



Arizona

Dental Hygienists' Association

DATE: August 6, 2021

TO: Board of Trustees
Committee Chairs
Delegates and Alternates
Constituent Presidents

FROM: Deb Goldman, RDH, AZDHA Executive Director

SUBJECT: Submission of Proposed Bylaws Amendments, Proposed Resolutions and Proposed Standing Rules Amendments

Now is the time to begin preparing any proposed bylaws amendments or proposed resolutions to submit for consideration by the 2021 AZDHA General Assembly. To receive consideration, all proposed bylaws amendments and resolutions must be received in **AZDHA Office by 5:00p.m. CST on Sept. 10, 2021.**

All PBYS and PRs should be sent via email to jlalli.azdha@gmail.com. AZDHA will send verification of receipt, but makers are encouraged to contact central office to confirm receipt. These deadlines will be strictly adhered to. For receipt of proposed resolutions after the due date, please refer to the Standing Rules and Procedures of the House of Delegates.

The assigned contact person MUST be available for a telephone conversation with the Committee on Policy & Bylaws on Sept. 17, 2021.

- This person **MUST** have the authority to act upon the committee's questions or recommended actions.
- Please list **both** the primary and secondary telephone numbers for the contact person (i.e. home and mobile).
- A secondary contact person should be listed and **MUST** have the authority to speak for the makers in the event the primary contact cannot be reached.
- Assigned contact person is responsible for communicating the results of the conversation with the Committee on Policy and Bylaws to **all makers** listed on the PR or PBY.

Authority is defined as the ability to make decisions during the phone call regarding changes or actions affecting a submission, including withdrawal.

In preparation for the telephone call, the assigned contact person should have a copy of the proposed bylaws amendment(s) and/or resolution(s), and a current copy of the [2020 ADHA Policy Manual](#) and the [2020 ADHA Bylaws](#).

When submitting the PBYS and PRs please use the appropriate format. A form is enclosed and is also available online under "Delegate Resources" on the ADHA website, Member's only page. If changes are being recommended to an existing policy, the policy must be printed in its entirety. **Be sure to copy your trustee.**

Please submit any proposed amendments and justifications to the standing rules by Sept. 10, 2021. A form is also available online under "Delegate Resources" on the ADHA website, Member's only page. This will allow The Speaker to review proposed standing rule amendments prior to the General Assembly.

Constituent Presidents, please pass this information along to the appropriate **component leaders** in your state.

Thank you.

cc: Committee on Policy & Bylaws

HOW TO PREPARE A PROPOSED RESOLUTION

When preparing proposed resolutions, please refer to the Guidelines for Delegates which appear in the Delegates' Manual. The Committee on Policy & Bylaws offers the following questions which are used in reviewing proposals and which you may wish to ask before submitting proposed resolutions.

1. Is this an **administrative** issue better handled by another body of the Association? If so, ask your trustee to bring the matter before the board of trustees and see if the issue can be resolved in that manner.
2. Is this proposal a **directive** to the association? A resolution should not specify how the job is to be done. Directives are not printed in the policy manual but are tracked on the disposition of referrals and recommendations. For example, the HOD can adopt a resolution, "That ADHA develop a health literacy campaign." The HOD cannot adopt a resolution telling how something is done: "That the BOT annually assess the promotion of health literacy by dental hygienists." Administrative procedures are handled by the board of trustees.
3. Is this proposal an **imperative action** and wise use of the house's time this year or can it be directed through the Committee/BOT structure for review and refinement? Committees are a source of expertise that may be utilized year-round. Your trustee can aid in facilitation of this prior to submission of a resolution.
4. Is the proposal a **duplication** of existing policy? For example, in 2012 the DC, Delaware, Maryland, Virginia and West Virginia DHAs prepared, "That the American Dental Hygienists' Association advocates the establishment of a dental home and a dental exam for all children by age one."

The Committee on Policy & Bylaws asked the makers to withdraw because they believed it was a duplication of current policies. Since the makers did not wish to withdraw, the CPB made the following comment in the Delegates Manual:

"The Committee endeavors to craft policies that are broad in nature and can apply to many situations. Support of the concept of a dental home is inherent in the definition of a dental home, Policy 3-09 in the policy manual glossary. The Committee further believes the intent of the "All children by age one" portion of the PR is covered under the following policies: Prevention and Wellness 2S-05/30-75 and Public Health 7S-09/27-74."

The proposed resolution generated considerable testimony. After consideration, the reference committee proposed and the House of Delegates adopted 4S-12 which reads:

"That, the American Dental Hygienists' Association advocates an oral assessment by an oral health care provider for a patient soon after the eruption of the first primary tooth or by twelve months of age. This assessment should include, but is not limited to, recording the oral and physical health history, evaluation of caries susceptibility, development of an appropriate preventive oral health regimen, and communication and counseling with the child's primary caregiver."

The justification addressed the concerns of the Committee on Policy & Bylaws:

"After reviewing testimony, there was overwhelming support in favor of adoption of the resolution. It is important ADHA establish a policy related to childhood oral health care. The reference committee replaced "dental exam" with "oral assessment" as this is consistent with the services state practice acts allow dental hygienists to perform. The proposed language also recognizes the importance of providing oral health care as well as Anticipatory Guidance¹ for the child's caregiver to evaluate any other oral health conditions.

Since ADHA has a dental home policy, the reference committee felt it was duplicative to use the word "dental home" in this policy."

5. Are steps already being taken to accomplish the goal? For example, in 1990, the New Jersey constituent proposed two resolutions regarding officers' campaigns. As the Committee was in the process of amending the Standing Rules of the House of Delegates, the makers agreed to withdraw the proposed resolution if their intent was covered in the proposed Standing Rules. The Standing Rules incorporating their intent were adopted by the 1990 House of Delegates.
6. Is the proposed resolution properly worded so that the intent is clear to all who will have access to the Association Policy Manual?
7. Is the resolution written in the "positive?"
8. Is this substantive and an appropriate use of House of Delegates' time?
9. Please include references for any technical information. For example, the reference to the National Maternal and Child Oral Health Resource Center was cited in the justification for 4S-12.

¹ According to the National Maternal and Child Oral Health Resource Center at Georgetown University, Anticipatory Guidance is defined as information given to children and families to promote health.

Your consideration of these nine steps will allow House business to proceed more smoothly from April through June.

In addition, to further clarify the intent of the maker and facilitate House business, the Committee offers the following definitions:

Rescind resolution/policy: to remove from policy something previously adopted.

Amend previously adopted resolution/policy: to change the wording of something previously adopted either by addition or striking and inserting, or by inserting, or by striking some word or words.

Rescind previously adopted resolution/policy and adopt a new resolution/policy: to amend all or a major portion of a previously adopted resolution/policy by striking it and substituting a new policy statement.

Authority: the ability to make decisions during the phone call from the Committee on Policy & Bylaws regarding changes or actions affecting a submission, including withdrawal.

FORMAT FOR PROPOSED RESOLUTIONS/BYLAWS AMENDMENTS
Due Date for PRs and PBYS – March 26, 2021 – 5:00 P.M. CST
PLEASE TYPE

BE IT RESOLVED THAT ADHA:

Justification:

Submitted by:

Person to contact:

EMAIL:

PRIMARY PHONE:

SECONDARY PHONE:

I have the authority to act upon the Committee's recommendations:

Signature

Secondary person to contact:

EMAIL:

PRIMARY PHONE:

SECONDARY PHONE:

I have the authority to act upon the Committee's recommendations:

Signature

Email completed form to kathyp@adha.net by 5:00pm CST, March 26, 2021. The Committee must be able to contact the individual listed on April 9, 2021. That person must have the authority to act upon the committee's questions or recommended actions and will be responsible for communicating results of the call to all makers listed.

COMMITTEE RECOMMENDATION:

- Accepted for consideration
- Conflicts with current bylaws or policy
- Duplication of current policy
- Asked to withdraw
- Ongoing procedure

House of Delegates Procedures and Standing Rules Amendment 2021

Page #:

Proposed Standing Rules Amendment:

Justification:

Name:

Date:

E-mail address:

Representing Self:
(select one)

Constituent:

District:

Email completed form to kathyp@adha.net by Friday, March 26, 2021.