



**THE TEXAS DENTAL ASSOCIATION  
MANUAL ON  
CAUCUS PROCEDURES, CAMPAIGNS,  
NOMINATION AND ELECTIONS**

(Updated May 2018)

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# **SECTION I**

## **CAUCUS PROCEDURES**

**A. INTRODUCTION.** A divisional caucus is an assembly of active, life and retired members in good standing of component societies located within the territorial boundaries of a division of this Association. A caucus of each division is convened at each Annual Session of the Association for the primary purpose of selecting qualified nominees from its membership to be considered for election to designated offices of the Texas Dental Association by the House of Delegates. The Caucus may also be required to perform other tasks delegated by the House of Delegates or the Speaker of the House of Delegates.

### **B. CAUCUS RULES.**

**1. ANNOUNCEMENT OF TIME AND LOCATION OF DIVISIONAL CAUCUSES.** The location of the divisional caucuses' meeting rooms and the time for the meetings to be called to order will be published in the *Official Program of the TDA Annual Session* and in the *House Book*. The caucuses for all divisions shall convene at the same time.

#### **2. ATTENDANCE.**

**a. REQUIREMENTS.** Only active, life or retired members of the Texas Dental Association in good standing who are members of component societies located within the jurisdictional boundaries of their division shall be eligible to attend their divisional caucus and vote. Student delegates and student alternate delegates whose schools are located within the \_\_\_\_\_ division in the House of Delegates may attend that division's caucus but shall have no voting privileges. Any eligible division attendee may request of the presiding officer the attendance of specific guests. Guests may attend upon approval of the caucus and subsequent invitation by the presiding officer. Such guests shall identify themselves prior to any distribution of ballots so that ballots will not be distributed to such guests. Any member may request that all guests leave during voting.

**b. IDENTIFICATION.** Attendees at a divisional caucus must wear an official registration badge of the current TDA Annual Session at all times, or if not registered at the current TDA Annual Session, a qualified member must display a current ADA membership card to the Sergeant at Arms. Student delegates and student alternate delegates must wear an official registration badge of the current TDA Annual Session. Guests must wear an appropriate guest badge.

**3. QUORUM.** A number of qualified attendees equal to or greater than fifty percent of the Delegates and twenty-five percent of the Alternate Delegates of the Division's delegation in the House of Delegates at the current Annual Session of the Texas Dental Association shall constitute a quorum.

**4. LACK OF A QUORUM.** In the event a quorum is not present at a regularly scheduled divisional caucus, agenda items may be discussed, but no official business shall be transacted. In such circumstance, the Speaker of the House shall instruct the delegates and alternate delegates representing the membership of the division to meet in special caucus immediately after the adjournment of the third meeting of the House of Delegates and come forth with the required list of divisional nominees to be presented in the House of Delegates at the properly designated time. All germane provisions in these rules shall apply in such special caucus. In the event a divisional caucus lacks a quorum, the rule requiring a member to be nominated in divisional caucus during the same Annual Session in order to be eligible for nomination from the floor of the House shall be waived.

**5. ADDITIONAL RULES.** The rules contained in the current edition of *The Standard Code of Parliamentary Procedure* (Sturgis) shall govern the deliberations of a divisional caucus in all cases in which they are applicable and not in conflict with these rules, House rules or the Constitution and *Bylaws*.

## **C. OFFICERS AND DUTIES.**

- 1. CHAIR.** The Vice-president of the division shall be the presiding officer of that division's caucus. It shall be the duty of the caucus chair:
- a. To consult with the Speaker of the House of Delegates prior to the caucus:
    - (1). To review rules and guidelines applicable to caucus procedure.
    - (2). To obtain the number of qualified attendees necessary to constitute a quorum.
    - (3). To receive any special instructions or duties from the Speaker.
  - b. To appoint a Sergeant at Arms before calling the meeting to order.
  - c. To appoint tellers before calling the meeting to order.
  - d. To read the following statement immediately after calling the meeting to order:

“Only active, life or retired members in good standing of component societies located within the territorial boundaries of the \_\_\_\_\_ division are eligible to attend this caucus. Student delegates and student alternate delegates whose schools are located within the territorial boundaries of the \_\_\_\_\_ division may attend this caucus but shall have no voting privileges. Therefore, I respectfully ask those present who are not qualified to attend this caucus to leave the room until this caucus has made decisions concerning guest attendance.”
  - e. To follow the order of business set forth in these rules.
  - f. To prepare the caucus report and transmit the report along with all attached *Curricula Vitae* and *Conflict of Interest Statements* to the Secretary of the House of Delegates.
  - g. To present the Caucus's report to the House of Delegates.

- 2. SERGEANT AT ARMS.** The Sergeant at Arms shall be appointed by the Chair. It shall be the duty of the Sergeant at Arms:
  - a. To ensure that only qualified members are in attendance.
  - b. To ensure that a quorum is present and report that information to the Chair.
  - c. To remain at the door throughout the meeting in order to check the credentials of late arrivals.
  - d. To perform other such tasks as may be requested by the Chair.
  
- 3. TELLERS.** The tellers shall be appointed by the Chair. It shall be the duty of the Tellers:
  - a. To distribute, recover and tally ballots during the elections of nominees for offices in the Texas Dental Association.
  - b. To assist the Sergeant at Arms in his duties.
  - c. To perform other such tasks as may be requested by the Chair.

**D. VACANCY.** In the event the Vice-president of a division is unable to preside, the Senior Director shall be the presiding officer. If both the Vice-president and the Senior Director are unable to preside, then the Director of the division shall preside. In the event all divisional officers are unavailable, then the Speaker of the House of Delegates shall appoint a delegate from the division to act as Chair *pro tempore* until a Chair, who must be a delegate, is elected by the caucus. The acting Chair shall perform all the chair's duties set forth in these rules.

## **E. ORDER OF BUSINESS.**

- 1 Appointment of Tellers and a Sergeant at Arms.
2. Meeting call to order.
3. Reading of attendance eligibility statement to assembly.
4. Quorum report by Sergeant at Arms.
5. Entertain requests for guest(s) to attend.
6. Election of the caucus's nominees to be presented to the House of Delegates.
  - a. President-elect (If applicable).
  - b. Director.
  - c. ADA Delegates.
  - d. ADA Alternate Delegates.
7. New business.
8. Adjournment.

**F. NOMINATION RULES.** The primary purpose of a divisional caucus is to act as a divisional nominating committee. The caucus's report is the formal presentation to the House of Delegates of the names of the caucus's nominees for possible election to particular offices in the Texas Dental Association. The Secretary of the Association shall provide each divisional caucus with a list of offices for which members are to be selected as nominees.

1. **NOMINATING SPEECH.** A nominator will be allowed four (4) minutes to place a member's name in nomination and give reasons for supporting the nominee for the office.
2. **SECONDS.** A second is permitted but not required, but there shall be no seconding speeches.
3. **ACCEPTANCE SPEECH.** The nominee shall be allowed five (5) minutes to offer his background and qualifications orally. The nominee may hand out his Curriculum Vitae to the assembly as well as offer an oral resume.
4. **QUESTIONS FROM THE ASSEMBLY.** The assembly shall have the privilege of submitting questions to the candidate regarding his/her qualifications for office.
5. **NOMINATION OF THE CHAIR.** In the event the Chair is nominated as a candidate, the Chair shall appoint the Senior Director of the division or the Director in the Senior Director's absence to act as Chair *pro tempore* until the balloting is completed for that particular position.
6. **CLOSING NOMINATIONS.** After the Chair has made a request for further Nominations and a significant pause follows, the Chair may declare nominations for that position closed. A motion to close nominations is not in order if other members in the caucus are rising to be recognized. A motion to close nominations requires a two-thirds (2/3) vote for adoption.

## **G. VOTING.**

1. **SEPARATION OF OFFICES.** Each position requiring a vote to determine a nominee shall be considered separately from all others until each is concluded.
2. **BALLOT VOTE.** All voting will be by secret ballot.
3. **MAJORITY VOTE.** A majority vote is required for election. In the event there are more than two candidates for a position and no candidate receives the required majority vote, the candidate receiving the fewest votes shall be dropped from the list of candidates. Successive votes shall be taken until one candidate receives the required majority.
4. **LATE ARRIVALS.** In the event a member arrives while balloting is in progress, the late arrival shall not participate in the vote for that particular position. The late arrival shall be eligible to participate in subsequent votes.
5. **VOTE TALLY.** A candidate's nominator may be present when the Tellers tally the ballots for that particular election.

## **F. COMPLIANCE.**

- A. COMMITTEE ON CREDENTIALS, RULES AND ORDER.** The House Committee on Credentials, Rules and Order has caucus oversight responsibility.
- B. CONFLICT OF INTEREST.** All nominees for election in the House of Delegates shall submit a signed *Conflict of Interest Statement* to the caucus Chair prior to the adjournment of the caucus meeting. The Committee on Credentials, Rules and Order shall review all *Conflict of Interest Statements* and report its findings to the Secretary of the House. If the Committee deems any nominee to have a conflict of interest, the Committee shall have the responsibility to disclose such conflict to the House of Delegates prior to the election.
- C. CONFORMITY.** In the event a member feels that a violation of these rules has occurred, a complaint may be filed with the Secretary of the House who shall forward the complaint to the Committee on Credentials, Rules and Order for investigation. Upon investigation, the Committee shall rule on its findings. Should the member disagree with the Committee's ruling, the member may appeal from the Committee's decision to the House of Delegates. The decision of the House of Delegates shall be final.

## **Section II**

### **CAMPAIGN RULES**

- A. INTRODUCTION.** The process of electing the most qualified leaders is vital to the Texas Dental Association. The electorate's choice to vote for a particular candidate should be based on the candidate's abilities and leadership talents. Candidates should be allowed to conduct a vigorous campaign in order to inform the members about their backgrounds and qualifications. Campaign activities should entail the dissemination of factual information. Therefore the following rules shall apply to campaign activities for Texas Dental Association offices, and all candidates are expected to be knowledgeable of these rules. Candidates shall be responsible for all campaigning on their behalf.
- B. FORMAL ANNOUNCEMENT.** A formal announcement of a member's candidacy for office is a public statement of the member's intent to seek election to an office in the Texas Dental Association. The formal announcement may be disseminated by written and/or oral means throughout a candidate's division or the entire Association, as the case may be.  
*[Note: Casual conversation among members concerning a member's possible candidacy is not to be considered a formal announcement.]*



1. **DIVISIONAL CAUCUS CANDIDATES.** Candidates seeking to be selected in caucus as the division's nominee for possible election by the House of Delegates to an office in the Texas Dental Association may make a formal announcement of their candidacy only during the period of time between adjournment *sine die* of the House of Delegates immediately prior to the year of candidacy and at the close of nominations in the caucus. Dissemination of the candidate's formal announcement shall be limited to the candidate's division, and to the members of the House of Delegates.
2. **STATEWIDE AT-LARGE CANDIDATES.** Candidates for statewide at-large election to office may make a formal announcement of their candidacy during the last meeting of the House of Delegates preceding the year of their candidacy, or any time subsequent until the close of nominations at the beginning of the next to the last meeting of the House of Delegates.

If announcing formally at the last meeting of the House of Delegates preceding the year of their candidacy, candidates shall inform the Secretary of the House of Delegates in writing of the intent and submit a signed *Conflict of Interest Statement* before the last meeting of the House of Delegates convenes. The Secretary shall inform the Speaker of the House of Delegates of the candidacy. The Speaker will announce to the assembly before the last meeting adjourns the name(s) of the candidate(s) and the office(s) they are seeking. Candidates for statewide at-large election to office may formally announce their candidacy throughout the entire association.

**C. CAMPAIGN ACTIVITIES.** Campaign activities are those actions utilized by candidates to solicit the electorate's support for their candidacy. Candidates' campaign activities shall begin only after a formal announcement of their candidacy has been made.

*[Note: Casual conversation among members concerning possible candidacy in this election cycle or in future years shall not be considered to be campaigning.]*

#### **1. VISITS.**

- a. **COMPONENT SOCIETY VISITS.** When visiting component societies other than his/her own, candidates' campaign activities shall be limited to:
  - (1). Making a presentation to the membership and describing their backgrounds, qualifications and objectives, if elected.
  - (2). Providing their Curriculum Vitae to any member, if requested by the member.
  - (3). Soliciting and answering questions submitted by the membership.

(4). Visiting components only one time during the election cycle, as follows:

**(aa). DIVISIONAL CAUCUS CANDIDATES.** Candidates shall be allowed only one visit to each component within their division if seeking a position which will be nominated from divisional caucus.

**(bb). STATEWIDE AT-LARGE CANDIDATES.** Candidates for statewide at-large election to office shall be allowed only one visit to each component in the Association.

**(cc). REQUIRED OTHER VISITS.** A candidate who is required to visit component societies other than his/her own in an official capacity as an officer or agent of the Association shall be allowed to do so as necessary. The candidate shall not engage in campaign activity of any kind during such visits.

**b. REGIONAL MEETINGS.**

Only candidates for Statewide At Large Office may campaign at regional meetings such as but not limited to the Dallas Southwest Dental Conference, the Greater Houston Dental Meeting or the ADA Annual Session.

**c. THE HOUSE OF DELEGATES AND REFERENCE COMMITTEES.**

Other than a Curriculum Vitae and nomination speeches when nominations are in order, campaign activity of any kind shall not be allowed on the floor of the House of Delegates while a meeting is in session. No campaign activity is allowed within the reference committee hearing rooms while the reference committee is in session.

**2. CAMPAIGN LITERATURE.**

**a. WRITTEN MATERIALS.** A formal announcement and a Curriculum Vitae, along with the goals and objectives if elected, are the only written materials that may be disseminated by a candidate. Candidates seeking to become the divisional caucus nominee for a particular office may send their campaign literature to all members of their division, and to the members of the House of Delegates. Candidates for statewide at-large election may send their campaign literature to all members of the Association. There shall be no more than one mailing, (surface mail or e-mail) to any member in order to disseminate this information. Response to a query initiated by a member shall not be considered a violation of these rules.

There may be a *Candidates' Forum for Statewide Elections (Forum)* in a publication of the Texas Dental Association prior to the election of officers. The candidate must meet regular publication deadlines for copy to be included. The editor will determine copy guidelines for the *Forum*. Compliance with the editor's guidelines shall be considered compliance with these rules.

**b. WEB PAGE.** A Candidate for statewide election shall not have a campaign web page other than a campaign web page on the Association's web site. Information on the candidate's page will be limited to the candidate's photograph, curriculum vitae and a brief summary of the candidate's objectives during his/her term of office, if elected.

## **D. GENERAL RULES.**

- 1. SOCIAL FUNCTIONS AND HOSPITALITY SUITES.** Candidates shall not plan social functions or use hospitality suites/meeting rooms on behalf of their candidacy at any time. This does not preclude candidates from attending social functions, provided the functions are not used as a forum for promoting their candidacy.
- 2. CAMPAIGN SIGNS AND POSTERS.** There shall be no campaign signs or posters.
- 3. OTHER TANGIBLE MATERIAL.** Candidates shall not distribute any tangible campaign materials, including but not limited to printed matter, pens, pins, stickers or other accessory items.
- 4. CONTRIBUTIONS.** Candidates shall not accept contributions or solicit funds to support his/her campaign.
- 5. ENDORSEMENTS.** Endorsements of any kind by any officer or the Parliamentarian of this Association, affiliated Texas Dental Association organizations, other health organizations or any other organization, group or entity, shall not be allowed.

**E. COMPLIANCE.** The House Committee on Credentials, Rules and Order has campaign oversight responsibility. In the event a candidate or a member feels that a violation of these rules has occurred, a complaint may be filed with the Secretary of the House who shall transmit the complaint to the Committee on Credentials, Rules and Order for investigation. The Committee shall determine whether or not a violation has occurred. After investigation, the Committee shall rule on its findings. A ruling that a violation of any of these rules has occurred shall result in the candidate being declared ineligible.

**F. APPEAL.** Should there be a disagreement with the Committee's ruling, the candidate or a member may appeal from the Committee's decision to the House of Delegates. The decision of the House of Delegates shall be final.

## **SECTION III**

### **ELECTION OF OFFICERS**

#### **A. ELECTION PROCEDURES INVOLVING CAUCUS NOMINEES.**

**1. CAUCUS REPORT.** The caucus's report is the formal presentation to the House of Delegates of the names of the caucus's nominees for possible election to particular offices in the Texas Dental Association.

#### **2. ADDITIONAL NOMINATIONS IN THE HOUSE OF DELEGATES.**

**(a) ELIGIBILITY REQUIREMENTS FOR NOMINATION.** In order to be nominated in the House of Delegates, a candidate must have been nominated for that office in the divisional caucus, during the same Annual Session, and shall notify the Speaker of the House before the opening of the third meeting of the House of Delegates, so that it can be announced to the House that there will be a contested election from caucus. At the time for the divisional nominations at the last meeting of the House of Delegates, the Speaker will call for additional nominations. The additional candidate may be nominated in the House by a delegate or alternate delegate, when seated as a delegate from his or her division. Each nominator of a candidate shall have four (4) minutes for a nominating speech. A second is required but no seconding speech is allowed. The candidate shall be allowed five minutes for an acceptance (of the nomination) speech to present his case to the delegates.

**(b) QUESTION/ANSWER PERIOD.** In the event there are multiple nominees, a time period for Delegates to submit questions to each candidate seeking that particular office may be established after a motion to do so has been approved by a majority vote of the delegates present and voting. The specified time frame for such question period shall be set forth in the motion creating the period. The motion shall not be considered new business.

#### **B. ELECTION PROCEDURES INVOLVING STATEWIDE CANDIDATES.**

**1. NOMINATIONS IN THE HOUSE OF DELEGATES.** Nominations of statewide at-large candidates shall take place at the first meeting of the House of Delegates and shall remain open until the close of the second meeting of the House of Delegates. There shall be one (1) nominating speech which may be five (5) minutes in length, and two (2) seconds to the nominations for each candidate. There shall be no seconding speeches.

**2. NOMINATIONS BY THE BOARD OF DIRECTORS.** It shall be the duty of the TDA Board of Directors to nominate the statewide officers of this Association only when no nominee has been received by the winter meeting of the Board of Directors.

**C. MEET THE CANDIDATES FORUM.** In the event there are multiple Candidates for a particular office, then a "Meet the Candidates Forum" will be held for statewide at-large candidates only. "Meet the Candidates' Forum" will be held at the Annual Session of the TDA. There will be a specified time slot provided by the Council on Annual Session. That time slot will be up to one (1) hour in length and the allotted time for each candidate's speech will be no more than ten (10) minutes. The remaining time will be questions and answers of all the candidates. The forum will be conducted in accordance with the following guidelines.

- 1. FORUM MODERATOR.** The Speaker of the House of Delegates, acting as moderator of the forum, and will introduce all candidates to the audience.
- 2. ORDER OF SPEECHES.** Prior to the opening of the "Candidates Forum", numbered pieces of paper will be placed in a container, and each candidate will draw a number. The numbers shall represent the order in which the candidates shall present their speeches. The candidate who drew the number "1" will remain in the room, and the other candidates will leave the room and wait until the acting "Sergeant of Arms" calls them back to present their speech.
- 3. TIME ALLOTMENT FOR SPEECHES AND QUESTIONS.** Each candidate will be permitted to speak for 10 minutes, after which, 10 minutes will be available for questions and answers. When there are no more questions, or the time period has elapsed, the candidate will leave the room, and the next candidate shall be called in.
- 4. ADDITIONAL QUESTION/ANSWER PERIOD.** If all the candidates agree, the question and answer period could be held after all candidates have presented their speeches, with all candidates present, each candidate having the opportunity to answer each question in turn. The question and answer period may last up to 30 minutes.

## **D. ELECTION PROCEDURES.**

- 1. SCHEDULE.** In the event balloting is necessary to determine the outcome of an election to a particular office, the office of President-elect shall be considered first followed by the offices of Secretary/Treasurer, Speaker of the House of Delegates, divisional director, ADA delegate, and finally, ADA alternate delegate, in that order.

**2. BALLOT VOTE.** All voting shall be by secret ballot.

**3. BALLOTING PROCEDURE.** Designated Tellers will distribute ballots. Delegates will vote for the candidate of their choice and will return their ballots to the Tellers and the members of the Committee on Credentials, Rules and Order will tally the ballots and will report the results to the Speaker. A majority vote is required for election. In the event more than two candidates are vying for the same office, the candidate receiving the fewest ballots shall be dropped and ballots shall be redistributed to the Delegates to again vote for the candidate of their choice. The Committee on Credentials, Rules and Order will again tally the ballots and will report the final results to the Speaker. The Speaker will immediately announce the winner. Any deviation from the above rules by the Speaker will require a two-thirds vote by the House of Delegates.

## **SECTION IV**

### **COMPLIANCE**

**A. ACKNOWLEDGEMENT OF THE RULES.** Every announced candidate shall receive from the Executive Director a copy of the Rules in this manual which is to be signed by the candidate and returned to the Executive Director.

**B. COMMITTEE ON CREDENTIALS, RULES AND ORDER.** The Committee on Credentials, Rules and Order shall have oversight authority and shall be responsible for the enforcement of the rules in this manual, and shall rule on the eligibility of all nominees for elective office and report such rulings to the House of Delegates at the last meeting of the House prior to the election of officers.

If a nominee for elective office is declared ineligible by the Committee on Credentials, Rules and Order, the Committee shall notify the nominee of such disqualification prior to the Committee's report to the House of Delegates. The nominee may appeal the Committee's decision to the House of Delegates during the same meeting at which ineligibility is announced. The decision of the House of Delegates shall be final.