

RULES FOR THE ADA 8TH DISTRICT CAUCUS
Last Revised September 2026

These shall be the governing rules for the Eighth District Caucus.

A. Membership

The members of the Eighth District Delegation Caucus sessions shall consist of delegates and alternates elected by the ISDS in accordance with the number assigned to the Eighth District by the American Dental Association.

B. Purpose of the Caucus Sessions

1. Election of the nominee for Trustee of the Eighth District.
2. To inform and make the delegates and alternates more effective in all matters of business coming before the House of Delegates of the American Dental Association.
3. To receive the report of the Eighth District Trustee.
4. To hear the various candidates for the elected positions of the American Dental Association.
5. To develop and promote the specific resolutions of the Eighth District to be submitted to the House of Delegates of the ADA.
6. To promote resolutions of the ISDS, its component societies or individual members as approved by the delegation.

C. Meetings and Quorum

1. There shall be a first caucus of the Delegation held virtually around the springtime each year with the exact date and time to be set by the Chairperson.

A second caucus meeting will be held about one month before the Annual ADA House of Delegates meeting so that the Delegation can review both the first and second set of proposed ADA resolutions. The second caucus meeting is intended to be held in-person, unless extenuating circumstances arise that render it unreasonable to be held in-person, in which case the meeting may be held virtually. These circumstances will be voted upon by the Caucus Officers, excluding the Secretary. The Secretary and workgroup chairs, who are established to lead the review of resolutions assigned to the ADA reference committees, will be consulted when these circumstances may arise for their input.

There shall be a caucus meeting prior to the opening session of the House of Delegates and one following the Reference Committees' meetings.

2. Attendance shall be limited to the ADA Trustee, ISDS Board of Trustees, elected officers of the ADA from the 8th District, delegates and alternates, 8th District members of the ADA Councils and Commissions, former presidents of ISDS, past Illinois ADA officers/trustees, American Student Dental Association (ASDA) District 8 Trustee or

ASDA Officer(s) who is enrolled in an Illinois dental school, designated staff persons of ISDS, and such others as may be invited by the Trustee and/or Chairperson.

3. Two-thirds of the elected delegation shall constitute a quorum for the transaction of business at any meeting.
4. Voting in all matters shall be limited to delegates and alternates.
5. In all deliberations of the Caucus Sessions, the majority rule shall apply.
6. Voting that may occur at the caucus meetings will be held according to the format in which the meeting is held.
7. Candidates for ADA office may be invited to attend one of the caucus meetings.
8. With the exception of a call for a special session of the ADA House of Delegates, there are no provisions for special meetings of this caucus.

D. Elections – ADA Trustee

Nominee for ADA Trustee:

1. There shall be an election for the ADA Trustee nominee at the second caucus preceding the Annual House of Delegates one year in advance of the new Trustee's term.
2. The current Trustee or the Trustee's designee shall preside at the election of the Nominee as stipulated in the Constitution and Bylaws of the ADA.
3. The Nominee shall be an active member in good standing of the Illinois State Dental Society and have received an endorsement from his/her component society.
4. The Nominee shall be elected for nomination to one-four-year term.
5. A member who receives a majority of the votes cast on any ballot by the delegates and alternates present and voting shall be declared elected.
6. In the event no candidate receives a majority of the votes cast on any ballot, the candidate receiving the least number of votes shall be eliminated and an additional ballot or ballots shall be held until one candidate receives a majority of the votes cast for that office.
7. If the ADA Trustee is unable to complete his or her term, the ISDS Executive Committee would complete the process of finding a suitable replacement. The replacement would then complete the remaining term.

Candidate's Announcement

1. Candidates may announce their intent to run for the position of ADA Eight District Trustee during a designated agenda item of the ISDS Lobby Day occurring in the year of the election. Candidates may make a brief one-minute declaration announcement. Individuals can announce that they intend to seek the ADA Eighth District Trustee

position after the Lobby Day. However, these individuals must realize that no special provisions, or deviations from the schedule or guidelines will be permitted for any late candidate announcements.

2. Candidates wishing to announce their candidacy for ADA Trustee should notify the ISDS Executive Director prior to Lobby Day so that they may be recognized by the conference chair.
3. Candidates may announce their candidacy during the first Illinois 8th District Caucus in the year of the election, and a one-page electronic campaign brochure may accompany the first caucus meeting agenda. No speeches from candidates will take place at the first caucus meeting.
4. The ADA Trustee report presented at the ISDS House of Delegates will display the 8th District Trustee candidates.
5. Candidates will be permitted to make up to a three-minute presentation at the 2nd caucus prior to voting. Announcements during the second caucus in the year of the election may be made by candidates that have not yet announced.
6. In all cases, no nominating or seconding speeches will be permitted.
7. Information regarding the candidates will be published in the election year's July/August issue of the Illinois Dental News. The ISDS Staff will determine the subject matter and standards for the content, such as space, size, font, etc...

Campaign Parameters

1. Candidates may provide one of each: email, phone call, and mailing to the 8th District delegates and alternate delegates specific to their campaign. Delegates and alternate delegates may reach out to the candidates an unlimited number of times but are encouraged to do so equally amongst the candidates. Candidates may include their contact information on their campaign brochure, so it is possible to be contacted by members of the delegation.
2. Candidates will be prohibited from making any other formal presentations to components, CDS branches, specialty groups, study clubs or other similar organizations.
3. Delegates and alternate delegates are not to campaign or petition other delegation members on behalf of a candidate.

E. Endorsement and Funding Recommendation Process for ADA Elective Office Positions

In order to make recommendation(s) to the ISDS Board of Trustees a single candidate for endorsement and funding to an ADA elective office, the following process shall occur for each ADA elective office position in which there are interested candidates from the 8th District.

1. There shall be an election for the ADA Elective Office at the second caucus in the year in which candidacy would be announced at the ADA House of Delegates.

2. The current Trustee or the Trustee's designee shall preside at the election.
3. The Nominee shall be an active member in good standing of the Illinois State Dental Society and have received an endorsement from their component society prior to the announcement at the first caucus meeting of the Delegation occurring in the year when candidacy would be announced at the ADA House of Delegates.
4. If there is more than one candidate seeking endorsement and/or funding for the same ADA elective office, a ballot vote will be conducted to determine one potential candidate for endorsement and/or funding to the ISDS Board of Trustees. Regardless of the number of initial candidates, a ballot vote shall be conducted requiring a majority of the votes cast to determine whether a candidate is submitted by the 8th District delegation to the ISDS Board of Trustees for endorsement (for example, if there is only one candidate seeking endorsement and/or funding for ADA elective office, this does not automatically mean that individual will be submitted by the Delegation to the ISDS Board of Trustees as the nomination for endorsement and/or funding, a ballot will be conducted requiring a majority of the votes cast to determine whether recommendation for endorsement to the ISDS Board of Trustees will occur. This is also true if there is more than one candidate to an ADA elective office, and the Delegation will conduct a ballot vote requiring a majority of the votes cast to determine whether the candidate is submitted by the 8th District delegation to the ISDS Board of Trustees for endorsement).
5. In the event no candidate receives a majority of the votes cast on any ballot, the candidate receiving the least number of votes shall be eliminated and an additional ballot or ballots shall be held until one potential candidate receives a majority of the votes cast for that ADA elective office.
6. The Delegation will need to determine an amount of funding, subject to ISDS House of Delegate policy limits, to recommend to the ISDS Board of Trustees for a candidate to an ADA elective office.

Candidate's Announcement for Endorsement and/or Funding

1. Candidates seeking endorsement and/or funding shall make a brief, one-minute announcement of their intent to receive endorsement and/or funding for ADA elective office during a designated agenda item of the first caucus meeting of the Delegation occurring in the year when candidacy would be announced at the ADA House of Delegates.
2. Candidates seeking endorsement and/or funding for ADA elective office shall notify the ISDS Executive Director prior to the first caucus meeting of the Delegation in the year when candidacy would be announced at the ADA House of Delegates so that they may be recognized by the delegation chair.
3. Candidates seeking endorsement and/or funding for ADA elective office may supply a one-page electronic campaign brochure to accompany the first caucus meeting agenda. Besides the brief, one-minute announcement, no speeches from candidates seeking endorsement and/or funding for ADA elective office will take place at the first caucus meeting.

4. Candidates seeking endorsement and/or funding for ADA elective office shall be permitted to make up to a three-minute presentation at the 2nd caucus meeting prior to voting.
5. In all cases, no nominating or seconding speeches will be permitted.

Campaign Parameters

1. Candidates seeking endorsement and/or funding, who have announced their candidacy at the first caucus meeting of the Delegation in the year when candidacy would be announced at the ADA House of Delegates, may provide one of each: email, phone call, and mailing to the 8th District delegates and alternate delegates specific to their campaign. Delegates and alternate delegates may reach out to the candidates an unlimited number of times but are encouraged to do so equally amongst the candidates. Candidates may include their contact information on their one-page electronic campaign brochure accompanying the first caucus meeting agenda, so it is possible to be contacted by members of the delegation.
2. Candidates seeking endorsement and/or funding shall be prohibited from making any other formal presentations to components, CDS branches, specialty groups, study clubs or other similar organizations.
3. Delegates and alternate delegates are not to campaign or petition other delegation members on behalf of a candidate seeking endorsement and/or funding.

F. Caucus Officers

1. Chairperson: The Chairperson of the Caucus shall be the President of the Illinois State Dental Society at the time of the ADA annual session.
2. Vice-Chairperson: The Vice-Chairperson of the Caucus shall be the President- Elect of the Illinois State Dental Society at the time of the ADA annual session.
3. Whip: The Whip shall be a member of the delegation and shall be appointed by the chairperson for a one-year term.
4. Secretary: The Secretary of the Caucus shall be the Executive Director of the Illinois State Dental Society.

G. Duties

1. Trustee: The Trustee shall perform such duties as stipulated in the Constitution and Bylaws of the ADA and the duties outlined in these rules of the 8th District Caucus, shall make nominations for assignments to reference committees, and shall perform any other duties requested by the Chairperson.
2. Chairperson: It shall be the duty of the Chairperson to conduct all meetings of the 8th District, formulate an agenda in consultation with the Trustee and Secretary of the Caucus; and appoint any Committees as needed.

3. Vice-Chairperson: It shall be the duty of the Vice-Chairperson to assume the duties of the Chairperson in the event of the Chairperson's absence or at the Chairperson's request. The Vice-Chairperson shall also perform any other duties assigned by the Chairperson.
4. Whip: The purpose of the Whip position is to help the 8th District Delegation operate at the highest degree of efficiency while conducting the business of the ADA House of Delegates. The Whip will be responsible for establishing, developing and then maintaining contacts and influence between the 8th District Delegation and other delegations to the ADA House of Delegates. Relationship building and open lines of communication both before and during the House of Delegates would be important here.
The whip will also aid the district delegates in the development of effective communications strategies. These might include, but not be limited to, assisting the delegates in the preparation of Reference Committee or House floor testimonies. These advance preparations would include keeping comments 'on message' with proper cadence, tone of voice, and of an effective length.
5. Secretary: It shall be the duty of the Secretary to make out assignments for all caucus meetings, establish a quorum at any meeting by a written roll call, record business of such meetings, and to send all proper correspondence to the delegation as requested by the Chairperson and/or Trustee.
6. Assistant Secretary: Each year an assistant secretary of the Delegation will be appointed by a committee of three consisting of the executive director, current ISDS president and current ADA trustee. This appointment will come from the existing pool of candidates that are already attending the annual session.
7. Delegation Members: To properly represent the 8th District, delegates and alternate delegates are obligating themselves to fully participate in all of the caucuses, assigned 8th District Study Group and ADA Reference Committee hearings and sessions of the ADA House of Delegates.

All delegates and alternate delegates must stay at the last session of the House until released by the chairperson of the delegation or be penalized for leaving before being released by the loss of per diem for one day. Should an alternate need to be seated, the alternate assigned for that delegate will be seated; if that alternate is not available, the chairperson of the delegation will appoint an alternate to replace the missing delegate.

All delegates and alternates delegates will be assigned to specific 8th District study group for each ADA Reference Committee hearings. Alternate delegates should be equally prepared as delegates to fully participate in all of the caucuses, assigned 8th District Study Group, ADA Reference Committee hearings and sessions of the ADA House of Delegates.

8. Delegation members shall annually agree to abide by an adapted version of the "Professional Conduct at ISDS Meetings Policy", which is contained in ISDS Board Policy, for the 8th District Delegation.

H. Committees

2. Steering Committee: Each year the chairperson shall appoint a Steering Committee that must include the Trustee and Secretary, for the purpose of pursuing the objectives of the Eighth District.
2. Advisory Committee: Each year, the Trustee may appoint an Advisory Committee whenever he deems advisable, relative to the duties of the Eighth District Caucus Sessions.
3. Resolutions Committees: Each year the Chairperson, Vice-chairperson, Whip, Eighth District ADA Trustee and appropriate study groups chairperson, in consultation with the Secretary, will draft language for any Eighth District resolution or offer substitute language on other resolutions.

The Resolutions Committee has the authority to submit such resolutions as long as they are based on agreed upon directives given from the Eighth District Caucus.

I. Delegation

1. Any resolution to be considered as new business during the ADA House of Delegates must be submitted to the Resolutions Committee. The resolution is to be drafted and distributed to the delegation for a vote, prior to being submitted by a caucus officer, to the ADA for distribution.
2. These Rules and Policies may be revised or amended by the delegation by a majority vote.