

## **Rules & Order Committee**

### **Action Plan**

#### Purpose:

The Rules and Order Committee is responsible for ensuring the effective governance and procedural integrity of the Board of Trustees. This committee's duties include recommending rules to guide the organization and operation of the Board, nominating qualified individuals as chairpersons and members for Board committees, and regularly reviewing the Constitution and Bylaws to ensure alignment with the Association's mission and programs. The Committee is also tasked with recommending editorial corrections in the Bylaws and preparing formal amendments in response to proposed changes, thus upholding the consistency and clarity of the Association's foundational documents.

#### Duties:

- To recommend rules for governing the organization and procedures of the Board of Trustees
- To nominate chairpersons and members to committees of the Board of Trustees in accordance with these rules
- To review the articles of the Constitution and Bylaws in order to keep them consistent with the Association's program
- To recommend editorial corrections in the Bylaws
- To prepare, in amendment form, any suggestions or recommendations for changes in the Constitution and Bylaws referred to it.

#### Composition:

The Rules and Order Committee shall be composed of:

- A Chair appointed by the president.
- Two (2) members or alternate members from the BOT appointed by the President-elect to serve during their administration.
- Voting members shall consist of the:
  - President as Chairperson, the Secretary, the Speaker and two members or alternate members of the Board of Trustees appointed by the President-Elect.
  - The President-Elect shall have the privilege of organizing the Committee on Rules and Order which shall serve during his/her administration in advance of

his/her induction into office, in order to facilitate a satisfactory performance of its duties at the first meeting of the incoming Board of Trustees.

- The President-Elect may attend meetings of the current Committee on Rules and Order, but shall not have the right to vote.

Time Commitment: The committee is subject to the call of the chairperson or any two members of the committee.

Participation Expectations:

**Terms:** The term of office shall be for one (1) year, which shall not be subject to term limitations.

**Attendance:** Regular attendance at committee meetings is expected, and failure to attend at least 75% of the scheduled meetings annually may result in consideration for dismissal from the committee.

**Engagement:** As a valued member of this committee, your active participation is essential to advancing our collective goals and maintaining the integrity of our Association's governance. By engaging thoughtfully in discussions, sharing insights, and collaborating with fellow members, you contribute to a meaningful and dynamic process that shapes the future of our organization. We encourage you to take an active role in reviewing, recommending, and refining policies that support our mission. Together, your commitment and expertise will help us drive progress, uphold our values, and create lasting positive impact within the Association and the broader dental community.

**Conduct:** The Association is committed to the principle that all individuals should be treated with dignity and respect. The Association strongly disapproves of any action or conduct by members or employees which constitutes harassment of an individual on account of race, sex, sexual orientation, disability, age, religion, national origin or any other characteristic protected by law.

Resources:

**Chair:** Dr. Amit Vora

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**Staff Liaison:** Reva Brennan

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**General Inquires:**

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