitae" and page number at the top of each page.

Use the following format, including corresponding dates:

CURRICULUM VITAE

DATE:

CDHA POSITIONS(S) DESIRED:

NAME:

ADDRESS:

TELEPHONE NUMBER(S):

(Home and office)

E-MAIL ADDRESS:

COLLEGE EDUCATION:

(Institutions and Dates)

Degrees:

Honors:

PROFESSIONAL LICENSES:

(States and license numbers, National Board qualifications)



## **STATEMENT OF INTENT TO SERVE CDHA OFFICERS (PRESIDENT-ELECT)**

(Updated February 2012)

CDHA has the privilege of electing one individual to serve as President-Elect of the Association. This individual is expected to be knowledgeable in the activities of the Association and to perform all duties regularly and customarily considered to be appropriate.

Each candidate for election to the office of CDHA President-Elect must sign a statement that she/he has read, understands and agrees to fulfill the duties of CDHA President-Elect in the Scopes, Procedures and Protocol Manual of CDHA (copied below).

### **EXCERPTS FROM CDHA SCOPES & PROCEDURES**

**METHOD OF ELECTION:** Elected by the House of Delegates for a term of one (1) year.

**OBJECTIVES:** Aid the President of the Association in any duties which the President or the Board of Trustees may request and prepare to assume the duties of the President.

### **DUTIES:**

1. Perform "Duties in Common," as do other officers.
2. Maintain continuity in leadership in conjunction with the President.
3. Succeed to the office of President upon the expiration or termination of the term of the preceding President.
4. Perform the duties and exercise the powers of the President in the absence or disability of the President.
5. Act as first Vice-Chair of the Executive Committee.
6. Visit components and dental hygiene programs, as requested, during the year.
7. Prepare council assignments, for upcoming term as President, prior to the Annual Meeting. These are to be presented for confirmation at the Post-HOD BOT meeting.

8. Coordinate outgoing President's gift.
9. Annual Meeting Duties — See Duties of President under the Annual Meeting Section.
10. Prepare first Presidents message for summer issue of *Journal* and Website. (Deadline established by the Journal Editor.)
11. Plan Board of Trustee Orientation Session to occur after installation as President.
12. Plan Leadership Workshop, if any, to occur during term as President.

Review with Central Office and President General Procedures for communication.

Act as liaison to STUDENT RELATIONS Council and other councils as assigned.

Implement, facilitate and evaluate the Strategic Plan.

A signed Conflict of Interest Statement must be on file upon election to office.

I HAVE READ AND UNDERSTAND THE DUTIES OF THE OFFICE OF CDHA PRESIDENT-ELECT.

I AGREE TO FULFILL THESE DUTIES TO THE BEST OF MY ABILITY.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

E-Mail \_\_\_\_\_

## **STATEMENT OF INTENT TO SERVE CDHA OFFICERS**

### **(VP of ADMINISTRATION & PUBLIC RELATIONS)**

(Updated October 2016)

CDHA has the privilege of electing one individual to serve as Vice President of Administration & Public Relations of the Association. This individual is expected to be knowledgeable in the activities of the Association and to perform all duties regularly and customarily considered to be appropriate.

Each candidate for election to the office of CDHA Vice President of Administration & Public Relations must sign a statement that she/he has read, understands and agrees to fulfill the duties of CDHA Vice President of Administration and Public Relations in the Scopes, Procedures and Protocol Manual of CDHA (copied below).

#### **EXCERPTS FROM CDHA SCOPES & PROCEDURES**

**METHOD OF ELECTION:** Elected by the House of Delegates for a term of two (2) years and shall not serve more than two (2) consecutive terms.

**OBJECTIVES:** Aid the President in any duties which the President or Board of Trustees may prescribe and provide leadership for the councils.

#### **DUTIES:**

1. Perform "Duties in Common," as do other officers.
2. Provide goals and objectives based on input from the Executive Committee and the Councils for implementation by the Administration and Public Relations Councils and attend meetings as needed.
3. Act as liaison to the Executive Committee and BOT for the Administration and Public Relations councils and others as assigned.
4. Assure that councils under this office have implemented the actions directed by the Board of Trustees, Executive committee, and the House of Delegates.
5. Annual Meeting Duties — See Duties of the Vice President of Administration and Public Relations under the Annual Meeting section.

A signed Conflict of Interest Statement must be on file upon Election to the office.

I HAVE READ AND UNDERSTAND THE DUTIES OF THE OFFICE OF CDHA VICE PRESIDENT OF ADMINISTRATION & PUBLIC RELATIONS. I AGREE TO FULFILL THESE DUTIES TO THE BEST OF MY ABILITY.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

E-Mail \_\_\_\_\_

# **STATEMENT OF INTENT TO SERVE CDHA OFFICERS**

## **(VP MEMBERSHIP & PROFESSIONAL DEVELOPMENT)**

(Updated October 2016)

CDHA has the privilege of electing one individual to serve as Vice President of Membership and Professional Development of the Association. This individual is expected to be knowledgeable in the activities of the Association and to perform all duties regularly and customarily considered to be appropriate.

Each candidate for election to the office of CDHA Vice President of Membership & Professional Development must sign a statement that she/he has read, understands and agrees to fulfill the duties of CDHA Vice President Membership & Professional Development in the Scopes, Procedures and Protocol Manual of CDHA (copied below).

### **EXCERPTS FROM CDHA SCOPES & PROCEDURES**

**METHOD OF ELECTION:** Elected by the House of Delegates for a term of two (2) years and shall not serve more than two (2) consecutive terms.

**OBJECTIVES:** Aid the President in any duties which the President or Board of Trustees may prescribe and provide leadership for the councils.

#### **DUTIES:**

1. Perform "Duties in Common", as do other officers.
2. Assist the councils in strategic planning, goals and objectives, based on input from the Executive Committee and the Councils for implementation by the Education and Membership Councils and attend meetings as needed.
3. Act as liaison to the Executive Committee and BOT for the Membership and Professional Development Councils and others as assigned.
4. Present a list of speakers, researched and prepared by Professional Development Council, to the BOT for approval of future continuing education courses.
5. Assure that councils under this office have implemented the actions directed by the Trustees, Executive Committee, and the House of Delegates.
6. Annual Meetings Duties- See Duties of Vice President of Membership and

Professional Development under the Annual Meeting Section.

7. Facilitate speaker agreements through Central Office and assist the Professional Development Chair on speaker logistics (travel, handouts, correspondence etc.)
8. Collaborate with Corporate Development Consultant and PD Council Chair for sponsorship opportunities associated with continuing education courses.
9. Assist the Professional Development Council on all activities associated with the day of the CE event.
10. Assist the Membership Council in all activities associated with the membership booths.
11. Assist the councils in monitoring their budget and the yearly budget process.

**A signed Conflict of Interest Statement must be on file upon election to office.**

I HAVE READ AND UNDERSTAND THE DUTIES OF THE OFFICE OF CDHA VICE PRESIDENT OF EDUCATION & MEMBERSHIP. I AGREE TO FULFILL THESE DUTIES TO THE BEST OF MY ABILITY.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

E-Mail \_\_\_\_\_

## **STATEMENT OF INTENT TO SERVE CDHA OFFICERS**

### **(SECRETARY-TREASURER)**

(Updated February 2012)

CDHA has the privilege of electing one individual to serve as Secretary-Treasurer of the Association. This individual is expected to be knowledgeable in the activities of the Association and to perform all duties regularly and customarily considered to be appropriate.

Each candidate for election to the office of CDHA Secretary-Treasurer must sign a statement that she/he has read, understands and agrees to fulfill the duties of CDHA Secretary-Treasurer in the Scopes, Procedures and Protocol Manual of CDHA (copied below).

#### **EXCERPTS FROM CDHA SCOPES & PROCEDURES**

**METHOD OF ELECTION:** Elected by the House of Delegates for a term of two (2) years and shall not serve more than two (2) consecutive terms.

**OBJECTIVES:** Oversee monies of the Association and maintain the financial integrity of the Association. Oversee and review Minutes of the Association meetings.

#### **DUTIES:**

1. Perform "Duties in Common," as do other officers.
2. Supervise all funds of the Association and keep accurate records of the receipts and disbursements.
3. Render current financial reports at regular meetings of the Board of Trustees.
4. Chair the Finance Advisory Committee and represent it to the Board of Trustees.
5. Maintain a record of the proceedings of the Association and of the Board of Trustees. These minutes are not to be sent outside the Association until approved.
6. Prepare an annual budget and submit it to the House of Delegates for adoption. Provide and distribute budget worksheets for annual budget

requests.

7. Annual Meeting Duties — See Duties of the Secretary-Treasurer under the Annual Meeting Section.
8. Conduct evaluation of Central Office as directed by the Board of Trustees.
9. Be included in the development of any CDHA communiqués to components, or others, dealing with actions or concerns arising from the Executive Committee, BOT or HOD meetings.
10. Continue to assist with membership data collection and process.
11. Serve on the DHAI Foundation Board of Directors as the Chief Financial Officer.

**A signed Conflict of Interest Statement must be on file upon election to office.**

I HAVE READ AND UNDERSTAND THE DUTIES OF THE OFFICE OF CDHA SECRETARY-TREASURER. I AGREE TO FULFILL THESE DUTIES TO THE BEST OF MY ABILITY.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

E-Mail \_\_\_\_\_



## **STATEMENT OF INTENT TO SERVE CDHA OFFICERS**

### **(SPEAKER OF THE HOUSE)**

(Updated February 2012)

CDHA has the privilege of electing one individual to serve as Speaker of the House of the Association. This individual is expected to be knowledgeable in the activities of the Association and to perform all duties regularly and customarily considered to be appropriate.

Each candidate for election to the office of CDHA Speaker of the House must sign a statement that she/he has read, understands and agrees to fulfill the duties of CDHA Speaker of the House in the Scopes, Procedures and Protocol Manual of CDHA (copied below).

#### **EXCERPTS FROM CDHA SCOPES & PROCEDURES**

**METHOD OF ELECTION:** Elected by the House of Delegates for a term of two (2) years and shall not serve more than two (2) consecutive terms. The Speaker is an ex-officio officer, of the BOT/Executive Committee.

**OBJECTIVES:** Effectively preside, with the assistance of the parliamentarian, at the House of Delegates meetings.

#### **DUTIES:**

1. Carry out all duties as written in the CDHA Bylaws.
2. Preside at all meetings of the House of Delegates.
3. Annual Meeting Duties: See Duties of the Speaker of the House under the Annual Meeting Section.
4. Prepare and submit an annual report and budget.
5. Can be consulted as an advisor to the Administration Council.
6. May be called upon to act as Parliamentarian at the BOT meetings.

A signed Conflict of Interest Statement must be on file upon election to office.

I HAVE READ AND UNDERSTAND THE DUTIES OF THE OFFICE OF CDHA  
SPEAKER OF THE HOUSE. I AGREE TO FULFILL THESE DUTIES TO THE BEST  
OF MY ABILITY.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

E-Mail \_\_\_\_\_

# PHOTO/MEDIA WAIVER AND CONSENT FORM

I \_\_\_\_\_ hereby irrevocably consent and authorize the California Dental Hygienists' Association, and its agents, assigns, licensees, and legal representatives to use photograph(s) of my likeness in the production of oral health education and promotional materials. I understand that my photograph(s) may be used in all forms and media and in all manners including, but not limited to, television, public service announcements, professional or consumer brochures, consumer advertisements, professional or consumer fact sheets, career recruitment fact sheets, Website materials ([www.cdha.org](http://www.cdha.org)), or any other consumer awareness activities that the California Dental Hygienists' Association deems appropriate.

I understand that the promotional materials made using my likeness are the sole property of the California Dental Hygienists' Association. I waive any right to inspect or approve the finished materials, including written copies that are created using my likeness. I further agree that the California Dental Hygienists' Association and/or its agents, assigns, licensees, and legal representatives may advertise or promote the availability of the promotional materials to all interested parties without restriction.

I understand that the California Dental Hygienists' Association will attempt to return the photographs following completion of the production of these materials. I will not hold the California Dental Hygienists' Association responsible for damage to or loss of the photographs during the production of promotional materials.

I hereby expressly waive any claim for liability on the part of the California Dental Hygienists' Association or its agents, assigns, licensees, and legal representatives, and I agree that I will make no claim for compensation or royalties of any kind, now or in the future, in connection with the production and distribution of these promotional materials.

Printed Name \_\_\_\_\_

Signature \_\_\_\_

Date \_

Printed Name of Parent or Guardian of Minor Child \_\_\_\_

Signature of Parent or Guardian of Minor Child .

Relationship to Child \_\_\_\_\_

Date \_\_\_\_\_

## FORMULARIO DE RENUNCIA Y CONSENTIMIENTO

Yo \_\_\_\_\_ irrevocablemente consiento y autorizo California Dental Hygienists' Association (CDHA) y sus agentes, asignados, miembros y representantes legales a usar fotografía(s) de mi persona en la producción de materiales sobre educación de salud dental y promoción educacional en general. Entiendo que mi(s) fotografía(s) puede(n) ser usada(s) en cualquier forma y medio de información y de cualquier manera incluyendo pero no limitado a televisión, anuncios de servicio público, folletos profesionales o para el consumidor, publicidad para el consumidor, formularios informativos de carreras profesionales, Internet (www.cdha.org), o en cualquier otra actividad o información al consumidor que CDHA considere apropiada.

Entiendo que los materiales publicitarios en los que se usen mis fotografías son propiedad exclusiva de CDHA. Renuncio a todo derecho a inspeccionar o aprobar los materiales completados, incluyendo las copias hechas usando mis fotografías. Además autorizo a CDHA y sus agentes, asignados, miembros y representantes legales a realizar la publicación y promoción de estos materiales sin ninguna restricción.

Entiendo que CDHA tratará de devolverme las fotografías después de haber finalizado la producción de esos materiales. No hago ni haré a CDHA responsable por daño o pérdida de las fotografías durante la producción de los materiales de promoción.

Renuncio a cualquier reclamo por la responsabilidad de CDHA y sus agentes, asignados, miembros o representantes legales y declaro que no haré ningún reclamo por pa go o ganancia de ninguna clase, ahora o en el futuro, en conección con la producción y distribución de los materiales de promoción.

Nombre y Apellido (letra grande) \_

Firma \_

Fecha \_\_\_\_\_

Nombre del padre, madre o guardián del hijo(a) menor de edad \_\_\_\_

Firma del padre, madre o guardián del hijo(a) menor de edad \_\_\_\_\_

Relación con el niño(a) \_\_\_\_

Fecha \_\_\_\_\_

**EMPLOYMENT SURVEY • 2000**  
**“CDHA Use- Suspended HOD 2001”**

Are you currently working as a clinical hygienist?

- Yes                       No

- If not, reason:

- Career related physical complications/disability
- Family
- Health (not related to career)
- Retirement
- Other RDH related: Sales, Consulting, etc. (specify position):

Full-time       Part-time      Annual Salary \_\_\_\_\_

\*\*\* Complete questions 2, 13, 14, & 15

Other non RDH related (specify): \_\_\_\_\_

Are you currently a member of CDHA?     Yes                       No

- Reason for/for not being a member:

\_\_\_\_\_

How many years have you practiced dental hygiene?

Are you currently working in a clinical setting?

- Full-time
- Indicate the number of hours:
- Part-time
- Less than 15 hours per week
- 20 - 30 hours per week
- Other \_\_\_\_\_

Do you practice as a substitute RDH? If so, what is your daily rate?

- No
- Yes

What is your daily compensation rate? \$/Day \_\_\_\_\_

Indicate the average number of days worked/week: \_\_\_\_\_

What is your hourly wage? \$/Hour \_\_\_\_\_

Indicate the average number of hours worked/week: \_\_\_\_\_

If you are employed as a part-time RDH, at how many dental practices are you employed? \_\_\_\_\_

If full or part-time clinical practice, please provide the

<u>Type of practice</u>	<u>Number of days/practice</u>	<u>City/County</u>
<input type="checkbox"/> General		
<input type="checkbox"/> Periodontal		
<input type="checkbox"/> Other: _____		

BASE YOUR ANSWERS TO #8 AND #9 ON AN AVERAGE ALL PRACTICES IN WHICH YOU WORK:

What is the average number of patients scheduled/day: \_\_\_\_\_

What is the average number of hours per day do you work/day? \_\_\_\_\_

**10. What method of compensation do you receive?**

(Please check and write in amount/indicate if more than 1 practice)

Salary per day: \$ \_\_\_\_\_  
Hourly : \$ \_\_\_\_\_  
Salary + bonus : \$ \_\_\_\_\_  
Guar. Minimum : \$ \_\_\_\_\_  
+ add'l % prod. : \$ \_\_\_\_\_  
Commission % : \$ \_\_\_\_\_

**What is your average daily income? \$ \_\_\_\_\_**

*(Based on 7-1/2 to 8-1/2 hr. day/average all practices)*

**How much do you project your annual dental hygiene practice income to be in 1999?**

\$ \_\_\_\_\_ (Base this upon all clinically related employment)

**BENEFITS - I receive compensation plus the following benefits:**

- Vacation pay
- Uniform allowance
- Life insurance
- Malpractice insurance
- CE courses
- Sick pay
- Free dental work
- Travel allowance
- Childcare
- Other: \_\_\_\_\_
- Holiday pay
- Medical insurance
- Disability insurance
- Retirement (any type)
- Bonus (any type)
- Well pay
- Disc. On family dentistry
- Parking
- Lunches
- None

**I find the career of dental hygiene:**

5                      4                      3                      2                      1  
Very satisfying      Somewhat satisfying    satisfying    somewhat dissatisfying    Not at all  
satisfying

Why is your career satisfying?

Why is your career not satisfying?

**Additional comments on the profession of dental hygiene employment, etc.:**

# CONTRACTOR EVALUATIONS

# CONFIDENTIAL

## Central Office Evaluation Board of Trustees

Name \_\_\_\_\_

Component \_\_\_\_\_

Date \_\_\_\_\_

This form is used to evaluate CDHA's Central Office Management/Staff performance of the requirements/duties assigned within CDHA Scopes/Procedures Manual. Please do not refer to an individual by name or make any comments that would be perceived as derogatory, defaming or insulting (these will not be considered in the final report). All evaluations are reported anonymously and are kept confidential. All scores will be looked at individual and as an average for reporting purposes.

### Performance Ratings and Descriptions

Please answer the following questions using these ratings:

- 3 = Superior (results exceed requirements/duties)
- 2 = Good (results meet requirements/duties)
- 1 = Marginal (needs improvement to meet requirements/duties)
- N/A = Not applicable

Indicate which general duties you requested or utilized from Central Office. Rate the manner in which they were completed during this time period.

### ADMINISTRATIVE DUTIES:

- \_\_\_\_\_ Generate and distribute officer and council correspondence;
- \_\_\_\_\_ Compile annual Leadership Directory;
- \_\_\_\_\_ Update all CDHA documents following revisions;
- \_\_\_\_\_ Conform to work deadlines from Officers and Council Chairs as agreed upon;

### MEMBERSHIP SERVICES

- \_\_\_ Respond to membership and career inquiries.
- \_\_\_ Provide member/non-member labels to components.

### MEETINGS:



- \_\_\_\_\_ Coordinate arrangements, mail notices, record, transcribe and mail Minutes of Executive Committee and Board of Trustee meeting;
- \_\_\_\_\_ Coordinate arrangements for Spring and Fall Scientific Session by investigating and recommending sites to Board of Trustees, produce and mail brochure, process advance registration and conduct on-site administration;
- \_\_\_\_\_ Coordinate arrangements for House of Delegates meeting, HOD CE course by investigating and recommending sites to Board of Trustees, produce and mail brochure, compile and distribute delegate's manual, handle advance and on-site registration, conduct on-site administration and record and transcribe House minutes.
- \_\_\_\_\_ Make arrangements for CDHA workshops as needed.

2. Indicate which general duties you requested or utilized from the Executive Administrator by rating the manner which they were completed during this time period. (Rate all that apply):

- \_\_\_\_\_ Oversees accounts payable/receivable.
- \_\_\_\_\_ Facilitates meeting location searches.
- \_\_\_\_\_ House of Delegates - Coordinate and finalize all necessary preparations/certificates/ invitations.
- \_\_\_\_\_ Set up and attend all EC/BOT/FSS/SSS/HOD meetings.
- \_\_\_\_\_ Record and finalize all minutes.
- \_\_\_\_\_ Travel/room arrangements.
- \_\_\_\_\_ Miscellaneous correspondence.
- \_\_\_\_\_ Scientific Sessions – Coordinate pre, on-site, post administration.

3. What are the strengths of Central Office?

What are the weaknesses of Central Office?

4. Please make any recommendations or comments.

5. Overall evaluation regarding Central Office performance of responsibilities/duties.

3             2             1             N/A

Please return by \_\_\_\_\_

Mail to: \_\_\_\_\_

# **CONFIDENTIAL**

## **Central Office Evaluation**

### **Council Chairs**

Name \_\_\_\_\_

Council \_\_\_\_\_

Date \_\_\_\_\_

This form is used to evaluate CDHA's Central Office Management/Staff performance of the requirements/duties assigned within CDHA Scopes/Procedures Manual. Please do not refer to an individual by name or make any comments that would be perceived as derogatory, defaming or insulting (these will not be considered in the final report). All evaluations are reported anonymously and are kept confidential. All scores will be looked at individual and as an average for reporting purposes.

#### **Performance Ratings and Descriptions**

Please answer the following questions using these ratings:

3 = Superior (results exceed requirements/duties)

2 = Good (results meet requirements/duties)

1 = Marginal (needs improvement to meet requirements/duties)

N/A = Not applicable

Indicate which general duties you requested or utilized from Central Office. Rate the manner in which they were completed during this time period.

#### **ADMINISTRATIVE DUTIES:**

\_\_\_\_\_ Generate and distribute officer and council correspondence;

\_\_\_\_\_ Compile annual Leadership Directory;

\_\_\_\_\_ Update all CDHA documents following revisions;

\_\_\_\_\_ Conform to work deadlines from Officers and Council Chairs as agreed upon;

#### **MEMBERSHIP SERVICES**

\_\_\_ Respond to membership and career inquiries.

MEETINGS:

- \_\_\_\_\_ Coordinate arrangements, mail notices, record, transcribe and mail Minutes of Executive Committee and Board of Trustee meeting;
- \_\_\_\_\_ Coordinate arrangements for Spring and Fall Scientific Session by investigating and recommending sites to Board of Trustees, produce and mail brochure, process advance registration and conduct on-site administration;
- \_\_\_\_\_ Coordinate arrangements for House of Delegates meeting, HOD CE course by investigating and recommending sites to Board of Trustees, produce and mail brochure, compile and distribute delegate's manual, handle advance and on-site registration, conduct on-site administration and record and transcribe House minutes.
- \_\_\_\_\_ Make arrangements for CDHA workshops as needed.

2. Indicate which general duties you requested or utilized from the Executive Administrator by rating the manner which they were completed during this time period. (Rate all that apply):

- \_\_\_\_\_ Oversees accounts payable/receivable.
- \_\_\_\_\_ Facilitates meeting location searches.
- \_\_\_\_\_ House of Delegates - Coordinate and finalize all necessary preparations/certificates/ invitations.
- \_\_\_\_\_ Set up and attend all EC/BOT/FSS/SSS/HOD meetings.
- \_\_\_\_\_ Record and finalize all minutes.
- \_\_\_\_\_ Travel/room arrangements.
- \_\_\_\_\_ Miscellaneous correspondence.
- \_\_\_\_\_ Scientific Sessions – Coordinate pre, on-site, post administration.

3. What are the strengths of Central Office?

What are the weaknesses of Central Office?

4. Please make any recommendations or comments.

5. Overall evaluation regarding Central Office performance of responsibilities/duties.

- 3             2             1             N/A

Please return by \_\_\_\_\_

Mail to: \_\_\_\_\_

# **CONFIDENTIAL**

## **Central Office Evaluation Executive Committee**

Name \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_

This form is used to evaluate CDHA's Central Office Management/Staff performance of the requirements/duties assigned within CDHA Scopes/Procedures Manual. Please do not refer to an individual by name or make any comments that would be perceived as derogatory, defaming or insulting (these will not be considered in the final report). All evaluations are reported anonymously and are kept confidential. All scores will be looked at individual and as an average for reporting purposes.

### **Performance Ratings and Descriptions**

Please answer the following questions using these ratings:

- 3 = Superior (results exceed requirements/duties)
- 2 = Good (results meet requirements/duties)
- 1 = Marginal (needs improvement to meet requirements/duties)
- N/A = Not applicable

Indicate which general duties you requested or utilized from Central Office. Rate the manner in which they were completed during this time period.

### **ADMINISTRATIVE DUTIES:**

- \_\_\_\_\_ Generate and distribute officer and council correspondence;
- \_\_\_\_\_ Compile annual Leadership Directory;
- \_\_\_\_\_ Update all CDHA documents following revisions;
- \_\_\_\_\_ Conform to work deadlines from Officers and Council Chairs as agreed upon;
- \_\_\_\_\_ Process Corporate Sponsorship Program correspondence when requested.

### **MEMBERSHIP SERVICES:**

- \_\_\_\_\_ Maintain current membership licensure, and career information and materials.
- \_\_\_\_\_ Respond to membership and career inquiries.

### **MEETINGS:**

- \_\_\_\_\_ Coordinate arrangements, mail notices, record, transcribe and mail Minutes of Executive Committee and Board of Trustee meeting;
- \_\_\_\_\_ Coordinate arrangements for Spring and Fall Scientific Session by investigating and recommending sites to Board of Trustees, produce and mail brochure, process advance registration and conduct on-site administration;
- \_\_\_\_\_ Coordinate arrangements for House of Delegates meeting, HOD CE course by investigating and recommending sites to Board of Trustees, produce and mail brochure, compile and distribute delegate's manual, handle advance and on-site registration, conduct on-site administration and record and transcribe House minutes.
- \_\_\_\_\_ Make arrangements for CDHA workshops as needed.

FINANCIAL RECORDKEEPING AND REIMBURSEMENT:

- \_\_\_\_\_ Maintain computer versions of Journal and General Ledger.
- \_\_\_\_\_ Generate semi-monthly disbursements and submit for signature.
- \_\_\_\_\_ Report on accounts payable and process deposits.
- \_\_\_\_\_ Provide financial information to treasurer as prescribed in contract.
- \_\_\_\_\_ Assist in the preparation of the annual budget.

2. Indicate which general duties you requested or utilized from the Executive Administrator by rating the manner which they were completed during this time period. (Rate all that apply):

- \_\_\_\_\_ Oversees accounts payable/receivable.
- \_\_\_\_\_ Facilitates meeting location searches.
- \_\_\_\_\_ House of Delegates - Coordinate and finalize all necessary preparations/certificates/ invitations.
- \_\_\_\_\_ Set up and attend all EC/BOT/FSS/SSS/HOD meetings.
- \_\_\_\_\_ Record and finalize all minutes.
- \_\_\_\_\_ Travel/room arrangements.
- \_\_\_\_\_ Miscellaneous correspondence.
- \_\_\_\_\_ Scientific Sessions – Coordinate pre, on-site, post administration.

3. What are the strengths of Central Office?  
What are the weaknesses of Central Office?
4. Please make any recommendations or comments.
5. Overall evaluation regarding Central Office performance of responsibilities/duties.

3                       2                       1                       N/A

Please return by \_\_\_\_\_

Mail to: \_\_\_\_\_

# **CONFIDENTIAL**

## **Corporate Development Consultant Evaluation Executive Committee and Trustees**

Name \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_

This form is used to evaluate CDHA Corporate Development Consultant's performance as prescribed by the contract. Please do not make any comments that would be perceived as derogatory, defaming or insulting (these will not be considered in the final report). All evaluations are reported anonymously and are kept confidential. All scores will be looked at individually and as an average for reporting purposes.

### **Performance Ratings and Descriptions**

- 5 = Exceptional (results far exceed requirements/duties)
- 4 = Superior (results exceed requirements/duties)
- 3 = Good (results meet requirements/duties)
- 2 = Marginal (needs improvement to meet requirements/duties)
- 1 = Provisional (needs substantial improvement to meet requirements/duties)
- N/A = Not applicable or Not able to rate

### **I. EXECUTIVE COMMITTEE**

This section is for CDHA elected officers to complete. If you are not a CDHA Executive Committee member, please move to Section II. Please use the performance ratings of 1-5 to complete this section.

#### **Fundraising Duties**

- \_\_\_\_\_ 1. Represents the sponsorship interest/opportunities of CDHA to corporate entities.
- \_\_\_\_\_ 2. Secures corporate involvement in all areas of CDHA as specified in contract.
- \_\_\_\_\_ 3. Maintains corporate contacts by attending targeted conventions/meetings as agreed upon.
- \_\_\_\_\_ 4. Secures website advertising.
- \_\_\_\_\_ 5. Funding goals were achieved.

#### **Administrative Duties**

- \_\_\_\_\_ 6. Establishes and maintains a professional relationship with CDHA President to facilitate corporate funding goals.
- \_\_\_\_\_ 7. Maintains corporate database to include local representative and the appropriate management, etc.
- \_\_\_\_\_ 8. Submits reports with financial information, including all income and disbursements of corporate funds.
- \_\_\_\_\_ 9. Submits expense reimbursement vouchers.
- \_\_\_\_\_ 10. Formats exhibitor brochures for Scientific Sessions and House of Delegates, send registration materials to potential exhibitors.
- \_\_\_\_\_ 11. Coordinates schedule of events for exhibitors with President and Central Office staff.
- \_\_\_\_\_ 12. Oversees all exhibitor space procedures during CDHA events.

**Consider the following questions:**

		Yes	No	N/A
13.	Are reports submitted in a timely manner?	_____	_____	_____
14.	Is the information relevant?	_____	_____	_____

I was unable to rate question(s) in Section I \_\_\_\_\_ because

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**II. COMPONENT TRUSTEES**

This section is for the component Trustees to complete. Please use the performance ratings of 1-5 from page 1 to complete this section.

**Fundraising Duties**

- \_\_\_\_\_ 1. Represents the sponsorship interest/opportunities of CDHA to corporate entities.
- \_\_\_\_\_ 2. Secures corporate involvement in all areas of CDHA as specified in contract.
- \_\_\_\_\_ 3. Maintains corporate contacts by attending targeted conventions/meetings as agreed upon.
- \_\_\_\_\_ 4. Secures website advertising.
- \_\_\_\_\_ 5. Funding goals were achieved.

**Administrative Duties**

- \_\_\_\_\_ 6. Submits reports with financial information, including all income and disbursements of corporate funds.
- \_\_\_\_\_ 7. Oversees all exhibitor space procedures during CDHA events

**Consider the following questions:**

	Yes	No	N/A
8. Are reports submitted in a timely manner?	_____	_____	_____
9. Is the information relevant?	_____	_____	_____

I was unable to rate question(s) # in Section II \_\_\_\_\_ because  
 \_\_\_\_\_  
 \_\_\_\_\_

**III. RECOMMENDATIONS AND/OR COMMENTS**

Please make any recommendations or comments, which would assist the Corporate Development Consultant:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**IV. OVERALL PERFORMANCE EVALUATION**

Please give an overall rating of the Corporate Development Consultant's performance of all responsibilities/duties using the 1-5 rating scale from page 1:

- 5     
  4     
  3     
  2     
  1     
  N/A

Please return by \_\_\_\_\_ to the CDHA President Elect:

Mail to:



# **CONFIDENTIAL**

## **Legislative Lobbyist Evaluation**

Name \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_

This form is used to evaluate CDHA's Legislative Lobbyist performance. Please do not make any comments that would be perceived as derogatory, defaming or insulting (these will not be considered in the final report). All evaluations are reported anonymously and are kept confidential. All scores will be looked at individual and as an average for reporting purposes.

### **Performance Ratings and Descriptions**

Please answer the following questions using these ratings:

5 = Exceptional (results far exceed requirements/duties)

4 = Superior (results exceed requirements/duties)

3 = Good (results meet requirements/duties)

2 = Marginal (needs improvement to meet requirements/duties)

1 = Provisional (needs substantial improvement to meet requirements/duties)

N/A = Not applicable

Indicate which general duties from which you benefitted in the area of Legislative activities. Rate the manner in which they were completed during this time period.

### **OBJECTIVES AND DUTIES**

\_\_\_\_\_ Provide guidance to CDHA Government Relations Council and Legislative Network Subcommittee on legislative issues affecting the licensure and practice of Dental Hygiene in California.

\_\_\_\_\_ Represent CDHA at legislative committee hearings as necessary.

\_\_\_\_\_ Utilize CDHA policy directives for review of pending legislative issues affecting Dental Hygiene licensure and practice.

\_\_\_\_\_ Additional responsibilities to CDHA as specified in contract.

Please list any feedback, notes or comments that you have received, regarding the current Legislative Lobbyist's performance, from members or officers.

If this comment is a complaint or problem, has the situation been resolved?

Please make any recommendations or comments which would assist the Legislative Lobbyist.  
Overall evaluation regarding Legislative Lobbyist performance of responsibilities/duties.

5       4       3       2       1       N/A

Additional comments for any of the above questions and/or ratings.

Please return by \_\_\_\_\_

Mail to: \_\_\_\_\_

## **SCOPES Manual Revision History:**

### **October 2014:**

To add: House of Delegates, Standing Rules.

### **May 2015 (HOD):**

To add: Strategic Directions.

Editorial changes per Admin Council.

### **November 2015 (BOT):**

To replace: conflict of interest and disclosure forms and add family and business relationship form.

To update HOD Standing Rules with 2013 HOD revisions to paragraph 2 and minor editorial changes.

To replace the PR/PBY approved form with a revised edition.

### **November 2016 (HOD):**

To remove all ADHA references.

To add New Professional Membership Category.

### **March 2020 BOT**

Overall Scopes Revision to reflect current practices.