

# Reference Committees of the House of Delegates



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A S S O C I A T I O N

# Reference Committee Overview

- The purpose of a Reference Committee is to review and make recommendations with respect to business items before the House of Delegates (HOD).
- The HOD typically uses three Reference Committees, referred to as A, B and C. The speaker of the House may adjust the number based upon the amount of work pending.
- Each Reference Committee consists of six members of the HOD that are appointed by the component dental association presidents.

# Reference Committee Overview

- The chairperson is selected by the FDA president from one of the six component designates of the Reference Committee.
- Each Reference Committee is provided with appropriate FDA staff support given the subject matter assigned to each committee. Staff serves as an informational resource only and will work with the chair to write up the Reference Committee recommendation in the appropriate format.

# Conduct of Reference Committee Hearings

- The Reference Committee receives opinions on each assigned issue during an open hearing.
- Any FDA member is allowed to speak at a Reference Committee.
- Neither motions nor debate occur during the open hearing.
- The chair is tasked with ensuring that all who have something to contribute are heard, but also tasked with minimizing redundant comments.
- Reference Committee members do not engage in debate with speakers, however they may ask questions for clarification.

## Reference Committee Executive Session

- Following the conclusion of the open hearing, the Reference Committee will convene an Executive Session.
- Only members of the Reference Committee, assigned staff and a BOT liaison are permitted in the room during Executive Sessions.
- During this meeting, the committee reaches its decisions with respect to all matters that have been assigned.
- Its recommendations are then compiled and presented to the HOD in a report.

# Reference Committee Reports

- Following adjournment of the Reference Committee Executive Session, the committee's recommendations are formatted by staff into a report.
- The chair of each Reference Committee and the speaker of the House review the report for accuracy and clarity.
- The Reference Committee reports are distributed electronically to the House.
- Reference Committees may recommend to the House that a proposal be adopted, defeated, amended or referred for further evaluation.

# HOD Action on Reference Committee Reports

- Each component holds a caucus meeting, usually the morning of the second session of the House, to discuss the Reference Committee report. This is an excellent opportunity to discuss and learn about the pending issues.
- During the second session of the House, each Reference Committee chair will be asked to come to the microphone on the riser.
- The Reference Committee chair will present the committee's recommendation one issue at a time.

# HOD Action on Reference Committee Reports

- The House will then debate the committee's suggested position (approve, defeat, amend, etc.).
- Members of the House may offer amendments to the Reference Committee report.
- Once all amendments and debates have been disposed of, a final vote on the recommendation occurs.
- Most motions are approved by majority vote; a few, such as bylaws changes, may require a super-majority.





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