2021 ADEA
House of Delegates Manual
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BYLAWS OF THE AMERICAN DENTAL EDUCATION ASSOCIATION

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Schedule of the 2021 ADEA House of Delegates

Opening Session of the ADEA House of Delegates
Saturday, March 13, 2021, 11:00 a.m. – noon Eastern Time (ET).

Voting for Chair-elect of the ADEA Board of Directors

Due to the global pandemic, ballots will be cast electronically and asynchronously. The single candidate for Chair-elect is Nader A. Nadershahi, University of the Pacific, Arthur A. Dugoni School of Dentistry.

Voting hours are:
Saturday, March 13 at 9:00 a.m. ET through Wednesday, March 17 at 5:00 p.m. ET.

ADEA Reference Committee Hearings

The Reference Committee on Association Policy Hearing will meet on Saturday, March 13 at 4:15 to 5:15 p.m. ET.

The ADEA Reference Committee on Administrative Affairs will meet on Saturday, March 13 from 5:15 to 6:15 p.m. ET.

All ADEA members and delegates are invited and encouraged to attend the hearings. We ask that all reference committee members log in at least 10 minutes prior to the start of their respective hearings.

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 16, 5:30 – 6:30 p.m. ET

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 2021 ADEA House of Delegates

ADEA Board of Directors
Dr. Ryan Quock, Chair of the ADEA Board of Directors, University of Texas at Houston
Dr. Keith A. Mays, Chair-elect of the ADEA Board of Directors, University of Minnesota
Dr. R. Lamont MacNeil,* Immediate-Past Chair of the ADEA Board of Directors, University of Connecticut
Dr. Gregory M. Ness, Board Director for Advanced Education Programs, The Ohio State University
Ms. Susan M. Ferrante, Board Director for Corporate Council, A-dec
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
Dr. Mylea Wilson, 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. Craig Hirschberg, Rutgers, The State University of New Jersey
Chair-elect, Dr. Russ S. Bergman, Newark Beth Israel Medical Center
Secretary, Mr. Adam Lloyd, University of Tennessee Health Science Center
Member-at-large, Mr. Thikriat Al-Jewair, University at Buffalo School of Dental Medicine

Additional Delegates
Dr. Aditi Bhattacharya, NYU College of Dentistry
Dr. Heather Conrad, University of Minnesota School of Dentistry
Dr. Bryant Cornelius, The Ohio State University College of Dentistry
Dr. Kimberly Hammersmith, The Ohio State University College of Dentistry
Dr. Lynda Harhad, Louisiana State University Health New Orleans School of Dentistry
Dr. Aniket Jadhav, Virginia Commonwealth University School of Dentistry
Dr. Laurance Jerrold, NYU Langone Health
Dr. Edward Dwayne Karateew, University of Illinois at Chicago College of Dentistry
Dr. Edmund Khoo, NYU College of Dentistry
Dr. Shirley Lewis-Miranda, Texas A&M College of Dentistry
Dr. Alton McWhorter, Texas A&M College of Dentistry
Dr. Laurie Moeller, Louisiana State University Health New Orleans School of Dentistry
Dr. Roberta Pileggi, University of Florida College of Dentistry
Dr. Martin Steed, Medical University of South Carolina James B. Edwards College of Dental Medicine

* Appointed to fill the unexpired term of the late Henry A. Gremillion, D.D.S., MAGD
ADEA Council of Allied Dental Program Directors

Administrative Board
Chair, Prof. Dr. Wanda J. Cloet, Central Community College
Chair-elect, Prof. Danielle Rulli, University of Michigan School of Dentistry
Secretary, Prof. Monica Hospenthal, University of Michigan
Member-at-Large, Prof. Marion Manski, Fones School of Dental Hygiene

Dental Assisting
Prof. Misty Mesimer, Germanna Community College
Dr. Janet Sell, Ozarks Technical Community College

Dental Hygiene
Dr. Shirley M Beaver, Fox College
Prof. Lisa Bilich, Eastern Washington University
Dr. Linda Boyd, MCPHS University
Prof. Jennifer L Brame, University of North Carolina at Chapel Hill Adams School of Dentistry
Dr. Colleen Brickle, Normandale Community College
Prof. Ann Bruhn, Old Dominion University
Prof. Mallory Edmondson, Indiana University South Bend
Dr. Risa Handman, Georgia State University Perimeter College
Prof. Mandy Hayre, Camosun College
Prof. Gwen Hlava, University of Nebraska Medical Center College of Dentistry
Prof. Carrie Hobbs, Tyler Junior College
Dr. Michelle Hurlbutt, West Coast University
Dr. Susan Kass, Miami Dade College
Prof. Rachel Kearney, The Ohio State University College of Dentistry
Prof. Michelle McGregor, Virginia Commonwealth University School of Dentistry
Prof. Sherri L Meyers, Northampton Community College
Prof. Cara Miyasaki, Foothill College
Prof. Joanne Paccheco, Fresno City College
Dr. Michelle R Roman, Middlesex County College
Dr. Dianne Smallidge, MCPHS University
Dr. Hema Udupa, Metropolitan Community College - Penn Valley Health Science Institute

ADEA Council of Deans

Administrative Board
Chair, Dr. Nader A. Nadershahi, University of the Pacific, Arthur A. Dugoni School of Dentistry
Chair-elect, Dr. Mert N. Aksu, University of Detroit Mercy School of Dentistry
Secretary, Dr. Clark Stanford, University of Illinois at Chicago College of Dentistry
Member-at-large, Dr. Janet M. Guthmiller, University of Nebraska Medical Center College of Dentistry

Additional Delegates, U.S. Dental Schools
Dr. Mathew Bateman, Lake Erie College of Osteopathic Medicine School of Dental Medicine
Dr. Charles N. Bertolami, NYU College of Dentistry
Dr. Richard Black, Texas Tech University Health Sciences Center El Paso
Dr. T. Gerard Bradley, University of Louisville School of Dentistry
Dr. Julie Byerley, University of North Carolina at Chapel Hill Adams School of Dentistry
Dr. Greg Chadwick, East Carolina University School of Dental Medicine
Dr. Kenneth Chance, Sr., Case Western Reserve University School of Dental Medicine
Dr. Gary T. Chiodo, University of Washington School of Dentistry
Dr. Raymond Cohlmia, University of Oklahoma College of Dentistry
Dr. Bernard J. Costello, University of Pittsburgh School of Dental Medicine
Dr. Cherae M. Farmer-Dixon, Meharry Medical College School of Dentistry
Dr. Cecile Feldman, Rutgers, The State University of New Jersey, School of Dental Medicine
Dr. Steven W. Friedrichsen, Western University of Health Sciences College of Dental Medicine
Dr. A. Isabel Garcia, University of Florida College of Dentistry
Dr. Lily T. Garcia, University of Nevada, Las Vegas, School of Dental Medicine
Dr. William V. Giannobile, Harvard School of Dental Medicine
Dr. Harold Haering, Jr., Midwestern University College of Dental Medicine-Illinois
Dr. Robert Handysides, Loma Linda University School of Dentistry
Dr. Sarandeep Huja, Medical University of South Carolina James B. Edwards College of Dental Medicine
Dr. Wyatt Rory Hume, University of Utah School of Dentistry
Dr. Jeffrey W. Hutter, Boston University Henry M. Goldman School of Dental Medicine
Dr. Amid Ismail, The Maurice H. Kornberg School of Dentistry, Temple University
Dr. Andrea Jackson, Howard University College of Dentistry
Dr. David Johnsen, The University of Iowa College of Dentistry & Dental Clinics
Dr. Steven Kaltman, Nova Southeastern University College of Dental Medicine
Dr. Nadeem Karimbu, Tufts University School of Dental Medicine
Dr. Denise Kassebaum, University of Colorado School of Dental Medicine
Dr. Kevin Keating, California Northstate University College of Dental Medicine
Dr. Paul Krebsbach, University of California, Los Angeles, School of Dentistry
Dr. Allan Kucine, Stony Brook University School of Dental Medicine
Dr. Mark A. Latta, Creighton University School of Dentistry
Dr. Robert M. Laughlin, Louisiana State University Health New Orleans School of Dentistry
Dr. Carol Lefebvre, Dental College of Georgia at Augusta University
Dr. Steven Mark Lepowsky, University of Connecticut School of Dental Medicine
Dr. Frank Licari, Roseman University of Health Sciences College of Dental Medicine - South Jordan, Utah
Dr. Patrick Lloyd, The Ohio State University College of Dentistry
Dr. William Lobb, Marquette University School of Dentistry
Dr. Peter Loomer, UT Health San Antonio School of Dentistry
Dr. José Matos Pérez, University of Puerto Rico School of Dental Medicine
Dr. Keith Mays, University of Minnesota School of Dentistry
Dr. Laurie McCauley, University of Michigan School of Dentistry
Dr. Dwight McLeod, Missouri School of Dentistry & Oral Health
Dr. Russell Melchert, University of Missouri - Kansas City School of Dentistry
Dr. Carol Anne Murdoch-Kinch, Indiana University School of Dentistry
Dr. Ronnie Myers, Touro College of Dental Medicine at New York Medical College
Dr. Jeffrey Paul Okeson, University of Kentucky College of Dentistry
Dr. Fotinos Panagakos, West Virginia University School of Dentistry
Dr. Scott Phillips, University of Mississippi Medical Center School of Dentistry
Dr. James Ragain, Jr., University of Tennessee Health Science Center College of Dentistry
Dr. Michael Reddy, University of California, San Francisco, School of Dentistry
Dr. Mark Reynolds, University of Maryland School of Dentistry
Dr. Bruce E. Rotter, Southern Illinois University School of Dental Medicine
Dr. Jon Ryder, University of New England College of Dental Medicine
Dr. Avishai Sadan, Herman Ostrow School of Dentistry of USC
Dr. Ronald Sakaguchi, Oregon Health & Science University School of Dentistry
Dr. P. Bradford Smith, Midwestern University College of Dental Medicine-Arizona
Dr. Clara M. Spatafore, Virginia Commonwealth University School of Dentistry
Dr. Christian Stohler, Columbia University College of Dental Medicine
Dr. Russell Taichman, University of Alabama at Birmingham School of Dentistry
Dr. Robert Trombly, Arizona School of Dentistry & Oral Health
Dr. John Valenza, University of Texas School of Dentistry at Houston
Dr. Mark Wolff, University of Pennsylvania School of Dental Medicine
Dr. Lawrence Wolinsky, Texas A&M College of Dentistry
Dr. Joseph Zambon, University at Buffalo School of Dental Medicine

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
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
Dr. Thomas R. Schneid, Uniformed Services University of the Health Sciences
Dr. Steven M. Stokes, U.S. Naval 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
Dr. Steven H. Rose, Mayo Graduate School of Medicine

ADEA Council of Faculties

Administrative Board
Chair, Dr. Michael L. Bates, Louisiana State University
Chair-Elect, Dr. Burke W. Soffe, Roseman University of Health Sciences
Secretary, Dr. Cameron Jeter, University of Texas at Houston
Member-at-large, Dr. Ahmad Maalhagh-Fard, University of Detroit Mercy

Additional Delegates
Dr. William R. Bachand, Augusta University
Dr. Laura Barritt, Creighton University
Dr. Yaara Y. Berdan, University of Southern California
Dr. Mark Booth, University of the Pacific
Dr. Susan M. Chialastri, Temple University
Dr. Paula L. Collins, University of Louisville
Dr. John D. Da Silva, Harvard University
Dr. Theodora Danciu, University of Michigan
Dr. Marcia Ditmyer, University of Nevada, Las Vegas
Dr. Kim Divaris, University of North Carolina at Chapel Hill
Dr. Evelyn Donate-Bartfield, Marquette University
Dr. Kim Fenesy, Rutgers, The State University of New Jersey
Dr. Daphne 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 E. Gottman, University of Missouri - Kansas City
Dr. Erin Gross, The Ohio State University
Dr. John Guarente, Boston University
Dr. Alexander A. Hall, Jr., New York Medical College
Dr. Lindsey M. Hamil, Medical University of South Carolina
Dr. Kevin L. Haney, University of Oklahoma
Dr. Uri Hangorsky, University of Pennsylvania
Dr. Marc Hayashi, University of California, Los Angeles
Dr. Zsuzsa Horvath, University of Pittsburgh
Dr. Brian J. Howe, The University of Iowa
Dr. Jean M. Iannadrea, Case Western Reserve University
Ms. Shirley Y. Kang, Western University of Health Sciences
Dr. Anastasios Karydis, University of Tennessee Health Science Center
Dr. Allan J. Kucine, Stony Brook University
Dr. Jim Lai, University of Toronto
Dr. Mitchell J. Lipp, New York University
Dr. Gary Lowder, University of Utah
Dr. Naty Lopez, University of Minnesota
Dr. Kevin Luan, University of Illinois at Chicago
Dr. Crystal McIntosh-Clarke, Howard University
Dr. Jocelyn A. Medina-Paneto, University of Puerto Rico
Dr. Denise 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. Kenneth Peters, University of Colorado
Dr. Maureen Pezzementi, University of Alabama at Birmingham
Dr. Gitanjali Pinto-Sinai, University of Kentucky
Dr. Sonali A. Rathore, Virginia Commonwealth University
Dr. Frank A. Roberts, University of Washington
Dr. Mark A. Romer, Lake Erie College of Osteopathic Medicine
Prof. Carl Shetterly, Howard Community College
Dr. Harlan Shiau, University of Maryland
Dr. Tammy L. Thompson, University at Buffalo
Dr. Lynda Torre, Columbia University
Dr. Paul L. Trombly, Tufts University
Dr. Kevin E. Van Kanegan, Midwestern University-Illinois
Dr. R. Todd Watkins, Jr., East Carolina University
Dr. Janet L. Woldt, A.T. Still University-Arizona
Dr. Phillip Wong, Indiana University
Dr. Shayla Yoachim, University of Nebraska Medical Center

ADEA Council of Sections

Administrative Board
Chair, Gail Childs, University of Florida
Chair-elect, Dr. Thanhphuong (Katie) Dinh, Lake Erie College of Osteopathic Medicine
Secretary, Dr. Thomas Yoon, Lake Erie College of Osteopathic Medicine
Member-at-Large, Prof. Marina Black, Loma Linda University
Additional Delegates
Section on Academic Affairs
Chair, Dr. Emily Sabato, Rutgers, The State University of New Jersey
Councilor, Dr. Abby Brodie, Nova Southeastern University

Section on Addiction Education
Chair, Windy L. Rothmund, Eastern Washington University
Councilor, Dr. Richard D’Innocenzo, Boston University

Section on Advanced and Graduate Education
Chair, Dr. Yun Wang, The Ohio State University
Councilor, Dr. Maricelle Abayon, University of Rochester Medical Center

Section on Anatomical Sciences
Chair, Dr. Vuvi H. Nguyen, University of Texas at Houston
Councilor, Dr. Cameron Jeter, University of Texas at Houston

Section on Behavioral Sciences
Chair, Dr. Jessica Hinz, Southern Illinois University
Councilor, Dr. Linda S. Centore, University of California, San Francisco

Section on Biochemistry, Nutrition and Microbiology
Chair, Dr. Cristine Smoczer, University of Detroit Mercy
Councilor, Dr. Larry Crouch, University of Nebraska Medical

Section on Business and Financial Administration
Chair, Mr. John Kuhar, The Ohio State University
Councilor, Ms. Eileen McIlhagga, University at Buffalo

Section on Cariology
Chair, Dr. Marcelle Nascimento, University of Florida
Chair, Dr. Andrea Zandona, Tufts University

Section on Clinic Administration
Chair, Dr. Hubert K Chan, Western University of Health Sciences
Councilor, Dr. Linda M Wells, University of Missouri - Kansas City

Section on Clinical Simulation
Chair, Dr. Inessa Slipak, Lake Erie College of Osteopathic Medicine
Councilor, Dr. Kyriaki Marti, University of Michigan

Section on Community, Preventive and Public Health Dentistry
Councilor, Ms. Jane E. M. Steffensen, Tufts University
Chair, Dr. Frank A Roberts, University of Washington

Section on Comprehensive Care and General Dentistry
Chair, Dr. Michele Kirkup, Indiana University
Councilor, Dr. Robert Taylor, University of Kentucky
Section on Continuing Education
Chair, Dr. Fernando Astorga, University of Colorado
Councilor, Ms. Melissa Welsh, Columbia University

Section on Dental Anatomy and Occlusion
Chair, Dr. Marianne Day, University of Nebraska Medical Center
Councilor, Dr. Richard Stewart Green, University of Southern California

Section on Dental Assisting Education
Chair, Prof. Misty Mesimer, Germanna Community College
Councilor, Dr. Janet Sell, Ozarks Technical Community College

Section on Dental Hygiene Education
Chair, Prof. Erin Elizabeth Relich, University of Detroit Mercy
Councilor, Dr. Lorie Holt, University of Missouri - Kansas

Section on Dental Informatics
Chair, Dr. Rose-Marie Fay, University of Texas School at Houston
Councilor, Dr. Elise Eisenberg, New York University

Section on Dental School Admissions Officers
Chair, Dr. James Pashayan, Midwestern University -Arizona
Councilor, Dr. Judith A. Porter, University of Maryland

Section on Development, Alumni Affairs and Public Relations
Chair, Mr. Randall Newquist, University of Washington
Councilor, Mr. Dan Soine University of the Pacific

Section on Educational Research, Development and Curriculum
Chair, Dr. Se-Lim Oh, University of Maryland
Councilor, Dr. Yun Saksena, University of Nebraska Medical Center

Section on Endodontics
Chair, Dr. Susan Paurazas, University of Detroit Mercy
Councilor, Dr. Laurie R Fleisher, New York University

Section on Gay-Straight Alliance
Chair, Dr. Bart Watts, University of Utah
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 Minority Affairs, Diversity and Inclusion
Chair, Dr. James E. Tyus, Meharry Medical College
Councilor, Dr. Ethel Harris, Meharry Medical College

Section on Oral and Maxillofacial Pathology
Chair, Dr. Tanya Wright, Tufts University
Councilor, Dr. Rashidah Wiley, Carrington College California - Sacramento
Section on Oral and Maxillofacial Radiology  
Chair, Dr. Saulo Sousa Melo, Oregon Health & Science University  
Councilor, Dr. Sajitha Kalathingal, Augusta University

Section on Oral and Maxillofacial Surgery, Anesthesia and Hospital Dentistry  
Chair, Dr. Gregory Spackman, UT Health San Antonio  
Chair, Dr. Alma Ljaljevic-Tucakovic, University of Louisville

Section on Operative Dentistry and Biomaterials  
Councilor, Dr. Marcela Hernandez, The University of Iowa  
Chair, Dr. Naama Sleiman, University of Detroit Mercy

Section on Integrated Clinical and Applied Biomedical Sciences  
Councilor, Dr. Michael G Schmidt, Medical University of South Carolina  
Chair, Dr. Jaisri Thoppay, Virginia Commonwealth University

Section on Oral Diagnosis and Oral Medicine  
Councilor, Dr. Gargi Mukherji, University of Texas at Houston  
Chair, Dr. Thikriat Al-Jewair, University at Buffalo

Section on Orthodontics  
Councilor, Dr. Edmund Khoo, New York University  
Chair, Dr. William Dahlke, Virginia Commonwealth University

Section on Pediatric Dentistry  
Councilor, Dr. Abimbola Adewumi, University of Florida  
Chair, Dr. Janina Golob Deeb, Virginia Commonwealth University

Section on Periodontics  
Councilor, Dr. Jessica Owens, Louisiana State University Health New Orleans  
Chair, Dr. Neha Parikh, University of Texas at Houston

Section on Physiology, Pharmacology, and Therapeutics  
Councilor, Dr. Dharini Van Der Hoeven, University of Texas at Houston  
Chair, Dr. Melissa Ivers, University of New Mexico

Section on Postdoctoral General Dentistry  
Councilor, Dr. Michael D. Webb, U.S. Air Force Dental Service  
Chair, Dr. James Harrison, University of Louisville

Section on Practice Management  
Councilor, Dr. David J. Thein, University of Missouri - Kansas City  
Chair, Dr. Fengyuan Zheng, The Ohio State University

Section on Prosthodontics  
Councilor, Dr. John Won, Loma Linda University  
Councilor, Ms. Dianne Foster, University of Louisville

Section on Student Affairs and Financial Aid  
Chair, Dr. Juliette Daniels, University of Detroit Mercy  
Councilor, Prof. Dianne D. Foster, University of Louisville
ADEA Council of Students, Residents and Fellows

Administrative Board
Chair, Ms. Parisa Moravedje-Torbaty, University of California, San Francisco
Vice Chair, Ms. Maddi McConnaughhay, University of Nebraska Medical Center
Secretary, Ms. Sarah Wong, University of California, San Francisco
Member-at-large, Ms. Manavi Nagai, Boston University

District Commissioners
Ms. Janet Ajdaharian, Roseman University of Health Sciences, District 10
Ms. Dana Bergenfeld, University at Buffalo, District 2
Mr. Michael Chen, Harvard University, District 1
Ms. Meghna Dara, University of Texas at Houston, District 9
Mr. Justin Deguzman, University of Illinois at Chicago, District 7
Mr. Andrew Egger, University of Nebraska Medical Center, District 8
Ms. Kimberly Fortner, University of Mississippi Medical Center, District 5
Ms. Rachel Macdonald, University of Toronto, District 12
Ms. Ava Pournejad, University of California, San Francisco, District 11
Ms. Alexandria Thompson, Meharry Medical College, District 4
Ms. Gefei Wang, University of Detroit Mercy, District 6
Ms. Jin Xu, University of Pittsburgh, District 3

Allied Dental Delegate
Ms. Alicia Holiman, Pacific University

Advanced Dental Education Delegate
Dr. Rohan Jagtap, University of Mississippi

ADEA Corporate Council

Administrative Board
Chair, Ms. Jackie L. Sanders, Magazine/Endeavor Business Media, LLC (formerly Pennwell Corporation)
Chair-elect, Ms. Betsy Ashworth (no company name)
Secretary, Ms. Debora Bridges, Air Techniques, Inc.
Member-at-Large, Dr. Joel Lowsky, Aspen Dental Management, Inc.
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
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 2021 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.
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 Advanced Education Programs  
Chair, Dr. Adam Lloyd, Meharry Medical College

ADEA Council of Allied Dental Program Directors  
Prof. Monica Hospenthal, Pierce College

ADEA Corporate Council  
Ms. Debora Bridges, Air Techniques

ADEA Council of Deans  
Dr. Mert Aksu, University of Detroit Mercy

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

ADEA Council of Sections  
Dr. Linda Wells, University of Missouri - Kansas City

ADEA Council of Students, Residents and Fellows  
Helen Yuan, University of Southern California

**ADEA Reference Committee on Association Policy**

ADEA Council of Advanced Education Programs  
Chair, Dr. Russ Bergman, Newark Beth Israel Medical Center

ADEA Council of Allied Dental Program Directors  
Dr. Danielle Rulli, University of Michigan

ADEA Corporate Council  
Ms. Betsy Ashworth (no company name)

ADEA Council of Deans  
Dr. Janet Guthmiller, University of Nebraska Medical Center

ADEA Council of Faculties  
Dr. Jim Lai, University of Toronto Faculty of Dentistry

ADEA Council of Sections  
Dr. Gargi Mukherji, University of Texas at Houston

ADEA Council of Students, Residents and Fellows  
Ms. Ava Pournejad, University of Southern California
Resolutions to be Considered by the ADEA House of Delegates

Four resolutions (1H-2021 through 4H-2021) will be acted upon by the House at its Opening Session on Saturday, March 13, 2021, from 11:00 a.m. to noon Eastern Time. The ADEA Board of Directors has referred other resolutions to the Reference Committees. Delegates will be able to vote until Wednesday, March 17, 2021 at 5:00 p.m. Eastern Time and will be sent the final results via email.

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

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

The Reference Committee on Association Policy considered Resolutions 6H-2021, 7H-2021 and 8H-2021. Delegates will be able to vote until Wednesday, March 17, 2021 at 5:00 p.m. Eastern Time and will be sent the final results via email.

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

The ADEA Reference Committee on Administrative Affairs considered Resolutions 5H-2021 and 9H-2021 through 14H-2021. Delegates will be able to vote until Wednesday, March 17, 2021 at 5:00 p.m. Eastern Time and will be sent the final results via email.
Order of Business of the ADEA House of Delegates

Opening Session—Saturday, March 13, 11:00 a.m. – noon Eastern Time

- Call to Order—Chair of the ADEA Board of Directors, Dr. Ryan Quock
- Report of Quorum
- Approval of the Minutes of the Previous Session
- Chair-elect of the ADEA Board of Director’s Address—Dr. Keith Mays
- President and CEO’s Report—Dr. Karen P. West
- Report of the Nominating Committee—Dr. Monty MacNeil
- Action on Resolutions 1H-2021 to 4H-2021
- Referrals of Reports and Resolutions
- Recess until March 16, 2020, 5:30 p.m. Eastern Time

Closing Session—Tuesday, March 16, 5:30 – 6:30 p.m. Eastern Time

- Call to Order—Chair of the ADEA Board of Directors, Dr. Ryan Quock
- Report of Quorum
- Consideration of Reference Committee Reports and Action on Resolutions, if any
- Chair of the ADEA Board of Director’s Address—Dr. Ryan Quock
- 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. Henry Gremillion—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

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<tbody>
<tr>
<td>Adjourn</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</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>Yes</td>
<td>Yes</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>
</tbody>
</table>

**Privileged Motions**

**Subsidiary Motions**

<p>| Table               | No            | Yes              | No          | No          | 2/3            | Main Motion                  | None                            | No        |
| Close debate        | No            | Yes              | No          | No          | 2/3            | Debatable motions            | None                            | Yes⁶      |
| Limit or extend debate | No        | Yes              | Yes         | Yes        | 2/3            | Debatable motions            | Amend, close debate, limit debate | Yes⁶      |
| Postpone to a certain time | No       | Yes              | Yes         | Yes        | Majority       | Main motion                  | Amend, close debate, limit debate | Yes⁶      |
| Refer to committee or board | No   | Yes              | Yes         | Yes        | Majority       | Main motion                  | Amend, close debate, limit debate | Yes⁶      |</p>
<table>
<thead>
<tr>
<th>Amend</th>
<th>No</th>
<th>Yes</th>
<th>Yes</th>
<th>Yes</th>
<th>Majority</th>
<th>Re-wordable motions</th>
<th>Close debate, limit debate, amend</th>
<th>No⁶</th>
</tr>
</thead>
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<tr>
<td>a. Main Motion</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The 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>b. Specific Main Motions</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<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</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>None</td>
<td>Subsidiary</td>
<td>No</td>
</tr>
<tr>
<td>Reconsider</td>
<td>Yes¹</td>
<td>Yes</td>
<td>Yes²</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>Yes²</td>
<td>No</td>
<td>Majority</td>
<td>Referred Main motion</td>
<td>Limit debate, close debate</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.

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**Incidental Motions**

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<tr>
<td><strong>Motions</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Decision of Chair</td>
<td>Close debate, limit debate</td>
<td>No</td>
</tr>
<tr>
<td>Appeal</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Majority¹</td>
<td>Procedural rules</td>
<td>Main motion or subject</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>None</td>
<td>Yes</td>
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<td>Consider informally</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
<td>None</td>
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**Requests**

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<td>Point of order</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Procedural error</td>
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<td>No</td>
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<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</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>(unless presented as a motion)</td>
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<td>Division of question</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Main motion</td>
<td>None</td>
<td>No</td>
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<td>(unless presented as a motion)</td>
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<td>Division of assembly</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Indecisive vote</td>
<td>None</td>
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</table>

Voting for Chair-elect of the ADEA Board of Directors

The 2021 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, 2020.

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

Upon the recommendation of the Nominating Committee, the Board of Directors presents one candidate for the 2020–2021 ADEA Chair-elect of the ADEA Board of Directors. (The office leads in successive years to the offices of Chair of the ADEA Board of Directors and Immediate Past Chair of the ADEA Board of Directors.) The candidate, for whom a brief biographical sketch follows, is Nader A. Nadershahi, D.D.S., M.B.A., Ed.D., University of the Pacific, Arthur A. Dugoni School of Dentistry.
Candidate Statement for Chair-elect of the ADEA Board of Directors

Dean
University of the Pacific, Arthur A. Dugoni School of Dentistry

It is an honor to be nominated for the position of Chair-elect of the American Dental Education Association Board of Directors for 2021-22. ADEA has been an important part of my life and development as an educator and by accepting this nomination, I look forward to continuing to give back to an organization that has given us so much.

I have been privileged to be part of education for over 25 years, teaching in didactic, simulation and clinical environments, as well as serving with colleagues and friends in multiple leadership roles, including my current position as Dean of the University of the Pacific, Arthur A. Dugoni School of Dentistry. I have also been privileged to serve ADEA through my roles in our House of Delegates and the Council of Faculties, Council of Sections and Council of Deans, where I am currently completing a term as Chair. I have also worked closely over the years with members and leaders of the Council of Students, Residents and Fellows; the Council of Advanced Education Programs; the Council of Allied Dental Program Directors; and our Corporate Council partners. In all of my experience with the organization, including the ADEA Commission on Change and Innovation in Dental Education 2.0 steering committee, serving as mentor in the first class of ADCFP fellows, or as mentor in the ADEA Leadership Institute, I have been impressed by the dedication and quality of our members, volunteers and the ADEA team in Washington, DC.

This has been a challenging year for each of us and our loved ones throughout our allied, dental and advanced education/residency programs. The COVID-19 pandemic has impacted our students, residents, fellows, faculty, staff, graduates and communities. However, in crisis one finds danger and many opportunities. I have been impressed by all that we have done together to face the danger and challenges posed by a pandemic and growing outrage with social inequities. I am excited about the opportunities to work with our talented Board of Directors, ADEA leadership and all of you to chart a path for the bright future of ADEA, oral health education and our members.

As an ADEA principal officer, I look forward to working together to successfully emerge from this pandemic, achieve the goals of our strategic framework and shape the “next normal” for dental education. There will be many areas of discussion and focus for ADEA to lead, including:

- Well-being, social justice and equity;
- Collaboration in local, national and international communities;
- Financing of oral health education and cost of education;
- Advocacy; and
- Educator and leadership development.

You have many stories of innovation, creativity and inspiration that will help us build stronger learning communities. This is the opportunity to build on our legacy. I look forward to sharing
your ideas and suggestions. Together, we will build on our shared vision for ADEA to grow a well-prepared and diverse oral health workforce that is improving the health of individuals and communities. Together we will shape the “next normal” for oral health and oral health education for another 100 years of success in ADEA’s story.

I thank you in advance for your support and look forward to the opportunity to bring my knowledge, skills and experiences in working across organizations in oral health care to serve the needs of ADEA and our members.
Report of the ADEA Board of Directors on Resolutions for Consideration by the 2021 ADEA House of Delegates

The ADEA House of Delegates will consider the fourteen resolutions in this report, plus any additional ones introduced electronically. The House will act on Resolutions 1H-2021 through 14H-2021 where delegates vote asynchronously after the Reference Committees are able to submit their reports. Voting will close Wednesday, March 17 at 5:00 p.m. ET.

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

**Resolutions to be Acted on at the Opening Session:**

1. **1H-2021** American Dental Association Council on Dental Education and Licensure Member
2. **2H-2021** Commission on Dental Accreditation Member
3. **3H-2021** Joint Commission on National Dental Examinations Member
4. **4H-2021** Appreciations
5. **5H-2021** Provisional Membership of the Kansas City University College of Dental Medicine
6. **6H-2021** Proposed Establishment of ADEA Policy Statement on the Prevention and Elimination of Racism, Harassment, Discrimination, and Bias in Dental Education
7. **7H-2021** Oral Health as Essential to Primary Health Care
8. **8H-2021** ADEA Council of Allied Dental Program Directors 2011 ADEA Competencies for Graduate Education Update
9. **9H-2021** ADEA Bylaws Changes to Institutional Membership
10. **10H-2021** ADEA Bylaws Changes to Corporate Membership
11. **11H-2021** Eligibility for ADEA Council of Advanced Education Programs Administrative Board
12. **12H-2021** Disbanding the ADEA Section on Postdoctoral General Dentistry
13. **13H-2021** Request of Special Interest Group on Scholarship of Teaching and Learning for ADEA Section Status
14. **14H-2021** Change the ADEA SIG on Women in Leadership to a Section

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-2021

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. Linda Niessen, Nova Southeastern University College of Dental Medicine (2021)
- Dr. Uri Hangorsky, University of Pennsylvania School of Dental Medicine (2022)
- Dr. Steven Lepowsky, University of Connecticut School of Dental Medicine (2023)
- Dr. Eileen Hoskin, Rutgers, The State University of New Jersey, School of Dental Medicine (2024)

Dr. Niessen will complete her term on the ADA CDEL this fall at the close of the 2021 ADA Annual Session. Thus, the 2021 ADEA House of Delegates will have to appoint a new ADA CDEL member. To succeed Dr. Niessen on the Council, the ADEA Board of Directors is recommending that the ADEA House of Delegates elect Dr. Shandra Keith Coble, University of Alabama at Birmingham School of Dentistry, to a four-year term to expire in 2025.

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-2021 Resolved, that the ADEA House of Delegates appoint Dr. Shandra Keith Coble to a four-year term on the ADA Council on Dental Education and Licensure with the term to begin at the close of the 2021 ADA Annual Session and conclude at the 2025 ADA Annual Session.
The current ADEA representatives on the Commission on Dental Accreditation (CODA) and their termination dates (in the fall of the years shown) are:

- Dr. Lawrence Wolinsky, Texas A&M University College of Dentistry (2021)
- 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. Rotter’s appointment as a Commissioner will end at the close of the 2022 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 2021.

The ADEA Board of Directors is recommending that the 2021 ADEA House of Delegates elect Dr. Cataldo Leone, Boston University Henry M. Goldman School of Dental Medicine, to a four-year term beginning Fall 2022 and to expire in 2026.

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:

Resolved, that the ADEA House of Delegates appoint Dr. Cataldo Leone to a four-year term (2022-2026) on the Commission on Dental Accreditation.
Resolution 3H-2021

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. Joseph Zambon, University at Buffalo School of Dental Medicine (2021)
- Dr. John Da Silva, Harvard School of Dental Medicine (2022)
- Dr. Rachel Hogan, Oregon Health & Science University School of Dentistry (2024)

Dr. Zambon will complete his term on JCNDE this fall at the close of the 2021 ADA Annual Session. The ADEA Board of Directors is recommending that the House appoint Dr. Peter M. Loomer, UT Health San Antonio School of Dentistry, to a four-year term to expire at the close of the ADA Annual Session in 2025.

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-2021 Resolved, that the ADEA House of Delegates elect Dr. Peter M. Loomer to serve a four-year term on the Joint Commission for National Dental Examinations with the term to begin at the conclusion of the 2021 ADA Annual Session and end at the conclusion of the 2025 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 donated or rolled over their support to 2021.

Acadental, Inc. sponsored the 2020 ADEA Allied Dental Program Directors’ Conference and have rolled over the funds to the 2021.

ADEA Corporate Council collectively supported the 2020 ADEA Deans’ Conference.

A-dec co-sponsored the Welcome Reception at the 2020 ADEA Annual Session & Exhibition, sponsored an evening networking reception at the 2020 ADEA Allied Dental Program Directors’ Conference, co-sponsored a networking reception/dinner at the 2020 ADEA BFACA Meeting and sponsored a luncheon at the 2020 ADEA Deans’ Conference and has rolled over funding to 2021.

Align Technology, Inc. sponsored the 2020 ADEA Deans’ Conference and has rolled over funding to 2021.

American Dental Association was a Collaborator Sponsor of the 2020 William J. Gies Awards for Vision, Innovation and Achievement and has donated their funds to ADEA.

Bien Air USA sponsored the 2020 ADEA BFACA Meeting and Deans Conference and has rolled over funding to 2021.

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/ADEA Council of Students/Colgate-Palmolive Junior Faculty Award, ADEA/Colgate-Palmolive Co./Dominick P. DePaola Scholar in the ADEA Leadership Institute and co-sponsored the 2020 ADEA Annual Session & Exhibition Welcome Reception and have rolled over all funding to 2021.

Dental Assisting National Board, Inc./The Dale Foundation was a Collaborator Sponsor of the 2019 William J. Gies Awards for Vision, Innovation and Achievement and has donated their funds to ADEA.

Dentsply Sirona, Inc. was the Vanguard Sponsor of the 2020 William J. Gies Awards for Vision, Innovation and Achievement and has rolled over funds to 2021 gala. The company also provided general sponsorship to the 2020 ADEA Allied Dental Program Directors’ Conference, ADEA Student Poster Competition at the 2020 ADEA Annual Session & Exhibition and has rolled over funding to 2021.

Envista – Consumables sponsored the 2020 Allied Dental Program Directors’ Conference, 2020 ADEA BFACA Meeting, 2020 ADEA Deans’ Conference and has rolled over funding to 2021.

Envista – Equipment sponsored the 2020 ADEA BFACA Meeting and has rolled over funding to 2021.
Harvard School of Dental Medicine was a Dean’s List Sponsor of the 2020 William J. Gies Awards for Vision, Innovation and Achievement and has rolled over funds to 2021 gala.

Henry Schein, Inc. was a Visionary Sponsor of the 2020 William J. Gies Awards for Vision, Innovation and Achievement and has donated their funds to ADEA.

Howard University College of Dentistry was a Deans’ List Sponsor of the 2020 William J. Gies Awards for Vision, Innovation and Achievement and has rolled over funds to 2021 gala.

Hu-Friedy Manufacturing Co., LLC co-sponsored the Welcome Reception at the 2020 ADEA Annual Session & Exhibition and has rolled over funding to other ADEA meetings in 2021.

Liaison International, Inc. supported the Liaison International Educational Pathways Fellowship.

LM-Dental, a Planmeca Company sponsored the 2020 ADEA Allied Dental Program Directors’ Conference, 2020 ADEA BFACA Meeting and the 2020 ADEA Deans Conference and has rolled over funding to 2021.

Louisiana State University Health New Orleans School of Dentistry was a Deans’ List Sponsor of the 2020 William J. Gies Awards for Vision, Innovation and Achievement and has rolled over funds to 2021.

Medical University of South Carolina James B. Edwards College of Dental Medicine was a Deans’ List Sponsor of the 2020 William J. Gies Awards for Vision, Innovation and Achievement and has donated their funds to ADEA.

Meharry Medical College School of Dentistry was a Deans’ List Sponsor of the 2020 William J. Gies Awards for Vision, Innovation and Achievement and has rolled over funding to 2021.

Midwestern University College of Dental Medicine-Illinois was a Deans’ List Sponsor of the 2020 William J. Gies Awards for Vision, Innovation and Achievement and has rolled over funding to 2021 gala.

National Dental Association supported the ADEA/Colgate-Palmolive Co./National Dental Association Dr. Jeanne C. Sinkford Scholar in the ADEA Leadership Institute in 2020.

New York University College of Dentistry was a Deans’ List Sponsor of the 2020 William J. Gies Awards for Vision, Innovation and Achievement and has rolled over funding to 2021.

The Procter & Gamble Company was a Visionary Sponsor of the 2020 William J. Gies Awards for Vision, Innovation and Achievement and has donated their funds to ADEA. 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, general sponsor of the ADEA Deans’ Institute, Achieving Excellence Through Difference Event, Student Diversity Leadership Program and the Dental Hygiene Clinic Coordinators’ Luncheon, 2020 ADEA Allied Dental Program Directors’ Conference and breakfast at the 2020 ADEA Deans’ Conference and have rolled over all funding to 2021.

Roseman University of Health Sciences College of Dental Medicine – South Jordan, Utah was a Deans’ List Sponsor of the 2020 William J. Gies Awards for Vision, Innovation and Achievement and rolled over funding to 2021 gala.

Rutgers, The State University of New Jersey, School of Dental Medicine was a Deans’ List Sponsor of the 2020 William J. Gies Awards for Vision, Innovation and Achievement and rolled over funding to 2021 gala.

Tufts University School of Dental Medicine was a Deans’ List Sponsor of the 2020 William J. Gies Awards for Vision, Innovation and Achievement and rolled over funding to 2021 gala.
University of Maryland School of Dentistry was a Deans’ List Sponsor the 2020 William J. Gies Awards for Vision, Innovation and Achievement and rolled over funding to 2021 gala.

University of Minnesota School of Dentistry was a Deans’ List Sponsor of the 2020 William J. Gies Awards for Vision, Innovation and Achievement and have donated funding to ADEA.

University of Missouri Kansas City School of Dentistry was a Deans’ List Sponsor of the 2020 William J. Gies Awards for Vision, Innovation and Achievement and rolled over unding to 2021 gala.

University of North Carolina Adams School of Dentistry at Chapel Hill was a Deans’ List Sponsor of the 2020 William J. Gies Awards for Vision, Innovation and Achievement and rolled over funding to 2021 gala.

University of the Pacific, Athur A. Dugoni School of Dentistry was a Deans’ List Sponsor of the 2020 William J. Gies Awards for Vision, Innovation and Achievement and donated their funds to ADEA.

University of Tennessee Health Science Center College of Dentistry was a Deans’ List Sponsor of the 2020 William J. Gies Awards for Vision, Innovation and Achievement and rolled over fund to 2021 gala.

University of Toronto Faculty of Dentistry was a Deans’ List Sponsor of the 2020 William J. Gies Awards for Vision, Innovation and Achievement and rolled over funding to 2021 gala.

VitalSource Technologies sponsored the 2020 ADEA Deans’ Conference and has rolled over funding to 2021.

Whip Mix Corporation sponsored the Section on Prosthodontics Members’ Forum at the 2020 ADEA Annual Session & Exhibition and rolled over funding to 2021.

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

4H-2021 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 2020 ADEA Annual Session & Exhibition and the start of the 2021 ADEA Annual Session & Exhibition:

Acadental, Inc.
ADEA Corporate Council
A-dec
Align Technology, Inc.
American Dental Association
Bien-Air USA, Inc.
Colgate-Palmolive Company
Dental Assisting National Board, Inc./The Dale Foundation
Dentsply Sirona, Inc.
Envista – Consumables
Envista - Equipment
Harvard School of Dental Medicine
Henry Schein, Inc.
Howard University College of Dentistry
Hu-Friedy Manufacturing Co., LLC
Liaison International, Inc.
LM-Dental, a Planmeca Company
Louisiana State University Health New Orleans School of Dentistry
Medical University of South Carolina James B. Edwards College of Dental Medicine
1  Meharry Medical College School of Dentistry
2  Midwestern University College of Dental Medicine-Illinois
3  National Dental Association
4  New York University College of Dentistry
5  The Procter & Gamble Company
6  Roseman University of Health Sciences College of Dental Medicine – South Jordan, Utah
7  Rutgers, The State University of New Jersey, School of Dental Medicine
8  Tufts University School of Dental Medicine
9  University of Maryland School of Dentistry
10 University of Minnesota School of Dentistry
11 University of Missouri Kansas City School of Dentistry
12 University of North Carolina Adams School of Dentistry at Chapel Hill
13 University of the Pacific, Athur A. Dugoni School of Dentistry
14 University of Tennessee Health Science Center College of Dentistry
15 University of Toronto Faculty of Dentistry
16 VitalSource Technologies
17 Whip Mix Corporation
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<th>Resolution 5H-2021</th>
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<tr>
<td>Provisional Membership of the Kansas City University College of Dental Medicine</td>
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Kansas City University College of Dental Medicine has submitted an application for an ADEA Provisional Membership.

**Provisional Membership of the Kansas City University College of Dental Medicine**

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.

Kansas City University College of Dental Medicine has made a timely application for ADEA Provisional Membership in writing and meets the criteria for Provisional Membership.

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

<table>
<thead>
<tr>
<th>5H-2021</th>
<th>Resolved, that the ADEA House of Delegates accepts the Kansas City University College of Dental Medicine’s application for Provisional Membership in ADEA, effective July 1, 2021.</th>
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Resolution 6H-2021

Proposed Establishment of ADEA Policy Statement on the Prevention and Elimination of Racism, Harassment, Discrimination, and Bias in Dental Education

Background

The ADEA Diversity and Inclusion Advisory Committee proposes the establishment of the ADEA Policy Statement on the Prevention and Elimination of Racism, Harassment, Discrimination, and Bias in Dental Education. The recommendation was unanimously approved on the Wednesday, Dec. 16, 2020 call by the ADEA Diversity and Inclusion Advisory Committee.

This is an incredibly challenging time for our nation and our world. Recent events related to race-, gender-, and sexual orientation-based discrimination and bias have further energized the Black Lives Matter, Anti-Racism, LGBTQIA+ equality and #MeToo movements. All members of the dental education community have been impacted by these events, especially those who belong to communities that have been historically underrepresented and marginalized. As ADEA stands steadfast in its commitment to creating and fostering a humanistic, inclusive and welcoming environment in dental education, the members of the ADEA Diversity and Inclusion Advisory Committee believe it is time for ADEA to make a statement calling for the prevention and elimination of all aspects of racism, harassment, discrimination and bias in dental education.

Therefore, the ADEA Diversity and Inclusion Advisory Committee seeks to establish the ADEA Policy Statement on the Prevention and Elimination of Racism, Harassment, Discrimination, and Bias in Dental Education and asks the ADEA House of Delegates to approve the following resolution:

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

6H-2021  Resolved, that the ADEA House of Delegates approves, accepts and endorses the establishment of the ADEA Policy Statement on the Prevention and Elimination of Racism, Harassment, Discrimination, and Bias in Dental Education to read as follows, effective at the close of the 2021 ADEA Annual Session & Exhibition:

All health care professionals are committed to the basis of the Hippocratic Oath, which is to “do no harm.” Dental professionals are bound by the American Dental Association Code of Ethics Principles of nonmaleficence, beneficence, justice and veracity. In accordance with the ADEA Diversity and Inclusion Strategic Framework, ADEA partners with its membership, strategic partners, and the health care community to advance access, diversity, equity, inclusion and the wellbeing of all constituencies as priorities in dental education.

Black Lives Matter and the Anti-Racism movements, the continued erosion of LGBTQIA+ rights, and the COVID-19 pandemic have further magnified the effects of social determinants of health and other related disparities on the health and wellbeing of vulnerable and historically underrepresented and marginalized populations. The #MeToo Movement has also highlighted the gender-based harassment and discrimination that continues to impact our communities. It is evident that the history of these ongoing social justice challenges has energized the movements and exposed the glaring inequities among marginalized populations.
As The Voice of Dental Education, ADEA recognizes the necessity for and benefits of a diverse, equitable and inclusive environment for all members of the dental, allied dental and advanced dental education communities, as reaffirmed in the Statement of ADEA Policy on Diversity and Inclusion (revised 2016). As a leader in health professions education, ADEA must acknowledge that our country’s painful history of racial and gender discrimination and bias—both conscious and unconscious—has played a role in the health and workplace inequities that plague our country today and that these destructive entities will not be tolerated in dental, allied dental, or advanced dental education.

This resolution supplements the Statement of ADEA’s Policy on Diversity and Inclusion and will enable ADEA to:

1. Facilitate communication of ADEA’s commitment to combat hate, bias, harassment and racism in dental, allied dental and advanced dental education.
2. Lend support to ADEA’s mission and strategic plan to develop and sustain institutional environments within the dental education community that are inclusive and supportive of all diverse groups of students, faculty, residents, fellows, employees and patients.
3. Meet the current and expanded role of ADEA as an access, diversity, equity and inclusion leader in health care and health care education globally.

ADEA has recognized the need for a renewed effort to prevent and eliminate racism, harassment, discrimination and bias in dental education, meeting the current and expanded role of ADEA in promoting access, diversity, equity and inclusion now and in the future.

ADEA and dental education can show leadership in the following ways:

- Increasing the number of pathways and pre-professional programs to improve the diversity of the dental and allied dental student bodies;
- Expanding recruitment, retention and mentorship programs for new faculty and researchers from historically underrepresented and marginalized groups;
- Advancing and creating novel research initiatives focused on unconscious bias and racism in dental education and the profession at all levels; and
- Implementing effective inclusion practices necessary to fulfill the mission and enhance a humanistic environment and the quality of dental education.

ADEA stands firmly and unequivocally against all aspects and forms of hate, bias, harassment and racism and affirms its commitment to the reduction and elimination of these destructive entities in all aspects of dental education. Dental education recognizes racism as an urgent public health crisis that significantly impacts oral health and oral health education.

Together, with our counterparts in health professions education, ADEA is committed to collaborating on the development of policy to combat racism, harassment, discrimination and bias in health care and health care education globally. Additionally, ADEA recognizes that access, diversity, equity and inclusion are critical to the success of dental education and public health, such that faculty, staff, students, residents, fellows, patients, and ADEA Members must resemble the diversity so proudly reflected in the citizenry of our nation.
Resolution 7H-2021
Oral Health as Essential to Primary Health Care

Background: The COVID-19 pandemic caused by the SARS COV-2 virus has been a public health crisis of unprecedented proportion. National dental organizations and state jurisdictions recognize the essential nature of oral health care providers in serving the emergent and ongoing needs of public health and primary care. The American Dental Association specifically addressed this issue in its 2020 House of Delegates by deliberating and passing resolutions discussing the expansion of scope for oral health care providers to include testing and screening, as well as vaccinations, to reduce the burden of unmet primary care and public health needs in our communities.

The American Dental Education Association serves as The Voice of Dental Education and is focused on providing support for our member organizations and leadership to ensure that dental education programs are prepared for the future needs of the profession and our communities.

The following resolution serves to support that oral health care is an essential component of overall and primary health care and support the efforts of dental and allied dental education programs to shape curriculum and advocate locally.

ADEA supports the opportunity for programs to educate students with the requisite knowledge, skills, and attitudes to order and conduct testing to screen for health conditions in routine care and during times of crisis, such as the COVID-19 pandemic.

ADEA also supports the opportunity for programs to educate students with the requisite knowledge, skills, and attitudes in the safe administration of vaccinations.

These programs would graduate practitioners that are prepared to meet these needs as state and local jurisdictions approve the broadened scope of practice.

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

7H-2021 Resolved, that the ADEA House of Delegates and ADEA recognize oral health care as essential to primary care and oral health care providers as essential health care workers;

and be it further

Resolved, that ADEA supports and encourages the education of students, residents and oral health care providers in ordering and administering diagnostic tests and screening for systemic diseases and conditions;

and be it further

Resolved, that ADEA supports and encourages the education of students, residents and oral health care providers in the administration of vaccinations.
Resolution 8H-2021
ADEA Council of Allied Dental Program Directors
2011 ADEA Competencies for Graduate Education Update

Background: ADEA collaborated with ADHA in 2011 to write the first-ever ADEA Competencies for Graduate Education. The current revisions reflect contemporary practice and current state, national and global changes in the health care environment. Societal needs, scientific knowledge and the role of the dental hygienist necessitate a rebranding of the profession, moving dental hygiene into multidisciplinary sectors. This necessitates a shift from the concept of core competencies to a framework of key broad aims and outcomes that integrate with the mission and vision of diverse graduate dental hygiene programs.

Proposed Update: ADEA ADHA Workgroup
Graduate Dental Hygiene Education Aims and Outcomes

Note: This document was developed as a collaboration between the American Dental Education Association (ADEA) and the American Dental Hygienists’ Association (ADHA).

Contributors:

Chair: Danielle Rulli, RDH, M.S., D.H.Sc.
Director, Graduate Dental Hygiene Program
University of Michigan School of Dentistry

Graduate Student Member: Heather Anderson, RDH, M.S.D.H.
Adjunct Faculty
Eastern Washington University

ADEA Members:

Denise M. Claiborne, RDH, Ph.D.
Graduate Dental Hygiene Program Director
Old Dominion University

Jessica Kiser, Ed.D., M.S., RDH
Adjunct Clinical Lecturer, Graduate Dental Hygiene Program
University of Michigan School of Dentistry

Professor in Dental Hygiene/Program Director of Degree Completion
Eastern Washington University

ADHA Members:

Christine Blue, D.H.Sc.
Associate Professor
Assistant Dean for Faculty Development
University of Minnesota School of Dentistry

JoAnn R. Gurenlian, RDH, M.S., Ph.D., AFAAOM
Professor and Graduate Program Director
Preamble

Graduate education in dental hygiene is imperative to develop a cadre of dental hygiene specialists who advance the profession, assume leadership roles in health care and education, elevate the profile of dental hygiene on multidisciplinary teams, and develop scholars who generate and disseminate knowledge. Dental hygiene graduate education should be multifaceted, composed of theory and practical application, and be based on a body of knowledge specific to the discipline of dental hygiene and the roles of the dental hygienist. In addition, a master’s degree program in dental hygiene must meet the diverse needs and interests of the profession and its students, as well as prepare graduates to meet the complex oral health needs of a diverse population. To that end, this definition of a master’s-level dental hygienist was created as a foundation for master’s level curricula.

A master’s-level dental hygienist is a member of a multidisciplinary health care team who approaches the holistic care of patients from a foundation of evidence-based knowledge and theory. Advanced education and a higher level of mastery prepares the graduate to assume positions in academia, health care organizations, public health, government, research, corporate and dental insurance arenas. Graduates conduct translational research to improve teaching and practice, the health care industry, and oral health care delivery models. This professional is a transformational leader and advocate who drives change in the health care delivery system. Graduates are prepared for doctoral level education.

The former core competencies of graduate education were developed in 2011 by ADEA and ADHA. The current revisions reflect contemporary practice and current state, national, and global changes in the health care environment. Societal needs, scientific knowledge, and the role of the dental hygienist necessitate a rebranding of the profession, moving dental hygiene into multidisciplinary sectors. This necessitates a shift from the concept of core competencies to a framework of key broad aims and outcomes that integrate with the mission and vision of diverse graduate dental hygiene programs. The table identifies focus areas for advanced education in dental hygiene with specific aims and learning outcomes for graduates in master’s- and doctoral-level programs. The inclusion of doctoral-level learning outcomes demonstrates the desire to establish doctoral education in dental hygiene and can serve as a framework for those programs who wish to develop a doctoral curriculum.
The focus areas and resulting aims depict a high level of specialized knowledge, current technology, clinical competence and professional behaviors necessary for the provision of care to patients and to promote the integration of dental hygienists as valuable contributors within our health care system. The aims recognize the responsibilities dental hygienists have in light of social justice issues, and assert they are well positioned to influence solutions aimed at reducing health disparities and improving health care delivery. The aims also recognize the need to cultivate leaders who participate in the creation and testing of new delivery models and oral health interventions aimed at preventing and managing oral diseases. Therefore, graduate education must socialize students to a research culture so they engage in scholarly pursuits. Finally, the aims recognize the need for graduate dental hygiene education to prepare educators, colleagues, administrators, and role models. This supports the creation of a cadre of competent faculty, and addresses program succession planning. The further development of professionalism is inherent in advanced dental hygiene education. Graduate education in dental hygiene cultivates professional identity, honing leadership skills, and embodying professional characteristics and values that enhance personal and professional growth while enhancing one’s analytical and communication skills with evidence to connect theory to practice.

The intent of this document is to serve as a guide and support the educational quality of existing, developing, and future graduate education programs. The document provides a foundation for all graduate-level dental hygiene programs irrespective of areas of emphasis; for example, administration/management, advanced clinical practice, community health, oral health sciences, teaching/education, and/or research. The aims and learning outcomes for dental hygiene graduate education can be used as a framework and resource for programs to build curricula aligning with their program’s mission and vision, while establishing a distinction among dental hygienists with the baccalaureate, master’s, and doctoral degrees. Each focus area need not be a specific course within the curriculum. Threaded through multiple aims are themes related to critical thinking, lifelong learning, communication, collaboration, advocacy, evidence-based decision-making and ethics.

A dental hygienist with a Master’s Degree specializing in Dental Hygiene:
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The ADEA Board of Directors asks the ADEA House of Delegates to approve the following resolution:

8H-2021  Resolved, that the ADEA House of Delegates approves the updates to the “2011 ADEA Competencies for Graduate Education” as proposed by the ADEA Council of Allied Dental Program Directors, effective at the close of the 2021 ADEA Annual Session & Exhibition:

A dental hygienist with a Master's Degree specializing in Dental Hygiene:
A member of a multidisciplinary health care team who approaches the holistic care of patients from a foundation of evidence-based knowledge and theory. Advanced education and a higher level of mastery prepares the graduate to assume positions in academia, health care organizations, public health, government, research, and corporate and dental insurance arenas. Graduates independently conduct translational research to improve teaching and evidence-based practice, the health care industry, and oral health care delivery models. This professional is a transformational leader and advocate who drives change in the health care delivery system. Graduates are prepared for doctoral-level education.

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Resolution 9H-2021
ADEA Bylaws Changes to Institutional Membership

Background: ADEA currently offers Affiliate Member status to a variety of institutions with dental, advanced dental and/or allied dental education programs, provided those programs are approved by the Commission on Dental Accreditation. Since the Commission on Dental Accreditation now offers the opportunity for established international predoctoral dental education programs to apply for and be granted accreditation status, the ADEA Board of Directors proposes that international dental schools that have been accredited by the Commission on Dental Accreditation be considered eligible to apply for Affiliate Member status in ADEA.

The ADEA Board of Directors supports the following amendment to the ADEA Bylaws Chapter VI: Membership, C. Institutional Membership, 1. Classes, Qualifications and Obligations, c) Affiliate Membership, as indicated by strikethroughs or underline:

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

9H-2021 Resolved, that the ADEA House of Delegates adopts the revisions to the ADEA Bylaws Bylaws Chapter VI: Membership, C. Institutional Membership, 1. Classes, Qualifications and Obligations, c) Affiliate Membership to read as follows effective at the close of the 2021 ADEA Annual Session & Exhibition:

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.

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  - 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.
Resolution 10H-2021
ADEA Bylaws Changes to Corporate Membership

Background: To recognize and encourage membership in ADEA by not-for-profit corporations and organizations dealing with products and/or services beneficial to dental education and/or dentistry, the ADEA Board of Directors proposes that eligibility for consideration for corporate membership shall include not-for-profit corporations and organizations that otherwise meet the already established criteria for corporate membership.

The ADEA Board of Directors supports the following amendment to the ADEA Bylaws Chapter VI: Membership, C. Institutional Membership, 1. Classes, Qualifications and Obligations, d) Corporate Membership as indicated by strikethroughs or underline:

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.

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

10H-2021 Resolved, that the ADEA House of Delegates adopts the revisions to the ADEA Bylaws Bylaws Chapter VI: Membership, C. Institutional Membership, 1. Classes, Qualifications and Obligations, d) Corporate Membership to read as follows effective at the close of the 2021 ADEA Annual Session & Exhibition:

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.
Resolution 11H-2021
Eligibility for ADEA Council of Advanced Education Programs Administrative Board

Black text = original Bylaws text to remain
Red Strikethrough text = strike text from current Bylaws
Green underline text = editing of original Bylaws

**Background:** The current definition of eligibility for the ADEA Council of Advanced Education Programs (ADEA COAEP) administrative board does not include specifications for members whose positions change during their tenure on the board. The administrative board seeks to provide more detail to more accurately reflect who can participate in the full term of the administrative board positions.

The ADEA COAEP administrative board supports the following amendment to the ADEA Bylaws Chapter VII (Councils), Section D.4 (The Councils of the Association - Members and Quorum), indicated by the underlined green text:

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, 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 a current Program Director or Chief of a Hospital Dental Service in 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.

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

11H-2021 Resolved, that the ADEA House of Delegates adopts the revisions to the ADEA Bylaws related to eligibility of members to serve on the ADEA COAEP administrative board to read as follows, effective at the close of the 2021 ADEA Annual Session & Exhibition:
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, 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.
Resolution 12H-2021
Disbanding the ADEA Section on Postdoctoral General Dentistry

The ADEA Section on Postdoctoral General Dentistry has not met the criteria outlined by the ADEA Council of Sections Administrative Board to continue operation as an ADEA Section. The Section has been on probation for three consecutive years and has had negligible member activity, including on ADEA Connect.

Additionally, the common interests of the ADEA Section on Postdoctoral General Dentistry members may be better served by other ADEA Sections in good standing, such as the ADEA Section on Advanced and Graduate Education.

At this time, in accordance with ADEA Bylaws, the ADEA Council of Sections Administrative Board recommends the disbanding of the ADEA Section on Postdoctoral General Dentistry. The ADEA Board of Directors supported this request during their January 2021 meeting.

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

12H-2021 Resolved, that the ADEA House of Delegates approves that the ADEA Section on Postdoctoral General Dentistry be disbanded.
Resolution 13H-2021
Request of Special Interest Group on Scholarship of Teaching and Learning for ADEA Section Status

The Special Interest Group (SIG) on Scholarship of Teaching and Learning (SoTL), which was formed in 2010, has served as a rich discussion forum that provides members the opportunity to learn and build upon the experiences and knowledge of their teaching peers within an infrastructure to support the scholarship of teaching and learning throughout dental education.

The SoTL SIG submitted an application for Section status along with supporting documentation to the ADEA Council of Sections (ADEA COS) Administrative Board on January 7, 2020. The supporting documentation demonstrated that the SIG serves a unique member need not currently met by other sections, has sponsored at least 24 sessions at each ADEA Annual Session & Exhibition since 2017 and has a robust and active membership.

Therefore, after review, the ADEA COS Administrative Board recommended the change because the SIG was determined to have met the criteria to become a Section established by the ADEA COS Administrative Board. The ADEA Board of Directors supported the ADEA Council of Sections Administrative Board’s request to move the ADEA SIG on Scholarship of Teaching and Learning to Section status.

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

13H-2021  Resolved, that the ADEA House of Delegates approves that the Special Interest Group on the Scholarship of Teaching and Learning become the ADEA Section on Scholarship of Teaching and Learning.
Resolution 14H-2021
Change the ADEA SIG on Women in Leadership to a Section

The ADEA Special Interest Group on Women in Leadership (WIL SIG), which was formed in 2019, has served as a rich discussion forum that provides members the opportunity to advocate for the advancement of women and gender equity in dental education.

The WIL SIG submitted an application for Section status along with supporting documentation to the ADEA Council of Sections Administrative Board on Sept. 2, 2020. The supporting documentation demonstrated that the WIL SIG serves a unique member need not currently met by other sections and has a robust and active membership.

Therefore, after review, the ADEA Council of Sections Administrative Board recommended the change because the WIL SIG was determined to have met the criteria to become a Section established by the ADEA Council of Sections Administrative Board. The ADEA Board of Directors supported the ADEA Council of Sections Administrative Board’s request to move the ADEA SIG on Women in Leadership to Section status.

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

14H-2021 Resolved, that the ADEA House of Delegates approves that the Special Interest Group on Women in Leadership become the ADEA Section on Women in Leadership.
The ADEA House of Delegates will consider the fourteen resolutions in this report, plus any additional ones introduced electronically. The House will act on Resolutions 1H-2021 through 14H-2021 where delegates vote asynchronously after the Reference Committees are able to submit their reports. Voting will close Wednesday, March 17 at 5:00 p.m. ET.
New Chief Administrators at Member Institutions

New Dental School Deans

Since the 2020 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 2020 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. Julie Byerley, University of North Carolina at Chapel Hill Adams School of Dentistry
- RADM Rick Freedman, U.S. Navy Dental Corps
- Dr. William Giannobile, Harvard School of Dental Medicine
- Col. James Knowles, U.S. Air Force Dental Service
- Dr. Allan Kucine, Stony Brook University School of Dental Medicine
- Dr. Robert M. Laughlin, Louisiana State University Health New Orleans School of Dentistry
- Dr. Keith Mays, University of Minnesota School of Dentistry
- Dr. Russell Melchert, University of Missouri – Kansas City School of Dentistry
- Dr. Fotinos Panagakos, West Virginia University School of Dental Medicine
- Dr. Scott Phillips, University of Mississippi Medical Center School of Dentistry
- Dr. Ronald Sakaguchi, Oregon Health & Science University School of Dentistry
- Dr. Clara M. Spatafore, Virginia Commonwealth University School of Dentistry
- Dr. Steven M. Stokes, Naval Postgraduate Dental School

New Affiliate Members

Since February 2020, these programs and schools have become Affiliate Members. The ADEA Board of Directors welcomes them.

Allied Dental Members

- Diablo Valley College, Dr. Joseph Gorga, Dean of Physical Sciences, Biological and Health Science (Pleasant Hill, CA)
- Eastern International College, Dr. Alaa Mohsen, Dental Hygiene Program Director, (Jersey Cit, NJ)
- Fortis Institute – Birmingham, Prof. Danielle R. Guillory, Dental Hygiene Program Director, (Birmingham, AL)
- Illisagvik College, Dr. Sarah Shoffstall-Cone, DENTEX Clinical Site Director (Anchorage, AK)
- Metropolitan Community College, Dr. Hema Udupa, Dental Assisting Program Director (Kansas City, MO)
- Mohave Community College, Prof. Tracy M. Gift, Dental Programs Director (Bullhead City, AZ)
- University of Maine at Augusta-Bangor, Prof. Nancy Foster, Dental Hygiene Program Director (Bangor, ME)

Other New Administrators at Member Institutions

- Dr. Cornell Thomas, Chief Diversity Officer, Southern Illinois University School of Dental Medicine
- Dr. Ashraf Faouad, Chair of Endodontics, University of Alabama at Birmingham School of Dentistry
• Dr. Anita Joy-Thomas, Interim Chair of Diagnostic and Biomedical Sciences, University of Texas School of Dentistry at Houston.
• Dr. Joan E. Kowolik, Director of Admissions and Recruitment, Indiana University School of Dentistry
• Dr. Patrick Louis, Interim Chair, Department of Oral and Maxillofacial Surgery, University of Alabama at Birmingham School of Dentistry
• Dr. Linda Niessen, Founding Dean, Kansas City University College of Dental Medicine
• Dr. Tracy de Peralta, Senior Associate Dean of Academic Affairs and Innovation, University of Colorado School of Dental Medicine
• Dr. Katie Powell, Interim Director, Oral and Maxillofacial Surgery Residency Program, University of Alabama at Birmingham School of Dentistry
• Dr. Jeanette Sabir-Holloway, Assistant Dean for Diversity and Inclusion, Tufts University School of Dental Medicine
• Dr. Carlos Smith, Director of Diversity, Equity and Inclusion, Virginia Commonwealth University School of Dentistry
• Dr. Aaron Yancoskie, Assistant Dean for Academic Affairs, Touro College of Dental Medicine at New York Medical College

Corporate Members
These companies have become ADEA Corporate Members since February 2020. The ADEA Board of Directors welcomes them.

• Kilgore International, Mr. Mike Gregory, President & CEO (Coldwater, MI)
• Spear Education, Dr. Steve Ratcliff, EVP of Business Development (Scottsdale, AZ)

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

**Indiana University**
Dr. Cecil Brown, Jr.  
Dr. Charles Pritchett  
Dr. David Vandersall  
Dr. Joseph Legan  
Dr. Theodore Kula  
Mr. Warren Whitman

**Louisiana State University Health New Orleans**
Dr. John T. Anzalone  
Dr. Otis K. Bailey  
Dr. Ezra Bowens  
Dr. George Broussard  
Dr. Rixby J. Broussard  
Dr. John A. Butler  
Dr. David M. Carlton  
Dr. William F. Carter  
Dr. Marvin V. Cavallino  
Dr. Ross J. DeNicola  
Dr. John N. Estes  
Dr. Henry A. Gremillion  
Dr. Paul P. Hatre  
Dr. James E. Hultberg  
Dr. Robert C. LaCosta  
Dr. Gwendolyn Sue C. LeBlanc  
Dr. Joseph S. Locantro  
Dr. Frederick M. Mains  
Dr. Natchez J. Morice  
Dr. James R. Peltier  
Dr. Prentiss A. Perkins

**Marquette University**
Ms. Marilyn Beck  
Mr. Rodney Daering  
Dr. Ronald Santilli  
Dr. Kiran Singh  
Mrs. Carol Wehrley

**Meharry Medical College**
Dr. Charles Wesley Williams, Jr.

**New York Medical College**
Dr. Louis Rubins

**New York University**
Dr. Trevor Bavar  
Mary Ann Dennis  
Dr. Rajinder K Jain  
Dr. Louis M. Lin  
Dr. William R. Lynch  
Mr. Shand Raymone Tinsley  
Dr. Joseph K. Spector  
Dr. Burton S. Wasserman

**Oregon Health & Science University**
Dr. Henry John Van Hassel

**Rutgers, The State University of New Jersey**
Dr. George Bambara  
Dr. Robert Binder  
Dr. Anthony R. Volpe
Temple University
Ms. Theresa C. Wyszynski

The Ohio State University
Dr. Charles William Solt
Dr. William Rae Wallace

The University of Iowa
Dr. Fernando de Carvalho Oliveira
Dr. Carl Frederic “Fred” Erbe
Dr. Devore Killip

University of Alabama at Birmingham
Dr. Ragnar Flatland
Dr. Alex Jacobson
Dr. David Lee Koth
Dr. Sonia K. Makhija
Dr. Charles A. “Scotty” McCallum, Jr.

University at Buffalo
Dr. Joseph A. Capuana
Dr. Sebastian G. Ciancio

University of British Columbia
Dr. Andrew Cheng
Dr. Kin Kong Wan
Dr. Ralph Yorsh

University of California, Los Angeles
Dr. Jay Gershen
Dr. Ronald Riley

University of Detroit Mercy
Dr. Stewart Holmes
Dr. Louis Hirschman
Dr. Martin Rosenbaum
Dr. Kin Kong Wan

University of Florida
Dr. Robert Thomas Ferris
Mr. David Guirguis
Dr. Marc Heft

University of Illinois-Chicago
Dr. Charles DiFranco
Dr. Joe Discipio
Dr. Richard Perry
Dr. Sam Flores

University of Maryland
Dr. Sue-ning Barry
Dr. H. Thomas Chandler
Dr. Dean Dessem
Dr. Kenny A. Hooper

University of Michigan
Dr. Richard A. Johnson
Dr. Michael B. Lindemann
Dr. Mark Marunick

University of Minnesota
Dr. Judith Buchanan

University of Missouri-Kansas City
Dr. Edward Cantrell

University of Nebraska Medical Center
Dr. Ross Crist
Dr. Leslie Erickson
Dr. Robert Krejci
Dr. Michael Molvar

University of Nevada, Las Vegas
Dr. Bernard Judis
Dr. Robert Lockhart

University of Oklahoma
Dr. William E. Brown, Founding Dean
Dr. Edward Dehan
Dr. Richard Mathewson

University of the Pacific
Dr. Arthur A. Dugoni
Dr. Michael Dumas
Dr. L. Roy Eversole
Mrs. Karen Hadley
Dr. Arthur M. LaVere
Dr. Robert C. K. Peng
Dr. Dennis Shinbore
Dr. Andrew Soderstrom

University of Pennsylvania
Dr. Marjorie Jeffcoat
Dr. David C. Stanton
University of Pittsburgh
Dr. Jeong-Seon Kim
Ms. Sharon A. Hohman
Dr. Stephen L. Kondis
Dr. David H. McKibben, Jr.
Dr. John P. Michanowicz
Dr. Conrad F. Nagel, III
Dr. Henriette S. Sassouni
Dr. Timothy Michael Spina
Dr. Charles H. Tessmer

University of Texas at Houston
Dr. Rodney F. Beetar
Dr. Benjamin Berkovsky
Dr. Steven H. Benson
Dr. George M. Burlingame
Dr. Lloyd K. Croft
Dr. Wendall E. Denman
Dr. John Garza

University of Washington
Mr. Tyson Dennert

Virginia Commonwealth University
Dr. Lindsay M. Hunt, Jr.

West Virginia University
Dr. Camilo Alberico
Dr. Hubert Martin
Dr. Michael Meador
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;
10. To approve sections of the ADEA Governance Policy and Procedures Manual;
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.
   - 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:
     - 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
     - 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. 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, 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 a current Program Director or Chief of a Hospital Dental Service in a CODA-accredited advanced 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 Councillor 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 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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