

# Florida Dental Association – Speaker of the House

## Job Description

The FDA Speaker of the House plans, sets the agenda, and presides over all House of Delegates (HOD) meetings in a fair, objective and impartial fashion as a parliamentarian and not as an advocate of causes or a representative of any group (the Speaker has no vote). The Speaker of the House serves as an ex-officio (without vote) officer of the Board of Trustees (BOT).

## Duties

- Attends and presides over the HOD Annual and Semi-Annual Sessions
- Has exclusive authority over the agenda of the HOD, including agenda order, and content unless a majority of the HOD votes to override the Speaker's decision
- Attends pre-planning meetings for the Annual and Semi-Annual HOD sessions with FDA President and staff
- Shall notice the time and place of each HOD session and may divide these into several meetings
- Serves as the parliamentarian for the BOT and assist with parliamentary matters as needed
- Attends all BOT meetings (three in-person meetings and two virtual meetings)
- Attends meetings and events at the Florida Dental Convention as assigned
- Performs other duties as governed by the HOD Manual

## Meetings

- HOD Annual Session: held in conjunction with the Florida Dental Convention, typically a two-day meeting in June in Orlando
- BOT August Strategic Planning Meeting: Typically held in August (location moves around the state) with a full day Friday for Strategic Planning and a full day Saturday for general BOT business.
- BOT October Virtual Meeting: Typically held on a Wednesday night via Zoom from 6:00 – 7:30 p.m. EST
- BOT December Business Meeting: Typically held at FDA headquarters in Tallahassee in early December with a half day Friday followed by a group dinner and full day Saturday.
- HOD Semi-Annual Session: typically, a one-day meeting held in January, location varies
- BOT May Business Meeting: Typically held at FDA headquarters in Tallahassee in mid-May with a half day Friday followed by a group dinner and full day Saturday.
- BOT March Virtual Meeting: Typically held on a Wednesday night via Zoom from 6:00 – 7:30 p.m. EST

## Attendance Policy

Board members and officers are expected to attend all regularly scheduled meetings as indicated in the Florida Dental Association Board of Trustees manual in Appendix 1, also listed above in this document. Board members are allowed one (1) absence per year during their term. Officers are allowed one (1)

absence per year during their term. For impromptu or short noticed meetings, while attendance is expected, absences will not count against board members or officers.

### **Term**

The Speaker's term of office shall begin at the conclusion of the first HOD meeting after which an election takes place and shall end at the conclusion of the first HOD meeting two (2) years from that date after which another election takes place, or when a successor is seated. The office of Speaker shall have three (3) two (2)-year terms.

### **Recommended Qualifications**

- Must be an FDA member in good standing
- Must have completed at least one course or practicum on parliamentary procedure provided by the American Institute of Parliamentarians