

Colorado Dental Hygienists' Association

Election Packet 2016

Current CDHA Officers

If you are interested in pursuing any elected or appointed position on the CDHA Board of Trustees, we welcome you to contact the dental hygienist currently filling the position to ask questions and learn about their term in the position.

Elected Positions:

President – Amy Kozlowski, amyaudrak@gmail.com
President-Elect* - Howard Notgarnie, howardrdhedd@gmail.com
Past President – Lori Keilt, lkeilt@comcast.net
Vice President* - Michelle Thornton, michellethornton@msn.com
Secretary* - Vanessa Cook, vanessaraecook@gmail.com
Treasurer - Mendee Wacker, mendeewacker@gmail.com
Speaker of the House – Laurie Ghigleri, lghiglerirdh@yahoo.com
Secretary of the House* – Lisa Westhoff, lisawesthoff@me.com
ADHA Delegates (3)* - Alyssa Aberle, alyssa.aberle@gmail.com
Lori Cackovic, starbaby@me.com
Amy Kozlowski, amyaudrak@gmail.com
ADHA Alternate Delegates (3)* - Mendee Wacker- mendeewacker@gmail.com
Alicia Leigh – akleigh25@gmail.com
Kari Brennan – karibrennan@hotmail.com

Appointed Positions:

Historian* - Darcey McQuiston – darceykay@hotmail.com
Parliamentarian* – Korki Stroud, Kstroud53@aol.com
Webmaster* – Dorianne Bautista -
Mary Geibe -
Facebook Administrator* - Alyssa Aberle, alyssa.aberle@gmail.com
Student Liaison* - Julia Martin – juliardh@gmail.com
Explorer Editor (team)* - Alicia Margheim -
Linda Bui -

Council Chairs (Appointed):

Council on Education Services* - Amy Kozlowski -amyaudrak@gmail.com
Financial Oversight Committee* - Gina Fox, foxboxx@msn.com
Council on Membership* - Teresa Ramirez – tjamirezrdh@gmail.com
Council on Public Relations* - Theresa Ramirez, Faere37@hotmail.com
Council on Regulation and Practice* - Vacant
Games Chair* - MichelleThornton, michellethornton@msn.com
Nominating Committee* -

***Position will be vacant and needs to be filled in October 2016 Election**

**TO NOMINATE A CANDIDATE FILL OUT FORM ON FOLLOWING PAGE AND
RETURN TO starbaby@me.com BY June 25, 2016**

CDHA RECOMMENDATIONS FOR OFFICERS (Nominations)

1. Recommended by: _____

2. Date: _____

3. Name of individual recommended: _____

4. Area of Practice:
Private Practice: _____
Public Health: _____
Other: _____

5. Education:
School of Dental Hygiene: _____
Year Graduated: _____

6. Recommended for which Office: _____

7. Component Activities/ Offices held: _____

Committee Assignments: _____
Other: _____

8. Other Activities on State or National Level: _____

9. List qualifications or information that you believe important in this Office: _____

**ELECTED & APPOINTED OFFICER POSITIONS
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PRESIDENT

1. The current President-Elect and President upon completion of their one (1) year terms of office shall automatically proceed to the offices of President and Immediate Past President once successors have been elected. The current Immediate Past President, upon completion of the one (1) year term of office shall automatically proceed to the position of a Past President of CDHA.

CDHA Bylaws Article IV, Section 1, B.4.

2. Presides at all meetings of the Board of Trustees (BOT) and chairs the Executive Committee. CDHA Bylaws VIII, Section 1, B.

3. Is a member of the HOD with the right to debate and without the right to make motions or vote. CDHA Bylaws V, Section 2.B.

4. First Board meeting is held immediately after the Annual Session.
At this first BOT meeting:

Dates are set for future BOT meetings

Dates are set for publication and deadlines for "*The Explorer*"

Appoint Chair of the ADHA Delegates

Appointed Officers, Council and Committee Chairpersons and members are presented for the BOT approval along with council advisors.

Actions/ Directives of the HOD from Annual Session meeting are assigned

5. List of appointments: (made by the President)
Appointive Officers:

A. Historian

B. Parliamentarian

Standing Councils: (Chair positions appointed by President) President appoints 3 members and one advisor for each council, designating the chair as per CDHA Standing Rules – page 1. CDHA Bylaws VIII, Section 1.

Councils:

A. Council on Annual Session (Chair is the Vice President)

B. Council on Educational Services

C. Council on Regulation and Practice

D. Council on Membership Services

E. Council on Public Affairs

Committees of the Board of Trustees:

- A. Budget
 - B. Financial Oversight CDHA Standing Rules 4-08
 - C. Procedure Manual
 - D. Professional Objectives CDHA Standing Rules 13-91, page 1
 - E. State Board of Dental Examiners) Candidate Selection. CDHA Standing Rules 13-99
6. Notify all appointed Officers and Council Chairpersons of their BOT approval or advise Secretary to do so.
 7. Serve as an ex-officio member of all Councils and Standing/Special Committees, except the Nominating Committee. Appoint, upon Board approval, all special committees unless Board or HOD action does so. CDHA Bylaws Article VIII, Section 1.
 8. Fill any vacancy of Council/ Standing Committee, Special Committee, and Officer positions with BOT approval. CDHA Bylaws Article VIII, Section 1.
 9. Serve as the official representative of the Association in contacts for the purpose of advancing the objectives and policies of this Association.
 10. Submit a President's Message to the Editor of *The Explorer* for each issue.
 11. Attend meetings of the Component societies as feasible, and be available to assist Components.
 12. Keep an up-to-date and complete President's file.
 13. At end of term submit selected items for the keeper of the Permanent File.
 14. Maintain a list of properties belonging to this Association. Note: the Executive Committee is charged with overseeing these properties. Procedure Manual Section 2: General Instructions, Page 5.
 15. The Executive Committee will report at the next BOT meeting following each Executive Committee meeting.
 16. Submit a written report to the regular meetings of the BOT and an Annual Report. of the President to the House of Delegates. Procedure Manual Section 2: General Instructions, Page 9. CDHA Bylaws Article VIII, Section 2. (Annual Report)
 17. Submit a written Annual Report of the Board of Trustees and an Annual Report of the Executive Committee to the House of Delegates CDHA Bylaws Article VI, Section 3 and Article VIII, Section 2.
 18. When needed present proposed resolutions/bylaws changes to the HOD.

19. Address the Opening Ceremonies of the House of Delegates.
20. Aid in the planning of the program/ schedule for the Annual Session (HOD) with the Annual Session Chairperson and identify a keynote speaker, if desired. Consult with the Speaker of the House of Delegates regarding the schedule. On the day of the HOD, greets the HOD and introduces the Keynote Speaker.
21. Act as Chairperson of the Orientation Workshop, should it be held, and plan the agenda. CDHA may fund an orientation workshop or a similar meeting once a year for the purpose of mentoring new and future leaders. CDHA Standing Rules -96
22. Chairs and appoints a special committee, at the appropriate time, to identify dental hygienists who should apply to the Governor for consideration for appointment to the state board of dental examiners and presents to the (notify) BOT of those names for approval. CDHA Standing Rules 13-99, page 3.
23. Send a letter of introduction to the State Board of Dental Examiners specifying those members who will act as official spokespersons; traditionally these are the President and Council on Regulation and Practice Chairperson.
24. Prior to ADHA Annual Session, submit the yearly constituent report on the ADHA House of Delegates website.
25. Initiate liaison on behalf of CDHA to the newly elected Presidents of CDA, CDAA, the Women's Auxiliary of CDA and the Colorado Dental Lab Technician Association.
26. Invite the District X Trustee to the Annual Session and other important meetings. Inform the Trustee of the dates of these meetings at least six (6) months in advance of the meeting. The District X Trustee is allowed one official visit; maximize and use this visit effectively.
27. Extend invitations and serve as host to ADHA officers and representatives who may visit this state or Association functions.
28. Serve as a contact for liaison with other allied health groups.
29. Draft and secure the annual contracts for any employees of the Association at least 60 days prior to Annual Session HOD meeting and/or the first BOT following the HOD for BOT approval.
30. Following the renewal of any contract the prior contract will be filed in the permanent files. All contracts will have several copies, one to be filed with President's materials and one with the Secretary's file.

31. In conjunction with the Immediate Past President will initiate the following awards: Distinguished Service Award, Ethel Covington, Outstanding Service, Student Clinical Excellence and Student Recognition and any other appropriate awards for Board approval. Procedure Manual Section 10: Awards and Scholarships.
32. Act as the initial contact for questions received by the Executive Secretary if applicable.
33. Oversee all updates to the web page (www.codha.org).
34. Contracts/Incorporations
 - A. The Lobbyists contract will be reviewed annually at the BOT meeting and approved by the BOT 60 days prior to Annual Session. Those dollars will be included in the budget and the contract will be executed with the lobbyists and the current President at the Annual Session.
 - B. Will ensure that the premium for the Liability Insurance contract is paid by the treasurer.
 - C. Ensure that the update of the incorporation status is completed annually by the Treasurer.
 - D. With BOT approval, executes the next Annual Session contract.
 - E. Be certain that signatures of two elected officers are on all contracts. One signature should be the Treasurer if and when monetary payments are involved.
35. Should the office of President become vacant, a CDHA Past President shall be elected by the CDHA Board of Trustees to serve as President for the unexpired term. CDHA Bylaws Article IV, Section 1, D.

PRESIDENT-ELECT

1. The current President-Elect and President upon completion of their one (1) year terms of office shall automatically proceed to the offices of President and Immediate Past President once successors have been elected. The current Immediate Past President, upon completion of the one (1) year term of office shall automatically proceed to the position of a Past President of CDHA.

CDHA Bylaws Article IV, Section 1, B, 4.

2. Assist the President as requested and become familiar with all duties of the office of President.
3. Preside at meetings in the absence of the President.
4. Serve as a member of the Board of Trustees, the Executive Committee, and as a non-voting member of the CDHA HOD. See Procedural Manual Section 7: Board of Trustees, Page 18 - Professional Objectives Committee. CDHA Bylaws Article VI, Section 1, Article V, Section 2, B, Article VIII, Section 1, B.
5. Traditionally serves as a member of the Procedure Manual Committee, the Budget Committee, and the Council on Regulation and Practice. Legislative Committee and the Professional Objectives Committee (Committee of the BOT). CDHA Standing Rule 2-83
6. Succeed to the Office of President without election at the next Annual Meeting.
7. Act as the official representative of the President when requested.
8. Be responsible for accommodations and meal planning for all appointed BOT meetings, except for the Strategic Planning meeting, for which the immediate past president is responsible.
9. Organize an annual Association Strategic Planning Workshop, date to be decided in consultation with the President. A minimum 3 year association planning and goal setting is recommended.
10. From Strategic Planning Workshop, organize and print the goals, objectives and action plans. Prior to distribution, approval is made through the BOT. Distribution is done through the delegate manuals prior to Annual Session.
11. Set calendar for next fiscal year.
12. Initiate appointments for Council Chairs and members of Councils and for Standing Committees for their year of service as President.
13. Secure the Installing Officer for the upcoming Annual Session.
14. Present President's plaque at the last meeting of the Annual Session.

15. Chair Candidates' Forum at CDHA House of Delegates.
16. Submit a report for each BOT meeting and an Annual Report at the close of term. Procedure Manual, Section 2: General Instructions, Page 9. CDHA Bylaws Article VIII, Section 2 (Annual Report)
17. When needed, present proposed resolutions/bylaws changes to the HOD. Procedure Manual Section 3: Guide to Communications, Procedures for Presentation of Resolutions and Bylaws Changes to ADHA and CDHA, Page 5.

IMMEDIATE PAST PRESIDENT

1. The current President-Elect and President upon completion of their one (1) year terms of office shall automatically proceed to the offices of President and Immediate Past President once successors have been elected. The current Immediate Past President, upon completion of the one (1) year term of office shall automatically proceed to the position of a Past President of CDHA.

CDHA Bylaws Article IV, Section 1, B, 4.

2. Serve as a member of the Board of Trustees and as a non-voting member of the HOD. Is a member of the Executive Committee. CDHA Bylaws, Article VIII, Section 1, B and Article V, Section 2, B

3. Serve as Chair of Procedural Manual Committee. Refer to Procedure Manual Section 6: Board of Trustees, Committees of the BOT for duties.

NOTE: Flash drives with the Procedure Manuals will be updated by the Immediate Past President and given the Officers at the second BOT meeting. For the first BOT meeting, the Immediate Past President will have hard copies the Procedure Manual for the Officers and Council Chairs of the following: Section 4: Officers and Section 7: Board of Trustees.

4. Serve as a member of the Council on Annual Session and Council on Regulation and Practice, and the Legislative Committee. CDHA Standing Rules 2-83, page 3.

5. Act as a mentor to the President.

6. Submit a report at each BOT meeting and an Annual Report at close of term. Refer to Procedure Manual, Section 2: General Instructions, Page 9. CDHA Bylaws Article IV, Section 1, E. (Annual Report)

7. Will initiate the ordering process of the following awards: See Procedure Manual Section 9: Awards and Scholarships.

8. To be ordered:

- A. President's Plaque

Suggestion: 8"X10" plaque upon which the 1/2 gavel used during can be mounted. The suggested wording for plaque: To__ (name)___ in appreciation for the outstanding dedication as 20__ to 20__ President of the Colorado Dental Hygienists' Association.

- B. Outstanding Contribution

- C. Distinguished Service

- D. Plaque for any retiring hygienist from State board of Dental Examiners. To be presented by CDHA President at the Annual Session Legislative Luncheon.

- E. Ethel Covington
- F. Student Recognition & Clinical Excellence

8. Plaques and Awards for ordered at:

Farmer's Trophies & Engraving
310 Steele Street
Denver, CO 80206
303-329-3322
Account #CDH001

10. Details for Ordering:

- A. Presidents Plaque:
Item #PG2780 (1/2 Gavel)
- B. Outstanding Contribution:
Item #TMA3
- C. Distinguished Service:
Item #TMA3
- D. State Board Plaque:
Item #CTGLB-810
- E. Ethel Covington:
 - 1. The large bowl will be in possession by the previous awardee. It will need to be engraved.
 - 2. The awardee also receives a 5 1/4inch Revere Bowl to keep. It is also engraved.
 - 3. CDA is billed for this award. As a courtesy, please contact CDA prior to ordering. The award is billed separately so the bill can be paid directly by CDA.
 - 4. Engraving can be done at Farmer's Engraving.
- F. Student Recognition & Clinical Excellence:
This award is printed on certificate paper and placed in an award folder.

The Colorado Dental Hygienists' Association
Presents the scholarship/recognition to

NAME

For
Academic Excellence and Professionalism
On this day of Friday, September 23, 2010

11. In conjunction with the Student Liaison, makes arrangements for presentation and delivery of the Student Awards and Clinical Excellence Awards.
12. Be responsible for accommodations and food preparation for the Strategic Planning meeting of the Board of Trustees.
13. The list of award recipients should be placed in the permanent file and submitted to the Editor of the Explorer and the Webmaster for CODHA.org for publication.
14. Should the office of Immediate Past President become vacant, the previous immediate Past President shall fill the vacancy. CDHA Bylaws Article IV, Section 1, D.
15. Reports to the House of Delegates all award recipients/scholarships for the year.
16. When needed, submit proposed resolutions/bylaws changes to the HOD. Refer to format for submission. Procedure Manual Section 3: Guide to Communications, Procedures for Presentation of Resolutions and Bylaws Changes to ADHA and CDHA, Page 5.

VICE PRESIDENT

1. The Vice-President shall be elected for a term of one (1) year or until their successors are elected, with tenure limited to three (3) consecutive terms.
CDHA Bylaws Article IV, Section 1, B, 1.
2. Assist the President as requested.
3. Serve as a member of the Board of Trustees, the Executive Committee, and as a non-voting member of the HOD. CDHA Bylaws Article V, Section 2, B.
4. Serve as Council on Annual Sessions Chairman. See Council on Annual Sessions for duties. CDHA Standing Rules Page 1, 10-91.
5. Submit a copy of the annual meeting program to the Permanent File.
6. Submit a report at each BOT meeting and an Annual Report to the House of Delegates at the close of term. Procedure Manual, Section 2: General Instructions, Page 9. CDHA Bylaws Article VIII, Section 2. (Annual Report)
7. Should the office of Vice-President become vacant, such vacancy shall be filled by a majority vote of the Board. CDHA Bylaws Article IV, Section 1, D.
8. When needed, submit proposed resolutions/bylaws changes to the CDHA HOD. Procedural Manual Section 3: Communications, Procedures for Presentation of Resolutions and Bylaws Changes to ADHA and CDHA, Page 5.

SECRETARY

1. The Secretary shall be elected for a term of one (1) year or until their successors are elected, with tenure limited to three (3) consecutive terms.
CDHA Bylaws Article IV, Section 1, B.
2. Serve as Secretary for all Board of Trustee meetings and the Executive Committee meetings. See Procedure Manual Section 2: General Instructions, Format for Minutes and Guidelines for Minutes, Pages 11-15.
3. Assist the President with correspondence when requested.
4. Serve as a member of the Board of Trustees, the Executive Committee, and as a non-voting member of the HOD. CDHA Bylaws Article V, Section 2, B.
5. Immediately following the election and installation, send a list of newly elected officers to:
 - A. Executive Director of ADHA
 - B. District X Trustee
 - C. Executive Director of the CDA
 - D. CDAA President (Info@codaa.com)
 - E. CDHA Components

Have additional copies of this list available for members who request it.
6. Notify the newly appointed officers of their confirmed appointment under the direction of the President.
7. Ensure that a list of newly elected officers, appointed officers, and council/committee chairpersons be printed in the first issue of the newsletter after their election and on the Association website.
8. Distribute Send to all Board Members, ADHA Delegates and Alternate Delegates, Council Chairs, and the District X Trustee a copy of the minutes of all Board meetings within 30 days following the meetings. Composition of the Board of Trustees can be found in the section of this Manual labeled "Board of Trustees". Be able to produce past minutes to BOT members when requested.
9. Print all necessary stationery and supplies and have them available upon request.
10. Keep an accurate list of correspondence, saving only the necessary copies.
11. Submit Board of Trustees news to the newsletter "*The Explorer*" at appropriate times after consultation with the President.

12. Submit a report to all BOT meetings and an Annual Report at the close of term. Procedure Manual, Section 2: General Instructions. Page 9.CDHA Bylaws Article VIII, Section 2. (Annual Report)
13. Submit official minutes to keeper of the Permanent Files and the list of elected/appointed officers, appointed chairs and members of committees/councils. CDHA Standing Rules "Official Records", page 1 first paragraph.
14. Submits current copy of CDHA bylaws to the Executive Director of ADHA. CDHA Bylaws Article XIV.
15. Should the office of Secretary become vacant, such vacancy shall be filled by a majority vote of the Board. CDHA Bylaws Article IV, Section 1.D.
16. When needed submit to the CDHA HOD proposed resolutions/bylaws changes. Procedure Manual Section 3: Guide to Communications, Procedures for Presentation of Resolutions and Bylaws Changes to CDHA and ADHA Page 5.
17. After consulting with the President, send out the "call" for the BOT meetings to the members of the Board. Include: date, time, place (include map or directions, instructions regarding parking, etc.) Request reports and agenda items be submitted to you by a certain date.
18. Prepare and distribute, upon consultation with the President, the agenda for the upcoming BOT meeting. This agenda can include a "consent calendar" (or consent agenda) as per BOT Standing Rule #5. Procedure Manual Section 2: General Instructions, Suggested Format for BOT Minutes, Page 11.
19. Permanent Minutes of the Board of Trustees must be kept in hard copy and bound in a book type form. It is most important that the reports associated with each set of minutes are attached to those minutes. That would include the consent agenda items. Basically, if something is said to be "on file," that item must be attached to those permanent minutes in hard form. Use of electronic minutes is okay for communication with BOT members, but a disk of minutes placed in the permanent file is not appropriate unless it is accompanied by the hard copy and the attached reports.

TREASURER

1. The Treasurer of CDHA shall be elected for a term of three (3) years with a tenure limited to (2) two consecutive terms. CDHA Bylaws Article IV, Section 1, B, 2.
2. Serve as custodian of all monies belonging to the Association.
3. Serve as a member of the Board of Trustees, Executive Committee and Chair of the Budget Committee, and as a non-voting member of the HOD. CDHA Bylaws Article V, Section 2, B.
4. Instruct component treasurers regarding financial forms, and answer any questions they may have while fulfilling their duties.
5. Pay all bills as received. Receipts must be submitted with a CDHA reimbursement request form. Receipts submitted by the first of the month will be paid by the fifteenth of that month and receipts submitted by the fifteenth of the month will be paid by the first of the following month.
6. Keep accurate records of all transactions.
7. Submit a financial report at all BOT meetings.
8. Send all Council Chairmen and officers a budget recommendation form to be completed and returned for consideration and/or inclusion in the budget by the Budget Committee.
9. Prepare and present annual budgets to the Board of Trustees at the last BOT prior to the CDHA Annual House of Delegates. (August BOT meeting.) The Board of Trustees presents the annual budget to the HOD at the annual session. CDHA Bylaws, Article VI, Section 3.
 - A. Include last year's proposed/ total, current proposed/ total to Date and future proposed budget.
10. Keep a file of each year's approved budget. Documents needed for legal purposes shall be kept by the Treasurer for state and federal retention laws. CDHA Standing Rules 07, page 3.
11. Send any Treasurer's books and reports that are not in active use to the keeper of the permanent files. CDHA Standing Rules "Official Records", paragraph 1.
12. New bank signature cards should be obtained prior to the end of the term. The Treasurer is the designated signer on the account along with at least one of member of the Board.
13. The Treasurer will file the Income Tax form 990 by March 15, 20XX to the IRS. CDHA Standing Rules 94, page 3.
14. Along with the President, sign all necessary contracts. Ensure that the incorporation status is updated annually. This is done by using an on-line update with the Colorado State Department of Revenue.

15. CDHA checking and savings accounts must be kept separate from Assessments account.
16. Submit the annual premium for the Liability insurance policy to ensure continual coverage.
17. Submit a report of each BOT meeting and an Annual Report written report at the close of term. This report should include profit and loss statements and itemized categories reports for major line items. Reports should be submitted for CDHA budget and for the Assessments budget. Procedure Manual, Section 2: General Instructions, Page 9-CDHA Bylaws Article VIII, Section 2. (Annual Report)
18. Upon direction by the BOT, submits the financial records to be audited annually. The CDHA Board of Trustees will annually audit the accounts of the treasury; and at its discretion, from time to time, employ an independent agency. CDHA Bylaws Article VI, Section 3; Standing Rules 94, page 3
19. The CDHA fiscal year shall be November 1st – October 31st. CDHA Standing Rules – 94, page 3.
20. CDHA Budget Committee shall meet at least annually, review the accounts of the treasury, and make recommendations to the type of accounts that CDHA shall have money deposited. CDHA Standing Rules 93, Page 3.
21. Serve as an *Explorer* “staff” member and is responsible for duties listed in the Procedure Manual Section 5: Standing Councils, Newsletter, Page 28.
22. Should the office of Treasurer become vacant, such vacancy shall be filled by a majority vote of the Board. CDHA Bylaws Article IV, Section 1, D and Procedure Manual Section 7: Board of Trustees, page 11.
23. The Standing Committee of Fundraising was establish for the purpose of accumulating “special” funds for designated purposes and these funds are to be held in a special account, different from general accounts. CDHA Standing Rules 1-86, page 3.
22. All expenditures over 10% of budgeted line items must e approved by the BOT prior to reimbursement by the Treasurer. CDHA BOT Standing Rule #4.
23. All bills are to be submitted to the Treasurer as the bills are incurred, unless previous arrangements have been made with the Treasurer, otherwise payment of the bills may not be rendered. CDHA Standing Rules – 77
24. When needed submit proposed resolutions/bylaws to the HOD. Procedure Manual Section 3: Guide to Communications, Procedures for Presentation of Resolutions and Bylaws Changes to ADHA and CDHA.

PARLIAMENTARIAN OF THE BOT

The Parliamentarian shall be appointed by the President to serve a term of one year.

CDHA Bylaws IV, Section 2

Duties:

1. Attend all regular and special meetings of the Board of Trustees as an ex-officio member of the Board with the right to make and debate motions but without the right to vote. Reference: BOT Standing Rules #1 and Procedure Manual Section 7: Board of Trustees, page 11.
2. Serve as advisor to the President and other members of the Board on Parliamentary matters.
3. Have a copy of the current, revised CDHA Bylaws, the CDHA Standing Rules, CDHA Policy, the CDHA Procedure Manual, the most current edition of Roberts Rules of Order, and the current ADHA Bylaws.
4. Make notes of motions and other pertinent action taken during Board meetings for quick reference by the President.
5. If there is not a HOD Parliamentarian, then serve as Parliamentarian for the CDHA House of Delegates if asked to do so by the Speaker of the House.
6. Serve on the CDHA Procedure Manual committee.
7. Submit a report to all BOT meetings and an Annual Report at the end of the term. Procedure Manual Section 2: General Instructions, Page 9. CDHA Bylaws Article VIII, Section 2. (Annual Report)

HISTORIAN

The Historian shall be appointed by the President to serve a term of one year. It shall be the duty of this officer to: (No term limits)

1. Serves as an ex-officio member of the Board of Trustees, with the right to debate and make motions without the right to vote. Serves as a non-voting member of the HOD. Reference Procedure Manual Section 7: Board of Trustees, page 11. CDHA Bylaws Article V, Section 2, B; Article IV Section 2, CDHA Standing Rules of the BOT #1
2. Receives from Officers and Council Chairs materials that are to be maintained in the permanent file.
3. Serve as photographer at various functions of CDHA.
4. Submit an update of the History in the front of this Manual to the Procedure Manual Chair.
5. Submit pictures to *The Explorer* when requested.
6. Submit a report at each BOT meeting and an Annual Report at the close of term. Procedure Manual Section 2: General Instructions, Page 9. CDHA Bylaws Article VIII, Section 2. (Annual Report)

ADHA DELEGATES and ALTERNATE DELEGATES CDHA Delegation to ADHA Annual Session

The number of delegates shall be determined annually by ADHA. Delegates will be elected for a two year term on a rotational basis to ensure continuity. Delegates must have previously served as an alternate delegate. A delegate may serve two consecutive two-year terms. Alternate delegates shall serve for a term of one year.

Delegates and alternate delegates shall be active members of the Association. They shall have served as a CDHA or a component officer. CDHA Bylaws IX, Section 2, A – D.

1. Shall attend the District X (Ten) Delegates' Workshop.
2. Shall attend all meetings of the House of Delegates (HOD) and general sessions of the ADHA. CDHA Bylaws IX, Section 2, G.
3. Has the power to represent CDHA in the House of Delegates of ADHA with the privileges of debate and vote.
4. Shall consult with the CDHA Board of Trustees on the matters to be considered by the ADHA HOD and the proposed slate of officers. CDHA ^{Bylaws} Article IX, Section 2, G.
5. The Alternate Delegate shall serve as Delegate in the event that circumstances affect the Delegate's ability to serve. CDHA Bylaws IX, Section 2, E
6. Shall be available to disseminate information and answer questions from the CDHA membership regarding ADHA HOD actions election results. Submit to the "Explorer" a report as soon after ADHA Annual Session as possible. CDHA Bylaws Article IX, Section 2, G.
7. Shall receive a per diem for food and other costs during travel. No receipts need to be submitted to the treasurer. Any expenses that exceed per diem are at the delegate's cost.

When a delegate or alternate delegate has any or all of their travel, hotel, or registration expenses for District X or ADHA Annual Session paid through ADHA, the host state of District X and/or other sources, that individual shall not receive duplicate reimbursement for the same expenses from CDHA. (This does not include per diem. [HOD 2000]) CDHA Standing Rules Page 5

8. CDHA's ADHA delegates and Alternate Delegates be funded at least for registration to attend District X Delegates' Workshop. CDHA Standing Rules 2-84, page 4.
9. ADHA Delegates and Alternate Delegates: Delegates will receive an annual amount of per diem set after review by the Budget Committee. The cost of airport/hotel transfers, full travel expenses, and other expenses incurred in performing the duties as Delegates and Alternate Delegates shall be paid to the CDHA Delegates and up to three Alternate Delegates. Should Delegates or Alternate Delegates not attend the ADHA Annual Session, all monies forwarded to them by CDHA shall be reimbursed to CDHA. CDHA Standing Rules AM 2-04; 13-10; AM 2013 Number yet to be determined.
10. Submit resolutions from CDHA to ADHA according to ADHA procedures prior to the opening session of the ADHA House of Delegates. CDHA Bylaws Article IX, Section

2, G.

11. In the event of a vacancy in the position of Delegate, the Board shall appoint an Alternate Delegate in compliance with these bylaws to serve until the next Annual Session of the CDHA House where the unexpired term shall be filled by election. CDHA Bylaws Article IX, Section 2, E.

12. In the event of a vacancy in the position of Alternate Delegate, the Board shall appoint a fully qualified member of the Association to serve as Alternate Delegate for the unexpired term. CDHA Bylaws Article IX, Section 2, E.

**CHAIRMAN OF THE CDHA DELEGATION TO
ADHA HOUSE OF DELEGATES**

1. Is appointed annually by the President from the elected delegation to ADHA.
2. Shall attend CDHA BOT meetings as an ex-officio member of the Board without the right to vote, but with the right to make motions and to debate.

CDHA Bylaws, Article VI, Section 1; CDHA Standing Rules of the BOT, #1.

3. Shall report to the membership of this Association as soon as practical after the Annual Meeting by means of "*The Explorer*". This report is to contain a resume of the business transacted at the ADHA Annual Meeting, as well as a general report of the ideas expressed behind the scenes. Since few of our members get a chance to attend a National meeting, this report is the main contact, other than the Trustee's report. A report of the actions of the ADHA HOD should be thoroughly covered. The newly elected and installed officers should be mentioned.
4. Submit a written report to CDHA House of Delegates regarding ADHA Annual Session actions so that CDHA policy and bylaws revisions are consistent with ADHA. CDHA Bylaws Article IX, Section 2, G.
5. Immediately upon appointment, the chair shall submit the following information to ADHA Annual Sessions Council:

Name of delegates and alternate delegates

Addresses

Contact Phone Numbers

ADHA Member

of times as ADHA delegate and/or alternate delegate

of times served in CDHA and/or ADHA reference committee (designate if chair of committee)

6. Proposed resolutions and/or bylaws amendments should be submitted to the ADHA Executive Director (or his/her designee) by 5:00 PM Central time on the last Friday in March. Procedure Manual Section 3: Guide to Communications, Procedures for Presenting Resolutions and Bylaws Changes to CDHA and ADHA, Page 5. CDHA Bylaws Article IX, Section 2, G.
7. Shall be responsible for coordinating registration for the delegation.
8. Shall be responsible for coordinating travel and hotel arrangements for the delegation.
9. Shall disseminate pertinent information received from ADHA or other sources to the delegation.

10. Shall be responsible for credentialing of the delegation during ADHA HOD.
11. Shall make assignments for Colorado representation at hearings, forums or workshops that the chairman deems necessary.
12. Shall maintain a file of testimony to be added to the Delegates file that contains pertinent information and materials acquired at the meeting. Information should be retained for five years.
13. Serve as the Student Liaison coordinator in the event the student delegate is from this state. Guide this student through the ADHA HOD and Student HOD process.
14. Submit a report at each BOT meeting and an Annual Report at the end of term. Procedure Manual, Section 2: General Instructions. Page 9. CDHA Bylaws Article VIII, Section 2. (Annual Report)
15. Shall maintain a file of expenditures of the delegation to review with the Treasurer in determining future budgets for the ADHA Delegation. CDHA Standing Rules [HOD2000], [2-84], and [AM 2-04, 13-10] AM2013, pages 4-5, Assigned number yet to be determined.

See ADHA Delegates and Alternate Delegates, pages 19-20, of this section. Review items 7, 8, and 9.

ADHA DELEGATES/ALTERNATE DELEGATES PROCEDURE GUIDE

As a delegate or alternate delegate, you are expected to be a voice for your constituent. To do this effectively, there are certain duties and “homework” assignments for you to fulfill.

ADHA will notify delegates and alternate delegates when the Annual Reports and the Delegates Manual is available online under House of Delegates. These provide you with officer, council and committee reports and explain the structure and function of the House as it occurs in the ADHA Bylaws.

This Procedure Guide is a supplement to the ADHA Manual. Suggestions gleaned from former delegates will help you know what to expect as well as to what is expected of you as a delegate.

1. **READ, STUDY, AND MAKE NOTES** of questions about reports and resolutions when first received. They will arrive at least 30 days before the meeting.
2. **DISCUSS REPORTS, RESOLUTIONS, AND CANDATES** at Constituent Board meetings to get ideas of all constituent board members.
3. **ATTEND DISTRICT TEN DELEGATES WORKSHOP** to review manuals with District delegates and Trustee. This workshop will follow Reference Committee format. Assignments for research and testimony will be given at this time.
4. **AT THE ANNUAL MEETING**, plan on attending all functions, speakers, and most particularly, business meetings. These may include the President's Reception, General Sessions, House meetings, Reference Committee Hearings, District Caucuses, President's Luncheon, Foundation Gala, Candidates' Forum, and Mega Issues Forum.
5. **SUPPLEMENTAL REPORTS AND RESOLUTIONS** will be presented before the meeting begins. Some may arrive by mail before your Constituent Board meeting preceding Annual Meeting. Additional supplemental reports, submitted too late to be mailed, will be handed out at the first District Caucus or at the first meeting of the House. These include the reports of the Board on Finances, Board's recommendations on reports and resolution, and the President's Report.
6. **THE DISTRICT CAUCUS** is a most important working session; for it will be the last chance to ask questions in detail of your Trustee on the Board's recommendations. It is mandatory for all delegates and the alternates to attend the caucus. The meeting is open to all members of the district and they are invited and urged to attend. The Trustee presides, and all reports and resolutions in the delegate's manual and supplemental reports are discussed. Candidates for office, sponsors of resolutions, officers and staff can all be called into the caucus to answer questions. As a district, you should decide which of your Reference Committee Hearing.

7. REFERENCE COMMITTEE HEARINGS are your chance to make your views known on all proposed resolutions. There are usually four Reference Committees. The assignment of reports and resolutions will be made at the first meeting of the House. The Reference Committee reviews all reports and resolutions assigned to it. This Committee hears from all members of the ADHA who wish to speak, then goes into a closed session, deciding to recommend, adoption or rejection or making amendments or substitutions, or referring each resolution.
8. THE REPORTS OF THE REFERENCE COMMITTEES will be ready for review as soon as possible before the Second meeting of the House. It is a good idea to obtain your copy early and read them before the meeting begins. A District caucus is held immediately preceding the Second House to discuss the Reference Committee Reports.

During the Second House the Reference Committee Chairman will read this report, pausing to vote on each resolution separately. Occasionally, as when several resolutions have been presented which all concern the same issue, it will be recommended that all be rejected in a group, with a substitute resolution presented to cover all facets of the several original resolutions.

You have the right to ask that each resolution be acted upon separately. You also have the right to speak for or against any resolution, or ask any questions on any matter. When you wish to speak, rise, and when recognized by the chair, state your name and constituent, then speak. There will be a microphone on the floor for you to use so everyone can hear you.

You may make motions to amend or refer the resolution/bylaw, as the one presented by the Reference Committee may be different than the original or new light has been gleaned on the subject. You may make a motion to bring back the original resolution/bylaw.

9. AFTER THE MEETING, the Chairman of the Delegation shall prepare a report for the constituent members that should be published so the membership is aware of what has occurred on a National level.
10. A copy of the most recent edition of Roberts Rules of Order should be with someone in the delegation for quick reference.

ADHA DELEGATE COUNT FORMULA

1. Count total voting membership in each Constituent as of the last day of the ADHA fiscal year preceding Annual Session
2. Count total of all voting members in ADHA as of the last day of the ADHA fiscal year preceding Annual Session.
3. Divide total of all voting members of ADHA into the number of voting members in each Constituent to arrive at a proportion of Constituent voting members to total ADHA voting members.
4. Multiply by the number 100, this is the number of delegates to be allocated to each Constituent after each Constituent is allocated one delegate. Carry to the fourth decimal. The figure arrived at with this calculation determines the number of delegates to be allocated to each Constituent (plus the one delegate already calculated).
5. Take the whole number from this calculation and assign that number of delegates to that Constituent. Example: If Alaska's calculation was 1.0201, using the whole number, Alaska would be assigned 1 additional delegate.
6. Once all whole numbers have been allocated to constituents, rank the four decimal calculations in order from highest to lowest. Allocate the remaining delegates to the Constituents with the highest four decimal ranking until all 100 delegates have been allocated.
7. Each constituent, therefore, receives:
 - A. One delegate
 - B. Plus the number of delegates resulting from whole number calculations
 - C. Plus the number of delegates resulting from the decimal calculations

**OFFICER REPORT
TEMPLATE**

Date of BOT
Officer of Council Chair Position

Strategic Plan Responsibilities
List by Goal and Objective

Procedure Manual Responsibilities

Recommendations

Resolutions

If there are no proposed resolutions, submit with the following statement:
“This report is informational and contains no resolution.”

Respectfully Submitted By
Name

**COUNCIL/COMMITTEE REPORT
TEMPLATE**

**Position
Date of BOT**

**Strategic Planning Responsibilities
(List by Goals and Objectives)**

Procedure Manual Responsibilities

Members of Council (Designate Chair)

Comment or Recommendations

Resolutions Proposed

If there are no proposed resolutions, submit with the following statement:

“This report is informational and contains no resolution.”

Budget

**Respectfully Submitted By
Name**