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Schedule of the 2022 ADEA House of Delegates

Opening Session of the ADEA House of Delegates
Saturday, March 19, 2022, 4:30 to 5:30 p.m.

Voting for Chair-elect of the ADEA Board of Directors
Ballots may be cast on Sunday, March 20 and Monday, March 21 at the ADEA House of Delegates Booth in the registration area only. Voter registration cards must be surrendered to receive a ballot.

Voting hours are:
- Sunday, March 20 – 8:00 a.m. to 4:00 p.m.
- Monday, March 21 – 8:00 a.m. to noon.

ADEA Reference Committee Hearings

The Reference Committee on Association Policy Hearing will meet on Sunday, March 20 from 2:00 to 3:00 p.m.

The ADEA Reference Committee on Administrative Affairs will meet on Sunday, March 20 from 4:30 to 5:30 p.m.

For the names of the members of the Reference Committees and the resolutions assigned to them, please see page 19.

Closing Session of the ADEA House of Delegates
Tuesday, March 22, 3:30 – 4:30 p.m.

For the order of business of each session of the House, please see the section on “Order of Business of the ADEA House of Delegates” on page 21.
Members of the 2022 ADEA House of Delegates

ADEA Board of Directors

Dr. Keith A. Mays, Chair of the ADEA Board of Directors, University of Minnesota
Dr. Nader Nadershahi, Chair-elect of the ADEA Board of Directors, University of the Pacific
Dr. Ryan Quock, Immediate Past Chair of the ADEA Board of Directors, University of Texas at Houston
Dr. Gregory M. Ness, Board Director for Advanced Education Programs, The Ohio State University
Mr. Lawrence Schnuck, Board Director for Corporate Council, Kahler Slater
Prof. Amy Coplen, Board Director for Allied Dental Program Directors, Pacific University
Dr. James R. Lott, Board Director for Faculties, University of Mississippi Medical Center
Dr. Steven W. Friedrichsen, Board Director for Deans, Western University of Health Sciences
Ms. Manavi Nagai, Board Director for Students, Residents and Fellows, University of Southern California
Dr. Laura Romito, Board Director for Sections, Indiana University
Dr. Karen P. West, President and CEO, American Dental Education Association

ADEA Council of Advanced Education Programs

Administrative Board
Chair, Dr. Russ S. Bergman, Newark Beth Israel Medical Center
Chair-elect, Dr. Adam Lloyd, University of Tennessee Health Science Center
Secretary, Dr. Thikriat Al-Jewair, University at Buffalo School of Dental Medicine
Member-at-large, Dr. Susan Paurazas, University of Detroit Mercy

Additional Delegates
Dr. Bryant Cornelius, The Ohio State University
Dr. Richard D’Innocenzo, Boston University
Dr. Jeffery Hicks, UT Health San Antonio
Dr. Mohammed Islam, University of Florida
Dr. Aniket Jadhav, Virginia Commonwealth University
Dr. Edmund Khoo, Indiana University
Dr. Alton McWhorter, Texas A&M University
Dr. Laurie Moeller, Louisiana State University
Dr. Roberta Pileggi, University of Florida
Dr. Peggy Timothe, Texas A&M University
Dr. Piamkamon Vacharotayangul, Harvard University
Dr. Luis Yepes, UT Health San Antonio

ADEA Council of Allied Dental Program Directors

Administrative Board

Chair, Dr. Danielle Rulli, University of Michigan School of Dentistry
Chair-elect, Prof. Monica Hospenthal, Pierce College
Secretary, Prof. Marion Manski, Fones School of Dental Hygiene
Member-at-large, Prof. Ann Bruhn, Old Dominion University
Dental Assisting
Prof. Misty Mesimer, Germanna Community College
Prof. Cara M Miyasaki, Foothill College

Dental Hygiene
Prof. Lisa Bilich, Eastern Washington University
Dr. Jennifer L. Brame, University of North Carolina at Chapel Hill
Dr. Wanda J. Cloet, Central Community College
Dr. Risa Handman, Georgia State University Perimeter College
Prof. Gwen Hlava, University of Nebraska Medical Center
Prof. Rachel Kearney, The Ohio State University
Prof. Sherri Meyers, Northampton Community College
Ms. Lisa Moravec, University of Nebraska Medical Center
Dr. Victoria Patrounova, University of Texas at Houston
Dr. Lynn Russell, University of Tennessee Health Science Center
Dr. Dianne Smallidge, MCPHS University
Ms. Tammy Swecker, Virginia Commonwealth University
Dr. Hema Udupa, Metropolitan Community College - Penn Valley Health Science Institute
Prof. Maureen Van Hook, University of Detroit Mercy

ADEA Council of Deans

Administrative Board
Chair, Dr. Mert Aksu, University of Detroit Mercy
Chair-elect, Dr. Clark Stanford, University of Illinois Chicago
Secretary, Dr. Janet M. Guthmiller, University of Nebraska Medical Center
Member-at-large, Dr. Cherae Farmer-Dixon, Meharry Medical College

Additional Delegates, U.S. Dental Schools
Dr. Sandra Andrieu, Louisiana State University
Dr. Mathew Bateman, Lake Erie College of Osteopathic Medicine
Dr. José Luis Bermúdez, Texas A&M University
Dr. Charles N. Bertolami, New York University
Dr. Richard C. Black, Texas Tech University Health Sciences Center
Dr. Greg Chadwick, East Carolina University
Dr. Kenneth Chance, Sr., Case Western Reserve University
Dr. Gary Chiodo, University of Washington
Dr. Bernard J. Costello, University of Pittsburgh
Dr. Duane Douglas, Southern Illinois University
Dr. Cecile Feldman, Rutgers, The State University of New Jersey
Dr. Steven W. Friedrichsen, Western University of Health Sciences
Dr. A. Isabel Garcia, University of Florida
Dr. Lily T. Garcia, University of Nevada, Las Vegas
Dr. William Giannobile, Harvard University
Dr. Steven Haas, University of Missouri - Kansas City
Dr. Harold Haering, Jr., Midwestern University-Illinois
Dr. Robert Handysides, Loma Linda University
Dr. Margaret Hill, University of Louisville
Dr. Sarandeep Huja, Medical University of South Carolina
Dr. Wyatt Hume, University of Utah
Dr. Amid Ismail, Temple University
Dr. Andrea Jackson, Howard University
Dr. Steven Kaltman, Nova Southeastern University
Dr. Nadeem Karimbux, Tufts University
Dr. Denise Kassebaum, University of Colorado
Dr. Kevin Keating, California Northstate University
Dr. Nicole Kimmes, University of New England
Dr. Sreenivas Koka, University of Mississippi Medical Center
Dr. Paul Krebsbach, University of California, Los Angeles
Dr. Allan Kucine, Stony Brook University
Dr. Carol Lefebvre, Augusta University
Dr. Cataldo Leone, Boston University
Dr. Steven Lepowsky, University of Connecticut
Dr. Frank Licari, Roseman University of Health Sciences
Dr. William Lobb, Marquette University
Dr. Peter Michael Loomer, UT Health San Antonio
Dr. Laurie McCauley, University of Michigan
Dr. Dwight McLeod, A.T. Still University-Missouri
Dr. Paul M. Mullasseril, University of Oklahoma
Dr. Carol Anne Murdoch-Kinch, Indiana University
Dr. Ronnie Myers, New York Medical College
Dr. Linda C. Niessen, Kansas City University
Dr. Jeffrey P. Okeson, University of Kentucky
Dr. Stephen M. Pachuta, West Virginia University
Dr. James Ragain, Jr., University of Tennessee Health Science Center
Dr. Michael Reddy, University of California, San Francisco
Dr. Mark A. Reynolds, University of Maryland
Dr. Stefan Ruhl, University at Buffalo
Dr. Avishai Sadan, University of Southern California
Dr. Ronald Sakaguchi, Oregon Health & Science University
Dr. Galen Schneider, The University of Iowa
Dr. P. Bradford Smith, Midwestern University-Arizona
Dr. Clara Marie Spatafore, Virginia Commonwealth University
Dr. Christian Stohler, Columbia University
Dr. Edward Swift, Jr., University of North Carolina at Chapel Hill
Dr. Russell Taichman, University of Alabama at Birmingham
Dr. Denise Lynn Terese-Koch, Lincoln Memorial University
Dr. Aileen Torres, University of Puerto Rico
Dr. Robert Trombly, A.T. Still University-Arizona
Dr. Carroll-Ann Trotman, The Ohio State University
Dr. Jillian A. Wallen, Creighton University
Dr. Mark Wolff, University of Pennsylvania

Additional Delegates, Association of Canadian Faculties of Dentistry
Dr. Andrea Esteves, University of British Columbia Faculty of Dentistry

Additional Delegates, Federal Dental Service Programs
Dr. Patricia E. Arola, U.S. Department of Veterans Affairs
Brig. Gen. Shan K. Bagby, U.S. Army Dental Corps
Dr. Drew W. Falls, Uniformed Services University of the Health Sciences
Rear Adm. Rick Freedman, U.S. Navy Dental Corps
Col. Peter H. Guevara, U.S. Army Postgraduate Dental School
Col. James Knowles, U.S. Air Force Postgraduate Dental School
Rear Adm. Timothy L. Ricks, U.S. Public Health Service (USPHS)
Additional Delegates, Nonhospital Based Advanced Dental Education Programs
Dr. Eli Eliav, University of Rochester Medical Center
Dr. John F. Hatton, Saint Louis University

AdeA Council of Faculties

Administrative Board
Chair, Dr. Burke W. Soffe, Roseman University of Health Sciences
Chair-Elect, Dr. Cameron Jeter, University of Texas at Houston
Secretary, Dr. Ahmad Maalhagh-Fard, University of Detroit Mercy
Member-at-large, Dr. Erin Gross, The Ohio State University

Additional Delegates
Dr. William Bashend, Dental College of Georgia at Augusta
Dr. Laura Barritt, Creighton University
Dr. Michael Bates, Louisiana State University
Dr. Eric Raphael Bernstein, University of Connecticut
Dr. Mark Booth, University of the Pacific
Dr. Susan M. Chialastri, Temple University
Dr. Paula Collins, University of Louisville
Dr. Theodora Danciu, University of Michigan
Dr. John D. Da Silva, Harvard University
Dr. Ana Carolina Botta Martins De Oliveira, Stony Brook University
Dr. Kimon Divaris, University of North Carolina at Chapel Hill
Dr. Evelyn Donate-Bartfield, Marquette University
Dr. Anuja Doshi, University of New England
Dr. David Scott Dunivan, A.T. Still University-Missouri
Dr. Kim Fenesy, Rutgers, The State University of New Jersey
Dr. Daphne C. Ferguson Young, Meharry Medical College
Dr. Ronald E. Forde, Loma Linda University
Dr. Nathalia Garcia, Southern Illinois University
Dr. Gerald Glickman, Texas A&M University
Dr. Eric Gottman, University of Missouri - Kansas City
Dr. John Guarente, Boston University
Dr. Alexander Hall, Jr., New York Medical College
Dr. Lindsey Hamil, Medical University of South Carolina
Dr. Kevin L. Haney, University of Oklahoma
Dr. Zsuzsa Horvath, University of Pittsburgh
Dr. Jean Iannadrea, Case Western Reserve University
Dr. Jitendra Jethwani, Virginia Commonwealth University
Dr. Shirley Y Kang, Western University of Health Sciences
Dr. Anastasios Karydis, University of Tennessee Health Science Center
Dr. Roopali Kulkarni, University of Pennsylvania
Dr. Jim Lai, University of Toronto
Dr. Mitchell Jay Lipp, New York University
Dr. Naty Lopez, University of Minnesota
Dr. Gary Lowder, University of Utah
Dr. Kevin W. Luan, University of Illinois Chicago
Dr. Ahmed Mahrous, The University of Iowa
Dr. Crystal McIntosh-Clarke, Howard University
Dr. Jocelyn Medina-Paneto, University of Puerto Rico
Dr. Denise A. Mills, Midwestern University-Arizona
Dr. Norma Olvera, UT Health San Antonio
Dr. Victor Oramas, Nova Southeastern University
Dr. Jennifer Perkins, University of California, San Francisco
Dr. Maureen Pezzementi, University of Alabama at Birmingham
Dr. Gitanjali Pinto-Sinai, University of Kentucky
Dr. Frank Roberts, University of Washington
Dr. Mark A. Romer, Nova Southeastern University
Dr. Harlan Shiau, University of Maryland
Dr. Jenny Son, University of Southern California
Dr. Ethelyn Thomason, University of Colorado
Dr. Tammy Thompson, University at Buffalo
Dr. Paul Trombly, Tufts University
Dr. Kevin Eugene Van Kanegan, Midwestern University-Illinois
Dr. R. Todd Watkins, Jr., East Carolina University
Dr. Janet L Woldt, A.T. Still University-Arizona
Dr. Wendy Woodall, Texas Tech University Health Sciences Center
Dr. Shayla Yoachim, University of Nebraska Medical Center

ADEA Council of Sections

Administrative Board
Chair, Dr. Katie Dinh, Lake Erie College of Osteopathic Medicine
Chair-elect, Dr. Thomas Yoon, Lake Erie College of Osteopathic Medicine
Secretary, Dr. Dharini Van Der Hoeven, University of Texas at Houston
Member-at-Large, Dr. James Harrison, University of Louisville

Additional Delegates

Section on Academic Affairs
Chair, Dr. Sheila Brear, California Northstate University
Councilor, Dr. Emily Sabato, Rutgers, The State University of New Jersey

Section on Addiction Education
Chair, Dr. Leticia Guajardo-Morales, University of Texas at Houston
Councilor, Dr. Richard D’Innocenzo, Boston University

Section on Advanced and Graduate Education
Chair, Dr. Joyce A Barbour, Meharry Medical College
Councilor, Dr. Maricelle Abayon, Eastman Institute for Oral Health

Section on Anatomical Sciences
Chair, Dr. Shayla Yoachim, University of Nebraska
Councilor, Dr. Duane R Winden, Roseman University of Health Sciences

Section on Behavioral Sciences
Chair, Dr. Carly McKenzie, University of Alabama at Birmingham
Councilor, Dr. Linda Centore, University of California, San Francisco

Section on Biochemistry, Nutrition and Microbiology
Chair, Dr. David Fischer, University of Detroit Mercy
Councilor, Dr. Ransome Van Der Hoeven, University of Texas at Houston
Section on Business and Financial Administration
Chair, Mr. Doug Marshall, The Ohio State University
Councilor, Mr. Scott Arneson, The University of Iowa

Section on Cariology
Chair, Dr. Jan Mitchell, Augusta University
Councilor, Dr. Marcelle Nascimento, University of Florida

Section on Clinic Administration
Chair, Dr. Kim Capehart, Augusta University
Councilor, Ms. Sandra L. Phillips, University of Washington

Section on Clinical Simulation
Chair, Dr. Shaista Rashid, A.T. Still University-Missouri
Councilor, Dr. Kyriaki C. Marti, University of Michigan

Section on Community, Preventive and Public Health Dentistry
Chair, Dr. Tamara Tobey, University of Colorado
Councilor, Dr. Frank Roberts, University of Washington School of Dentistry

Section on Comprehensive Care and General Dentistry
Chair, Dr. Brooke Adams, Indiana University
Councilor, Dr. Robert Taylor, University of Kentucky

Section on Continuing Education
Chair, Dr. Chris Swayze, University of Toronto
Councilor, Ms. Melissa Welsh, Columbia University

Section on Dental Anatomy and Occlusion
Chair, Dr. Krithika Baskaran, University of Colorado
Councilor, Dr. Richard Green, University of Southern California

Section on Dental Assisting Education
Chair, Ms. Amanda Reddington, University of Southern Indiana
Councilor, Dr. Janet Sell, Ozarks Technical Community College

Section on Dental Hygiene Education
Chair, Prof. Iwonka Eagle, University of Michigan
Councilor, Dr. Lorie Holt, University of Missouri - Kansas City

Section on Dental Informatics
Chair, Ms. Cassandra Callaghan, University of Michigan
Councilor, Dr. Elise Eisenberg, New York University

Section on Dental School Admissions Officers
Chair, Ms. Crystal Ridgley, University of Colorado
Councilor, Mr. Richard Bigham, University of Missouri - Kansas City

Section on Development, Alumni Affairs and Public Relations
Chair, Ms. Joanne Courville, Louisiana State University
Councilor, Mr. Randall Newquist, University of Washington
Section on Educational Research, Development and Curriculum  
Chair, Dr. Laureen Zubiaurre Bitzer, Columbia University  
Councilor, Dr. Se-Lim Oh, University of Maryland

Section on Endodontics  
Chair, Dr. Natasha Flake, University of Washington  
Councilor, Dr. Yaara Berdan, University of Southern California

Section on Gay-Straight Alliance  
Chair, Dr. Kevin Frazier, Augusta University  
Councilor, Dr. Herminio Perez, Rutgers, The State University of New Jersey

Section on Gerontology and Geriatrics Education  
Chair, Dr. Annetty Soto, University of Florida  
Councilor, Dr. Leonardo Marchini, The University of Iowa

Section on Integrated Clinical and Applied Biomedical Sciences  
Chair, Dr. Alan Myers, University of Texas School of Dentistry at Houston  
Councilor, Dr. Michael G. Schmidt, Medical University of South Carolina

Section on Minority Affairs, Diversity and Inclusion  
Chair, Dr. Anchal Malik Chopra, University of Pittsburgh  
Councilor, Dr. Ethel Pecolia Harris, Meharry Medical College

Section on Operative Dentistry and Biomaterials  
Chair, Dr. Aditi Jain, The University of Iowa  
Councilor, Dr. Marcela Hernandez, The University of Iowa

Section on Oral Diagnosis and Oral Medicine  
Chair, Dr. Vinu Sista, University of Texas at Houston  
Councilor, Dr. Gargi Mukherji, University of Texas at Houston

Section on Oral and Maxillofacial Pathology  
Chair, Dr. Theodora Danciu, University of Michigan  
Councilor, Dr. Rashidah Tynetta Wiley, Carrington College California - Sacramento

Section on Oral and Maxillofacial Radiology  
Chair, Dr. Sonali Rathore, Virginia Commonwealth University  
Councilor, Dr. Aniket Jadhav, Virginia Commonwealth University

Section on Oral and Maxillofacial Surgery, Anesthesia and Hospital Dentistry  
Chair, Dr. Bridget Ferguson, Columbia University  
Councilor, Dr. Faisal A. Quereshy, Case Western Reserve University

Section on Orthodontics  
Chair, Dr. Sheela Premaraj, Nova Southeastern University  
Councilor, Dr. Edmund Khoo, Indiana University  
Dr. Sudha Gudhimella, University of Louisville

Section on Pediatric Dentistry  
Chair, Dr. Kimberly Patterson, Stony Brook University  
Councilor, Dr. Abimbola Adewumi, University of Florida
Section on Periodontics
Chair, Dr. Robert N. Bitter, Southern Illinois University
Councilor, Dr. Jessica Owens, Louisiana State University

Section on Physiology, Pharmacology, and Therapeutics
Chair, Dr. Jayne S. Reubin, Texas A&M University
Councilor, Dr. Neha Parikh, University of Texas at Houston

Section on Practice Management
Chair, Dr. Clifford G Lisman, Newark Beth Israel Medical Center
Councilor, Dr. Dieter Schonwetter, University of Manitoba

Section on Prosthodontics
Chair, Dr. Judy Chia-Chun Yuan, University of Illinois Chicago
Councilor, Dr. John Won, Loma Linda University

Section on Scholarship of Teaching and Learning
Chair, Dr. Denise Mills, Midwestern University College of Dental Medicine - Arizona
Councilor, Dr. Nancy Young, Dental College of Georgia

Section on Student Affairs and Fin Aid
Chair, Ms. Xiaojiao Yang, University of Pennsylvania
Councilor, Dr. Juliette Daniels, University of Detroit Mercy

Section on Women in Leadership
Chair, Dr. Elizabeth Andrews, Western University of Health Sciences
Councilor, Dr. Ana N. Lopez Fuentes, University of Puerto Rico

ADEA Council of Students, Residents and Fellows

Administrative Board
Chair, Ms. Charlotte Sjulin, University of Nebraska Medical Center
Vice Chair, Ms. Kathryn Forth, University of Connecticut
Secretary, Ms. Ava Pournejad, University of Southern California
Member-at-large, Ms. Sriteja Penumatcha, Pacific University

District Commissioners
Mr. Brian Chang, Case Western Reserve University, District 6
Mr. Andrew Egger, University of Nebraska Medical Center, District 8
Ms. Elyse Estrada, University of Connecticut, District 1
Tapasya Gurumurthy, Roseman University of Health Sciences, District 10
Jia Kim, University of Pittsburgh, District 3
Ms. Rachel Macdonald, University of Toronto, District 12
Mr. Wyatt Nguyen, University of Colorado, District 9
Mr. Muruudul Otgonbold, University of California, San Francisco, District 11
Ms. Sara Supriyatno, Stony Brook University, District 2
Ms. Courtney Upchurch, University of Louisville, District 7
ADEA Corporate Council

Administrative Board
Chair, Ms. Susan Ferrante, A-dec
Chair-elect, Dr. Joel Lowsky, Aspen Dental Management, Inc.
Secretary, Mr. Scott Hobart, Procter & Gamble Company
Member-at-large, Ms. Karen Raposa, Hu-Friedy Manufacturing Co., LLC
Introduction to the ADEA Governing Process

Introduction

The American Dental Education Association (ADEA) is incorporated as a District of Columbia nonprofit corporation and as such is subject to the District of Columbia Nonprofit Corporation Code. As established by its Articles of Incorporation, the purpose of the Association is to advance and support dental education, dental research and the dental health and education of the general public, and it is recognized by the Internal Revenue Service as a 501(c)(3) organization.

ADEA is run by its members and has a democratically based governmental structure. Below is a summary of the Association’s structure and its policymaking procedures.

How ADEA Is Organized

It’s important to know how ADEA is organized in order to understand the Association’s policymaking procedures. Illustration 1 at the end of this section shows that ADEA is organized into four basic components: (1) the House of Delegates, e.g., the ADEA Governing Body; (2) the Board of Directors, the ADEA Executive Committee; (3) Councils and their administrative boards and (4) Sections.

ADEA House of Delegates

The ADEA House of Delegates is the Association’s governing (policymaking) body. It convenes twice at each ADEA Annual Session & Exhibition. The House of Delegates consists of the Board of Directors and all or some members of the Association’s seven councils. All members of the ADEA Councils of Deans and Faculties are delegates. The numbers of delegates from the ADEA Councils of Allied Dental Program Directors and Advanced Education Programs are based on percentages of those councils’ members. The number of delegates from the Council of Students, Residents and Fellows is comprised of the administrative board; members of the Council of Students, Residents and Fellows representing each of the 11 districts recognized by the Council; four advanced dental students, residents or fellows (two from hospital-based programs and two from non-hospital-based programs) and six allied dental students (two each from dental hygiene, dental assisting and dental laboratory technology education programs). The number of Section delegates depends on the number of sections. The councilor and chair of each section serve as delegates. The Administrative Board of the ADEA Corporate Council serves as delegates.

ADEA Board of Directors

The Board of Directors is ADEA’s executive committee and is responsible for running the Association’s affairs between ADEA Annual Sessions. It has 11 members—Chair of the Board, Chair-elect of the Board, Immediate Past Chair of the Board, Board Directors for each of the seven Councils and the President and CEO. The Board of Directors can establish ad hoc interim Association policies, rules and regulations, provided that such policies are not in conflict with existing Association policy and Bylaws and are presented for review at the next meeting of the House of Delegates.

ADEA Councils

Six of the Association’s seven councils represent different constituencies at ADEA Member Institutions. The seventh consists of the councilor and chair of each ADEA section (see below). Councils represent their constituencies in the Association and at its Member Institutions. They
identify, initiate and oversee projects and reports of value to their members and other Association members. Councils may also participate in the Association’s policymaking process. When requested, they identify potential consultants to the Board of Directors and other groups. All councils meet at the ADEA Annual Session, and some hold additional meetings between Annual Sessions.

**The Council of Allied Dental Program Directors** consists of the directors and administrators of dental hygiene, assisting and laboratory technology education programs conducted by Institutional/Affiliate Member Institutions. In addition, the council includes directors of advanced allied dental education programs at the post-entry level that lead to a baccalaureate or advanced degree at institutions that are not ADEA Institutional Members.

**The Council of Deans** consists of the dean of each Institutional and Provisional Member Institution, the chief dental administrator of each Affiliate Member institution conducting non-hospital-based advanced dental education programs, the chief dental officer or administrator of each Affiliate Member federal dental service and the President of the Association of Canadian Faculties of Dentistry.

**The Council of Faculties** consists of one faculty member elected by the faculty of each Institutional and Provisional Member Institution.

**The Council of Advanced Education Programs** includes faculty in Commission on Dental Accreditation-approved advanced dental education programs located in ADEA Member Institutions, Residents and Fellows in Commission on Dental Accreditation-approved advanced dental education programs located in ADEA Member Institutions and past members of the COAEP Administrative Board who are appointed to or employed in an ADEA Member Institution.

**The Council of Sections** Each Section consists of any Individual, Student, Affinity Member, Retired and Honorary ADEA member interested in the Section’s particular academic or administrative area. An ADEA member may join any number of Sections.

**The Council of Students, Residents and Fellows** consists of students, residents and fellows representing any of the following types of programs conducted by each Active, Provisional and Affiliate Member Institution: (a) students, residents and fellows in a program leading to the D.D.S. or D.M.D. degree; (b) students, residents and fellows enrolled in advanced dental education programs; (c) students, residents and fellows in dental hygiene education programs; (d) students, residents and fellows in dental assisting education programs and (e) students, residents and fellows in dental laboratory technology education programs.

**The Corporate Council** consists of the official representative of each Corporate Member.

**Council Representation in the House of Delegates:**

All members of the Council of Deans serve as delegates to the House of Delegates.

All members of the Council of Faculties serve as delegates to the House of Delegates. Members are elected or appointed by their institutions.

The Council of Allied Dental Program Directors delegates to the House of Delegates are nominated by members of the Council and approved by the Council’s Administrative Board. The Administrative Board also serves as delegates to the House of Delegates.

The Council of Advanced Education Programs delegates to the House of Delegates include representatives from the dental specialties who are nominated and reviewed by the Council’s Administrative Board. Delegates that represent programs may self-nominate or are nominated by the Council’s Administrative Board. Delegates are appointed by the Council’s Administrative Board.
The Council of Sections delegates to the House of Delegates include the Councilor and Chair of each Section. The members of the Administrative Board also serve as delegates to the House of Delegates.

The Council of Students, Residents and Fellows elects delegates at the Annual Session & Exhibition. Each Member Institution represented at the Council meeting to elect delegates gets one vote.

The Corporate Council delegates to the House of Delegates consist of the Council’s Administrative Board.

**Council Administrative Boards**

Each council has a five-member administrative board, consisting of a Board Director (who is an Association officer who serves on the ADEA Board of Directors), a Chair, a Chair-elect (or Vice-chair in the Council of Students, Residents and Fellows), a Secretary and a Member-at-Large. Each administrative board meets at least once between Annual Sessions and is responsible for planning its council’s ADEA Annual Session & Exhibition program and for managing the council’s affairs. Administrative boards relate to their councils much as the Board of Directors relates to the House of Delegates.

**Sections**

Each ADEA Individual, Student, Affinity, Honorary or Retired Member may join any of the Association’s sections. Each section is concerned with a particular academic or administrative area. Individual members may attend the meetings of any sections but can participate in the business affairs of only those to which they belong. Each section has a Councilor, Chair, Chair-elect and Secretary. The section officers function much as the council administrative boards do, in that they plan their section’s ADEA Annual Session & Exhibition meetings and manage the section’s affairs between Annual Sessions.

**Standing and Special Committees**

The Board of Directors or the House of Delegates may appoint Standing and Special Committees to assist in performing its duties. Committees of the Board of Directors and House of Delegates shall have two or more directors or delegates, and directors must constitute a majority of committee membership. The Board of Directors may also appoint Advisory Committees. Task forces may include any Individual Member and does not require Director membership.
Figure 1: Organizational Structure of the American Dental Education Association

Organizational Structure of the American Dental Education Association

- House of Delegates
- Board of Directors
- Councils

Councils:
- Council of Allied Dental Program Directors
- Council of Deans
- Council of Faculties
- Council of Advanced Education Programs
- Council of Sections
- Council of Students, Residents and Fellows
- Corporate Council

Administrative Boards:
- Administrative Board
- Administrative Board
- Administrative Board
- Administrative Board
- Administrative Board
- Administrative Board

Sections:
- Academic Affairs
- Addiction Education
- Advanced and Graduate Education
- Anatomical Sciences
- Behavioral Sciences
- Biochemistry, Nutrition and Microbiology
- Business and Financial Administration
- Cariology
- Clinic Administration
- Clinical Simulation
- Community, Preventive and Public Health Dentistry
- Comprehensive Care and General Dentistry
- Continuing Education
- Dental Anatomy and Occlusion
- Dental Assisting Education
- Dental Hygiene Education
- Dental Informatics
- Dental School Admissions Officers
- Development, Alumni Affairs and Public Relations
- Endodontics
- Gay-Straight Alliance
- Gerontology and Geriatrics Education
- Integrated Clinical and Applied Biomedical Sciences
- Minority Affairs, Diversity and Inclusion
- Operative Dentistry and Biomaterials
- Educational Research, Development and Curriculum
- Oral Diagnosis and Oral Medicine
- Oral and Maxillofacial Pathology
- Oral and Maxillofacial Radiology
- Oral and Maxillofacial Surgery, Anesthesia and Hospital Dentistry
- Orthodontics
- Pediatric Dentistry
- Periodontics
- Physiology, Pharmacology and Therapeutics
- Practice Management

Prosthodontics
- Scholarship of Teaching and Learning
- Student Affairs and Financial Aid
- Women in Leadership
How Resolutions Are Introduced and What Happens to Them

Resolutions are the vehicles by which the Association’s policies and administrative procedures are established, amended or deleted.

Procedures Regarding Resolutions

• Resolutions may be presented to the House of Delegates either by the Board of Directors or by any delegate in writing, up to and including the Opening of the House of Delegates.
• Any Individual Member may submit a resolution to the Board of Directors by December 1, prior to the next Annual Session & Exhibition, which in its discretion may or may not choose to forward it for further consideration.
• Resolutions not brought before the last Board of Directors meeting prior to the Annual Session & Exhibition may be introduced at the Opening of the House of Delegates and must be presented by a delegate.
• Resolutions brought after the Opening of the House of Delegates cannot be considered by the House until the following year. The resolution can be sent immediately after the Annual Session & Exhibition to the President and CEO, who then presents it to the Board of Directors for consideration before the next Annual Session & Exhibition.
• At its discretion, the Board of Directors may submit resolutions to an appropriate Association component group for advice before forwarding the resolution to the House of Delegates.
• Annually, the Board of Directors appoints Reference Committee Members to hold hearings at the Annual Session & Exhibition on resolutions being presented to the House of Delegates and to make recommendations on those resolutions upon request of the Board of Directors.
• Resolutions proposing expenditure of Association funds must be accompanied by a cost impact statement estimating the amount of funds required and the period of expenditure.
• Resolutions proposing changes in the ADEA policies and Bylaws must specify how the ADEA Policy Statements, Position Papers and Bylaws would be affected.

Staff will assist members in drafting resolutions and estimating expenditures.

Format of Resolution

Resolutions must follow a specific format. They should not be numbered because staff assigns numbers.

“Whereas” clauses should not be used. Instead, when necessary, a succinct background statement should precede the resolution.

The following fictitious statement and resolution exemplifies the format of an ADEA resolution.
Sample ADEA Resolution
Board of Directors Quorum

The present Bylaws of the American Dental Education Association provide that a majority of the members of the Board of Directors constitutes a quorum for the transaction of business. It is believed that the quorum requirements should be increased because it is presently possible for only six individuals to make important decisions affecting the Association. The following resolution is therefore presented for consideration.

Resolved, that the quorum requirement for the Board of Directors be increased from a majority of the members to two thirds of the members;

and be it further

Resolved, that Bylaws Chapter IV (Board of Directors), Section E (Quorum), which reads:

Section E. Quorum. A majority of the members constitutes a quorum for the transaction of business at regular or special sessions.

Be amended to read:

Section E. Quorum. Two thirds of the members constitute a quorum for the transaction of business at regular or special sessions.
Figure 2: What Happens to Resolutions Introduced at Annual Session?

What Can Happen to a Resolution Introduced Between Annual Sessions
How ADEA Reference Committees Function

Purpose

Before each ADEA Annual Session & Exhibition, the ADEA Board of Directors appoints two Reference Committees, the ADEA Reference Committee on Association Administrative Affairs and the ADEA Reference Committee on Association Policy. Most resolutions to be considered by the ADEA House of Delegates are referred to one of these committees. Resolutions dealing with administrative, procedural, and business affairs of the Association are referred to the Reference Committee on Association Administrative Affairs. Resolutions dealing with the policies and public positions of ADEA are referred to the Reference Committee on Association Policy.

The Reference Committees hold hearings at the Annual Session, at which all individual members have an opportunity to discuss and debate the resolutions before they are considered by delegates at the Closing Session of the House. After their hearings, the Reference Committees write reports recommending specific actions on each resolution, and the reports are presented at the Closing Session of the House of Delegates.

Hearings

Hearings are open to all individual members and other ADEA Annual Session & Exhibition participants. Reference Committee chairs have the authority to determine whether a nonmember may speak.

At their hearings, each Reference Committee provides an opportunity for discussion on each resolution referred to it. A Reference Committee must recommend action to the House on each resolution, even if there is no discussion at the hearing. However, if there is no discussion, a Reference Committee need not necessarily recommend approval of a resolution; it can recommend another action. Reference Committees have considerable authority; they may recommend the adoption of a resolution, the rejection of a resolution, to amend and adopt the amended resolution or refer the resolution to the ADEA Board of Directors for further study.

Action on a resolution cannot be postponed beyond the close of the 2021 House of Delegates. Each committee should, in its report, explain its recommendations briefly, noting the reasons for agreement or disagreement with the original recommendations.

A Reference Committee chair cannot permit motions or votes at hearings because Reference Committees are intended only to receive information and opinions. Further, a chair may not debate points, either at the hearing or the Closing Session of the House.

More

There is more on Reference Committees specific to the 2022 ADEA Annual Session & Exhibition in the next section.

Conclusion

We hope this information has given you a basic understanding of how ADEA works and has encouraged you to participate actively in the Association’s affairs. Please contact ADEA staff member Ms. Mas Tadesse, Senior Manager, Governance and Special Projects at 202-238-3957 or at TadesseM@adea.org, for any further information you need.
ADEA Reference Committees

Additional information on Reference Committees appears in “Introduction to the ADEA Governing Process,” which immediately precedes this section. That material explains the purpose of Reference Committees and the ground rules governing their hearings at the ADEA Annual Session & Exhibition. The ADEA Board of Directors has selected the following members to serve on this year’s Reference Committees:

ADEA Reference Committee on Association Administrative Affairs
ADEA Council of Allied Dental Program Directors
Chair, Prof. Monica Hospenthal, Pierce College

ADEA Council of Advanced Education Programs
Dr. Thikriat Al-Jewair, University at Buffalo

ADEA Corporate Council
Mr. Scott Hobart, Procter & Gamble Company

ADEA Council of Deans
Dr. Clark Stanford, University of Illinois Chicago College of Dentistry

ADEA Council of Faculties
Dr. Eric Gottman, University of Missouri - Kansas City

ADEA Council of Sections
Dr. Thomas Yoon, Lake Erie College of Osteopathic Medicine

ADEA Council of Students, Residents and Fellows
Ms. Manavi Nagai, Boston University Henry M. Goldman School of Dental Medicine

ADEA Reference Committee on Association Policy
ADEA Council of Allied Dental Program Directors
Chair, Prof. Marion Manski, University of Bridgeport

ADEA Council of Advanced Education Programs
Dr. Adam Lloyd, Meharry Medical College School of Dentistry

ADEA Corporate Council
Ms. Karen Raposa, Hu Friedy Manufacturing Co., LLC

ADEA Council of Deans
Dr. Cherae Farmer-Dixon, Meharry Medical College School of Dentistry

ADEA Council of Faculties
Dr. Ethelyn Thomason, University of Colorado School of Dental Medicine

ADEA Council of Sections
Dr. Tawana K. Lee-Ware, Indiana University School of Dentistry

ADEA Council of Students, Residents and Fellows
Ms. Lotte Sjulin, University of Nebraska Medical Center College of Dentistry
Resolutions to be Considered by the ADEA House of Delegates

There are 10 resolutions (1H-2022 through 10H-2022) that will be acted upon by the House at its Opening Session on Saturday, March 19, 2022, from 4:30 to 5:30 p.m., and at its Closing Session on Tuesday, March 22, from 3:30 to 4:30 p.m.

In the event that any resolutions are introduced at the Opening Session of the House, they will be referred to the appropriate Reference Committee.

When the Reference Committees meet on Sunday, March 20, any resolutions presented from the floor will be considered by the House at its Closing Session on Tuesday, March 22, from 3:30 to 4:30 p.m. At the Closing Session, the Reference Committee chairs will read the resolutions that their committees have heard, and their reports will be submitted to the House (but not read aloud).

Resolutions to be Heard by the ADEA Reference Committee on Association Policy

Resolutions 5H-2022 and 6H-2022 will be assigned to the Reference Committee on Association Policy to hear on Sunday, March 20 from 2:00 to 3:00 p.m. Any resolutions introduced at the Opening Session of the House may be referred to this committee.

Resolutions to be Heard by the ADEA Reference Committee on Association Administrative Affairs

Resolutions 7H-2022, 8H-2022, 9H-2022 and 10H-2022 will be assigned to the Reference Committee on Administrative Affairs on Sunday, March 20, 4:30 to 5:30 p.m. Any resolutions introduced at the Opening Session of the House may be referred to this committee.
Order of Business of the ADEA House of Delegates

Opening Session—Saturday, March 19, 4:30 – 5:30 p.m.

- Call to Order—Chair of the ADEA Board of Directors, Dr. Keith Mays
- Report of Quorum
- Approval of the Minutes of the Previous Session
- Chair-elect of the ADEA Board of Director’s Address—Dr. Nader Nadershahi
- President and CEO’s Report—Dr. Karen P. West
- Report of the Nominating Committee—Dr. Ryan Quock
- Action on Resolutions 1H-2022 to 4H-2022
- Referrals of Reports and Resolutions
- Recess until March 22, 2022, 3:30 p.m.

Closing Session—Tuesday, March 22, 3:30 – 4:30 p.m.

- Call to Order—Chair of the ADEA Board of Directors, Dr. Keith Mays
- Report of Quorum
- Consideration of Reference Committee Reports and Action on Resolutions 5H-2022 to 10H-2022
- Chair of the ADEA Board of Director’s Address—Dr. Keith Mays
- Recognition of Retiring Officers
- Adjournment
Procedures for the Conduct of Business in the
ADEA House of Delegates

Alternates

Council members unable to attend a House of Delegates Meeting or a Council meeting, or who serve in the House of Delegates in two or more positions (e.g., as a member of the Council of Faculties and Council of Sections), may appoint alternates to represent them. Members of the Councils of Allied Dental Program Directors; Advanced Education Programs; and Students, Residents and Fellows must appoint alternates who are members of their Councils. Members of the Council of Sections must appoint the Chair-elect or Secretary of their Sections. Members of the Councils of Deans and Faculties must appoint individuals from their institutions.

Delegates representing two or more Councils in the House of Delegates must decide which Council they wish to represent and then appoint an alternate(s) for the other Council(s) according to the foregoing guidelines. All alternates must be ADEA Individual Members. Corporate Council Administrative Board members unable to attend a House of Delegates Meeting may appoint alternates to represent them; such alternates must be members of the Corporate Council. All Council alternates to the House of Delegates must be selected prior to the ADEA Annual Session & Exhibition and be ratified by the appropriate Council prior to the Opening of the House of Delegates. Please notify ADEA of the name of the alternate. This notification can be done by emailing ADEA prior to the ADEA Annual Session & Exhibition or when picking up voting cards at the ADEA House of Delegates booth in the registration area of the ADEA Annual Session & Exhibition.

Admission Cards

At registration, each delegate (or alternate) will receive three cards: (1) one for admission to the Opening Session of the House, (2) one for admission to the Closing Session and (3) one for balloting for Chair-elect of the Board of Directors if an election is required. Each delegate and alternate will surrender the signed, appropriate card when entering the floor for the Opening and Closing Sessions. Any delegates or alternates who misplace their credentials should immediately report the loss to staff in the Association’s registration area.

Seating of Delegates

Delegates are seated by council affiliation, and each delegate is required to sit with his or her council. The council seating areas will be marked by signs.

Visitors

All registered ADEA Annual Session & Exhibition participants are not only invited but encouraged to attend the ADEA House of Delegates sessions, as well as meetings of the Reference Committees. There will be visitors’ seating sections at both the Opening and Closing Sessions.

Presiding Officer

The Association’s Chair of the ADEA Board of Directors—Dr. Keith Mays—is the presiding officer of the House. In the absence of the Chair of the ADEA Board of Directors, the Chair-elect of the ADEA Board of Directors is the presiding officer. The Chair may cast a vote in cases when their vote could alter the outcome, appoint tellers to assist in determining the result of any action taken by ballot and perform any other duties required by the rules of order.
Recording Officer

The ADEA President and CEO is the recording officer of the ADEA House of Delegates and the custodian of its records. The President and CEO may appoint a public stenographer to record the verbatim proceedings of the Opening and Closing Sessions of the House.

Rules of Order

The rules contained in the latest edition of the American Institute of Parliamentarians Standard Code of Parliamentary Procedure govern the deliberations of the House in all cases where they are applicable and not in conflict with the Association’s Bylaws.

Parliamentarian

A parliamentarian will be present during the sessions of the House of Delegates.

Explanation of Motions

To avoid confusion, each type of motion is assigned a definite rank as shown in the tables on pages 24–26.

The rank is based on the urgency of each motion. When a motion is before the House, any motion is in order if it has a higher precedence or rank than the immediately pending motion, but no motion having a lower precedence is in order. Motions are considered and decided in a reverse order to that of their proposal. For example, a motion to amend the main motion is dispensed with before the main motion, and a motion to amend an amendment is voted on before the original motion to amend.

After a motion to approve is made and seconded, the resolution is before the House for debate, amendment and final action. A motion to approve is a main motion, and a vote by the House disposes of the resolution.

A motion to postpone to a certain time may be used to defer consideration of a resolution until some definite future time during this ADEA Annual Session & Exhibition. Resolutions may be referred to the ADEA Board of Directors, councils or sections for their recommendations.

Amendments to the ADEA Bylaws

A Bylaws amendment is enacted if it receives an affirmative vote of at least two thirds of the delegates present and voting.

Voting Procedures During ADEA House of Delegates Sessions

The presiding officer usually determines the method of voting during sessions of the House. He or she may choose a voice vote, a show of hands, a standing vote or a secret ballot, depending on the closeness of the vote and the presiding officer’s sense of the House.
### Principal Rules Governing Motions in the ADEA House of Delegates

<table>
<thead>
<tr>
<th>Order of Precedence¹</th>
<th>Can Interrupt</th>
<th>Requires Second</th>
<th>Debatable?</th>
<th>Amendable?</th>
<th>Vote Required</th>
<th>Applies to what other motions?⁶</th>
<th>What other motion can be applied to it?</th>
<th>Renewable?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Privileged Motions</strong></td>
<td></td>
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</tr>
<tr>
<td>Adjourn</td>
<td>No</td>
<td>Yes</td>
<td>Yes²</td>
<td>Yes²</td>
<td>Majority</td>
<td>None</td>
<td>Amend, limit debate, close debate</td>
<td>Yes</td>
</tr>
<tr>
<td>Recess</td>
<td>No</td>
<td>Yes</td>
<td>Yes²</td>
<td>Yes²</td>
<td>Majority</td>
<td>None</td>
<td>Amend, limit debate, close debate</td>
<td>Yes⁶</td>
</tr>
<tr>
<td>Question of Privilege</td>
<td>Yes</td>
<td>No (unless presented as motion)</td>
<td>No</td>
<td>No</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Subsidiary Motions</strong></td>
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<tr>
<td>Table</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
<td>Main Motion</td>
<td>None</td>
<td>No</td>
</tr>
<tr>
<td>Close debate</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
<td>Debatable motions</td>
<td>None</td>
<td>Yes⁶</td>
</tr>
<tr>
<td>Limit or extend debate</td>
<td>No</td>
<td>Yes</td>
<td>Yes²</td>
<td>Yes²</td>
<td>2/3</td>
<td>Debatable motions</td>
<td>Amend, limit debate, close debate</td>
<td>Yes⁶</td>
</tr>
<tr>
<td>Postpone to a certain time</td>
<td>No</td>
<td>Yes</td>
<td>Yes²</td>
<td>Yes²</td>
<td>Majority</td>
<td>Main motion</td>
<td>Amend, limit debate, close debate</td>
<td>Yes⁶</td>
</tr>
<tr>
<td>Refer to committee or board</td>
<td>No</td>
<td>Yes</td>
<td>Yes²</td>
<td>Yes²</td>
<td>Majority</td>
<td>Main motion</td>
<td>Amend, limit debate, close debate</td>
<td>Yes⁶</td>
</tr>
<tr>
<td>Amend</td>
<td>No</td>
<td>Yes</td>
<td>Yes³</td>
<td>Yes</td>
<td>Majority</td>
<td>Re-wordable motions</td>
<td>Close debate, limit debate, amend</td>
<td>No⁶</td>
</tr>
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</tr>
<tr>
<td>a. Main Motion</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
<td>None</td>
<td>Subsidiary</td>
<td>No</td>
</tr>
<tr>
<td>The Main Motion</td>
<td></td>
<td></td>
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<tr>
<td>b. Specific Main Motions</td>
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<td></td>
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<tr>
<td>Amend a previous action</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Same vote</td>
<td>Adopted Main motion</td>
<td>Subsidiary</td>
<td>No</td>
</tr>
<tr>
<td>Ratify</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Same vote</td>
<td>Adopted main motion None</td>
<td>Subsidiary</td>
<td>No</td>
</tr>
<tr>
<td>Adopt in-lieu-of</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
<td>Referred Main motion</td>
<td>Subsidiary</td>
<td>No</td>
</tr>
<tr>
<td>Reconsider</td>
<td>Yes(^1)</td>
<td>Yes</td>
<td>Yes(^2)</td>
<td>No</td>
<td>Majority</td>
<td>Vote on Main motion</td>
<td>Close debate, limit debate</td>
<td>No</td>
</tr>
<tr>
<td>Rescind</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Same vote</td>
<td>Adopted Main motion</td>
<td>Subsidiary Except to amend</td>
<td>No</td>
</tr>
<tr>
<td>Recall from committee</td>
<td>No</td>
<td>Yes</td>
<td>Yes(^2)</td>
<td>No</td>
<td>Majority</td>
<td>Referred Main motion</td>
<td>Limit debate, close debate</td>
<td>No</td>
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<td><strong>Incidental Motions</strong></td>
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<td><strong>Motions</strong></td>
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<td></td>
</tr>
<tr>
<td>Appeal</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
<td>Decision of Chair</td>
<td>Close debate, limit debate</td>
<td>No</td>
</tr>
<tr>
<td>Suspend rules</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
<td>Procedural rules</td>
<td>Main motion or subject</td>
<td>Yes</td>
</tr>
<tr>
<td>Consider informally</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
<td></td>
<td></td>
<td>Yes</td>
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<td><strong>Requests</strong></td>
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<td></td>
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<td></td>
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<tr>
<td>Point of order</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Procedural error</td>
<td>None</td>
<td>No</td>
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<tr>
<td>Inquiries</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>All motions</td>
<td>None</td>
<td>No</td>
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<tr>
<td>Withdraw a motion</td>
<td>Yes</td>
<td>No (unless presented as a motion)</td>
<td>No</td>
<td>No</td>
<td>No(^a)</td>
<td>All motions</td>
<td>None</td>
<td>No</td>
</tr>
<tr>
<td>Division of question</td>
<td>No</td>
<td>No (unless presented as a motion)</td>
<td>No</td>
<td>No</td>
<td>No(^a)</td>
<td>Main motion</td>
<td>None</td>
<td>No</td>
</tr>
<tr>
<td>Division of assembly</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No(^a)</td>
<td>Indecisive vote</td>
<td>None</td>
<td>No</td>
</tr>
</tbody>
</table>


1. Motions are in order only if no motion higher on the list is pending. Thus, if a motion to close debate is pending, a motion to amend would be out of order; but a motion to recess would be in order, since it outranks the pending motion.
2. Restricted.
3. Is not debatable when applied to an undebatable motion.
4. A member may interrupt the proceedings but not a speaker.
5. Withdraw may be applied to all motions.
6. Renewable at the discretion of the presiding officer.
7. A tie or majority vote sustains the ruling of the presiding officer; a majority vote in the negative reverses the ruling.
8. If decided by the assembly, by motion, requires a majority vote to adopt.
Voting for Chair-elect of the ADEA Board of Directors

The 2022 Nomination Process for Chair-Elect of the ADEA Board of Directors

The ADEA Board of Directors placed several calls for nominations in the Bulletin of Dental Education, Journal of Dental Education and on the ADEA website.

All members were invited to nominate as many individuals as they wished, including themselves.

The Council Administrative Boards were also invited to nominate candidates; however, the Boards were not informed of the identity of the other candidates. In order to maintain confidentiality, only the Nominating Committee and the ADEA President and CEO knew the identity of all nominees.

The deadline for submitting nominations was November 1, 2021.

The ADEA Board of Directors Presents the Following Candidates for Chair-elect of the ADEA Board of Directors.

The ADEA Board of Directors has accepted the recommendations of the ADEA Nominating Committee and slated two candidates for the 2022–23 Chair-elect: Mert N. Aksu, D.D.S., J.D., M.H.S.A., Cert. DPH, and Ana N. López-Fuentes, D.M.D., M.P.H. Following are their personal statements.
Candidate Statements for
Chair-elect of the ADEA Board of Directors

Candidate Statement for
Chair-elect of the ADEA Board of Directors

Mert N. Aksu, D.D.S., J.D., M.H.S.A., Cert. DPH
Dean
University of Detroit Mercy School of Dentistry

I was born in Detroit, MI and educated in public schools in Dearborn, MI, graduating high school in 1980. These were significant times, as Detroit struggled to find its way forward following the riots and civil disturbances of the late 1960s. These memories, as well as my experiences as the son of a Turkish immigrant, shaped my sensitivity to diversity, equity and inclusion and shaped my views on issues of social justice.

After graduating from the University of Michigan Dearborn with a B.S. in both biological sciences and psychology, I attended the University of Michigan School of Dentistry (U-M SOD), graduating in 1987. As a student, I was a recipient of an NIH training grant, where I was funded for dental materials research. In addition, I worked part-time as a dental laboratory technician for two years and also worked as a chauffeur, often driving the university president or the football coach, Bo Schembechler. I was the second youngest in my class, and these extracurricular activities provided me with great opportunities to grow as a person. Upon graduation, I was offered a clinical teaching position and, after six years at U-M SOD as a clinical instructor, I was recruited to the University of Detroit Mercy School of Dentistry (UDM SOD), where I was a course director in the preclinical program and taught in clinic. During this time, I completed law school and passed the Michigan bar examination in 1995. Over the past 25 years, I have held many positions at UDM SOD, including as Founding Chair of the Department of Adult General Dentistry (setting the stage for comprehensive care education), Assistant Dean for Clinical Administration and Executive Associate Dean. I am in my 14th year as Dean and most recently, I was recognized by the ADEAGies Foundation for lifetime achievement with a William J. Gies Award for Vision – Dental Educator.

ADEA has been an integral part of my professional life. Initially, I was active in the ADEA Section on Practice Management, serving as an officer for three years and as a contributor to section programming. Later, I became more involved in clinic administration and the ADEA Sections on Business and Financial Administration and Clinic Administration (ADEA BFACA) Meeting, and also served as an officer for the ADEA Section on Clinic Administration. At Detroit Mercy, I was serving both as the finance administrator and clinical administrator. During this time, I provided the group programming on cost accounting, lectured for Drs. Allan Formicola and Howard Bailit on dental education costs and the benefits of community-based education as part of the California Pipeline grant. I have attended the summer ADEA Emerging Leaders Program, the ADEA Leadership Institute, and most recently, the ADEA-supported program with the Bell Leadership Institute. I am a frequent speaker on legal issues in academic administration and an annual speaker for the American College of Legal Medicine.

With regard to corporate relations, I have served on the board of advisors of Great Expressions Dental Centers for nearly 10 years. I have served on numerous nonprofit and community service boards as well. From the days of dental materials research, I understood the importance of
corporate partnerships in dentistry and valued my relationships with the dental industry. I am a former attending dentist for Henry Ford Health Systems and practiced privately for nearly 20 years. I am often asked why I kept going to school. I respond by saying I am investing in myself. I believe our students need to see how we hold ourselves accountable to the standard of "lifelong learning." Most recently, I completed my specialty training in dental public health and became a Diplomate of the American Board of Dental Public Health. I am a life member of the Michigan Dental Association, the American Dental Association, and Detroit District. I have served on the Council of Dental Education and Licensure, and I am also a consultant to the Commission on Dental Competency Assessment. I am a member of Omicron Kappa Upsilon and an honorary member of Sigma Phi Alpha, the Dental Hygiene Honor Society, for my work in supporting dental hygiene education.

I am grateful to be considered for this nomination where we can work together to foster, develop and support both our current and next generation of dental educators, whose learning styles and visions for education will attract our future students. It is our duty to build an environment to support those who have the potential to bring new perspectives to our educational programs and model delivery systems to provide the public with the oral health workforce for tomorrow. As we find a new normal post-pandemic, we need to remain focused on the important work solving the issues that face us, including, student debt, future faculty workforce, changing educational models and honoring the need to support diversity, equity and inclusion by what we do, and not just by talking about it. I would be honored to leverage my lifelong experiences and connections to advance the interests of ADEA.
It is a distinct honor and privilege to have been nominated for Chair-elect of the 2022-23 ADEA Board of Directors. As an active ADEA member for the past 29+ years, I accept this nomination with humility and a great commitment toward serving all our members and advancing this organization into a new era of success in dental education.

As a woman of color, mother, member of a historically underrepresented minority group, former professor of allied health programs, and former Dean, I have always embraced the responsibilities of an educator. ADEA has been pivotal in my career. It has given me the opportunity to grow as a leader, to have a voice, and to become a collaborator on many educational forums, both nationally and internationally. I have participated in numerous committees, advisory boards, leadership trainings and fellowships. I have been a member of the ADEA Council of Faculties, served on the ADEA Council of Deans Administrative Board, as a Women Liaison Officer and currently as Councilor for the ADEA Section on Women in Leadership. I am a board member of the Hispanic Dental Association and faculty advisor of the Hedwig van Ameringen Executive Leadership in Academic Medicine (ELAM), fellowship program. Taken together, these experiences have enriched my academic journey and positioned me well to serve ADEA in this leadership role.

My proudest accomplishments at ADEA are those that support underrepresented voices. As Chair of the ADEA Women’s Affairs Advisory Committee (which is now part of the ADEA Diversity and Inclusion Advisory Committee [ADEA DIAC]), I have worked alongside excellent leaders advocating for the needs of women faculty. This experience empowered me to contribute with another cohort of leaders to form the Women in Leadership Special Interest Group (WIL SIG), and two years later, to help promote the WIL SIG to a Section.

As Co-chair of the ADEA DIAC, I have been privileged to work with the ADEA Access, Diversity and Inclusion (ADI) staff, leaders and experts on the development of ADEA’s ADI Framework, Faculty Diversity Toolkit, and Phase I and II of the ADEA Collaborative on Dental Education Climate Assessment (ADEA CDECA).

I am not a stranger to crisis. When I was Dean of the University of Puerto Rico School of Dental Medicine, I led my school through the devastation of Hurricane María. We made sure our students graduated on time, we provided support and care to the community and our school maintained its accreditation despite the disaster. As a result, I was honored with the 2018 ADEA Chair of the Board Citation for significant contributions to dental education.

Climate change and social challenges are present in our daily lives. We continue to learn many lessons from the COVID-19 pandemic and racism. Among these are the importance of justice, equity and access to care in a diverse world coupled with the urgent need to advocate for wellness, well-being and mental health in our academic communities.

I will draw upon my experience as a resilient leader to guide ADEA into its next century of success. By engaging all ADEA constituencies, I will create new possibilities in dental education that value members’ different opinions as well as their unique characteristics and values.
As a leader, I will bring open and transparent communication, compassion, empathy, entrepreneurial leadership, resilience and positivity about the future. This is a critical time in our history and we face decisions regarding strategic opportunities that will shape our future. Opportunities to advance ADEA abound and I pledge to collaborate on the following initiatives:

- Sustainability of our dental, advanced education and allied oral health programs;
- Global relationships, international collaborations and advocacy;
- Wellness, well-being, mental health and safety for our students, faculty and staff;
- More diverse, equitable and inclusive communities where all members feel they belong;
- Leadership opportunities and academic development for our faculty, staff and students;
- Innovation—teledentistry, telehealth, virtual learning environments and artificial intelligence;
- More academic opportunities through ADEA’s Academic Dental Careers Fellowship Program, ADEA chapters and pipeline programs for our students; and
- Licensure reform and portability for all our graduates, including allied oral health professionals.

As your next Chair-elect, I am committed to working with all of you: our students, staff, corporate members and faculty of dental and allied oral health programs. I will represent you, be your advocate and pay close attention to your needs. I will also work with ADEA’s President and CEO and Board of Directors to move ADEA’s strategic plan forward, making ADEA even more accessible to our needs. Collaborations, networks and partnerships with our membership and other associations will make us stronger as we face the future together.

I have the time, experience, passion and commitment to serve as your next Chair-elect. I want to thank you in advance for your support. I look forward to working with each of you, to be your voice at The Voice of Dental Education, ADEA.
Report of the ADEA Board of Directors on Resolutions for Consideration by the 2022 ADEA House of Delegates

The ADEA House of Delegates will consider the 10 resolutions in this report, plus any additional ones introduced at the Opening Session. The House will act on Resolutions 1H-2022 through 4H-2022 at its Opening Session on Saturday, March 19, 2022, from 4:30 to 5:30 p.m..

The House will act on Resolutions 5H-2022 through 10H 2022 at its Closing Session on Tuesday, March 22, from 3:30 to 4:30 p.m.

The resolutions from the Board of Directors in the report are sequenced as follows:

Resolutions to be Acted on at the Opening Session:

1H-2022 American Dental Association Council on Dental Education and Licensure Member
2H-2022 Commission on Dental Accreditation Member
3H-2022 Joint Commission on National Dental Examinations Member
4H-2022 Appreciations

Resolutions to be Acted on at the Closing Session:

5H-2022 ADEA Bylaws Changes to Corporate Membership
6H-2022 ADEA Policy on Dental School Ranking
7H-2022 Special Interest Group on Evidence-based Dentistry become the ADEA Section on Evidence-based Dentistry
8H-2022 ADEA Gay-Straight Alliance Name Change to ADEA PRIDE
9H-2022 Provisional Membership of Ponce Health Sciences University School of Dental Medicine
10H-2022 Provisional Membership of High Point University School of Dental Medicine and Oral Health

All of the resolutions in this report that require House action are printed in boldface for delegates’ ease of identification.
Actions at the Opening Session of the ADEA House of Delegates

Resolution 1H-2022
American Dental Association Council on Dental Education and Licensure Member

The current ADEA representatives to the ADA Council on Dental Education and Licensure (ADA CDEL) and their termination dates (in the fall of the years shown) are:

- Dr. Uri Hangorsky, University of Pennsylvania School of Dental Medicine (2022)
- Dr. Steven Lepowsky, University of Connecticut School of Dental Medicine (2023)
- Dr. Kimon Divaris, University of North Carolina Adams School of Dentistry (2024)
- Dr. Shandra Keith Coble, University of Alabama at Birmingham School of Dentistry (2025)

Dr. Hangorsky will complete his term on the ADA CDEL this fall at the close of the 2022 ADA Annual Session. Thus, the 2022 ADEA House of Delegates will have to appoint a new ADA CDEL member. To succeed Dr. Hangorsky on the Council, the ADEA Board of Directors is recommending that the ADEA House of Delegates elect Dr. Maureen McAndrew, NYU College of Dentistry, to a four-year term to expire in 2026.

The ADEA Bylaws allow delegates to nominate additional candidates for ADA CDEL membership at the Opening Session of the House. (Please note: ADA CDEL members must be active members of the ADA.) Any delegate presenting a nominee must obtain the candidate’s consent to run and a copy of the candidate’s curriculum vitae, which will be made available for delegates’ review.

The ADEA Board of Directors asks the ADEA House of Delegates to approve the following resolution:

1H-2022   Resolved, that the ADEA House of Delegates appoint Dr. Maureen McAndrew to a four-year term on the ADA Council on Dental Education and Licensure with the term to begin at the close of the 2022 ADA Annual Session and conclude at the 2026 ADA Annual Session.
Resolution 2H-2022
Commission on Dental Accreditation Member

The current ADEA representatives on the Commission on Dental Accreditation (CODA) and their termination dates (in the fall of the years shown) are:

- Dr. Bruce Rotter, Southern Illinois University School of Dental Medicine (2022)
- Dr. Amid Ismail, The Maurice H. Kornberg School of Dentistry, Temple University (2023)
- Dr. Carol-Anne Murdoch-Kinch, Indiana University School of Dentistry (2024)
- Dr. Frank Licari, Roseman University of Health Sciences College of Dental Medicine – South 20 Jordan, Utah (2025)

Dr. Isamil’s appointment as a Commissioner will end at the close of the 2023 ADA Annual Session. In 2011, the Commission adopted an enhanced six-month training period for all new Commissioners, thus requiring sponsoring organizations to appoint new Commissioners in advance to participate in the additional training, which will occur in fall 2022.

The ADEA Board of Directors is recommending that the 2022 ADEA House of Delegates elect Dr. Cherae Farmer-Dixon, Meharry Medical College School of Dentistry, to a four-year term beginning Fall 2023 and to expire in 2027.

The ADEA Bylaws allow delegates to nominate additional candidates for CODA membership at the Opening Session of the House. (Please note: ADEA appointees to CODA must be active members of the ADA.) Any delegate presenting a nominee must obtain the candidate’s consent to run and a copy of the candidate’s curriculum vitae, which will be made available for delegates’ review.

The ADEA Board of Directors asks the ADEA House of Delegates to approve the following resolution:

2H-2022 Resolved, that the ADEA House of Delegates appoint Dr. Cherae Farmer-Dixon to a four-year term (2023-2027) on the Commission on Dental Accreditation.
Resolution 3H-2022
Joint Commission on National Dental Examinations Member

The Joint Commission on National Dental Examinations (JCNDE) consists of three representatives each from the American Dental Association (ADA) and American Dental Education Association (ADEA), six from the American Association of Dental Boards (AADB), and one each from the American Dental Hygienists’ Association (ADHA), the American Student Dental Association (ASDA) and the public sector. The JCNDE members previously appointed by the ADEA House of Delegates and their termination dates (in the fall of the years shown) are:

- Dr. John Da Silva, Harvard School of Dental Medicine (2022)
- Dr. Rachel Hogan, Oregon Health & Science University School of Dentistry (2024)
- Dr. Peter M. Loomer, UT Health San Antonio School of Dentistry (2025)

Dr. Da Silva will complete his term on JCNDE this fall at the close of the 2022 ADA Annual Session. The ADEA Board of Directors is recommending that the House appoint Dr. Sara Gordon, University of Washington School of Dentistry, to a four-year term to expire at the close of the ADA Annual Session in 2026.

The ADEA Bylaws allow delegates to nominate additional candidates for JCNDE representative at the Opening Session of the House. (Please note: JCNDE members must be active members of the ADA.) Any delegate presenting a nominee must obtain the candidate’s consent to run and a copy of the candidate’s curriculum vitae, which will be made available for delegates’ review.

The ADEA Board of Directors asks the ADEA House of Delegates to approve the following resolution:

3H-2022 Resolved, that the ADEA House of Delegates elect Dr. Sara Gordon to serve a four-year term on the Joint Commission for National Dental Examinations with the term to begin at the conclusion of the 2022 ADA Annual Session and end at the conclusion of the 2026 ADA Annual Session.
ADEA relies significantly on outside support for a number of its activities, and numerous organizations provided much-needed assistance since last year’s ADEA Annual Session & Exhibition. The ADEA Board of Directors expresses its sincere appreciation to the following companies, organizations, institutions and individuals for their generous support. Those who have supported ADEA activities and events over the past year—from last year’s ADEA Annual Session & Exhibition until the start of this year’s Annual Session & Exhibition—are listed alphabetically. Most of the companies listed are also Corporate Members of ADEA, and we are especially grateful to them. ADEA is especially grateful to all our sponsors during this unique and challenging year. We appreciate those who have stuck with us and have rolled over their support and provided additional commitments to 2021.

American Association of Endodontists (AAE) Foundation supported the ADEA/American Association of Endodontists Foundation Scholar in the ADEA Leadership Institute.

American College of Dentists supported the ADEA/American College of Dentists Dr. Jerome Bright Miller Scholars in the ADEA Leadership Institute.

ADEA Corporate Council collectively supported the virtual 2021 ADEA Allied Dental Faculty Leadership Development Program (ADFLDP) and the virtual 2021 ADEA Deans’ Conference.

A-dec was a general sponsor for the virtual 2021 ADEA Allied Dental Program Directors’ Conference (ADPDC), the virtual 2021 ADEA BFACA Meeting and the virtual 2021 ADEA Deans’ Conference.

Aspen Dental Management, Inc. sponsored the virtual 2021 ADEA Allied Dental Program Directors’ Conference.

Brasseler USA sponsored both the virtual 2021 ADEA BFACA Meeting and the virtual 2021 ADEA Deans’ Conference.

Colgate-Palmolive Company provided generous support for the ADEA/Colgate-Palmolive/National Dental Association Dr. Jeanne C. Sinkford Scholar in the ADEA Leadership Institute, the ADEA/Colgate-Palmolive Excellence in Teaching Award, ADEA/Chair of Students/Colgate-Palmolive Junior Faculty Award, ADEA/Colgate-Palmolive Co./Dominick P. DePaola Scholar in the ADEA Leadership Institute and sponsored the virtual 2021 ADEA Allied Dental Program Directors’ Conference, the virtual 2021 ADEA BFACA Meeting and the virtual 2021 ADEA Deans’ Conference.

Dentsply Sirona, Inc. provided support of the 2021 William J. Gies Awards for Vision, Innovation and Achievement. They also provided sponsorship to the virtual 2021 ADEA Allied Dental Program Directors’ Conference and the ADEA Student Poster Competition at the virtual 2021 ADEA Annual Session & Exhibition.

GSK Consumer Healthcare supported the ADEA/GlaxoSmithKline Consumer Healthcare Preventive Dentistry Scholarships. They also sponsored the virtual ADEA Tapestry Table (TT), the closing plenary session at the virtual 2021 ADEA Annual Session & Exhibition, the virtual 2021 ADEA Allied Dental Program Directors’ Conference (ADPDC), the virtual 2021 ADEA Allied Dental Faculty Leadership Development Program (ADFLDP), the virtual 2021 ADEA BFACA Meeting and the virtual 2021 ADEA Deans’ Conference.
Great Expressions Dental provided support of the 2021 William J. Gies Awards for Vision, Innovation and Achievement.

Heartland Dental sponsored the virtual 2021 ADEA Allied Dental Faculty Leadership Development Program (ADFLDP) and the virtual 2021 ADEA Deans’ Conference.

Henry Schein sponsored the virtual 2021 ADEA Diversity & Inclusion Workshop.

Hu-Friedy Manufacturing Co., LLC sponsored the 2021 ADEA Allied Dental Program Directors’ Conference.

Liaison International, Inc. supported the Liaison International Educational Pathways Fellowship. They also provided support of the 2021 William J. Gies Awards for Vision, Innovation and Achievement and sponsorship for the 2021 ADEA GoDental Virtual Fair.

Midmark Corporation sponsored the virtual 2021 ADEA Allied Dental Program Directors’ Conference.

Mouthwatch, LLC supported the ADEA/MouthWatch Predoctoral Dental Student Scholarship for Innovation Award and the ADEA/MouthWatch Patti DiGangi Scholarship for Hygiene Innovation Award.

NSK America was a sponsor for both the virtual 2021 ADEA BFACA Meeting and the virtual 2021 ADEA Deans’ Conference.

The Procter & Gamble Company supported the 2021 William J. Gies Awards for Vision, Innovation and Achievement. They sponsored the ADEA/Crest Oral-B Laboratories Scholarship for Dental Hygiene Students Pursuing Academic Careers, ADEA/Crest Oral-B Scholarship for Predoctoral Dental Students Pursuing Academic Careers, sponsored the ADEA Deans’ Institute, virtual ADEA Tapestry Table (TT), the Student Diversity Leadership Program, the virtual 2021 ADEA Allied Dental Program Directors’ Conference (ADPDC), the virtual 2021 ADEA Allied Dental Faculty Leadership Development Program (ADFLDP), the virtual ADEA BFACA Meeting and the virtual ADEA Deans’ Conference.

Pacific Dental Services sponsored the virtual 2021 ADEA Allied Dental Faculty Leadership Development Program (ADFLDP) and the virtual 2021 ADEA Deans’ Conference.

Patterson Dental sponsored the virtual 2021 ADEA Deans’ Conference.

PDT, Inc. - Paradise Dental Technologies sponsored the virtual 2021 ADEA Allied Dental Program Directors’ Conference.

Philips Oral Healthcare, Inc. sponsored the virtual 2021 ADEA Allied Dental Program Directors’ Conference.

Planmeca USA, Inc. sponsored the virtual 2021 ADEA Deans’ Conference.

Sigma Phi Alpha supported the ADEA/Sigma Phi Alpha Linda DeVore Scholarship.

VitalSource Technologies, Inc. sponsored the virtual 2021 ADEA Deans’ Conference.

Whip Mix Corporation sponsored the 2021 Sections on Prosthodontics Meeting.

The ADEA Board of Directors asks the House to approve the following resolution:

Resolved, that the American Dental Education Association expresses its sincere appreciation to the following organizations and individuals for their generous support of the Association’s activities and programs between the start of the 2021 ADEA Annual Session & Exhibition and the start of the 2022 ADEA Annual Session & Exhibition:
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<td>VitalSource Technologies, Inc.</td>
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<td>26</td>
<td>Whip Mix Corporation</td>
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Actions at the Closing Session of the ADEA House of Delegates

Resolution 5H-2022
ADEA Bylaws Changes to Corporate Membership

Legend:
Black text = original Bylaws text to remain
Red strikethrough text = strike text from current Bylaws
Green underline text = editing of original Bylaws for clarity

Background: To implement the ADEA House of Delegates approved Resolution 10H-2021, ADEA Bylaws Changes to Corporate Membership, (Chapter VI: Membership, C. Institutional Membership, 1. Classes, Qualifications, and Obligations, d) Corporate Membership) adding not-for-profit corporations within the Corporate Membership, additional clarification is required to detail rights and responsibilities of the not-for-profit members.

Following the existing models and processes followed by the Council of Deans and the Council of Faculties, the Corporate Council and Board of Directors supports the following amendments to the ADEA Bylaws Chapter VII: Councils; D. The Councils of the Association-Membership and Quorum; 7. The Corporate Council as indicated by strikethrough or underline:

7. The Corporate Council consists of one voting representative of each for-profit Corporate Member company/organization and one voting representative from the total number of not-for-profit Corporate Members. The not-for-profit Corporate Members shall nominate and elect their one voting representative. All not-for-profit Corporate Member companies/organizations may join the meetings of the Corporate Council but are represented by the one voting member. The not-for-profit Corporate Council representative may not hold office in the Council. The Corporate Council has five positions: Chair, Chair-elect, Secretary, Member-at-Large and Board Director (ex officio). An individual must be the owner or an employee of a Corporate Member to be eligible for a Corporate Council position as a representative to the Corporate Council. An individual may not hold two or more Corporate Council offices simultaneously. The quorum requirement for the transaction of any Council business, including the election of Members-at-Large and Board Directors, is a majority of those members who attend a meeting at which an election occurs.

The ADEA Board of Directors asks the ADEA House of Delegates to approve the following resolution:

5H-2022 Resolved, that the ADEA House of Delegates adopts the revisions to the ADEA Bylaws Chapter VII: Councils; D. The Councils of the Association-Membership and Quorum; 7. The Corporate Council to read as follows effective at the close of the 2022 ADEA Annual Session & Exhibition:

7. The Corporate Council consists of one voting representative of each for-profit Corporate Member company/organization and one voting representative from the total number of not-for-profit Corporate Members. The not-for-profit Corporate Members shall nominate and elect their one voting representative. All not-for-profit Corporate Member companies/organizations may join the meetings of the Corporate Council but are represented by the one voting member. The not-for-profit Corporate Council representative may not hold office in the Council. The Corporate Council has five officers: Chair, Chair-elect, Secretary, Member-at-Large and Board Director (ex officio). An individual must be the owner or an employee of a Corporate Member to be eligible as a representative to the Corporate Council. An individual may not hold two or more Corporate Council offices simultaneously. The quorum requirement for the transaction of any Council business, including the election of Members-at-Large and Board Directors, is a majority of those members who attend a meeting at which an election occurs.
Resolution 6H-2022
ADEA Policy on Dental School Ranking

Background: During the most recent 2021 American Dental Association (ADA) Annual Meeting, the ADA House of Delegates considered ADA Resolution 92, which proposed the ranking of dental schools. During Reference Committee hearings, there was significant testimony in opposition to such ranking of dental schools.

During the debate of the resolution at the ADA Reference Committee, there was discussion regarding this issue and concern that rankings may imply that a higher ranked school produces a “superior” graduate.

The Reference Committee in its report wrote, “After careful consideration, the Reference Committee does not support Resolution 92.” The Reference Committee further wrote, “Any ranking has the potential to disenfranchise students who choose to attend a school that may be ranked lower than another. This presents a long-term reputational risk to the Association, as well as its current and future members.” The ADA House of Delegates ultimately voted to defeat this resolution.

There has been robust discussion among the Council of Deans on ADEAConnect supporting developing a policy that addresses ranking of dental schools. The Council of Deans remains committed to quality programmatic outcomes, excellence and success of each graduate. However, several concerns were raised and during further discussion, the Council of Deans Administrative Board unanimously supported that a proposal of a resolution to the ADEA House of Delegates opposing ranking of dental schools be developed and proposed.

During discussion with the Council of Deans the following concerns were identified:

1) Any ranking of dental schools has the potential to disenfranchise students who choose to attend a school that may be ranked lower than another.
2) Rankings can be arbitrary in the weighting of the various criteria and the metrics that are used, and program quality may not be a reflection of ranking.
3) Ranking of schools can present a long-term reputational risk to the profession of dentistry, the schools as well as its current and future alumni.
4) Variations in the mission of each school may raise difficulties in creating a valid and meaningful method that would distinguish schools for the purpose of a ranking system.

Therefore, after soliciting input from the Council of Deans via ADEAConnect, the Council of Deans Administrative Board believes that future rankings and the use of rankings should be discouraged and that an ADEA policy in this regard should be adopted.

The ADEA Board of Directors and the Council of Deans Administrative Board asks the House to approve the following resolution establishing an ADEA Policy on Dental School Ranking:

6H-2022 Resolved, that ADEA create the ADEA Policy on Dental School Ranking and that the policy reads as follows:

It is recognized that the use of rankings to stratify dental schools and suggest variations in quality among dental schools and in quality of their respective graduates has the potential of causing long-term reputational risk to the profession of dentistry, the member ADEA schools as well as current and future alumni of these programs.

Dental schools should be discouraged from using such rankings in student recruitment materials, public communications and alumni publications.
Resolution 7H-2022
Special Interest Group on Evidence-based Dentistry become the
ADEA Section on Evidence-based Dentistry

Background: The Special Interest Group (SIG) on Evidence-based Dentistry (EBD) has served as a rich discussion forum that provides members the opportunity to promote EBD. EBD education and skills are applicable to all dental disciplines and fields making it relevant to faculty, clinicians and students, and the importance of EBD is underscored by its inclusion in the Commission on Dental Accreditation (CODA) standards. Evidence-based dentistry practice is pivotal for upholding the standard of care and represents an integral part in achieving better health outcomes for individuals and communities, including underserved communities. The EBD SIG applied for Section status by submitting a proposal and supporting documentation to the ADEA Council of Sections (COS) Administrative Board on Oct. 1, 2021. The supporting documentation demonstrated that the EBD SIG serves a unique member need not currently met by other sections; has a robust, active membership; and a depth of leadership.

The ADEA Board of Directors asks the ADEA House of Delegates to approve the following resolution:

7H-2022 Resolved, that the ADEA House of Delegates approves that the Special Interest Group on Evidence-based Dentistry become the ADEA Section on Evidence-based Dentistry, effective at the close of the 2022 ADEA Annual Session & Exhibition.
Resolution 8H-2022
ADEA Gay-Straight Alliance Name Change to
ADEA PRIDE

Background: The ADEA Gay-Straight Alliance Section was established to educate ADEA members and the public on the challenges and barriers faced by members of the LGBTQIA+ communities to promote an inclusive and welcoming environment in dental education.

In their continued efforts to represent and support all members of this diverse community and their allies, the leadership board of the Gay-Straight Alliance Section is proposing a section name change to ADEA PRIDE, Promoting Respect for Identity Dignity and Expression.

A previous version of ADEA PRIDE included the terms diversity and inclusion. The acronym was updated to the above proposal to differentiate this section and its mission from the ADEA Section on Minority Affairs, Diversity and Inclusion.

The mission statement and focus of this section will not be amended. The section officers polled the community via ADEAConnect with an unanimously positive response supporting the name change.

In order to be identified as a more inclusive section in support of all members of the LGBTQIA+ community, the ADEA Board of Directors asks the House of Delegates to approve the following resolution:

8H-2022 Resolved, the ADEA Gay-Straight Alliance section’s name be changed to ADEA PRIDE, Promoting Respect for Identity Dignity and Expression, effective at the close of the 2022 ADEA Annual Session & Exhibition.
Resolution 9H-2022

Provisional Membership of Ponce Health Sciences University School of Dental Medicine

Ponce Health Sciences University School of Dental Medicine has submitted an application for an ADEA Provisional Membership.

Background: The ADEA Bylaws provide that a developing dental school planning to grant a D.D.S. or D.M.D. degree as part of an accredited college or university in the United States, Puerto Rico or Canada is eligible to apply for Provisional Membership. Applications for Provisional Membership are to be presented in writing at least 60 days before an ADEA Annual Session & Exhibition. An institution is elected to membership by a majority affirmative vote of the House of Delegates. Membership becomes effective July 1 following House approval.

Ponce Health Sciences University School of Dental Medicine has made a timely application for ADEA Provisional Membership in writing and does meet the criteria for Provisional Membership.

The Board of Directors asks the House to approve the following resolution:

9H-2022 Resolved, that the ADEA House of Delegates accepts the Ponce Health Sciences University School of Dental Medicine’s application for Provisional Membership in ADEA.
Resolution 10H-2022

Provisional Membership of High Point University School of Dental Medicine and Oral Health

High Point University School of Dental Medicine and Oral Health has submitted an application for an ADEA Provisional Membership.

Background: The ADEA Bylaws provide that a developing dental school planning to grant a D.D.S. or D.M.D degree as part of an accredited college or university in the United States, Puerto Rico or Canada is eligible to apply for Provisional Membership. Applications for Provisional Membership are to be presented in writing at least 60 days before an ADEA Annual Session and & Exhibition. An institution is elected to membership by a majority affirmative vote of the House of Delegates. Membership becomes effective July 1 following House approval.

High Point University School of Dental Medicine and Oral Health has made a timely application for ADEA Provisional Membership in writing and does meet the criteria for Provisional Membership.

The Board of Directors asks the House to approve the following resolution:

10H-2022    Resolved, that the ADEA House of Delegates accepts the High Point University School of Dental Medicine and Oral Health's application for Provisional Membership in ADEA.
New Chief Administrators at Member Institutions

New Dental School Deans
Since the 2021 ADEA Annual Session & Exhibition, U.S. and Canadian academic dental institutions have appointed the following new deans, interim deans, acting deans and directors, whose service began between the end of the 2021 ADEA Annual Session & Exhibition and the beginning of the current ADEA Annual Session & Exhibition. The ADEA Board of Directors congratulates these members and wishes them success in their assignments.

- Dr. Cataldo Leone, Boston University Henry M. Goldman School of Dental Medicine
- Dr. Jillian A. Wallen, Creighton University School of Dentistry
- Dr. Linda C. Niessen, Kansas City University College of Dental Medicine
- Dr. Denise Lynn Terese-Koch, Lincoln Memorial University College of Dental Medicine
- Dr. Sandra Andrieu, Louisiana State University Health New Orleans School of Dentistry
- Dr. Duane Douglas, Southern Illinois University School of Dental Medicine
- Dr. Jose Luis Bermudez, Texas A&M College of Dentistry
- Dr. Carroll-Ann Trotman, The Ohio State University College of Dentistry
- Dr. Galen Schneider, The University of Iowa College of Dentistry & Dental Clinics
- Dr. Drew Fallis, Uniformed Services University of the Health Sciences
- Dr. Stefan Ruhl, University at Buffalo School of Dental Medicine
- Dr. Margaret Hill, University of Louisville School of Dentistry
- Dr. Sreenivas Koka, University of Mississippi Medical Center School of Dentistry
- Dr. Steven Haas, University of Missouri – Kansas City School of Dentistry
- Dr. Nicole Kimmes, University of New England College of Dental Medicine
- Dr. Edward Swift, Jr., University of North Carolina at Chapel Hill Adams School of Dentistry
- Dr. Paul M. Mullasseril, University of Oklahoma College of Dentistry
- Dr. Stephen M. Pachuta, West Virginia University School of Dentistry

New Affiliate Members
Since February 2021, these programs and schools have become Affiliate Members. The ADEA Board of Directors welcomes them.

Allied Dental Members

- SUNY Broome Community College, Dr. Maureen Hankin, Chair, Dental Hygiene Department (Binghamton, NY)
- Mohave Community College, Prof. Tracy Gift, Dental Programs Director (Bullhead City, AZ)
- Carrington College of Boise, Prof. Rachel Watkins, Dental Hygiene Department Chair (Boise, ID)
- Baltimore City Community College, Prof. Terry Doty, Dental Hygiene Program Director (Baltimore, MD)
- Monroe Community College, Dr. Marsha Bower, Dental Studies Program Director (Rochester, NY)
- Central Piedmont Community College, Tracy Hagen, Dental Hygiene Program Director (Charlotte, NC)
- Bellingham Technical College, Prof. Alisa Wollens, Dental Hygiene/Assisting Program Director (Bellingham, WA)
- Blackhawk Technical College, Prof. Kristen Ziegler, Dental Hygiene Program Director (Janesville, WI)
• Carrington College – Mesa, Prof. Brenda Chavez, Dental Hygiene Program Director (Mesa, AZ)
• PIMA Medical Institute – Albuquerque, Prof. Kelly Mandella, Dental Hygiene Program Director (Albuquerque, NM)
• Santa Rosa Junior College, Prof. Lucinda Fleckner, Dental Hygiene Program Director (Santa Rosa, CA)
• All-State Career School, Dr. Staci Violante, Dental Hygiene Program Director (Essington, PA)
• North Idaho College, Prof. Janis McClelland, Dental Hygiene Program Director (Coeur D Alene, ID)

Hospital Members

• Spartanburg Regional Healthcare System, Ms. Angela Ayers, Director of Medical Education / Designated Institutional Official at Spartanburg Regional Healthcare System (Spartanburg, SC)

Other New Administrators at Member Institutions

• Dr. Wanda Wright, Assistant Dean for Diversity, Equity and Inclusion, East Carolina University School of Dental Medicine
• Dr. Panagiotis Zoidis, Associate Dean, University of Florida College of Dentistry
• Dr. Sophia G. Saeed, Associate Dean for Clinical Affairs, University of Connecticut School of Dental Medicine
• Prof. Victoria Patrounova, Dental Hygiene Program Director, University of Texas School of Dentistry at Houston
• Dr. Leena Palomo, Chair, Ashman Department of Periodontology and Implant Dentistry, NYU College of Dentistry
• Dr. Rosemary P. McPharlin, Chair, Department of Clinical Sciences, University of Nevada, Las Vegas, School of Dental Medicine
• Mr. Mark Mitchell, Assistant Dean of Admissions, University of Pennsylvania School of Dental Medicine
• Mr. Brian Hahn, Director of Admissions, University of Pennsylvania School of Dental Medicine
• Dr. Cynthia Stull, Dental Hygiene Director, University of Minnesota School of Dentistry
• Dr. Jennifer Perkins, Executive Director for Clinical Education (pre-doctoral program), University of California, San Francisco School of Dentistry

Corporate Members

These companies have become ADEA Corporate Members since February 2021. The ADEA Board of Directors welcomes them.

• Carestream Dental, Mr. Kip Haswell, Institutional Account Manager (Atlanta, GA)
• ProBiora Health, LLC, Ms. Debora Bridges, New Market Development (Tampa, FL)
• WebOps, LLC, Mr. Howard Weathersby, Vice President, Global Business Development (Roswell, GA)
• Planet DDS, Mr. David Means, Directory of Marketing (Newport Beach, CA)
• JAZZ Imaging, Ms. Kim Mercer, National Director of Institution & Government Sales (San Jose, CA)

The ADEA Board of Directors welcomes all.
In Memoriam

With regret, the ADEA Board of Directors announces these deaths of faculty and staff as reported by ADEA Member Institutions.

**A.T. Still University-Arizona**
Morgan Andersen  
Dr. David Russell  
Dr. Erdjan Salih

**A.T. Still University-Missouri**
Dr. Clifton Whitworth

**Augusta University**
Dr. Emil T. Fisher  
Dr. Walter Stewart

**Boston University**
Mr. Roger Reizovic

**Case Western Reserve**
Amanda Martin  
Dr. Bernard Tandler

**Creighton University**
Mr. Harold Gee  
Ms. Amy Lee Gillespie  
Ms. CarrieAnn Holte  
Dr. John F. Marley  
Dr. J. Terry Sullivan

**Dalhousie University**
Prof. Katherine Frances MacDonald

**Indiana University**
Dr. Suzanne L. Benedict  
Ms. Pamela J Elliott  
Mr. W. Haydon Osborne

**Marquette University**
Dr. James Bahcall  
Marilyn Beck  
Dr. Perry Cohn  
Rod Daering  
Dr. Bob Fedran  
Dr. Eugene Gloudeman  
Dr. L. Thomas Johnson  
Dr. Robert Karczewski  
Dr. Jerome Oksiuta  
Dr. Henry Roecke  
Arlene Wroblewski

**New York Medical College**
Dr. Marc Rosenblum

**New York University**
Professor Peter Gershenson  
Professor Ralph V. Katz

**Roseman University**
Dr. Wesley Wilcox

**Rutgers, The State University of New Jersey**
Audry Burnett  
Dr. George Lewis Glick  
Dr. John E. Knox  
Dr. William Lawler  
Dr. Bronislaw Slomiany

**Stony Brook University**
Dr. Israel Kleinberg  
Josephine Levan

**Temple University**
Dr. Cecil R. Adams, Jr.  
Dr. Lewis J. Annunziato  
Dr. Alan C. Billotte  
Dr. Philip Scott Blanck  
Dr. Craig S. Bozziacco  
Dr. Thomas L. Caldwell  
Dr. Nicholas J. Giuliani  
Dr. Daniel M. Goldberg  
Dr. Harold Johnson  
Dr. Daniel M. Kappel  
Dr. Herbert S. Rosen  
Dr. Basil A. Schiff  
Dr. Ronald A. Smith  
Dr. Gerald O. Sveen

**University at Buffalo**
Dr. Davis Garlapo  
Dr. Mindy Weinman

**University of British Columbia**
Dr. Manu Dua  
Dr. Dale Henry  
Dr. Donald Lauriente  
Dr. David Zack
University of California, Los Angeles  
Dr. Moustafa El Ghareeb

University of Connecticut  
Dr. Charles E. Barr  
Dr. James E. Kennedy  
Ms. Jane Viviano

University of Detroit Mercy  
Dr. Lawrence Morton

University of Florida  
Dr. Kenneth J. Anusavice  
Mrs. Marta Biard Miller  
Dr. Henry Sweeny, Jr.  
Dr. Willard Lee Watson, Jr.

University of Iowa  
Dr. Lawrence Huber  
Dr. Don Ostrus  
Larry Peterson  
Dr. Jerry Walker  
Ross Westercamp

University of Louisville  
T. Lee Adams  
Brian Alpert  
Diane Dellario Armstrong  
Wayde Ronald Barrett  
Keneth Bewley  
Robert John Biedenbeber  
Ross Cheesman  
Crispin Vernon Cloud  
Darrell L. Craig  
Michael Bradford Cruse  
E. Robert Dick IV  
Thomas V. Doty  
Paul W. Evans  
Dean W. Gordon  
Joseph R. Havill  
Lawrence R. Imber  
C. William Johnston, Jr.  
Charles Leslie Lake  
Thomas C. Lehman  
Timothy W. Lynch  
Noel B. Maddox, Jr.  
Kenneth Paul Manning Sr.  
Janet M. McIntyre  
James C. McKenzie  
William Joseph Meyers  
Williams Myers  
Thomas J. O’Toole  
Ben B. Pence, Jr.  
Austin Gerald Riddle  
Sergius A. Rinaldi  
Albert Rohrer  
Burnett R. Sanders III  
Edwin L. Stroud  
Gregory C. Sutton  
Norma Sue Taylor  
Roger L. Tomlin  
Kathleen P. Von Roenn  
Wade T. Ward

University of Maryland  
Ms. Deborah Breeden  
Dr. Joel Greenspan  
Dr. James Hiatt

University of Michigan  
Dr. Lee W. Jones  
Dr. Daniel P. Gilliland  
Dr. Donald S. Strachan

University of Minnesota  
Ms. Maria Pintado

University of Nebraska Medical Center  
Dr. Reginald Gartner  
Dr. Vernon Rinne  
Dr. David Taylor

University of North Carolina  
Dr. Gene Holland  
Dr. John Stamm  
Dr. Ray Williams

University of the Pacific  
Mr. Lance Keever  
Dr. Donald W. Linck  
Dr. Robert C.K. Peng

University of Oklahoma  
Dr. Jane Amme  
Dr. William Croom  
Dr. Curtis Cunningham  
Janetta Tesch  
Dr. Donald A. Welk

University of Pittsburgh  
Dr. Joseph S. Azar  
Dr. Gerard J. Barna  
Dr. Jan Beck  
Dr. John B. Bubeck
Dr. Eugene W. Chianelli
Dr. Warren R. Clark
Dr. Jonathan H. Croll
Dr. James Culclasure
Dr. Richard M. Dobrowolski
Dr. L. Keith Fammartino
Dr. Joseph F. Gallo
Dr. Edward A. Gaydos
Dr. Joseph A. Giovannazzo
Dr. J. Forrest Hylton
Dr. Richard A. Johnson
Dr. Gerald E. Kolavic
Dr. John N. Kraus
Dr. Norman E. Mann
Dr. William W. Martin
Dr. Donald Putney Lav
Dr. Nicholas Passodelis
Dr. David C. Picking
Dr. Donald J. Pipko
Dr. Robert C. Reed
Dr. Oscar A. Schmitt
Dr. William D. Schmitt
Dr. Joseph E. Smith
Dr. Ronald J. Speranza
Dr. Edward Tirpak

University of Rochester
Dr. Robert Berkowitz
Dr. Buddhi Shrestha
Dr. Lonnie Slapar

University of Southern California
Dr. Randy L. Gates
Dr. Robert M. Laxineta
Dr. Nile Sorenson, Jr
Dr. Sake Tanaka

University of Tennessee
Dr. Robert J. Clayton
Dr. Bruce N. Hamilton
Mr. Christopher Gray Hamilton

University of Texas at Houston
Dr. Patrick Alessandra
Dr. Norma Alonza
Dr. Joseph Arisco
Dr. Valencia Augbon
Dr. Warren Boling
Dr. Ross Fruithandler
Dr. George Glauser
Dr. Ronald V. Glauser
Dr. Jimmie A. Hargrave
Dr. Edgar Harris
Dr. Irby Hunter
Dr. John Jacobi
Dr. Thomas J. Janson
Dr. Kenneth F. Jones
Dr. Gordon E. King
Dr. Roland A. Kringel
Dr. Morton L. Krumholz
Dr. Clifford Stanley Leffingwell, Jr.
Dr. Joseph Morgan
Dr. Carroll Nanney
Dr. Claude Padgett III
Dr. Clyde Weaver
Dr. Dale Wheelis

University of Texas at San Antonio
Dr. James T. Mellonig
Dr. Lloyd Koening Croft

University of Toronto
Dr. Malcolm Yasny
Dr. James H.P. Main
Dr. Howard Holmes
Dr. Maret Truuvert
Dr. John Speck

West Virginia University
Dr. John H. Dempsey
Dr. James R. Foor
Dr. William R. McCutcheon
Dr. Donald J. Morrison
Dr. David T. Puderbaug
Dr. Robert S. Raynes
BYLAWS OF THE
AMERICAN DENTAL EDUCATION ASSOCIATION

Preamble

The American Dental Education Association (ADEA) is incorporated as a District of Columbia nonprofit corporation and as such is subject to the District of Columbia Nonprofit Corporation Code. As established by its Articles of Incorporation, the purpose of the Association is to advance and support dental education, dental research and the dental health and education of the general public, and it is recognized by the Internal Revenue Service as a 501(c)(3) organization.

Chapter I: The House of Delegates—The ADEA Governing Body

A. Function, Powers, Obligations and Duties

1. Functions, Powers and Obligations. The House of Delegates is the Association’s governing and legislative body. The House of Delegates manages the property, business and affairs of the Association in accordance with these Bylaws and the purposes of the Association, and has the power:
   a) To enact and, where appropriate, enforce policies of the Association;
   b) To approve all resolutions in the name of the Association;
   c) To elect Active, Provisional and Honorary Members;
   d) To approve changes to the Bylaws, Policy Statements and Position Papers;
   e) To approve new sections;
   f) To establish branch offices of the Association or change the location of the ADEA Headquarters;
   g) To elect the Chair-elect of the Board of Directors of the Association;
   h) To elect nominees for representation in other organizations when so requested; and
   i) To serve as an advocate on behalf of all Association policies and positions.

2. Duties. As the ADEA governing body, pursuant to the District of Columbia Nonprofit Code, members of the House of Delegates, are expected to discharge their duties in good faith with the care an ordinarily prudent person in a like position would exercise under similar circumstances in a manner the Delegate reasonably believes to be in the best interests of the Association; and in doing so to disclose to their fellow Delegates known information relevant to the issues being considered by the House of Delegates.

B. Composition

The House of Delegates is comprised the following:

1. The Officers;
2. The Council of Deans is represented by all of its members;
3. The Council of Faculties is represented by all of its members from Institutional and Provisional Member institutions and one member elected from the members from the Canadian Faculties of Dentistry;
4. The Council of Allied Dental Program Directors is represented by its Administrative Board and one delegate for every 10 of its member programs (or major portion thereof) in each of its four membership categories—dental assisting education, dental hygiene education, dental laboratory technology education and advanced allied dental education. Each category is represented by at least two delegates; a minimum number is not required in the event that there are less than 10 programs in a particular category.
5. The Council of Advanced Education Programs (COAEP) is represented in the ADEA House of Delegates by its Administrative Board, one representative from each of the ADA-recognized dental specialties, two representatives from advanced education in general dentistry programs plus one delegate for every 10 COAEP member programs. COAEP shall have at least 16 Delegates. Delegates do not need to be a current Program Director or Chief of a Hospital Dental Service.

6. The Council of Sections is represented by each Section’s Councilor, Section Chair and its Administrative Board members. If a Section Councilor and/or Section Chair is unable to serve as a Delegate in the House of Delegates, he or she may appoint either the current Section Chair-elect or Section Secretary to be ratified to serve as the alternate Delegate;

7. The Council of Students, Residents and Fellows is represented by its Administrative Board; by 12 members of the Council of Students, Residents and Fellows (one each from each of the 12 districts recognized by the Council); by four advanced dental students, residents or fellows and by six allied dental students;

8. The Corporate Council is represented in the House of Delegates by its Administrative Board.

9. Delegate Selection
   a) All members of the Council of Deans serve as Delegates to the House of Delegates.
   b) All members of the Council of Faculties from Institutional and Provisional Member Institutions serve as Delegates to the House of Delegates. One member as elected by the members from the Canadian Faculties of Dentistry also serves as a Delegate to the House of Delegates. Members are elected or appointed by their institution.
   c) The Council of Allied Dental Program Director’s Delegates to the House of Delegates are nominated by members of the Council and approved by the Council’s Administrative Board. The Administrative Board also serves as Delegates to the House of Delegates.
   d) The Council of Advanced Education Program’s Delegates to the House of Delegates include representatives from the dental specialties who are nominated and reviewed by the Council’s Administrative Board. Delegates that represent programs may self-nominate or are nominated by the Council’s Administrative Board. Delegates are appointed by the Council’s Administrative Board.
   e) The Council of Sections Delegates to the House of Delegates include the Councilor and Chair of each Section. The members of the Administrative Board also serve as Delegates to the House of Delegates.
   f) The Council of Students, Residents and Fellows elects Delegates at the ADEA Annual Session & Exhibition. Each member institution represented at the Council meeting to elect Delegates gets one vote.
   g) The Corporate Council Delegates to the House of Delegates consist of the Council’s Administrative Board.

C. Meetings of the House of Delegates

1. Annual Session & Exhibition. The House of Delegates normally convenes at the Association’s Annual Session & Exhibition. The President and CEO sends each Delegate an official notice of the time and place of each Annual Session & Exhibition or other House of Delegates meeting electronically or via postal mail. The notice is sent no fewer than 30 days before the first day of the meeting.

2. Special Meetings. Special Meetings may be called by the Chair of the Board or by request of the membership as specified in the Bylaws, Chapter III, Section C.2. The President and CEO sends each Delegate an official notice of the time and place of each Special Meeting along with a statement of the business to be considered. The notice is sent electronically or via postal mail no fewer than 30 days before the first day of the
Meeting. No other business except that provided for in the call may be considered unless the members present unanimously agree to consider additional business.

3. **Quorum.** A majority of the House of Delegates or any of its committees constitutes a quorum for the transaction of business at regular or special meetings.

4. **Order of Business in Meetings.**
   a) Regular Meeting: The order of business at a regular Meeting of the House of Delegates is as follows, unless changed by a two-thirds vote by the Delegates.
      1. Call to order;
      2. Report of quorum by President and CEO;
      3. Approval of minutes of previous Meeting;
      4. Reports of Officers;
      5. Report of the Board of Directors;
      6. Referrals of reports and resolutions;
      7. Action on resolutions;
      8. Unfinished business;
      9. New business;
     10. Installation of Officers; and
     11. Adjournment.
   b) Special Meeting: The order of business at a Special Meeting is as follows:
      1. Call to order;
      2. Report of quorum by President and CEO;
      3. Reading of call for Special Meeting;
      4. Transaction of business as provided in call; and
      5. Adjournment.

5. **Procedures Regarding Resolutions.**
   a) Resolutions may be presented to the House of Delegates either by the Board of Directors or by any Delegate in writing up to and including the Opening of the House of Delegates.
   b) Any Individual Member may submit a resolution to the Board of Directors by December 1, prior to the next ADEA Annual Session & Exhibition, which in its discretion may or may not choose to forward it for further consideration.
   c) Resolutions not brought before the last Board of Directors meeting prior to the Annual Session & Exhibition may be introduced at the Opening of the House of Delegates and must be presented by a Delegate.
   d) Resolutions brought after the Opening of the House of Delegates cannot be considered by the House until the following year. The resolution can be sent immediately after the ADEA Annual Session & Exhibition to the President and CEO, who then presents it to the Board of Directors for consideration before the next ADEA Annual Session & Exhibition.
   e) At its discretion, the Board of Directors may submit resolutions to an appropriate Association component group for advice before forwarding the resolution to the House of Delegates.
   f) Annually, the Board of Directors appoints Reference Committee Members to hold hearings at the ADEA Annual Session & Exhibition on resolutions being presented to the House of Delegates and to make recommendations on those resolutions upon request of the Board of Directors.
g) Resolutions proposing expenditure of Association funds must be accompanied by a cost impact statement estimating the amount of funds required and the period of expenditure.

h) Resolutions proposing changes in the ADEA policies and Bylaws must specify how the ADEA Policy Statements, Position Papers and Bylaws would be affected.

6. **Removal.** A member of the House of Delegates may be removed with or without cause upon a majority vote of the Delegates whenever in the Delegates’ judgment the best interest of the Association would be served thereby, provided that all the Delegates have at least 21 days’ notice of the proposed removal and the Delegate at issue has an opportunity to address the House of Delegates personally, either by phone, in-person or electronically as determined by the discretion of the Board of Directors.

**Chapter II: The Association’s Officers**

**A. Officers.**

The Association’s Elected Officers and *ex officio* Officers are as follows and, per Chapter III below, function as the Association’s Executive Committee:

1. Chair of the Board
2. Chair-elect of the Board (who serves *ex officio* as Secretary)
3. Immediate Past Chair of the Board (who serves *ex officio* as Treasurer)
4. Board Director for Allied Dental Program Directors
5. Board Director for Deans
6. Board Director for Faculties
7. Board Director for Advanced Education Programs
8. Board Director for Sections
9. Board Director for Students, Residents and Fellows
10. Board Director for the Corporate Council
11. President and CEO (*ex officio*, voting)
12. In addition, the House of Delegates may from time to time appoint or authorize the President and CEO to appoint assistant Officers such as an Assistant Secretary or an Assistant Treasurer.

**B. Qualifications.**

To qualify for and serve as an Elected Officer, a person must be: an Individual Member of the Association, a member of the Council for which he or she serves as a Board Director, employed by, matriculated at or appointed to a Commission on Dental Accreditation-approved program and satisfy any other Council-specific criteria.

**C. Duties and Responsibilities of Officers**

1. **Duties in General.** Officers shall have such authority and shall perform such responsibilities as may be provided in these Bylaws or by resolution of the Board of Directors, subject to the control of the Board of Directors. Pursuant to the District of Columbia Nonprofit Code, Officers are expected to discharge their duties in good faith, with the care an ordinarily prudent person in a like position would exercise under similar circumstances, in a manner the Officer reasonably believes to be in the best interests of the Association; and to disclose relevant known information and any actual or probable material violation of law involving the Association or material breach of duty to the Association by an Officer, employee, or agent of the Association, that the Officer believes has occurred or is likely to occur.
2. **Duties of Specific Officers.**
   
a) The Chair of the Board shall provide leadership in achieving the Association’s mission, objectives, and ongoing business; to serve as presiding Officer of the House of Delegates and Board of Directors; and to supervise all of the affairs of the Association in accordance with the policies and directives approved by the Board of Directors.

b) The Chair-elect of the Board is to serve in place of the Chair of the Board at the request of the Chair or in the absence of the Chair; and to perform any duties requested by the Chair of the Board.

c) The Immediate Past Chair of the Board serves in place of the Chair of the Board at the request of the Chair or Chair-elect of the Board, or in the absence of both; to perform any duties requested by the Chair of the Board; to Chair the Finance Committee of the Board of Directors; and to Chair the Nominating Committee for Chair-elect of the Board.

d) The Secretary shall cause there to be a process managed by the President and CEO for keeping the minutes of all meetings of the Board of Directors, including all votes and resolutions adopted, and shall cause there to be a process to record all such documents and records (in print or electronically) in a medium kept for that purpose. The Secretary will cause there to be a process managed by the President and CEO for issuing notices of all Board of Directors meetings, filing of all reports required by governmental authorities and performing such other functions and duties as the Board may from time to time prescribe.

e) The Treasurer as the Chair of the Finance Committee will cause there to be a process to ensure the safe custody of all funds, securities and assets of the Association and the preparation of financial reports. He or she will cause there to be a process by the Finance Committee to review and approve an annual budget for the Association, conduct regular reviews of the Association’s financial statements and progress against the budget, oversee Association investments and review the annual financial audit and reports required by governmental authorities. The Board of Directors may appoint and empower such Assistant Treasurers as shall be required to carry out the purpose of this section.

f) Each Board Director represents an Association Council and, in addition to fulfilling the duties in this subsection, fulfills the responsibilities set forth in Chapter VII (Councils) of these Bylaws. The Board Directors are nominated according to procedures set forth in Chapter VIII (Councils) of these Bylaws.

D. **Nominating and Electing the Chair-elect**

1. **Nominating the Chair-elect of the Board.** Annually, the Board of Directors shall constitute a Nominating Committee, chaired by the Immediate Past Chair of the Board, to nominate one or more candidates for Chair-elect of the Board. The Committee shall receive and consider nominations from the general membership, Council Administrative Boards and Delegates, and shall recommend one or more candidates to stand for election.
Any member may make nominations according to the timetable and procedures set forth in the Policy on Nominations for Chair-elect of the Board.

2. **ELECTING THE CHAIR-ELECT OF THE BOARD OF DIRECTORS.** If there is only one candidate for Chair-Elect of the Board, he or she is declared elected at the Opening of the House of Delegates. If there are two or more candidates, the members of the House of Delegates shall cast ballots at the Annual Session & Exhibition during times designated by the Board of Directors. A majority vote is required for election.

**E. TERMS OF OFFICE, SUCCESSION, INSTALLATION, REMOVAL, FILLING VACANCIES**

1. **Terms of Office.** The term of office of any Officer shall be as follows but shall not terminate until: (a) the installation of a successor, (b) the effective date of his or her resignation submitted in writing to the Secretary or Chair of the Board, (c) upon his or her death or (d) upon removal from Office in accordance with the provisions of these Bylaws. The Chair-elect of the Board, Chair of the Board and Immediate Past Chair of the Board serve one-year terms. After serving a term in any such position, they are ineligible to serve again in any of those offices. The Board Directors serve a single three-year term, except that the Board Director for Students, Residents and Fellows shall serve a term of office specified in Chapter VII, Section B.7 of these Bylaws. Board Directors are ineligible to succeed themselves in the same role.

2. **Succession.** The Chair-elect of the Board automatically succeeds to the office of Chair of the Board, and the Chair of the Board automatically succeeds to the office of Immediate Past Chair of the Board.

3. **Installation.** Elected Association Officers are installed at the ADEA Annual Session & Exhibition on the floor at the Closing Session of the House of Delegates.

4. **Removal.** Any elected Officer may be removed from office, with or without cause, upon a vote of a majority of the Board of Directors Members then in office, whenever in the Board of Directors Members’ judgment the best interest of the Association would be served thereby, provided that all the Board of Directors Members have at least 10 days’ notice of the proposed removal and the Officer at issue has an opportunity to address the Board of Directors prior to the removal vote either in person, electronically or via a telephone meeting, as determined in the discretion of the Board of Directors. Any Officer appointed by the Chair of the Board may be removed by the Chair of the Board.

5. **Filling Vacancies.**
   a) If either the Chair of the Board or Chair-elect of the Board dies, resigns or is removed for any reason, the Association’s Nominating Committee shall nominate one or more candidates and conduct an election by ballot to fill that vacancy by vote of the last House of Delegates, to be held electronically, such as by email, or by postal mail, as determined in the discretion and according to procedures set forth by the Board of Directors. A majority of the votes cast is required for election.
   b) If an Immediate Past Chair of the Board dies, resigns or is removed for any reason, the position remains vacant until the Chair of the Board assumes the office at the next ADEA Annual Session & Exhibition, except that the Chair of the Board may appoint the most recent Immediate Past Chair of the Board, if he or she is willing, to serve as the Immediate Past Chair of the Board until the next ADEA Annual Session & Exhibition when the Chair of the Board assumes such office.
c) If a vacancy in the office of Immediate Past Chair of the Board is not filled, the Chair of the Board serves as Chair of the Finance Committee and the Nominating Committee for the Chair-Elect of the Board.

d) In the event of the death, resignation or removal of one or more of the Board Directors, the vacancy shall be filled in accordance with the procedures set forth in Chapter VII, Section B.8 of these Bylaws.

Chapter III: Board of Directors

A. Composition and Function.

The Board of Directors is comprised of the Officers of the Association and functions as the Association’s Executive Committee.

B. Powers and Duties.

The Board of Directors has the power to engage in the oversight in the business affairs of the Association, including the following powers and duties:

1. To serve as the Association’s Executive Committee;
2. When the House of Delegates is not in session, to establish ad hoc interim policies, rules and regulations, provided that such policies are not in conflict with existing Association policy and Bylaws and are presented for review at the next Meeting of the House of Delegates;
3. To report its actions to the House of Delegates at each Annual Session & Exhibition;
4. To conduct the Association’s planning, including the development of strategic, operational and related plans, and to apprise the House of Delegates of those plans;
5. To nominate: (a) a candidate(s) for ADEA Chair-elect of the Board, (b) candidates for honorary membership and (c) candidates for membership in other organizations, as well as to appoint representatives to other organizations;
6. To appoint and evaluate the President and CEO;
7. To ensure that all accounts of the Association are audited annually;
8. To approve the Association’s operating budget;
9. For each ADEA Annual Session & Exhibition, to prepare and submit an annual operating budget for the following fiscal year allowing feedback from the House of Delegates prior to final approval by the ADEA Board of Directors;
11. To establish branch offices of the Association or change the location of the ADEA Headquarters.

C. Meetings

1. Regular Meetings. The Board of Directors normally meets at least four times a year upon at least 10 days’ notice, sent electronically or via postal mail, either in person or by teleconference.

2. Special Meetings. The Chair of the Board of Directors may call a Special Meeting at the request of at least three Board of Directors members, provided that notice of the Special Meeting is sent electronically or via postal mail to each member at least 10 days’ before the meeting by the President and CEO. No other business, except that provided for in the call, may be considered unless the members present unanimously agree to consider additional business.
D. Limited Proxy Use.

A Board Director who is unable to attend a Board of Directors meeting may designate one of the other elected Council Officers to attend in his or her place as a non-voting member of the Board of Directors for that meeting.

Chapter IV: Governance Procedures

The following provisions apply to the members and committees of the House of Delegates and the Board of Directors.

A. Leadership.

The following officials have the described leadership roles at the Meetings of the House of Delegates:

1. **Presiding Officer.** The Chair of the Board is the presiding Officer. In the absence of the Chair of the Board, the Chair-elect of the Board is the presiding Officer. In the absence of both, past Chairs of the Board, in reverse order of service, are called on to preside.

2. **Recording Officer.** The President and CEO is the recording Officer and custodian of the House of Delegates records. Staff and/or a professional recorder may be used to obtain a record of the House of Delegates proceedings. The President and CEO ensures that a record of the proceedings is published annually in the Association’s Proceedings.

3. **Parliamentarian.** The President and CEO appoints the Parliamentarian.

B. Quorum.

A majority of the membership of the Board, or any Committee of the Board, constitutes a quorum for the transaction of business for that entity.

C. Manner of Acting.

A majority of the votes cast on a matter where a quorum is present shall be necessary for the adoption thereof unless a greater proportion is required by law or these Bylaws.

D. Alternative Action.

Any action required by law to be taken at a meeting may be taken without a meeting if a consent in writing, setting forth the action so taken, is signed by (or sent by electronic means) all of those entitled to vote with respect to the subject matter thereof with the consent effective upon receipt of the last Director’s or Delegate’s consent, unless the consent form specifies a different effective date. Any requirement in these Bylaws that there be a writing or something in written form is satisfied by email or any form of communication inscribed on a tangible medium or that is stored in an electronic or other medium and is retrievable in perceivable form.

E. Meetings Held in Whole or Part Through the Use of Telecommunications.

Anyone who participates in a governance or committee meeting by means of a conference telephone or other telecommunications device which allows all persons participating in the meeting to hear each other and such participation in a meeting shall be deemed present in person at such meeting.
F. Emergency Powers.

In an emergency such that a quorum of the Delegates or the Board of Directors cannot readily be assembled because of some catastrophic event, the Board of Directors may modify the lines of succession to accommodate the incapacity of any Director, Officer, employee or agent and may relocate the principal office, designate alternative principal offices or regional offices or authorize the Officers to do so, may give notice of a meeting only to those whom it is practicable to reach and may be given in any practicable manner, may designate one or more Association Officers in order of rank and within the same rank in order of seniority to be Directors for a Board of Directors meeting, and may take corporate action in good faith during an emergency to further the ordinary affairs of the nonprofit corporation, which although binding on the Association, shall not be used to impose liability on a Director, Officer, employee, or agent.

Chapter V: Committees

A. In General.

The Board of Directors or House of Delegates, by resolution adopted by a majority of the Directors or Delegates in office, may designate and appoint one or more committees and their members. Each committee that exercises the authority of the Board of Directors or House of Delegates shall be referred to as a Governance Committee, and shall consist of two or more Board of Directors members or Delegates and of only Board of Directors members. Each Governance Committee, to the extent provided in said resolution, shall have and exercise the authority of the Board of Directors or House of Delegates in the management of the Association, except that no such committee shall have the authority of the Board of Directors or House of Delegates in reference to: amending, altering or repealing the Articles of Incorporation or Bylaws; electing, adopting a plan of merger, dissolution, consolidation or approving the sale, exchange, mortgage or distribution of all or substantially all of the property and assets of the Association; amending, altering or repealing any resolution of the Board of Directors or House of Delegates. Committees that include non-Directors and non-Delegates are considered Advisory Committees.

B. The Finance Committee.

The Finance Committee consists of the Immediate Past Chair of the Board, who is Chair, and the Chair of the Board and Chair-elect of the Board. The Finance Committee is responsible for assisting the President and CEO in preparing the Association’s budget, monitoring the Association’s finances and reporting progress and recommendations to the Board of Directors and House of Delegates. The Finance Committee meets as requested by the Board of Directors and normally in conjunction with Board meetings. The Finance Committee functions as the Audit Committee.

C. Nominating Committee.

The Nominating Committee consists of the Immediate Past Chair of the Board, who will serve as Chair of the Committee, and seven Board Directors, to nominate one or more candidates for Chair-elect of the Board. The Committee shall receive and consider potential nominations from the general membership, Council Administrative Boards and Delegates.

D. Other Standing and Special Committees.

The Board of Directors or the House of Delegates may appoint Standing and Special Committees to assist in performing its duties. Committees of the Board of Directors and House of Delegates shall have two or more Directors or Delegates, and Directors must
constitute a majority of committee membership. The Board of Directors may also appoint Advisory Committees. Task forces may include any Individual Member and do not require Director membership.

Chapter VI: Membership

A. General Qualifications—Member Dues.

Membership shall be open to individuals and entities that apply for membership, who are interested in and supportive of the purposes of the Association and that timely remit applicable dues as established by the House of Delegates, within the following categories of membership.


Except as may otherwise be provided by law, the Articles of Incorporation, or by these Bylaws, the number, qualifications, rights, privileges, dues, fees, responsibilities and the provisions governing the withdrawal, suspension and expulsion of members shall be determined by the Board of Directors. Any right of members to title or interest in or to the Association, its properties and franchises, shall cease and divest upon termination of membership, except that the liability of a member for sums due the Association shall survive such termination, unless otherwise expressly provided by the Board of Directors.

C. Institutional Membership

1. Classes, Qualifications and Obligations. Following are the classes, qualifications and obligations for Institutional Membership. Institutional Members do not have the right to vote but their representatives have the right to participate in and vote within the Council for which they qualify.

   a) Institutional Members:
   1. To qualify as an active Institutional Member, an entity shall be a dental school granting a D.D.S. or D.M.D. degree as a part of an accredited college or university in the United States or Canada and having begun instruction of its first class of dental students, residents or fellows is eligible to apply for Institutional Membership (Canadian dental schools have the option of selecting Institutional Membership or Affiliate Membership).
   2. Applications for Institutional Membership should be presented in writing at least 60 days before an ADEA Annual Session & Exhibition. Institutions are elected to membership by a majority affirmative vote of the House of Delegates and their memberships take effect the July 1 following House of Delegates approval.

   b) Provisional Members:
   1. To qualify as a Provisional Member, an entity shall be a developing dental school planning to grant a D.D.S. or D.M.D. degree as part of an accredited college or university in the United States or Canada is eligible to apply for Provisional Membership (Developing Canadian dental schools have the option of selecting Provisional or Affiliate Membership).
   2. Applications for Provisional Membership should be presented in writing at least 60 days before an ADEA Annual Session & Exhibition. Institutions are elected to membership by a majority affirmative vote of the House of Delegates and their memberships take effect the July 1 following House of Delegates approval.
   3. Provisional Members in good standing automatically become Institutional Members upon matriculation of the first class of students.
c) Affiliate Membership:

1. The following types of institutions in the United States or Canada are eligible to apply for Affiliate Membership, provided that they are not eligible for Institutional or Provisional Membership and that their dental, advanced dental and/or allied dental education programs are approved by the Commission on Dental Accreditation. Each location or campus of an institution must have its own Institutional Membership.
   - Canadian dental schools approved by the Commission on Dental Accreditation of Canada.
   - International dental schools not located in the United States or Canada accredited by the Commission on Dental Accreditation.
   - Academic institutions—other than hospitals—conducting advanced dental education programs.
   - Hospitals that conduct advanced dental education programs and that are not under the same governance as an Institutional or Provisional Member institution. Hospital programs under the same governance as Institutional or Provisional Member institutions are included in the parent school’s Institutional or Provisional Membership.
   - The United States Air Force, Army, Navy, Public Health Service, Department of Veterans Affairs and comparable agencies of the Canadian government.
   - Institutions conducting dental hygiene, dental assisting and dental laboratory technology education programs, and:
     o Those programs conducted at the main teaching site of an Institutional or Provisional Member institution but are not under the administrative control of that Institutional or Provisional Member institution; and
     o Those programs under the administrative control of an Institutional or Provisional Member institution and are conducted away from the main teaching site of that Institutional or Provisional Member institution. Such programs must be Affiliate Members in order to belong to the Council of Allied Dental Program Directors.
   - Institutions conducting other dental or allied dental education programs recognized by the Board of Directors.

2. Applications for Affiliate Membership can be submitted at any time for approval by the President and CEO. Memberships become effective on January 1, April 1, July 1 or October 1 (whichever date first follows approval).

d) Corporate Membership:

1. To qualify as a Corporate Member, an entity shall be a company dealing with products and/or services beneficial to dental education and/or dentistry is eligible to apply for corporate membership, and they must not cite Corporate Membership for commercial purposes (e.g., to not imply ADEA endorsement of products and services).
2. For-profit corporations and not-for-profit corporations and organizations may be considered for membership as a Corporate Member.
3. Applications to become a Corporate Member can be submitted at any time for approval by the Board of Directors at its next meeting. Memberships become effective immediately upon approval by the Board of Directors. Corporate Memberships are reviewed annually.
D. Individual Membership

1. Classes, Qualifications, and Obligations. The classes, qualifications and obligations of Individual Membership are as follows:
   a) Individual Members:
      1. Any faculty member or other person appointed to or employed by a dental, advanced education, hospital and/or allied dental education ADEA member institution is eligible to become an Individual Member.
      2. An Individual Membership may be activated at any time during the year. They become effective as soon as the activation is processed and remain in effect for the following 12 months.
   b) Student Members:
      1. Any student, resident or fellow enrolled in a dental school, an advanced dental education program and/or an allied dental education program in an ADEA member institution is eligible for Student Membership.
      2. A Student Membership may be activated at any time during the year. It becomes effective as soon as the activation is processed and remains in effect for as long as the member is enrolled at an ADEA member institution.
      3. Ceasing to meet the Student Member qualifications specified in these Bylaws results in immediate forfeiture of Student Membership. However, the individual may then apply for Individual Membership.
   c) Retired Members:
      1. Any individual who has completely retired from dental education and dental practice and who has been an Individual Member is eligible to become a Retired Individual Member.
      2. A Retired Membership may be activated at any time during the year. Such memberships take effect as soon as the activation is processed and remain in effect for the following 12 months.
   d) Honorary Members:
      1. Any individual who has rendered a distinct service to humankind, made outstanding contributions to dentistry and/or rendered exceptional service to the Association may be nominated by the Board of Directors for Honorary Membership.
      2. Individuals become Honorary Members by being elected by the affirmative vote from a majority in the House of Delegates. Honorary Members are entitled to all the privileges of Individual Membership except the right to vote. An Honorary Membership is effective for the member’s lifetime.
   e) Affinity Members:
      1. Any individual with a demonstrable interest in dental, allied dental or advanced dental education who is not currently a faculty member, employee or student, resident or fellow in an ADEA member institution is eligible for Affinity Membership.
      2. Applications for Affinity Membership may be submitted at any time during the year. Memberships become effective as soon as the application is processed and remain in effect for the following 12 months.
E. Membership Voting Rights.

Members who are on a Council, except for Honorary Members who are non-voting, have voting rights within respective Councils to elect Board Directors and the Administrative Boards of their Councils as provided for in their specific Council procedures and provisions. No class or category of member of the Association shall otherwise have any right to vote, except as may be expressly required by statute or allowed by the Association’s Articles of Incorporation or Bylaws.

Chapter VII: Councils

A. Functions and Rights of the Councils

1. The Councils represent institutions and programs in each of the Association’s member categories, except that the Council of Sections represents the Association’s Sections, and they have the following functions:
   a) To represent its constituency within the Association and at the member institutions;
   b) To recommend to the Board of Directors how the interests of the Council’s constituency might be represented through the federal legislative and regulatory processes;
   c) To exchange information among its members with other ADEA component groups and among member institutions;
   d) To work with other ADEA component groups to encourage coordinated approaches to dental health care delivery;
   e) To identify and provide consultation on projects, studies, and reports that will benefit the membership;
   f) To introduce resolutions to the Board of Directors and/or House of Delegates; and
   g) To meet at the Annual Session & Exhibition in order to set the priorities for and conduct business of the Council.

2. Each Council is entitled to representation in the House of Delegates as set forth in Chapter I, Section B above.

B. Leadership of the Councils—The Administrative Boards

1. Council Leadership Positions and Duties. Each Council has an Administrative Board consisting of a Chair, Chair-elect (Vice-Chair for the Council of Students, Residents and Fellows), Secretary, Member-at-Large and Board Director (ex officio).
   a) It is the duty of Chairs:
      1. To provide leadership in meeting Council goals and objectives;
      2. To Chair Council meetings; and
      3. To plan programs for Council meetings.
   b) It is the duty of Chairs-Elect:
      1. To Chair Council meetings in the absence of the Chair;
      2. To perform any duties requested by the Chair; and
      3. To serve as Chair of the Nominating Committee, which receives and considers nominations and recommends eligible candidates to stand for election for Council Office.
   c) It is the duty of Secretaries:
      1. To record the minutes of Council and Administrative Board meetings or to see that they are recorded;
      2. To submit the minutes of Council Annual Session meetings to the ADEA Headquarters within 60 days after the Meeting; and
      3. To perform any duties requested by the Chair.
d) It is the duty of **Members-at-Large**:
   1. To perform any duties requested by the Chair.

e) It is the duty of **Board Directors**:
   1. To serve as *ex officio* Council Officers and to serve as Association Officers;
   2. To represent the Councils’ interests on the Board of Directors;
   3. To serve as consultants from the Board of Directors to the Councils in conducting their business and meeting their objectives; and
   4. To report Board of Directors’ actions to the Council.

2. **Qualifications.** A person must be an Individual Member of the Association and a member of his or her Council to be eligible to serve on the Administrative Board, with the exception that a Board Director for Sections must have served as a past member or be a current member of the Council of Sections Administrative Board. To be eligible for nomination as Member-at-Large for Sections, an individual must also currently serve or have previously served as a Section Councilor or Section Chair.

3. **Succession.** Each year, the Member-at-Large succeeds to the position of Secretary, the Secretary to the position of Chair-elect and the Chair-elect to the position of Chair, except for the Council of Students, Residents and Fellows, whose positions are not automatically successive.

4. **Nominations.** Before each ADEA Annual Session & Exhibition, the Chair-elect and two Council members who are not on the Administrative Board serve as the nominating committee in order to receive and consider nominations from the membership and recommend eligible candidates for the position of Member-at-Large (and Board Director if the incumbent Board Director will complete a term at the end of the ADEA Annual Session & Exhibition). For the Council of Students, Residents and Fellows, the Vice-Chair and two Council members who are not on the Administrative Board serve as the nominating committee in order to receive and consider nominations from the membership and recommend eligible candidates for the positions of Secretary, Vice-Chair, Chair and Board Director. Members-at-Large are chosen by the Council of Students, Residents and Fellows’ Administrative Board. Additional nominations may be made from the floor at a Council’s ADEA Annual Session & Exhibition meetings when the nominating committee does not receive any nominations via the Call for Nominations process. An individual’s eligibility for the open position will be reviewed and vetted by the nominating committee.

5. **Election and Appointment.** Administrative Board members are elected at the ADEA Annual Session & Exhibition. The method of voting is left to the discretion of the Council Chairs, or the presiding officer as designated. For the Council of Students, Residents and Fellows, during the ADEA Annual Session & Exhibition, the four members of the new Administrative Board appoint a Council member to serve as a Member-at-Large. In the absence of a quorum at the ADEA Annual Session & Exhibition, an electronic ballot is issued within 30 days after the ADEA Annual Session & Exhibition.

6. **Installation.** All Administrative Board members, except Board Directors, are installed at Council meetings held during the ADEA Annual Session & Exhibition. Board Directors are installed at the ADEA Annual Session & Exhibition at the Closing of the House of Delegates. Administrative Board members who are elected by electronic ballot following the ADEA Annual Session & Exhibition are installed immediately.
7. **Terms.** All Council Administrative Board members, except Board Directors, serve only one, one-year terms. Board Directors serve three-year terms, except for the Board Director for Students, Residents and Fellows, who may serve up to three consecutive one-year terms if the individual qualifies for membership on the Council of Students, Residents and Fellows during that entire period. An individual who has served a full term as a Board Director (or three consecutive one-year terms as a Board Director for Students, Residents and Fellows), and Chair, Chair-elect, Secretary or Member-at-Large may not succeed himself or herself in any of those positions.

8. **Replacement.** An Administrative Board member who ceases to qualify for membership on a Council may continue in that particular position for the duration of his or her term on the Board. An Administrative Board member who completely ceases to be active in dental, advanced dental or allied dental education no longer qualifies and immediately loses his or her position on the Council. In the event of the death, resignation or removal of a Council member or a Board Director, then the Council Administrative Board shall appoint a non-Board member of the Council to serve in such position until the next meeting of the Council at the ADEA Annual Session & Exhibition, at which an election (in accordance with this Chapter VII, 3–8) shall be held to fill the remainder of the term of the office of the Board Director that became vacant by reason of such death, resignation or removal.

9. **Alternates.** Council Administrative Board members may not send alternates to attend Council Administrative Board meetings. Council members unable to attend a House of Delegates Meeting or a Council meeting, or who serve in the House of Delegates in two or more positions (e.g., as a member of the Council of Faculties and Council of Sections), may appoint alternates to represent them. Members of the Councils of Allied Dental Program Directors, Advanced Education Programs and Students, Residents and Fellows must appoint alternates who are members of their Council. Members of the Council of Sections must appoint the Chair-elect or Secretary of their Section. Members of the Councils of Deans and Faculties must appoint individuals from their institutions. Delegates representing two or more Councils in the House of Delegates must decide which Council they wish to represent and then appoint an alternate(s) for the other Council(s) according to the foregoing guidelines. All alternates must be ADEA Individual Members. Corporate Council Administrative Board members unable to attend a House of Delegates Meeting may appoint alternates to represent them; such alternates must be members of the Corporate Council. All Council alternates to the House of Delegates must be selected prior to the Annual Session & Exhibition and be ratified during a meeting of the appropriate Council prior to participating in the Opening or Closing of the House of Delegates. At this meeting, a Council may choose to waive the notification of an additional meeting to approve alternate delegates that are identified after the initial meeting and prior to the alternate delegates’ participation in either the Opening or Closing of the House of Delegates, provided that the newly identified alternate delegates are qualified and have been vetted by the appropriate Council Administrative Board.

C. **Meetings of the Councils**

1. **Meetings.** All Councils meet at the ADEA Annual Session & Exhibition and endeavor to meet in the fall season. Administrative Boards plan ADEA Annual Session & Exhibition programs and submit program details to the ADEA Headquarters for potential publication in the ADEA Annual Session & Exhibition Program. The schedule of Council
programs is determined by the Board of Directors. Councils able to provide funding may hold additional conferences between the ADEA Annual Session & Exhibition meetings.

2. **Notice.**
   a) Any Administrative Board meeting may be called by the Chair or by a majority of the Administrative Board upon seven days’ notice. A majority of any Council’s Administrative Board constitutes a quorum for the transaction of business for their respective meeting.
   b) A Council meeting may be called by the Administrative Board or by 10% of the Council upon 30 days’ notice.

3. **Rules.** Additional rules for Councils are included in Chapter X (Rules for Councils, Sections and Special Interest Groups) of these Bylaws.

**D. The Councils of the Association—Membership and Quorum.**

The Councils of the Association, and their membership, are as follows. All Council members must be Individual Members of the Association.

1. **The Council of Allied Dental Program Directors** consists of the following categories of membership:
   a) Individual Members from an Institutional/Affiliate Member institution are eligible for Council membership, can be elected to a Council office, elected to Board Director of Council to serve on the Board of Directors, vote on Council issues, and can serve as Delegates in the House of Delegates. This includes the following:
      1. Director of a Commission on Dental Accreditation-approved Allied Dental Program or Dean, Department Chair; or
      2. Administrator that has oversight of a Commission on Dental Accreditation-approved Allied Dental Program.
   b) Individual Members from an Institutional/Affiliate Member institution are eligible for Council membership, can be elected to a Council office, can vote on Council issues and can serve as a Delegate in the House of Delegates; however, the following individuals are not part of a CODA-approved program and therefore cannot be elected to Board Director of Council to serve on the Board of Directors:
      1. Director of a non-Commission on Dental Accreditation-approved Allied Dental Program in an ADEA member institution; or
      2. Director of an Advanced Allied Dental Education Programs leading to a Master’s or Baccalaureate Degree in an Allied Dental Discipline.
   c) Individuals holding Affinity Membership are eligible for Council membership and may participate in selected ADEA meetings and committees; however, they cannot be elected to a Council office or Board Director of Council to serve on the Board of Directors. These individuals are not part of a member institution and are therefore ineligible to vote. This includes the following:
      1. Director of a Commission on Dental Accreditation-approved Allied Dental Program in non-member institutions;
      2. Director of a non-Commission on Dental Accreditation-approved Allied Dental Program;
      3. Director of an Advanced Allied Dental Education Programs leading to a Master’s or Baccalaureate Degree in an Allied Dental Discipline at institutions that are not ADEA institution members.
d) The quorum requirement for the transaction of any Council business, including the election of Members-at-Large and Board Directors, is one fourth of the total voting membership of the Council.

2. The Council of Deans consists of the dean (or an alternate) of each Institutional and Provisional Member institution, the chief dental administrator (or an alternate) of each Affiliate Member institution conducting non-hospital-based advanced dental education programs, the chief dental Officer or administrator (or an alternate) of each Affiliate Member federal dental service and the President (or an alternate) of the Association of Canadian Faculties of Dentistry. In addition, the Council includes any members of its Administrative Board who are no longer in the above categories. The Quorum requirement for the transaction of any Council business, including the election of Members-at-Large and Board Directors, is a majority of the total membership of the Council.

3. The Council of Faculties consists of one faculty member (or an alternate) elected by the faculty of each Institutional and Provisional Member institution and one faculty member from each one of the Canadian Faculties of Dentistry, in addition to any members of the Administrative Board who are no longer in the above category. Members are elected to three-year terms, and approximately one third of the members are replaced or reelected annually, according to a schedule maintained in the ADEA Headquarters. The methods of electing members, removing members and electing new members to fill unexpired terms are left to the discretion of individual member institutions. Each faculty electing or reelecting a member in a given year is required to notify the ADEA Headquarters of the name of its representative by January 1 preceding the ADEA Annual Session & Exhibition at which the incumbent faculty member’s term ends. The Quorum requirement for the transaction of any Council business, including the election of Members-at-Large and Board Directors, is a majority of the total membership of the Council.

4. The Council of Advanced Education Programs membership includes Program Directors or Chiefs of a Hospital Dental Service (as defined by CODA’s list of Program Directors), faculty, residents and fellows, as well as advanced dental education administrators, in Commission on Dental Accreditation-accredited advanced dental education programs located in ADEA-member institutions, as well as past members of the COAEP Administrative Board who are appointed to or employed in an ADEA member institution.

Eligibility to vote on Council business or to vote for candidates nominated for either the Council’s Administrative Board or for the Council’s Board Director is limited to one vote per advanced education program. Only Program Directors or Chiefs of a Hospital Dental Service, or their designee, and Administrative Board members may vote during Council meetings on Council business. The quorum requirement for the transaction for any Council business, including the election of the Member-at-Large and Board Director positions, is one-tenth of the total voting membership of the Council.

To be eligible to serve as member of the COAEP Administrative Board, a person must:
1. Be an individual member of ADEA;
2. Be a member of ADEA COAEP;
3. Be Chief of a Hospital Dental Service or Program Director of a CODA-accredited advanced dental education program located in an ADEA-member institution at the time of the election. Administrative board members may continue to serve in
their roles on the board for the duration of their terms as long as they remain in an academic position in a CODA-accredited dental education program located in an ADEA member institution.

To be eligible to serve as a COAEP Board Director, a person must:
1. Be an individual member of ADEA;
2. Be a member of ADEA COAEP;
3. Be appointed to or employed in an ADEA Member Institution;
4. Be involved in advanced dental education at their institution;
5. Be a current or former Program Director or Chief of a Hospital Dental Service; and
6. Have previously been elected to and served on the Council’s Administrative Board.

5. **The Council of Sections** includes the Council of Sections Administrative Board, Section Councilors and Chairs or their alternates and any former member of the Council’s Administrative Board. Alternates for the Councilors and Chairs may only be a current Section Chair-elect or Section Secretary. All Section Officers from each Section and Chairs of each Special Interest Group are eligible to participate in Council business meetings and may vote at those meetings. Section Councilors, Chairs and those who have previously served as a Section Councilor or Chair are eligible for election to the Administrative Board. The Council of Sections Section Councilor is elected by each Section to a three-year term. Councilors may be reelected to one additional three-year term. The quorum requirement for the transaction of any Council business, including the election of Members-at-Large and Board Directors, is one third of the total voting membership of the Council.

6. **The Council of Students, Residents and Fellows** consists of students, residents and fellows representing any of the following types of programs conducted by each Active, Provisional and affiliate member institution: (a) students, residents and fellows in a program leading to the D.D.S. or D.M.D. degree; (b) students, residents and fellows enrolled in advanced dental education programs; (c) students, residents and fellows in dental hygiene education programs; (d) students, residents and fellows in dental assisting education programs and (e) students, residents and fellows in dental laboratory technology education programs. The methods of electing members, removing members and electing new members to fill unexpired terms are left to the discretion of individual member institutions. The quorum requirement for the transaction of any Council business, including the election of Members-at-Large and Board Directors, is a majority of those members who attend a meeting at which an election occurs.

7. **The Corporate Council** consists of one representative of each Corporate Member. The Corporate Council has five positions: Chair, Chair-elect, Secretary, Member-at-Large and Board Director (ex officio). An individual must be the owner or an employee of a Corporate Member to be eligible for a Corporate Council position. An individual may not hold two or more Corporate Council offices simultaneously. The quorum requirement for the transaction of any Council business, including the election of Members-at-Large and Board Directors, is a majority of those members who attend a meeting at which an election occurs.

Chapter VIII: Sections

A. Functions.

A Section is a programmatic group that provides an opportunity for its members to exchange information on the Section’s specific academic and administrative interests.
1. Academic and administrative Sections are periodically asked by the House of Delegates, Board of Directors, Chair of the Board and President and CEO to undertake assignments and to comment on appropriate materials.
2. A Section is further encouraged to initiate projects and studies of benefit to the Association and its members.
3. A Section may submit resolutions to the House of Delegates.

B. Membership in a Section.

Each Section consists of any Individual, Student, Affinity Member, Retired and Honorary ADEA member interested in the Section’s particular academic or administrative area. An ADEA member may join any number of Sections, participate in the Section’s business affairs, vote and attend any meeting of a Section to which he or she belongs. To hold office, the ADEA member must also be a member of the Section.

C. Formation of a Section

1. To form a new Section, a group must have begun as a special interest group (SIG; see Chapter IX, Section C: Formation of a New SIG). When Section status is desired, the SIG must:
   a) Notify the Chair of the Council of Sections Administrative Board and Council of Sections Staff Liaison of the intent to propose a new Section.
   b) Prepare a proposal to support the case following criteria established by the Council of Sections Administrative Board.
   c) Submit the completed proposal to the Chair of the Council of Sections Administrative Board and the Council of Sections Staff Liaison no later than the designated deadline date.

2. The Council of Sections Administrative Board considers each proposal to form a new Section at its interim fall meeting.
   a) If the proposal is approved, the Council of Sections Administrative Board forwards the recommendation to the Board of Directors for consideration at its subsequent meeting.
   b) If the recommendation is approved by the Board of Directors, the Board of Directors forwards a resolution to form the new Section to the House of Delegates for hearing at the subsequent Annual Session & Exhibition.
   c) Only the House of Delegates has the authority to approve a resolution proposing a new Section. Upon approval by the House of Delegates, a new Section begins operation immediately. If the proposal is not approved, the SIG may resubmit its request in a subsequent year.

D. Review.

The Council of Sections Administrative Board reviews each Section annually. A review of performance is based on criteria established by the Council of Sections Administrative Board:

1. The Administrative Board may impose corrective actions, including probation, for those Sections that fail to submit annual reports or perform prescribed functions.

2. The Council of Sections Administrative Board may recommend that a Section be disbanded or suggest that two or more Sections be merged into one Section based on strong similarities.
a) The Council of Sections Administrative Board forwards a recommendation that a Section be disbanded or merged to the Board of Directors.
b) If the recommendation is approved by the Board of Directors, the Board of Directors forwards an appropriately worded resolution to the House of Delegates for hearing at the subsequent Annual Session & Exhibition.
c) Only the House of Delegates has the authority to disband a Section or merge Sections.

E. Officer and Term of Office.
Each Section has a Councilor, who serves a three-year term of office, and a Chair, Chair-elect, and Secretary, who serve one-year terms in each office in succession.

1. Qualifications: A person must be a member of the Association and a member of the Section to be eligible for office in that Section. In the instance of Councilor, the person must first have served through the Officer positions, including the Chair, to be eligible for election to the Councilor position.

2. Duties:
   a) It is the duty of the Councilor to provide continuity of leadership for the Section and mentoring of new Section Officers; attend the ADEA Annual Session & Exhibition and interim meetings of the Council of Sections; serve as a Delegate in the House of Delegates during the Annual Session & Exhibition; assist in planning, implementing, and assessing Section programs and projects; prepare and submit the Section annual report after each Annual Session & Exhibition to the Council of Sections Staff Liaison; and serve as Section liaison with the Council of Sections Administrative Board.
   b) It is the duty of the Chair to provide leadership in the coordination of Section activities; attend the Annual Session & Exhibition and interim fall meetings of the Council of Sections; chair Section meetings; assist in planning programs for Section meetings; and serve as a Delegate in the House of Delegates during the Annual Session & Exhibition.
   c) It is the duty of the Chair-elect to serve as Chair in the absence of the Chair; attend the ADEA Annual Session & Exhibition and interim meetings of the Council of Sections; perform any Section-related duties requested by the Chair; serve as Chair of the Nominating Committee, which receives and considers nominations and recommends eligible candidates to stand for election for Section office; and serve as the Program Chair for the Section and be responsible for submitting program proposals on behalf of the Section.
   d) It is the duty of the Secretary to record the minutes of Section meetings and disseminate them to the Section membership; attend the Annual Session & Exhibition and interim meetings of the Council of Sections; submit the minutes and current Officer contact information to the Section Councilor for submission with the Section annual report to the Council of Sections Staff Liaison; publish and disseminate a Section newsletter; and perform any Section-related duties requested by the Chair.

3. Succession: Each year the Secretary succeeds to the office of Chair-elect, and the Chair-elect succeeds to the office of Chair. There is no automatic succession to the office of Councilor.

4. Nominations: Before each ADEA Annual Session & Exhibition, the Nominating Committee (Chair-elect and two Section members who are not Officers) recommends eligible candidates for the office of Secretary. Every third year, the Committee recommends eligible candidates for the office of Councilor. Additional nominations for
these offices may be made from the floor at the Section business meeting during the Annual Session & Exhibition when the nominating committee does not receive any nominations via the Call for Nominations process. An individual’s eligibility for the open position will be reviewed and vetted by the nominating committee.

5. **Election:** Section Officers are elected at the Section Members’ Forum held at the Annual Session & Exhibition. The method of voting is left to the discretion of the Chairs or presiding officer. Sections that hold meetings at other times during the year, in which a majority of their members attend, may elect their officers at those meetings with installation of the new officers at the conclusion of the ADEA Annual Session & Exhibition following the mid-year meeting of a section.

6. **Installation:** All Section Officers take office after the conclusion of the Closing of the House of Delegates at the Annual Session & Exhibition.

7. **Consecutive and Simultaneous Terms of Office:** A Section Councilor may serve two consecutive three-year terms. A person may not hold more than one Section Officer position simultaneously or hold office in more than one Section simultaneously.

8. **Replacement of Vacancy:** If the position of Chair, Chair-elect, or Secretary becomes vacant, the remaining Section Officers appoint another member of the Section to serve out the unexpired term. If the Councilor is unable to serve for any reason, a new Councilor will be elected by mail or electronic ballot by the Section members to serve out the unexpired term.

**Chapter IX: Special Interest Groups (SIGs)**

**A. Functions.**

A Special Interest Group (SIG) provides an opportunity for its members to exchange information and work together on specific academic or administrative interests in dental, allied dental and advanced dental education not otherwise routinely addressed by an established Section. The structure of a SIG provides an opportunity and provides a means for a group of ADEA members to focus on areas of common interest.

1. A SIG may be assigned tasks by the Board of Directors, House of Delegates, or the Council of Sections Administrative Board on related studies of benefit to the Association and its members.

2. Each SIG Chair may be an active voting member of the Council of Sections at Council business meetings.

**B. Participation and Membership in a SIG.**

A SIG consists of any Individual, Student, Affinity Member, Retired and Honorary ADEA member interested in the SIG’s particular academic or administrative area. An ADEA member may join any number of SIGs and attend any meetings of a SIG to which he or she belongs.

**C. Formation of a New SIG**

1. To form a new SIG, an individual or group must:
   a) Notify the Chair of the Council of Sections Administrative Board and the Council of Sections Staff Liaison of the intent to propose a new SIG.
b) Prepare a proposal to support the case following criteria established by the Council of Sections Administrative Board.

c) Submit the completed proposal to the Chair of the Council of Sections Administrative Board no later than the designated deadline date.

2. The Council of Sections Administrative Board considers each submitted proposal:
   a) If the proposal is approved, the Council of Sections Administrative Board forwards its recommendation to the Board of Directors for consideration at its subsequent January meeting.
   b) If the proposal is approved by the Board of Directors, the SIG begins operation immediately upon notification by the Chair of the Council of Sections Administrative Board.

D. Review.

Each year, the Council of Sections Administrative Board reviews each SIG and its performance based on criteria established by the Council of Sections Administrative Board.

1. The Administrative Board may impose corrective actions, including probation, for a SIG that fails to submit an annual report or perform prescribed functions.

2. The Council of Sections Administrative Board may disband a SIG.

E. Officer and Term of Office.

Each SIG must have a Chair, who serves a one-year term. A Chair may serve three consecutive one-year terms if reelected by the members. The SIG may voluntarily form a leadership organizational structure similar to that of a Section (Chair, Chair-elect and Secretary) for managing the business of the group. The SIG Chair is the only Officer who can vote in the Council of Section’s business meetings.

1. **Qualifications.** A person must be a member of the Association and a member of the SIG to be eligible for office in that SIG.

2. **Duties.**
   a) The duties of the Chair are to: provide leadership in the coordination of SIG activities, attend the ADEA Annual Session & Exhibition and interim fall meetings of the Council of Sections, Chair SIG meetings, plan programs for SIG meetings, record the minutes of SIG meetings and disseminate them to the SIG membership and submit the SIG annual report and business meeting minutes.
   b) If a SIG chooses to have a leadership organizational structure similar to that of a Section, see Chapter VIII, Section C, 4 for Officer duties.

3. **Succession.** If a SIG chooses to have a leadership organizational structure similar to that of a Section (i.e., Chair, Chair-elect and Secretary), the Secretary succeeds to the Office of Chair-elect, and the Chair-elect succeeds to the Office of Chair.

4. **Nominations, Elections, Terms and Installation.** If a SIG has a leadership organizational structure similar to that of a Section, before each ADEA Annual Session & Exhibition, the Nominating Committee (Chair-elect and two SIG members who are not Officers) receives and considers nominations and recommends eligible candidates to stand for election for the SIG office. Each year, a Chair is elected to serve a one-year term. Chairs may serve a maximum of three one-year terms. SIG Officers are elected at the SIG
business meeting held at the ADEA Annual Session & Exhibition. A SIG Officer takes office at the conclusion of the ADEA Annual Session & Exhibition. A person may not hold office in more than one SIG simultaneously. SIG Chairs are not eligible to serve as an alternate in the House of Delegates.

5. **Replacement of Vacancy.**
   a) If the position of Chair becomes vacant, the SIG members must nominate and elect another member of the SIG to serve out the unexpired term by mail or electronic ballot.
   b) If a SIG chooses to have a leadership organizational structure similar to that of a Section (i.e., Chair, Chair-elect and Secretary), the remaining Officers will appoint a SIG member to serve out the unexpired term of the Officer whose position has become vacant.

F. **Establishing a Section from a Special Interest Group**

1. A SIG is eligible to apply for Section status after a minimum of two years of viable leadership and sustainable membership. If the SIG chooses to apply for Section status, it must:
   a) Prepare a proposal to support the case following criteria established by the Council of Sections Administrative Board located in the ADEA Governance Policy and Procedures Manual.
   b) Submit the completed proposal to the Chair of the Council of Sections Administrative Board and the ADEA Staff Liaison to the Council of Sections no later than the designated deadline date.

2. The Council of Sections Administrative Board considers each proposal that has been submitted.
   a. If the proposal is approved, the Council of Sections Administrative Board forwards the recommendation to the Board of Directors for consideration at its subsequent meeting.
   b. If the recommendation is approved by the Board of Directors, the Board of Directors forwards a resolution to form the new Section to the House of Delegates for hearing at the subsequent ADEA Annual Session & Exhibition.
   c. Only the House of Delegates has the authority to approve a resolution proposing establishing a SIG as a Section. Upon approval by the House of Delegates, the new Section begins operation immediately. If the proposal is not approved, the SIG may resubmit its request in a subsequent year.

Chapter X: Rules for Councils, Sections, and SIGs

The above groups, Councils, Sections and SIGs are hereinafter referred to in this chapter as “component groups” or “groups.”

A. **Finances.**

Records and accounts are maintained at the ADEA Headquarters. Any special allocation or residual amount, which is determined by the Board of Directors and House of Delegates, is available for a group’s annual expenditures. The allocated or residual funds may be used by a group for any reasonable expenditure as outlined in the Board of Directors approved policies for such expenses. Reimbursements for approved expenses shall be processed according to Association policy. All group requests for funding from outside organizations
must receive prior Board of Directors’ approval and be coordinated by the ADEA Headquarters.

B. Employment.
Component groups may not employ an individual except on authorization of the Board of Directors.

C. Contracts.
Component groups may not execute a contract that in any way involves the Association, except on authorization of the Board of Directors.

D. Establishment of Policy.
Component groups have the privilege of recommending Association policy. However, they are not authorized to initiate or implement a new policy or to alter or extend an existing policy without prior review and approval by the House of Delegates.

E. Public Statements.
The President and CEO shall serve as the principal spokesperson for the Association along with the Chair of the Board of Directors in dealing with the profession and the public. No one except the President and CEO or someone authorized by the Board of Directors is allowed to issue a public statement on behalf of the Association or any subgroup within the Association.

F. Communication.
Communications dealing with major component group activities or policy should be sent to all group members by the Chair or another Officer. No one except the President and CEO or someone authorized by the Board of Directors is allowed to issue a public statement on behalf of the Association or any subgroup within the Association.

G. Relations with Other Organizations and Agencies.
No component group is authorized to appoint an official representative to another organization unless authorized to do so by the Board of Directors. No one except the President and CEO or someone authorized by the Board of Directors is allowed to issue a public statement on behalf of the Association or any subgroup within the Association.

H. Relations with Other Component Groups.
Component group Chairs should refer to the President and CEO all matters that properly are the concern of another component group. Requests for information or assistance from another component group should be channeled through the President and CEO’s office.

I. Additional Rules for Component Groups.
Component groups may prepare additional rules needed to conduct their affairs, provided that those rules are consistent with the Association’s Bylaws. Such additional rules should be transmitted to the President and CEO for his or her records.
J. Mail Ballots.

Component groups are authorized to transact business by mail ballot. Mail ballots may be sent and returned by electronically or via postal mail. The results of mail ballots are as binding as those obtained at official meetings. The following regulations apply to all mail ballots:

1. Mail ballots should be initiated by an Officer or appropriate staff member.

2. Each mail ballot should include enough information to allow recipients to register an opinion on the issue in question.

3. A majority vote of the ballots cast is required for approval; and

4. Ballots not returned within 30 days will not be counted.

Chapter XI: President and CEO

A. Function and Duties.

The President and CEO is the Association’s Chief Administrative Officer appointed under contract by the Board of Directors. That contract establishes the tenure of office and salary, and more fully sets forth the duties, which include the following. The President and CEO is expected and empowered to:

1. Serve as the principal spokesperson for the Association, along with the Chair of the Board of Directors, in dealing with the profession and the public;

2. Serve as the chief administrator of the ADEA Headquarters and all of its branches;

3. Provide for the maintenance of the ADEA Headquarters and all property and offices owned or operated by the Association;

4. Employ and evaluate all members of the Association’s staff;

5. Coordinate the activities of all committees, Councils, Administrative Boards and other Association component groups;

6. Approve applications for Affiliate Membership;

7. Serve as the custodian of all monies, securities and deeds belonging to the Association;

8. Prepare financial reports for the Board of Directors;

9. Disburse the Association’s funds at the direction of the Board of Directors, provided those disbursements are consistent with the annual budget approved by the ADEA Board of Directors;

10. Cause all employees entrusted with Association funds to be bonded by a surety company and to determine the amount of the bond;

11. Supervise the publication and distribution of all Association publications;
12. Determine the time and location of the ADEA Annual Session and Exhibition;

13. Notify Individual and Institutional Members of annual and special Meetings of the House of Delegates;

14. Provide a program for the ADEA Annual Session & Exhibition;

15. Present an annual report of the activities of the ADEA Headquarters;

16. Publish an Annual Proceedings of the Association;

17. Perform such other duties as may be determined by the Board of Directors and the Chair of the Board.

B. Appointment.

The President and CEO is appointed by the Board of Directors.

C. Tenure of Office and Salary.

The Board of Directors determines the tenure of office and salary of the President and CEO. No one term may exceed five years.

Chapter XII: Official Publication, Editor, Tenure of Office and Remuneration

A. Official Publication

1. **Title.** The Association publishes an official journal under the title of the *Journal of Dental Education*, hereinafter referred to as the “*Journal*.”

2. **Objective.** The objective of the *Journal* is to report, chronicle and evaluate scientific and professional developments and Association activities of interest to dental and allied dental educators.

3. **Frequency of Issue and Subscription Rate.** The frequency of issue and the subscription rate of the *Journal* are determined by the Board of Directors on recommendations of the Editor and the Editorial Review Board.

4. **Editor.** The Association’s Editor is the Editor of the *Journal*.

B. Editor.

The Association’s Editor is appointed by the Board of Directors. The duties of the Editor are to consult with the Board of Directors in the selection of the Editorial Review Board; exercise, with the Editorial Review Board, editorial control over the *Journal*, subject to the policies and procedures established by the Board of Directors and these Bylaws; and perform such other duties as may be determined by the Board of Directors.

C. Tenure of Office and Remuneration.

The Board of Directors determines the tenure of office and remuneration for the Editor. No one term may exceed five years; however, the Editor may be appointed for more than one term.
Chapter XIII: Representatives to Other Organizations

A. Nominees for Appointment to the Commission on Dental Accreditation and the Joint Commission on National Dental Examinations.

The Board of Directors will recommend a person for appointment by the House of Delegates for each vacancy occurring in the following positions:

1. The Commission on Dental Accreditation, and

2. The Joint Commission on National Dental Examinations.

Additional nominations may be made from the floor at the Opening of the House of Delegates. If there are additional nominations, the election procedures are the same as those provided in Chapter I of these Bylaws. If there are no additional nominations, nominees are declared elected at the Opening of the House of Delegates.

B. Representatives to Other Organizations.

Representatives to other organizations are appointed by the Board of Directors, which also determines the organizations to which the Association appoints such representatives.

Chapter XIV: Conflicts of Interest

A. Representing the Association.

Individuals who serve in the House of Delegates as Officers, or who are appointed or elected to represent the Association in its relations with other private organizations or government agencies; who serve as Council, Section and/or SIG Officers; who serve in an advisory or consultative role for the Association individually or through group or committee assignments; or who are otherwise involved in Association policy and administrative matters do so in a representative or fiduciary capacity and, at all times while serving in such positions, shall further the interests of the Association as a whole. Those Association leaders are:

1. Expected to avoid placing themselves in a position where personal or professional interests may conflict with their duty to the Association;

2. Prohibited to use information learned through their position for personal gain or advantage;

3. Prohibited to obtain for a third party an improper gain or advantage at the expense of the Association;

4. Obligated to disclose to the President and CEO any situation that might be construed as placing the individual in a position of having an interest that may conflict with his or her duty to the Association;

5. Presumed to have a conflict of interest if they, their family, employers or business associates have an interest that could be an impediment to the loyalty of the Association leader to the Association, with the determination about whether there is a conflict to be resolved by a majority vote of the Board of Directors;

6. Expected to avoid even the appearance of impropriety while serving the Association;
7. Shall, in the event of an actual or apparent conflict of interest, disclose all the material facts as to the relationship or interest, shall retire from the room, shall not participate in the deliberation and shall not vote on the matter, which shall enable the remaining Association leaders to make a good faith determination about the proposed transaction or matter, including whether it is fair to the Association. Such a good faith determination about the fairness of the proposed transaction or matter may be made post facto, by a ratification vote.

B. Record.

All actions taken pursuant to any conflict of interest shall are be noted in the meeting minutes. As is necessary to maintain a quorum, Association leaders who have the conflict of interest may be counted in determining the minimum number of decision-makers for such a matter.

Chapter XV: Indemnification and Limitation of Liability

Unless expressly prohibited by law, any person made, or threatened to be made, a party to an action, suit or proceeding (whether civil, criminal, administrative or investigative) by reason of the fact that such person, or such person’s testator or intestate, is or was a person who served or is serving the Association as a Director, Officer, committee member, volunteer, partner, trustee, employee or agent of another entity (i.e., an “Eligible Person”) by reason of that Eligible Person’s position with or service to the Association:

A. Shall be indemnified to the extent the Eligible Person was successful, on the merits or otherwise, in the defense of any such proceeding; and,

B. May be indemnified if the person acted in good faith and reasonably believed in the case of conduct in an official capacity, that the conduct was in the best interests of the Association; and in all other cases, that her or his conduct was at least not opposed to the best interests of the Association; and in the case of any criminal proceeding, had no reasonable cause to believe his or her conduct was unlawful;

C. But shall not be indemnified:

1. In connection with the proceeding by or in the right of the Association (unless it is determined that the person met the relevant standard of conduct under subsection B above), or

2. In connection with any proceeding with respect to conduct for which the person was adjudged liable on the basis that the person received a financial benefit to which she or her was not entitled, whether or not involving action in an official capacity; and,

D. With regard to any indemnification, shall be done only after complying with the provisions in the D.C. Nonprofit Corporation Act with regard to the procedures for making determinations about indemnification and the advance of expenses; and,

E. With regard to any Director or Officer, the indemnification provided by this Article shall not be deemed exclusive of any rights to which any such Director or Officer may be entitled under any statute, bylaw, agreement, vote of the Governing Body or otherwise, and shall not restrict the power of the Association to make any indemnification permitted by law; and provided further that

F. The Association may in its judgment advance expenses for indemnification to such persons to the fullest extent allowed by law.
Chapter XVI: Parliamentary Authority
In all matters not covered by its Bylaws, this organization shall be governed by the most current edition of the American Institute of Parliamentarians Standard Code of Parliamentary Procedure.

Chapter XVII: Amendments
A. Procedure to Amend the Bylaws.
These Bylaws may be amended at a meeting of the House of Delegates being held in association with an ADEA Annual Session & Exhibition by a two-thirds vote of the House of Delegates, provided the proposed amendment is presented in writing to the House of Delegates prior to or during the meeting.

B. Procedure to Amend the Articles of Incorporation.
The Articles of Incorporation of the Association may be amended at a meeting of the House of Delegates being held in association with an ADEA Annual Session & Exhibition by a two-thirds vote of the Delegates, provided the proposed amendment is presented in writing to the House of Delegates.

Chapter XVIII: Additional Provisions and Association Rules
A. Fiscal Year.
The Association’s fiscal year runs from July 1 through June 30.

B. Corporate Seal.
The official seal of the Association shall have inscribed thereon the name of the Association and shall be in such form and contain such other words and/or figures as the Board of Directors shall determine. The official seal may be used by printing, engraving, lithographing, stamping or otherwise making, placing or affixing or causing to be printed, engraved, stamped or otherwise made, placed or affixed upon any paper or document, by any process whatsoever, an impression, facsimile or other reproduction of said official seal.

C. Advisory Boards.
The House of Delegates or Board of Directors may establish one or more Advisory Boards, without governing power or authority, to serve as a resource to them by providing advice, assistance, expertise and support for the advancement and promotion of the mission of the Association. They may appoint a Chair of any such Advisory Board who may be authorized to serve as an *ex officio*, non-voting member of either the House of Delegates or Board of Directors, as the case may be.

D. Nondiscrimination Policy.
ADEA’s Councils, Sections, Boards, the House of Delegates, committees, task forces, and similar entities do not discriminate on the basis of race, color, national or ethnic origin, ancestry, age, religion or religious creed, disability or handicap, sex or gender, gender identity and/or expression, sexual orientation, military or veteran status, genetic information, or any other characteristic as prohibited under applicable federal, state or local law.

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