

**MANUAL OF PROCEDURES: PART III**  
**PRESIDENT ELECT/PROGRAM-EDUCATION CHAIRMAN**

Guidelines for the Program/Education Committee:

1. Contact NDA as soon as possible after the Annual Session and discuss the Hotel for the next Annual Session, Program, Social Functions, Table Clinics, and Exhibits in advance of the First Board Meeting.
2. Present a preliminary program to the Executive board no later than the Second Board Meeting.
3. A finalized program should be presented for Board acceptance at the Board meeting prior to printing the Annual Session Newsletter.
4. Contact speakers by telephone, if possible, or see them in person, then confirm by letter, keeping copies. When the speaker is contacted, inquire about equipment needed for presentations, (black/white board, projector, screen, etc). Inquire about customary fee or honorarium, mileage, or plane fare. When confirming by letter, state all fees, honorarium, mileage, or plane fare and equipment needed. This serves as a contract and no misunderstandings will occur. Approximately three (3) weeks prior to the engagement, reaffirm by letter.
5. Inform Local Arrangements Chairman of all audio visual equipment needed.
6. Obtain a resume of the Speaker for introduction.
7. Introduce each speaker .
8. Distribute DANB credit sheets, thank the speaker, and present a Certificate with honorarium. (Inform the Treasurer of the honorarium needed with correct spelling of the speakers names.. The check will then be drawn.)
9. Send letters of appreciation and thank you to all speakers participating in the program.
10. Arrange for the printing of materials for speakers as needed.
11. Obtain NDA programs for the Registration Chairman.
12. Prepare the program in cooperation with the President, Local Arrangements and Social Committee honorarium.

April 16, 2006

## VICE PRESIDENT/REGISTRATION

### Guidelines for Registration

1. Determine materials to be placed in the Annual Meeting packet and contact distributors for complimentary materials. (This is an option.) Maintain an accurate file.
2. Check the number of badge covers and ribbons needed for Annual Session and order replacements as needed.
3. Send membership forms to individuals requesting them for registration and all Non-members who register.
4. Check registrations and prepare name tags prior to Annual Session.
5. Complete Annual Session packets as follows:
  - d. Name tag, cover and appropriate ribbon
  - e. The Program will be printed in last Newsletter (NDA program will be at Registration desk.) (It may be placed on the Web site.)
  - f. Tickets to the social events that have been purchased
  - g. All complimentary materials
  - h. Any other materials that may be needed
6. Establish a schedule (with Board approval) for the registration desk and members to staff.
7. Mail packets to all pre-registered members.
8. Group all students by school and request instructors to distribute the packets to them.
9. Provide membership applications at the door.
10. Verify active members with most current ADAA membership print-out.
11. Have each registered member sign the registration book. (The sign in book is to be kept two (2) years.)
12. Arrange with the Hotel to have all materials safely stored while the registration desk is not open.
13. Record and report to the House of Delegates an accurate count of all individuals that are registered each day.
14. Write a thank you to each company that provided materials.
15. Mail new membership applications as soon as possible after the Annual Session to ADAA. (Check with the Treasurer)
16. All onsite registration monies must be counted before presenting to the treasurer. A listing of the members shall accompany the money.
17. The Vice President/Chairman shall be bonded with the Treasurer.
18. Prepare an Annual Report summarizing information and activities of the year.
19. A per lecture fee may be charged to non-registered individuals at the discretion of the NDAA Board.
20. Registration files may be kept thirty (30) days after the Annual Session and then destroyed.

May 1, 2006

## **IMMEDIATE PAST PRESIDENT/NOMINATIONS/AWARDS**

The Immediate Past President shall serve as the Chairman of these committees. Other members of the Nominations Committee are selected as follows: one from each Local Society and one member at large. It is suggested this Committee meet in early fall to begin the process.

### **Guidelines for the Nominations Committee**

1. Develop a slate of candidates of one or more for each officer , board member, and advisory council positions to be filled.
2. Receive nominations from active, life or special members.
3. Send nomination forms for individuals to complete with explanation of duties involved in the position.
4. Review nomination forms upon return
5. Provide candidates' qualifications to the Newsletter Editor.
6. Develop a ballot for Annual Session use.
7. Prepare an Annual Report summarizing information and activities with the Association.
8. All candidates who are nominated from the floor must have their qualifications and consent presented to the House of Delegates.

## **SUGGESTED QUALIFICATIONS**

It is suggested that members nominated for an office in the NDAA shall have served as an officer, board member, or chairman of a standing committee in the members' Local Society. If member at large, he/she shall have attended at least two (2) NDAA Annual Sessions.

All persons currently holding an office shall be asked to move up in office, or to serve a second term unless there is just cause for not doing so.

The Committee shall follow the basic rules of procedures for correspondence, files, reports and resolutions as stated in this manual. Publication of committee information in the Newsletter shall be directed by the Board or Editor.

## **AWARDS**

The four (4) Board Members shall serve on the Awards Committee. Instructors may not serve on this committee due to conflict of interest. The Chairman shall present the Awards.

### **Guidelines for Awards Committee:**

- a. Inform all the Schools of the Awards in January.
- b. Send information to the Newsletter Editor for inclusion in the Newsletter.
- c. Arrange for return of trophies from previous winners.
- d. Have trophies engraved professionally.
- e. Obtain check or cash from the Treasurer for the Awards.

May 1, 2006

- f. Prepare an Annual Report summarizing information and activities with the Association, this should include the names of the persons winning the Awards.

## **MEMBERSHIP COMMITTEE**

The Chairman shall serve two (2) years.

1. The Membership Chairman should promote membership.
2. Report current membership totals at the Board Meetings.
3. Review each ADAA list with the previous list and note the names of members who have dropped and/or have been added to the membership lists. Forward a copy of the ADAA Roster or reference list along with the list which you have made of dropped members to each Local. Each Local should notify you of any changes that are needed. Each Local should be encouraged to contact dropped members and encourage them to rejoin.
4. Keep Locals supplied with membership applications.
5. Send a copy of "New Member" lists to the Local which the new member has joined.
6. The Year Book Committee and Locals need copies of the April roster as soon as possible for the Membership Yearbook update.
7. Contact each Dental Assisting Program for a list of students so that we may send them letters upon graduation and renewal. (Metro-Tech—Southeast Community College—Central Community College—Mid-Plains Community College)
8. Keep the Newsletter Editor and Locals informed of any address or name changes.
9. Work with Central Office to maintain accurate membership lists.
10. Keep records of expenditures for phone calls, copies and correspondence.
11. Supply current membership lists to Annual Session Registration Chairman.
12. Contact ADAA Central Office for programs and promotional materials for recruiting new members and retaining current members.
13. Prepare an Annual Report summarizing information and activities of the year
14. Verify Life Membership applications.
15. Contact ADAA for the Display Board for Annual Session and NDA for a complimentary booth in the Exhibit Hall.(At the direction of the board.)
16. Decide with the board approval any gift materials for members.
17. Request a reference list for the Annual Session from ADAA about four (4) weeks before the Annual Session.
18. Maintain the membership list on a flash drive.

January 31, 2009

## **MEMBERSHIP BOOK**

This is a special Committee appointed by the President of NDAA each year. This appointment will be made at the Post-Board Meeting. The chairman will work closely with the State Membership Chairman and Local Membership Chairmen. Local Chairmen should be members of this Committee.

Guidelines for the membership book:

1. Compile member information and arrange by Local Societies and members-at-large.
2. Obtain current schedule of events to be held by each Local Society and updated membership information.
3. Obtain current addresses for ADAA, DANB, and other agencies as decided by the Board.
4. Compile a schedule of NDAA and ADAA activities to be included in the book.
5. Arrange information in order to be printed.
6. Obtain estimates on costs of printing the books. Printing of the book and cost, **MUST BE APPROVED PRIOR TO PRINTING.**
7. Arrange for printing and distribution of the books. It is suggested that Local Society books be delivered to the Local Society Chairman for distribution to members. Members-at-large may have theirs mailed.
8. Prepare an annual report to summarize the committee activities.
9. Under no circumstances may this book be given to a person for the purpose of solicitation or sales. Anyone requesting a book, other than a current member of NDAA or ADAA must have the approval of the Board.

## **PUBLIC RELATIONS AND WEBSITE COMMITTEE**

The Chairman of this committee may be Active, Life or Special member.

1. Contact Newspapers to release information concerning Annual Session, Dental Assisting Recognition Week and/or other items as directed by the Board.
2. Notify radio stations with the above information if deemed appropriate by the Board.
3. Notify Dental Journals of the above information.
4. Prepare an annual report summarizing the activities of the year.
5. Contact the Governor's Office regarding the signing of the DARW Proclamation.
6. The release of Website information will be made to the Web Master with permission of the NDAA Board.

## **PROPERTIES COMMITTEE**

The Properties Committee shall maintain the stationary, envelopes and motion forms. They shall also store the banner and return it to the Annual Session each year. A report shall be filed by each officer or chairman regarding the brief cases, RONR, and trophies. The chairman shall maintain these reports. The President shall appoint this committee.

April 16, 2006

## **STUDENT INVOLVEMENT COMMITTEE**

The chairman of this committee may be an Active or Life Member. The Committee will assist in revitalization of the membership of our State and Local Societies by maintaining the students as members. They are the future of the Association and are an excellent source of future officers for the State and Local.

The following are recommendations for this committee:

1. Maintain contact with the Students by means of the Newsletter. The Editor will send each Dental Assisting Program a copy when published.
2. Plan an Annual Program (Social and/or Educational) at the NDAA Annual Session, being sure the students are used as consultants to the committee.
3. Maintain accurate records of expenses. **KEEP RECORDS**
4. Maintain records if students have a money making project. **KEEP RECORDS**
5. Maintain contact with NDAA Membership Chairman.
6. Support student attendance at ADAA Annual Sessions by encouraging the students to attend.
7. Prepare a year end report summarizing the activities for the year.
8. Ask each Local for a representative to visit Dental Assisting Programs.

## **INTERPROFESSIONAL/LEGISLATIVE COMMITTEE**

The Chairman and members shall be Active or Life Members.

These are recommendations for the Committee. This is an AdHoc Committee.

The following are the duties of this Committee.

1. Inform the membership regarding any legislation or pending legislation affecting the welfare of dental assistants.
2. Cooperate with the proper agencies and Associations in studying legislation introduced within the State of Nebraska.
3. Cooperate with and serve as liaison between the State and Local Legislative Committees and appropriate staff persons.
4. Prepare applications for the Legislative Assistance Program (if available) and submit it to the Board for approval.
5. Suggest recommendations of action with respect to any legislation.
6. Prepare and submit a full report at the end of the Association year.
7. Follow the basic rules of procedures for correspondence, files, reports, and resolutions as stated in this Manual. Publication of Committee information in the Newsletter/Website will be directed by the Board.
8. The committee Chairman will submit a written report at each Board Meeting. Copies of the report are to be forwarded to each Local.
9. **Keep a timeline of all Legislative events, meetings, email, etc) on a flash drive.**

**January 31, 2009**

## SOCIAL COMMITTEE

The Chairman shall be appointed by the President. It is suggested that she/he be from the host city of the Annual Session. Members of the Committee may be Active, Life, or Student. They will plan and execute suitable social functions (Luncheons, Banquets, Receptions, etc.) to be held during the Annual Session. Work with the Local Arrangements Committee.

The Committee will:

1. order or prepare floral or other appropriate centerpieces for the NDAA Pre-Board Meeting/President's Reception and/or luncheon.
2. work within the budget when arranging social functions.
3. prepare tickets for the luncheon and all functions the Board has ordered.
4. assemble door prizes are optional. Door Prize options:
  - a. Local merchants, dental laboratories and supply companies may be contacted for contributions for door prizes at least four (4) months in advance.
  - b. A basket may be used for the ticket stubs for the drawing. Depending on the type of ticket, names should be placed on the back of the ticket.
  - c. Gifts may or may not be wrapped. If a prize was Contributed by a firm, be sure that the firms' name is mentioned at the time of the drawing.
  - d. Letters of "thank you" must be sent to all contributors.
5. coordinate with Local Arrangements the room arrangements for each function.
6. arrange for a head table at the President's discretion.. A Past President table is optional. (*Head table arrangement: determine who will sit at the head table. The NDAA President, President elect, Treasurer, Recording Secretary, Emcee, and Special Guests should be included. Place cards are optional*)(*example: President at dais; Immediate "R" Secretary, Treasurer; Immediate "L" Trustee, President elect; Parliamentarian to the "L" and back unless there is room at the table. Any others may be seated on either end as room allows.*)
7. inform the Editor of all functions and fees r by the deadline of the Pre-Board Meeting.
8. Prepare an Annual Report summarizing information and activities of the year for your file.

May 1,2006.

## NEWSLETTER

The Chairman and members shall be Active or Life Members. The Editor shall be a member of the Association with the following qualifications: organization, effective writer and able to edit copy.

The Editor shall:

1. Promote the education of the dental assistant while continually keeping members informed of the Association activities.
2. Alert the membership to changes in ADAA and State trends and policies.
3. Persuade the membership to act and become more involved with the Association, officers and committees.

The following are recommended suggestions:

1. Edit manuscript or copy. "Editing" is to remove words, alter language, and trim away surplus stories or parts of stories until the finished product is concise, accurate, factual, grammatical, and appealing. (The author may not want this done, check first.)
2. The editor objectively decides on value and display of news, without fear or favor.
3. The editor will furnish all persons who do not have the NDAA Guidelines with a copy of *Preparation for NDAA Newsletter*, i.e. Locals, schools, etc.
4. Produce clean copy.
5. Establish publication deadlines
6. Obtain labels or label listing by purchasing from ADAA in zip code order.
7. Publish and distribute copies to:
  - a. NDA President
  - b. NDA Executive director
  - c. NDHA President
  - d. Directors of each Dental Assisting Programs (MTCC, SECC, CCC, MPCC)
  - e. NDAA members, including student members.
  - f. Presidents of Iowa, Kansas and Missouri
  - g. Two (2) copies to each of the following: NDAA President, NDAA Recording Secretary and Historian.
  - h. Send complimentary copies to anyone submitting a news item.
  - i. Send a copy to ADAA Central Office Journal Editor.
8. Sort all pieces according to zip code. (Check with the Post Office for specific directions.) First Class mailings will not require sorting.
9. Deliver to Post Office or mailing center.
10. Prepare an Annual Report to summarize activities with the Association.

May 1, 2006

## **COPY PREPARATION FOR NDAA NEWSLETTER**

1. All items are to be typewritten, double spaced, on one side of the page only.
2. The item identification, name of the reporter, and due date should be in the upper left corner of the page.
3. The reporter should read the story before turning it in, making all necessary corrections.
4. Articles are to be written in third person, avoiding "I", "we", and "you".
5. Does the story answer questions the reader might ask?
6. Double check the spelling of names.
7. MEET THE DEADLINES.

## AWARDS

**The Aloise B. Clement Trophy for Achievement** (a.k.a.) Achievement Award), was given to the Association in 1937 by Mr. Joe Ratner in memory of Aloise B. Clement. It may be presented to a member who has provided outstanding service to the Association.

Nominations shall be presented to the Awards Committee Chairman. The recipient will hold the trophy for a period of one (1) year. It should be engraved with the recipient's name.

**The Dr. Cecil Mueller Loyalty Trophy** may be awarded to the member in attendance at the Annual Session who presents verification of the longest period of continuous employment with one dentist/employer. The applicants must submit a statement that includes:

1. Initial date of employment.
2. Verification of at least five (5) years of membership in the American Dental Assistants Association and Nebraska Dental Assistants Association.
3. Verification of the dentist/employer.
4. Signature of the President of the NDAA.

Nominations shall be presented to the Awards Committee Chairman prior to the Pre-Board Meeting for consideration. The recipient will hold the trophy for a period of one (1) year. It should be engraved with the recipient's name.

**The Dr. Floyd Paynter Essay Trophy** was presented to the Association in 1956. It may be awarded annually to the member who has been a member of the ADAA/NDAA for at least on (1) year and who submits the best essay , meeting the following criteria:

1. Essay must be an original work 500-1000 words in length.
2. Essay must be typewritten and double-spaced on one side of the paper only.
3. Bibliography must be included with the essay.
4. Essay must be submitted to the NDAA Awards Committee Chairman seven (7) calendar days prior to the Annual Session.

Essays will be judged on:

1. Appropriateness of subject matter.
2. Correct grammar.
3. Clarity of thought.
4. Professional interest.

The recipient will hold the Dr. Floyd Paynter trophy for a period of one (1) year. It should be engraved with the recipient's name.

**Lettie Johnson presented the R.E. Dooley Essay Award Trophy** to NDAA in 1970. Each School will be notified in January of the awards requirements and the trophy will be presented at the NDAA Annual Session. In 2000, the original trophy (plaque) was modified to become a separate plaque for each Dental Assisting Programs (Mid-Plains CC, Central Community College, and Metropolitan CC). The name of the award winning student essayist shall be engraved on a bronze plate to be mounted on the plaque of the winner's school.

The contest is open to all student members of the NDAA.

1. Essays are to be original works of the student 500-1000 words in length.
2. Essays are to be typewritten or word processed on one side of the page only.
3. Bibliography must be included with the essay.
4. Essays must be submitted to the NDAA Awards Committee seven (7) days prior to the Annual Session.

Essays will be judged on:

1. Subject matter.
2. Grammar.
3. Spelling.
4. Clarity of thought.
5. Professional interest.

Each school may submit three (3) of their best essays. The essay award may be \$25.00 cash or one (1) year ADAA membership dues.

Essay may not be material that was prepared for another purpose.

1. Proof reading, assisting in typing, etc. is not allowed by instructors of students submitting an essay.
2. Essays received beyond the accepted date will not be considered.
3. Essays become the property of the Association and will not be returned.
4. Prior to judging the essays, each should be numbered by a non-committee member to keep the identity of the school and student unknown. All evidence of student/school name should be covered. A ranking order may be devised for scoring (i.e. scale of 1-10). The highest total scores are 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place winners.

## DELEGATES TO ADAA ANNUAL SESSION

Delegates will be determined by the number of members allowed by ADAA, working from the President downward, delegates will be selected from Officers and Board Members of the NDAA.

The Delegate shall:

1. Attend meetings and report on educational and/or business meetings as assigned by the President.
2. Be prompt at all meetings. Do not leave before recess or adjournment unless such action is necessary.
3. Study carefully all reports and materials in the Delegate packet. Consult the Trustee for clarification of information and materials.
4. Participate in discussions, ask for explanations if things are not clear.
5. Take brief, but concise notes.
6. Prepare a report for the membership, for publication in the Newsletter. All reports are written in **third person**. The NDAA President will assign segments of the program to each Delegate and then compile them into one report. The report should include:
  - a. Speaker/Session title
  - b. Action discussed and outcome.
  - c. Brief but accurate information.
7. Prepare an itemized statement on the NDAA approved expense report form with all receipts attached for all monies received from the Delegates fund for attending the ADAA Annual Session. Compliance must be adhered to or it may be decided that monies may not be distributed until after an official expense report is given to the treasurer.

When the report is completed by the President, a copy should be distributed to the Recording Secretary to be placed on file, one copy will be sent to the NDAA Newsletter Editor to be published in the Newsletter issue immediately following the ADAA Annual Session and one will be placed in the President's file.

April 16, 2006

## **PROPOSED 2009 CONFERENCE RULES**

### **Rules on House of Delegates Meeting**

1. The House of Delegates of the Nebraska Dental Assistants Association shall consist of:
  - a. credentialed delegates elected by the Local Society or the membership of geographical areas with no Local or (in their place) credentialed alternates;

### **Rules on attendees of the NDAA Annual Conference**

1. No individual shall take part in the proceedings of the Annual Conference until the individual has registered and secured an official conference badge. Badges must be visible at all business and educational functions.

### **Rules on Delegates**

1. A credentialed alternate may take the place of a credentialed delegate during any business meeting, provided the change is recorded by the Credentials Chairman. Such changes must be verified by the Local President or other authorized officer.
2. Any delegate wishing the floor shall approach the designated microphone, wait to be recognized, address the Chair, and state their name and the name of their Local. (When appropriate, the delegate should state whether they are speaking in favor of or in opposition to a question.)

### **Registration**

1. Individuals attending business and educational sessions must register prior to admittance.
2. In addition, the Board of Directors and all delegates and alternates must receive the official ribbons and voting cards for balloting to attend the House of Delegates.
3. All pre-registered officers, etc., will receive this information by mail.

### **Rules on Credentials Committee**

1. The Credentials Committee shall report at the beginning of each meeting of the House of Delegates the number of credentialed delegates, alternates, and voting members of the Board of directors who are registered and shall make a supplementary report at each House of Delegates business session.

### **Rules on Nominations and Elections**

1. Individuals who are nominated less than thirty (30) days before the election, may be nominated from the floor of the House of Delegates by a voting member. Candidates nominated from the floor must make written qualifications available to all delegates voting for this position. The voting member must inform the House of Delegates of the candidates' qualifications and shall submit these qualifications to the Secretary. All candidates shall present an oral statement to the Delegates and may distribute only informational materials to the House of Delegates. Campaign material is not allowed for distribution to the House of Delegates.
2. No candidates for officer shall serve as a teller or a member of the elections Committee.

### **Rules on House of Delegates Meeting**

1. The House of Delegates of the Nebraska Dental Assistants Association consist of:
  - a. credentialed delegates elected by the Local Society of the membership of geographical areas with no Local or (in their place) credentialed alternates.
  - b. the credentialed voting member of the Board of directors.
2. One student delegate (without voting privilege) from each school may be seated with their respective Local delegation.
3. All motions and amendments made from the floor shall be presented in writing on the official form to the presiding officer.
4. Debate on any question shall be limited to two (2) minutes for each speaker. The timekeeper shall indicate to each speaker a thirty (30) second warning before expiration of time allowed. No speaker shall speak more than once on the same question until all have spoken.
5. The right to speak may be granted to any individual who is not a member of the House of Delegates by the Chair or by a majority vote of the House of Delegates.
6. Materials pertaining to elections shall be limited to credentials and position statements.
7. One official electronic recording of the proceedings of the House of Delegates shall be made by the NDAA for the purpose facilitating preparation of the minutes of the House of Delegates. No other recording (i.e. audio or video) of the business proceedings of the Annual Conference shall be permitted unless permission is granted by the House of Delegates.
8. Minutes of the House of Delegates are the official and exclusive record of the proceedings. Minutes shall be made available to NDAA members upon written request to NDAA President.
9. A committee to review the House of Delegates minutes shall be appointed by the President during the First House of Delegates. The committee shall function in accordance with the NDAA Manual of Procedures.
10. The Board of Directors shall have the authority to approve the minutes of the House of Delegates after receipt of the final report of the committee to Review the Minutes of the House of Delegates.
11. All electronic devices (i.e. cell phones, pagers, etc.) shall be silenced during the NDAA House of Delegates proceedings.
12. *Roberts Rules of Order/Newly Revised (Current Edition)* shall be the parliamentary authority.
13. These Conference Rules shall remain in effect for all meetings of the House of Delegates, including meetings at the next Annual Conference or special Meetings of the House of Delegates, or until such a time the House of Delegates adopts new conference rules.

## **CREDENTIALS COMMITTEE**

The Credentials Committee shall:

1. receive member's credentials forms,
2. certify delegates and alternates ,
3. register delegates and alternates at the Annual Session,
4. dispense to registered delegates or alternates packets containing Rules and voting cards,
5. report the list of voting members who have registered and number of voting members.

At the end of the Credentials Committee report, the chairman moves the adoption of the report. After the motion is adopted to approve the credentials report, it is a good idea to remind the body of the number of voting delegates or members.

May 1, 2006

**TELLER'S REPORT**

**Election of Officers**

MADAM PRESIDENT, THE TELLERS, HAVING COUNTED THE  
BALLOTS, REPORT AS FOLLOWS:

President elect	_____ (Name) _____
	Number of votes cast _____
	Necessary for election _____
	_____ received _____
	_____ received _____
	Illegal votes _____
First Vice President	_____
	Number of votes cast _____
	Necessary for election _____
	_____ received _____
	_____ received _____
	Illegal votes _____
Recording Secretary	_____
	Number of votes cast _____
	Necessary for election _____
	_____ received _____
	_____ received _____
	Illegal votes _____
Treasurer	_____
	Number of votes cast _____
	Necessary for election _____
	_____ received _____
	_____ received _____
	Illegal votes _____
_____	Teller
_____	Teller
_____	Teller

**NEBRASKA DENTAL ASSISTANTS ASSOCIATION**  
**Credentials/Registration Report**  
**Year: \_\_\_\_\_**

**CREDENTIALS REPORT**

	FIRST HOUSE	SECOND HOUSE
	Date: _____	_____
1. NDAA Executive Board*	_____	_____
2. Delegates	_____	_____
Total Voting Members (add 1 & 2)	_____	_____
3. Alternates	_____	_____
<b>TOTAL CREDENTIALLED (add 1,2, &amp; 3)</b>	_____	_____

**REGISTRATION REPORT**

	Date: _____	_____
1. Members	_____	_____
2. Non-Members	_____	_____
3. Life Members	_____	_____
4. On-Site New Members	_____	_____
5. Student Members	_____	_____
6. Honorary Members	_____	_____
7. Guests	_____	_____
<b>Total Registered (add all lines)</b>	_____	_____

\*NDAA Executive Board, as defined in the bylaws, includes: President Elect, Vice President, Recording Secretary, Treasurer, Elected Board Members (4), and Immediate Past President.

## LOCAL ARRANGEMENTS

The Chairman may be an Active or Life Member, preferably from the City of the Annual Session.

These are guidelines for this committee:

1. Communicate with the NDA to secure hotel space for the next years Annual Session.
2. Arrange room and audio visual requirements for speakers.
3. The President is informed that he/she may make arrangements for their own sleeping room.
4. Coordinate the menu selected by the President with the hotel for Pre-Board, Reception and Installation.
5. Coordinate all social functions with the Social Committee and Student Involvement.
6. Contact Past Presidents and secure a room for their meal function.
7. **SIGN A CONTRACT WITH THE HOTEL AND/OR AUDIO VISUAL COMPANIES AS DIRECTED BY THE BOARD.**
8. If ADAA Officers plan to attend, room arrangements may be completed with the Board's approval. **ACCURATE RECORDS MUST BE KEPT FOR AUDIT AND IRA PURPOSES.**
9. Maintain open communications with the Hotel to ensure proper room arrangements for all functions.
10. Coordinate payment for each function as completed between Treasurer, the Hotel or other facility.
11. During Annual Session, check speaker's room or social function approximately thirty (30) minutes prior to program time to assure correct seating and comfort level.
12. Arrange for the American and Nebraska Flag to be placed by the Head Table during the House of Delegates.
13. Prepare an Annual Report summarizing information and activities of the years for the file.

## **BASIC GUIDE AND TRANSFER OF FILES**

All Committee Chairmen shall keep a file of their years activities. This file shall be given to the successor. If not, the file is to be handed to the President at the second Board Meeting following elections. The President will present all chairmen with files as soon as appointment is made and approved.

**READ AND RE-READ BYLAWS AND FOLLOW THEM CLOSELY.**

All records should be kept for five (5) years with the exception of the Recording Secretary and Treasurer, these are kept forever. (Bind minutes every ten (10) years and keep in Safety Deposit box.) Treasurers report should be kept in the Safety Box along with the Audit Report.

**THIS MOP/BYLAWS ARE A BASIC FOR ALL OFFICES AND COMMITTEE CHAIRMEN. THIS SHOULD BE IN ALL FILES AND HANDED OVER TO THE INCOMING OFFICERS.**

April 16, 2006

## **PROTOCOL**

Protocol has to do with rank in speaking, in location at a table, or in reception line, and recognitions or introductions. Protocol embodies the courtesies that should be extended to persons of prominence before and at meetings.

### **The guest of honor should be:**

1. Invited as early as possible before the meeting
  - a. advised as to just what his function will be at the meeting
  - b. given a brief statement of the aims of the organization
  - c. given an outline of the program
  - d. advised of the hour and date of the meeting
  - e. advised of hotel reservations made for him/her
2. Assigned a hostess whose responsibility it is to meet the guest on arrival and to escort the guest to the meeting.
2. Asked in advance for a short biography..
3. Informed (if speaker) of the hour he/she is expected to speak.
  - a. inform as to how long he/she is to speak
  - b. inform as to the approximate size of audience.

### **Further hints on protocol to guests at meetings**

1. It is customary that all the expenses of the invited guest speaker be paid
2. The time of the business, announcements, introductions, etc. at the meeting should be budgeted so as not to delay the principal speaker.
3. The presiding officer should thank the guest speaker publicly before adjourning the meeting.
4. Notes of thanks should be sent to the guest promptly.

### **Head Table Seating Arrangements**

1. All officers, whenever possible, should be seated at the head table.
2. All persons sitting at the head table should have prior notification.
3. The presiding officer is in the center of the head table.
4. The guest of honor is at the right of the presiding officer.
5. The program chairman or the person who is to introduce the speaker is at the left of the presiding officer.
6. The other guests of honor are seated according to their importance or rank alternately on each side of the presiding officer.
7. It is customary to have place cards at the head table.

### **Rank of Officers and Chairmen**

1. National Officers rank above State Officers, State Officers rank above District and Local Officers. Officers of the Local and appointed officers come before committee chairmen.
2. National Presidents of an organization and the Past National Presidents should

be extended every courtesy and honor. If there is more than one past National President present, they are introduced according to seniority. The President is the one who introduces National Officers.

4. The members rise when the State President of the organization is introduced.
5. Past State Presidents at a Local or District Meeting should be extended special courtesies and honor.
6. Credit and recognition should be given the chairmen responsible for the meeting.
7. An individual, when introduced, should be asked to stand.
8. In introducing those at the speaker's table, those of lowest rank are introduced first, going up the list to the top-ranking officer and guest; or it is correct to introduce those at the head table as they are seated, starting at one end, proceeding to the center, and then likewise from the other end.
9. It is customary to introduce anyone at the table who is to be presented later on for a speech.

### **Reception Line**

The President is first in the reception line, preceded by someone who states the name of each person in presenting him/her to the President. The guest of honor stands along side the President, then the guests according to their rank. Each person in the reception line tells the name of the person passing through the line to the person standing next to them.

As parliamentary procedure, common sense, good manners, and courtesy dictate the principals of protocol, thoughtful preparation preceding a guest's arrival, a tentativeness when present, and recognition of his/her rank are the keynotes of protocol.

May 1, 2006

## COMMITTEES

1. Definition: A committee is a body on one or more persons elected or appointed to consider, investigate, or take action on certain matters or subjects, or do all of these things.
2. Purpose and function:
  - a. Expedite business by saving the time of the assembly
  - b. Carry out the instructions of the President or Board
  - c. Investigate matters thoroughly and reach a logical conclusion
  - d. Report back to the assembly and committee recommendations
3. Types of Committees:
  - a. Committee of the Whole
  - b. Standing Committees
    1. Perform a continuing function
    2. Established by a specific provision in the bylaws
    3. Members serve for the term corresponding to that office
    4. Report to the assembly
  - c. Special Committees
    1. Appointed as needed to carry out specific tasks
    2. Duties specified by the assembly
    3. Cease to exist when the assignment is completed
4. Conduct of Business in Committees
  - a. The chairman (first named member) calls the meeting
  - b. Quorum must be present.
  - c. The chairman may act as Secretary or a secretary may be chosen
  - d. Same formality as in a small board.
  - e. The chairman may make and debate motions
  - f. Motions to limit or close debate are not allowed
5. Referring Questions to Committees
  - a. Use a motion to commit or refer
  - b. Motion may be made while the matter is being considered by assembly
  - c. Motion may be made before the question is placed before the assembly
  - d. Motions may include all necessary details
    1. To what committee
      - (a) If Standing Committee, which one
      - (b) If Special Committee: Name the members  
Method of selection  
Name the Chairman
    2. Include any desired instructions
      - (a) When committee should meet
      - (b) How it will consider the question
      - (c) Whether it should seek outside assistance
      - (d) When it should report
6. Reports of Committees
  - a. Official statement in the name of the entire committee
    - (1) Formally adopted within the committee

- b. Includes:
  - (1) Description of the way in which the committee took charge
  - (2) Facts uncovered or information obtained
  - (3) Findings or conclusion derived from the facts or information
- c. General Form
  - (1) Should be in writing
  - (2) Not addressed or dated
  - (3) Worded in third person
  - (4) Signed by all members

May 1, 2006