Guidelines and Suggestions for Reference Committees

Reference Material Available on www.oda.org

- American Institute of Parliamentarians Standard Code of Parliamentary Procedure, Chapter 24
- Bylaws of the Ohio Dental Association
- Manual of the Ohio Dental Association, pages 6 - 11
- Policy Manual of the Ohio Dental Association
- Preparation of Reference Committee Reports
- Proceedings of the 2013 ODA House of Delegates

To access these online reference materials, visit http://oda.org/news-and-events/house-of-delegates/ and the materials will be listed under the subheading “Reference Committee Members’ Resource Materials.”

Resource Persons

- Speaker of the House of Delegates – Dr. Michael Halasz
- Parliamentarian of the Ohio Dental Association – Dr. James Fanno

Preparation

1. All members of Reference Committees should be thoroughly familiar with or should have studied the Manual of the Ohio Dental Association (pages 6-11), the Proceedings of the House of Delegates of the preceding year, chapter 24 of the American Institute of Parliamentarians Standard Code of Parliamentary Procedure, and this document, Guidelines and Suggestions for Reference Committees.

2. Reference Committee members should read all resolutions referred to their Reference Committee as well as check the Proceedings from the House of Delegates of the previous year, the Bylaws, Manual of the Ohio Dental Association and the ODA Policy Manual to see if the same subject has been carried over or addressed by the House of Delegates previously.

3. Reference Committees should be staggered to permit delegates the opportunity to speak to various issues referred to different Reference Committees.

During A Reference Committee Meeting

1. The primary duty of a Reference Committee is to recommend to the voting body an appropriate course of action on each proposal that has been referred to the Committee.

2. Reference Committees are only to receive information and opinions at the hearings and are not to permit motions, "straw votes" or any other sort of decision-making process. This would hamper or prejudice the Reference Committee in its private deliberation (executive session).

3. The Reference Committee can call upon officers and staff to gain information. They can recommend to the House of Delegates that it adopt, amend, not adopt, postpone definitely, and refer to a Committee of the House or a Council of the Association. The Reference Committee can also create a resolution of its own, submit a substitute resolution, etc. but cannot fail to return
the proposal without some recommendation.

4. All ODA members have the right to attend Reference Committee hearings and participate in the discussion whether they are delegates or not. Non-members may attend and participate only by invitation and a majority vote of the Reference Committee members.

5. The maker of a resolution -- whether it be an individual delegate, a Committee of the House, a Council of the Association or the Executive Committee -- should be given the privilege of speaking first on the resolution in the Reference Committee hearing.

6. The Reference Committee is to gather information, get various opinions from as many different sources as possible, and weigh the testimony and the number of those testifying. Reference Committee chairs or members may ask questions of those who testify but must not debate the issues with those testifying at the hearing.

7. Reference Committee chairs may need to limit debate (either total time on a given resolution or time per delegate testifying on any given issue or number of times any one delegate may speak to a given issue) and should try to alternate the pro and con testimony.

8. Reference Committee chairs should be certain that all pertinent facts are in the resolving clauses of a resolution regardless if these are included in the background statement.

9. Discussion on major resolutions (those of significant impact on the Association), whether that impact be financial, structural or policy, as judged by the ODA Speaker, should be scheduled for a specific time by the Reference Committee as a special order of business, i.e., a priority resolution.

10. Reference Committee chairs should guard against the members of his reference committee being unduly influenced by ODA staff, officers and/or component society staff. During executive session, the chair can ask everyone to leave the room except reference committee members. The Reference Committee must make all of its own decisions.

11. Reference Committee on President's and President-Elect's address can also initiate resolutions from the text of the speeches of other speakers, for example, President of the American Dental Association, representatives of the Ohio State Dental Board, etc.

Reference Committee Executive Session & Preparation of Reports

1. Reference Committee reports must clearly state the financial impact of every resolution considered by that Reference Committee. Reference Committee chairs must notify the Finance Committee chair of all resolutions that require funding.

2. Reference Committee chairs should inform either the Executive Director or the Speaker of the House if the opinion of the ODA legal counsel is required for the Reference Committee to complete its executive session and/or written report.

3. If requested, the parliamentarian will be available to help the Reference Committees during their executive session in writing resolutions. By stating resolving clauses as clearly and succinctly as possible, unnecessary delays on the floor of the House and misunderstandings by the delegates can be avoided.

4. Certain subsidiary motions coming out of Reference Committees such as motions to refer and motions to postpone indefinitely become main motions; and therefore, follow the rules for main motions.
5. Resolutions proposed by Reference Committees do not require a second. It is assumed that the other members of the Reference Committee second the resolution.

6. Reference Committees can introduce any resolution without the usual 2/3 vote of the delegates normally required for introduction of new business.

7. Minority reports from Reference Committee members are permitted but are not encouraged (see the Manual of the Ohio Dental Association.)

8. All resolutions prepared by Reference Committees should be reviewed by the Speaker or parliamentarian as to proper parliamentary form (with no comment regarding content) prior to the resolution being duplicated for members of the House.

9. Reference Committee chairs must be available throughout the evening following the Reference Committee hearings to answer questions, corrections that are made, etc. before reports are printed, duplicated and distributed. The Speaker of the House must be able to contact all chairs during the evening after the Reference Committees and after reading the Reference Committee reports.

10. Reference Committee chairs and members must both approve and sign Reference Committee reports before printing, duplication and distribution to the delegates.

11. Reports will be available on Friday.

Presenting Reference Committee Reports on the Floor of the House
1. Reference Committee chairs are the official speakers of the committees and should be able to defend recommendations of the Reference Committees on the floor of the House of Delegates.

2. Reference Committee chairs shall not as a rule or routine procedure read the background statements of the resolutions when the chairs read the Reference Committee’s Report to the House of Delegates. The reading of the background statement is acceptable if it is absolutely necessary to achieve understanding of the resolving clause.

3. If a Reference Committee is going to amend a resolution by substituting it with a new resolution, the Reference Committee chair must move the substitution before moving the adoption of the substitute resolution.

4. Remember that after a substitute motion is substituted for a pending motion, it can only be amended by adding words. Amendments of all types are permitted prior to substituting it for the pending resolution.