



1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18

AGD House of Delegates (HOD) Rescinded Policy Manual

HOD 2015

Table of Contents

1

2 RESCINDED POLICIES 5

3 PUBLIC AFFAIRS RESCINDED POLICIES 6

4 ADVOCACY-RESCINDED POLICIES 7

5 ADPAC 7

6 Advertising FAGD/MAGD Credentials 7

7 American Dental Association 9

8 Contracts 9

9 Dental Anesthesiology 9

10 Dental Auxiliaries 9

11 Dental Care 12

12 Dental Education 14

13 Dental Laboratory Techniques 15

14 Dental Practice 15

15 Dental Practices 20

16 Dental Students 21

17 Enteral Conscious Sedation 21

18 General Dentist 21

19 Health Maintenance Organizations (HMO’s) 24

20 Health Planning 24

21 HIV 24

22 Hospital Dentistry Privileges 24

23 Implants 25

24 Infection Control Measures Urged 25

25 Legislation 25

26 Licensing 29

27 Limitations of Practice 29

28 National Health Program, Dentistry’s Position On 29

29 Peer Review Committees 31

30 Radiographs 31

31 Sedation 32

32 PUBLIC RELATIONS-RESCINDED POLICIES 33

33 Public Information 33

34 Spokesperson Training Program 33

35 State Board of Dentistry 35

36 GOVERNANCE AND OPERATIONS RESCINDED POLICIES 36

37 AGD FOUNDATION-RESCINDED POLICIES 37

38 GOVERNANCE AND STRATEGIC INITIATIVES-RESCINDED POLICIES 38

39 Academy of General Dentistry 38

40 Annual Meeting 41

41 “RESOLVED, THAT HOD POLICY 2009:304-H-7 BE AMENDED TO READ: 43

42 AGD ELECTION GUIDELINES 43

43 *(APPROVED HOUSE OF DELEGATES IN JUNE 2012)* 43

44 Board 61

45 Caucus 75

46 Constituent AGD 76

47 Councils and Committees 76

48 Editor 79

49 E-mail Addresses and Fax Numbers 79

1	Emergency Handbook.....	79
2	Financial	80
3	Task Force	80
4	Tobacco	80
5	ORGANIZATIONAL MARKETING-RESCINDED.....	81
6	PUBLISHING/PRODUCTION DESIGN-RESCINDED POLICIES	82
7	Continuing Dental Education Courses	82
8	Publications	82
9	Self-Assessment Committee	83
10	President	83
11	Vice President	83
12	SALES AND SPONSORSHIP-RESCINDED POLICIES.....	85
13	E-mail Addresses and Fax Numbers	85
14	FINANCE AND INFORMATION TECHNOLOGY RESCINDED POLICIES	86
15	FINANCE-RESCINDED POLICIES	87
16	Budget	87
17	Budget and Finance Committee	88
18	Councils and Committees	88
19	Dues	88
20	HUMAN RESOURCES-RESCINDED POLICIES	90
21	INFORMATION TECHNOLOGY-RESCINDED POLICIES	91
22	Web Site	91
23	OFFICE SERVICES-RESCINDED POLICIES.....	92
24	MEMBER PROGRAMS RESCINDED POLICIES	93
25	CONSTITUENT SERVICES	95
26	Constituent AGD	95
27	Membership	96
28	EDUCATION-RESCINDED POLICIES	96
29	American Board of General Dentistry	96
30	Annual Meeting	99
31	Basic Life Support Training	99
32	Clinician’s Workshops	99
33	Component Academies	99
34	Continuing Dental Education	100
35	Continuing Dental Education Courses	102
36	Dental Hygiene	108
37	Fellowship	108
38	Lifelong Learning and Service Recognition Program	109
39	Study Clubs	109
40	Examinations	110
41	Fellowship	110
42	Mastership	121
43	Program Approval for Continuing Education (PACE)	124
44	MEETING SERVICES-RESCINDED POLICIES	133
45	Annual Meeting	133
46	MEMBERSHIP SERVICES-RESCINDED POLICIES	141
47	Dues	141
48	Annual Meeting	144
49	Component Academies	144
50	Constituent AGD	145
51	Directory	147
52	Dues	148

1	Federal, State and Local Government Programs	154
2	Members	154
3	Membership	155
4	Officer Evaluation Program	158
5	Program Providers	158
6	Regional Directors	159
7	Re-Licensure, CDE as a Condition of	160
8	ORGANIZATIONAL MARKETING-RESCINDED POLICIES	161
9	RESCINDED GUIDELINES	162
10	PUBLIC AFFAIRS GUIDELINES RESCINDED.....	163
11	ADVOCACY GUIDELINES RESCINDED	164
12	PUBLIC RELATIONS GUIDELINES RESCINDED.....	173
13	GOVERNANCE AND OPERATIONS GUIDELINES RESCINDED	174
14	AGD FOUNDATION GUIDELINES RESCINDED	175
15	GOVERNANCE AND STRATEGIC INITIATIVES GUIDELINES RESCINDED	176
16	PUBLISHING/PRODUCTION DESIGN GUIDELINES RESCINDED.....	217
17	PUBLISHING/PRODUCTION DESIGN GUIDELINES	218
18	SALES AND SPONSORSHIPS GUIDELINES RESCINDED	223
19	FINANCE AND INFORMATION TECHNOLOGY GUIDELINES RESCINDED	229
20	FINANCE GUIDELINES RESCINDED.....	230
21	HUMAN RESOURCES GUIDELINES RESCINDED	231
22	INFORMATION TECHNOLOGY RESCINDED	232
23	OFFICE SERVICES GUIDELINES RESCINDED.....	233
24	MEMBER PROGRAMS GUIDELINES RESCINDED	234
25	CONSTITUENT SERVICES GUIDELINES RESCINDED.....	235
26	EDUCATION GUIDELINES RESCINDED	236
27	Fellowship Award Guidelines	237
28	MEETING SERVICES GUIDELINES RESCINDED	245
29	MEMBERSHIP SERVICES GUIDELINES RESCINDED	246
30	ORGANIZATIONAL MARKETING GUIDELINES RESCINDED.....	247
31		
32		
33		

1

RESCINDED POLICIES

2

1

Public Affairs

2

Rescinded Policies

1 Advocacy-Rescinded Policies

2 **ADPAC**

3
4 ADPAC donation on dues statement

5 *87:52-H-7 RESCINDED

6
7 **Advertising FAGD/MAGD Credentials**

8
9 Restrictions on using FAGD designation

10 *87:43-H-7
RESCINDED
HOD 7/96 "Resolved, that the Academy of General Dentistry acknowledge Section 5A of the American Dental Association's Principles of Ethics as representing the organization's position in the use of Fellowship and Mastership designations and particularly advisory opinion #4 which reads:

- 11
12 4. A dentist using the attainment of a Fellowship in a direct
13 advertisement to the general public may be making a
14 representation to the public which is false or misleading in a
15 material respect. Such use of a Fellowship status may be
16 misleading because of the likelihood that it will indicate to the
17 dental consumer the attainment of a specialty status. It may also
18 suggest that the dentist using such is claiming superior dental
19 skills. However, when such use does not conflict with state law,
20 the attainment of Fellowship status may be indicated in scientific
21 papers, curriculum vitae, third-party payment forms, and
22 letterhead and stationery which is not used in the direct
23 solicitation of patients. In any review by the Council of the use of
24 the attainment of Fellowship status, the Council will apply the
25 standard of whether the use of such is false or misleading in a
26 material respect, and be it further

27
28 Resolved, that the following steps be taken by the Academy of General
29 Dentistry when a member is accused of advertising his/her Fellowship or
30 Mastership designation to the public:

- 31
32 1. That a letter be sent to the offending member indicating the policy
33 of the organization with regard to the use of the Fellowship or
34 Mastership designation and asking him/her to eliminate the
35 designation when advertising in the future.
36
37 2. If the member fails to comply, then the constituent AGD may
38 refer the matter to the member's American Dental Association or
39 Canadian Dental Association component dental society and/or the
40 state or provincial Board of Dental Examiners for appropriate
41 disciplinary action, and be it further

42
43 Resolved, that policy #80-26 which reads as follows be rescinded:

44
45 'Resolved, that the designations FAGD and MAGD should only
46 be used after DDS or DMD when such use does not conflict with
47 state codes of ethics on the following:

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44

- a. Scientific papers;
- b. Curriculum vitae;
- c. Letterhead and stationery;
- d. Third-party payment forms;

and be it further

Resolved, that in those states where it may not be presently allowable by their state code of ethics, that dialogue with the state association be initiated to seek such approval."

Fellow or Master of the Academy of General Dentistry

General Dentist

*96:48-H-7
RESCINDED
HOD 7/99

"Resolved, that the following language be accepted by the Academy of General Dentistry as the appropriate use of the Fellowship and Mastership designations to the public by way of advertising, listings, or office signage:

- 1. _____, DDS, BDS or DMD, FAGD or MAGD
Fellow or Master of the Academy of General Dentistry, or,
- 2. _____, DMD, BDS or DMD, FAGD or MAGD
General Dentist

and be it further,

Resolved, that the following steps be taken by the Academy of General Dentistry when a dentist is accused of inappropriate use of the Fellowship or Mastership designation to the public:

- 1. That a letter be sent to the offending dentist, indicating the policy of the organization regarding the appropriate use of the designation, and ask the dentist to use acceptable wording in the future, and be it further

Resolved, that Policy 87:43-H-7 be rescinded."

2000:9-H-7

"Resolved, that policy 99:6-H-7 be rescinded."

*99:6-H-7
RESCINDED
HOD 7/2000

"Resolved, that the following language be accepted by the Academy of General Dentistry as the appropriate use of the Fellowship and Mastership designations to the public by way of advertising, listings, or office signage:

_____, _____, DDS, BDS, or DMD, FAGD, or
MAGD

1
2
3
4
5
6
7
8
9

and be it further

Resolved, that resolution 96:48-H-7 be rescinded.”

American Dental Association

Liaison with

*76:34-H-1
RESCINDED

"Resolved, that the AGD recognize that, in the interest of unity for the dental profession, it is appropriate to seek liaison with the American Dental Association and other major national dental organizations in attempting to resolve those issues which are of concern to the entire profession."

10
11
12
13

Contracts

Contract analysis service

88:47-H-7
AMENDED
HOD 2008

"Resolved, that the AGD support the contract analysis service offered to members of the American Dental Association, and be it further

14
15
16
17
18
19
20
21
22

Resolved, that members be encouraged to seek the advice of their own attorney before deciding to sign a contract, and be it further

Resolved, that the Dental Practice Council develop means to educate AGD members about the ramifications of provider contracts."

Dental Anesthesiology

2007:302-H-6

“Resolved, that the HOD Policy 94:14.1-H-7, which recognizes anesthesiology as a specialty, be rescinded.

94:14.1-H-7

Resolved, that the Academy of General Dentistry supports the recognition of dental anesthesiology as a dental specialty”

23

94:14.1-H-7
RESCINDED
HOD 2007

"Resolved, that the Academy of General Dentistry supports the recognition of dental anesthesiology as a dental specialty."

24
25
26
27
28

Dental Auxiliaries

Courses in expanded duties for

2010:304-H-7

“Resolved, that HOD Policy 75:35-H-10 be rescinded.”

29

75:35-H-10 "Resolved, that the AGD recommend the development of courses in
RESCINDED expanded duties for dental auxiliaries to provide needed training to comply
HOD 2010 with the individual state laws, and be it further

1
2
3
4
5

Resolved, that this recommendation be forwarded to the ADA House of
Delegates."

Dental team concept

86:30-H-7 " Resolved, that Policy #85:25-H-7 be rescinded."
(RE-AFFIRMED
2010:307-H-7

6

86:30-H-7 "Resolved, that the Academy of General Dentistry supports the dental
(RE-AFFIRMED team concept as the best approach to providing the public with quality
2010:307-H-7) comprehensive dental care, and firmly supports direct supervision of the
practice of dental hygiene, and be it further

RESCINDED Resolved, that this policy be conveyed to the American Dental
HOD 20014 Association, the American Dental Hygienists Association, and state and
provincial boards of dental examiners."

7
8
9
10

Duties which will not perform to be defined

73:23-H-10 "Resolved, that those states permitting expanded duties by dental
(RE-AFFIRMED auxiliaries define those duties which dental auxiliaries will not be
2010:307-H-7) permitted to perform in compliance with individual state dental practice
RESCINDED acts."
HOD 2011

11
12
13

Office personnel manuals

77:10-H-6 "Resolved, that the AGD recommend that dentists consider the
RESCINDED development of office personnel manuals for new employees to read so that
they will have a clear understanding of the expectations which the dentist
has of them, and be it further

14
15
16
17
18
19
20
21
22
23
24
25

Resolved, that this manual include information on:

- a. office hours
- b. remuneration
- c. salary reviews
- d. vacation policy
- e. sick leave policy
- f. dress codes
- g. fringe benefits
- h. description of each employee's function within the dental office
- i. expectations for continuing education."

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36

Perform under direct supervision of general dentist

73:24-H-10 (RE-AFFIRMED 2010:307-H-7) RESCINDED HOD 2014 "Resolved, that all duties performed by any dental auxiliary must be done under the direction and control of the dentist and that he or she be directly responsible for the actions of his or her auxiliaries performing those duties."

Recruitment strategies

91:48-H-7 (RE-AFFIRMED 2010:307-H-7) RESCINDED HOD 2011 "Resolved, that the Academy of General Dentistry believes that its individual members can make a significant contribution to resolving the dental auxiliary shortage by attempting to recruit potential dental team personnel, and be it further

Resolved, that the AGD play a key role in solving the dental auxiliary shortage by:

1. Encouraging AGD members to recruit dental auxiliaries each year, using materials provided by the ADA.
2. Educating AGD members to properly manage dental auxiliaries through:
 - a. a request that the AGD editor publish an appropriate article in Impact.
 - b. a request that the Annual Meetings Council establish a course on this subject
 - c. Suggesting to the AGD Foundation to offer an appropriate practice management course showing dentists how to properly manage and therefore retain dental auxiliaries.
 - d. Asking AGD constituents to publish appropriate articles on this subject, tailored to local needs."

Salaries

77:9-H-6 RESCINDED "Resolved, that the AGD recommend that the dental profession recognize the following ingredients in re-evaluating salaries for their employees on at least an annual basis:

1. productivity in the dental office
2. educational achievement
3. the cost of living and salaries being paid by the industry and other dental offices in the area."

Training, education, and utilization of

73:25-H-10
RESCINDED
HOD 2011

"Resolved, that definite educational requirements be instituted for the proper training of dental auxiliaries in expanded duties and the AGD should study existing ADA approved programs to determine the appropriate educational requirements."

1
2

74:13-H-11
AMENDED
HOD 2010

"Resolved, that in the training, education and utilization of dental auxiliaries for the purpose of assisting the dentist in providing high quality dental care through performance of expanded functions, it shall be the recommendation of the Academy of General Dentistry that such auxiliaries be permitted to perform under the direct supervision of the dentist those functions which do not require the professional skill and judgment of the dentist and are in compliance with laws of states which have provisions for expanded functions, and be it further

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

Closed panel, opposed to

*72:9-H-10
RESCINDED
HOD 7/99

"Resolved, that the AGD go on record as being opposed in principle to the concept of closed-panel dentistry."

24

25

26

Dental materials to be used in government-funded dental care programs

2002:25-H-7
RESCINDED
HOD 2010

"Resolved, the Academy of General Dentistry take action to ensure that safe and effective dental materials are approved for use in government-funded dental care programs."

27

28

29

Dental products, materials, and medications, opposed to bans on the use of

2010:306RS1-H-7

"Resolved, that HOD Policy 99:36-H-7 and HOD Policy 2002:25-H-7 be rescinded."

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33

99:36-H-7 “Resolved, that the Academy of General Dentistry be directed to oppose
RESCINDED any efforts to ban the use of those products, materials, and/or medications
HOD 2010 for use in the dental office unless significant documented scientific
 evidence exists to support such a ban.”

Issue priorities for government funding

*79:27-H-6 RESCINDED

*81:30-H-7 "Resolved, that the AGD endorse the following priorities in order of
RESCINDED importance for allocation of government funds for dentistry:
HOD 7/94

1. Fluoridation
2. Dental Health Education of the Public
3. Medicaid (assistance to the needy)
4. Dental Benefits for Military Personnel and Dependents
5. Research
6. Aid to Dental Students
7. Aid to Educational Institutions
8. Dental Benefits for Federal & State Employees
9. Health Planning (Long Range)"

Air Force Assistant Surgeon General, Rank of

2008:312-H-7 “Resolved, that policy 98:25-H-7 be rescinded.”

98:25-H-7 “Resolved, that the AGD endorse legislation requiring that the United
RESCINDED States Air Force Assistant Surgeon General for Dental Services be a dental
HOD 2008 officer serving in the rank of Brigadier General, with opportunity for
 promotion to the rank of Major General.”

Manpower problems

*79:34-H-6 "Resolved, that the AGD recognize, with concern, the under-utilization of
RESCINDED many dentists and the over-production of dental graduates, and be it further
HOD 7/99

Resolved, that the AGD work to develop solutions to the
under-utilization and over-production problem, and be it further

Resolved, that the AGD will bring the under-utilization and
over-production problem to the attention of the ADA and NDA House of
Delegates and work with the ADA and NDA on this problem."

Third party mechanisms

86:34-H-7

SECOND AND
THIRD
CLAUSES
RESCINDED
HOD 2007

Resolved, that this position be immediately transmitted to the ADA Board by the AGD Board and strongly urge every AGD member to personally contact their ADA trustee and delegate concerning this position; and be it further

Resolved, that the AGD publish the entire context of the AGD's position on the two-tier problem in the next issue of *AGD Impact*; and be it further

1

86:34-H-7 "Resolved, that AGD policy #76:53-H-11 be rescinded."

2

3

Dental Education

4

5

Liaison consortium

6

98:31-H-7 "Resolved, that the Academy of General Dentistry convene a 'Liaison
RESCINDED Consortium' to consist of two representatives from the Academy of General
HOD 2013 Dentistry (AGD), two representatives from the American Dental Education
Association (ADEA), two representatives from the American Association
of Hospital Dentists (AAHD), one representative each from the Federal
Services Board, the American Board of General Dentistry, and the
Veteran's Administration Residency Programs to meet twice each year
beginning in April of 1999, and be it further

7

8

9

10

11

12

13

Licensure

14

82:34-H-7 " Resolved, that Resolution #76-51, as passed by the 1976 House of
Delegates, be rescinded."

15

96:46-H-7 "Resolved, that the Academy of General Dentistry encourage its constituent
AMENDED academies to work with state or provincial boards of dental examiners, state
HOD 2014 legislatures, or regulatory bodies in implementing the following provisions
for mandatory continuing dental education when legislation or regulations
are under consideration in their states or provinces:

16

17

18

19

20

21

22

23

24

25

1. acceptance of program providers approved by the AGD of General Dentistry, ADA Continuing Dental Education Recognition Program and the AGD's intrastate approval program;
2. the acceptability of self-instruction programming;
3. acceptance of the AGD member printout as one form of documentation of the requirement;

- 1 4. acceptance of courses relative to the access and delivery of dental
2 care."
3

4 **Dental Laboratory Techniques**
5

76:40-H-11 " Resolved, that, with passage of this resolution, Resolution 75-61 as
passed by the 1975 House of Delegates, be rescinded."

6
7
8 **Dental Practice**
9

10 Analyzed health care data
11

12 Methodology and source of funding must be disclosed if used for Benefit
13 determination
14

2000:24-H-7 "Resolved, that if information gathered from analyzed healthcare data is
AMENDED used for either benefit determination or dentist preferential selection, then
HOD 2016 the methodology and source of funding involved in the analysis must be
publicly disclosed and verified by a process that ensures the quality,
integrity, and validity of the analysis methodology."

15 Uses for, procedures must be publicly disclosed
16

2000:23-H-7 "Resolved, that the Academy of General Dentistry supports the concept that
AMENDED if health care data is analyzed, it should only be used to advance scientific
HOD 2016 knowledge or improve the oral health of the patient, while still allowing for
professional judgments by practitioners, and be it further

17 Resolved, that the procedures involved in the analysis must be publicly disclosed and
18 reviewed by the affected communities of interest in order to ensure the quality, integrity, and
19 validity of the analysis methodology."
20

21 ANSI MD 156, AGD representative on
22
23

97:25-H-8 "Resolved, that the Academy of General Dentistry recognizes the problem
AMENDED of providing the general practitioner with meaningful information upon
HOD 2016 which to base purchasing decisions, and be it further

24 Resolved, that the following strategies be implemented in order to
25 accomplish this purpose:
26

- 27
28 1. Maintain an AGD representative on ANSI MD 156.
29
30 2. Recommend members to participate on ANSI subcommittees
31 through the Dental Practice Council Chairperson.
32

1
2
3
4
5
6
7
8
9

3. Relay to the ADA AGD's concerns with regard to having the practicing dentist more informed in order to make proper purchasing decisions.
4. Obtain feedback from our members on materials with which they've experienced problems."

Considerations in deliberating dental health insurance programs

74:8-H-11
RESCINDED
HOD 2016

"Resolved, that the Academy of General Dentistry take into consideration the needs of the public, the various third party pre-payment mechanisms, and the entire dental profession in deliberating on dental health benefits programs which might be of concern to the general dentists which compose its organization."

10
11
12

Co-payment and overbilling, waiver of

93:23-H-7
AMENDED
HOD 2016

"Resolved, that the Academy of General Dentistry adopt the American Dental Association's policies regarding waiver of copayment and overbilling, which read:

13
14
15
16
17
18
19
20
21
22
23
24

'Resolved, that constituent dental societies be urged to pursue enactment of legislation that:

- 1) prohibits systematic non-disclosure of waiver of patient co-payment/overbilling by a dentist and
- 2) prohibits bad faith insurance practices by third party payers, consistent with Association policy, and be it further

Resolved, that third-party payers be urged to support this legislative objective."

25
26

Dental health education for the public

2006:23R-H-7
RESCINDED
HOD 2017

"Resolved, that AGD seeks to educate the public about the potential financial & health risks, due to lack of legal and contractual insurance recourse when medical & dental care is sought outside of the United States and Canada."

27
28
29

Dental hygienists, authority of State Boards of Dental Examiners

92:34-H-7
AMENDED
HOD 2014

"Resolved, that because of the nature of dentistry and the manner in which it is delivered to the public, it is the policy of the Academy of General Dentistry that dental hygiene should remain under the authority of the various state boards of dental examiners and that dental hygiene education should remain under the purview of and be accredited by the Joint Commission on Dental Accreditation."

30
31
32

Dental insurance plan to include all facets of dentistry

82:32-H-7 "Resolved, that the AGD recognize that an optimum dental benefits plan
AMENDED includes all facets of dentistry."
HOD 2016

1
2
3

Diagnosis and supervision needed for dental treatment

2003:16-H-7 "Resolved, that dental treatment, including the placement of dental sealants
RESCINDED and fluoride varnishes, is most effectively and successfully accomplished
HOD 2015 following a proper diagnosis by, and under the supervision of a licensed
dentist in compliance with the regulations of the state or province, and in a
dental office setting that ensures optimal treatment outcomes."

4
5
6

Environmental "best management" practices

2003:12-H-7 "Resolved, that the AGD urge dentists to employ environmental "best
AMENDED management" practices as supported and/or promoted by the American
HOD 2013 Dental Association and in Canada by the Canadian Dental Association, and
be it further

7
8
9
10
11

Resolved, that AGD constituents be encouraged to work with their
counterpart dental societies to adopt and promote environmental best
management practices."

12
13

First Dental Visit Timing and Establishment of the Dental Home (AAP Policy Proposal)

2002:22-H-7 Resolved, that the Academy of General Dentistry endorses the American
RESCINDED Academy of Pediatrics Policy Proposal from the AAP Section on Pediatric
HOD 2014 Dentistry entitled "First Dental Visit Timing and Establishment of the
Dental Home", and be it further

Resolved, that the Academy of General Dentistry communicate this
endorsement to the American Academy of Pediatrics."

14
15

Flexible Spending

2008:308-H-7 "Resolved, that the AGD support the expansion of Flexible Spending
AMENDED Account (FSA) reimbursable health items to include oral health items."
HOD 2016

16
17
18
19
20

Licensing

Uniform standards for

2002:27-H-7 "Resolved, that the AGD actively support a uniform standard for licensing
AMENDED dentists in all U.S. states and Canadian Provinces, and be it further
HOD 2014

Resolved, that access to oral health care for underserved populations should be addressed by maintaining uniformly enforced licensing standards that would prevent an unequal and unacceptable two-tier level of care, and be it further

Resolved that the AGD believes that access to care in underserved areas should be solved by instituting adequate financial incentives or loan forgiveness to properly licensed dentists.”

1

2 Policy Statement on the Cost-Efficiency

3

2016:301-H-7 “Resolved, that the Policy Statement on the Cost-Efficiency of Primary
AMENDED Oral Health Care Delivery System be adopted as AGD HOD Policy.”
HOD 2017

4

5 Preferred Provider Organizations

6

84:26-H-7 "Resolved, that the Academy of General Dentistry use whatever means are
AMENDED available to ensure that the following provisions are included in and made a
HOD 2016 part of any state and/or federal law mandating and/or regulating preferred
provider organizations:

7

8 A. Patients' freedom of choice of provider must be guaranteed.

9

10 B. Preferred provider policies or contracts and preferred provider subscription contracts
11 shall provide the same benefits level to the patient whether rendered by non-preferred
12 providers or preferred providers.

13

14 C. No dentist willing to meet the terms and conditions offered by a PPO shall be
15 excluded.

16

17 D. All types of licensed health care providers whose services are required shall have the
18 same opportunity to qualify for payment as a preferred provider under any such policies.

19

20 E. The terms and conditions of any PPO policies or contracts shall not discriminate
21 against or among health care providers.

22

23 F. A preferred provider subscription contract should be defined as a contract which
24 specifies how services are to be covered by the plan when rendered by non-participating
25 providers and by preferred providers.

26

27 G. Preferred provider policies or contracts should be defined as insurance policies or
28 contracts which specify how services are to be covered by the plan when rendered by
29 preferred and non-preferred providers.

30

1 H. When preferred provider organizations are promoted to the public, they cannot do so
2 with any implications of superiority, and all promotional materials used by PPOs must state if
3 a preferred provider is a reduced fee contract.
4

5 I. The PPO shall make provision for a periodic adjustment in level of reimbursement
6 based on the Consumer Price Index or some other equitable basis.
7

8 And be it further
9

10 Resolved, that the Academy of General Dentistry encourage its Constituent Academies to
11 work toward building these safeguards into any state and/or federal law mandating and/or
12 regulating preferred provider organizations.
13

14 And be it further
15

16 Resolved, that the Academy of General Dentistry transmit this position to the American
17 Dental Association's Council on Dental Care Programs."
18

19 Supervision, definitions of for dental hygienists and other dental auxiliaries
20

85:27-H-7 "Resolved, that the Academy of General Dentistry believes that a dental
RESCINDED hygienist or other dental auxiliary, in accordance with their training and
HOD 2014 education, and state law, shall, under a dentist's supervision, perform those
aspects of treatment delegated by that dentist; and be it further

21
22 Resolved, that the setting in which a dental hygienist or other dental auxiliary may perform
23 legally designated functions shall be a treatment facility under the jurisdiction and supervision
24 of a licensed dentist; and be if further
25

26 Resolved, that the AGD shall use the following definitions of 'supervision':
27

28 General Supervision means that the dentist has authorized the procedures and they are being
29 carried out in accordance with his/her diagnosis and treatment plan.
30

31 Indirect Supervision means that the dentist is in the dental office, authorizes the procedure and
32 remains in the dental office while the procedures are being performed by the auxiliary.
33

34 Direct Supervision means that the dentist is in the dental office, personally diagnoses the
35 condition to be treated, personally authorizes the procedure and before dismissal of the
36 patient, evaluates the performance of the dental auxiliary.
37

38 Personal Supervision means that the dentist is personally operating on a patient and authorizes
39 the auxiliary to aid his/her treatment by concurrently performing a supportive procedure."
40

2008:321-H-7 "Resolved, that the AGD define and incorporate into existing policies the
definition of dental auxiliaries to include midlevel practitioners and all

1 RESCINDED other individuals who are not licensed dentists, but otherwise provide oral
2 HOD 2014 health care.”

3
4 Work force issues, position statement

5 2005:3-H-07 “Resolved, that the Academy of General Dentistry’s position in response to
6 RESCINDED work force issues is:
7 HOD 2014

8 AGD believes that access to oral health care is an issue that needs to be
9 addressed throughout the profession.

10 AGD believes that general and pediatric dentists, working in concert with
11 the dental team, are the gatekeepers of oral health.

12 AGD believes that general dentists are uniquely qualified to help provide
13 and maintain the optimal standard of care.”

14
15 Workforce, adequacy of present dental workforce

16 2002:26-H-7 “Resolved, that the Academy of General Dentistry adopt the following
17 AMENDED statement relative to the adequacy of the dentist workforce in 2002:
18 HOD 2014

19 The dentist workforce in the United States is sufficient to meet the needs of
20 the public demand for dental services. Geographic imbalances exist in
21 localized areas due to a variety of factors. Where these imbalances result in
22 shortages, the affected regions must be examined and addressed
23 individually for appropriate solutions. The development of a responsive,
24 competent, diverse, and “elastic” workforce should address potential
25 increases in demand for dental services.”

26
27 **Dental Practices**

28
29 Coordinate and manage dental health

30 82:22-H-7 "Resolved, that the AGD recognizes that it is in the best interest of the
31 RESCINDED public for the general dentist to coordinate and manage the oral health care
32 HOD 2014 needs of all patients."

33
34 TMD policy statement

35 89:55-H-7 " Resolved, that Resolution 88:53-H-7 be rescinded."

1 To be owned and operated by licensed dentists
2

86:32-H-7
AMENDED
HOD 2009

"Resolved, that the AGD recognize that the public is best served when dental practices (those traditional fee for service private practices or any alternative compensation system of practice) are owned and operated by dentists licensed and practicing in the state or province of such ownership or operation, and be it further

3

4

5

6

7

8

9

Prepayment plans

10

11

12

Exclude certain contract language

77:12-H-6

" Resolved, that the 1976 House of Delegates' substitute resolution for #35 be rescinded."

13

14

15

Dental Students

16

Requiring dental students to repay government capitation loans made to schools

17

*75:37-H-10
RESCINDED
HOD 7/94

"Resolved, that the AGD go on record in opposition to federal legislation which requires a dental student to repay to the federal government upon graduation capitation grant given to his school."

18

19

20

Enteral Conscious Sedation

2006:1-H-8
RESCINDED
HOD 2015

"Resolved, that the AGD adopts as policy, the White Paper on Enteral Conscious Sedation."

21

22

23

24

25

Definition of

General Dentist

*83:17-H-7

RESCINDED

26

84:16-H-7
RESCINDED
HOD 2007

"Resolved, that the following definition of 'General Dentist' be adopted by the 1984 House of Delegates:

27

28

29

30

31

'An individual who has successfully completed formal dental training leading to a DDS or DMD degree, which qualifies that individual to be licensed to accept the professional responsibility for the diagnosis, treatment, management, and overall

1
2
3
4

coordination of services that meets patients' oral health needs, and who has not announced a limitation of practice to any of the specialty areas recognized by the American Dental Association."

2007:303-H-6
AMENDED
HOD 2008

Resolved, that policies 82:33-H-7 and 84:16-H-7 be rescinded, and be it further:

Resolved, that AGD defines a general dentist as 'An individual who has successfully completed formal dental training leading to a DDS or DMD degree, which qualifies that individual to be licensed to accept the professional responsibility for the diagnosis, treatment, management, and overall coordination of services that meets patients' oral health needs, and who has not announced a limitation of practice to any of the specialty areas recognized by the American Dental Association.'" and be it further

Resolved, that the AGD defines 'primary dental care provider' as 'the general dentist who accepts the professional responsibility for the treatment of the patient and/or the management and coordination of services to meet the patient's oral health needs, consistent with the ADA Principles of Ethics and Code of Professional Conduct.

5

2008:319S-H-7
AMENDED
HOD 2009

“Resolved, that Policy 2007:303-H-7 be amended so that it reads:

“Resolved, that policies 82:33-H-7 and 84:16-H-7 be rescinded, and be it further

Resolved, that AGD defines a general dentist as 'An individual who has successfully completed formal dental training leading to a DDS, DMD, or comparable degree which qualifies that individual to be a dentist and to accept the professional responsibility for the diagnosis, treatment, management, and overall coordination of services that meets patients' oral health needs, and who has not announced a limitation of practice to any of the specialty areas recognized by the American Dental Association.'" , and be it further

Resolved, that the AGD defines 'primary dental care provider' as 'the general dentist who accepts the professional responsibility for the treatment of the patient and/or the management and coordination of services to meet the patient's oral health needs, consistent with the ADA Principles of Ethics and Code of Professional Conduct.”

6

2009:310-H-7

“Resolved, that the AGD amend policy 2008:319S-H-7.

“Resolved, that Policy 2007:303-H-7 be amended so that it reads:

2007:303-H-7 “Resolved, that policies 82:33-H-7 and 84:16-H-7 be rescinded, and be it further

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29

Parity with physicians in all remuneration

2008:302-H-7 “Resolved, that policy 75:39-H-10 is rescinded.”

75:39-H-10 "Resolved, that the AGD strongly supports dentists being given parity with
RESCINDED physicians in all forms of remuneration involving salary positions, and be it
HOD 2008 further

Resolved, that the AGD is opposed to any legislation which will create
inequalities in remuneration between a salaried dentist and a salaried
physician serving an agency of the government."

Philosophy to be developed on what a GP can perform

95:8-H-7 "Resolved, that policy 82:33-H-7 be rescinded."

82:33-H-7 "Resolved, that the AGD define 'primary dental care provider' as 'the
RESCINDED general dentist who accepts the professional responsibility for the treatment
HOD 2007 of the patient and/or the management and coordination of services to meet
the patient's oral health needs, consistent with the ADA Principles of Ethics
and Code of Professional Conduct,' and be it further

Resolved, that the AGD wait until 1983 before initiating any attempt to
have the American Dental Association's House of Delegates alter its
definition of 'primary dental care provider', and be it further

Resolved, that the Executive Committee be charged with presenting a
position paper in support of this concept to the 1983 AGD House of
Delegates."

Primary dental care provider, defined

95:8-H-7 "Resolved, that the AGD define 'primary dental care provider' as 'the
RESCINDED general or pediatric dentist who accepts the professional responsibility for
HOD 2014 the treatment of the patient and/or the management and coordination of
services to meet the patient's oral health needs, consistent with the ADA
Principles of Ethics and Code of Professional Conduct.'

Primary entry point into dental care system

75:38-H-10 "Resolved, that the AGD endorse the concept of having the patient's entry
RESCINDED level into the dental health care delivery system be through the general
HOD 2014 practitioner, and be it further

1 Resolved, that it be the general practitioner's prerogative to determine
2 when and if a patient should be referred to another source for his dental
3 treatment, and be it further

4
5 **Health Maintenance Organizations (HMO's)**

6
7 Providing funds for HMOs
8

9 2008:303-H-7 "Resolved, that policy 75:40-H-10 is rescinded."

75:40-H-10 "Resolved, that the AGD oppose all appropriations for the support of health
RESCINDED maintenance organizations on the basis that federal subsidy allows them to
HOD 2008 compete unfairly with private practice and enough deficiencies have
already been shown in those presently in operation to discontinue their
federal financial support."

10
11 **Health Planning**

12
13 Support to repeal Health Planning Act
14

*81:22-H-7 "Resolved, that while the Academy of General Dentistry strongly supports
RESCINDED appropriate health planning policies, AGD recognizes the shortcomings of
HOD 7/2000 the Health Planning Act, and therefore, supports attempts to repeal
extension of the Health Planning Act, as authorized by PL 96-79."

15
16 **HIV**

17
18 HIV testing of dental personnel
19

*88:49-H-7 RESCINDED

20
21 88:50-H-7 Resolved, that the AGD vigorously opposes state and/or federal laws and
CLAUSE regulations that would classify persons with infectious diseases as
RESCINDED handicapped, and be it further
HOD 7/99

22
23
24 Statement on disclosure and infection control
25

91:51-H-7 " Resolved, that policy #88:49-H-7 be rescinded."
REVISED
HOD 7/99

26
27
28
29 **Hospital Dentistry Privileges**

85:22-H-7 "Resolved, that hospital staff privileges for dentists should not be denied solely on the basis that one possesses a dental (DMD or DDS) degree."

1
2
3

Implants

91:47-H-7 "Resolved, that the AGD House of Delegates agrees that oral implant therapy can be an acceptable mode of clinical treatment when indicated."
RESCINDED
HOD 2013

4

91:47-H-7 " Resolved, that policy 75:41-H-10 be rescinded."

5

*75:41-H-10 RESCINDED

6

*75:42-H-10 RESCINDED

7

*92:31-H-7 "Resolved, that as an adjunct to the AGD's existing policy with regard to the consideration of implant dentistry as a specialty, that the following principles be adopted:
RESCINDED
HOD 7/96

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

1. The AGD supports the concept that all qualified dentists should be permitted to perform implant dentistry.
2. The AGD believes it is in the public's best interest that oral implantology not be limited to one discipline of dentistry.
3. The AGD opposes the implication that specialists performing oral implants are also specialists in implantology, because implantology is not an ADA recognized specialty.
4. The AGD opposes any marketing efforts that imply any provider of implants is a qualified oral implantology specialist because implantology is not an ADA recognized specialty.

Infection Control Measures Urged

*87:64-H-7 "Resolved, that the Academy of General Dentistry recognizes the importance of appropriate and accepted infection control procedures in all facilities offering oral health services and urges all practicing dentists and all involved personnel in these facilities to employ infection control measures approved by the American Dental Association."
RESCINDED
HOD 7/99

25

26

27

28

29

Legislation

FTC's efforts to pre-empt state laws re corporate ownership

86:31-H-7 "Resolved, that in the interest of safeguarding patient care and freedom of choice, the AGD opposes any efforts by the Federal Trade Commission and

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32

AMENDED
HOD 2008

any other agencies to preempt state laws that prohibit non-dentist owned corporate dental practices; and be it further

Resolved, that the AGD supports the ADA's efforts to challenge the Federal Trade Commission's and any other agency's statutory authority to preempt state laws regarding non-professional, non-provider ownership of health care practices."

2008:312-H-7 "Resolved, that policy 98:25-H-7 be rescinded."

Indigent population, AGD as a voice for the

2003:15B-H-7
AMENDED
HOD 2008

"Resolved, that the AGD continue to be a voice for the indigent population's oral health which is not being addressed by Community Health Centers."

Guidelines for dealing with state legislation

89:54-H-7
AMENDED
HOD 2014

"Resolved, that the Academy of General Dentistry use the following guidelines in dealing with members requesting AGD action on legislation being proposed in their state:

1. Members have the right to know existing policies.
2. The AGD will not intervene in the legislative affairs of a state or province without the written request of the constituent AGD.
3. Members requesting support from the AGD for a legislative position will be asked to work through their constituent.
4. Constituent secretaries/executive directors and Trustees will be provided with copies of AGD correspondence with their members regarding concerns about legislative issues being considered."

Link between periodontal disease and low birth-weight babies

2003:14-H-7
RESCINDED
HOD 2016

"Resolved, that the Academy of General Dentistry supports legislation that seeks to increase accurate and up-to-date professional and public awareness of the link between periodontal disease in pregnant women and pre-term, low-birth weight babies and the maternal transmission of caries."

Managed care, AGD's legislative priorities regarding

97:29-H-8
AMENDED
HOD 2016

"Resolved, that the AGD's legislative priorities with regard to dental managed care encompass the following:

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47

Patients will have the choice to select a plan with a point-of-service option, with reasonable cost-sharing requirements in premiums and per-service costs provided that those costs are not excessive.

Patients in a plan will be allowed to select their dentist, and change that selection as the patient feels is necessary.

The plan shall provide access to an adequate mix and number of dentists, including both general dentists and specialists, to ensure access to those services covered by the plan C including patients in rural and dentally under-served areas.

The plan shall allow patients with special needs to be referred to appropriate providers including specialists.

The plan shall provide an appropriate appeals and grievance procedure that allows for timely responses to patient and/or provider complaints.

The plan shall provide a dentist, licensed to practice in that state or province where the services are provided, to be responsible for dental treatment policies, protocols, and quality assurance activities.

The plan shall define and disclose limitations on coverage of experimental treatments and provide timely written justification for denial of such treatment to patients.

The plan shall not discriminate in participation, reimbursement, or indemnification against any dentist solely on the basis of his/her license.

The plan shall not prohibit or limit a dentist or other health professional from engaging in communications regarding the patient's health status, health care, treatment options, or utilization review requirements.

The plan shall not provide any financial incentives to dentists, other health professionals, or reviewers to deny or limit care.

The plan shall provide dentists with reasonable notice of termination and allow the dentist to appeal such a decision and take corrective action if necessary.

The plan shall assume any liability resulting from the plan's denying or restricting treatment or referral to specialists."

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21

Luken Lee Amendment, endorsement of ADA's position

*82:29-H-7 "Resolved, that the Academy of General Dentistry endorses the American
RESCINDED Dental Association's 1981 position regarding the Luken-Lee amendment."
HOD 7/99 (Luken Lee amendment would place a moratorium on activity of the
Federal Trade Commission with respect to certain professions and
professional associations until the Congress expressly authorizes such
activity.)

Mandating national licensure

2008:311-H-7 "Resolved, that policy 76:49-H-11 is rescinded.

76:49-H-11 "Resolved, that the AGD support the position taken by the American Dental
RESCINDED Association House of Delegates in opposing federal legislation which
HOD 2008 would mandate national licensure for dentists."

National Practitioner Data Bank

90:57-H-7 "Resolved, that the following resolution adopted by the 1989 AGD House
of Delegates be rescinded:

1989-40R. "Resolved, that the Academy of General Dentistry urge
Congress and the Department of Health and Human
Services, both directly and through the American Dental
Association, to abandon the National Practitioner Data Bank
because of its potential for abuse, its high cost of
implementation, its impact on peer review and its lack of
regard to the overall quality and total volume of care
provided."

Protect dental insurance as a fringe benefit

81:24-H-7 "Resolved, that the AGD work to ensure that legislation would not
AMENDED adversely affect an employer's decision to provide dental insurance as a
HOD 2008 fringe benefit, and be it further

Resolved, that the AGD work to protect an employer's right to provide
dental insurance as a fringe benefit, and be it further

Resolved, that the AGD work to protect tax deductions and other
incentives for an employer to provide dental insurance as a fringe
benefit."

83:24-H-7 "Resolved, that AGD, in concert with the ADA, actively seek to ensure that
AMENDED legislation would not adversely affect an employer's decision to provide, nor
HOD 2008

an employee's decision to receive, dental insurance as a fringe benefit, and be it further

Resolved, that the AGD resist efforts being made by third party programs to prohibit payment based on the specific technique used by the dentist to render treatment for the patient."

Veterans Administration Dental Director

2008:305-H-7 "Resolved, that policy 96:57-H-7 is rescinded."

96:57-H-7 "Resolved, that the Academy of General Dentistry support retaining the current statutory requirement for the post of Dental Director within the Veterans' Health Administration."
RESCINDED
HOD 2008

Licensing

Limited to dentists and dental hygienists

73:22-H-10 "Resolved, that there be no additional licensing of personnel in the dental health field other than the dentist and the dental hygienist."
RESCINDED
HOD 2014

Limitations of Practice

*72:10-H-10 "Resolved, that the AGD supports the present ADA position of prohibiting dentists from announcing limitation of practice in more than one specialty area."
RESCINDED
HOD 7/2004

National Health Program, Dentistry's Position On

Issue priorities for government funding

94:20-H-7 "Resolved that the following policies be rescinded:

77:20-H-6 Superseded by 1992 House Resolution

79:27-H-6 Outdated

81:30-H-7 Outdated

75:37-H-10 Outdated

91:49-H-7 Superseded by 1992 House Action on reform

1

*77:20-H-6
RESCINDED
HOD 7/94

"Resolved, that the Academy of General Dentistry endorse the 1976 ADA National Health Insurance Guidelines."

2

79:27-H-6
(outdated)

2) "Resolved, that the following suggestions for amending PL93-641 be adopted:

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

31

32

33

34

35

36

37

38

39

40

41

42

43

44

45

1. To ensure that any federal guidelines are not mandatory standards and are not inflexible limits on the local health planning decisions for local situations;
2. To ensure that the authority of the Secretary of the Department of Health, Education and Welfare cannot override local decision-making and threaten the local control intent of the law;
3. To introduce or support any legislation which would require that the Secretary of HEW consult with the health professions in any situation in which the interpretation of the health planning law is in dispute;
4. To oppose any legislation which allows federal facilities, HMOs, or any other health delivery system to be exempt from community restrictions and responsibilities imposed on the private fee-for-service providers;
5. To oppose any federal regulations which would further encroach on private practitioners' prerogatives;
6. To oppose any legislation which favors unfair competition of one health delivery system over another;
7. To introduce or support legislation which would require local, state, or federal health planning agencies to differentiate the problems and solutions of the dental field from those of the medical field;
8. To guarantee appropriate representatives for practicing dentists at all health planning levels;
9. To introduce and/or support legislation to include dental priorities in health service and annual implementation plans of HSAs;

1
2
3
4
5
6
7

- 10. To advocate dental leadership in health planning through active involvement and participation as a health professional resource;
- 11. To introduce and/or support legislation to exempt the private offices of dentists from certificate-of-need."

91:49-H-7
(superseded
by 1992
House Action
on reform)

5) "Resolved, that the Academy of General Dentistry formally adopt the AGD Position Paper on Universal Access to Health Care, communicate it to the profession and health systems legislature as appropriate, and work to ensure that legislation enacted by the U.S. Congress is in support of these positions."

8
9
10
11
12

Peer Review Committees

PSROs (Professional Standards Review Organizations)

*73:19-H-10
RESCINDED
HOD 7/99

"Resolved, that the Academy of General Dentistry expresses its concern at steps already taken in setting up professional standards review organizations (PSROs) which did not include dental expertise and that the AGD urge that immediate action be taken to require that dentistry is included at the regional or state level on all PSRO review boards, and that general dental practitioners be included when review is conducted of other general dentist practitioners, and be it further

13
14
15
16
17
18

Resolved, that this resolution be forwarded to all organizations having involvement in peer review programs."

Seek general practitioner representation on

*75:25-H-10
RESCINDED
HOD 7/99

"Resolved, that all AGD constituent groups seek general practitioner representation on various peer review committees including those involving the PSRO concept and that this be accomplished by having effective dialogue with the state dental society involved."

19
20
21
22
23

Radiographs

Submission to insurance carriers

2006:22R-H-7

"Resolved, that policy (76:56-H-11) At all times, decisions relating to the radiographic exposure of patients shall remain with the dental profession and shall be accomplished only when there is a benefit to the dental health of the patient be rescinded."

24

76:56-H-11
RESCINDED
HOD 7/2006

"Resolved, that the AGD is opposed to the routine submission of dental radiographs to insurance carriers. Dentists should consider requests for radiographs on an individual case basis and to comply with such requests as are reasonable in his professional view. Such specific requests shall be made by a licensed dental consultant when the information furnished by an attending dentist is insufficient to make a benefit determination. If in the opinion of the attending dentist, the consultant's radiograph request could lead to a determination on the basis of a radiograph alone in those cases

where additional diagnostic data and/or a clinical examination of the patient are required to make a professionally valid judgment, the attending dentist has the prerogative and the professional responsibility to deny such a radiograph request in the best interest of his patient. In this instance, the carrier's consultant and the attending dentist should communicate, orally or in writing, to resolve any disagreements that may arise in benefit determination. If they are unable to reach agreement, carriers are encouraged to utilize organized dentistry's peer review process in settling any disagreement that arises out of the attending dentist's decision not to submit radiographs, as opposed to reducing or denying a dental benefit which could have detrimental effects on the dental health of the patient. At all times, decisions relating to the radiographic exposure of patients shall remain with the dental profession and shall be accomplished only when there is a benefit to the dental health of patients."

1
2
3
4
5

Sedation

Teaching of, at the undergraduate and CE levels

86:36-H-7
AMENDED
HOD 2008

"Resolved, that the Academy of General Dentistry supports the teaching of conscious sedation at the undergraduate and continuing education levels in dental schools and other adequate teaching facilities as defined by the AGD's Dental Education Council; and be it further

6
7
8
9
10
11
12
13
14
15
16
17
18
19
20

Resolved, that the AGD contact all dental schools in the United States and Canada requesting that conscious sedation be included in the curriculum of undergraduate and continuing education students; and be it further

Resolved, that the AGD communicate this position to the American Dental Association and the American Dental Education Association, and be it further

Resolved, that the Dental Education Council be charged with the responsibility of bringing a report back to the 1987 House of Delegates with regard to an appropriate definition of the term 'adequate teaching facilities.'"

1 Public Relations-Rescinded Policies

2

3

Public Information

4

Toll-free consumer service

5

2008:101-H-7 “Resolved, that the AGD rescind policy 99:32-H-7.”

7

Toll-free consumer service

8

99:32-H-7 “Resolved, that the AGD appropriate \$30,260 to establish a toll-free service
RESCINDED for consumers based on the following ground rules:
HOD 2008

10

11

2. Consumers will be able to dial an AGD toll-free number to receive the name, address, and telephone number of up to three AGD members in their zip code area.

12

13

14

15

3. Consumer calls will be handled by a live operator who has been trained to represent the Academy of General Dentistry.

16

17

18

4. The AGD will manage the toll-free service through a telemarketing management firm selected by the Public Information Council that specializes in consumer service.

19

20

21

22

5. A database of AGD members which is updated at least quarterly by the AGD will be used for this purpose so that callers get the latest available information.”

23

24

25

Spokesperson Training Program

26

*95:6-H-7 "Resolved, that the AGD Spokesperson Training policy be amended to
RESCINDED read:
HOD 7/98

28

'Spokesperson Training will be conducted every other year for 10 individuals considered to be leaders of the AGD.

29

30

'Participants in each workshop will be chosen by the following process:

31

32

33

1) the Public Information Council shall deliberate the names to be considered at the meeting approximately one year in advance of the workshop and make recommendations to the President; 2) the incoming President shall name the individuals to attend the workshop at least 120 days in advance of the workshop.

34

35

36

37

38

In determining workshop participants, the Public Information Council will place priority on a cross-section of the membership who are representative of the AGD.

39

40

41

42

1
2
3
4
5

Spokesperson Training will be conducted in conjunction with a scheduled AGD meeting, the meeting to be decided by the President in consultation with the Public Information Council and Executive Director, to make maximum use of existing resources.

89:29-B-5
SUPERSEDED
BY 95:6-H-7

"Resolved, that the Board adopt, as the updated AGD Spokesperson Training Policy, the following guidelines recommended by the Public Information Council:

6
7
8
9

'Spokesperson training will be conducted every other year, beginning in 1987-1988, for 10 individuals considered to be leaders of the AGD.

10
11
12
13
14
15

Participants in each workshop will be chosen by the following process: 1) the Council shall deliberate the names to be considered at the meeting approximately one year in advance of the workshop and make recommendations to the President, 2) the incoming President shall name the individuals to attend the workshop at least 120 days in advance of the workshop.

16
17
18

In determining workshop participants, the Public Information Council will place priority on the following group of individuals:

19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37

1. an untrained Vice President or President-Elect;
2. the individual who will be President when the workshop is conducted may elect to participate;
3. the Local Advisory Committee Chairpersons for the next two Annual Meetings or individuals from the areas;
4. appropriate Council or Committee Chairpersons;
5. members of the Board;
6. Regional Directors;
7. Constituent Presidents;
8. other individuals who have expertise on particular issues and who may need training.

38
39
40
41
42

Spokesperson training will be conducted in conjunction with a scheduled AGD meeting, the meeting to be decided by the President in consultation with the Public Information Council Chairperson and Executive Director, to make maximum use of existing resources.

43
44
45
46

The Spokesperson training workshop will be open to non-participants, subject to approval by those conducting the course."

98:18-H-7
REVISED

“Resolved, that the AGD Spokesperson Training Policy be revised as follows to refine and maintain the confidentiality of the selection process and to provide earlier notification to candidates:

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

Spokesperson training will be conducted every other year for 10 individuals considered to be leaders of the AGD.

Participants in each workshop will be chosen by the following process: 1) the Council shall choose ten individuals, including any of the top three officers of the organization who have not yet received training, and at least five alternates listed in preferential order at the meeting approximately one year in advance of the workshop, 2) the names shall not be published in the resolution but shall be published in the report so that the Board will not be inhibited in the approval process, 3) the Board shall approve the individuals to attend the workshop at least nine months in advance of the workshop, and 4) the individuals shall be notified within 30 days of the Board decision, in a letter sent by the Executive Director.

In determining workshop participants, the Public Information Council will place priority on a cross-section of the membership who are representative of the AGD,

Spokesperson training will be conducted in conjunction with a scheduled AGD meeting, the meeting to be decided by the President in consultation with the Public Information Council Chair and Executive Director, to make maximum use of existing resources.”

State Board of Dentistry

94:16-H-7

”Resolved, that the following policy adopted by the AGD's 1985 House of Delegates be rescinded:

Resolved, that in the interest of the dental health of the public, the Academy of General Dentistry supports a single State Board of Dentistry in each state, as the sole regulating authority for the delivery of dental care.”

29
30

1

Governance and

2

Operations Rescinded

3

Policies

- 1 AGD Foundation-Rescinded Policies
- 2
- 3

1 Governance and Strategic Initiatives-Rescinded Policies

2

3

4 **Academy of General Dentistry**

5

*77:21-H-6 "Resolved, that the Board, on or about January 1, 1979, and every two years
RESCINDED thereafter, evaluate the possibility of having a survey of the AGD's
HOD 7/2004 membership and an office evaluation."

6

7 Goals and objectives

8

2005:4R-H-7 "Resolved, that the Academy of General Dentistry's 'AGD2010 Strategic
RESCINDED Plan' become the goals and objectives for the AGD."
HOD 7/2010

9

2010:111-H-7 "Resolved, that the AGD Strategic Plan be approved effective January 1,
RESCINDED 2011, and be it further,
2012

Resolved, that policy 2005:4R-H-7 be rescinded, effective December 31,
2010.

10

2010:111-H-7 "Resolved, that the AGD Strategic Plan be approved effective January 1,
RESCINDED 2011."
HOD 2012

11

2015:102B-H-6 "Resolved, that AGD adopt the 2016-2018 Strategic Plan."
AMENDED
HOD 2017 2016-2018 Strategic Plan

Goal 1 - Education: Become the most valued resource of quality dental
continuing education for general dentists at all stages of their career.

*Strategy 1: Create a Scientific Session that will annually attract at least
25% of AGD members by the end of 2018.*

*Strategy 2: Facilitate education programs that promote members' success
and advancement through all stages of their dental career using traditional
as well as innovative, cutting edge methods.*

*Strategy 3: Partner with AGD constituents in the development and delivery
of continuing education programs.*

Strategy 4: Protect PACE and increase the number of PACE providers.

Goal 2 - Advocacy: Strengthen and protect the general dentistry profession
and the oral health of the public.

Strategy 1: Represent the unique interests of general dentists in all advocacy arenas.

Strategy 2: Advocate on behalf of the general dentistry profession as relates to policy making, insurance, licensing, education, and all levels of government.

Strategy 3: Advocate on behalf of the public to ensure safe, best quality dentistry practices and appropriate access to care.

Strategy 4: Develop strong working relationships where appropriate with the AGD constituents, the ADA, and dental specialty organizations in addressing issues of common interest.

Strategy 5: Pursue instruments and resources to empower the AGD's advocacy agenda.

Goal 3 - Membership: Achieve a 25% increase in full-dues-equivalent members and student members by the end of 2018.

Strategy 1: Utilize market and member research to determine which current and new member benefits will best serve AGD in attracting and retaining members.

Strategy 2: Provide and promote products and services that meet the current and future needs of members and prospective members in all stages of practice and career paths.

Strategy 3: Achieve at least a 10% increase in members' assessments of AGD value by the end of 2018.

Strategy 4: Actively recruit dental student members and retain them when they become practicing dentists.

Strategy 5: Attract non-member general dentists by promoting the value of a lifelong learning mindset.

Goal 4 – Communications: Promote the AGD as an organization dedicated to advancing general dentistry through quality continuing education and advocacy.

Strategy 1: Position the AGD as the leading source of information on oral health issues for general dentistry.

Strategy 2: Create and promote a consistent AGD brand that is applied to all marketing vehicles and collateral materials.

Strategy 3: Increase public awareness of the value AGD general dentists bring as gatekeepers to oral health.

Strategy 4: Focus communication efforts on engaging members to advocate on behalf of general dentistry.

Strategy 5: Enhance AGD publications and digital-based communication vehicles to effectively communicate to all AGD stakeholders.

Goal 5 – Organizational Excellence: Ensure that the AGD is financially viable, functions efficiently in a cost-effective manner, and has a mutually supportive relationship with its constituents.

Strategy 1: Ensure the fiscal soundness of AGD.

Strategy 2: Improve the effectiveness and efficiency of AGD headquarters operations.

Strategy 3: Streamline the AGD governance structure and operations.

Strategy 4: Promote an organizational culture that best supports attainment of strategic goals and a healthy operating environment

Strategy 5: Ensure the success of constituents in meeting the needs of grassroots members.”

1
2
3
4
5

Mission statement

2003:19-H-7
RESCINDED
HOD 2015

“Resolved, that AGD’s mission statement be revised to read as follows:

The mission of the Academy of General Dentistry is to serve the needs and represent the interests of general dentists, to promote the oral health of the public, and to foster continued proficiency of general dentists through quality continuing dental education in order to better serve the public.”

6

2012:103-H-6
RESCINDED
HOD 2015

Resolved, that AGD adopt the new Strategic Plan Goals. And be it further,

And be it further,

“Resolved, that AGD Adopt the Vision Statement.”

“The Academy of General Dentistry pursues excellence in all of its activities.”

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35

Vision Statement

*94:4-H-7
SUPERSEDED
BY
2001:32-H-8

"Resolved, that the following vision statement be adopted:

The vision of the Academy of General Dentistry is to improve the quality of comprehensive dental care. We are motivated and united by the core human values of integrity and compassion.

The success of this vision is realized by leadership in six significant activities:

- o Presentation of quality, innovative dental education to enable the profession to increase its knowledge and professional development;
- o Representation of general dentists' and patients' interests in appropriate areas within the profession as well as outside the profession;
- o Promoting public awareness of matters pertaining to dental health;
- o Recognition of the general dentist as the provider and coordinator of comprehensive dental care;
- o Preserving the dentist/patient relationship by promoting freedom of choice; and
- o Supporting each other and providing the AGD team with the means to excel individually and collectively.

We believe this vision is timeless and will guide us through the changes of today and tomorrow."

*2001:32-H-8
SUPERSEDED
BY
2003:20-H-7

"Resolved, that the Vision Statement of the Academy be revised to read:

'To be the premier organization of general dentists, dedicated to improving the quality of comprehensive dental services, education, health promotion, and wellness.'"

2003:20-H-7
SUPERCEDED
BY 2012:103-
H-6

"Resolved, that AGD's vision statement be revised to read:

To be the premier organization of general dentists, dedicated to improving the quality and delivery of comprehensive dental services, education, health promotion, and wellness."

Annual Meeting

Delegates

2013:314RB-H-6 “Resolved, that the New Dentist Committee coordinate the AGD Student
AMENDED HOD Member Delegate Program, and be it further,
2017

Resolved, that the two (2)AGD Student Member Delegates and the two
(2) AGD student member Alternate Delegates be recommended by the
American Student Dental Association leadership to the Executive
Committee of AGD for approval and assignment of Caucus attendance to
begin by the 2014 HOD, and be it further,

Resolved, that the House of Delegates continues to be calculated on the
basis of 200 members from the constituents and the addition of the two
students shall not affect the proportionality of constituent representation to
the HOD.”

1
2
3

Delegate/alternate list on web site

2000:8-H-7 “Resolved, that the names, addresses, fax numbers, e-mail addresses, and
AMENDED telephone numbers for all delegates and alternate delegates shall be posted
HOD 2014 each year by May 1 in the Members Only section of the AGD web site so
that members may communicate effectively with their representatives, and
be it further

Resolved, that the list be updated every two weeks before the start of the
Annual Meeting.”

4
5
6

Per diem and travel reimbursement

"Resolved, that the AGD pay eligible delegates to its House of Delegates:

1. Per diem equal to the number of days the House of Delegates meets in session, at a rate equal to the per diem designated for members of the Board at the same annual meeting.
2. Ground transportation to and from his/her local airport at an amount equal to that designated for members of the Board.
3. Ground transportation to and from the meeting city airport to the headquarters hotel at an amount equal to that designated for members of the Board.
4. Actual air, bus or rail transportation expenses from residence to location of meeting, but in no event to exceed round trip coach airfare (receipt must be attached).
5. If an individual travels by automobile, an allowance set by the Board (presently \$.31 per mile) may be given providing the total cost does not exceed the fare designated by the AGD's official air carrier to travel to and from the meeting.

and be it further,

Resolved, that any additional subsidy to an AGD delegate is based upon the policies of the constituent which the delegate represents, and be it further

Resolved, that this policy shall become effective at the close of the 1996 Annual Meeting, and be it further

Resolved, that Policy 88:1-B-10 shall be rescinded."

1
2
3

Distribution of commercial literature

98:1-H-7
AMENDED
HOD 2014

“Resolved, that the distribution of literature concerning dental meetings be limited to that portion of the exhibit hall designed for that purpose at the AGD’s Annual Meeting, and be it further

4
5
6
7
8

Resolved, that commercial interests not be allowed to have literature distributed in the AGD House of Delegates at the Annual Meeting, and be it further

9
10
11
12
13

Resolved, that the Credentials and Elections Committee be given the responsibility for determining what other materials may be distributed to the House including the scrutiny of candidate materials to see that they comply with the AGD Election Guidelines, and be it further

14
15
16
17

Resolved, that the AGD’s Executive Director and Speaker of the House determine whether literature concerning business being considered by the House is appropriate for distribution or display on the screen.”

18
19

Elections

2012:302-H-6
AMENDED
HOD 2013

“Resolved, that HOD Policy 2009:304-H-7 be amended to read:
AGD ELECTION GUIDELINES
(Approved House of Delegates in June 2012)

- I. It is in the best interest of the Academy of General Dentistry (AGD) for its leaders to be exemplary individuals. No candidate or his/her supporters may refer disparagingly to another candidate. All candidates should be promoted on the basis of positive attributes rather than on any negative characteristics of the opposing candidate. The AGD Credentials and Elections Committee (C&E) shall be the overseeing authority for all campaign activities, questions and complaints. All AGD elections should be conducted on a high ethical level. It is, therefore, imperative that all candidates agree to the following rules before beginning their campaigns for election.

II. Commitment to Guidelines

Candidates or their representative for any contested office shall meet prior to any campaigning and again at least 60 days prior to the annual meeting to discuss the spirit of the campaign to allow for a fair and transparent campaign. An agreement to abide by the AGD Election Guidelines will be signed by all campaigns in all elections. If all parties for a contested office agree to any variances, they must do so in writing and those variances are only for that office for that year. No variance shall economically impact the candidates for the other offices. Staff shall send the changes that all candidates have agreed upon to each candidate for his or her signature. Once every candidate has approved and signed the changes, a copy will be sent to the chair of the council to be used in settling any discussions or disagreements that might arise during the campaign. All participants in the election process shall agree to the guidelines no matter what the status of their campaign.

III. Participation in the Campaign

- a. Because of their possible wide reaching influence, members of the Executive Committee (EC), Division Coordinators (DCs), and the C & E are prohibited to participate in any way in the campaign, including but not limited to the following:
 - i. Making nominating speeches
 - ii. Pictures or quotations in printed material from the candidate
 - iii. Visiting caucuses with the candidate
 - iv. Calling Delegates on behalf of the candidate
 - v. Openly expressing opinions about the candidate or the process
 - vi. Open and outward support of a candidate throughout the election process. The exception to this is that if these individuals are serving as Delegates or Alternates, then they may ask questions of a candidate during a candidate's visit to his/her regional caucus.

IV. Past AGD Presidents shall not participate in campaigns. All other members not mentioned above may participate in the campaigns. Campaign committee members who are also Delegates and Alternates may submit questions to the C & E for the Candidates Forum and can participate in questions and answers of candidates while participating in their own caucus as a Delegate or Alternate.

V. Nominating Speeches:

- a. A nominating speech shall be allotted for each candidate, which shall last no longer than two minutes. There will be no seconding speeches for any of the candidates.
- b. The nominating speech will be given by an AGD member. A candidate may choose to have members of the same region or outside of the candidate's region to help run the campaign, endorse the candidate in an approved brochure, or travel with the candidate to the caucuses.

- c. Candidates Speech: Each candidate will be asked to present a speech to the House of Delegates (HOD) lasting no longer than five minutes.

VI. Candidates Forum:

- a. There will be a Candidates Forum for all contested offices. The Annual Meetings Council in consultation with both the Speaker of the House and the chair of the C&E shall be charged with determining the appropriate time and location for this forum in consultation with the C&E .
- b. The Chairperson of the C&E shall serve as moderator for the Candidates Forum.
- c. Only Delegates and Alternate Delegates may submit questions for candidates to answer during the Candidates' Forum. However, any member may request a Delegate or Alternate to ask a question. Delegates and alternates will be asked to submit questions 30 days in advance of the HOD. Questions may be submitted in writing to the AGD office before the HOD. Questions submitted will be sorted by staff, so those submitting questions should specify to which office their questions apply (e.g., Vice President, Secretary, Treasurer, Speaker of the House, or Editor). Delegates and Alternates may submit questions at the House of Delegates annual meeting at the First Session of the HOD in receptacles provided by the C&E.
- d. The Chairperson and Vice-Chairperson of the C&E along with staff shall screen all questions to ensure appropriateness and proper grammar. They may combine similar questions.
- e. A coin will be tossed to determine the initial order of the candidates for questioning. The order will rotate thereafter.
- f. The moderator will then select questions and pose the same questions identifying the Delegate or Alternate posing the question to each candidate running for an identical office. All candidates for a particular contested office will be present when questions are presented, and will share alternatively the opportunity to answer first. Each candidate will be given an identical amount of time to answer all questions. No candidate may take more than two (2) minutes to answer a specific question.

VII. Candidates Reception:

- a. The only entertaining permitted by the candidates will be in the Candidate's Reception Room designated by the AGD so that the candidates may have informal dialogue with those who have decision-making roles within the organization. The Candidate's Reception Room shall be open only for formal entertaining during the time designated by the AGD.
- b. All candidates will select the menu and equally fund the cost of the Candidate's Reception if they choose to participate in the reception.

- c. All signs must be approved by the C&E in consultation with AGD Meeting Services Department as to size, number, appropriateness, and location.
- d. The same provisions apply to both contested and uncontested candidates.

VIII. Candidate Activity: Acceptable activity in the furtherance of a campaign shall include:

- a. The distribution of biographical, issue-oriented, and contact information on the candidate to the AGD, regional, and constituent leaders and the appearance of the candidate at regional caucuses held in conjunction with the AGD Annual Meeting. All such materials must to be approved by the C&E Council prior to distribution. (See X)
- b. Commentary and/or biographical information will be posted on an "Election / Candidates" page on the AGD website. Each Candidate will be given the same amount of space. The C&E must approve all commentary and/or biographical information concerning the candidate before it is posted. Staff will assist in uploading the information.
- c. Commentary and/or biographical information will be printed in one edition of *AGD Impact* so that side by side comparisons can be made.
- d. A candidate shall only initiate contact with a Delegate or Alternate by mail, e-mail or fax unless the Delegate or Alternate initiates contact. A candidate may not solicit a Delegate or Alternate's phone number. If the method of contact is via e-mail, then such e-mails shall be sent a first time, and then a second and final time with an interval of thirty (30) days between the two e-mails. AGD staff shall send out the e-mails, of all candidates, on the same day. The timing of the e-mails shall be determined per the provisions of Section II herein.
- e. A candidate may formally announce his or her candidacy for the coming year's election to constituent officers, Regional Directors, and members of the Board and council and committee chairs not earlier than the latter of the commencement of the AGD Winter Board meeting or January 1st of the year in which the election is held. Such notice may contain biographical and issue oriented information on his or her candidacy. A candidate shall not announce or circulate petitions for signatures at the preceding annual meeting.

IX. All information (including electronic) to be circulated to the Delegates and Alternate delegates must be approved by the C&E prior to distribution to the Delegates and Alternates.

X. Staff Responsibilities:

- a. Staff shall transmit all items which the C&E must review to the C&E within ~~3~~ one (1) work days of staff receiving it from a candidate. Staff may also be used to aid in forwarding e-mails to Delegates. Staff are not to be used to develop brochures, make phone calls to delegates, or order supplies.
- b. Staff will regularly update information on the website about each candidate and will be responsible for sending out regular e-mails through the *AGD In Action* to encourage members to go to each candidate's campaign information housed on the AGD website.

XI. Campaign Materials:

- a. All candidates and their supporters are prohibited from using AGD stationery including business cards issued by the HQ office in supporting a particular candidate for office. Constituent and component AGD stationery may be used only if specifically authorized by the governing body of the particular constituent or component. Individual candidates are prohibited from utilizing component, constituent or AGD stationery in their campaign letters signed by themselves.
- b. Campaign "Giveaways" of any kind are not allowed. There shall be no packaged food or other gifts distributed by the candidates to anyone as part of the candidates' campaigns.
- c. There will be no items mailed by the candidates other than printed materials approved by C&E.
- d. Approved badges or pins, may be used to further a candidate's campaign.
- e. All campaign materials need to be submitted for approval.
- f. The submission for approval of text messages can be done over the internet.
- g. Badges, pins, or other campaign items must be sent physically for approval. In the event that a sample cannot be sent, then a picture showing the full detail of the campaign item must be submitted to the C&E for approval. Once approved these will be divulged, by staff, to the other candidates of a contested office.
- h. There shall be no delineated restrictions on when or where approved campaign materials and associated paraphernalia is distributed with the exception of the HOD floor, where staff will place all materials prior to the commencement of the First Session of the HOD and unless otherwise noted in these guidelines or other HOD or Board policy. Each candidate shall certify in writing that they are providing a sufficient quantity of approved materials to be distributed accounting for all seated in the HOD. This figure shall be supplied to each candidate by staff.
- i. Candidates must submit a proof copy of all campaign materials, including those that are electronic only to the C&E Council at least

- 45 days before the HOD for an initial review. Materials not submitted by the 45-day deadline may not be used. The C&E must inform the candidates whether their materials have been approved or require revision within 15 days of their receipt by the C&E, but no later than 30 days before the annual meeting. If a candidate's materials do not pass inspection, that candidate will have until 14 days before the annual meeting to revise the materials and resubmit them to the C&E Council for approval. If materials requiring revision have not been resubmitted by the 14-day deadline, they may not be used. If a candidate is unable to revise some or all of his or her materials to the satisfaction of C&E by the 14-day deadline, he or she may not use the materials that C&E has not approved.
- j. In reviewing candidates' materials, the C&E shall enforce the following:
 - i. Campaign materials may not use the likeness of an incumbent officer (unless the candidate is an incumbent officer).
 - ii. Campaign materials may not include endorsements from existing officers, DCs, or any member of C&E.
 - iii. Existing officers, DCs, or any member of the C&E may not endorse a candidate or participate in a candidate's campaign nor may pictures of such individuals be displayed in a candidate's campaign literature.
 - k. Once approved any campaign item will be divulged, by staff, to the other candidates of a contested office.

XII. Financing

- a. Candidates are only permitted to accept funding from the following sources:
 - i. The treasury of their own region;
 - ii. The constituent and component AGD treasuries within their own region;
 - iii. Private individual donations;
 - iv. Their own private funds.
- b. No corporate donations of any kind may be utilized.

XIII. Oversight

- a. The C&E shall be charged with the implementation and monitoring of these guidelines.
- b. Upon receipt of a written complaint or upon initiation of its own review of campaign related material, the Chairperson of the C&E Council, in conjunction with the council as a whole, shall determine if a violation of the guidelines has occurred.
- c. Upon determination that a violation has occurred by a majority vote (for purposes of this provision, the majority will be two votes of the remaining three committee members, the Chairperson will not vote unless there is a tie) the Chairperson shall forward a written letter to

the candidate, notifying the candidate of the violation. Upon a second offense, the AGD President shall announce from the podium immediately after the candidate makes his or her speech during the First Session of the HOD that said candidate has twice violated the guidelines. Upon third or subsequent offenses, a written statement notifying Delegates of the number of campaign violations shall be handed to each Delegate as he or she receives their ballot.

- d. If it is determined by the Appeals Task Force that a C&E member has violated these guidelines in a significant manner, they will be replaced immediately by the President. Notification will be sent to the Delegates of the replacement.
- e. Any candidate so adjudicated shall have automatic right of appeal to the Appeals Task Force through expedited appeal via electronic meeting or other timely means.
- f. All complaints and responses must be in writing and copies retained in a C&E file by the Executive Director.
- g. The C&E will certify in writing to the Executive Director at the conclusion of the election and after review of any issues or appeals that a fair election was held.

XIV. Appeal Task Force

- a. This task force, appointed by the President, shall be made up of three 3DCs.
- b. All candidates shall approve of the task force prior to the beginning of the election. If additional task force members are required due to candidates' lack of approval of the aforementioned DC's, the President shall appoint a former AGD Trustee who is not nor ever has been an AGD officer.
- c. The three (3) DCs should, if possible, each be from a Region which has no candidates participating in elections for the year in question.
- d. The task force will dissolve after certification of a fair election by the C&E after the conclusion of the annual meeting.
- e. The chair shall be specified by the appointing individual.
- f. Both the C&E, and/or the Appeal Task Force may seek counsel from the AGD attorney if they desire.

XV. Appeals:

- a. A candidate has the right to appeal a decision of C&E through expedited appeal via electronic meeting.
- b. The Appeal Task Force will make the final decisions on all appeals. They may do this with the guidance of the AGD's legal counsel if they choose.

”

1 HOD 2016

2
3 I. It is in the best interest of the Academy of General Dentistry (AGD) for its leaders to be
4 exemplary individuals. No candidate or his/her supporters may refer disparagingly to
5 another candidate. All candidates should be promoted on the basis of positive attributes
6 rather than on any negative characteristics of the opposing candidate. The AGD
7 Credentials and Elections Committee (C&E) shall be the overseeing authority for all
8 campaign activities, questions and complaints. All AGD elections should be conducted on
9 a high ethical level. It is, therefore, imperative that all candidates agree to the following
10 rules before beginning their campaigns for election.

11
12 II. Commitment to Guidelines

13 Candidates or their representative for any contested office shall meet prior to any
14 campaigning and again at least 60 days prior to the annual meeting to discuss the spirit of
15 the campaign to allow for a fair and transparent campaign. An agreement to abide by the
16 AGD Election Guidelines will be signed by all campaigns in all elections. Thereafter, all
17 parties for a contested office may agree to any variances, but they must do so in writing
18 and those variances are only for that office for that year. No variance shall economically
19 impact the candidates for the other offices. Staff shall send the changes that all candidates
20 have agreed upon to each candidate for his or her signature. Once every candidate has
21 approved and signed the changes, a copy will be sent to the chair of the Committee to be
22 used in settling any discussions or disagreements that might arise during the campaign.
23 All participants in the election process shall agree to the guidelines no matter what the
24 status of their campaign. The aforementioned agreement, shall include, but not be limited
25 to:

- 26
27 a. Nominating speeches
28 b. Candidates Forum
29 c. Reception(s)
30 d. Financing
31 e. Advertising

32
33 Copies of this agreement shall be signed by each candidate and distributed to each
34 candidate along with the chairperson of the Committee. The C&E Committee shall be
35 charged with enforcing the agreement.

36
37 III. Participation in the Campaign

- 38 a. Because of their possible wide reaching influence, members of the Executive
39 Committee (EC), Division Coordinators (DCs), and the C&E are prohibited to
40 participate in any way in the campaign, including but not limited to the following:
41 i. Making nominating speeches
42 ii. Pictures or quotations in printed material from the candidate
43 iii. Visiting caucuses with the candidate
44 iv. Calling Delegates on behalf of the candidate
45 v. Openly expressing opinions about the candidate or the process

1 vi. Open and outward support of a candidate throughout the election process. The
2 exception to this is that if these individuals are serving as Delegates or Alternates,
3 then they may ask questions of a candidate during a candidate's visit to his/her
4 regional caucus.
5

6 IV. Past AGD Presidents shall not participate in campaigns. All other members not
7 mentioned above may participate in the campaigns. Campaign committee members who
8 are also Delegates and Alternates may submit questions to the C&E for the Candidates
9 Forum and can participate in questions and answers of candidates while participating in
10 their own caucus as a Delegate or Alternate.
11

12 V. Nominating Speeches:

- 13 a. A nominating speech shall be allotted for each candidate, which shall last no longer
14 than two minutes. There will be no seconding speeches for any of the candidates.
15 b. The nominating speech will be given by an AGD member. A candidate may choose to
16 have members of the same region or outside of the candidate's region to help run the
17 campaign, endorse the candidate in an approved brochure, or travel with the candidate
18 to the caucuses.
19 c. Candidates Speech: Each candidate will be asked to present a speech to the House of
20 Delegates (HOD) lasting no longer than five minutes.
21

22 VI. Candidates Forum:

- 23 a. There will be a Candidates Forum for all contested offices. The Annual Meetings
24 Committee in consultation with both the Speaker of the House and the chair of the
25 C&E shall be charged with determining the appropriate time and location for this
26 forum in consultation with the C&E Committee.
27 b. The Chairperson of C&E shall serve as moderator for the Candidates Forum.
28 c. Only Delegates and Alternate Delegates may submit questions for candidates to
29 answer during the Candidates' Forum. However, any member may request a d
30 Delegate or Alternate to ask a question. Delegates and alternates will be asked to
31 submit 30 days in advance of the HOD Questions may be submitted in writing to the
32 AGD office before the HOD. Questions submitted will be sorted by staff, so those
33 submitting questions should specify to which office their questions apply (e.g., Vice
34 President, Secretary, Treasurer, Speaker of the House, or Editor). Delegates and
35 Alternates may submit questions at the House of Delegates annual meeting at the First
36 Session of the HOD in receptacles provided by C&E.
37 d. The Chairperson and Vice-Chairperson of C&E along with staff shall screen all
38 questions to ensure appropriateness and proper grammar. They may combine similar
39 questions.
40 e. A coin will be tossed to determine the initial order of the candidates for questioning.
41 The order will rotate thereafter.
42 f. The moderator will then select questions and pose the same questions identifying the
43 Delegate or Alternate posing the question to each candidate running for an identical
44 office. All candidates for a particular contested office will be present when questions
45 are presented, and will share alternatively the opportunity to answer first. Each

1 candidate will be given an identical amount of time to answer all questions. No
2 candidate may take more than two (2) minutes to answer a specific question.
3

4 VII. Candidates Reception:

- 5 a. The only entertaining permitted by the candidates will be in the Candidate's
6 Reception Room designated by the AGD so that the candidates may have informal
7 dialogue with those who have decision-making roles within the organization. The
8 Candidate's Reception Room shall be open only for formal entertaining during the
9 time designated by the AGD.
- 10 b. All candidates will select the menu and equally fund the cost of the Candidate's
11 Reception if they choose to participate in the reception.
- 12 c. All signs must be approved by C&E in consultation with AGD Meeting Services
13 Department as to size, number, appropriateness, and location.
- 14 d. The same provisions apply to both contested and uncontested candidates.
15

16 VIII. Candidate Activity: Acceptable activity in the furtherance of a campaign shall include:

- 17 a. The distribution of biographical, issue-oriented, and contact information on the
18 candidate to the AGD, regional, and constituent leaders and the appearance of the
19 candidate at regional caucuses held in conjunction with the AGD Annual Meeting.
20 All such materials must to be approved by the C&E Committee prior to distribution.
21 (See X)
- 22 b. Commentary and/or biographical information will be posted on an
23 "Election/Candidates" page on the AGD website. Each Candidate will be given the
24 same amount of space. The C&E must approve all commentary and/or biographical
25 information concerning the candidate before it is posted. Staff will assist in
26 uploading the information.
- 27 c. Commentary and/or biographical information will be printed in one edition of *AGD*
28 *Impact* so that side by side comparisons can be made.
- 29 d. A candidate shall only initiate contact with a Delegate or Alternate by mail, e-mail or
30 fax unless the Delegate or Alternate initiates contact. A candidate may not solicit a
31 Delegate or Alternate's phone number. If the method of contact is via e-mail, then
32 such e-mails shall be sent a first time, and then a second and final time with an
33 interval of thirty (30) days between the two e-mails. AGD staff shall send out the e-
34 mails, of all candidates, on the same day. The timing of the e-mails shall be
35 determined per the provisions of Section II herein.
- 36 e. A candidate may formally announce his or her candidacy for the coming year's
37 election to constituent officers, Regional Directors, and members of the Board and
38 Committee and committee chairs not earlier than the latter of the commencement of
39 the AGD Winter Board meeting or January 1st of the year in which the election is
40 held. Such notice may contain biographical and issue oriented information on his or
41 her candidacy. A candidate shall not announce or circulate petitions for signatures at
42 the preceding annual meeting.
43

44 IX. All information (including electronic) to be circulated to the Delegates and Alternate
45 delegates must be approved by C&E prior to distribution to the Delegates and Alternates.
46

1 X. Staff Responsibilities:

- 2 a. Staff shall transmit all items which C&E must review to C&E within one (1) work
3 days of staff receiving it from a candidate. Staff may also be used to aid in forwarding
4 e-mails to Delegates. Staff are not to be used to develop brochures, make phone calls
5 to delegates, or order supplies.
6 b. Staff will regularly update information on the website about each candidate and will
7 be responsible for sending out regular e-mails through the *AGD In Action* to encourage
8 members to go to each candidate's campaign information housed on the AGD website.
9

10 XI. Campaign Materials:

- 11 a. All candidates and their supporters are prohibited from using AGD stationery
12 including business cards issued by the HQ office in supporting a particular candidate
13 for office. Constituent and component AGD stationery may be used only if
14 specifically authorized by the governing body of the particular constituent or
15 component. Individual candidates are prohibited from utilizing component,
16 constituent or AGD stationery in their campaign letters signed by themselves.
17 b. Campaign "Giveaways" of any kind are not allowed. There shall be no packaged food
18 or other gifts distributed by the candidates to anyone as part of the candidates'
19 campaigns.
20 c. There will be no items mailed by the candidates other than printed materials approved
21 by C&E.
22 d. Approved badges or pins, may be used to further a candidate's campaign.
23 e. All campaign materials need to be submitted for approval.
24 f. The submission for approval of text messages can be done over the internet.
25 g. Badges, pins, or other campaign items must be sent physically for approval. In the
26 event that a sample cannot be sent, then a picture showing the full detail of the
27 campaign item must be submitted to the C&E for approval. Once approved these will
28 be divulged, by staff, to the other candidates of a contested office.
29 h. There shall be no delineated restrictions on when or where approved campaign
30 materials and associated paraphernalia is distributed with the exception of the HOD
31 floor, where staff will place all materials prior to the commencement of the First
32 Session of the HOD and unless otherwise noted in these guidelines or other HOD or
33 Board policy. Each candidate shall certify in writing that they are providing a
34 sufficient quantity of approved materials to be distributed accounting for all seated in
35 the HOD. This figure shall be supplied to each candidate by staff.
36 i. Candidates must submit a proof copy of all campaign materials, including those that
37 are electronic only to the C&E Committee at least 45 days before the HOD for an
38 initial review. Materials not submitted by the 45-day deadline may not be used. C&E
39 must inform the candidates whether their materials have been approved or require
40 revision within 15 days of their receipt by C&E, but no later than 30 days before the
41 annual meeting. If a candidate's materials do not pass inspection, that candidate will
42 have until 14 days before the annual meeting to revise the materials and resubmit them
43 to the C&E Committee for approval. If materials requiring revision have not been
44 resubmitted by the 14-day deadline, they may not be used. If a candidate is unable to
45 revise some or all of his or her materials to the satisfaction of C&E by the 14-day
46 deadline, he or she may not use the materials that C&E has not approved.

- 1 j. In reviewing candidates' materials, the C&E shall enforce the following:
2 i. Campaign materials may not use the likeness of an incumbent officer (unless the
3 candidate is an incumbent officer).
4 ii. Campaign materials may not include endorsements from existing officers, DCs, or
5 any member of C&E.
6 iii. Existing officers, DCs, or any member of the C&E may not endorse a candidate or
7 participate in a candidate's campaign nor may pictures of such individuals be
8 displayed in a candidate's campaign literature.
9 k. Once approved any campaign item will be divulged, by staff, to the other candidates
10 of a contested office.
11

12 XII. Financing

- 13 a. Candidates are only permitted to accept funding from the following sources:
14 i. The treasury of their own region;
15 ii. The constituent and component AGD treasuries within their own region;
16 iii. Private individual donations;
17 iv. Their own private funds.
18 b. No corporate donations of any kind may be utilized.
19

20 XIII. Oversight

- 21 a. The C&E shall be charged with the implementation and monitoring of these
22 guidelines.
23 b. Upon receipt of a written complaint or upon initiation of its own review of campaign
24 related material, the Chairperson of the C&E Committee, in conjunction with the
25 Committee as a whole, shall determine if a violation of the guidelines has occurred.
26 c. Upon determination that a violation has occurred by a majority vote (for purposes of
27 this provision, the majority will be two votes of the remaining three committee
28 members, the Chairperson will not vote unless there is a tie) the Chairperson shall
29 forward a written letter to the candidate, notifying the candidate of the violation.
30 Upon a second offense, the AGD President shall announce from the podium
31 immediately after the candidate makes his or her speech during the First Session of
32 the HOD that said candidate has twice violated the guidelines. Upon third or
33 subsequent offenses, a written statement notifying Delegates of the number of
34 campaign violations shall be handed to each Delegate as he or she receives their
35 ballot.
36 d. If it is determined by the Appeals Task Force that a C&E member has violated these
37 guidelines in a significant manner, they will be replaced immediately by the
38 President. Notification will be sent to the Delegates of the replacement.
39 e. Any candidate so adjudicated shall have automatic right of appeal to the Appeals
40 Task Force through expedited appeal via electronic meeting or other timely means.
41 f. All complaints and responses must be in writing and copies retained in a C&E file by
42 the Executive Director.
43 g. The C&E will certify in writing to the Executive Director at the conclusion of the
44 election and after review of any issues or appeals that a fair election was held.
45

46 XIV Appeal Task Force

- 1 a. This task force, appointed by the President, shall be made up of three 3 DCs.
- 2 b. All candidates shall approve of the task force prior to the beginning of the election.
- 3 If additional task force members are required due to candidates' lack of approval of
- 4 the aforementioned DC's, the President shall appoint a former AGD Trustee who is
- 5 not nor ever has been an AGD officer.
- 6 c. The three (3) DCs should, if possible, each be from a Region which has no candidates
- 7 participating in elections for the year in question.
- 8 d. The task force will dissolve after certification of a fair election by the C&E after the
- 9 conclusion of the annual meeting.
- 10 e. The chair shall be specified by the appointing individual.
- 11 f. Both the C&E, and/or the Appeal Task Force may seek counsel from the AGD
- 12 attorney if they desire.
- 13
- 14 XV. Appeals:
- 15 a. A candidate has the right to appeal a decision of C&E through expedited appeal via
- 16 electronic meeting.
- 17 b. The Appeal Task Force will make the final decisions on all appeals. They may do
- 18 this with the guidance of the AGD's legal counsel if they choose.
- 19

2014:111-H-6
RESCINDED
HOD 2016

“Resolved, that the Election Guidelines be amended at paragraph VI, so that they read:

VI. Candidates Forum:

a. There will be a Candidates Forum for contested offices. The Annual Meetings Council in consultation with both the Speaker of the House and the chair of the C&E Committee shall be charged with determining the appropriate time and location for this forum in consultation with the C&E Committee.”

2014:112-H-6
RESCINDED
HOD 2016

“Resolved, that the AGD Election Guidelines be amended, so that they read:

...
Section VIII (e.)

A candidate will formally declare his or her candidacy for the coming year’s election to constituent officers, Regional Directors, members of the Board and council and committee chairs not earlier than the latter of the commencement of the AGD Winter Board meeting or January 1st of the year in which the election is held. Notwithstanding this section, all AGD officers are primarily subject to the provisions of the AGD Bylaws, Chapter IX, Section 1(B)4, which states " *An AGD officer must declare for a new office at least (30) days before the winter meeting of the Board , and resign his or her current office effective at the close of the annual meeting. Once an AGD officer declares for a new office, said resignation is irrevocable.*" Such notice may contain biographical and issue oriented information on his or her candidacy. A candidate shall not announce or circulate petitions for signatures at the preceding annual meeting.

(f.) The term "declare" in Chapter IX, Section 1(B)4 means making a written or electronic communication to the AGD Board and officers, Regional Directors, council and committee chairs and constituent officers.

(g.) The requirement for a candidate to "present" (a) "petition" in Chapter IX, Section 1(B)2 means that the candidate shall, via electronic or other mechanical means, transmit a petition to the AGD Secretary, with a copy to the AGD Executive Director.

...”

1

2005:1-H-7
AMENDED
HOD 2009

“Resolved, that the AGD Election Guidelines be amended, so that they read:”

AGD ELECTION GUIDELINES

- I. It is in the best interest of the Academy for its leaders to be exemplary individuals. All Academy elections should be conducted on a high ethical level. It is, therefore, imperative that all candidates agree to the following rules before beginning their campaigns for election:
 - a. That all candidates and their supporters are prohibited from using national AGD stationery including business cards issued by the national office in supporting a particular candidate for office. Constituent and component Academy stationery may be used only if specifically authorized by the governing body

of the particular constituent or component. Individual candidates are prohibited from utilizing component, constituent or national stationery in their campaign letters signed by themselves.

- b. No candidate or his/her supporters may refer disparagingly to another candidate. All candidates should be promoted on the basis of positive attributes rather than on negative characteristics of the opposing candidate.
- c. A nominating speech shall be allotted for each candidate, which shall last no longer than two minutes. There will be no seconding speeches for any of the candidates. Each candidate will be asked to present a speech to the House of Delegates lasting no longer than five minutes.
- d. There will be a Candidates Forum for all contested offices. It will immediately precede the Reference Committee hearings.

The Chairperson of the Credentials and Elections Committee shall serve as moderator for the Candidates Forum. Only delegates and alternate delegates may submit questions for candidates to answer during the Candidates' Forum. However, any member may request a delegate or alternate to ask a question. Forms for submitting questions will be mailed to the delegates and alternates with the President's memo 30 days in advance of the Annual Meeting. Questions may be submitted in writing to the Chicago office before the Annual Meeting. Questions submitted by mail will be sorted by national office, so those submitting questions should specify to which office their questions apply (e.g., Vice President, Secretary, Treasurer, Speaker of the House, or Editor).

Delegates and alternates may submit questions at the Annual Meeting at the Opening Session of the House of Delegates in boxes provided by the Screening Committee. The Chairperson and Vice-Chairperson of the Credentials and Elections Committee along with staff shall screen all questions to ensure appropriateness and proper grammar. They may combine similar questions.

A coin will be tossed to determine the sequence of the candidates for a particular office. Each candidate will be asked the questions separately with all other candidates sequestered so that they cannot hear any other candidate's answers nor any candidate's opening statement.

The moderator will then select questions and pose the same questions

identifying the delegate or alternate posing the question to each candidate running for an identical office. Each candidate will be given an identical amount of time to answer all questions.

No candidate may take more than two (2) minutes to answer a specific question.

- e. There shall be no packaged food or other gifts distributed by the candidates to anyone as part of the candidates' campaigns. Candidates may decorate a suite or public room being used to promote a candidacy with appropriate electioneering devices. No restrictions except those imposed by the hotel in consultation with the Meeting Services Department shall be placed on food or drink served and consumed in a candidate's suite or public room. Directional signs may guide delegates and alternate delegates to a suite or public room being used to promote the candidate.

All signs must be approved by the AGD Meeting Services Department as to size and location but not content. The only entertaining permitted by the candidates will be in either a suite or public room designated by the Academy so that the candidate may have informal dialogue with those who have decision-making roles within the organization. Such a suite or public room shall be open only for formal entertaining during the time designated by the Academy. The same provisions apply to both contested and uncontested candidates.

- f. Acceptable activity in the furtherance of a campaign shall include the distribution of biographical, issue-oriented, and contact information on the candidate to Academy, regional, and constituent AGD leaders and the appearance of the candidate at regional caucuses held in conjunction with the AGD Annual Meeting.

A candidate shall only contact a delegate or alternate initially by mail, e-mail or fax unless the delegate or alternate initiates contact. A candidate may solicit a delegate or alternate's phone number by mail, e-mail or fax, but the Chicago office will not provide any delegate or alternate phone numbers to any candidate. A Candidate may announce his or her candidacy for the coming year's election to constituent officers, regional directors, members of the Board, and council and committee chairs not earlier than one (1) month after the conclusion of the preceding Annual Meeting preceding the annual meeting where the election will be held. Such notice may contain biographical and issue oriented information on his or her candidacy. A candidate shall not circulate petitions for signatures at the preceding Annual Meeting.

All information (including electronic) to be circulated to the delegates and alternate delegates must be cleared through the Credentials and Elections Committee. Such literature may be distributed at the Opening Session of the House of Delegates, through the mail, or via electronic means.

Badges or pins, with no restrictions, may be used to further a candidate's campaign. There shall be no restrictions on when or where approved campaign materials and associated paraphernalia is distributed, with the exception of the House floor, where staff will place all materials prior to the commencement of the Opening Session, and unless otherwise noted in these guidelines or other House or Board policy.

Candidates must submit a proof copy of all campaign materials to the Credentials and Elections Committee at least 45 days before the Annual Meeting for an initial review. Materials not submitted by the 45-day deadline may not be used. The Credentials and Elections Committee must inform the candidates whether their materials have been approved or require revision within 15 days of their receipt, but no later than 30 days before the Annual Meeting. If a candidate's materials do not pass inspection, that candidate will have until 14 days before the Annual Meeting to revise the materials and resubmit them to the Credentials and Elections Committee for approval. If materials requiring revision have not been resubmitted by the 14-day deadline, they may not be used. If a candidate is unable to revise some or all of his or her materials to the satisfaction of the Credentials and Elections Committee by the 14-day deadline, he or she may not use the materials that the Credentials and Elections Committee has not approved. Candidates may run campaigns without campaign materials. A candidate has the right to appeal a decision of the Credentials and Elections Committee to the Executive Committee, excluding any officers who are candidates themselves through expedited appeal via electronic meeting.

In reviewing candidates' materials, the Credentials and Elections Committee shall enforce the following:

- Campaign materials may not use the likeness of an incumbent officer (unless the candidate is an incumbent officer, in which case the candidate may use his or her own likeness).
- Campaign materials may not include endorsements from existing officers.

No existing officer may endorse a candidate or actively participate in a candidate's campaign nor may pictures of such individuals be displayed in a candidate's campaign literature. In the interest of holding expenses down for all candidates, individuals shall not further their campaigns by making visits outside of their own regions to address constituent or regional leaders. This does not pertain to candidates attending CE courses outside of their regions.

g. Candidates are only permitted to accept funding from the following sources:

1. The treasury of their own region;
2. The constituent and component Academy treasuries within their own region;
3. Private individual donations;
4. Their own private funds.

No corporate donations of any kind may be utilized.

h. The Credentials and Elections Committee shall be charged with the implementation and monitoring of these guidelines. Upon receipt of a written complaint, or upon initiation of its own review of campaign related material, the Chairperson of the Committee, in conjunction with the Committee as a whole, shall determine if a violation of the guidelines has occurred. Upon determination that a violation has occurred by a majority vote (for purposes of this provision, there must be three votes in favor of making any determination or findings of fact, which would include the vote of the chairperson) of the committee, the Chairperson shall forward a written letter to the

candidate, notifying the candidate of the violation. Upon a second offense, the President shall announce from the podium immediately after the candidate makes his or her speech during the Opening Session of the House that said candidate has twice violated the guidelines. Upon third or subsequent offenses, a written statement notifying delegates of the number of campaign violations shall be handed to each delegate as he or she receives their ballot. Any candidate so adjudicated shall have automatic right of appeal to the AGD Executive Committee through expedited appeal via electronic meeting or other timely means.

II After the sixty (60) day deadline for receiving additional nominations has passed, the Executive Director, in consultation with the Director of Meeting Services, shall determine if the headquarters hotel has sufficient suites to accommodate receptions sponsored by each candidate on a night to be determined by the Annual Meetings Council. Comparable suites will then be given to all candidates running for the same office. If it is not possible to give all candidates running for the same office comparable suites, then public rooms shall be utilized. In either case, the candidate is responsible for all costs involved in running the reception on the night chosen. In the absence of being able to obtain either comparable suites or comparable public rooms for all candidates running for the same office, an adjacent hotel may be utilized to accomplish this purpose.

1
2
3
4
5

House of Delegates

Press releases

94:35-H-7 AMENDED HOD 2014 "Resolved, that the House of Delegates direct the Annual Meeting Council to include a framework press release for alternates, delegates and officers in the registration packet as is currently done for new Fellows and Masters."

6
7
8

Reference Committee on

2009:309-H-7 "Resolved that the AGD rescind policy 76:33-H-11

9

76:33-H-11 RESCINDED HOD 7/2009 "Resolved, that the Reference Committee on Continuing Education shall herein be designated as Reference Committee 'A' and be the first item of business at each annual meeting."

10
11
12
13

Board

Designate constituent leaders to receive copies of correspondence

1

2010:106-H-7 “Resolved, that HOD policy 90:34-H-7 be rescinded.”

2

90:34-H-7
UPDATED
5/96

"Resolved, that each of the 20 Trustees be authorized to spend up to, but no more than, \$1,500 of AGD funds for the following activities relating to his/her duties as a National Officer:

RESCINDED
HOD 2010

3

1. Actual expenses in visiting the constituent academies within his/her region. If an automobile is used in traveling to the constituents, the Trustee is to be reimbursed at a rate determined by the Board for all individuals functioning on AGD business.

4

5

6

7

8

9

2. The cost of communicating with officers and various members of the constituent academies, including:

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

3. Communications with the national organization relating to his/her function as a Trustee, including:

25

26

27

28

29

30

31

32

33

a. Long distance telephone calls

34

b. Stenographic help in typing reports

35

c. Postage costs

36

and be it further

37

Resolved, that each Trustee be required to submit an itemization of expenses to the Executive Director prior to September 15 of each year."

38

Documentation of Expenses

39

40

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32

Paid \$1,000 for expenses

78:31-H-6
UPDATED
5/96

"Resolved, that each of the 20 Trustees be authorized to spend up to, but no more than, \$1500 of AGD funds for the following activities relating to his or her duties as a national officer:

1. Actual expenses in visiting the constituent Academies within his region. If an automobile is used in traveling to the constituents, the Trustee is to be reimbursed at the rate of 31-cents-per-mile.
2. The cost of communicating with officers and various members of the constituent Academies, including:
 - a. The cost of stationery;
 - b. Postage;
 - c. Stenographic charges;
 - d. Printing costs;
 - e. Long distance telephone calls;
 - f. The cost of attending any meeting of the officers of the constituent Academies within the region or a caucus of delegates held prior to the annual meeting;
3. Communications with the national organization relating to his function as a Trustee, including:
 - a. Long distance telephone calls;
 - b. Stenographic help in typing reports;
 - c. Postage costs.

And in order to evaluate the effectiveness of these activities, and to provide a degree of accountability, be it further

Resolved, that each Trustee be required to submit a report of his activities and expenditures to the national treasurer annually by September 15th."

2007:108-H-6
AMENDED
HOD 2008

“Resolved, that policy 78:31-H-6 be amended so that it reads:

Each of the 20 trustees be allotted \$2000 of AGD funds for the following activities relating to his or her duties as an AGD trustee:

1. Actual expenses in visiting the constituent Academies within his or her region. If an automobile is used in traveling to the constituents, the trustee is to be reimbursed at the designated IRS rate.
2. The cost of communicating with officers and various members of the constituent Academies.
3. The cost of attending meetings of the officers of the constituent

Academies within the region or a caucus of delegates held prior to the annual meeting or governance meetings.

4. AGD activities relating to his or her function as a trustee.”

1

2008:105R-H-7
AMENDED
HOD 2010

‘Resolved, that policy 2007:108-H-6 be amended by addition, so that it reads:

Each of the 20 trustees be allotted \$2,000 and adjusted annually thereafter up to CPI as determined by the budgetary process effective July 21, 2008 (start of 2008/2009 governance year), of AGD funds for the following activities relating to his or her duties as an AGD trustee:

1. Actual expenses in visiting the constituent Academies within his or her region. If an automobile is used in traveling to the constituents, the trustee is to be reimbursed at the designated IRS rate.
2. The cost of communicating with officers and various members of the constituent Academies.
3. The cost of attending meetings of the officers of the constituent Academies within the region or a caucus of delegates held prior to the annual meeting or governance meetings.
4. AGD activities relating to his or her function as a trustee.”

2

3

Location of meetings

4

87:42-H-7
AMENDED
HOD 2014

"Resolved, that the AGD take advantage of super saver and other discounted airfares whenever possible in scheduling meetings and be it further

5

6

Resolved, that officers, members of the Board, Council and Committee be encouraged to take advantage of super saver airfares by:

7

8

9

10

11

12

13

14

15

16

17

18

19

20

1. Offering an extra per diem to an individual staying over on a Saturday night when the savings in airfare more than compensates for it.
2. Holding Board Meetings within the continental United States in locations where Board members can be encouraged to stay over on a Saturday night to obtain a super saver airfare, and be it further

"Resolved, that all Council and Committee Meetings be held in Chicago except for:

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18

19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48

1. One meeting of the Legislation Council which shall be held in Washington, D.C.
2. Meetings of the Annual Meetings Council which shall be held at sites selected for Annual Meetings to be held within three years.
3. Such other meetings as the President may deem necessary which have to be moved to a location outside of Chicago because of justifiable logistical reasons, where the total cost of the airfare will be less or not appreciably more than it would have been held in Chicago.
4. Any meeting held in conjunction with the AGD's Annual Meeting.
5. Any meeting held in conjunction with the American Dental Association's Annual Meeting."

2014:107-H-6
AMENDED
HOD 2015

“Resolved, that HOD Policy 87:42-H-7 be amended to read:
"Resolved, that the AGD take advantage of super saver and other discounted airfares whenever possible in scheduling meetings and be it further

- Resolved, that officers, members of the Board, Council and Committee be encouraged to take advantage of super saver airfares by:
1. Offering an extra per diem to an individual staying over on a Saturday night when the savings in airfare more than compensates for it.
 2. Holding Board Meetings within the continental United States in locations where Board members can be encouraged to stay over on a Saturday night to obtain a super saver airfare, and be it further

"Resolved, that all Council and Committee Meetings be held in Chicago except for:

1. One meeting of the Legislation Council which shall be held in Washington, D.C.
2. Meetings of the Annual Meetings Council which may be held at sites selected for Annual Meetings to be held within three years.
3. Such other meetings as the President may deem necessary which have to be moved to a location outside of Chicago because of justifiable logistical reasons, where the total cost of the airfare will be less or not appreciably more than it would have been held in Chicago.
4. Any meeting held in conjunction with the AGD's Annual Meeting.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15

5. Any meeting held in conjunction with the American Dental Association's Annual Meeting."

Observer designated in absence of Trustee

2009:103R-H-7 "Resolved, that the AGD rescind policy 91:37-H-7."

91:37-H-7 "Resolved, that regions that are not represented on the Board be allowed to
RESCINDED send, at normal AGD per diem and travelling expense a non-voting
HOD 2009 observer designated by the regional director in consultation with the
Trustee."

and be it further

Resolved, that the various regions be directed to bring their bylaws into compliance with this new provision.

Elections

2009:304-H-7 "Resolved that the AGD Election Guidelines are amended."
AMENDED
HOD 2012
ELECTION GUIDELINES

It is in the best interest of the Academy of General Dentistry (AGD) for its leaders to be exemplary individuals. No candidate or his/her supporters may refer disparagingly to another candidate. All candidates should be promoted on the basis of positive attributes rather than on any negative characteristics of the opposing candidate. The AGD Governance/ Credentials and Elections Council (G/C&E) shall be the overseeing authority for all campaign activities, questions and complaints. All AGD elections should be conducted on a high ethical level. It is, therefore, imperative that all candidates agree to the following rules before beginning their campaigns for election.

Commitment to Guidelines

Candidates or their representative for any contested office shall meet prior to any campaigning and again at least 60 days prior to the annual meeting to discuss the spirit of the campaign to allow for a fair and transparent campaign. An agreement to abide by the AGD Election Guidelines will be signed by all campaigns in all elections. If all parties for a contested office agree to any variances, they must do so in writing and those variances are only for that office for that year. No variance shall economically impact the candidates for the other offices.

Participation in the Campaign

Because of their possible wide reaching influence, members of the Executive Committee (EC), Division Coordinators (DCs), and the G/C & E are ineligible to participate in the campaign process, including but not limited to the following:

Making nominating speeches

Pictures or quotations in printed material from the candidate

Visiting caucuses with the candidate

Calling Delegates on behalf of the candidate

Openly expressing opinions about the candidate or the process

Open and outward support of a candidate throughout the election process.

The exception to this is that if these individuals are serving as Delegates or Alternates, then they may ask questions of a candidate during a candidate's visit to his/her regional caucus.

Past AGD Presidents shall not participate in campaigns for two years after leaving the EC or three years after being AGD President. All other

individuals not mentioned above may participate in the campaigns.

Campaign committee members who are also Delegates and Alternates may submit questions to the G/C & E for the Candidates Forum and can participate in questions and answers of candidates while participating in their own caucus as a Delegate or Alternate.

Nominating Speeches:

A nominating speech shall be allotted for each candidate, which shall last no longer than two minutes. There will be no seconding speeches for any of the candidates.

The nominating speech will be given by an AGD member of the same region as the candidate, from a floor microphone of the HOD. A candidate may choose to have members of the same region or outside of the candidate's region to help run the campaign, endorse the candidate in a mailed brochure, or travel with the candidate to the caucuses.

Candidates Speech: Each candidate will be asked to present a speech to the HOD lasting no longer than five minutes.

Candidates Forum:

There will be a Candidates Forum for all contested offices. The Annual Meetings Council shall be charged with determining the appropriate time and location for this forum in consultation with the G/C&E Council.

The Chairperson of the G/C&E shall serve as moderator for the Candidates Forum.

Only Delegates and Alternate Delegates may submit questions for candidates to answer during the Candidates' Forum. However, any member may request a delegate or alternate to ask a question. Forms for submitting questions will be mailed to the delegates and alternates with the President's memo 30 days in advance of the annual meeting. Questions may be submitted in writing to the Chicago office before the annual meeting.

Questions submitted by mail will be sorted by national office, so those submitting questions should specify to which office their questions apply (e.g., Vice President, Secretary, Treasurer, Speaker of the House, or Editor). Delegates and Alternates may submit questions at the annual meeting at the First Session of the House of Delegates (HOD) in boxes provided by the G/C&E.

The Chairperson and Vice-Chairperson of the C&E along with staff shall screen all questions to ensure appropriateness and proper grammar. They may combine similar questions.

A coin will be tossed to determine the initial order of the candidates for questioning. The order will rotate thereafter.

The moderator will then select questions and pose the same questions identifying the delegate or alternate posing the question to each candidate running for an identical office. All candidates for a particular contested office will be present when questions are presented, and will share alternatively the opportunity to answer first. Each candidate will be given an identical amount of time to answer all questions. No candidate may take more than two (2) minutes to answer a specific question.

Candidates Reception:

The only entertaining permitted by the candidates will be in the Candidate's Reception Room designated by the AGD so that the candidates may have informal dialogue with those who have decision-making roles within the organization. The Candidate's Reception Room shall be open only for formal entertaining during the time designated by the Academy.

All candidates will select the menu and equally fund the cost of the candidate's reception if they choose to participate in the reception.

All signs must be approved by the G/C&E in consultation with AGD Meeting Services Department as to size, number, appropriateness, and location.

The same provisions apply to both contested and uncontested candidates.

Candidate Activity: Acceptable activity in the furtherance of a campaign shall include:

The distribution of biographical, issue-oriented, and contact information on the candidate to the AGD Headquarters office (AGD HQ), regional, and constituent AGD leaders and the appearance of the candidate at regional caucuses held in conjunction with the AGD Annual Meeting. All such materials must be approved by the G/C&E Council prior to distribution. (See X)

Commentary and / or biographical information will be posted on an "Election / Candidates" page on the AGD web site. Each Candidate will be given the same amount of space. The G/C&E must approve all commentary and/or biographical information concerning the candidate before it is posted. Staff will assist in uploading the information.

Commentary and/or biographical information will be printed in one edition of AGD Impact so that side by side comparisons can be made.

A candidate shall only contact a Delegate or Alternate initially by mail, e-mail or fax unless the delegate or alternate initiates contact. A candidate may not solicit a Delegate or Alternate's phone number

A candidate may formally announce his or her candidacy for the coming year's election to constituent officers, Regional Directors, and members of the Board, and council and committee chairs not earlier than one (1) month after the conclusion of the annual meeting preceding the annual meeting

where the election will be held. Such notice may contain biographical and issue oriented information on his or her candidacy. A candidate shall not announce or circulate petitions for signatures at the preceding annual meeting.

All information (including electronic) to be circulated to the delegates and alternate delegates must be approved by the G/C&E prior to distribution to the Delegates and Alternates.

Staff Responsibilities:

Staff can assist a candidate in passing information to be approved by the G/C&E. Staff must try to get all items which the G/C&E must review to the G/C&E within 3 days of staff receiving it. They may also be used to aid in forwarding e-mails to Delegates. They are not to be used to develop brochures, make phone calls to delegates, or order supplies.

Staff will regularly update information on the Web site about each candidate and will be responsible for sending out regular e-mails through the AGD In Action to encourage members to go to each candidate's campaign information housed on the AGD website.

Campaign Materials:

All candidates and their supporters are prohibited from using AGD Headquarters' stationery including business cards issued by the HQ office in supporting a particular candidate for office. Constituent and component AGD stationery may be used only if specifically authorized by the governing body of the particular constituent or component. Individual candidates are prohibited from utilizing component, constituent or national stationery in their campaign letters signed by themselves.

Campaign "Giveaways" of any kind are not allowed. There shall be no packaged food or other gifts distributed by the candidates to anyone as part of the candidates' campaigns.

There will be no items mailed by the candidates other than printed materials approved by G/C&E.

Approved Badges or pins, may be used to further a candidate's campaign.

All campaign materials need to be submitted for approval.

The submission for approval of text messages can be done over the internet.

Badges, pins, or other campaign items must be sent physically for approval.

In the event that a sample cannot be sent, then a picture showing the full detail of the campaign item must be submitted to the G/C&E for approval.

Once approved these will be divulged, by staff, to the other candidates of a contested office.

There shall be no delineated restrictions on when or where approved campaign materials and associated paraphernalia is distributed with the exception of the HOD floor, where staff will place all materials prior to the commencement of the First Session of the HOD and unless otherwise noted in these guidelines or other HOD or Board policy.

Candidates must submit a proof copy of all campaign materials to the G/C&E Council at least 45 days before the annual meeting for an initial review. Materials not submitted by the 45-day deadline may not be used.

The G/C&E must inform the candidates whether their materials have been approved or require revision within 15 days of their receipt by the C&E, but no later than 30 days before the annual meeting. If a candidate's materials do not pass inspection, that candidate will have until 14 days before the annual meeting to revise the materials and resubmit them to the G/C&E Council for approval. If materials requiring revision have not been resubmitted by the 14-day deadline, they may not be used. If a candidate is unable to revise some or all of his or her materials to the satisfaction of G/C&E by the 14-day deadline, he or she may not use the materials that C&E has not approved.

In reviewing candidates' materials, the G/C&E shall enforce the following: Campaign materials may not use the likeness of an incumbent officer (unless the candidate is an incumbent officer).

Campaign materials may not include endorsements from existing officers of the EC, DCs, or any member of G/C&E.

Existing EC officers, DCs, or any member of the G/C&E may not endorse a candidate or participate in a candidate's campaign nor may pictures of such individuals be displayed in a candidate's campaign literature.

Once approved any campaign item will be divulged, by staff, to the other candidates of a contested office.

Campaign Travel

In the interest of holding expenses down for all candidates, individuals shall not further their campaigns by making visits outside of their own regions to address constituent or regional leaders. This does not pertain to candidates attending CE courses outside of their regions.

Financing

Candidates are only permitted to accept funding from the following sources:

The treasury of their own region;

The constituent and component AGD treasuries within their own region;

Private individual donations;

Their own private funds.

No corporate donations of any kind may be utilized.

Oversight

The G/C&E shall be charged with the implementation and monitoring of these guidelines.

Upon receipt of a written complaint or upon initiation of its own review of campaign related material, the Chairperson of the G/C&E Council, in conjunction with the council as a whole, shall determine if a violation of the guidelines has occurred.

Upon determination that a violation has occurred by a majority vote (for purposes of this provision, the majority will be two votes of the remaining three committee members, the Chair will not vote unless there is a tie) the chairperson shall forward a written letter to the candidate, notifying the candidate of the violation. Upon a second offense, the AGD President shall

announce from the podium immediately after the candidate makes his or her speech during the First_Session of the HOD that said candidate has twice violated the guidelines. Upon third or subsequent offenses, a written statement notifying delegates of the number of campaign violations shall be handed to each delegate as he or she receives their ballot.

If it is determined by the Appeals Task Force that a G/C&E member has violated these guidelines in a significant manner, they will be replaced immediately by the President. Notification will be sent to the delegates of the replacement.

Any candidate so adjudicated shall have automatic right of appeal to the Appeals Task Force through expedited appeal via electronic meeting or other timely means.

All complaints and responses must be in writing and copies retained in a G/C&E file by the Executive Director.

The G/C&E will certify in writing to the Executive Director at the conclusion of the election and after review of any issues or appeals that a fair election was held.

Appeal Task Force

This task force, appointed by the President, shall be made up of three 3DCs. All candidates shall approve of the task force prior to the beginning of the election.

The three (3) DCs should, if possible, each be from a Region which has no candidates participating in elections for the year in question.

The task force will dissolve after certification of a fair election by the G/C&E after the conclusion of the annual meeting.

The chair shall be specified by the appointing individual.

Both the G/C&E, and/or the Appeal Task Force may seek counsel from the AGD attorney if they desire.

Appeals:

A candidate has the right to appeal a decision of G/C&E through expedited appeal via electronic meeting.

The Appeal Task Force will make the final decisions on all appeals. They may do this with the guidance of the AGD's legal counsel if they choose.

And be it further resolved that the Board Policy Manual be updated so that it reads:

F. Governance/Credentials & Elections Council

The Governance/Credentials & Elections Council shall consist of four (4) members, including the chairperson. No member of the council shall serve more than two (2) consecutive three (3) year terms. Initially, this council shall consist of two (2) members serving three (3) years; 1 (1) member serving two (2) years; and one (1) member serving one (1) year.

It shall be the duty of this committee:

- a. RECORDS: The committee will be responsible for collecting and recording admission tickets for each House of Delegates (HOD) function. The Delegate's name will be affixed to each ticket. Eligibility for compensation is based upon a Delegate's (or his/her alternate delegate) attendance at all sessions of the HOD.
- b. SECURITY: To maintain proper security of the HOD, the council will assume the responsibility of assisting with the set up of the HOD. The council will make sure the HOD is properly cordoned off, the quorum system is properly placed, floor and table signs are properly positioned and handouts are correctly placed at each place.
- c. QUORUM: The council must then determine that a quorum is present. The quorum consists of a simple majority of duly elected and certified delegates or their alternates representing a simple majority of the regions.
- d. VERIFICATION: The council will assume the responsibility for seating any alternates, and be certain that each constituent is represented in proportion to its size.
- e. COUNTING VOTES: The council will assume the responsibility for monitoring any standing votes in the HOD to be sure that only Delegates count off when the serpentine vote is used. One observer per candidate may be appointed to view the vote counting.
- f. REFERENCE COMMITTEE REPORTS: The council will assume the responsibility for distributing Reference Committee Reports
- g. ELECTION: If a race becomes contested, the council will assume the responsibility for conducting the election of officers at a time to be determined and seeing that the results are counted and posted with one winner and not the vote totals.
- h. STAFF: The Director, Governance and Strategic Initiatives will serve as staff resource for the council in its endeavors. The Senior Administrative Assistant and Governance Administrator will assist.
- i. APPROVAL: The council is responsible for approving anything that is proposed for distribution with the HOD and then taking the necessary steps to see that it is distributed. This includes, but is not limited to, campaign brochures, notices of courses, and notices of other functions and meetings.”

1
2
3

Expenses

90:34-H-7
UPDATED
5/96

RESCINDED
HOD 2014

"Resolved, that each of the 20 Trustees be authorized to spend up to, but no more than \$1,500 of AGD funds for the following activities relating to his/her duties as a National Officer:

4

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47

- 1. Actual expenses in visiting the constituent academies within his/her region. If an automobile is used in traveling to the constituents, the Trustee is to be reimbursed at a rate determined by the Board for all individuals functioning on AGD business.
- 2. The cost of communicating with officers and various members of the constituent academies, including:
 - a. The cost of stationery
 - b. Postage
 - c. Stenographic charges
 - d. Printing costs
 - e. Long distance telephone calls
 - f. The cost of attending any meeting of the officers of the constituent academies within the region or a caucus of delegates held prior to the Annual Meeting
- 3. Communications with the national organization relating to his/her function as a Trustee, including:
 - a. Long distance telephone calls
 - b. Stenographic help in typing reports
 - c. Postage costs

and be it further

Resolved, that each Trustee be required to submit an itemization of expenses to the Executive Director prior to September 15 of each year."

Stipend

President, President-Elect, and Vice President

89:41-H-7
REVISED
HOD 7/2004
REVISED
HOD 2012

“Resolved, that changes in the President’s and President-Elect’s honoraria be established by the House of Delegates based on recommendations from the Budget and Finance Committee and Board, and be it further

Resolved, that the Budget and Finance Committee continue to see that the President is given an adequate entertainment budget, and be it further

Resolved, that the President-Elect be authorized to spend up to \$500 a year on entertainment and the Vice President up to \$250 a year, and be it further

1
2
3
4
5
6
7
8
9
10

11

12
13
14
15
16
17
18
19
20
21
22
23

24
25
26
27
28
29
30
31
32
33

34
35
36
37

Resolved, that the President be given the option of receiving actual expenses including reimbursement for the person he or she identifies to manage social functions at the Annual Meeting and the Board meetings and be it further

Resolved, that the person identified by the President-Elect to manage social functions be compensated for transportation, not to exceed coach airfare, plus \$50 per diem and ground allowance for attending the Board meetings, and be it further

Resolved, that the person identified by the Vice President to manage social functions be compensated for transportation, not to exceed coach airfare, plus \$50 per diem and ground allowance for attending only the Annual Meeting."

*95:3-H-7
RESCINDED
HOD 7/96

"Resolved, that the annual stipends of the President, President Elect and Vice President be increased to \$20,000, \$15,000 and \$10,000 respectively, effective October 1, 1995 and be it further

Resolved, that the portion of policy 89:41-H-7, which established the President's annual honorarium at \$15,000 and the President Elect's at \$10,000, be rescinded, and be it further

Resolved, that policy 91:36-H-7, which established the Vice President's honorarium at \$7,500, be rescinded, and be it further

Resolved, that the Budget and Finance Committee be directed to report to the 1996 and 1997 Houses of Delegates with regard to suitable compensation for the President, President Elect and Vice President."

*96:40-H-7
RESCINDED
HOD 7/2000

"Resolved, that the annual stipends of the President, President-Elect and Vice President be increased to \$25,000, \$17,500 and \$12,500 respectively, effective October 1, 1996, and be it further

Resolved, that the annual stipends of the President, President-Elect and Vice President be increased to \$30,000, \$20,000 and \$15,000 effective October 1, 1997, and be it further

Resolved, that Policy 95:3-H-7, which established the annual stipends of the President, President-Elect and Vice President at \$20,000, \$15,000 and \$10,000 respectively, be rescinded."

*2000:10-H-7
RESCINDED
HOD 7/2004

"Resolved, that the annual stipends of the President, President-Elect, Vice President and Editor respectively be increased to \$40,000, \$25,000, \$18,000 and \$12,000 effective October 1, 2000, and be it further

Resolved, that Resolution #96:40-H-7 which reads as follows be rescinded:

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18

19
20
21
22
23
24

25
26
27

96:40-H-7 ‘Resolved, that the annual stipends of the President, President-Elect and Vice President be increased to \$25,000, \$17,500 and \$12,500 respectively, effective October 1, 1996, and be it further

Resolved, that the annual stipends of the President, President-Elect and Vice President be increased to \$30,000, \$20,000 and \$15,000 effective October 1, 1997, and be it further’

and be it further

Resolved, that the first clause of Resolution #92:26-H-7 be rescinded which reads as follows:

92:26-H-7 ‘Resolved, that an honorarium of \$5,000 a year be offered to the Editor effective October 1, 1992.’

2004:5A-H-7 AMENDED HOD 2008 “Resolved, that effective October 1, 2004, the annual stipends of the President, President-Elect, Vice President and Editor respectively be increased to \$50,000, \$35,000, \$25,000, and \$16,000, and be it further

Resolved, that policy 2000:10-H-7 be rescinded.”

Caucus

Caucus visits

2001:4-H-8 AMENDED HOD 2015 “Resolved, that scheduling of caucus visits for the top three officers and candidates be developed by the Executive Director 45 days in advance of the Annual Meeting, and be it further

Resolved, that the President identify individuals from his/her administration, who may be selected by the Regional Directors, so the Executive Director may schedule them three weeks in advance of the Annual Meeting, and be it further

Resolved, that individuals wishing to address caucuses with specific issues may do so by obtaining the permission of the Regional Director in the three-week interim after the caucus visits have been scheduled.”

Candidates

2002:5-H-7 AMENDED HOD 2015 “Resolved, that the following ground rules be adopted for candidate caucus visits for candidates for AGD office:

- a) Visitations by candidates to caucuses shall last no more than 15 minutes.
- b) Any individual who is a member of the region and is eligible to be in the caucus may pose a question through the Chair to a candidate.”

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29

Constituent AGD

Suggested Minimum Program for (See Guidelines)

*81:17-H-7 "Resolved, that the document, 'Suggested Minimum Program Activity for a
RESCINDED Constituent AGD' be adopted as policy and distributed to the constituents."
HOD 7/99 (See *ADDENDUM C, 1981 POLICIES*)

Councils and Committees

Appointments

2002:33-H-7 “Resolved, that the Membership, Dental Education, and communications
AMENDED councils include at least one member out of dental school less than five
HOD 2008 years at the time of their appointments.”

Appointments, guidelines for President-Elect in making

2002:8-H-7 “Resolved, that Policy 97:16-H-8 be rescinded.”
AMENDED
2010

2002:8-H-7 “Resolved, that the following system be used to guide the incoming
AMENDED President in making council and committee appointments:
2017

1. The incoming President will send a letter in November to all Constituent Presidents, Regional Directors, and Trustees asking for council and committee appointment recommendations. The letter will be accompanied by a suggested geographical distribution based on the number of members in each region to help make the appointments as geographically balanced as possible. This geographical distribution list will be based on the present council and committee structure, not including the Local Advisory Committees, the Professional Relations Committee, and all Board Committees. Members of the Examination Council shall not be counted a second time if also serving on Exam Committee A, Exam Committee B, or Exam Committee C. The deadline for responding to this communication will be February 28 of each year.

2. The incoming President will make the appointments in consultation with the Vice President, giving consideration to merit and experience.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44

3. The incoming President will see that contact is made with each newly appointed member to see that there is a willingness to serve.

4. The Trustees will be given the reconstituted geographical distribution list with the spring Board book.

5. Individual Trustees will give input at the time the Board approves the appointments, and the appointments will not be publicly announced until such time as the Board has taken action on the list of appointments.

6. When the Board has approved the appointments, the councils and committees will be advised of them.

*97:16-H-8
RESCINDED
HOD 7/2002

“Resolved, that the following system be used to guide the President-Elect in making Council and Committee appointments:

1. The President-Elect will send a letter in January to all constituent Presidents, Regional Directors, and Trustees asking for council and committee appointment recommendations.
3. The President-Elect and the Trustees will be given in January a suggested geographical distribution based on the number of members in each region to help make the appointments as geographically balanced as possible. This geographical distribution list will be based on the present council and committee structure, not including the local advisory committees, the Professional Relations Committee, and all Board committees.
4. The President-Elect will make the appointments in consultation with the Vice President, giving consideration to merit and experience.
5. The Trustees will be given the reconstituted geographical distribution list with the spring Board book.
6. Individual Trustees will give input at the time the Board approves the appointments and the appointments will not be publicly announced until such time as the Board has taken action on the list of appointments.
7. When the Board has approved the appointments, the Councils and Committees will be advised of them.”

2002:8-H-7
AMENDED
HOD 2010

“Resolved, that the following system be used to guide the President-Elect in making council and committee appointments:

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36

1. The President-Elect will send a letter in November to all Constituent Presidents, Regional Directors, and Trustees asking for council and committee appointment recommendations. The letter will be accompanied by a suggested geographical distribution based on the number of members in each region to help make the appointments as geographically balanced as possible. This geographical distribution list will be based on the present council and committee structure, not including the Local Advisory Committees, the Professional Relations Committee, and all Board Committees. Members of the Examination Council shall not be counted a second time if also serving on Exam Committee A, Exam Committee B, or the Exam Committee C. The deadline for responding to this communication will be February 28 of each year.
2. The President-Elect will make the appointments in consultation with the Vice President, giving consideration to merit and experience.
3. The President-Elect will see that contact is made with each newly appointed member to see that there is a willingness to serve.
4. The Trustees will be given the reconstituted geographical distribution list with the spring Board book.
5. Individual Trustees will give input at the time the Board approves the appointments, and the appointments will not be publicly announced until such time as the Board has taken action on the list of appointments.
6. When the Board has approved the appointments, the councils and committees will be advised of them.

And be it further,
Resolved, that Policy 97:16-H-8 be rescinded.”

Reimbursement

2008:150R-H-7 “Resolved, that HOD Policy 2007:109-H-6 be rescinded.”

2007:109-H-6
RESCINDED
HOD 2008 “Resolved, that the AGD should subsidize the cost of all Council and Committee Chairs to attend the Annual Meeting of the AGD House of Delegates beginning with the 2008 Meeting.”

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

Editor

Honorarium

92:26-H-7 "Resolved, that an honorarium of \$5,000 a year be offered to the Editor
(First clause effective October 1, 1992 and be it further
rescinded HOD rescinded HOD
7/2000)

Retiring members

*80:14-H-7 RESCINDED

Solicitation of individuals to serve

76:29-H-11 "Resolved, that policy #9-1974 which indicated that such a letter be mailed
in August of every year rather than at least four months prior to the annual
meeting be rescinded."

E-mail Addresses and Fax Numbers

No member e-mail or fax information will be provided to corporate sponsors

2004:2-H-7 "Resolved that the Academy of General Dentistry will not provide member
AMENDED e-mail addresses or fax numbers as part of any external agreement with a
2016 HOD Corporate Sponsor, Endorsed Group Benefit Partner or other list rental; and
be it further,

Resolved, that the following guidelines, constructed with input from the
AGD Director, Corporate Partnerships, Group Benefits Council,
Membership Council, and Publications Review Council be adopted as
further security for member contact information:

1. Each member will be encouraged to permit e-mail news and alerts from the organization on a regularly scheduled basis, and offered the opportunity to decline this offer at any time.
2. All AGD e-mail messages to members will be clearly and appropriately labeled in the subject line of the e-mail and include "opt-out" instructions as well as the physical address and contact information for the AGD.
3. The AGD Web site at www.agd.org will provide the opportunity for members to amend their communication preferences with the AGD at any time.

Emergency Handbook

2017:105-H-11 "Resolved, that HOD Policy AGD Emergency Handbook be rescinded."

1
2
3
4
5
6
7

Financial

Task Force

GRP AEGD Task Force

2007:203S-H-6 “Be it resolved that the issue of residency credit as applied towards the
RESCINDED completion of Fellowship and Mastership involves multiple interests of the
HOD 2014 AGD, this issue is referred to Board for creation of a task force consisting
 of a staff member from Dental Education and Membership Councils, a 1-
 year dental residency director (AGD member), a 2-year general dentistry
 director (AGD member), and a Board member. This task force will be
 tasked to develop implementation guidelines for the accounting and
 application of residency CE as applied to Fellowship and Mastership. The
 results of this task force will be used to create new implementation
 guidelines and reported to Dental Education Council.”

8
9
10
11
12
13

Tobacco

Prohibited at all business and scientific meetings

90:42-H-7 "Resolved, that the existing AGD policy on this topic, 80:19-H-7, be
 rescinded.”

*80:19-H-7 RESCINDED

14
15

1 Organizational Marketing-Rescinded
2
3

1 Publishing/Production Design-Rescinded Policies

2
3 **Continuing Dental Education Courses**

4
5 Written self-instructional program, policy on

6
92:39-H-7 "Resolved, that Policy 88:45-H-7 be rescinded."

7
*88:45-H-7 RESCINDED

8
9 **Publications**

10
11 Advertising

12
13 Business member logo

14
*93:21-H-7 "Resolved, that the AGD document, "Advertising Policy of the Academy of
RESCINDED General Dentistry" be amended to include the following statement under
HOD 7/99 "A. Eligibility" in item #8:

15
16 Note: Current Business Members of the AGD are approved for use of
17 the AGD's Business Member logo."
18

19 Policy

20
*79:19-H-6 RESCINDED

21
*83:20-H-7 "Resolved, that 'AGD Impact Classified Advertising Policy (Revised 1983)'
RESCINDED be adopted as the official classified advertising policy for *AGD Impact*, and
HOD 7/99 be it further

22
23 Resolved, that the classified advertising policy adopted in 1979 be
24 rescinded."
25

26 Amendment to

27
*87:48:H-7 "Resolved, that the House of Delegates adopt, as the official advertising
RESCINDED policy of the Academy of General Dentistry, the document entitled,
HOD 7/99 "Advertising Policy of the Academy of General Dentistry (Revised 1987)."

28
29 General Dentistry

30
31 Self-assessment tests published in

32
*78:17-H-6 "Resolved, that as soon as possible, but no later than January 1, 1980, the
RESCINDED Dental Education Council with the cooperation of the Publications
HOD 7/99 Committee, publish periodically in *General Dentistry* a self-assessment test
to include questions covering scientific material published in that issue of

the journal, and questions covering one specific dental subject area, and be it further

1

2 Publishing/Production Design Guidelines

3

2017:104-H-11 “Resolved that AGD HOD Policy Manual, Publishing/Production Design Guidelines, Advertising Policies of the Academy of General Dentistry be rescinded.”

4

5

Self-Assessment Committee

6

7 Credit given

8

9

Authorship of quizzes published in journal

10

89:42-H-7 "Resolved, that the editor of General Dentistry be asked to place a notice in
RESCINDED the September/October issue of the journal asking interested AGD members
HOD 2010 to submit applications indicating evidence of scholarly activity and their
interest in serving on the Self-Assessment committee, and be it further

11

12

Resolved, that the Committee evaluate the applications and submit them to the President-Elect for consideration, and be it further

13

14

15

Resolved, that each quiz constructor be given primary authorship and appropriate FAGD/MAGD credit for a publication in a referred dental journal (currently 65 hours) for each quiz that is published, and other committee members involved in the review and revision of that quiz be recognized as secondary authors."

16

17

18

19

20

21

Editorial Policy

22

*87:49-H-7 RESCINDED

23

24

President

25

26

Address to the House of Delegates

27

*79:37-H-6 RESCINDED

28

29

Vice President

30

31

Honorarium

32

*91:36-H-7 "Resolved, that an honorarium of \$7,500 a year be offered to the Vice
RESCINDED President effective October 1, 1991,
HOD 7/99

33

and be it further

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21

Resolved, that Chapter X, Section 4 be revised to read:

"Section 4 Compensation:

The members of the Board of the AGD shall not receive any compensation for their services except for the President, President-Elect, and Vice President who shall receive a yearly honorarium (the amount of the honorarium shall be determined by the House of Delegates based on a recommendation from the Budget and Finance Committee and the Board). Members of the Board may be reimbursed for expenses incurred in attending meetings of the Board, in accordance with the policy established by the Board and in effect at the time that the House of Delegates adopts a budget for the succeeding year and be it further

Resolved, that the Budget and Finance Committee and the Constitution, Bylaws and Judicial Affairs Council consider honoraria for the Secretary, Treasurer, Editor, Speaker of the House and Immediate Past President and report back to the 1992 House of Delegates."

1 Sales and Sponsorship-Rescinded Policies

2

3

E-mail Addresses and Fax Numbers

4

5

Not to be provided by AGD

6

2004:2-H-7 "Resolved that policy 2003:8-H-7 be rescinded."

7

8

*2003:8-H-7 "Resolved, that the Academy of General Dentistry will not provide
RESCINDED member e-mail addresses or fax numbers as part of any agreement with
HOD 7/2004 a Corporate Sponsor, Endorsed Group Benefit Partner or other list
rental, and be it further

9

10 Resolved, that the Communications Council, with the advice of the Group Benefits
11 Council and the Membership Council, and in consultation with the AGD Director of
12 Corporate Alliances, develop specific guidelines to govern all member communications
13 mechanisms, from both the AGD itself and from outside parties."

14

1

Finance and

2

Information

3

Technology Rescinded

4

Policies

1 Finance-Rescinded Policies

2
3 **Budget**

4
5 2009 Budget

6 2008:150R-H-7 “Resolved, that the 2009 budget recommends a 4% dues increase with a
RESCINDED Net Income of Operations of \$200,000 and a capital budget of \$297,374
HOD 2014 be approved.”

7
8 2010 Budget

9 2009:150-H-7 “Resolved, that the 2010 budget with Net Income of Operations of
RESCINDED \$200,000 and a capital budget of \$156,250 be approved.”
HOD 2014

10
11 2011 Budget

12 2010:150-H-7 “Resolved, that the 2011 budget with Net Income of Operations of \$0
RESCINDED and a capital budget of \$154,250 be approved.”
HOD 2014

13
14 2012 Budget

15 2011:150-H-7 “Resolved, that the 2012 budget with Net Income of Operations of \$0
RESCINDED and a capital budget of \$199,000 be approved.”
HOD 2014

16
17 2013 Budget

18 2012:150-H-6 “Resolved, that the 2013 budget with Net Income of Operations of \$0
RESCINDED and a capital budget of \$296,000 be approved.”
HOD 2014

19
20 2014 Budget

21 2013:150-H-6 “Resolved, that the 2014 budget with Net Income of Operations of \$0
RESCINDED and a capital budget of \$170,000 be approved.”
HOD 2015

22
23 2015 Budget

24 2014:150-H-6 “Resolved, that the 2015 budget with Net Income Operations of
RESCINDED \$(368,294) pre-spending and \$0 post-spending and a capital budget of
HOD 2016 \$210,065 be approved.”

25

1 2016 Budget

2

2015:150-H-6 “Resolved, that the 2016 budget with Net Income of Operations of
RESCINDED \$(463,545) pre-spending and \$0 post spending and a capital budget of
HOD 2017 \$624,615 be approved.

3

4

Budget and Finance Committee

5

Fiscal Year

6

2006:6-H-7 “Resolved, that the proposed budget as developed by the Budget and
RESCINDED Finance Committee and approved by the Board for the fiscal years from
HOD 2014 October 1, 2006 to December 31, 2006 (Q5 2006) and from January 1, 2007
to December 31, 2007, be adopted.”

7

8

Councils and Committees

9

10 Chairpersons of, to develop goals and budgets

11

*77:23-H-6 "Resolved, that all council and committee chairpersons develop goals and
RESCINDED budgets for their council's or committee's activities for the coming fiscal
HOD 7/99 year by March 5th for review by the Budget and Finance Committee."

12

13

Dates for meetings of

14

77:22-H-6 "Resolved, that all standing councils and committees activated by the
RESCINDED House of Delegates, the Board, or the president, except for the Long Range
HOD 2014 Planning Council and the Budget and Finance Committee, meet at least
once prior to March 1, and that the Budget and Finance Committee meet in
April, so that there is a logical sequence of events in preparation of
objectives and priorities, and so that budget allowances can be set for the
following fiscal year."

15

16

Dues

17

2005:6H-H-7 “Resolved, that the proposed budget as developed by the Budget and
RESCINDED Finance Committee for the fiscal year ending September 30, 2006 be
HOD 2014 adopted with the addition of a \$55.00 dues increase effective with the 2006
dues invoice and reinstatement of the items on the Special Projects list.

Special Projects List

Restore Council and Committee Meetings to two meetings

Restore Smileline at Annual Meeting

Restore HOD Delegate Airfare to Annual Meeting

Restore BOT and RD Airfare to Annual Meeting

Restore Delegates’ Luncheon

Hold additional Leadership Conference

Fund Public Information Initiatives

Restore Printed Membership Directory for FY 05-06

Restore remaining Board Contingency funding
Market Research“
Reinstate Media Tour
Reinstate Staff Exemplary Performance Fund
Reinstate Full Health Benefits for Senior Staff
Participate in ADA Evidence Based Dentistry Project
Reinstate Spokespersons' Training

1
2

- 1 Human Resources-Rescinded Policies
- 2
- 3

1 Information Technology-Rescinded Policies

2

3

Web Site

4

5 Features of

6

*97:3-H-8
RESCINDED
HOD 7/2003

“Resolved, that the AGD home page support its mission statement by featuring dynamic elements that effectively communicate to members and to the general public. Essential elements of the home page are: easy to navigate, continuous set of options, interactive, frequently updated, concise, exciting graphics, fast loading and technologically up to date. Other characteristic ingredients of the AGD home page are pertinence, timeliness and activity level.”

7

8 Mission Statement

9

*97:2-H-8
RESCINDED
HOD 7/2003

“Resolved, that the mission of the Academy of General Dentistry Home Page is to provide information and to educate the public and the dental profession, as well as to enhance the image of dentistry and of the AGD with the consumer.”

10

1 Office Services-Rescinded Policies
2
3

1

Member Programs

2

Rescinded Policies

1 Constituent Services

2

3

Constituent AGD

4

Approve program providers and/or courses for three years

6

77:16-H-6 "Resolved, that state Academies have the authority to approve program
RESCINDED providers and/or courses in their state for no more than three years at a time
HOD 2014 for FAGD/MAGD credit."

7

Public Information Officers

9

Charges of

11

2010:104-H-7 "Resolved, that HOD policy 84:22-H-7 be rescinded."

12

84:22-H-7 "Resolved, that constituent Public Information Officers should be charged
RESCINDED with helping the AGD accomplish the following purposes:
HOD 2010

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

2010:105-H-7 "Resolved, that HOD policy 84:23-H-7 be rescinded."

28

84:23-H-7 "Resolved, that the AGD support constituent Public Information Officers
RESCINDED by providing the following program of support services:
HOD 2010

29

30

31

32

33

34

35

36

37

38

1. An expanded and re-organized Presentations manual will be provided, including more complete information on how to meet their responsibilities and how to organize activities in each area, with updates on the manual to be distributed on a monthly basis.
2. A series of 'canned' presentations, speeches, programs, etc., for local activities will be prepared by staff and will be made available upon request.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27

- 3. A quarterly 'clip book' will be prepared by National Office staff which will be distributed to all PIOs, serving as a record/recognition of each PIO's efforts and as motivation to others.
- 4. Public Information Council members will be assigned a list of PIOs and will be responsible for initiating and maintaining personal contact.
- 5. A workshop for constituent Public Information Officers will be offered in conjunction with the annual meeting of the Public Information Council which will allow participants to learn techniques which will enhance their efforts on behalf of the AGD;
- 6. Public service announcements, both shelf copy recorded messages and live copy scripts of varying lengths will be made available for purchase; and
- 7. A staff-produced newsletter to assist constituent Public Information Officers in becoming more effective."

Membership

Making membership more meaningful

78:28-H-6
AMENDED
HOD 2014

"Resolved, that the AGD recommend that its constituents take the necessary steps to make membership more meaningful to their members by:

28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49

- 1. Planning scientific programs and becoming a program provider, and encouraging other groups to provide continuing education within their respective areas;
- 2. Monitoring (as defined in the Guidelines for AGD Constituent Approval of Continuing Education Program Providers) continuing education activity within the area in the interest of recognizing those quality continuing education opportunities which should be eligible for Fellowship/Mastership credit;
- 3. Representing the general dentist within the structure of organized dentistry within the area, and being alert to any action that may affect the interest of the general dentist or of the public being served by the dental profession."

Education-Rescinded Policies

American Board of General Dentistry

Establishment of

1

84:36-H-7
RESCINDED
HOD 7/2011

"Resolved, that the Academy of General Dentistry be the official sponsor of The American Board of General Dentistry, thereby assuming the responsibility for philosophical and reasonable initial financial support of the certifying board's mission and operations."

2

3

Financial support for

4

84:37-H-7
RESCINDED
HOD 7/2011

"Resolved, that The American Board of General Dentistry be provided with the financial and other resources necessary for its operation during the Academy of General Dentistry's 1984-85 fiscal year, in the form of (1) a loan in the amount of \$25,000; (2) professional and administrative staff support; and (3) incidental office supplies and services necessary for routine operation, and be it further

5

6

7

8

9

10

11

12

13

14

Resolved, that before such financial and other resources be made available to The American Board of General Dentistry, the Certifying Board agree to repay to the AGD, within ten years, the monies loaned to it by the AGD, specifically the \$25,000, and the cost to AGD of providing professional staff support up to \$25,660, such repayment obligation to be interest-free for the first six years and the balance thereafter repaid at the then current market interest rate."

2005:25R-H-7
RESCINDED
HOD 7/2011

"Resolved, that upon payment by the American Board of General Dentistry to the Academy of General Dentistry in the amount of \$25,000.00 by the date definite of July 17, 2006, the AGD will forgive \$13,891.00 which represents the remaining loan balance of \$38,891, and be it further

Resolved, that beginning with the ABGD's upcoming fiscal year as of September 1, 2005, the AGD and ABGD will have successfully negotiated a Management Agreement to formally acknowledge the administrative services and fair market costs provided by AGD for the ABGD."

15

16

Loan restructured

17

98:29-H-7
RESCINDED
HOD 7/2011

"Resolved, that the American Board of General Dentistry's promissory note of November 17, 1989 to reimburse the Academy of General Dentistry for AGD staff utilized on behalf of the American Board of General Dentistry in the years 1984-1988 be restructured requiring a principal payment of \$907.56 per year without interest beginning on October 31, 1998 with the remaining balance due on October 31, 2008, and be it further

18

19

20

21

Resolved, that the ABGD continue to annually reimburse the AGD for its staff support and direct expenses as it has since 1989."

2007:310-H-6
RESCINDED
HOD 7/2011

"Resolved, that with the final loan payment from the American Board of General Dentistry (ABGD) to the Academy of General Dentistry (AGD), the ABGD be released from all governance obligations with the AGD

related to submissions to the AGD Board and/or House of Delegates in the form of Director nominations, Annual Reports, changes to the ABGD Constitution/Bylaws, and all other governance obligations with the AGD not specified, and be it further.

Resolved, that the ABGD continue to maintain their annual management agreement with the AGD until which time either party wishes to terminate the agreement.”

1

2 Repayment mechanism for the cost of sponsorship

3

82:38-H-7 "Resolved, that AGD establish appropriate mechanisms so that the future
RESCINDED certifying board in general dentistry will contribute toward repayment, over
HOD 7/2011 a period of time, of the costs of sponsoring the certifying board from the
fiscal year 1984-5 through the time the certifying board becomes
self-sufficient."

4

5 Route to certification

6

81:47-H-7 "Resolved, that the proposed document entitled 'Route to Certification' be
RESCINDED approved as the foundation for development of a certification process for
HOD 7/2011 general dentistry, and be it further

7

8 Resolved, that any certification program for general dentists
9 developed by AGD comply with all provisions of the principles of
10 ethics subscribed to by the American Dental Association and the
11 AGD." (See *ADDENDUM B, 1981 POLICIES*)

12

13 Sponsoring agency for

14

81:46-H-7 "Resolved, that the Academy of General Dentistry be the sponsoring
RESCINDED agency for an autonomous certifying board and certifying process for
HOD 7/2011 general dentistry."

15

16 Staff support, annual negotiation

17

91:44-H-7 "Resolved, that the actual amount of AGD staff expense to be repaid by the
RESCINDED ABGD be negotiated annually with the AGD Board, and be it further
HOD 7/2011

18

19 Resolved, that the AGD be reimbursed for all direct expenses on a
20 quarterly basis.”

21

22 Staff support, annual negotiation

23

91:44-H-7 "Resolved, that House Policy 88:55-H-7 be rescinded."

24

*88:55-H-7 RESCINDED

1
2
3
4
5

Annual Meeting

ADEA, report to House by Dental Education Council

94:22.1-H-7 "Resolved, that the Dental Education Council annually report to the
RESCINDED Academy of General Dentistry's House of Delegates on the activities of
HOD 2014 dental schools and other organizations as they relate to the training and
concerns of general dentistry."

6
7
8
9
10

Basic Life Support Training

Course for all dentists recommended

84:28-H-7 "Resolved, that the Academy of General Dentistry recommends that all
RESCINDED dentists take a course and remain current in basic life support training."
HOD 2014

11
12
13
14
15

Clinician's Workshops

CDE credit for participating in

78:16-H-6 "Resolved, that membership maintenance, Fellowship and Mastership
RESCINDED participation credit, applicable toward the requirements in the 'electives'
HOD 2014 category, be granted to those AGD members who have participated in and
will participate in the Clinician Workshops provided by the Academy of
General Dentistry."

16
17
18

Scholarships for

84:31-H-7 "Resolved, that beginning with the 1984-85 fiscal year, members may apply
RESCINDED directly to the Dental Education Council for scholarships to attend Clinician
HOD 2014 Workshops, and be it further

19
20
21
22
23

Resolved, that constituent academies will be asked to review and
comment on all of their members who apply for scholarships, and to
place applicants in priority order if more than one member applies
from the constituent."

24
25
26
27
28

Component Academies

Retroactive program provider approval

93:35-H-7 "Resolved, that local AGD-affiliated and ADA or CDA affiliated
components, which are approved for intrastate program provider approval
status before or on 12/31/93 by the corresponding AGD constituent, be
granted retroactive approval to 1/1/93 in order to ensure the uninterrupted
availability of FAGD/MAGD credit for AGD members."

29

Continuing Dental Education

Credit, start date defined

96:44-H-7 "Resolved, that Policy 89:44-H-7 which previously defined the continuing education credit start date be rescinded."

*89:44-H-7
RESCINDED
HOD 7/96 "Resolved, that all members joining the AGD who pay full year's dues will receive credit for all continuing education courses taken within the calendar year in which they join, and be it further

Resolved, that all members joining the AGD who pay half-year dues will receive credit for all continuing education courses taken after June 30 of the year in which they join, and be it further

Resolved, that all members joining the AGD after September 30, paying full dues for the following year, will receive credit for all continuing education courses taken in the month in which they join."

90:38-H-7
AMENDED
HOD 2008 "Resolved, that the CE credit start date for the Fellowship Award and membership maintenance be defined as the earliest date at which credit is accepted under AGD policies, i.e.:

- 1) the dates at which credit is accepted for new members, as defined by the House policy, or
- 2) the date on which credit begins to accrue for recent dental school graduates.
- 3) the date of residency completion for those joining within 12 months of that completion."

Member-written and produced audiovisual program

99:43-H-7 "Resolved, that policy 75:51-H-10 be rescinded."

*75:51-H-10
RESCINDED
HOD 7/99 "Resolved, that if a member writes and produces an instructional audio visual program; it can be allowed credit on the same basis as a nationally published article."

Study guide for Fellowship examination

90:46-H-7
SUPERSEDED
BY 96:47-H-7 "Resolved, that 25 hours of FAGD/MAGD self-instructional credit be awarded one time only to members completing the FAGD Exam study guide and be it further

Resolved, that the 25 hours of credit be subject to the 50 hour limitation already existing."

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30

Credit given

Participating in specialty rotation program (Federal Dental Service)

75:54-H-10
RESCINDED
HOD 2016 "Resolved, that the dentist be given one hour for every working day he participates in a federal dental service specialty rotation program with a maximum of 200 hours of credit towards Fellowship or Mastership."

Presenting papers

75:52-H-10
RESCINDED
HOD 2014 "Resolved, that credit awarded to members for presenting papers at local, state or national meetings shall be considered part-time teaching credit, subject to all of the regulations and maximums applicable to part-time teaching credit."

Recent graduates

90:37-H-7
RESCINDED
HOD 2008 "Resolved, that recent graduates, defined as those who join the AGD or become active or associate members within the calendar year following dental school graduation be given a time interval which begins on their CE credit start date and ends 5 years from their membership date to acquire 75 hours of continuing dental education."

Credit Limitations

2012:202-H-6
RESCINDED
HOD 2014 "Resolved, that the Fellowship Award Guidelines be amended as follows:
Credit Limitations

Subject Category: A maximum of 150 credit hours may be earned in each of the 19 dental subject categories."

Study guide for Fellowship examination

96:47-H-7
RESCINDED
HOD 7/2011 "Resolved, that 25 hours of FAGD/MAGD self-instructional credit be awarded one time only to members completing the FAGD Exam Study guide, and be it further

Resolved, that the 25 hours of credit not be subject to the hour limitation already existing for self-instruction."

Defined

2004:16-H-7 "Resolved, that Resolution #72:15-GA-2 be rescinded."

*72:15-GA-2
RESCINDED
HOD 7/2004 "Resolved, that continuing education is defined as the consistent effort of the individual dentist to maintain and/or improve his professional knowledge or skill."

1
2 **Continuing Dental Education Courses**
3

4
5 American College of Dentists' Self-Assessment and CDE Program
6

*78:18-H-6 "Resolved, that enrollment in the Self-Assessment Examination offered by
RESCINDED the American College of Dentists be eliminated as a requirement for AGD
HOD 7/99 Fellowship, at such time as a self-assessment mechanism developed by the
AGD Dental Education Council becomes available to the membership."

7
8 Credit not given for
9

*80:30-H-7 "Resolved, that no AGD continuing education credit shall be awarded for
RESCINDED enrollment or participation in the American College of Dentists'
HOD 7/99 Self-Assessment and Continuing Education in Dentistry Program, if the
member enrolls in the program after December 15, 1980."

10
11 Program providers, automatically approved
12

*82:37-H-7 "Resolved, that a new category of automatically approved course providers
RESCINDED be created in both the FAGD and MAGD program Guidelines for all course
HOD 7/99 providers awarded approval by the ADA National Committee on
Continuing Education, provided that AGD FAGD/MAGD credit would
only be awarded for courses presented by these program providers that
meet AGD's criteria for credit, and provided that the length of AGD
automatic approval be the same as the length of approval awarded by the
ADA National Committee."

13
14 Audio and audiovisual self-instructional program
15

*80:31-H-7 "Resolved, that a maximum of 50 hours of credit applicable to the 500-hour
RESCINDED requirement for the Fellowship program may be earned for completion of
HOD 7/99 audio and audio-visual self-instructional continuing dental education
programs, provided that:

- 16
17 8. The material is used for individual self-instruction.
18
19 9. The number of credits granted shall be the same as the length
20 of the instructional minutes/hours on the cassette tape or film
21 provided with the program, with a minimum of 1 hour of
22 credit granted.
23
24 10. The self-instructional program is directly provided by an
25 organization or institution classified as automatically
26 approved by the Dental Education Council, or the individual
27 audio or audio-visual program must be approved by the
28 Dental Education Council.
29
30 11. The program includes an evaluation mechanism (post-test)
31 that must be completed and returned to the provider of the
32 program before credit is granted.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41

- 12. The member initially enrolled in the self-instructional program on or after July 1, 1978.
- 13. Credits earned under this provision shall be considered ‘other activities’ and will not be applied toward the minimum number of credits a Fellowship applicant must have in continuing education courses, as specified in the Fellowship program guidelines.
- 14. The audio and/or audio-visual material provided with the self-instructional program be augmented by additional written material that serves the purpose of summarizing, further explaining, or clarifying the audio or audio-visual material, and which provides references that can be used for further study in the subject being addressed by the program.

and be it further

Resolved, that a maximum of 50 hours of credit applicable toward the requirements for AGD Mastership may be earned for audio and audio-visual self-instructional programs, provided that those programs conform to the criteria outlined above and provided that these credits may not be used to fulfill the Mastership program requirement for participation course credits, and be it further

Resolved, that a member may not earn credit applicable toward the Mastership Program requirements for audio and audio-visual self-instructional materials.”

Brochures to be stamped with information about registering for

73:12-H-10 "Resolved, that steps be taken to begin the use of a stamp on all brochures
RESCINDED announcing continuing education programs to read as follows:
HOD 2014

"The Academy of General Dentistry registers all continuing education courses in dental science for membership maintenance; however this does not imply accreditation for Fellowship or Mastership hours or endorsement of course content."

Co-provided by Constituent Academies and commercial concerns

*76:37-H-11 "Resolved, that AGD constituents may co-provide continuing dental
RESCINDED education courses provided by proprietary concerns or commercial,
HOD 7/99 pharmaceutical and supply firms and that these courses are eligible for any
type of AGD continuing education credit."

1 Credit for

2
3 Categories in practice management and human relations

4
*80:32-H-7
RESCINDED
HOD 7/99

"Resolved, that the Academy of General Dentistry will award credit only for those courses in the 'Practice Management and Human Relations' subject category that clearly show a direct relation to the care and management of patients and/or the operation of the dental office."

5
*84:30-H-7
RESCINDED
HOD 7/99

"Resolved, that effective July 1, 1985, AGD continuing education credit will be awarded for courses in the general category of 'Practice Management and Human Relations' only if the course content conforms to the subjects listed below in two sub-categories:

6
7 I. Management of the Dental Office

- 8
9 a. Auxiliary utilization/management
10 b. Appointment/recall procedures
11 c. Patient dental insurance programs (filing claims,
12 deductibles, benefits)
13 d. Dental jurisprudence
14 e. Design of an efficient/effective dental office
15 f. Financial management directly affecting the dental
16 practice, limited to:
17 1. employee benefit programs
18 2. incorporation alternatives
19 3. dental accounting systems
20 4. marketing dental services
21 5. establishing/recovering dental fees
22 6. group practice management
23 7. purchase/sale of the dental practice

24
25 II. Dental Patient Relations

- 26
27 a. Patient dental education and motivation
28 b. Control of dental fear/apprehension
29 c. Effective communication for case presentation:
30 1. diagnostic findings
31 2. treatment findings
32 3. fees
33 4. prognosis
34 5. office policies/procedures

35
36 III. Self-Improvement (open category)

37
38 and be it further

39
40 Resolved, that no more than 10 credits of the 150 allowable FAGD
41 credits in Practice Management and Human Relations may be earned
42 in sub-category III, 'Self-Improvement,' and be it further
43

1 Resolved, that none of the 16 MAGD credits required in the general
2 category Practice Management and Human Relations may be earned
3 in sub-category III, 'Self-Improvement,' and be it further
4

5 Resolved, that effective with members' 3-year membership
6 maintenance enforcement periods that begin July 1, 1985 and after,
7 no more than 10 credits of the 75 credits required every 3 years for
8 maintaining AGD membership may be earned in Sub-Category III,
9 'self-improvement.'"

10
11 Self-instructional
12

*91:38-H-7 "Resolved, that the Academy of General Dentistry recognize the validity of
RESCINDED FAGD/MAGD approved self-instructional continuing dental education
HOD 7/99 programs that include a post-test mechanism, ancillary educational
materials, and resources for further reference, and be it further

13 Resolved, that members be allowed to apply up to 100 hours of
14 FAGD/MAGD self instructional program credit toward Fellowship or
15 Mastership."
16

99:43-H-7 "Resolved, that a clinician who writes, or is featured in, a self-instruction
RESCINDED educational program on a dental topic that is provided by an
HOD 2014 FAGD/MAGD-approved program provider may be awarded
FAGD/MAGD-approved credit in the 'teaching' delivery, on the same basis
as an original presentation."

17
18 Credit not given for
19

20 Courses taken prior to receiving dental degree
21

2010:204R-H-7 "Resolved, that AGD student members may earn up to a maximum of 50
AMENDED hours of PACE-CERP CE as lecture credit only within the parameters of
HOD 2013 the Fellowship and Mastership guidelines."

22 2010:204R-H-7 "Resolved that HOD policy 76:48 H 11 and HOD policy 2001:33-H-8 be
rescinded.

23
24 76:48-H-11 "Resolved, that no AGD credit whatsoever be awarded for courses taken
RESCINDED before the AGD member has received his basic dental degree, and be it
HOD 2010 further

25
26 Resolved, that the Academy of General Dentistry strongly urges all
27 providers of continuing education to make continuing education
28 courses available to the pre-doctoral student at reduced or no fee."
29

30 Exam Committee Credit
31

2005:15-H-7 "Resolved, that Fellowship Examination Committee members be allowed to
RESCINDED earn ten hours of publication credit annually for research and development
HOD 2014 of the Fellowship Examination, the Study Guide and the item bank through

completed homework assignments and Exam development within their respective committees.”

1
2
3

Faculty register project (ConCep)

*80:27-H-7 "Resolved, that AGD support the concept of developing a pilot project
RESCINDED designed to provide the ConCEP Faculty Register with the assistance
HOD 7/2000 needed to make it a more viable national registry of CDE clinicians."

4
5
6

Graduates of 2-year GPR programs, amendment to #4 of MAGD Guidelines

83:26-H-7 "Resolved, that beginning with applications for the 1985 FAGD Class, all
RESCINDED requirements for achieving Fellowship EXCEPT passage of the Fellowship
HOD 2014 Examination must have been completed prior to the date the FAGD
 application is received in the National Office (the official FAGD
 application date), and be it further

7
8
9
10
11
12
13
14
15
16

Resolved, that if evidence of passage of the Fellowship Examination is not submitted at the time the FAGD application is received in the National Office, such evidence must be submitted to the National Office, to be appended to the FAGD application, prior to the deadline date for submission of applications for the FAGD Class for which the member has applied."

Membership maintenance period, CE credit start date

90:39-H-7 "Resolved, that membership maintenance periods begin with the CE credit
AMENDED start date and end with a date determined by adding the number of years of
HOD 2008 the membership period to the membership date, and be it further

17
18
19
20
21
22
23
24

Resolved, that credit for the Fellowship Award begin with the C.E. credit start date rather than the date of membership."

Participation course

Definition of

86:28-H-7 "Resolved, that the following definition of 'participation course' be adopted:
RESCINDED
HOD 2014

25
26
27
28
29
30
31

'A participation course is one in which all course participants actively manipulate dental materials or devices, treat patients, or otherwise practice skills or techniques under the direct supervision of a qualified instructor. The participation activities must represent a significant portion of course content, and they must directly address the major educational objectives of the course. (Courses that do not

1 meet this definition must conform to the criteria contained in the
2 AGD 'Protocol for Combination In-School and In-Office
3 Participation Courses' and be approved by the AGD Dental
4 Education Council before participation credit will be awarded.')

5
91:41-H-7 "Resolved, that a participation course is defined as one in which all course
RESCINDED participants actively manipulate dental materials or devices, treat patients or
HOD 2014 otherwise practice skills or techniques under the supervision of a qualified
instructor. The participation activities must represent a minimum of 30% of
total course time, and must directly address the educational objectives of
the course and be an extension and amplification of the lecture portion of
the course."

6
7 Practice management and human relations

8 *85:21-H-7 "Resolved, that the second resolved clause of Resolution #84-44, as
RESCINDED adopted by the 1984 House of Delegates, be replaced with the following:
HOD 7/99

9 'Resolved, that no more than 10 credits of the 500 credits
10 needed to achieve Fellowship may be earned in the new
11 'Self-Improvement' subject category, and be it further',

12
13 Resolved, that this amendment in policy be effective July 1, 1985."

14
15 Printout, annual

16 *90:45-H-7 "Resolved, that the Academy of General Dentistry supply each member
RESCINDED with one continuing education printout annually, and that additional
HOD 7/99 printouts would be available at member request."

17 2003:10-H-7 "Resolved, that policy 99:5-H-7 be rescinded."

18 *99:5-H-7 "Resolved, that AGD offer its members with the dues mailing an
RESCINDED opportunity to receive their CE printouts from the AGD web site or by mail
HOD 7/2003 as requested, and be it further

19 Resolved, that members be sent annual CE printouts unless they opt
20 not to receive one by returning a form sent with the dues mailing,
21 and be it further

22
23 Resolved, that policy 90:45-H-7 be rescinded."

24
25
26 Program providers to count only lecture and participating portions of

27 75:21-H-10 "Resolved, that the AGD recommend that all continuing education program
RESCINDED providers count only lecture and participating portions of continuing
HOD 2014 education courses and not social functions."

28

1 Program providers to use disclaimers on announcements

2

73:13-H-10 "Resolved, that it be required for program providers of courses for
RESCINDED Fellowship hours to show the following disclaimer on announcements of
HOD 2014 such courses:

3

4

5

6

7

8

9

10

11

12

13

14

Provided by Joint Commission on Accreditation of Hospitals, American Dental
Association's

Council on Hospital Dental Services, or American Osteopathic
Association

75:50-H-10 "Resolved, that continuing education courses provided by hospitals
RESCINDED accredited by the Joint Commission on Accreditation of Hospitals and/or by
HOD 2014 the ADA Council on Hospital Dental Services and/or by the American
Osteopathic Hospital Association shall be accepted for
Fellowship/Mastership credit."

15

16

17

Scientific courses of one hour or more apply to FAGD/MAGD

75:48-H-10 "Resolved, that scientific continuing education courses of one hour or more
RESCINDED duration shall be applicable toward Fellowship or Mastership requirements,
HOD 2014 if they are provided by organizations or institutions approved for
Fellowship or Mastership credit."

18

19

20

Dental Hygiene

21

22

Graduation from an accredited school of, for licensure exam

*76:31-H-11 RESCINDED

23

24

25

Fellowship

26

27

Award guidelines

99:45-H-7 "Resolved, that the document 'Fellowship Award Guidelines' (*See*
RESCINDED *Guidelines*) which conforms in its entirety to current policy, be accepted as
HOD 2014 policy, and be it further

28

29

30

31

32

Resolved, that all subsequent policy changes to the requirements of
the Fellowship Award, as stated herein, be accomplished through a
revision of these Fellowship Award Guidelines."

33

Examination

1
2
3

Retention files for FAGD candidates

89:49-H-7
RESCINDED
HOD 2015

"Resolved, that the AGD establish the following as policy related to FAGD Examination record retention:

'After a period of two years, unless litigation or some claim is pending against the AGD, only the identity of those individuals who have successfully challenged and passed AGD Fellowship Examinations shall be retained and an entry made in their appropriate membership files. All other information, documents, or materials relating to such Fellowship Examinations, including but not limited to the identity of the individual taking the exam, individual answer sheets, individual records or scores, and other such information, shall be removed and destroyed as a part of the record retention program of the AGD. The two-year period shall commence on the date notice of the final scoring of any examination taken is sent to the applicant. Overall statistical results of examinations shall be kept by the AGD for psychometric purposes. In any case of doubt as to whether documents or information should be retained, the AGD may consult with legal counsel as to the appropriateness of action to be taken.'

and be it further

Resolved, that the Examination Council be requested to implement this policy immediately."

4

Lifelong Learning and Service Recognition Program

5

6

Guidelines for

7

8

9

Section 4

10

2012:204-H-6
RESCINDED
HOD 2014

"Resolved, that the Lifelong Learning & Service Recognition Program Guidelines be amended as follows

11

12

13

Requirements and Application Procedures:

14

15

16

17

18

- 1. Continuing education credits must be earned in least eight of nineteen designated subject areas, although there are no minimums or maximums by discipline...

19

Study Clubs

20

21

Annually provide National Office with current information on courses, officers, addresses, etc.

22
23

1

*80:29-H-7
RESCINDED
HOD 7/99

"Resolved, that all AGD-approved study clubs be required at least once a year to provide the national office with up-to-date information on the courses being offered and planned by the club, and on the identity and address of current officers, in order to maintain their AGD approval status, and be it further

2

3

4

5

6

7

Grandfather clause for FAGD-approved

8

*76:42-H-11
RESCINDED
HOD 7/99

"Resolved, that the grandfather clause, as mentioned in House Resolution #75-#111, shall remain in effect for all FAGD-approved study clubs and organizations only until December 31, 1978, at which time all newly approved organizations and study clubs submitting applications for approval after that date will no longer be eligible to have their courses accepted for back dated credit."

9

10

Examinations

11

12

Council on

13

*81:45-H-7
RESCINDED
HOD 7/99

"Resolved, that the duties stated in all AGD examination policies adopted prior to the meeting of the 1980 AGD House of Delegates and which specifically or indirectly refer to any other agency but the Examinations Council, be hereby delegated to the Examinations Council."

14

15

16

Recommending Fellowship exam sites

91:45-H-7
RESCINDED
HOD 7/2011

"Resolved, that the Examination Council be charged with the responsibility for recommending to the Board specific sites for the Fellowship examination so that more members may find the examination readily accessible while at the same time making it cost-effective to the organization."

17

18

Fellowship

19

Application

20

21

Application amended

*95:9-H-7
RESCINDED
HOD 7/99

"Resolved, that the Fellowship Requirements of the Fellowship Award Guidelines be amended as indicated in the underlined areas:

22

23

24

25

26

FELLOWSHIP REQUIREMENTS

- 2. Completion of 500 hours of FAGD/MAGD-approved continuing education credit, with at least 350 hours earned in course attendance. Beginning with the Fellowship class of

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43

1996, Mastership credit begins to accrue on the date that the 500-hour requirement has been met, as determined by the Dental Education Council.

- 3. Successful completion of the Fellowship Examination. The exam may be taken at any time after joining the AGD but must be completed prior to the December 15 deadline for Fellowship applications.
- 4. Attendance at a Convocation Ceremony, held during the AGD Annual Meeting, to receive the award. Successful candidates are allowed three years following approval to complete this requirement.

And be it further

Resolved, that the Application Procedures and Deadline of the Fellowship Guidelines be amended as follows:

...Please note that Mastership credits begin to accrue on the date that the 500-hour requirement has been met, as determined by the Dental Education Council. A fee of...

And be it further

Resolved, that the Mastership Requirements of the Mastership Award Guidelines be amended as follows:

MASTERSHIP REQUIREMENTS

- 1. Membership in good standing in the Academy of General Dentistry at the time of application.
- 2. Fellowship in the Academy of General Dentistry.
- 3. 600 hours of MAGD-approved continuing dental education credit, 400 of which must be in participation courses. Beginning with the Fellowship class of 1996, Mastership credit begins to accrue on the date that the 500-hour Fellowship Award requirement has been met, as determined by the Dental Education Council."

2006:2B-H-7
AMENDED
HOD 2009

“Resolved, that section 1 under “Other Activities for CE Credit” of the Fellowship and Mastership Guidelines be amended as follows:

(1) Teaching/Publications

A combined maximum of 150 hours of MAGD credit may be applied to the Mastership Award for the following activities:

- A) Full- or Part-time faculty positions at ADA/CDA – accredited institutions.
- B) Continuing education presentations put on by FAGD/MAGD-program providers. Original presentations receive three hours of credit for each hour of teaching. Repeat presentations receive hour-for-hour credit. Credit will be awarded upon receipt of verification from the program provider.
- C) Authorship of a published scientific article in a dental or scientific journal.
- D) Authorship of a published dental textbook or chapter in a published textbook.
- E) Authorship of a case report, technique paper or clinical research report in a dental or scientific journal published in or after July, 2000.
- F) Successfully reviewing and reporting on manuscripts submitted for *General Dentistry* and other refereed dental journals.

Credit will be awarded as follows:

- Published scientific article in a refereed journal 65 hours
- Published scientific article in a non-refereed journal 40 hours
- Published dental textbook or chapter in a published textbook 65 hours
- Case report, technique paper or clinical research report in a refereed journal 10 hours
- Published case report, technique paper or clinical research report in a non-refereed journal 5 hours
- Review and report on *General Dentistry* manuscripts 3 hours each with a maximum of 9 hours per year”

1
2
3

Applying for, using member-verified computer printout

*84:38-H-7
RESCINDED
HOD 7/99

"Resolved, that the AGD computer printout of continuing education credits, upon written verification by the member, be acceptable for applying for Fellowship or Mastership effective with the applications for the 1986 class."

4
5
6

Approval of, to be applied retroactively

*75:53-H-10
RESCINDED

HOD 7/99 "Resolved, that Fellowship/Mastership approval shall be applied retroactively to all courses submitted for credit which were provided by an approved organization or institution."

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33

Audio and audiovisual self-instruction program

*78:20-H-6 RESCINDED

*83:27-H-7 RESCINDED

*84:35-H-7 RESCINDED

*85:18-H-7
RESCINDED
HOD 7/99 "Resolved, that the changes in FAGD and MAGD policy effected by passage of 1984 Resolution #53 and 1985 Resolution #19 apply to all AGD-approved self-instructional credits earned by candidates for 1986 and subsequent FAGD/MAGD Classes, regardless of the date on which such credits were earned."

*87:60-H-7
RESCINDED
HOD 7/99 "Resolved, that the "Policy on Audiovisual and Other Self-Instructional Programs" be amended by substituting everything after 'CRITERIA FOR PROGRAM APPROVAL' with the following:

'CRITERIA FOR PROGRAM APPROVAL':

An audio or video self-instructional continuing education program must meet the following criteria before AGD continuing education credits will be granted. The program must:

1. have as its primary purpose the communication of information pertaining directly to the practice of dentistry or the management of the dental practice;
2. effectively address the stated program goals and objectives;
3. be designed and used for individual self instruction;
4. include a post-test mechanism that is sufficiently in depth to determine retention of the material presented. The post-test mechanism will be reviewed by appropriate AGD agencies as to content and what determines successful passage. The post-test mechanism must be completed and returned to the program provider before AGD credit will be granted;
5. augment the taped material with additional, printed ancillary materials that serve to clarify, summarize and further explain the taped material;

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31

32
33
34

35
36
37
38
39
40
41

- 6. provide a broad spectrum of references that can be pursued for further study in the subject being addressed by that program;
- 7. be directly provided by an organization or institution classified as automatically approved by the AGD, OR be reviewed for approval individually by the Dental Education Council;
- 8. not primarily be a vehicle for product promotion.

The date of AGD approval will be labeled clearly and prominently in the same type size and style as the cover titles on the audio or video self-instructional program.

Approvals granted by the Council will be effective for ten years from the date of approval unless approval is rescinded earlier by the Council because the program does not meet approval criteria.

Providers of approved self-instructional programs are responsible for maintaining accurate records of those who enroll in the programs and those who complete the programs, as well as for providing the AGD with a periodic list of those who have finished the program by submitting completed post-tests.

A list of the programs currently approved for AGD credit is available from the AGD National Office in Chicago."

Credit for

Courses taken after membership

*73:16-H-10
RESCINDED
HOD 7/99

"Resolved, that for those members who join the AGD on or after January 1, 1975, only courses taken after membership are eligible for Fellowship credit."

Publishing articles

89:27-H-7
REVISED
HOD 7/2000
RESCINDED
7/2011

"Resolved, that a maximum of 100 hours of credit towards Fellowship or Mastership may be earned for all acceptable publication activity. Acceptable publication activity includes:

- 1. Authorship of a published scientific article in a dental or scientific journal;
- 2. Authorship of a published dental textbook or chapter in a published textbook;

1 3. Authorship of a case report, technique paper or clinical
2 research report in a dental or scientific journal, published in
3 or after July, 2000.

4
5 Credit awarded for individual publishing activities is:

- 6 Published scientific article in a refereed journal B 65 hours
- 7 Published scientific article in a non-refereed journal B 40 hours
- 8 Published dental textbook or chapter in a published textbook B 65
- 9 hours
- 10 Published case report, technique paper, or clinical research report in
- 11 a refereed journal B 10 hours
- 12 Published case report, technique paper or clinical research report in a
- 13 non-refereed journal B 5 hours."
- 14
- 15

16 Teaching activities

17 91:39-H-7 "Resolved, that the Fellowship and Mastership Award requirements each
RESCINDED accept a maximum of 100 hours of credit from teaching activities for both
HOD 7/2011 instructors presenting continuing dental education under the auspices of
FAGD/MAGD-approved program providers and full and part-time faculty
members of ADA/CDA-accredited institutions, and be it further

18
19 Resolved, that teaching credit for continuing dental education
20 presentations be calculated as follows:
21 original presentation - 3 hours of credit for each hour of lecture
22 repeat presentations - 1 hour of credit for each hour of lecture
23 and be it further

24
25 Resolved, that this policy take effect with the Fellowship and
26 Mastership class of 1995."

27 Teaching courses

28
29 *89:47-H-7 RESCINDED

30 *90:47-H-7 "Resolved, that teaching credit will be awarded to instructors presenting
RESCINDED continuing dental education under the auspices of FAGD/MAGD approved
HOD 7/99 program providers, and be it further

31 Resolved, that members who hold full or part-time faculty
32 appointments at ADA/CDA accredited institutions be limited to a
33 one time maximum of 150 hours for either FAGD or MAGD
34 applicable credit."
35

36 Examination

37
38 Must pass, to achieve Fellowship

1

*79:22-H-6
RESCINDED
HOD 7/99 "Resolved, that beginning with the Fellowship Class of 1985, the AGD will award Fellowship only to those members who have passed the AGD's Fellowship Examination and have met all other requirements established by the AGD for achieving Fellowship, and be it further

2

3

4

5

6

7

8

Resolved, that after this resolution goes into effect in 1985, no AGD credit hours will be awarded for passage of the Fellowship Examination."

Offered as an option

*75:56-H-10 RESCINDED

9

10

11

Offered for first time

*76:47-H-11 RESCINDED

12

13

14

Full-time instructors requirements

87:58-H-7
RESCINDED
HOD 7/2011 "Resolved, that effective for applications for the 1996 Fellowship Class, members who are full-time instructors in American and Canadian Dental Association-accredited programs at the time they apply for the FAGD award, must earn a minimum of 200 FAGD-approved hours in Continuing Education Course Credit."

15

16

17

Glidepath members may apply 25 hours toward

2001:33-H-8
RESCINDED
HOD 2010 "Resolved, that upon establishing active or associate membership in the AGD, Glidepath members may be eligible to apply up to 25 hours of continuing dental education credit toward Fellowship earned outside the dental school curriculum during the senior year of dental school while participating in the Glidepath program."

18

19

Guidelines for

20

21

Amendment to

*79:25-H-6 RESCINDED

*81:43-H-7
RESCINDED
HOD 7/99 "Resolved, that the Fellowship Guidelines be amended so that 250 hours of credit are awarded for completion of any advanced dental education program at an FAGD/MAGD approved institution, provided that the member completed the program no more than 12 months prior to joining AGD."

22

*83:28-H-7
RESCINDED
HOD 7/99

"Resolved, that the Guidelines for the Fellowship and the Mastership Programs be amended as follows, effective beginning with the 1989 FAGD and MAGD Classes:

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50

1. Amend #2. 'Graduate and Postgraduate Education' under 'Hours Accepted for Fellowship Credit' to read as follows:
 - '2. Graduate and Postgraduate Education: Up to 250 hours may be earned for completion of an advanced dental education program (an internship, residency, degree program or board certification program) which is taken at an accredited university, school of dentistry, related school of health sciences, military or federal dental institution, or accredited hospital.'
2. Amend #1.b. 'Part-Time Teaching' under 'Other Categories of Credit' in the FAGD Guidelines to read as follows:
 - 'b. A maximum of 100 FAGD hours may be earned for teaching part-time in an accredited dental education program (dental, dental hygiene, dental assisting, etc.). In addition, part-time teaching credit is awarded for teaching a continuing education courses, the content of which is directly related to the treatment of dental patients or the management of the dental office, for presenting table clinics, and for presenting scientific papers. Three hours of credit are awarded for each hour of presentation. Teaching credits are awarded for original presentations only; credit is not awarded for repeats of the same courses.'
3. Amend #3 'Graduate and Postgraduate Education' under 'Hours Accepted for Mastership' in the MAGD Guidelines to read as follows:
 - '3. MAGD hours are awarded for course work completed in advanced dental education programs (an internship, residency, degree program or board certification program) which are taken while enrolled in the MAGD program, and which are taken at an accredited university, school of dentistry, related school of health sciences, military or federal dental institution, or accredited hospital.'
4. Amend #2 'Teaching' under 'Hours Accepted for Mastership' in the MAGD Guidelines to read as follows:
 - '2. Continuing education courses given by the candidate to degreed dentists, which cover subject matter related directly to the treatment of dental patients or management of the dental office, are eligible to receive MAGD teaching hours. Teaching hours are awarded for original presentation only; credit is not

1 awarded for repeats of the same presentation.
2 Teaching credit is allocated to the subject category
3 hours requirement in the subject taught. A maximum
4 of 100 hours of teaching credit may be applied toward
5 Mastership. Teaching credit may not be used to
6 fulfill the 400-hour participation course requirement."
7

8 Changes in
9

10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37

78:19-H-6 "Resolved, that with passage of this resolution, Resolution #76-44R,
[1976-#38 in this document] as passed by the 1976 House of Delegates, be
rescinded."

CDE Council awarding Fellowship

*90:43-H-7
RESCINDED
HOD 7/99

"Resolved, that the Dental Education Council be directed to
administer the Fellowship award program based on the following premises:

1. All credit must be earned in accordance with requirements set forth in the guidelines for the Fellowship award.
2. Courses taken for Fellowship, including federal dental service specialty rotation programs and self-instructional programs, will be eligible for credit without regard to time limitations.
3. General practice residency programs and advanced dental education programs will be eligible for credit without regard to time limitation.
4. Members who received 150 hours of credit for passing the Fellowship examination between 1977 and 1984 will retain that credit without regard to time limitation.
5. There will be no time limitation on teaching credit.
6. There will be no time limitation on publication credit."

Changes in

*75:60-H-10 RESCINDED

*76:38-H-11 RESCINDED

*76:44-H-11 RESCINDED

*85:16-H-7
RESCINDED

"Resolved, that the phrase in the first sentence under #4, 'Hours Accepted' in the Fellowship Guidelines, which currently reads 'audio and audiovisual

HOD 7/99

self-instructional continuing education programs' be amended to read 'audio, audiovisual and other self-instructional continuing education programs,' and be it further

1
2
3
4
5
6
7
8
9

Resolved, that the phrase in the first sentence under #5, 'Hours Accepted' in the Mastership Guidelines, which currently reads 'audio and audiovisual self-instructional programs' be amended to read 'audio, audiovisual and other self-instructional continuing education programs.'"

Reaffirm

*75:44-H-10
RESCINDED
HOD 7/99

"Resolved, that the AGD reaffirm the existing Fellowship guidelines as they now stand, excluding any providing group from FAGD/MAGD recognition other than those specifically mentioned in the guidelines and encourages AGD components and constituents to co-provide programs offered by other dental organizations if they are of Fellowship/Mastership qualify so that those programs are eligible for Fellowship credit."

10
11
12

Literary hours accepted for

*73:14-H-10
RESCINDED
HOD 7/99

"Resolved, that literary hours accepted for Fellowship credit be reduced and revised as shown:

13
14
15
16
17
18
19
20

National Journal and published textbooks	65 hours
State Journal	50 hours
Local Journal	35 hours

A maximum of 100 hours allowed."

Mechanics for processing application for

99:44-H-7

"Resolved, that 76:43-H-11 be rescinded."

21

*76:43-H-11
RESCINDED
HOD 7/99

"Resolved, that the House of Delegates modify the policy adopted by the Board on September 14, 1972, and establish the following mechanics for processing Fellowship applications:

22
23
24
25
26
27
28
29
30
31
32
33
34

1. That a detailed and complete application will be required of each Fellowship applicant.
2. That the candidate must verify that the application is accurate and agree to abide by the decision of the duly authorized representatives of the AGD.
3. That Fellowship applications deemed acceptable by the office staff will be reviewed by at least one member of the Dental Education Council and if approved by that Council member will be deemed approved subject to final approval by the Board.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46

4. That Fellowship applications deemed acceptable by the office staff which are reviewed and rejected by the reviewing Council member, will be reviewed by the entire Council before they are considered rejected.
5. That Fellowship applications deemed questionable by the office staff will be reviewed by three members of the Dental Education Council and if approved by two of three Council members will be considered approved, subject to the final approval by the Board.
6. That Fellowship applications rejected by two of three members of the Dental Education Council will be reviewed by the entire Council before they are considered rejected.
7. That Fellowship applications which are reviewed and approved by the entire Council will be deemed approved subject to the final approval by the Board.
8. That rejection of Fellowship applications by either the Board or the entire Council shall be final and not subject to further review.
9. That there will be an administration charge determined by the Board for processing any Fellowship or Mastership applications and that this portion of the fee will be considered non-refundable.
10. That rejected applicants will be given refunds and will receive a letter from the chairperson of the Council explaining the reason for rejection.
11. That a list of the individuals who have been approved for Fellowship within a region be circulated to the Trustee and that it be the responsibility of the Trustee to advise the Council if the applicant:
 - a. is a member in good standing of his constituent AGD.
 - b. is the holder of a current license in good standing to practice dentistry.
12. No Fellowship shall be conferred without the final approval of the Board."

*94:34-H-7
RESCINDED
HOD 7/2000

"Resolved, that the Academy of General Dentistry accept the dentist's signature on the membership application to attest that he or she is a member of the American Dental Association, Canadian Dental Association or the National Dental Association."

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21

Membership Requirement

2008:205-H-7 “Resolved, that the following resolution be amended to read:

“Resolved, that the following changes be made to the Fellowship Guidelines:

Current AGD membership for three (3) continuous years (36 months) by December 31 of the year immediately prior to Convocation for which application is made, to begin no earlier than the month of dental school graduation; dental license has not been suspended or revoked within the last five years, and is not currently under probation, suspension, or revocation.”

Requirements for achieving, to be completed prior to date of application in national office

*80:28-H-7
RESCINDED
HOD 7/99 "Resolved, that the second resolve clause in Resolution 79-#46B be interpreted to mean that any member earning 150 hours of FAGD credit for passing the Fellowship Examination before 1985 be allowed to utilize this credit toward fulfilling the requirements for the Fellowship award whenever that member applies for the award, as long as application for Fellowship is made within 10 years after such credit was earned."

Self-instruction, 150 credit hours of Fellowship/Mastership credit allowed

Amendment to

*83:30-H-7
RESCINDED
HOD 7/99 "Resolved, that a new section 4.a., as proposed by the Dental Education Council, be added to the administrative procedure document entitled 'Special Application Requirements for Candidates Repeatedly Submitting Questionable FAGD/MAGD Applications.'"

Mastership

Cancellation of the 8-year limitation on credit

*89:48-H-7
RESCINDED
HOD 7/99 "Resolved, that the 8 year limitation on the acceptability of credit earned towards Mastership by graduates of 2-year ADA-accredited general dentistry residency programs be deleted.

Examination for

*81:42-H-7
RESCINDED

1 Guidelines for

2
3 Amendments to

4
5 Section 3

6
*82:39-H-7 "Resolved, that the Mastership Program Guidelines be revised, so that the
RESCINDED first sentence in section #3 under 'Hours Acceptable for Mastership Credit'
HOD 7/99 be amended to read as follows:

- 7
8 '3. MAGD hours are awarded for course work completed in
9 advance education programs (an internship, residency, degree
10 program, or board certification program) which are
11 dentally-oriented, which are completed at an FAGD/MAGD
12 approved institution, and which are taken while enrolled in
13 the Mastership Program.'"

14
15 Section 4

16
*81:44-H-7 "Resolved, that the Mastership Program Guidelines be revised, so that the
RESCINDED first sentence in section #4 under 'Mastership Requirements' read as
HOD 7/99 follows:

17
18 "Those Fellows who have completed a two-year ADA
19 accredited advanced education program in general dentistry
20 are required to complete an additional 300 hours of
21 MAGD-acceptable continuing education courses to qualify
22 for Mastership.'"

23
*82:40-H-7 "Resolved, that the fourth and fifth sentence of section #4 under 'Mastership
RESCINDED Requirements' in the Mastership Program Guidelines, which presently read
HOD 7/99 'If you joined AGD before 1/1/81, the program must have been completed at
any time since or no more than 12 months before joining AGD. If you
joined AGD on or after 1/1/81, no more than the first six months of the
program may have been completed at the time of joining AGD in order to
use this provision.' be deleted and the following wording substituted:

- 24
25 '#4. The candidate must have completed the program no more
26 than 12 months prior to joining AGD.'"

27
*83:25-H-7 "Resolved, that the special provision for graduates of 2-year GDR programs
RESCINDED in the MAGD Guidelines, as specified under #4 in the Guidelines under
HOD 7/99 'Mastership Requirements,' be amended to require courses in each of the
basic subject categories, so that it reads as follows:

- 28
29 '4. Those Fellows who have completed a two-year
30 ADA-accredited advanced education program in general
31 dentistry are required to complete an additional 300 hours of
32 MAGD-acceptable courses to qualify for Mastership. These
33 candidates are required to complete one-half the number of

1 credits in each subject category required of other regular
2 MAGD candidates...' and be it further

3
4 Resolved, that this change in policy first be effective for the 1989
5 MAGD Class."
6

*85:17-H-7 "Resolved, that the fourth sentence under #4 'Mastership Requirements' in
RESCINDED the Mastership Guidelines, which currently reads 'Please note that these 300
HOD 7/99 hours must be for course attendance and may not include teaching or
audiovisual credit.' be amended by deletion of the words 'or audiovisual
credit.' and be it further

7
8 Resolved, that a new sentence be inserted under #4 'Mastership
9 Requirements' in the Mastership Guidelines that reads as follows:
10 'Up to 50 hours of the 300 hours required may be earned through
11 AGD-approved audio, audiovisual and other self-instructional
12 programs."
13

14 Maintenance requirements
15

*93:32-H-7 "Resolved, that the Academy of General Dentistry Guidelines for
RESCINDED Mastership
HOD 7/99 Program, Subject Category Requirements, be revised
to read as follows:

16 'DISCIPLINE REQUIREMENTS'

17
18 Six hundred hours of approved continuing dental education are
19 required to earn the Mastership Award of the Academy of General
20 Dentistry. Two-thirds of those hours (a total of 400 credit hours)
21 must be earned in the participation delivery. In addition, a minimum
22 number of hours must be earned in each discipline, as follows:
23

24 Discipline	25 <u>Participation</u>	26 <u>Discipline</u>
	27 <u>Minimum Req.</u>	28 <u>Minimum Req.</u>
29 MPD/Occlusion	30 30	31 46
32 Operative Dentistry	33 30	34 46
35 Periodontics	36 30	37 46
38 Fixed Prosthodontics	39 30	40 46
41 Removable		
42 Prosthodontics	30 30	46 46
Endodontics	30 30	46 46
Oral Surgery	30 30	46 46
Esthetics	30 30	46 46
Electives	30 30	46 46
Implants	30 30	46 46
Practice Management	0 0	24 24
Basic Science	12 12	12 12
Special Patient Care	12 12	12 12
Oral Med/Oral Diag	12 12	12 12
Orthodontics	12 12	12 12

1	Pediatric Dentistry	12	12
2			
3	Total Hours:	360	544
4	Total Required:	400	600
5			

6 And be it further

7
8 Resolved, that the new Mastership subject category requirements
9 become effective with the Mastership class of 1998 and be it further

10
11 Resolved, that Mastership applications received by December 15,
12 1996 (class of 1997) retain the option of using either the old or new
13 Mastership requirements."
14

15 **Program Approval for Continuing Education (PACE)**

16
17 Approval, retroactive
18

97:35-H-8 "Resolved, that House Policy 96:52-H-7 be rescinded:

96:52-H-7 'Resolved that retroactive program provider approval will
be available only to those program providers which have
been previously reviewed and approved by the Program
Approval for Continuing Education (PACE) Committee.'

19
*96:52-H-7 "Resolved, that retroactive program provider approval will be available
RESCINDED only to those program providers which have been previously reviewed and
HOD 8/97 approved by the Program Approval for Continuing Education (PACE)
Committee."

20
21 For CERP-approved program providers
22

93:34-H-7 "Resolved, that program providers who are CERP-approved during the first
RESCINDED meeting of the Continuing Education Recognition Program Review
HOD 2014 Committee and thus exhibit compliance with AGD's PACE Standards and
Criteria be granted approval retroactively from January 1, 1993 by the
AGD's Program Approval for Continuing Education (PACE) Program."

23
24 CDE program provider categories defined
25

*84:32-H-7 "Resolved, that beginning January 1, 1987, the Academy of General
RESCINDED Dentistry institute a voluntary program provider approval program, under
HOD 7/99 the jurisdiction of the Dental Education Council, for those CDE providers
that provide CDE on a national level, to include (1) dental schools and
providers of dental education programs under the accreditation preview of
the ADA Commission on Accreditation or the Canadian Dental
Association, and (2) national organizations that routinely attract participants
from more than two states or provinces, and (3) specific large national
dental meetings designated by the Dental Education Council, and (4) the
federal dental services, and be it further

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20

21

22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37

Resolved, that after December 31, 1991, those CDE providers fitting the above definitions must have current approval status from the Dental Education Council in order for courses provided by them after that date to be eligible for AGD Fellowship and Mastership credit, and be it further

Resolved, that between January 1, 1987 and December 31, 1990, CDE providers fitting the above definitions, which are not currently automatically approved, may obtain AGD FAGD/MAGD approval through the Dental Education Council or by obtaining course or program provider approval from the AGD constituent within whose jurisdiction courses are offered, and be it further

Resolved, that the recommended standards and structure of the new national approval program be submitted to the 1986 House of Delegates for review and approval."

CERP Review Committee, inclusion on list of Program Providers

*93:33-H-7
RESCINDED
HOD 7/98

"Resolved, that program providers who exhibit compliance with AGD's Program Approval for Continuing Education (PACE) Program's Standards and Criteria, as evidenced by completion of the Continuing Education Recognition Program application and approval process established by the 1992 American Dental Association House of Delegates, be included in the list of AGD Program Providers with approval dates as determined by the CERP Review Committee."

98:30-H-7
CLAUSE
REVISED BY
HOD 7/2002

“Resolved, that program providers who successfully complete the Continuing Education Recognition Program (CERP) application and approval process be identified as offering courses that are FAGD/MAGD accepted with approval dates as determined by the CERP Committee, unless the Program Approval for Continuing Education (PACE) Committee has credible evidence of non-compliance with AGD’s Program Approval for Continuing Education (PACE) Program’s standards and criteria, and be it further

Resolved, that any program provider wishing to offer combination on-site, in-office participation courses for FAGD/MAGD credit will be required to complete an application with the Program Approval for Continuing Education (PACE) Committee for that purpose, and be it further

Resolved, that 93:33-H-7, which reads: *‘Resolved, that program providers who exhibit compliance with AGD's Program Approval for Continuing Education (PACE) Program's Standards and Criteria, as evidenced by completion of the Continuing Education Recognition Program application and approval process established by the 1992 American Dental Association House of Delegates, be included in the list of AGD Program Providers with approval dates as determined by the CERP Review Committee.’* be rescinded.”

98:30-H-7
CLAUSE
REVISED BY
HOD 7/2002
AMENDED
HOD 2014

“Resolved, that program providers who successfully complete the Continuing Education Recognition Program (CERP) application and approval process be identified as offering courses that are FAGD/MAGD accepted with approval dates as determined by the CERP Committee, unless the Program Approval for Continuing Education (PACE) Committee has credible evidence of non-compliance with AGD’s Program Approval for Continuing Education (PACE) Program’s standards and criteria, and be it further

1
2
3
4
5
6
7
8

Resolved, that any program provider wishing to offer combination on-site, in-office participation courses for FAGD/MAGD credit will be required to complete an application with the Program Approval for Continuing Education (PACE) Committee for that purpose.”

Conflict of interest, commercial or promotional

95:10-H-7
RESCINDED
HOD 7/2011

"Resolved, that the Standards and Criteria of the Academy of General Dentistry's Program Approval for Continuing Education (PACE) Program be amended with the addition of Standard XIV: Commercial or Promotional Conflict of Interest."

9
10
11

Constituent approval

90:51-H-7
RESCINDED
HOD 2014

"Resolved, that the following criteria be used by Academy of General Dentistry constituent review committees in determining the approval status of individual intrastate courses in situations where program provider approval is not appropriate to the needs of the constituent:

12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35

Approval of Courses

In general, the Constituent AGD should conduct program provider approval rather than course approval. However, approvals for individual courses given within the constituent's jurisdictional boundaries can be granted if all of the following criteria are met:

1. The course must be appropriate for dentists.
2. The course provider must provide continuing dental education only within the constituent's jurisdiction.
3. To assure consideration the course provider must request approval in writing at least 90 days in advance of the course, and must provide the constituent with the following information:
 - a. The date of the course.
 - b. The name of the lecturer or clinician conducting the course and his credentials.
 - c. The exact title of the course and the subject matter to be covered.
 - d. The location of the course.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47

- e. The type of presentation (lecture, participation).
- 4. The course must meet all of the following criteria for course approval:
 - a. Specific, written educational objectives must be provided for the course.
 - b. The course must be available to all dentists. No prerequisites or restrictions shall be placed on enrollment in nonsequential continuing dental education courses.
 - c. The educational methods must be appropriate to achieve the stated objectives for the course.
 - d. The facilities selected for the course must be appropriate to achieve the stated objectives for the course.
 - e. Where patient treatment by course participants or instructors is involved, adequate and appropriate facilities, equipment, and instruments in good working condition must be available. All activities shall be in compliance with the state dental practice act. Provisions must be made for post-operative and emergency care. The program provider must obtain the written, informed consent of all patients, receiving treatment in the course.
 - f. The individual teaching the course must be qualified by reason of education or experience to provide instruction to professional colleagues in the relevant area.
 - g. The program provider must guarantee that publicity for the course will contain the following:
 - 1. Course content and title.
 - 2. Educational objectives of the course.
 - 3. Name of the providing institution or organization.
 - 4. Qualifications of the individuals teaching the course.
 - 5. If the course is sequential, the prior level of skill, knowledge or experience required of participants shall be clearly specified.
 - h. The course must be a formal, scientific continuing dental education activity of no less than one hour in duration."

Course completion code recommended

2000:34-H-7
RESCINDED
HOD 2014

“Resolved, that the AGD recommend its approved program providers use a course completion code in conjunction with any of the following course recording systems:

48
49

- a. Course Record Form
- b. Course Rosters

- c. Meeting Attendance Form
- d. Electronic Course Recording

in order to ensure the credibility of the process, and be it further

Resolved, that this recommendation be communicated to all program providers by March 31, 2001, and be it further

Resolved, that the Program Approval for Continuing Education begin monitoring compliance with this recommendation effective March 31, 2002.”

Federation Dentaire International

*90:50-H-7
RESCINDED
HOD 7/99

"Resolved, that the Provider Approval for Continuing Education (PACE) Committee be authorized to evaluate the Federation Dentaire International against the Standards and Criteria of the AGD's Program Approval for Continuing Education (PACE) program and to approve them to offer Fellowship/ Mastership credit as appropriate."

Fee for applications

*91:43-H-7
RESCINDED
HOD 7/99

"Resolved, that a fee of \$300 be charged to all program provider approval applicants whose applications are postmarked after December 31, 1992 and be it further

Resolved, that announcement of the fee be made in *AGD Impact*, *ADA News*, and in correspondence to program providers beginning in October of 1991, and be it further

Resolved, that the Program Approval for Continuing Education (PACE) Committee develop mechanisms to reduce application fees for program providers in financial need and report back to the 1992 House of Delegates."

Guidelines

2005:19R-H-7
RESCINDED
HOD 7/2011
and HOD 2014

“Resolved, that the PACE Guidelines as included in the addendum be approved with the changes on pages 12, 20, ~~and~~ 21 and 29.”

2007:202-H-6
AMENDED
HOD 2014

“Resolved, that changes to the published PACE Guidelines be adopted upon approval by the Committee on PACE and the Board”

Intrastate CDE program providers not within national program

*84:33-H-7
RESCINDED

"Resolved, that after December 31, 1991 all intrastate CDE program providers, including study clubs, that are not within the jurisdiction of the

HOD 7/99

AGD program provider approval program administered by the Dental Education Council must obtain approval from the AGD constituent within whose jurisdiction their courses are offered in order for those courses offered after that date to be eligible for AGD Fellowship and Mastership credit, and be it further

1
2
3
4
5
6
7
8
9

Resolved, that all such program providers which are currently 'automatically approved' for FAGD/MAGD credits shall retain automatic approval until December 31, 1991, and be it further

Resolved, that until December 31, 1991, the current national/constituent procedure for approving study clubs shall remain in effect."

10 Jurisdiction of CDE Council

11
*87:61-H-7
RESCINDED
HOD 7/99

"Resolved, that policy implemented by adoption of Resolution #52H by the 1984 House of Delegates be amended so that all CDE program providers that possessed approval status with the American Dental Association's Sponsor Approval Program in October, 1983 be granted automatic approval for AGD FAGD/MAGD credits through December 31, 1988 or through the date when their ADA approval would have expired, whichever is later."

12
13 Name change: NSAP to PACE

14
2000:36-H-7
RESCINDED
HOD 2014

"Resolved, that the Committee on National Sponsor Approvals be renamed the Program Approval for Continuing Education (PACE) Committee, and be it further

15
16 Resolved, that these changes be reflected in the AGD bylaws,
17 Operational Plan, and all policies and guidelines of the AGD, and that
18 all necessary supporting and promotional material be appropriately
19 updated to reflect this change, and be it further

20
21 Resolved, that this change be implemented on October 1, 2000."

22
23 Program providers approved by ADA

24
*84:34-H-7
RESCINDED
HOD 7/99

"Resolved, that those CDE program providers that possessed approval status with the American Dental Association's Sponsor Approval Program at the time that program was discontinued (October, 1983) be granted approval for Fellowship and Mastership credit automatically through December 31, 1987 or through the date when their ADA sponsor approval would have expired, which ever is later."

25

1 Self-instructional courses, review of
2

*90:49-H-7 "Resolved, that the Program Approval for Continuing Education (PACE)
RESCINDED Committee be authorized to review program providers of written
HOD 7/99 self-instructional materials utilizing the guidelines approved by the House
of Delegates in 1988."

3
4
5
6

Protocol courses

90:48-H-7 "Resolved, that the Program Approval for Continuing Education (PACE)
RESCINDED Committee be given the sole responsibility to review providers of protocol
HOD 7/2011 courses and that the Guidelines for Combination In-School/In-Office
Participation Courses be incorporated in the Standards and Criteria of the
Program Approval for Continuing Education (PACE) program, and be it
further

7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41

Resolved, that any previously approved program provider must
provide a sample of protocol course materials prior to their initial
offering of protocol courses in order to award Fellowship/Mastership
credit for these courses, and be it further

Resolved, that the following requirements for combination in-school
and in-office participation courses be added as Criteria H of
Educational Methods, in the Guidebook of the AGD PACE:

- 'H. For combination in-school and in-office participation
courses, the following requirements must be met:
 1. The course director or course instructor must be a
member of a faculty in an accredited dental
program; or, qualifications must be approved by the
Program Approval for Continuing Education
(PACE) Committee.
 2. Specific course objectives must be written.
 3. A bibliography of current literature in the subject
being taught must be assembled.
 4. The initial formal course session(s) will include
both lecture and demonstration of the procedures to
be studied.
 5. Participants will do whatever procedures they are
studying on patients in their offices. They will keep
complete records on these patients, which must
include at least the following:
 - a. preoperative medical/dental history;
 - b. preoperative radiographs, if indicated;

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46

- c. preoperative mounted diagnostic casts, if applicable;
- d. preoperative photographs
- e. preoperative dental charting

During treatment records will be kept to demonstrate:

- f. treatment rendered materials, methods, etc.
- g. mounted treatment casts, if applicable;
- h. photographs of treatment progress, if appropriate;
- i. radiographs taken during treatment, if indicated;

Upon completion of treatment:

- j. photographs of completed treatment;
- k. postoperative radiographs, if indicated.

6. After an agreed-upon time needed to complete patient treatment, the group will reconvene with the course director/instructor. Utilizing records developed during treatment, each participant will make a complete case presentation to the group. Following the presentation, the group will be allowed to challenge the presentation. The course director/instructor will critique each presentation.

7. After all participants have presented cases, a seminar session will be held during which the bibliography will be discussed as it relates to the cases that were presented."

Standards and criteria update

96:53-H-7 " Resolved, that Policy 92:38-H-7 be rescinded."

92:38-H-7 "Resolved, that the Standards and Criteria to the Program Approval for
RESCINDED Continuing Education (PACE) Program be modified with the addition of
HOD 7/96 Standard 3 to Area III. Goals: "Continuing dental education programs must not primarily be vehicles for product promotion."

and be it further

Resolved, that Area VII Educational Methods: Criteria F be modified with the addition of the underlined phrases as follows: "A post-test mechanism by which the learner and the program provider can assess the learner's mastery of the material shall be supplied by the program provider; successful completion of the program shall be confirmed in writing by the program provider before AGD credit will be granted

1
2
3
4
5
6
7
8
9
10
11
12
13
14

and be it further

Resolved, that the PACE eligibility requirement that states "The program provider must provide continuing dental education activities designed for dentists" be re-placed with "The program provider must provide continuing dental education activities designed to directly enhance the practice of dentistry or the management of a dental practice

and be it further

Resolved, that the House Policy 87:60-H-7 be rescinded."

92:39-H-7
RESCINDED
HOD 2014

"Resolved, that the Standards and Criteria of the Program Approval for Continuing Education (PACE) Program, Area XIII-Course Records, Criteria B. d., be modified with the addition of the underlined phrase to read "AGD members who complete written self-instructional programs should receive a minimum of two hours of credit granted for each program, and a maximum of 8 credit hours per program segment, with the amount of credit based on an educator's estimate of time required to complete the program segment"

15
16
17

Statement of support and requirements for discontinuation

*91:42-H-7
RESCINDED
HOD 7/99

"Resolved, that the AGD support the concept of having a program provider approval program operate to benefit the entire dental profession, and be it further

18
19
20
21
22
23
24
25
26
27
28

Resolved, that the Academy of General Dentistry's Program Approval for Continuing Education (PACE) Program continue to operate until an appropriate representative alternate program is designed to meet the continuing education approval needs of AGD members, and be it further

Resolved, that any future replacement by an alternate program or discontinuance of the AGD's Program Approval for Continuing Education (PACE) Program shall require approval by the House of Delegates of the Academy of General Dentistry."

29
30

Workshops to orient AGD constituent Academies

*87:62-H-7
RESCINDED
HOD 7/99

"Resolved, that workshops designed to orient AGD constituent academies to the new Program Approval for Continuing Education (PACE) Program and prepare them to meet the approval requirements be held during each AGD Annual Meeting beginning in 1989."

31
32

1 Meeting Services-Rescinded Policies

2

3

Annual Meeting

4

5 Ceremony

6

2007:309R1-H-6 “Resolved, that policy 2005:11H-H-7 be rescinded.”

2012:306-H-6 “Resolved, that HOD Policy 2007:309R1-H-6 be rescinded.”

2007:309R1-H-6 “Resolved that, as of 2010, those activities of the house of delegates be
RESCINDED removed from the annual meeting.”
HOD 2012

7

8

2005:11H-H-7 “Resolved, that beginning in 2009, the scientific session, exhibition and
RESCINDED convocation ceremony may be separate but either before or after the annual
HOD 2007 governance activities of the AGD.”

9

10

2011:107S-H-7 “Resolved, that the Annual Meetings Council, in conjunction with the
RESCINDED Speaker of the House and the Dental Education Council, develop a
HOD 2014 combined, concurrent governance and scientific session of not more than
four days to take effect at the earliest date contractually possible.”

11

12

Clinician

13

14

Code of Conduct

15

90:12-H-7 "Resolved, that it is the policy of the Academy of General Dentistry
RESCINDED that all practice-related clinicians at any program provided by the
HOD 2014 AGD, who have a personal interest or financial investment in a
company or product abide by the following:

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

1. While it is permissible to mention a product or company in a scientific session and distribute a handout that includes a company name, address, and phone number, clinicians shall avoid anything that could be construed as pushing or actively attempting to sell a particular product or company.

2. A clinician is prohibited from displaying his/her products anywhere except in the exhibit hall but the clinician may make reference to such an exhibit.

3. No salesperson representing a company or product may take an active role in the presentation of a course at the Annual Meeting without written approval of the Annual Meetings Council. Such requests must be submitted to the AGD

1
2
3
4
5
6
7

national office five months prior to the Annual Meeting date." **This policy was listed twice in the 2004 Policy Manual under 90-25-H-7 and 90:35-H-7. In researching the appropriate resolution number in the 1990 HOD minutes, it was discovered that the correct resolution number was 12. This policy number has been edited to reflect the change.*

90:35-H-7
AMENDED
HOD 2014

"Resolved, that it is the policy of the Academy of General Dentistry that all practice-related clinicians at any program provided by the AGD, who have a personal interest or financial investment in a company or product abide by the following:

8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25

1. While it is permissible to mention a product or company in a scientific session and distribute a handout that includes a company name, address, and phone number, clinicians shall avoid anything that could be construed as pushing or actively attempting to sell a particular product or company.
2. A clinician is prohibited from displaying his/her products anywhere except in the exhibit hall but the clinician may make reference to such an exhibit.
3. No salesperson representing a company or product may take an active role in the presentation of a course at the Annual Meeting without written approval of the Annual Meetings Council. Such requests must be submitted to the AGD national office five months prior to the Annual Meeting date."

Convocation

ABGD recognition

2002:6-H-7
RESCINDED
HOD 7/2011

“Resolved, that the Convocation ceremony at the AGD Annual Meeting include recognition for AGD members who are receiving Board Certification from the ABGD.”

Dignitaries, reviewing and granting speaking privileges to

98:3-H-7

Resolved, that Policy #96:35-H-7 be rescinded:

96:35-H-7 ‘Resolved, that the Executive Committee be assigned the responsibility for reviewing the list of dignitaries designated by the President in consultation with the Executive Director and Local Advisory Committee Chairperson for the next annual meeting for the purpose of determining what dignitaries, if any, should be granted the privilege of addressing the House of Delegates.’

*96:35-H-7

"Resolved, that the Executive Committee be assigned the responsibility for

RESCINDED
HOD 7/98

reviewing the list of dignitaries designated by the President in consultation with the Executive Director and Local Advisory Committee Chairperson for the next annual meeting for the purpose of determining what dignitaries, if any, should be granted the privilege of addressing the House of Delegates, and be it further

Resolved, that Policy 82:23-H-7 be rescinded by the House of Delegates."

1
2

98:3-H-7
RESCINDED
HOD 2014

"Resolved, that the Executive Committee identify speakers for the Annual Meeting Opening Session and House of Delegates Luncheon if needed at its summer meeting approximately one year before the Annual Meeting takes place."

3
4
5
6

Greetings from host constituent

89:39-H-7
RESCINDED
HOD 2014

"Resolved, that the President of the AGD constituent or his/her designee be asked to bring greetings from the host constituent at the Opening Session at the Annual Meeting."

7 Hosts and monitors, CE credit given

8
9

*87:46-H-7
RESCINDED

ecture credit be given to those individuals acting as monitors and hosts who pation courses effective with the 1987 Annual Meeting."

10
11
12

90:36-H-7

"Resolved, that AGD policy 89:43 11 7 be rescinded."

90:36-H-7
AMENDED
HOD 2014

"Resolved, that participation credit be given to those individuals acting as Course Managers for participation courses at the Annual meeting who pay 50% of the participation course fee and complete the requirements for the participation course, and be it further

Resolved, that lecture credit be given to those individuals serving as Course Managers who are in full attendance at a scientific or participation course at the Annual Meeting effective with the 1990 Annual."

89:43-H-7
RESCINDED

"Resolved, that participation credit be given to those individuals acting as monitors for participation courses at the Annual Meeting who pay 50% of the participation course fee and complete the requirements for the participation course, and be it further

13
14
15

Resolved, that lecture credit be given to those individuals serving as hosts and monitors who are in full attendance at a scientific or

1 participation course at the Annual Meeting effective with the 1990
2 Annual Meeting, and be it further
3

4 Resolved, that policy 87:46-H-7, which reads as follows, be
5 rescinded:
6

7 'Resolved, that lecture credit be given to those individuals
8 acting as monitors and hosts who remain for participation
9 courses effective with the 1987 Annual Meeting.'"
10

11 Recognition of candidates for ADA President-Elect
12

*82:23-H-7 "Resolved, that the Academy of General Dentistry establish a policy of
RESCINDED recognizing at its Annual Meeting any individual in attendance who is a
HOD 7/96 candidate for president-elect of the American Dental Association, and be it
further

13
14 Resolved, that any such candidate be extended the courtesy of
15 addressing the Opening Session, but no other session, for a period of
16 time not to exceed 5 minutes, and be it further
17

18 Resolved, that the Speaker of the House be asked to enforce this time
19 limit, and be it further
20

21 Resolved, that the president and the Speaker of the House of
22 Delegates arrange an appropriate time, if possible, during the Annual
23 Meeting for those candidates for president-elect or Speaker of the
24 House of the ADA to meet with AGD members who are delegates or
25 alternate delegates to the ADA House and others."
26

27 Local Advisory Committee
28

29 Expenses
30

97:6-H-8 "Resolved, that policy 95:11-H-7 which established the amount at \$5,000
be rescinded:

95:11-H-7 'Resolved, that \$5,000 be designated for Local Advisory
Committee expenses in the Annual Meeting operating budget each year.'

31

*95:11-H-7 "Resolved, that \$5,000 be designated for Local Advisory Committee
RESCINDED expenses in the Annual Meeting operating budget each year; and be it
HOD 8/97 further

32 Resolved, that such expenses be reimbursed according to guidelines
33 to be developed by the Annual Meetings Council."
34
35

36 Use of \$6,000 appropriation
37

99:11-H-7 "Resolved, that policy 98:6-H-7 be rescinded."

1

99:11-H-7
AMENDED
HOD 2014

“Resolved, that \$6,000 be appropriated for the use of each Local Advisory Committee, and be it further

2

3

Resolved, that up to \$2,000 may be withdrawn by the Chairperson only during each of the first two years in which the meeting is planned, with the remaining expenses reimbursable in the third year with the total three-year expense not to exceed \$6,000:

4

5

6

7

8

1. To help offset the cost of holding Local Advisory Committee meetings.

9

10

2. To pay for recruitment efforts of volunteers’ telephone costs connected with the annual meeting.

11

12

13

3. To provide travel expenses for certain members of the Local Advisory Committee to come to the preceding Annual Meeting.

14

15

16

4. To help promote the annual meeting on a local level.

17

18

5. To identify at a cost of no more than \$500 the local volunteers for the annual meeting.”

19

20

21

*98:6-H-7
RESCINDED
HOD 7/99

“Resolved, that \$6,000 be appropriated for the use of each Local Advisory Committee, and be it further

22

Resolved, that up to \$2,000 per year may be withdrawn by the Chairperson only during each of the first two years in which the meeting is planned, with the remaining expenses reimbursable in the third year with the total three year expense not to exceed \$6,000:

23

24

25

26

1. To help offset the cost of holding Local Advisory Council meetings.

27

28

29

2. To pay for recruitment efforts of volunteers and telephone costs connected with the annual meeting.

30

31

32

3. To provide travel expenses for certain members of the Local Advisory Committee to come to the preceding annual meeting.

33

34

35

4. To help promote the annual meeting on a local level.

36

37

and be it further

38

39

Resolved, that this resolution will become effective October 1, 1998.”

40

41

42

Past Presidents

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29

For Trustees to attend

*83:16-H-7
RESCINDED
HOD 7/99 "Resolved, that Trustees be granted an allowance of up to 5 days of per diem for attending the annual meeting plus the customary travel allowance which includes up to \$30 for ground transportation."

Registration fees for Annual Meeting

Dental student registration fee

86:38-H-7
RESCINDED "Resolved, that the predoctoral dental students who are members of the Academy of General Dentistry be allowed to attend the Annual Meeting free of charge, and be it further

Resolved, that non member dental students be charged \$10 to attend the Annual Meeting, and it further

Resolved, that this \$10 paid by non member dental students may be converted into the student's membership fee, if that student desires to join the AGD at that time."

Exhibit space

List rental

98:17-H-7 "Resolved, that AGD policy 82:18-B-5 related to the 'sale of mailing labels' be rescinded."

98:17-H-7
AMENDED
HOD 2014 "Resolved, that the process for Annual meeting registration list rental to exhibitors at the AGD's Annual meeting each year be standardized to follow existing AGD list rental approval and rate-setting procedures by amending Section F of the document *Advertising policies of the Academy of General Dentistry* so that it reads:

'F. Rates

1. Rates for advertising in the official publications of the AGD, including display and course listing entries, and for the rental of AGD membership labels shall be established by the executive director in cooperation with the director of communications and the AGD advertising representative, and adjusted as appropriate.
2. Rates for rental of the Annual Meeting registration list to exhibitors at the AGD's Annual meeting shall be established by the executive director and director of communications in cooperation with the director of meeting planning.

1
2
3
4
5
6
7
8
9

Note: Rates for the rental of membership labels to AGD constituents shall be established by the executive director in cooperation with the director of membership.

- 3. Rates for classified advertising in *AGD Impact* shall be established by the executive director in cooperation with the director of communications?

2014:116C-H-6
RESCINDED
HOD 2017

“Resolved, that 98:17-H-7 be amended following approval of the separation of governance and the scientific session.”

“Resolved, that the process for scientific session registration list rental to exhibitors at the AGD’s scientific session each year be standardized to follow existing AGD list rental approval and rate-setting procedures by amending Section F of the document *Advertising policies of the Academy of General Dentistry* so that it reads:

10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39

‘F. Rates

- 1. Rates for advertising in the official publications of the AGD, including display and course listing entries, and for the rental of AGD membership labels shall be established by the executive director in cooperation with the director of communications and the AGD advertising representative, and adjusted as appropriate.
- 2. Rates for rental of the scientific session registration list to exhibitors at the AGD’s scientific session shall be established by the executive director and director of communications in cooperation with the director of meeting planning.

Note: Rates for the rental of membership labels to AGD constituents shall be established by the executive director in cooperation with the director of membership.

- 3. Rates for classified advertising in *AGD Impact* shall be established by the executive director in cooperation with the director of communications?

Registration fees for Annual Meeting

Clinicians

86:39-H-7

"Resolved, that Policy 84:10 H 6 be rescinded."

40

86:39-H-7
AMENDED
HOD 2014

"Resolved, that the registration fee be waived for all clinicians participating in Annual Meetings, including those giving mini-clinics, table clinics, participation courses, and scientific sessions."

1
2
3

Participation courses

84:15-H-7
AMENDED
HOD 2014

"Resolved, that effective with the 1985 annual meeting all individuals registering for participation courses in conjunction with an annual meeting must pay the registration fee appropriate to that annual meeting."

4
5

1 Membership Services-Rescinded Policies

2

3

Dues

4

5 Back dues, consideration of requests for

6

96:45-H-7
REVISED
HOD 7/99
AMENDED
HOD 2010

"Resolved, that the following guidelines be adopted for consideration of requests for back dues:

7

For new Members:

8

9

10

11

12

13

14

15

16

17

18

19

20

If an individual is delayed from joining the AGD as a result of mishandling of the application by either the headquarters or a constituent office, that individual will automatically have their enroll date backdated to the date of the initial attempt to join. The decision to require payment of back dues will be at the discretion of the director of membership if more than one year has elapsed. Under NO circumstances will an individual who has never held membership previously be allowed to pay back dues for the sole purpose of receiving retroactive credit for courses taken prior to membership unless this is the result of mishandling of their application.

21

For Prior Members:

22

23

24

25

26

An individual whose membership has lapsed may be provided the opportunity to pay back dues for the years lapsed, on an individual basis upon consideration of the Membership Council."

27

Reduction of, for those in a full-time dental residency program

28

88:58-H-7
REVISED
HOD 7/99
RESCINDED
HOD 2014

"Resolved, that any individual involved as a student in a full time dental residency program of at least nine (9) consecutive months duration be granted reduced dues to \$32, and be it further

29

30

31

32

33

34

35

36

37

38

39

40

Resolved, that the following ground rules be used for determining the years for which the reduced dues shall apply:

- a. For residency programs starting between January 1 and March 31 the reduced dues can be applied against the current calendar year.
- b. For residency programs starting between April 1 and December 31 the reduced dues are applied against the next calendar year for those individuals who are already members.

1
2
3
4
5
6
7
8
9
10
11
12
13
14

- c. In no event may an individual receive more than one year's reduced dues for a residency program of less than 53 weeks, or more than two years of reduced dues for a residency program of more than 53 weeks. Similar rules would be in effect for programs longer than two years.
- d. An individual becoming an active member of the AGD between April 1, and December 31 may pay dues at the resident rate if he is participating, or within 90 days of participating, in the residency program at the time of joining or assuming active member status."

Waivers of, for financial reasons

85:33-H-7
AMENDED
HOD 2010

"Resolved, that the Membership Council use the following guidelines for the purpose of considering granting waivers of dues for financial reasons for one year periods of time.

15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32

- 1. Any member who has received a grant from the American Dental Association's Disaster Relief Fund, may apply for and receive a waiver of dues for the year in which the disaster occurred, which qualified him/her for the ADA grant; and
- 2. All other dues waiver requests outside the above and total disability, must be submitted in writing along with a statement of assets and liabilities and copies of the member's last federal income tax return, and other pertinent information, including but not limited to, medical records and welfare information, for review and disposition by the full Membership Council. To maintain confidentiality of this material, the Executive Director shall delete any reference to identifying information before the material is reviewed by the Membership Council and see that it is returned to the sender within 30 days of final review by the Council."

2010:107-H-7

"Resolved, that HOD policy 94:13-H-7 be rescinded."

33

94:13-H-7
RESCINDED
HOD 2010

"Resolved, that a member of the AGD demonstrating they have a waiver of dues for financial hardship granted by the ADA, CDA or NDA in a given year be granted the same AGD waiver without further proof of hardship."

34

2006:19R-H-7
AMENDED
HOD 2010

"Resolved, that policy 98:15-H-7 be rescinded and that the Membership Council modify the dues waiver application to allow members with permanent disability to not have to re-apply annually, and be it further

Resolved, that the Membership Council be additionally directed to include the following clause, "Active General Dentist members engaged in the dental profession less than 15 hours per week" be added to the dues waiver application.

35

1 Waivers of, for reasons other than total disability
2

83:29-H-7
AMENDED
HOD 2010

"Resolved, that the Membership Council be granted the authority to determine whether an individual should be granted a waiver of dues for other than total disability, and be it further

3
4 Resolved, that the Membership Council develop guidelines for
5 approving requests for waiver of dues, and be it further
6

7 Resolved, that these guidelines be adopted by the Board before any
8 such dues waivers are granted, and be it further
9

10 Resolved, that all future waivers of dues shall fall within these
11 guidelines, and be it further
12

13 Resolved, that the Constitution, Bylaws and Judicial Affairs Council
14 be asked to reword the duties of the Membership Council to make it
15 clear that the Membership Council does have the authority to grant
16 waivers of dues in extenuating circumstances subject to guidelines
17 adopted by the Board."
18
19

1 Constituent Services Rescinded Policies

2

3

4

Annual Meeting

5

6 Constituent Membership Awards

7

98:16-H-7 “Resolved that currently policy 96:43-H-7 which reads: *‘Resolved, that all constituent membership awards be given at the Annual Meeting before an audience of delegates rather than at the AGD Constituent Development Conference.’* be rescinded.”

8

98:16-H-7 “Resolved, that beginning in 1999, the Membership Awards be presented to
RESCINDED the winners at the President’s Club Breakfast, and be it further
HOD 2014

Resolved, that any future changes in the presentation of the Awards be at the discretion of the Board rather than the House of Delegates.”

9

*96:43-H-7 "Resolved, that all constituent membership awards be given at the Annual
RESCINDED Meeting before an audience of delegates rather than at the AGD Constituent
HOD 7/98 Development Conference."

10

11

Component Academies

12

13 Dues collected by National

14

84:39-H-7 "Resolved, that the component academies be given the option of having
AMENDED their dues collected by the national organization, and be it further
HOD 2009

15

16

Resolved, that only those components submitting, prior to September 1 the exact amount of dues to be billed and typed list of the current names and addresses of their members shall be eligible to have their dues collected by the national organization for the coming year, and be it further

20

21

Resolved, that it will be the component's responsibility to collect any delinquent component dues after March 31, and be it further

22

23

Resolved, that any component participating in this program be required to advise the national office of its president, secretary, and treasurer within 30 days of their election."

24

25

Prompt formation

26

2009:211-H-7 “Resolved that the AGD rescind policy 90:31-H-7.”

27

28

29

30

31

90:31-H-7
RESCINDED
HOD 2009 "Resolved, that the Academy of General Dentistry recommend that its constituent academies incorporate provisions into their bylaws which allow prompt approval by the constituent Board for component formation."

Constituent AGD

Buddy system for recent graduates

2009:210-H-7 "Resolved that the AGD rescind policy 90:30-H-7."

90:30-H-7
RESCINDED
HOD 2009 "Resolved, that AGD constituents be urged to institute a buddy system to provide recent dental school graduates with practice management information and encourage their involvement in continuing dental education, including study clubs."

Certificate to Senior Dental Student of the Year

2009:204-H-7 "Resolved that policy 80:13-H-7 be rescinded."

80:13-H-7
RESCINDED
HOD 2009 "Resolved, that constituent Academies be asked to consider the possibility of enhancing the AGD Senior Dental Student award by:

1. Combining the awarding of the certificate with a monetary award of not less than \$50; and,
2. Waiving all or a portion of fees for any continuing dental education lecture course provided by the constituent AGD in the ensuing year."

Constituent Editors

To be in place within sixty (60) days after President-Elect assumes office

2009:215-H-7 "Resolved, that the AGD rescind policy 97:19-H-8."

97:19-H-8
RESCINDED
HOD 2009 "Resolved, that the role of the constituent president-elect be defined to include a responsibility to ensure that a constituent editor is in place within sixty (60) days of assuming office."

Dental school and post graduate programs liaison

2009:214-H-7 "Resolved that the AGD rescind policy 96:41-H-7."

96:41-H-7
RESCINDED
HOD 2009 "Resolved, that each constituent be asked to identify an individual, at each dental school in their vicinity, state or province that could serve as dental school and post graduate programs liaison, and be it further

Resolved, that when possible this be an AGD member, and when not an AGD member, the person will receive a complimentary subscription to AGD publications, and be it further

1
2 Resolved, that the person will attend constituent Board meetings and
3 act as a sounding board about issues of concern to general
4 practitioners and assist in the recruitment of faculty, residents, and
5 students."
6

7 Membership Chairperson term
8

9 2009:213-H-7 "Resolved that the AGD rescind policy 94:12-H-7."

10
11 94:12-H-7 "Resolved, that it be recommended that the term of a constituent
12 RESCINDED membership chair be two years and not extend for longer than six years."
13 HOD 2009

14
15
16 Mentoring program to assist new dentists (establishing practice, becoming oriented to
17 AGD)
18

19 2009:216-H-7 "Resolved, that the AGD rescind policy 97:21-H-8."

20 97:21-H-8 "Resolved, that constituents be encouraged to formulate a mentoring
21 RESCINDED program to assist new dentist members in becoming established in practice
22 HOD 2009 and orient them to the organization."

23
24 Officers' list to be circulated by National Office
25

26 2009:218-H-7 "Resolved, that the AGD rescind policy 2000:19-H-7."

27 2000:19-H-7 "Resolved, that the Constituent Officers List be published online in the
28 Members Only section of the AGD's web site."

29
30 Plaques for dental schools
31

32 *80:11-H-7 "Resolved, that AGD design a plaque suitable for permanent placement in
33 RESCINDED dental schools which could be purchased by the constituent Academies and
34 HOD 7/99 would be maintained by the constituent Academies showing all winners at
that school of the AGD Senior Student Award."

35
36 Reduce CDE fees for dentists out of school 2 years or less
37

38 *82:35-H-7 "Resolved, that whenever possible, the AGD of General Dentistry and its
39 RESCINDED constituents and components be encouraged to reduce continuing education
40 HOD 7/99 course fees for its programs for those dentists out of dental school two years
or less."

41
42 Representative of, to present Senior Dental Student Award
43

44 2009:203-H-7 "Resolved, that the AGD rescind HOD policy 80:12-H-7."
45

80:12-H-7
RESCINDED
HOD 2009 "Resolved, that constituent Academies be asked to make necessary arrangements to have an official AGD constituent AGD representative available to each dental school award ceremony to present the AGD Senior Dental Student award."

1

2 **Senior Student Awards (See Guidelines)**

3

4 **Plaques**

5

6 2009:217-H-7 "Resolved that the AGD rescind policy 99:21-H-7."

6

99:21-H-7
RESCINDED
HOD 2009 "Resolved, that AGD encourage its constituents to purchase a plaque through the AGD central office to be displayed in each dental school with the name of the annual Senior Student Award winner, and be it further

7

8 Resolved, that the AGD constituents be encouraged to maintain the
9 plaque by posting the current year winner, and be it further

10

11 Resolved, that policy 80:11-H-7 be rescinded."

12

13 **Work with dental schools and institutional CDE program providers**

14

2010:203-H-7 "Resolved, that HOD policy 82:36-H-7 be rescinded."

15

82:36-H-7
RESCINDED
HOD 2010 "Resolved, that AGD's constituent Academies be strongly encouraged to work closely with the dental schools and other institutional CDE program providers in their areas in development of specific CDE courses designed to meet the needs of their members."

16

17 **Directory**

18

19 **Produced bi-annually**

20

97:4-H-8
RESCINDED
HOD 6/2007 "Resolved, that the AGD continue to print a hard copy of the AGD Membership Directory and mail this to all of its current members (excluding students) every two years, beginning in the summer of 1998, and be it further

21

22 Resolved, that funds be appropriated for this project in the 1997-98
23 budget and in every second budget year."

24

2009:104-H-7 "Resolved that the AGD rescind policy 2007:103S-H-6."

25

2007:103S-H-6
RESCINDED
HOD 2009 "Resolved that the AGD continue to print an appropriate number of hard copy membership directories to accommodate all requests of the AGD membership every two years and mail this to only those members who request a copy.

And be it further,

Resolved that funds be appropriated for this project every second budget year.”

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40

Dues

Partial payment of dues

Partial payment of dues

2006:18-H-7 “Resolved, that policy 85:32-H-7 be rescinded.”

85:32-H-7 "Resolved, that the Membership Services Director or Manager of Member
REVISED Records be given the authority to make the following determinations with
HOD 7/99 regard to existing members who pay at least 75% of their annual dues and
RESCINDED do not respond to communication from the national office for the balance:
HOD 2006

1. That the member be kept on the rolls and billed the balance with the next annual dues payment, or
2. That the member be advised that he has paid dues up through a certain prorated portion of the year, and if he does not remit the balance, his membership will be withdrawn. And be it further

Resolved, that this provision not pertain to student members, recent graduates, Emeritus or retired members. And be it further

Resolved, that dues payments not falling in the aforementioned categories be fully refunded to the individual within 120 days of receipt unless the Executive Director has been able to negotiate with the individual a payment plan based on financial hardship which will have all dues paid by the end of the calendar year, and be it further

Resolved, that no dues of those individual members be transferred to the Constituent AGD until such time as the full annual dues payment has been received, and be it further

Resolved, that the Membership Council be given a report from the Executive Director at each of its meetings with regard to:

1. The number of individuals who have a remaining balance of the present year's annual dues added to their bill at the next annual dues date.
2. The number of individuals that maintained membership for a portion of the calendar year because they paid only a pro-rated amount of dues.

1
2
3
4
5
6
7
8
9

- 3. The number of individuals who have accepted the terms of an extended payment plan in negotiations with the Executive Director.
- 4. A description of any problems encountered with this procedure."

Recent graduates

*81:16-H-7
RESCINDED

"Resolved, that dues for recent graduates be the lesser of the dues specified for circumstances described below with the stipulation that all such circumstances expire five years after the individual graduated from dental school, and be it further

10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46

Resolved, that these dues commence with the senior class of 1980 or 1980 residency program graduates:

- A. Fifteen dollars (\$15.00) for the first full calendar year following graduation from dental school.
- B. Fifteen dollars (\$15.00) while engaged in a full-time postgraduate dental education program of at least nine (9) months duration.
- C. Fifteen dollars (\$15.00) for the first full calendar year following completion of a full-time postgraduate dental education program of at least nine (9) months duration effective with anyone graduating from such a program beginning in calendar year 1981.
- D. Fifty dollars (\$50.00) for the second full calendar year following graduation from dental school for anyone graduating after December 31, 1979.
- E. Fifty dollars (\$50.00) for the second full calendar year following completion of any full-time postgraduate dental education program of at least nine (9) months duration completed after December 31, 1979.
- F. Seventy-five dollars (\$75.00) for the third full calendar year following graduation from dental school for those who graduated after December 31, 1979.
- G. Seventy-five dollars (\$75.00) for the third full calendar year following the completion of a full-time postgraduate dental education program of at least nine (9) months duration completed after December 31, 1979."

Reduction of, for those in a full-time dental residency program

*82:25-H-7 RESCINDED

47

1 Spouse

2

2007:102-H-6 "Resolved, that policy 94:3-H-7 be rescinded

3

94:3-H-7 "Resolved, that an AGD member dentist with a spouse who is also an AGD
RESCINDED member may apply for a 15% reduction in national dues with the
HOD 2007 understanding that one set of publications will be mailed to a prescribed
mailing address for both individuals."

4

5 Structure, change in

6

*86:66-H-7 RESCINDED

7

*92:27-H-7 RESCINDED

8

*94:7-H-7 "Resolved, that the following dues structure be placed into effect on
SUPERSEDED January 1, 1995:
BY 98:4-H-7

9

10

1. Student member \$ 10

11

2. Active and associate members \$179 (up from \$159)

12

13

a. First year out of dental school and all residents while undergoing full-time post-graduate training \$ 32

14

15

16

17

18

b. Second year out of dental school or consecutive residency program \$ 80

19

20

21

22

c. Third year out of dental school or consecutive residency program \$120

23

24

25

26

d. Fourth year out of dental school or consecutive residency program \$159 (dues for this group remain frozen)

27

28

29

30

3. Semi-retired member \$ 89.50 (Up from \$79.50 based on half the rate for full dues paying active members)

31

32

33

34

35

4. Retired member \$ 40

36

37

38

5. Emeritus member \$ 25"

39

*98:4-H-7
SUPERSEDED
BY 99-8-H-7

“Resolved, that the following dues structure be placed into effect for 1999:

- 1
 - 2
 - 3
 - 4
 - 5
 - 6
 - 7
 - 8
 - 9
 - 10
 - 11
 - 12
 - 13
 - 14
 - 15
 - 16
 - 17
 - 18
 - 19
 - 20
 - 21
 - 22
 - 23
 - 24
 - 25
 - 26
 - 27
 - 28
 - 29
 - 30
 - 31
 - 32
 - 33
 - 34
 - 35
 - 36
 - 37
 - 38
 - 39
 - 40
 - 41
- | | | |
|----|-------------------------------------|------------------------|
| 1. | Student member | |
| | | \$ 10 |
| 2. | Active and associate members | |
| | | \$189 |
| | | (up from \$179) |
| a. | First year out of dental school | |
| | \$ 32 | |
| | and residents while undergoing | |
| | full time post graduate training | |
| b. | Second year out of dental school | \$ 80 |
| | or consecutive residency program | |
| c. | Third year out of dental school | \$120 |
| | or consecutive residency program | |
| d. | Fourth year out of dental school or | \$159 |
| | consecutive residency program | |
| 3. | Part-time practitioner | |
| | | \$94.50 |
| | | (up from |
| | | \$89.50 based on half |
| | | the rate for full dues |
| | | paying active |
| | | members) |
| 4. | Retired member | |
| | | \$ 40 |
| 5. | Emeritus member (publications cost) | \$ 30” |

*99:8-H-7
RESCINDED
HOD 8/2001

“Resolved, that the following dues structure be placed into effect for year
1999-2000:

- 42
 - 43
 - 44
 - 45
 - 46
- | | | |
|----|---------------------------------------------------|-------|
| 1. | Student Member | \$10 |
| 2. | Active and associate members | \$209 |
| | (Up from \$189 for 1998-1999) | |
| 3. | First year out of dental school and residents | \$32 |
| | while undergoing full-time post graduate training | |

1	4. Second year out of dental school or consecutive	\$80
2	residency program	
3	5. Third year out of dental school or consecutive	\$120
4	residency program	
5	6. Fourth year out of dental school or consecutive	\$159
6	residency program	
7	7. Part-Time Practitioner	\$104.50
8	(Up from \$94.50 based on half the rate for full	
9	dues-paying active members)	
10	8. Retired Member	\$40
11	9. Emeritus Member (Publications Cost)	\$30"

12
13 Structure, change in

14
2003:24-H-7 "Resolved, that the new dues structure for the AGD effective January 1,
RESCINDED 2004 be as follows:
HOD 2014

Student Member \$15 (US or Canadian)
Residents \$56 US or \$66 Canadian
Retired \$56 US or \$66 Canadian
2nd Year \$112 US or \$132 Canadian
Part-time practitioner \$139.50 US or \$164.50 Canadian
3rd year \$167 US or \$197 Canadian
4th year \$223 or \$263 Canadian
Active or Associate member \$279 US or \$329 Canadian
Affiliate \$139.50 US

15
2003:24-H-7 "Resolved, that policy 2001:6-H-8 be rescinded."

16
*2001:6-H-8 "Resolved, that the new dues structure for the AGD effective January 1,
RESCINDED 2002 be as follows:
HOD 7/2003

Student Member \$15 (US or Canadian)
Residents \$40 US or \$49 Canadian
Retired \$40 US or \$49 Canadian
2nd Year \$85 US or \$104 Canadian
Part-time practitioner \$114.50 US or \$139.50 Canadian
3rd year \$130 US or \$159 Canadian
4th year \$174 or \$212 Canadian
Active or Associate member \$229 US or \$279 Canadian
Affiliate \$114.50 US

And be it further

Resolved, that policy 99:8-H-7 which contains the following current dues structure be rescinded:

Student Member \$10 (US or Canadian)
Residents \$32 US or \$32 Canadian
Retired \$40 US or \$40 Canadian
2nd Year \$80 US or \$80 Canadian
Part-time practitioner \$104.50 US or \$104.50 Canadian
3rd Year \$120 US or \$120 Canadian
4th Year \$159 US or \$159 Canadian
Active or Associate member \$209 US or \$209 Canadian

1 And be it further

2

3 Resolved, that the first resolved clause of resolution 86:4-B-1 which
4 reads as follows be rescinded:

5

6 'Resolved, that the Academy of General Dentistry continue
7 to allow its Canadian members to pay their dues in Canadian
8 dollars as if they were equivalent to US dollars through the
9 AGD's Canadian bank.'"

10

11 Waivers of, for activated reservists

12

2010:108b-H-7 "Resolved, that policy 98:15-H-7 be rescinded."

13

98:15-H-7 "Resolved, that members who are temporarily activated for a minimum of
RESCINDED three months by reserve units into the military will have their dues waived
HOD 2006 for the coming year."

14

15 Processing fee eliminated

16

*76:32-H-11 "Resolved, that every individual joining the Academy of General Dentistry
RESCINDED after November 13, 1976 be required to pay the \$15.00 processing fee, and
HOD 7/2002 be it further

17

18 Resolved, that individuals completing their formal undergraduate
19 dental school training be granted reduced dues of \$15.00 which shall
20 entitle them to (active or associate) membership until the end of the
21 first full calendar year following their graduation from dental school,
22 and be it further

23

24 Resolved, that recent graduates joining the AGD within three months
25 of this December 31 deadline be required to pay the dues which are
26 applicable to the next calendar year as outlined in Chapter II, Section
27 3, of the proposed Bylaws. The payment of such dues will entitle
28 them to the appropriate membership until December 31 of the
29 succeeding year."

30

1
2

Waiver for prior members

*88:57-H-7
RESCINDED
HOD 7/2002

"Resolved, that the \$15 new member processing fee be waived for prior members rejoining the AGD as an incentive to rejoin, including prior student members."

3
4
5
6
7
8

Federal, State and Local Government Programs

Code for

75:49-H-10
RESCINDED
HOD 2014

"Resolved, that state, county and urban departments of public health be included in the present code category "31" which is designated "Federal Programs" which are automatically Fellowship and Mastership acceptable, and be it further

9
10
11
12
13
14
15
16

Resolved, that the designation of code "31" be changed to read "Federal, state and local government programs."

Members

Associate members, one-time right to continue associate status

2001:21-H-8
RESCINDED
HOD 2014

“Resolved, that existing associate members who are dentists but not graduates of an accredited dental school or have been licensed in the U.S. or Canada will have a one time right through calendar year 2002 unless an exception is requested through and then granted by the Membership Council to remain as associate members so they can maintain or continue their pursuit of Fellowship and Mastership, and be it further

Resolved, that if they fail to exercise this option they will revert to affiliate status at reduced dues.”

17
18
19
20
21
22

Directory

Increasing size of Mastership symbol

Increasing size of Mastership symbol

2007:104-H-6

“Resolved, that policy 2001:24-H-8 be rescinded.”

23
24

2001:24-H-8
RESCINDED
HOD 2007

“Resolved, that the AGD modify the biannual Membership Directory by adding a category for part-time practitioners and increasing the size of the Mastership symbol in the Membership Directory, effective with the 2002 edition.”

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24

Option to decline paper copy

2002:17-H-7
RESCINDED
HOD 2014 “Resolved that the AGD Membership Directory be made available on the members-only side of the web site and that members be given the option to decline a paper copy directory, effective with the 2004/2005 Membership Directory, with the quantity produced based on orders received by December 31 of the year prior to publication, and be it further

Resolved, that the design and promotion of the printed version of the Membership Directory will be developed by the Membership Council.”

New, to receive a description of Fellowship programs

*74:7-H-11
RESCINDED
HOD 7/99 "Resolved, that every new member receive a description of the AGD's Fellowship Programs as part of his membership kit, and be it further

Resolved, that the AGD publish in its Journal, at least once every year, descriptions of its Fellowship and Mastership Programs so that members can determine exactly which courses are eligible for credit under these two programs."

Retention of student members

86:40-H-7
RESCINDED
HOD 2014 "Resolved, that the AGD recognize the responsibility for retention of individual student members rests at the constituent or local level, and be it further

Resolved, that constituent and component Academies consider making telephone numbers of established dentists available to recent graduates so they would have a source of information readily available as they enter practice".

Membership

CDE maintenance extension program

83:19-H-7
RESCINDED
HOD 2008 "Resolved, that AGD's continuing education membership maintenance extension program be changed to a one-year, 25-hour requirement, and that members who successfully complete the extension program then be placed into the regular three-year requirement cycle, with the first year extension being the first year of his/her three-year enforcement period."

Maintenance notices

2008:203R-H-7
AMENDED
HOD 2016 “Resolved. that the following resolution be amended to read:

90:38-H-7 Resolved, that the CE credit start date for the Fellowship Award be defined as the earliest date at which credit is accepted under AGD policies, i.e.:

the dates at which credit is accepted for new members, as defined by the House policy, or the date on which credit begins to accrue for recent dental school graduates, The date of residency completion for those joining within 12 months of that completion.

And be it further

Resolved, that the following resolution be amended to read:

90:39-H-7 Resolved, that credit for the Fellowship Award begin with the CE credit start date rather than the date of membership.

And be it further

Resolved, that resolution 2003:31-H-7 be substituted to read:

The AGD recognizes members who wish to resume their membership in the AGD. In order to accommodate these members, two mechanisms are available as follows:

Previous members can rejoin the AGD by paying all applicable current dues. Members that rejoin will not be eligible to submit any CE acquired while not a member but they can claim credit to CE earned during their previous memberships. Members rejoining will receive a new join date.

Previous members can be reinstated into the AGD for up to 3 years by paying all applicable back dues, current dues, plus a \$50 administrative fee. Reinstatement also allows these members to submit eligible CE acquired during their membership lapse and have it applied to their previous membership CE credits. In order to be reinstated, members must attest to meeting the current membership maintenance requirements of CE credit for each year lapsed. Reinstated members will be able to claim their cumulative membership time.

1

2008:203R-H-7 “Resolved, that the following resolutions be rescinded:

88:56-H-7 Rescinded

90:37-H-7 Rescinded

83:19-H-7 Rescinded

2

88:56-H-7
RESCINDED
HOD 2008

"Resolved, that all membership maintenance notices to recent dental school graduates be personalized communications which emphasize the multiple options available for obtaining continuing dental education."

1
2
3
4
5

Reinstatement of

Fee of \$50

2001:23-H-8
RESCINDED
HOD 2014

"Resolved, that members requesting reinstatement for continuous membership be charged a fee of \$50, unless an exception is requested through and granted by the Membership Council."

6
7
8

One-time basis without evidence of CDE

2003:31-H-7
SUBSTITUTED
HOD 2008

"Resolved, that members who have been dropped from membership for failing to meet the AGD's continuing dental education requirements may reinstate their memberships, in the same dues year, upon submitting proof of compliance with the CE requirements for membership maintenance, and be it further

9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36

Resolved, that members, who were dropped for failure to meet their membership maintenance requirement, may on a one-time basis rejoin the AGD the next calendar year or later without submitting evidence of compliance with the CE requirements for membership maintenance, and be it further

Resolved, that members who resign or whose memberships lapse for non-payment of dues may rejoin the AGD at any time by paying all appropriate dues, resulting in a new join date and three-year membership maintenance period being assigned, and be it further

Resolved, that former full dues paying members may be reinstated for up to 3 years by:

1. Submitting evidence of having taken at least 75 hours of continuing dental education during the previous 3 years or if less than 3 years, a minimum of 25 hours of continuing dental education for each previous 12-month period, and
2. Paying all applicable back dues, current year dues, plus a \$50 administrative fee, and be it further

Resolved, that "Rejoin" be defined as meaning the member can claim credit for taking continuing education when previously a member but not during the period of lapsed membership, and be it further

1 Resolved, that "Reinstated" means that the member can claim credit
2 for all continuing education taken while a member including
3 continuing education taken during the period of time covered by the
4 payment of back dues."
5

6 **Officer Evaluation Program**

7 Visitations to Constituent Academies

8
9
10
11 2009:208-H-7 "Resolved that the AGD rescind policy 84:27-H-7."

12
13 84:27-H-7 "Resolved, that the Constituents be advised of the availability of visitations
RESCINDED from the national officers, and be it further
HOD 2009

14 Resolved, that such visitations be rotated so that a region may
15 receive a visit at least every other year, and be it further

16
17 Resolved, that the Constituent may designate a particular officer, but
18 all such requests should be cleared through the President."
19

20 **Program Providers**

21 Approval of CDE courses and program providers by AGD Constituent Academies

22
23 2009:202-H-7 "Resolved that the AGD rescind policy 79:21-H-6."
24

25 79:21-H-6 "Resolved, that the document attached to the 1979 Annual Report of the
RESCINDED AGD Dental Education Council entitled, "GUIDELINES FOR
HOD 2009 APPROVAL OF CONTINUING DENTAL EDUCATION COURSES
AND PROGRAM PROVIDERS BY AGD CONSTITUENT
ACADEMIES," be adopted as policy of the Academy of General Dentistry
with the following amendments: (See *ADDENDUM E, 1979 POLICIES*)

- 26
27 1. Page 3, section entitled, "Constituent AGD Jurisdiction," add
28 a new paragraph to read: "If a program provider desires
29 approval for a course being held in the United States or
30 Canada, but outside of the jurisdiction of an organized AGD
31 constituent AGD, such application should be submitted to the
32 AGD Regional Director within whose jurisdiction the course
33 is being given. The Regional Director shall be responsible
34 for seeing that an appropriate and thorough review of the
35 application is made and that the provision of these guidelines
36 are adhered to and enforced. Should an appeal be received
37 from an applicant program provider, the National Board shall
38 serve as the final body of review.
39

- 1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
2. Page 7, section entitled, Provision for Special Appeal, shall be reworded as follows: In the event a providing institution or organization does not complete the above requirements prior to the presentation of the course, a member may receive FAGD/MAGD credit if all of the following requirements are complied with:
 1. The program provider meets all of the above criteria and conditions except those relating to prior authorization and notifications, and,
 2. The providing institution and organization submits the above required information to the constituent for approval within six months of the course offering, accompanied by a full list of course attendees, and
 3. The constituent approves the course in accord with the criteria and conditions. If a program provider applies to a constituent AGD for approval of a course and is denied such approval, the program provider has the right to appeal the decision. Appeals should be directed first to the constituent's committee or council that evaluated the program provider's application and denied approval.

26 If the program provider is not satisfied with the results of that initial
27 appeal, the program provider has the right to address a second and
28 final appeal to the constituent AGD's Board of Trustees.
29

30 Program providers wishing to appeal a decision made by the
31 constituent AGD must notify the constituent AGD of its intent to
32 appeal that decision within 30 days after the program provider's
33 receipt of such a decision.'
34

- 35
36
37
38
39
40
41
42
43
44
45
46
47
3. Page 8, section entitled, "Constituent AGD Jurisdiction," add a new paragraph to read: If a program provider desires approval for activities being held in the United States or Canada, but outside the jurisdiction of an organized AGD constituent AGD, such application should be submitted to the AGD Regional Director within whose jurisdiction the activity is taking place. The Regional Director shall be responsible for seeing that an appropriate and thorough review of the application is made and that the provision of these guidelines are adhered to and enforced. Should an appeal be received from an applicant program provider, the National Board shall serve as the final body of review."

48 **Regional Directors**

49 Allowance and disbursement guidelines

50 99:7-H-7 “Resolved, that the Regional Directors of the Academy of General
51 Dentistry receive a maximum allotment based on the following:

AMENDED
HOD 2008

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37

Region 1 - \$1,700	Region 11 - \$1,600
Region 2 - \$1,200	Region 12 - \$1,600
Region 3 - \$1,200	Region 13 - \$1,200
Region 4 - \$1,200	Region 14 - \$1,800
Region 5 - \$1,500	Region 15 - \$1,400
Region 6 - \$1,500	Region 16 - \$1,300
Region 7 - \$1,300	Region 17 - \$1,600
Region 8 - \$1,200	Region 18 - \$1,200
Region 9 - \$1,300	Region 19 - \$1,500
Region 10 - \$1,600	Region 20 - \$1,300

and be it further

Resolved, that the first resolved clause of policy 93:19-H-7, which initially established the new system of allowances for Regional Directors, be rescinded."

Appropriation of \$1000 per year

87:40-H-7 "Resolved, that the Guidelines for Reimbursement for Regional Directors be rescinded."

87:40-H-7 "Resolved, that AGD grant \$1,000 to each region to subsidize activities of Regional Directors at the start of the fiscal year, and be it further
RESCINDED
HOD 2014

Resolved, that this resolution become effective with all Regional Directors' expenses incurred after July 22, 1987, with all such expenses being submitted to the Chicago office before September 30, 1987, and be it further

Resolved, that the Regional Directors be properly funded to attend the Annual Meeting by their regions."

Constituent and component development, duties pertaining to

2009:212-H-7 "Resolved that the AGD rescind policy 94:11-H-7."

94:11-H-7 "Resolved that the Regional Directors consider the steps the AGD needs to take to see that all constituent officers are appropriately trained so they can be most effective."
RESCINDED
HOD 2009

Re-Licensure, CDE as a Condition of

*76:51-H-11 RESCINDED

1 Organizational Marketing-Rescinded Policies
2

1
2
3
4

RESCINDED GUIDELINES

Only the most recently revised guidelines are included within this manual.

1 Public Affairs
2 Guidelines Rescinded

2
3 **Academy of General Dentistry**
4 **White Paper on Enteral Conscious Sedation**
5

6 **I. Introduction**
7

8 A. AGD Policy Statement on the Use of Enteral Conscious Sedation in Dentistry
9

10 B. AGD Statement of Purpose
11

12 In recognizing the importance of controlling anxiety and pain in dental patients, the
13 AGD believes all dentists should have adequate access to training in enteral conscious
14 sedation and the availability to practice this modality.
15

16 Training may be received through pre- or post-doctoral education or in a continuing
17 education program.
18

19 **II. Definitions**
20

21 **Sedation:** A depressed level of consciousness. Because sedation incorporates a
22 continuum of central nervous system (CNS) depression, specific levels are defined:
23

24 **Anxiolysis (minimal sedation):** The diminution or elimination of anxiety.
25 This may be accomplished by the use of medication that is administered in an
26 amount consistent with the manufacturer's current recommended dosage
27 and/or judgment on the part of the clinician with or without nitrous oxide and
28 oxygen.
29

30 When the intent is anxiolysis only, the definition of enteral conscious sedation
31 and the training and performance standards described herein do not apply.
32

33 **Conscious Sedation (moderate sedation):** A minimally depressed level of
34 consciousness that retains the patient's ability to independently and
35 continuously maintain an airway and respond appropriately to physical
36 stimulation or verbal command and that is produced by a pharmacological or
37 non-pharmacological method or a combination thereof.
38

39 In accord with this particular definition, the drugs and/or techniques used
40 should carry a margin of safety wide enough to render unintended loss of
41 consciousness unlikely. Further, patients whose only response is reflex
42 withdrawal from repeated painful stimuli would not be considered to be in a
43 state of conscious sedation.¹
44

1 **Enteral Conscious Sedation:** Any technique of conscious sedation in
2 which the sedative agent is absorbed through the gastrointestinal (GI) tract
3 or oral mucosa (e.g., oral, rectal, or sublingual).
4

5 **Deep Sedation:** An induced state of depressed consciousness
6 accompanied by partial loss of protective reflexes, including the inability
7 to continually maintain an airway independently and/or to respond
8 purposefully to physical stimulation or verbal command, and is produced
9 by a pharmacological or non-pharmacological method or combination
10 thereof.ⁱⁱ
11

12 Patient management at this level of sedation is beyond the scope of this
13 document and mandates advanced formal training in general anesthesia.
14

15 **Maximum Recommended Dose (MRD):** Maximum recommended single dose
16 of a medication that can be prescribed for a particular indication.
17

18 **American Society of Anesthesiologists (ASA) Physical Status Classification**
19 **Systemⁱⁱⁱ:**
20

ASA Physical Status Classification	ASA Definition	AGD Recommendations pertaining to sedation
I	A normal healthy patient	Normal sedation protocol
II	A patient with a mild systemic disease	Normal sedation protocol is generally indicated with consideration for modification of sedation protocol
III	A patient with severe systemic disease	Normal sedation protocol may be indicated after serious consideration for modification of sedation protocol
IV	A patient with severe disease that is a constant threat to life	Invasive dental care (elective or emergency) is not indicated in the dental office setting

ASA Physical Status Classification	ASA Definition	AGD Recommendations pertaining to sedation
V	A moribund patient who is not expected to survive without the operation	Not Applicable
VI	A declared brain-dead patient whose organs are being removed for donor purposes	Not Applicable

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24

Treatment Modifications per ASA Physical Classification System:

Modification of sedation protocol for medical risk patient (ASA II, III)^{iv}

- Recognize the patient’s degree of medical risk.
- Complete medical consultation before dental therapy, as needed.
- Schedule the patient’s appointment at a time of day when their stress will be least.
- Monitor and record preoperative and postoperative vital signs.
- Use sedation regimen with minimal potential for causing physiologic disturbances.
- Administer adequate pain control during therapy.
- Ensure length of appointment does not exceed the patient’s limits of tolerance.
- Follow up with postoperative pain and anxiety control.
- Telephone the higher medical risk patient later on the same day that treatment was delivered.
- Arrange the appointment for the highly anxious or fearful, moderate-to-high-risk patient during the first few days of the week when the office is open for emergency care and the treating doctor is available.

1 **III. Training Requirements**

2
3 **A. General Guidelines**

4
5 1. All persons involved in the management of sedation patients must hold
6 a currently valid Basic Life Support (BLS or CPR) for Healthcare
7 Providers card.

8
9 2. An adult enteral sedation course shall consist of a minimum of twenty
10 hours of didactic training that meets the requirements of the ADA's
11 "Guidelines for Teaching the Comprehensive Control of Anxiety and Pain
12 in Dentistry" and has twenty sedation experiences. This training may
13 consist of videotaped cases of actual sedations, which may be edited to
14 emphasize important clinical concepts.

15
16 **B. Pediatric Guidelines**

17
18 1. An additional six hours of training in pediatric enteral conscious
19 sedation emphasizing physiology, metabolism, anatomy and
20 pharmacological considerations are required for the use of enteral
21 conscious sedation in patients under 13 years of age or less than 90
22 pounds.

23
24 2. It is suggested that practitioners who provide enteral conscious sedation
25 maintain current certification in Pediatric Advanced Life Support (PALS).

26
27 **C. The Essential Knowledge Emphasized in Each Course**

28
29 1. All dentists administering enteral sedation must have a sufficient and
30 current knowledge-base of the drugs he/she is administering, including the
31 pharmacology, indications, contraindications, dosing, adverse reactions,
32 interactions and their management.

33
34 **D. Continuing Education**

35
36 1. Nine hours of PACE and/or CERP approved courses directly related to
37 the clinical use of enteral sedation every three years. In addition, BLS
38 (CPR) is required to be current.

39
40 **IV. Sedation Medications and Usage**

41
42 **A. Medications**

43
44 1. Only those medications and techniques with which the practitioner is
45 thoroughly familiar should be used.

46

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46

B. Dosages

1. Single Dosages

a. No single dosage administration should exceed a single MRD in one dose for that particular drug.

2. Multiple Dosages

a. Any medication that is used in multiple dosing beyond the MRD in aggregate should be capable of being reversed.

1. The interval between dosing must be adequate to permit evaluation of the CNS depressant effects of previously administered medication(s).

2. No additional sedative medication(s) should be given when acceptable sedation is noted as judged by patient or dentist.

C. Multiple Agents

1. Use of additional enteral conscious sedation medications and or inhalation sedation (i.e. N₂O-O₂) should be done with caution due to the possible occurrence of a greater level of CNS depression than desired.

2. Local anesthesia dosing limits must be clearly understood and adhered to in order to prevent additive toxicity.

V. Monitoring

A. The following systems must be monitored during the sedation appointment (as described below) to ensure the safety of the patient during enteral conscious sedation.

1. Central Nervous System (CNS)

a. Patient responsiveness to verbal command must be assessed every five minutes following the administration of the medication until appropriate discharge criteria are met.

2. Respiratory System

a. Auscultation of the airway prior to the sedation drug being administered in addition to use of continuous pulse oximetry commencing at the time a clinical effect of the sedation medication

1 is first manifested and continuing until appropriate discharge
2 criteria are met.

3
4 3. Cardiovascular System (CVS)

5
6 a. Blood pressure and heart rate must be assessed every 15 minutes
7 commencing at the time a clinical effect of the sedation medication
8 is first manifested and continuing until appropriate discharge
9 criteria are met.

10
11 **VI. Documentation**

12
13 **A. At a minimum, an enteral conscious sedation record must include the**
14 **following:**

- 15
16 1. Review of patient's medical and pharmacological history sufficient to
17 enable the dentist to assign an ASA status and to assess risk factors in relation
18 to sedation including any adverse reactions to medications.
19
20 2. Physical evaluation to include patient's age, weight and height; general
21 appearance, noting obvious abnormalities; and visual examination of the
22 airway, such as range of motion, loose teeth, potential obstruction from large
23 tongue, tonsils, etc.
24
25 3. Informed consent for enteral sedation must include risks and alternatives
26 and be signed by the patient, parent or legal guardian prior to the
27 administration of CNS depressive medications by the patient, parent or legal
28 guardian. A separate signed consent form is required for each visit.
29
30 4. The sedation record should be time based and should include the
31 information described in Appendix I (attached).
32

33 **VII. Discharge Protocol**

34
35 **A. Discharge Criteria for the Patient**

- 36
37 1. Conscious and oriented
38
39 2. Vital signs are stable
40
41 3. Ambulatory with minimal assistance
42

43 **B. Discharge Responsibility**

- 44
45 1. Patient must be discharged from the office into the care of a responsible
46 adult who has a vested interest in the health and safety of the patient.

1 Written and verbal instructions must be provided, that include an
2 admonition for the patient not to operate a motor vehicle or any dangerous
3 equipment for a minimum of 18 hours or longer if drowsiness or dizziness
4 persists

5
6 2. Privacy information/HIPPA form for the escort to sign, if applicable.
7

8 **C. Administration of Reversal Agents**

9
10 1. If a reversal agent is administered before discharge criteria have been
11 met, the patient must be kept in a monitored environment for minimum of
12 two hours. Routine discharge criteria must also be met.
13

14 **D. Post-operative Analgesia**

15
16 1. With respect to post-operative analgesia, nonsteroidal anti-
17 inflammatory drugs (NSAIDs) should be encouraged.
18

19 **VIII. Emergency Management**

20 **A. Responsibility of the Dentist**

21
22
23 1. The dentist is responsible for the anesthetic management,
24 adequacy of the facility, and treatment of emergencies associated
25 with the administration of enteral conscious sedation, including
26 immediate access to appropriate pharmacologic antagonists and
27 properly sized equipment for establishing a patent airway and
28 providing positive pressure ventilation with oxygen.^v
29

1 **APPENDIX I**

2
3 **Sedation Record for Enteral Conscious Sedation**

4
5 An enteral conscious sedation record should include the following information:

- 6
- 7 ▪ Patient name
- 8 ▪ Date of procedure
- 9 ▪ Verification of accompaniment for discharge
- 10 ▪ Preoperative blood pressure, heart rate, and oxygen saturation
- 11 ▪ ASA status
- 12 ▪ Names of all medications administered
- 13 ▪ Doses of all medications administered
- 14 ▪ Time of administration of all medications
- 15 ▪ List of monitors used
- 16 ▪ Record of systolic and diastolic blood pressure, heart rate, oxygen saturation and level
- 17 of consciousness at 15-minute intervals
- 18 ▪ Time of the start and completion of the administration of the enteral/sedation
- 19 ▪ Time of the start and completion of the dental procedure
- 20 ▪ Recovery period
- 21 ▪ Discharge criteria met: oriented, ambulatory, vital signs stable (record of blood
- 22 pressure, heart rate, oxygen saturation)
- 23 ▪ Time of discharge
- 24 ▪ Name of the professional responsible for the case
- 25 ▪ A notation of any complications or adverse reaction
- 26
- 27

28 **References**

29
30 ¹American Dental Association. Guidelines for the Use of Conscious Sedation, Deep
31 Sedation, and General Anesthesia for Dentists. Available at:
32 http://www.ada.org/prof/resources/positions/statements/anesthesia_guidelines.pdf.
33 Accessed November 9, 2005.

34
35 ²Ibid.

36
37 ³American Society of Anesthesiologists. ASA Physical Status Classification System.
38 Available at: <http://www.asahq.org/clinical/physicalstatus.htm>. Accessed November 9,
39 2005.

40
41 ⁴Malamed SF. Medical emergencies in the dental office. 6th edition 2006. C.V. Mosby,
42 St. Louis.

43
44 ⁵American Dental Association. Guidelines for the Use of Conscious Sedation, Deep
45 Sedation, and General Anesthesia for Dentists. Available at:

- 1 http://www.ada.org/prof/resources/positions/statements/anesthesia_guidelines.pdf.
- 2 Accessed November 9, 2005.
- 3
- 4

- 1 Public Relations Guidelines Rescinded
- 2
- 3

1 Governance and
2 Operations Guidelines
3 Rescinded

1 AGD Foundation Guidelines Rescinded
2

1 Governance and Strategic Initiatives Guidelines Rescinded

2 **AGD ELECTION GUIDELINES**

3 *(Amended House of Delegates in June 2014)*

4
5 I. It is in the best interest of the Academy of General Dentistry (AGD) for its leaders to
6 be exemplary individuals. No candidate or his/her supporters may refer disparagingly
7 to another candidate. All candidates should be promoted on the basis of positive
8 attributes rather than on any negative characteristics of the opposing candidate. The
9 AGD Credentials and Elections Committee (C&E) shall be the overseeing authority
10 for all campaign activities, questions and complaints. All AGD elections should be
11 conducted on a high ethical level. It is, therefore, imperative that all candidates agree
12 to the following rules before beginning their campaigns for election.

13
14 II. Commitment to Guidelines

15 Candidates or their representative for any contested office shall meet prior to any
16 campaigning and again at least 60 days prior to the annual meeting to discuss the
17 spirit of the campaign to allow for a fair and transparent campaign. An agreement to
18 abide by the AGD Election Guidelines will be signed by all campaigns in all
19 elections. Thereafter, all parties for a contested office may agree to any variances, but
20 they must do so in writing and those variances are only for that office for that year.
21 No variance shall economically impact the candidates for the other offices. Staff
22 shall send the changes that all candidates have agreed upon to each candidate for his
23 or her signature. Once every candidate has approved and signed the changes, a copy
24 will be sent to the chair of the Committee to be used in settling any discussions or
25 disagreements that might arise during the campaign. All participants in the election
26 process shall agree to the guidelines no matter what the status of their campaign. The
27 aforementioned agreement, shall include, but not be limited to:

- 28
29 a. Nominating speeches
30 b. Candidates Forum
31 c. Reception(s)
32 d. Financing
33 e. Advertising
34

35 Copies of this agreement shall be signed by each candidate and distributed to each
36 candidate along with the chairperson of the Committee. The C&E Committee shall
37 be charged with enforcing the agreement.
38

39 III. Participation in the Campaign

- 40 a. Because of their possible wide reaching influence, members of the Executive
41 Committee (EC), Division Coordinators (DCs), and the C&E are prohibited to
42 participate in any way in the campaign, including but not limited to the following:
43 i. Making nominating speeches
44 ii. Pictures or quotations in printed material from the candidate
45 iii. Visiting caucuses with the candidate
46 iv. Calling Delegates on behalf of the candidate

- 1 v. Openly expressing opinions about the candidate or the process
2 vi. Open and outward support of a candidate throughout the election process.
3 The exception to this is that if these individuals are serving as Delegates or
4 Alternates, then they may ask questions of a candidate during a candidate's
5 visit to his/her regional caucus.
6
- 7 IV. Past AGD Presidents shall not participate in campaigns. All other members not
8 mentioned above may participate in the campaigns. Campaign committee members
9 who are also Delegates and Alternates may submit questions to the C&E for the
10 Candidates Forum and can participate in questions and answers of candidates while
11 participating in their own caucus as a Delegate or Alternate.
12
- 13 V. Nominating Speeches:
14 a. A nominating speech shall be allotted for each candidate, which shall last no
15 longer than two minutes. There will be no seconding speeches for any of the
16 candidates.
17 b. The nominating speech will be given by an AGD member. A candidate may
18 choose to have members of the same region or outside of the candidate's region to
19 help run the campaign, endorse the candidate in an approved brochure, or travel
20 with the candidate to the caucuses.
21 c. Candidates Speech: Each candidate will be asked to present a speech to the
22 House of Delegates (HOD) lasting no longer than five minutes.
23
- 24 VI. Candidates Forum:
25 a. There will be a Candidates Forum for contested offices. The Annual Meetings
26 Council in consultation with both the Speaker of the House and the chair of the
27 C&E Committee shall be charged with determining the appropriate time and
28 location for this forum in consultation with the C&E Committee.
29 b. The Chairperson of C&E shall serve as moderator for the Candidates Forum.
30 c. Only Delegates and Alternate Delegates may submit questions for candidates to
31 answer during the Candidates' Forum. However, any member may request a d
32 Delegate or Alternate to ask a question. Delegates and alternates will be asked to
33 submit 30 days in advance of the HOD Questions may be submitted in writing to
34 the AGD office before the HOD. Questions submitted will be sorted by staff, so
35 those submitting questions should specify to which office their questions apply
36 (e.g., Vice President, Secretary, Treasurer, Speaker of the House, or Editor).
37 Delegates and Alternates may submit questions at the House of Delegates annual
38 meeting at the First Session of the HOD in receptacles provided by C&E.
39 d. The Chairperson and Vice-Chairperson of C&E along with staff shall screen all
40 questions to ensure appropriateness and proper grammar. They may combine
41 similar questions.
42 e. A coin will be tossed to determine the initial order of the candidates for
43 questioning. The order will rotate thereafter.
44 f. The moderator will then select questions and pose the same questions identifying
45 the Delegate or Alternate posing the question to each candidate running for an
46 identical office. All candidates for a particular contested office will be present

1 when questions are presented, and will share alternatively the opportunity to
2 answer first. Each candidate will be given an identical amount of time to answer
3 all questions. No candidate may take more than two (2) minutes to answer a
4 specific question.
5

6 VII. Candidates Reception:

- 7 a. The only entertaining permitted by the candidates will be in the Candidate's
8 Reception Room designated by the AGD so that the candidates may have
9 informal dialogue with those who have decision-making roles within the
10 organization. The Candidate's Reception Room shall be open only for formal
11 entertaining during the time designated by the AGD.
- 12 b. All candidates will select the menu and equally fund the cost of the Candidate's
13 Reception if they choose to participate in the reception.
- 14 c. All signs must be approved by C&E in consultation with AGD Meeting Services
15 Department as to size, number, appropriateness, and location.
- 16 d. The same provisions apply to both contested and uncontested candidates.
17

18 VIII. Candidate Activity: Acceptable activity in the furtherance of a campaign shall
19 include:

- 20 a. The distribution of biographical, issue-oriented, and contact information on the
21 candidate to the AGD, regional, and constituent leaders and the appearance of
22 the candidate at regional caucuses held in conjunction with the AGD Annual
23 Meeting. All such materials must to be approved by the C&E Committee prior
24 to distribution. (See X)
- 25 b. Commentary and/or biographical information will be posted on an
26 "Election/Candidates" page on the AGD website. Each Candidate will be given
27 the same amount of space. The C&E must approve all commentary and/or
28 biographical information concerning the candidate before it is posted. Staff will
29 assist in uploading the information.
- 30 c. Commentary and/or biographical information will be printed in one edition of
31 *AGD Impact* so that side by side comparisons can be made.
- 32 d. A candidate shall only initiate contact with a Delegate or Alternate by mail, e-
33 mail or fax unless the Delegate or Alternate initiates contact. A candidate may
34 not solicit a Delegate or Alternate's phone number. If the method of contact is
35 via e-mail, then such e-mails shall be sent a first time, and then a second and
36 final time with an interval of thirty (30) days between the two e-mails. AGD
37 staff shall send out the e-mails, of all candidates, on the same day. The timing of
38 the e-mails shall be determined per the provisions of Section II herein.
- 39 e. A candidate will formally declare his or her candidacy for the coming year's
40 election to constituent officers, Regional Directors, members of the Board and
41 council and committee chairs not earlier than the latter of the commencement of
42 the AGD Winter Board meeting or January 1st of the year in which the election
43 is held. Notwithstanding this section, all AGD officers are primarily subject to
44 the provisions of the AGD Bylaws, Chapter IX, Section 1(B)4, which states " *An*
45 *AGD officer must declare for a new office at least (30) days before the winter*
46 *meeting of the Board , and resign his or her current office effective at the close*

1 *of the annual meeting. Once an AGD officer declares for a new office, said*
2 *resignation is irrevocable."* Such notice may contain biographical and issue
3 oriented information on his or her candidacy. A candidate shall not announce or
4 circulate petitions for signatures at the preceding annual meeting.
5

6 f. The term "declare" in Chapter IX, Section 1(B)4 means making a written or
7 electronic communication to the AGD Board and officers, Regional Directors,
8 council and committee chairs and constituent officers.
9

10 g. The requirement for a candidate to "present" (a) "petition" in Chapter IX,
11 Section 1(B)2 means that the candidate shall, via electronic or other mechanical
12 means, transmit a petition to the AGD Secretary, with a copy to the AGD
13 Executive Director.
14

15 IX. All information (including electronic) to be circulated to the Delegates and Alternate
16 delegates must be approved by C&E prior to distribution to the Delegates and
17 Alternates.
18

19 X. Staff Responsibilities:

- 20 a. Staff shall transmit all items which C&E must review to C&E within one (1)
21 work days of staff receiving it from a candidate. Staff may also be used to aid in
22 forwarding e-mails to Delegates. Staff are not to be used to develop brochures,
23 make phone calls to delegates, or order supplies.
24 b. Staff will regularly update information on the website about each candidate and
25 will be responsible for sending out regular e-mails through the *AGD In Action* to
26 encourage members to go to each candidate's campaign information housed on
27 the AGD website.
28

29 XI. Campaign Materials:

- 30 a. All candidates and their supporters are prohibited from using AGD stationery
31 including business cards issued by the HQ office in supporting a particular
32 candidate for office. Constituent and component AGD stationery may be used
33 only if specifically authorized by the governing body of the particular constituent
34 or component. Individual candidates are prohibited from utilizing component,
35 constituent or AGD stationery in their campaign letters signed by themselves.
36 b. Campaign "Giveaways" of any kind are not allowed. There shall be no packaged
37 food or other gifts distributed by the candidates to anyone as part of the
38 candidates' campaigns.
39 c. There will be no items mailed by the candidates other than printed materials
40 approved by C&E.
41 d. Approved badges or pins, may be used to further a candidate's campaign.
42 e. All campaign materials need to be submitted for approval.
43 f. The submission for approval of text messages can be done over the internet.
44 g. Badges, pins, or other campaign items must be sent physically for approval. In
45 the event that a sample cannot be sent, then a picture showing the full detail of the

- 1 campaign item must be submitted to the C&E for approval. Once approved these
2 will be divulged, by staff, to the other candidates of a contested office.
- 3 h. There shall be no delineated restrictions on when or where approved campaign
4 materials and associated paraphernalia is distributed with the exception of the
5 HOD floor, where staff will place all materials prior to the commencement of the
6 First Session of the HOD and unless otherwise noted in these guidelines or other
7 HOD or Board policy. Each candidate shall certify in writing that they are
8 providing a sufficient quantity of approved materials to be distributed accounting
9 for all seated in the HOD. This figure shall be supplied to each candidate by staff.
 - 10 i. Candidates must submit a proof copy of all campaign materials, including those
11 that are electronic only to the C&E Committee at least 45 days before the HOD
12 for an initial review. Materials not submitted by the 45-day deadline may not be
13 used. C&E must inform the candidates whether their materials have been
14 approved or require revision within 15 days of their receipt by C&E, but no later
15 than 30 days before the annual meeting. If a candidate's materials do not pass
16 inspection, that candidate will have until 14 days before the annual meeting to
17 revise the materials and resubmit them to the C&E Committee for approval. If
18 materials requiring revision have not been resubmitted by the 14-day deadline,
19 they may not be used. If a candidate is unable to revise some or all of his or her
20 materials to the satisfaction of C&E by the 14-day deadline, he or she may not use
21 the materials that C&E has not approved.
 - 22 j. In reviewing candidates' materials, the C&E shall enforce the following:
 - 23 i. Campaign materials may not use the likeness of an incumbent officer (unless
24 the candidate is an incumbent officer).
 - 25 ii. Campaign materials may not include endorsements from existing officers,
26 DCs, or any member of C&E.
 - 27 iii. Existing officers, DCs, or any member of the C&E may not endorse a
28 candidate or participate in a candidate's campaign nor may pictures of such
29 individuals be displayed in a candidate's campaign literature.
 - 30 k. Once approved any campaign item will be divulged, by staff, to the other
31 candidates of a contested office.

32
33 XII. Financing

- 34 a. Candidates are only permitted to accept funding from the following sources:
 - 35 i. The treasury of their own region;
 - 36 ii. The constituent and component AGD treasuries within their own region;
 - 37 iii. Private individual donations;
 - 38 iv. Their own private funds.
- 39 b. No corporate donations of any kind may be utilized.

40
41 XIII. Oversight

- 42 a. The C&E shall be charged with the implementation and monitoring of these
43 guidelines.
- 44 b. Upon receipt of a written complaint or upon initiation of its own review of
45 campaign related material, the Chairperson of the C&E Committee, in

1 conjunction with the Committee as a whole, shall determine if a violation of the
2 guidelines has occurred.

- 3 c. Upon determination that a violation has occurred by a majority vote (for
4 purposes of this provision, the majority will be two votes of the remaining three
5 committee members, the Chairperson will not vote unless there is a tie) the
6 Chairperson shall forward a written letter to the candidate, notifying the
7 candidate of the violation. Upon a second offense, the AGD President shall
8 announce from the podium immediately after the candidate makes his or her
9 speech during the First Session of the HOD that said candidate has twice
10 violated the guidelines. Upon third or subsequent offenses, a written statement
11 notifying Delegates of the number of campaign violations shall be handed to
12 each Delegate as he or she receives their ballot.
- 13 d. If it is determined by the Appeals Task Force that a C&E member has violated
14 these guidelines in a significant manner, they will be replaced immediately by
15 the President. Notification will be sent to the Delegates of the replacement.
- 16 e. Any candidate so adjudicated shall have automatic right of appeal to the
17 Appeals Task Force through expedited appeal via electronic meeting or other
18 timely means.
- 19 f. All complaints and responses must be in writing and copies retained in a C&E
20 file by the Executive Director.
- 21 g. The C&E will certify in writing to the Executive Director at the conclusion of
22 the election and after review of any issues or appeals that a fair election was
23 held.

24 25 XIV Appeal Task Force

- 26 a. This task force, appointed by the President, shall be made up of three 3 DCs.
- 27 b. All candidates shall approve of the task force prior to the beginning of the
28 election. If additional task force members are required due to candidates' lack of
29 approval of the aforementioned DC's, the President shall appoint a former AGD
30 Trustee who is not nor ever has been an AGD officer.
- 31 c. The three (3) DCs should, if possible, each be from a Region which has no
32 candidates participating in elections for the year in question.
- 33 d. The task force will dissolve after certification of a fair election by the C&E after
34 the conclusion of the annual meeting.
- 35 e. The chair shall be specified by the appointing individual.
- 36 f. Both the C&E, and/or the Appeal Task Force may seek counsel from the AGD
37 attorney if they desire.

38 39 XV. Appeals:

- 40 a. A candidate has the right to appeal a decision of C&E through expedited appeal
41 via electronic meeting.
- 42 b. The Appeal Task Force will make the final decisions on all appeals. They may
43 do this with the guidance of the AGD's legal counsel if they choose.

44
45
46 **Adopted 1975 HOD**

47 **Revised 1983 HOD**

- 1 **Revised 1984 HOD**
- 2 **Revised 1988 HOD**
- 3 **Revised 1994 HOD**
- 4 **Revised 2000 HOD**
- 5 **Revised 2002 HOD**
- 6 **Revised 2003 HOD**
- 7 **Revised 2005 HOD**
- 8 **Revised 2007 HOD**
- 9 **Amended 2009 HOD**
- 10 **Amended 2016 HOD**
- 11

2009:304-H-7 AMENDED HOD 2012
AGD ELECTION GUIDELINES

I. It is in the best interest of the Academy of General Dentistry (AGD) for its leaders to be exemplary individuals. No candidate or his/her supporters may refer disparagingly to another candidate. All candidates should be promoted on the basis of positive attributes rather than on any negative characteristics of the opposing candidate. The AGD Governance/ Credentials and Elections Council (G/C&E) shall be the overseeing authority for all campaign activities, questions and complaints. All AGD elections should be conducted on a high ethical level. It is, therefore, imperative that all candidates agree to the following rules before beginning their campaigns for election.

II. Commitment to Guidelines

- a. Candidates or their representative for any contested office shall meet prior to any campaigning and again at least 60 days prior to the annual meeting to discuss the spirit of the campaign to allow for a fair and transparent campaign. An agreement to abide by the AGD Election Guidelines will be signed by all campaigns in all elections. If all parties for a contested office agree to any variances, they must do so in writing and those variances are only for that office for that year. No variance shall economically impact the candidates for the other offices.

III. Participation in the Campaign

- a. Because of their possible wide reaching influence, members of the Executive Committee (EC), Division Coordinators (DCs), and the G/C & E are ineligible to participate in the campaign process, including but not limited to the following:
- i. Making nominating speeches
 - ii. Pictures or quotations in printed material from the candidate
 - iii. Visiting caucuses with the candidate
 - iv. Calling Delegates on behalf of the candidate
 - v. Openly expressing opinions about the candidate or the process
 - vi. Open and outward support of a candidate throughout the election process. The exception to this is that if these individuals are serving as Delegates or Alternates, then they may ask questions of a candidate during a candidate's visit to his/her regional caucus.

IV. Past AGD Presidents shall not participate in campaigns for two years after leaving the EC or three years after being AGD President. All other individuals not mentioned above may participate in the campaigns. Campaign committee members who are also Delegates and Alternates may submit questions to the G/C & E for the Candidates Forum and can participate in questions and answers of candidates while participating in their own caucus as a Delegate or Alternate.

V. Nominating Speeches:

- a. A nominating speech shall be allotted for each candidate, which shall last no longer than two minutes. There will be no seconding speeches for any of the candidates.

- 1 b. The nominating speech will be given by an AGD member of the same region as
2 the candidate, from a floor microphone of the HOD. A candidate may choose to
3 have members of the same region or outside of the candidate's region to help run
4 the campaign, endorse the candidate in a mailed brochure, or travel with the
5 candidate to the caucuses.
6
7 c. Candidates Speech: Each candidate will be asked to present a speech to the HOD
8 lasting no longer than five minutes.
9

10 VI. Candidates Forum:

- 11 a. There will be a Candidates Forum for all contested offices. The Annual Meetings
12 Council shall be charged with determining the appropriate time and location for
13 this forum in consultation with the G/C&E Council.
14
15 b. The Chairperson of the G/C&E shall serve as moderator for the Candidates
16 Forum.
17
18 c. Only Delegates and Alternate Delegates may submit questions for candidates to
19 answer during the Candidates' Forum. However, any member may request a
20 delegate or alternate to ask a question. Forms for submitting questions will be
21 mailed to the delegates and alternates with the President's memo 30 days in
22 advance of the annual meeting. Questions may be submitted in writing to the
23 Chicago office before the annual meeting. Questions submitted by mail will be
24 sorted by national office, so those submitting questions should specify to which
25 office their questions apply (e.g., Vice President, Secretary, Treasurer, Speaker
26 of the House, or Editor). Delegates and Alternates may submit questions at the
27 annual meeting at the First Session of the House of Delegates (HOD) in boxes
28 provided by the G/C&E.
29
30 d. The Chairperson and Vice-Chairperson of the C&E along with staff shall screen
31 all questions to ensure appropriateness and proper grammar. They may combine
32 similar questions.
33
34 e. A coin will be tossed to determine the initial order of the candidates for
35 questioning. The order will rotate thereafter.
36
37 f. The moderator will then select questions and pose the same questions identifying
38 the delegate or alternate posing the question to each candidate running for an
39 identical office. All candidates for a particular contested office will be present
40 when questions are presented, and will share alternatively the opportunity to
41 answer first. Each candidate will be given an identical amount of time to answer
42 all questions. No candidate may take more than two (2) minutes to answer a
43 specific question.
44
45

40 VII. Candidates Reception:

- 41 a. The only entertaining permitted by the candidates will be in the Candidate's
42 Reception Room designated by the AGD so that the candidates may have
43 informal dialogue with those who have decision-making roles within the
44 organization. The Candidate's Reception Room shall be open only for formal
45 entertaining during the time designated by the Academy.
46
47 b. All candidates will select the menu and equally fund the cost of the candidate's
48 reception if they choose to participate in the reception.
49
50 c. All signs must be approved by the G/C&E in consultation with AGD Meeting
51 Services Department as to size, number, appropriateness, and location.

1 d. The same provisions apply to both contested and uncontested candidates.
2

3 VIII. Candidate Activity: Acceptable activity in the furtherance of a campaign shall
4 include:

5 a. The distribution of biographical, issue-oriented, and contact information on the
6 candidate to the AGD Headquarters office (AGD HO), regional, and constituent
7 AGD leaders and the appearance of the candidate at regional caucuses held in
8 conjunction with the AGD Annual Meeting. All such materials must be
9 approved by the G/C&E Council prior to distribution. (See X)

10
11 b. Commentary and / or biographical information will be posted on an “Election /
12 Candidates” page on the AGD web site. Each Candidate will be given the same
13 amount of space. The G/C&E must approve all commentary and/or biographical
14 information concerning the candidate before it is posted. Staff will assist in
15 uploading the information.
16

17 c. Commentary and/or biographical information will be printed in one edition of
18 *AGD Impact* so that side by side comparisons can be made.

19 d. A candidate shall only contact a Delegate or Alternate initially by mail, e-mail or
20 fax unless the delegate or alternate initiates contact. A candidate may not solicit
21 a Delegate or Alternate’s phone number

22 e. A candidate may formally announce his or her candidacy for the coming year’s
23 election to constituent officers, Regional Directors, and members of the Board,
24 and council and committee chairs not earlier than one (1) month after the
25 conclusion of the annual meeting preceding the annual meeting where the
26 election will be held. Such notice may contain biographical and issue oriented
27 information on his or her candidacy. A candidate shall not announce or circulate
28 petitions for signatures at the preceding annual meeting.

29 IX. All information (including electronic) to be circulated to the delegates and alternate
30 delegates must be approved by the G/C&E prior to distribution to the Delegates and
31 Alternates.
32

33 X. Staff Responsibilities:

34 a. Staff can assist a candidate in passing information to be approved by the G/C&E.
35 Staff must try to get all items which the G/C&E must review to the G/C&E
36 within 3 days of staff receiving it. They may also be used to aid in forwarding e-
37 mails to Delegates. They are not to be used to develop brochures, make phone
38 calls to delegates, or order supplies.

39 b. Staff will regularly update information on the Web site about each candidate and
40 will be responsible for sending out regular e-mails through the *AGD In Action* to
41 encourage members to go to each candidate’s campaign information housed on
42 the AGD Web site.
43

44 XI. Campaign Materials:

45 a. All candidates and their supporters are prohibited from using AGD
46 Headquarters’ stationery including business cards issued by the HQ office in
47 supporting a particular candidate for office. Constituent and component AGD
48 stationery may be used only if specifically authorized by the governing body of
49 the particular constituent or component. Individual candidates are prohibited

- 1 from utilizing component, constituent or national stationery in their campaign
2 letters signed by themselves.
- 3 b. Campaign “Giveaways” of any kind are not allowed. There shall be no
4 packaged food or other gifts distributed by the candidates to anyone as part of the
5 candidates’ campaigns.
 - 6 c. There will be no items mailed by the candidates other than printed materials
7 approved by G/C&E.
 - 8 d. Approved Badges or pins, may be used to further a candidate’s campaign.
 - 9 e. All campaign materials need to be submitted for approval.
 - 10 f. The submission for approval of text messages can be done over the internet.
 - 11 g. Badges, pins, or other campaign items must be sent physically for approval. In
12 the event that a sample cannot be sent, then a picture showing the full detail of
13 the campaign item must be submitted to the G/C&E for approval. Once
14 approved these will be divulged, by staff, to the other candidates of a contested
15 office.
 - 16
17 h. There shall be no delineated restrictions on when or where approved campaign
18 materials and associated paraphernalia is distributed with the exception of the
19 HOD floor, where staff will place all materials prior to the commencement of the
20 First Session of the HOD and unless otherwise noted in these guidelines or other
21 HOD or Board policy.
 - 22
23 i. Candidates must submit a proof copy of all campaign materials to the G/C&E
24 Council at least 45 days before the annual meeting for an initial review.
25 Materials not submitted by the 45-day deadline may not be used. The G/C&E
26 must inform the candidates whether their materials have been approved or
27 require revision within 15 days of their receipt by the C&E, but no later than 30
28 days before the annual meeting. If a candidate’s materials do not pass
29 inspection, that candidate will have until 14 days before the annual meeting to
30 revise the materials and resubmit them to the G/C&E Council for approval. If
31 materials requiring revision have not been resubmitted by the 14-day deadline,
32 they may not be used. If a candidate is unable to revise some or all of his or her
33 materials to the satisfaction of G/C&E by the 14-day deadline, he or she may not
34 use the materials that C&E has not approved.
 - 35
36 j. In reviewing candidates’ materials, the G/C&E shall enforce the following:
 - 37 i. Campaign materials may not use the likeness of an incumbent officer
38 (unless the candidate is an incumbent officer).
 - 39 ii. Campaign materials may not include endorsements from existing
40 officers of the EC, DCs, or any member of G/C&E.
 - 41 iii. Existing EC officers, DCs, or any member of the G/C&E may not
42 endorse a candidate or participate in a candidate’s campaign nor may
43 pictures of such individuals be displayed in a candidate’s campaign
44 literature.
 - 45
46 k. Once approved any campaign item will be divulged, by staff, to the other
47 candidates of a contested office.

48
49 XII. Campaign Travel

- 1 a. In the interest of holding expenses down for all candidates, individuals shall not
2 further their campaigns by making visits outside of their own regions to address
3 constituent or regional leaders. This does not pertain to candidates attending CE
4 courses outside of their regions.
5

6 XIII. Financing

- 7 a. Candidates are only permitted to accept funding from the following sources:
8 i. The treasury of their own region;
9 ii. The constituent and component AGD treasuries within their own
10 region;
11 iii. Private individual donations;
12 iv. Their own private funds.
13 b. No corporate donations of any kind may be utilized.

14
15 XIV. Oversight

- 16 a. The G/C&E shall be charged with the implementation and monitoring of these
17 guidelines.
18 b. Upon receipt of a written complaint or upon initiation of its own review of
19 campaign related material, the Chairperson of the G/C&E Council, in conjunction
20 with the council as a whole, shall determine if a violation of the guidelines has
21 occurred.
22 c. Upon determination that a violation has occurred by a majority vote (for purposes
23 of this provision, the majority will be two votes of the remaining three committee
24 members, the Chair will not vote unless there is a tie) the chairperson shall
25 forward a written letter to the candidate, notifying the candidate of the violation.
26 Upon a second offense, the AGD President shall announce from the podium
27 immediately after the candidate makes his or her speech during the First Session
28 of the HOD that said candidate has twice violated the guidelines. Upon third or
29 subsequent offenses, a written statement notifying delegates of the number of
30 campaign violations shall be handed to each delegate as he or she receives their
31 ballot.
32 d. If it is determined by the Appeals Task Force that a G/C&E member has violated
33 these guidelines in a significant manner, they will be replaced immediately by the
34 President. Notification will be sent to the delegates of the replacement.
35 e. Any candidate so adjudicated shall have automatic right of appeal to the Appeals
36 Task Force through expedited appeal via electronic meeting or other timely
37 means.
38 f. All complaints and responses must be in writing and copies retained in a G/C&E
39 file by the Executive Director.
40 g. The G/C&E will certify in writing to the Executive Director at the conclusion of
41 the election and after review of any issues or appeals that a fair election was held.

42
43 XV. Appeal Task Force

- 44 a. This task force, appointed by the President, shall be made up of three 3DCs
45 b. All candidates shall approve of the task force prior to the beginning of the election

- 1 c. The three (3) DCs should, if possible, each be from a Region which has no
- 2 candidates participating in elections for the year in question.
- 3 d. The task force will dissolve after certification of a fair election by the G/ C&E
- 4 after the conclusion of the annual meeting.
- 5 e. The chair shall be specified by the appointing individual.
- 6 f. Both the G/C&E, and/or the Appeal Task Force may seek counsel from the AGD
- 7 attorney if they desire.

8

9 **XVI. Appeals:**

- 10 a. A candidate has the right to appeal a decision of G/C&E through expedited appeal
- 11 via electronic meeting.
- 12 b. The Appeal Task Force will make the final decisions on all appeals. They may do
- 13 this with the guidance of the AGD's legal counsel if they choose.

14

15

16

17

18 **Adopted 1975 HOD**

19 **Revised 1983 HOD**

20 **Revised 1984 HOD**

21 **Revised 1988 HOD**

22 **Revised 1994 HOD**

23 **Revised 2000 HOD**

24 **Revised 2002 HOD**

25 **Revised 2003 HOD**

26 **Revised 2005 HOD**

27 **Revised 2007 HOD**

28 **Revised 2009 HOD**

29

1 **THE ACADEMY OF GENERAL DENTISTRY**
2 **Emergency Handbook**

3
4 Adopted HOD 2007/Rescinded HOD 2017

5
6 **INTRODUCTION**

7
8 The aftermath of September 11, 2001, finds this new millennium in
9 anticipation of not only further acts of terrorism, but also the imminence of
10 an epidemic or pandemic, and the pangs of climate change. Such concerns
11 lie amidst the more ‘ordinary’ concerns of fires, accidents, and individual
12 medical emergencies.

13
14 As the second largest dental organization in the world, and the voice of
15 general dentistry, the Academy of General Dentistry (AGD) owes its staff,
16 its members, and their patients, the ability to sustain in the face of exigent
17 circumstances.

18
19 Therefore, the AGD hereby presents this Emergency Handbook. Designed
20 as a ‘grab-and-go’ document, the Handbook provides quick and easy
21 directions and references to available resources for use by AGD staff or
22 leadership in an emergency situation. The Handbook has been divided by
23 type of emergency for ease of implementation.

1 **TABLE OF CONTENTS**

2

3 **REVISED MAY 2007 ERROR! BOOKMARK NOT DEFINED.**

4 INTRODUCTION 189

5 TABLE OF CONTENTS 190

6 I. GENERAL PROTOCOLS 193

7 **A. NOTIFICATION OF STAFF 193**

8 1. DURING OFFICE HOURS 193

9 2. BEFORE / AFTER OFFICE HOURS 193

10 **B. NECESSARY DOCUMENTATION AND SOFTWARE 194**

11 **C. EMERGENCY EQUIPMENT 195**

12 **D. EVACUATION 195**

13 **E. EMERGENCY CONTACTS 196**

14 II. MEDICAL EMERGENCIES 197

15 **A. INDIVIDUAL MEDICAL EMERGENCIES 197**

16 **B. MEDICAL EMERGENCIES AFFECTING MULTIPLE**

17 **PERSONS 197**

18 1. BRIEF INCAPACITATION / NON-EPIDEMIC ILLNESS OR

19 INJURY 197

20 2. EPIDEMIC OR PANDEMIC ILLNESS / SERIOUS

21 INCAPACITATION 198

22 a. *LEVEL 1 – NOTICE OF EPIDEMIC OR PANDEMIC*

23 198

24 i. Essential Services Operative 198

25 ii. Essential Services Limited 198

26 iii. Essential Services Inoperative 198

27 b. *LEVEL 2 – INCIDENCE OF DISEASE IN LOCALE*

28 198

29 i. Essential Services Operative 199

30 ii. Essential Services Limited 199

31 iii. Essential Services Inoperative 199

32 c. *LEVEL 3 – INCIDENCE OF DISEASE IN THE*

33 *BUILDING* 199

34 i. Essential Services Operative 200

35 ii. Essential Services Limited 200

36 iii. Essential Services Inoperative 200

1	<i>d.</i>	<i>LEVEL 4 – INCIDENCE OF DISEASE IN AGD STAFF</i>	
2		200	
3	<i>i.</i>	Essential Services Operative	201
4	<i>ii.</i>	Essential Services Limited	201
5	<i>iii.</i>	Essential Services Inoperative	201
6	<i>e.</i>	<i>LEVEL 5 – SUBSTANTIAL PROLIFERATION OF</i>	
7		<i>DISEASE</i>	202
8	III.	NUCLEAR, BIOLOGICAL, OR CHEMICAL (NBC) EVENT	203
9	IV.	STRUCTURAL OR SPATIAL INCIDENTS	204
10	A.	PHYSICAL DESTRUCTION OF AGD OFFICE SPACE	204
11	1.	STAFF SECURITY AND RECONNAISSANCE	204
12	<i>a.</i>	<i>STAFF COUNT</i>	204
13	<i>b.</i>	<i>STAFF EVACUATION PLAN</i>	204
14	<i>c.</i>	<i>STAFF FIRST AID AND RECONNAISSANCE</i>	205
15	2.	OPERATIONS SECURITY AND RESTORATION	205
16	B.	TERRORIST ATTACK (OR THREAT THEREOF) UPON THE	
17		CITY OF CHICAGO, ITS VICINITY, OR OTHER CITIES GIVING	
18		RISE TO AN EXPECTATION OF THE SAME IN THE CITY OF	
19		CHICAGO (BUT WITHOUT ACTUAL EVENT AT THE AGD	
20		BUILDING)	206
21	1.	DETERMINATION OF OFFICE CLOSURE AND STAFF	
22		SAFETY	206
23	2.	DETERMINATION OF OPERATIONS	206
24	C.	TEMPORARY UNAVAILABILITY OF AGD OFFICES	207
25	1.	IN-OFFICE HAZARDOUS CONDITIONS (CHEMICAL SPILL,	
26		ETC.)	207
27	2.	FIRE	207
28	3.	WEATHER	207
29	V.	OTHER EMERGENCIES	209
30	A.	SHOOTING, HOSTAGE SITUATION, OR OTHER ONGOING	
31		CRIMINAL ACTIVITY	209
32	B.	EMERGENCY CAUSED BY UTILITY FAILURE	
33		(ELECTRICAL EVENT, GAS LEAK, ETC.)	209
34	C.	ELECTRONIC OR NETWORK EMERGENCY (COMPUTER	
35		VIRUS, ETC.)	209
36	D.	FINANCIAL EMERGENCY (BREACH OF ACCESS, ETC.)	
37		210	

1	VI. DISASTERS RESULTING IN THE COMPLETE DECIMATION OR	
2	UNAVAILABILITY OF AGD STAFF	211
3	VII. DISASTERS AFFECTING AGD'S LEADERSHIP	213
4	CONCLUSION	215
5	TABLE OF APPENDICES	216
6		

1 **I. GENERAL PROTOCOLS**

2
3 The following are general protocols in any emergency to attain the specified
4 results. Please note that some emergencies may render these protocols
5 impracticable, in which case, please consult protocols for the specific
6 emergencies listed beginning in section II.
7

8 **A. NOTIFICATION OF STAFF**

9
10
11 **1. DURING OFFICE HOURS**

12
13
14 To notify all staff, contact the Executive Director (ED) or her/his designee
15 by the most expeditious means available. The Executive Director or her/his
16 designee shall contact all staff via AGD’s e-mail system. If the nature of the
17 emergency renders e-mail impracticable, the Executive Director or her/his
18 designee shall contact their reports by the most expeditious and practical
19 means, and the reports shall contact their reports, and so forth, along the
20 chain of command.
21

22 **2. BEFORE / AFTER OFFICE HOURS**

23
24 For notification of staff before or after office hours, please use the Staff
25 Contact List (Appendix A).
26

27 To notify all staff, contact the Executive Director or her/his designee by the
28 most expeditious means available. The Executive Director or her/his
29 designee shall activate the staff call tree (chain of command tree - in
30 development). Each department director is responsible for:

- 31 a. Maintaining an updated staff call tree for her/his department;
- 32 b. Contacting her/his staff immediately upon receiving notice of
33 the emergency, and if leaving a voicemail, request that the staff
34 return her/his call immediately and provide the staff with the
35 emergency hotline as an alternate number;
- 36 c. Checking the emergency hotline for calls received from
37 department staff; and
- 38 d. Contacting her/his superior within 15 minutes of receiving
39 notice of the emergency to inform her/his superior of the status

1 of her/his department's staff that have or have not been
2 contacted.

3 4 **B. NECESSARY DOCUMENTATION AND SOFTWARE**

7 8 **Operations Manuals**

9 Each Departmental/Functional area is responsible for maintaining an
10 operations manual. These operations manuals describe and document
11 pertinent information for policies, procedures, workflow, contact
12 information, or anything else deemed necessary knowledge in order to be
13 able to successfully manage said department. Operations manuals are
14 updated on a continual basis and reviewed annually by the responsible
15 department. A copy of each operations manual is located on the AGD
16 network. In addition, copies in electronic form on a DVD of these manuals
17 along with this plan shall be made and stored off site in locked secured
18 places according to the following schedule:

19

Responsible Party	Located at
President	Home/Office
Secretary	Home/Office
Executive Director	Home
Associate Executive Directors (including CFO)	Home
Director, Information Technology	Bank Safety Deposit Box {See Appendix J}
Manager, Office Services	Onsite Fireproof Safe

20
21 Due to the confidential nature of the information in operations manual each
22 DVD will be serialized and tracked. The above list of individuals will be
23 required to sign for and return upon request issued DVD's. Each DVD will
24 be issued in a securely sealed envelope that is only to be unsealed in the
25 event of an emergency.

26 27 **Data back-ups**

28 The AGD performs back-ups of its data network to tape in order to prevent
29 the loss of electronic data. These magnetic tapes are stored per policy in the
30 information technology (IT) department operations manual. In addition to

1 storage and rotation information described in the IT operations manual tape
2 back-ups from the previous night will be stored at the receptionist desk each
3 day during business hours when the receptionist desk is staffed. In the event
4 of a building evacuation the receptionist is charged with bringing the data
5 tape with him/her.

6
7

8 C. EMERGENCY EQUIPMENT

10

11
12 As of March 26, 2007, the following emergency equipment is available at
13 the AGD:

- 14
15 **Fire Extinguisher** – Available by the stairwell exit at each floor
16 **First Aid Kit** – Available at the reception desk

17
18 A defibrillator shall be available in 2008. All AGD staff must be familiar
19 with the use of a fire extinguisher and first aid kit. Training of selected staff
20 on each floor on the use of a defibrillator is recommended for 2008.

21
22 As a reminder, remember that a telephone might be the best equipment in an
23 emergency.

24
25

26 D. EVACUATION

28

29
30 First and foremost, follow instructions provided by the Fire Department,
31 Police Department, or other governmental authorities, or the floor's Fire
32 Captain (See Appendix K).

33
34 In most instances when evacuation of an area is required, only the floor and
35 three floors immediately above and four floors immediately below are
36 evacuated. The floor that is four floors below the affected floor is generally
37 used as the Fire Department's Command Post.

1 However, in the event of physical destruction of the building, or impending
2 physical destruction of the building, the entire building may be evacuated.

3
4 In order to ensure clear uninhibited entry for the Fire Department, or other
5 authority, into the building, it is extremely important that all tenants
6 evacuate in the precise manner and to the exact area designated by the floor
7 Captain, or Fire Department

8
9 The following Disaster Drill (bomb threat) Evacuation Procedure provides a
10 guideline for evacuation.

- 11
- 12 • The 8th & 9th floors should be split into 2 groups
- 13 • Evacuate on the right side of the stair well (in an emergency, the fire dept
14 will likely use the left side)
- 15 • Evacuate to 6th floor stairwell, then wait for security talk/timing.
16 Evacuate to the 2nd or 1st floor if instructed to do so by an AGD Fire
17 Captain or governmental authority, or if the circumstances clearly call for
18 complete evacuation of the building.
- 19 • Do not use the elevators
- 20 • Exit the building (if instructed) and cross Chicago Avenue to the park

21 22 23 **E. EMERGENCY CONTACTS** 24

25
26 For emergencies, please call 911. Additional emergency contact numbers
27 are provided in Appendix H.

1 **II. MEDICAL EMERGENCIES**

2
3
4 **A. INDIVIDUAL MEDICAL EMERGENCIES**

5
6
7 In the event of an accident or illness to an employee or visitor, try to
8 ascertain as much information about the situation as possible.

- 9 1. Do not move the injured or ill person. Keep the person warm and
10 comfortable
11 2. Call “911” to request an ambulance. Give the following
12 information:
13 a. Building address: 211 East Chicago Avenue
14 b. Floor of the building and location of emergency on the floor
15 c. Any details available about the accident or illness
16 d. Injured person’s name, if known
17 3. Notify the Building Security by calling (312) 440-2911
18

19 Additionally, the supervisor(s) of the injured or ill person(s) must notify
20 Human Resources of the incident.
21

22 For particular medical emergencies such as stroke, heart attack, choking, or
23 seizures, please refer to Appendix E.
24

25
26 **B. MEDICAL EMERGENCIES AFFECTING MULTIPLE PERSONS**

27
28
29 1. BRIEF INCAPACITATION / NON-EPIDEMIC ILLNESS OR INJURY
30

31 In the event of a situation where a large portion of staff are incapacitated for
32 a short time, operations could continue with remaining staff. In the
33 alternative, AGD, upon determination by the Executive Director, or an
34 Associate Executive Director if the ED is incapacitated, and with ratification
35 by the President or one of the three Presidents, could shut AGD down for a
36 short period of time such as 1-2 days. Beyond that, temporary staffing could
37 be brought in until the incapacitated staff recover. For illness or injury that
38 has affected all staff of a particular department, please refer to the respective
39 department’s operations manual.

1
2 2. EPIDEMIC OR PANDEMIC ILLNESS / SERIOUS
3 INCAPACITATION

4
5 a. *LEVEL 1 – NOTICE OF EPIDEMIC OR PANDEMIC*
6

7 Should the AGD have notice that a virus, for example, the bird flu, has
8 mutated to become airborne and contagious between humans, this would
9 constitute notice of an impending epidemic or pandemic. At this stage, the
10 staff emergency preparedness task force shall closely monitor the progress
11 of the epidemic and update staff and AGD leadership on its progress, and
12 contact emergency and hospital personnel in the City of Chicago to inquire
13 about recommended procedures for AGD staff and to implement these
14 procedures among all staff.

15
16 i. Essential Services Operative

17 All operations shall continue as usual.
18

19 ii. Essential Services Limited

20 If essential services, such as postal services, are limited by, for example,
21 addresses that mail may be delivered to, or times that the mail is delivered,
22 the AGD shall continue operations within these limitations. Where
23 restricted from postal communications, the AGD shall communicate the
24 same information, as much as possible, by facsimile, e-mail, telephone, and
25 the Internet. For other services that may be specific to particular
26 departments, such as meeting services, please consult the respective
27 operations manual (Appendix B).
28

29 iii. Essential Services Inoperative

30 This scenario would be unlikely where there is only notice of an impending
31 epidemic or pandemic, and no incidence of the same in the locale.
32 Nonetheless, should essential services such as postal services, cease to
33 operate, institute communications by facsimile, e-mail, telephone, and the
34 Internet. For other services, consult with the applicable department's
35 operations manual (Appendix B).
36

37 b. *LEVEL 2 – INCIDENCE OF DISEASE IN LOCALE*
38

39 Mere incidence of disease in the locale (the greater Chicago metropolitan
40 area) is sufficient to institute work from home list (Appendix D) on a

1 voluntary basis. That is, those who need to, or out of fear, want to work
2 from home, shall be permitted to do so in accordance with the work from
3 home list without risk of penalty. The staff emergency preparedness task
4 force shall closely monitor the progress of the epidemic or pandemic, and
5 shall (remotely if needed) keep staff and AGD leadership informed of this
6 progress.

7
8 i. Essential Services Operative

9 Postal services shall be continued, if not from the AGD's Chicago office,
10 then from either an AGD constituent's offices or from the home of the
11 Office Services Specialist. Other services shall be continued, remotely if
12 needed, to the extent possible and per the respective departments' operations
13 manuals (Appendix B). All staff shall have been cross-trained to
14 accomplish services that require attendance at the AGD building, and upon
15 notice of incidence of an epidemic in the locale, staff members that choose
16 to come to the AGD building to accomplish necessary services shall
17 subsequently be rewarded with benefits to be determined.

18
19 ii. Essential Services Limited

20 Postal services shall be continued from either an AGD constituent's offices
21 or from the home of Office Services Specialist. All staff shall have been
22 cross-trained to accomplish services that require attendance at the AGD
23 building, and upon notice of incidence of an epidemic in the locale, staff
24 members that choose to come to the AGD building to accomplish necessary
25 services shall subsequently be rewarded with benefits to be determined.
26 Where postal services are limited, alternate means of communication such as
27 facsimile, e-mail, telephone, and the Internet shall be utilized. For
28 limitations to other services, such as meeting services, please refer to the
29 respective department's operation manual (Appendix B).

30
31 iii. Essential Services Inoperative

32 Should essential services such as postal services, cease to operate, institute
33 communications by facsimile, e-mail, telephone, and the Internet. For other
34 services, consult with the applicable department's operations manual
35 (Appendix B). With essential services non-operative, the only duty that
36 would require attendance at the AGD would be reception, and this duty may
37 be waived by the Executive Director depending upon the extent of the
38 epidemic within the locale.

39
40 c. *LEVEL 3 – INCIDENCE OF DISEASE IN THE BUILDING*

1
2 Institution of the work from home list is mandatory! Unless absolutely
3 necessary, no staff shall be permitted to enter the Jones Lang LaSalle
4 building. The staff emergency preparedness task force shall contact the
5 Management Office / Building Security at (312) 440-2911, and update all
6 staff via remote communications, once the infected individual(s) have been
7 removed, and the building has been determined to be safe.

8
9 i. Essential Services Operative

10 Postal services shall be continued from either AGD constituents' offices or
11 from the home of Office Services Specialist. Other services shall be
12 continued remotely to the extent possible and per the respective
13 departments' operations manuals (Appendix B).

14
15 ii. Essential Services Limited

16 Remotely implement alternative communication methods, such as facsimile,
17 e-mail, telephone, and the Internet, to supplement communications where
18 postal services are unavailable. Other services shall be continued remotely
19 to the extent possible and per the respective departments' operations
20 manuals (Appendix B).

21
22 iii. Essential Services Inoperative

23 Remotely implement alternative communication methods, such as facsimile,
24 e-mail, telephone, and the Internet. Other services shall be continued
25 remotely to the extent possible and per the respective departments'
26 operations manuals (Appendix B).

27
28 *d. LEVEL 4 – INCIDENCE OF DISEASE IN AGD STAFF*

29
30 Institution of the work from home list is mandatory! Unless absolutely
31 necessary as determined by the Executive Director or her/his designee, no
32 staff shall be permitted to enter the Jones Lang LaSalle building. Infected
33 staff shall be required to refrain from entering the building. Leave taken due
34 to illness as a result of epidemic or pandemic shall not be charged against
35 sick leave benefits. All operations shall continue remotely to the extent
36 possible. The tasks of staff who are unable to perform their job duties due to
37 illness shall be assumed by the colleagues or supervisors of such staff, and
38 this assumption of duties shall be dictated by the respective departments'
39 operations manuals.

40

1 i. Essential Services Operative

2 Postal services shall be continued from either AGD constituents' offices or
3 from the home of Office Services Specialist. If, due to illness, Office
4 Services Specialist is unable to implement general services, such as
5 mailings, the Manager of Office Services shall either implement these
6 services or delegate the implementation of these services to constituent
7 offices or to appropriate agencies (to be determined). Other services shall
8 be continued remotely to the extent possible and per the respective
9 departments' operations manuals (Appendix B).

10
11 ii. Essential Services Limited

12 Remotely implement alternative communication methods, such as facsimile,
13 e-mail, telephone, and the Internet, to supplement communications where
14 postal services are unavailable. If, due to illness, Office Services Specialist
15 is unable to implement general services, such as mailings, the Manager of
16 Office Services shall either implement these services or delegate the
17 implementation of these services to constituent offices or to appropriate
18 agencies (to be determined). The duties of staff to communicate
19 electronically or telephonically in the absence of postal services, shall be
20 assumed by colleagues or supervisors within the staff's department, should
21 the staff be unable to implement such communications due to illness.
22 Should an entire department be unable to perform its duties to communicate
23 electronically or telephonically with members or other parties, the Manager
24 of Information Technology shall assume these duties to the best of his or her
25 ability, or shall delegate these duties through constituent offices or through
26 other agencies. Other services shall be continued remotely to the extent
27 possible and per the respective departments' operations manuals (Appendix
28 B).

29
30 iii. Essential Services Inoperative

31 Remotely implement alternative communication methods, such as facsimile,
32 e-mail, telephone, and the Internet. The duties of staff to communicate
33 electronically or telephonically in the absence of postal services, shall be
34 assumed by colleagues or supervisors within the staff's department, should
35 the staff be unable to implement such communications due to illness.
36 Should an entire department be unable to perform its duties to communicate
37 electronically or telephonically with members or other parties, the Manager
38 of Information Technology shall assume these duties to the best of his or her
39 ability, or shall delegate these duties through constituent offices or through
40 other agencies. Other services shall be continued remotely to the extent

1 possible and per the respective departments' operations manuals (Appendix
2 B).

3
4 *e. LEVEL 5 – SUBSTANTIAL PROLIFERATION OF DISEASE*

5
6 Substantial proliferation of disease refers to nearly complete or complete
7 transmission of disease to all AGD staff, essentially incapacitating staff. The
8 Executive Director, if able, or an Associate Executive Director or CFO, or
9 other designee, if the Executive Director is unable, shall 1) contact the AGD's
10 volunteer leaders, 2) determine if the AGD offices should be closed, and 3)
11 determine if AGD's operations should cease. If all of AGD staff has been
12 indisposed, follow Section VI of this Handbook.

13
14

1 **III. NUCLEAR, BIOLOGICAL, OR CHEMICAL (NBC) EVENT**

2
3 In the event of a Nuclear, Biological or Chemical (NBC) event, or
4 suspicion of an NBC event, staff should contact the Executive Director or
5 her/his designee. The Executive Director or her/his designee should call
6 911 upon suspicion of an NBC event.

7
8 Additionally, the Executive Director or her/his designee may contact the
9 appropriate authorities, such as the City of Chicago, Illinois National
10 Guard, or the U.S. Department of Homeland Security, to notify them of
11 the event and request appropriate decontamination measures.

12
13 For the purpose of containment, transportation of staff is not
14 recommended unless approved by aforementioned authorities, or the
15 police or fire department, or necessary to remove staff from new and
16 imminent harm.

17
18

1 **IV. STRUCTURAL OR SPATIAL INCIDENTS**

2
3
4 **A. PHYSICAL DESTRUCTION OF AGD OFFICE SPACE (OR**
5 **THREAT THEREOF)**

6
7
8 1. STAFF SECURITY AND RECONNAISSANCE

9
10 *a. STAFF COUNT*

11
12 Please apply the procedures of section I.A. of this Handbook for notification
13 of staff during office hours and after / before office hours.

14
15 If destruction of the AGD office space occurs during office hours, relocate
16 or evacuate to a safe place before attempting to contact other staff.

17
18 Should access to e-mail be restricted due to the effects of destruction, then
19 use a telephone and the staff contact list.

20
21 *b. STAFF EVACUATION PLAN*

22
23 First and foremost, follow instructions provided by the Fire Department,
24 Police Department, or other governmental authorities, or the floor's Fire
25 Captain (See Appendix K).

26
27 In most instances when evacuation of an area is required, only the floor and
28 three floors immediately above and four floors immediately below are
29 evacuated. The floor that is four floors below the affected floor is generally
30 used as the Fire Department's Command Post.

31
32 However, in the event of physical destruction of the building, or impending
33 physical destruction of the building, the entire building may be evacuated.

34
35 In order to ensure clear uninhibited entry for the Fire Department, or other
36 authority, into the building, it is extremely important that all tenants
37 evacuate in the precise manner and to the exact area designated by the floor
38 Captain, or Fire Department

1 The following Disaster Drill (bomb threat) Evacuation Procedure provides a
2 guideline for evacuation.

- 3
- 4 • The 8th & 9th floors should be split into 2 groups
- 5 • Evacuate on the right side of the stair well (in an emergency, the fire dept
6 will likely use the left side)
- 7 • Evacuate to 6th floor stairwell, then wait for security talk/timing.
8 Evacuate to the 2nd or 1st floor if instructed to do so by an AGD Fire
9 Captain or governmental authority, or if the circumstances clearly call for
10 complete evacuation of the building.
- 11 • Do not use the elevators
- 12 • Exit the building (if instructed) and cross Chicago Avenue to the park

13
14 *c. STAFF FIRST AID AND RECONNAISSANCE*

15
16 All staff members must follow the instructions of the fire department, or
17 other governmental authority. If a staff member is injured or immobile, and
18 in imminent danger of new harm, and you are able to relocate the staff
19 member without exposing yourself to the same imminent harm, then do so.
20 Otherwise, do not attempt to move any injured persons. **Inform officials**
21 **from the fire department, or other governmental authority, who are in**
22 **or around the building, of the location, and if known, name, of injured**
23 **persons.**

24
25 Additionally, if permitted by the fire department, or present governmental
26 authority, a staff Emergency Reconnaissance Team comprised of AGD staff,
27 may enter the AGD offices to search for staff as follows.

- 28
- 29 • Search an office/room, and once a search is complete, close the
30 office/room door and use a sticker to mark work area searched as,
31 “CLEAR.”
- 32 • Different searchers should be trained to search at different levels of a
33 room
- 34 • Team members should never use the elevators
- 35 • Team members should use the exit nearest to them during a disaster

36
37 2. OPERATIONS SECURITY AND RESTORATION

1 The Executive Director or her/his designee shall determine if operations may
2 continue from the AGD offices, or if alternative sites or mechanisms need to
3 be activated. Should the Executive Director or her/his designee determine
4 that alternative sites or mechanisms need to be activated for the continued
5 operations of the AGD, then he or she shall consult the Roster of Emergency
6 Operations Resources (Appendix F) to contact organizations such as
7 consulting companies or staffing companies for assistance. Additionally,
8 consult each department's Operations Manuals (Appendix B) and institute
9 work from home policies per Appendix D.

12
13 **B. TERRORIST ATTACK (OR THREAT THEREOF) UPON THE**
14 **CITY OF CHICAGO, ITS VICINITY, OR OTHER CITIES GIVING**
15 **RISE TO AN EXPECTATION OF THE SAME IN THE CITY OF**
16 **CHICAGO (BUT WITHOUT ACTUAL EVENT AT THE AGD**
17 **BUILDING)**

19
20 1. DETERMINATION OF OFFICE CLOSURE AND STAFF SAFETY

21
22 The Executive Director or her/his designee shall consult with Jones Lang
23 LaSalle, and building protocols. Additionally, the Executive Director or
24 her/his designee is encouraged to consult with the Manager of Human
25 Resources. Based upon these consultations and judgment, the Executive
26 Director or her/his designee shall determine whether to close the AGD
27 offices and institute work from home measures in accordance with the work
28 from home list (Appendix D).

29
30 2. DETERMINATION OF OPERATIONS

31
32 The Executive Director or her/his designee shall make the determination as
33 to whether operations may continue from the AGD offices. While it would
34 be unlikely that operations would be moved if the AGD offices have not had
35 any actual event, it is the responsibility of the Executive Director or her/his
36 designee, the Associate Executive Directors, the Chief Financial Officers,
37 and the Department Directors to consult the operations manuals in
38 preparation for off-site continuity of operations.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40

C. TEMPORARY UNAVAILABILITY OF AGD OFFICES

1. IN-OFFICE HAZARDOUS CONDITIONS (CHEMICAL SPILL, ETC.)

Contact the security office of the Jones Lang LaSalle building at (312) 440-2911.

Staff shall be notified in accordance with the procedures for notification of staff provided herein. *See* section I.A.

Should staff evacuation be deemed necessary by the fire department, or the Executive Director or her/his designee, then follow the procedures provided herein. *See* section I.D.

The Executive Director or her/his designee shall determine if the work from home list should be activated and if operations should be transferred.

2. FIRE

In the event of a fire, call 911. In the event of a threat of fire, notify the Executive Director or her/his designee immediately.

In the event of a fire, the fire department along with the Fire team members shall coordinate the evacuation of staff members. *See* evacuation procedures at section I.D. herein.

The Executive Director or her/his designee shall determine if the work from home list should be activated and if operations should be transferred.

3. WEATHER

Notify staff of inclement or exigent weather (such as an unlikely tornado in the City of Chicago) in accordance with the procedures provided in section I.A. herein.

Listen to the building's PA system for announcements of weather conditions requiring relocation, retreat, or evacuation. Should evacuation be deemed necessary, follow the procedures provided in section I.D. herein.

1
2
3
4
5

The Executive Director or her/his designee shall determine if the work from home list should be activated and if operations should be transferred.

1 **V. OTHER EMERGENCIES**

2
3
4 **A. SHOOTING, HOSTAGE SITUATION, OR OTHER ONGOING**
5 **CRIMINAL ACTIVITY**

6
7
8 Follow the following procedures:

- 9
10 1. Call 911 if possible
11 2. Call the building and request a PA system announcement for floors 8
12 & 9
13 3. Barricade yourself in your office
14 4. Do not leave your office until a follow up PA announcement provides
15 that the danger has been alleviated.
16
17
-

18
19 **B. EMERGENCY CAUSED BY UTILITY FAILURE (ELECTRICAL**
20 **EVENT, GAS LEAK, ETC.)**

21
22
23 Contact the Manager of Office Services. The Manager of Office Services
24 shall contact the building or other necessary services.
25

26 If the building directs staff to evacuate, follow the building’s PA
27 instructions, or if none, follow the instructions provided herein at section
28 I.D.
29
30

31
32 **C. ELECTRONIC OR NETWORK EMERGENCY (COMPUTER**
33 **VIRUS, ETC.)**

34
35
36 Inform the Director of Information Technology or his/her designee. The
37 Director of IT or his/her designee shall contact staff as necessary.
38
39

1 **D. FINANCIAL EMERGENCY (BREACH OF ACCESS, ETC.)**
2
3

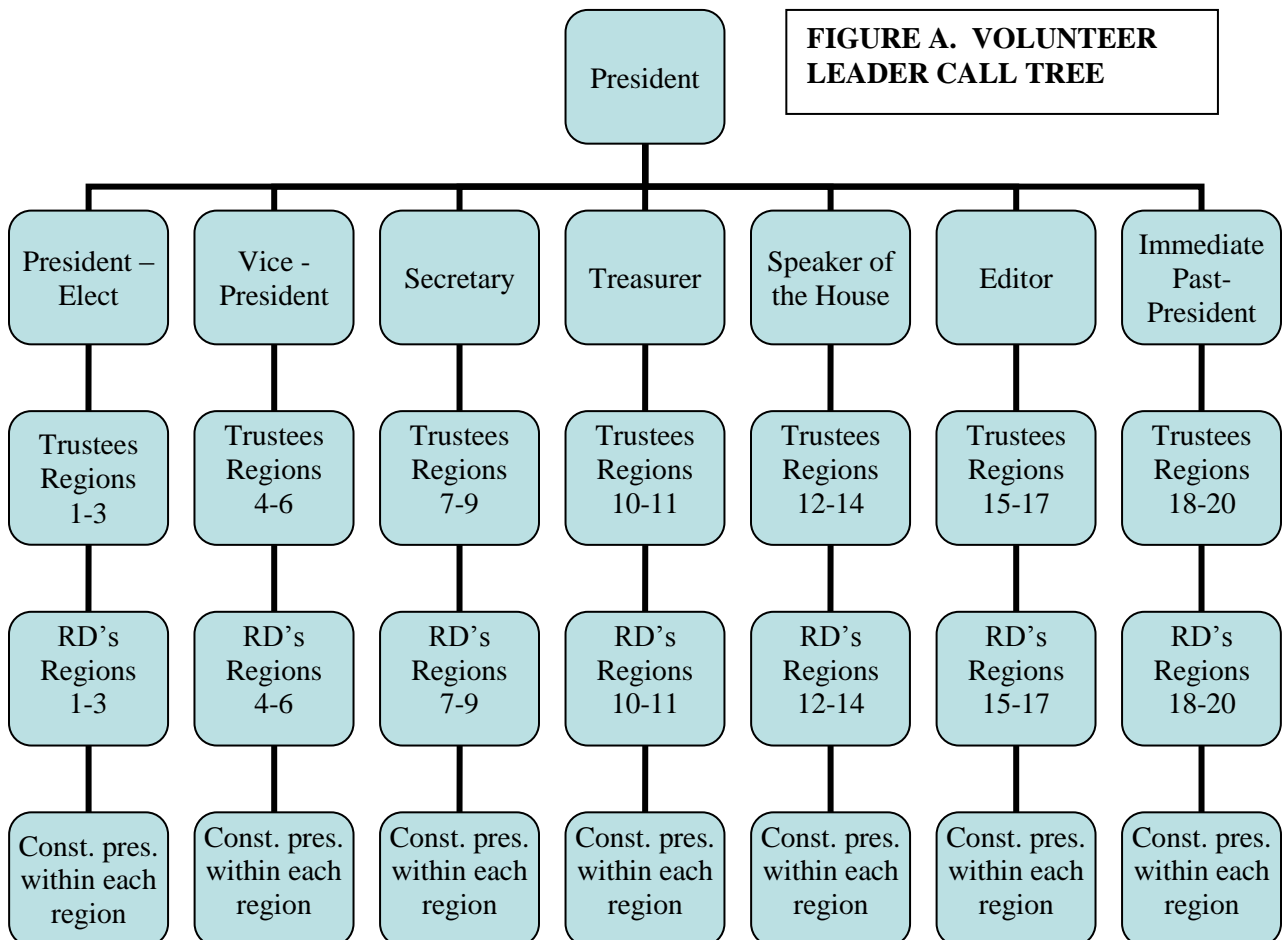
4 The discovery of a financial emergency should be immediately reported to
5 the Executive Director and/or the Chief Financial Officer. In the event that
6 the Executive Director and/or Chief Financial Officer are parties to the
7 emergency, an immediate report should be made to the chairperson of the
8 AGD Audit Committee. In all cases, refer to the Charge of the Audit
9 Committee. *See* Appendix G.

10
11
12

VI. DISASTERS RESULTING IN THE COMPLETE DECIMATION OR UNAVAILABILITY OF AGD STAFF

If neither the Office Services Manager nor the Executive Director nor her/his designee, can be reached, then the building management shall contact the President of the AGD or his/her designee in the event of an incident resulting in the complete decimation or unavailability of AGD office staff. In the absence of the President and his/her express designation of a designee, the designee shall be the AGD Officer who is next in the line of succession to the presidency in accordance with AGD Bylaws.

Upon receiving notice of the incident, the President or his/her designee shall activate the call tree (Figure A.) using available communications to contact the other officers, trustees, regional directors, and constituents' presidents. The President or his/ her designee shall continue to update these volunteer leaders of the status of the incident if on-going. Note that it shall be impracticable to redirect all incoming calls from the AGD to the President because the AGD main office presently receives an average of well over 200 calls per day. However, this Handbook includes resources such as contact information for association management firms (Appendix F) which the President or his/her designee should contact for assistance with management of AGD communications.



1
2
3
4
5

1 **VII. DISASTERS AFFECTING AGD’S LEADERSHIP**

2 Board meetings could place the Academy’s leadership structure at risk, since
3 the Executive Committee, the Trustees, the Executive Director, and key staff
4 directors would all be in one physical location. Annual Meetings present an
5 even greater risk to the larger governance structure of the Academy.

6 In the event that a disaster at a Board meeting or an Annual Meeting
7 destroys all or a significant number of the Academy’s top leaders, the
8 Academy should replace its leadership structure as follows:

- 9 • If the entire Board were eliminated in a disaster, protocols are in place
10 for the election of Trustees (and Regional Directors, if they were also
11 affected). Regions would need to appoint temporary representatives
12 and hold elections as quickly as possible to fill the vacant slots.
- 13 • In the event that the Executive Committee is suddenly eliminated, the
14 Trustees should form a Nominating Committee to identify qualified
15 individuals and elect another set of officers until elections can be held
16 at the next Annual Meeting. Candidates’ campaign materials could be
17 posted to the AGD web site in the Members Only section, and
18 grassroots members could be asked to contact their Trustees with their
19 input regarding the election.
- 20 • Once the officers have been selected, the *Process for Hiring an*
21 *Executive Director* would govern the process for hiring the new chief
22 executive, if needed.
- 23 • If the Executive Committee, Trustees, and Executive Director are all
24 eliminated in a disaster, then the organization should begin by
25 replacing its volunteer leadership structure so that the new officers can
26 fill their designated roles in hiring the new Executive Director. Based
27 on the protocol in the Constitution and Bylaws, the Regional Directors
28 would step in immediately to fill the vacant Trustee offices until
29 elections could be held by the regions. As soon as possible, this new
30 group of Trustees should form a Nominating Committee to identify
31 qualified individuals and elect a new set of officers, with input from
32 grassroots members via the web site as previously discussed. Once
33 the Executive Committee is in place, then the officers should follow
34 the *Process for Hiring an Executive Director* to select the next chief
35 executive.

36

1 As a safeguard, the Executive Director will determine a lengthy order of
2 succession for staff members to run the Chicago office in the event of a
3 disaster, which will be maintained by the Human Resources department and
4 provided to both the Executive Committee and the Executive Staff on an
5 annual basis.”

6

7

CONCLUSION

Disaster is inevitable. It is those organizations that prepare for disaster that survive in the aftermath. As the second largest organization of dentists in the world, we owe it, not only to our staff, but also to our members and to their patients, to survive, and if possible, thrive. Successful implementation of this Handbook shall require staff dedication to periodic testing and revision, and communication with volunteer leaders to ensure their awareness of the provisions of the Handbook. Regardless of whether the inevitable emergency affects one or all, this Handbook ensures that we work together as one team, and one voice, the voice of general dentistry, to ensure the survival of our staff and the AGD.

TABLE OF APPENDICES

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40

<u>Appendix A:</u>	Staff Contact List
<u>Appendix B:</u>	Operations Manuals (<i>Available on CD</i>)
<u>Appendix C:</u>	Occupant Handbook (Jones Lang LaSalle)
<u>Appendix D:</u>	Work from Home List
<u>Appendix E:</u>	First Aid Reference Guide
<u>Appendix F:</u>	Roster of Emergency Operations Resources
<u>Appendix G:</u>	Charge of the Audit Committee
<u>Appendix H:</u>	Emergency Contacts
<u>Appendix I:</u>	Crisis Communications Plan
<u>Appendix J:</u>	Bank Safety Deposit Box
<u>Appendix K:</u>	AGD Fire Safety Team Roster
<u>Appendix L:</u>	AGD Constitution and Bylaws
<u>Appendix M:</u>	AGD Board Policy Manual

- 1 Publishing/Production Design Guidelines Rescinded
- 2
- 3

1 Publishing/Production Design Guidelines

2
3 Advertising Policies of the Academy of General Dentistry

4
5 Advertising accepted for the publications of the Academy of General Dentistry or its
6 Web site or sent to members through membership list rental should serve to inform
7 dentists and others of products, services and courses that are available. In keeping with
8 responsible journalistic philosophy, all advertisements must be accurate. No advertising
9 shall encourage dentists or other readers to engage in practices that would conflict with
10 standards of conduct generally adhered to by members of the dental profession. All
11 advertisements are subject to acceptance or rejection by the Academy, based on the
12 content of the advertisement and the nature of the product, services or courses offered.

13
14 Inclusion of advertising in AGD publications does not constitute approval or
15 endorsement by the Academy of General Dentistry of products, services, or claims made
16 in advertisements. Each issue of *General Dentistry* and *AGD Impact* will carry the
17 following statement: "The publication of an advertisement in (*General Dentistry* or *AGD*
18 *Impact*) does not indicate endorsement for products or services. AGD credit approval for
19 continuing education courses or course program providers will be clearly stated."

20
21 A. General Eligibility

- 22
23 1. All advertisements must involve goods or services related to the dental
24 profession, or to the mission, activities and/or functions of the Academy of
25 General Dentistry.
26
27 2. The Academy will make advertising space available in its publications free
28 of charge, as appropriate, in exchange for equal value under the following
29 circumstances:
30
31 a. Advertising exchange program with a recognized dental or
32 dentistry-related association.
33
34 b. Membership benefits program in which companies providing
35 benefits to members under contract or agreement with the Academy
36 are provided one full page of advertising space at no charge during
37 the introduction of the new program or service.

38
39 Note: The Academy reserves the right to assign advertising space, as
40 available, for the promotion of Academy and AGD Foundation products,
41 services and events.
42

- 43 3. All advertisements must be accurate. Exaggerated or unsupported claims
44 are not acceptable. The burden of proof to substantiate any statement
45 within an advertisement rests with the company or individual proposing the
46 advertisement.
47
48 4. All products and/or services must be available at the time the advertisement
49 is published or mailed.
50
51 5. No advertising material will be acceptable if it is deemed to be in conflict
52 with the laws or regulations of any federal, state, or local government or
53 agency.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53
54

6. Advertisements that include language or devices that reflect pride and/or confidence in a product or service are acceptable. However, such promotional materials shall not include exaggerations or superlative terms or phrases that either deceive or mislead or tend to deceive or mislead or may be interpreted in any way to be in poor taste.
7. Advertisements that in any manner may be construed as being disparaging of useful competitive products or services are not acceptable.
8. No advertisement or other promotion may use the name or logo of the Academy of General Dentistry, either in publications of the Academy or elsewhere, without prior and specific approval from the Academy. Such approval shall not be unreasonably withheld.
9. A company or individual may be denied AGD publication advertising space and/or mailing labels for a period of six months to a year or longer on the basis of documented non-compliance with AGD advertising policy.
10. Classified advertising in *AGD Impact* may include practice sales, practice opportunities for dentists and auxiliaries, the sale of used and new dental equipment, and other dental products.
11. The Academy does not offer complimentary advertising of dental publications or literature through distribution at Academy meetings, but may provide such a service at reasonable cost to companies that have purchased exhibit space at the meeting.

B. Drugs, Materials and Devices

1. Acceptability of advertising of any drug, material or device may be based upon determinations or evaluations made by the American Dental Association Council on Dental Materials and Devices or the ADA Council on Dental Therapeutics, or upon research and practice currently taught in dental schools and other recognized institutions, whether published or unpublished.
2. Performances of all drugs, materials, and devices being advertised remain the sole responsibility of the manufacturer, company, or person placing or mailing the advertisement.
3. Advertisements may cite, through proper footnotes, appropriate references to dental or other scientific literature, provided the reference properly supports a claim.

C. Continuing Dental Education Materials and Courses

1. Advertising copy for continuing education courses must be submitted to the AGD national office for editorial review before it will be accepted for publication or for mailing to AGD members through the sale of labels.
2. The accuracy of any statements related to continuing dental education credit availability will be determined by the AGD Department of Continuing Education.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53

3. Advertising space in AGD publications and AGD membership mailing labels are available to the providers of continuing education courses only if the course being promoted is approved to offer FAGD/MAGD credit.

D. Editor's Responsibility

1. It is the responsibility of the editor of the Academy to determine acceptability of advertising materials and content under policies stated herein.
2. The editor of the Academy is authorized to determine eligibility for advertising space or mailing labels and the period during which eligibility will be denied.

E. Acceptance of Advertising Copy, Materials

1. The advertisement should clearly identify the advertiser and the product or service being offered.
2. Layout, artwork, and format submitted for publication must avoid confusion with the editorial content of the publication. The word "advertisement" may be required by the Editor.
3. It is the responsibility of the manufacturer to comply with the laws and regulations applicable to marketing and sale of products.
4. Advertisements will not be accepted if they appear to violate the Principles of Ethics of the American Dental Association, are indecent or offensive in either text or artwork, or contain attacks of a personal, racial, or religious character.
5. Advertising materials submitted for publication must in all ways conform to the specifications set forth in the advertising rate card in effect at the date of submission. Production work necessitated in order to produce new materials that conform to the specifications reflected on the advertising rate card shall be billed to the advertiser.

F. Rates

1. Rates for advertising in the official publications of the Academy, including display and course listing entries, and for rental of the AGD membership list shall be established by the Executive Director in cooperation with the Director of Communications and the AGD advertising representative, and adjusted as appropriate.
2. Rates for rental of the Annual Meeting registration list to exhibitors at the Academy's Annual Meeting shall be established by the Executive Director and Director of Communications in cooperation with the Director of Meeting Planning.

Note: Rates for the rental of the AGD membership list to AGD constituents shall be established by the Executive Director in cooperation with

1 *the Director of Membership.*

- 2
3
4 3. Rates for classified advertising in *AGD Impact* shall be established by the
5 Executive Director in cooperation with the Director of Communications.
6
7 4. Rates for banner link advertising on the AGD Web Site shall be established
8 by the Executive Director in cooperation with the Director of
9 Communications, AGD Advertising Representative, Editor, and
10 Publications Review Council, and adjusted as appropriate.
11

12 G. Reader/Member's Rights

13
14 As a legal requirement, AGD shall notify its members, at least twice each year, of
15 their opportunity to delete their names from list rental.
16

17 H. Advertisers' Right of Appeal

18
19 A company or individual that has been denied AGD advertising space or list rental
20 may appeal the decision to the Executive Committee of the Academy.
21

22 J. Publishers' Disclaimer

23
24 Advertisers and their agencies assume any liability for the content of their
25 advertisements in Academy publications, including any claims arising therefrom.
26 The Academy reserves the right to reject any advertisement considered unsuitable
27 according to AGD policy.
28

29 The Academy accepts camera-ready artwork for all advertisements, but will offer to
30 make minor changes and adjustments to existing artwork for a nominal charge as a
31 courtesy to its advertisers. All liability for the accuracy of these changes rests
32 entirely with the advertiser, with the Academy's liability limited to the cost of the
33 advertisement.
34

35 K. Criteria for Establishing Commercial Hyperlinks from the AGD Home Page

- 36
37 1. Careful consideration should be given as to whether the link conflicts with
38 the AGD mission, vision, or policies, or with the standards of conduct
39 generally adhered to by members of the dental profession.
40
41 2. The hyperlink should offer content enhancement.
42
43 3. The Academy's approval for a hyperlink request should include a request
44 from the Academy for a reciprocal link to the AGD site.
45
46 4. The Academy's approval for a hyperlink to a site that is not primarily
47 dentistry-related should include a requirement that the link be a direct
48 connection to the specific dentistry-related page on the site.
49
50

51 Adopted 7/93 HOD
52 Revised 7/98 HOD
53 Revised 7/99 HOD

- 1 Revised 7/2002 HOD
- 2 Revised 7/2003 HOD
- 3

1 Sales and Sponsorships Guidelines Rescinded

2
3 AGD Sponsorship Levels
4

5 *Tier 1: AGD Corporate Sponsor*
6

- 7 -- For dental industry-specific companies seeking a year-round marketing
- 8 relationship with AGD to sell to AGD members
- 9 -- Five companies estimated at this level
- 10 -- Annual base rights fee is \$62,000, plus royalties on sales (when applicable) and
- 11 an advertising commitment in AGD publications
- 12 -- Sponsor of several AGD events
 - 13 a. Annual Meeting Cosponsor and Title/Presenter of a major activity at the
 - 14 Annual Meeting, e.g., Welcome Reception
 - 15 b. Cosponsor of the Leadership Conference
 - 16 c. Title/Presenter of an AGD member activity, e.g., SmileLine
- 17 -- Category exclusivity extends to Titled/Presented events only
- 18 -- Use of AGD Mailing List
- 19 -- Literature/product display/distribution and recognition around sponsored activities
- 20 -- Sponsor information distributed from AGD traveling booth exhibit
- 21 -- Year-round sponsor recognition through ID, advertising and editorial features in
- 22 AGD publications and AGD web site
- 23 -- AGD hospitality benefits

24
25 *Tier 2: AGD Sponsor*
26

- 27 -- For non-industry consumer business companies, where there is no conflict with
- 28 exclusivity arrangements with an AGD member benefit program, seeking a year-
- 29 round marketing relationship with AGD to promote to AGD members as
- 30 consumers of high-end products (e.g., luxury automobiles, luxury hotel chains)
- 31 -- Two to three companies estimated at the level
- 32 -- Annual rights fee is \$40,000
- 33 -- Category exclusivity extends to all AGD assets
- 34 -- Preferential vendor status to AGD purchasing department (when applicable)
- 35 -- Use of AGD mailing lists
- 36 -- Sponsor information distributed from AGD traveling booth exhibit
- 37 -- Year-round sponsor recognition through ID, advertising and editorial features in
- 38 AGD publications and web site
- 39 -- AGD hospitality benefits
- 40 -- Opportunity to upgrade package to include sponsorship of an AGD member or
- 41 Annual Meeting activity

42
43 *Tier 3: AGD Annual Meeting Event Sponsor*
44

- 45 -- Title/Presenter of a minor event at the Annual Meeting
- 46 -- Sixteen companies estimated at this level

- 1 -- Annual average rights fee is \$10,500
- 2 -- Category exclusivity extends to the Titled/Presented event only
- 3 -- Use of Annual Meeting Mailing List
- 4 -- Literature/product display/distribution and recognition around sponsored event
- 5 -- Limited sponsor recognition through ID, advertising and editorial features in
- 6 Annual Meeting/AGD publications and AGD web site
- 7 -- Annual Meeting hospitality benefits

8

9 *Tier 4: AGD Fundraising/Promotional Sponsor*

10

- 11 -- Fundraising Sponsor: Company conducts a cause-marketing campaign and the
- 12 money raised benefits AGD Foundation
- 13 -- Promotional Sponsor: Company conducts an advertising or promotional campaign
- 14 that benefits the AGD Foundation
- 15 -- Category exclusivity extends to the promotion only
- 16 -- Limited recognition by AGD and the AGD Foundation

17

18

19

20

21

22

23 Adopted HOD 7/2000

24 *Rescinded HOD 7/2011

25

26

27

Corporate Sponsorship Guidelines*

28

29

30 Resolved, that the Academy establish the following guidelines for enhancing the

31 image of the Academy with dental manufacturers:

32

33

34

35

36

37

38

39

40

41

42

43

44

45

46

47

48

49

1. The Academy's director of communication will be responsible for the Academy's database of information on dental manufacturers and for coordinating consistent, clear communication and negotiations with manufacturers on the Academy's behalf.
2. AGD leaders and staff who contact dental manufacturers on the Academy's behalf will coordinate their communication and efforts with the Academy's director of communications.
3. Corporate interest in co-sponsored mailings, publications, programs and events will be negotiated by the director of communications and Executive Director, approved by the Executive Committee and reported to the Board at the next meeting of the Board.
4. CE-related sponsorship arrangements will follow current FDA policy on "Industry-Supported Scientific and Educational Activities."

- 1 5. All sponsorship packages negotiated with dental manufacturers will be
2 confirmed in a written letter of agreement developed by or in cooperation
3 with the director of communications and signed by the executive director.
4
- 5 6. Because the negotiation for membership benefits may involve existing or
6 potential advertisers, exhibitors or corporate sponsors, the terms of benefit
7 agreements shall be developed by the executive director and director of
8 membership with input from the director of communications and advertising
9 representative/exhibits manager.
10
- 11 7. Corporate interest in local sponsorship with one or more AGD constituents
12 will be communicated to the targeted constituents with guidance from the
13 director of communications for negotiating a mutually beneficial co-
14 sponsorship package consistent with national co-sponsorship agreements and
15 benefits.
16
- 17 8. Academy staff will develop and provide for each of its Council/Committee
18 Chairs and Trustees Guidelines for Solicitation of Corporate Support, which
19 will include the relevant policies and information about the central database
20 of corporations maintained at AGD Headquarters. The Guidelines could also
21 include sample letters, and examples of approaches to introducing
22 corporations to AGD.
23
- 24 9. Corporate sponsorship proposals may originate with any Academy member,
25 staff, or Council and will first be reviewed by the Council with responsibility
26 for the project (i.e. Annual Meetings Council, Membership Council, Group
27 Benefits Council, Dental Education Council...).
- 28
- 29 10. A full report on each potential corporate sponsor agreement will be submitted
30 by the Council which approves the relationship to the next Executive
31 Committee for approval. The report MUST include: the benefit to the
32 corporation, the benefit to AGD, a complete itemization of all expenses
33 incurred by AGD in the activity, and a complete summary of the corporate
34 expectations of AGD.
35
- 36 11. A copy of the written agreement with the corporate sponsor will be directed
37 to the Chair of the initiating Committee and the staff liaison to the Council.
38
39

40 Adopted HOD 7/95
41 *Rescinded HOD 7/2003
42

1 Partnering with AGD to Provide Endorsed Member Benefit Programs Guidelines

2
3
4 Mission

5
6 The AGD's primary objective in partnering with providers in affinity program
7 relationships is to provide a unique or value-added benefit to the AGD membership. To
8 accomplish this objective, the AGD has in place a Group Benefits Council. The mission
9 of that Council is:

10
11 *To identify, evaluate, and recommend group benefit programs which will provide*
12 *added value to Academy membership and monitor those programs endorsed by the*
13 *Academy to ensure their ability to meet members' needs.*

14
15 Terminology

- 16
17 1. All programs offered by providers who establish a relationship with the AGD for
18 the purpose of providing an affinity program to benefit the AGD membership will
19 be officially referred to as an **AGD Endorsed Member Benefit**
20 **Program**. Providers will be entitled to use the AGD Brand with the tagline
21 'Endorsed Member Benefit Program' in promotional materials and advertisements,
22 within the scope described in the AGD Brand Identity Graphic Standards Manual
23 (see Membership Communications, section 5.6).
24
25 2. All providers of AGD Endorsed Member Benefit Programs will be referred to as
26 AGD Benefit Partners.
27
28 3. The terms 'endorsed member benefit program,' 'endorsed,' 'benefit partner,' or
29 'partner' will be used only in conjunction with affinity programs approved by the
30 Group Benefits Council and approved by the Board.

31
32 Due Diligence

- 33
34 1. The Group Benefits Council will recommend member benefit programs to the
35 Board, based upon a program's ability to add value to the AGD membership. The
36 Council will measure the value added based upon the perceived quality of the
37 program and the offering of the program at better than market value.
38
39 2. The Group Benefits Council will seek out proposals for programs from multiple
40 providers whenever possible, based on each provider's ability to provide a value-
41 added program to the AGD membership.
42
43 3. Based on information received in provider proposals, the Group Benefits Council
44 will interview up to three providers for any affinity program in order to select the
45 program which provides the best value to the AGD membership.
46

- 1 4. All prospective partners will provide AGD with a list of references.
- 2
- 3 5. The AGD staff and/or Group Benefits Council members may, at the provider's
- 4 expense, visit the offices of prospective or current partners for the purpose of
- 5 performing due diligence.
- 6

7 Benefit Partner Obligations

- 8
- 9 1. All benefit program providers must prepare and provide promotional material,
- 10 preferably a program brochure, for use by AGD in its marketing efforts.
- 11
- 12 2. All agreements with benefit program providers must include an obligation on the
- 13 part of the provider to proactively market the program at their own expense. This
- 14 marketing must include one or both of the following annually:
- 15
- 16 a. One or more Direct Mail Campaigns.
- 17 b. Advertising in AGD publications on a minimum of a quarterly basis.
- 18
- 19 3. In addition, benefit partners are encouraged to utilize the following marketing
- 20 opportunities:
- 21
- 22 a. Exhibiting at AGD conferences.
- 23 b. Internet/Web Site.
- 24 c. Sponsorship of AGD events.
- 25 d. Fax broadcast.
- 26
- 27 4. All agreements must include the provision of quarterly reports to the Academy
- 28 which indicate the level of participation in the program, and level of revenues
- 29 generated by the program. Unless prohibited by law, or issues with member
- 30 confidentiality, each partner shall agree to provide the Academy with a list of
- 31 individuals participating in the program on at least a quarterly basis.
- 32
- 33 5. All agreements must show that the Academy must review and approve all
- 34 marketing material prepared to promote the program by the partner.
- 35
- 36 6. Pursuant to the mission for endorsed member benefit programs, all agreements with
- 37 benefit partners will clearly describe the added value provided to AGD members by
- 38 virtue of their participation in the program.
- 39
- 40 7. In recognition of the value received by the provider in partnering with the
- 41 Academy, each agreement should include a royalty fee payable to the Academy
- 42 based upon the participation in the program. Where the law prohibits royalty based
- 43 on participation, or other factors make this impractical, the agreement may include
- 44 a flat royalty fee negotiated between the Academy and the provider.
- 45

46 Academy Obligations

- 1
2 1. The Academy will promote endorsed programs in the following manner:
3
4 a. Inclusion of program information in Academy 'Member Benefits Brochure,'
5 which is provided to new, prospective, and renewing members.
6 b. Inclusion of provider prepared program materials/brochures in New
7 Member Group Benefits mailing.
8 c. Inclusion of provider prepared program materials/brochures in membership
9 booth utilized by constituents for local dental meetings.
10 d. Inclusion of program information in the Member Benefit portion of the
11 Academy Web Site.
12 e. Promotional copy in the 'At Your Service' section of *AGD Impact*, and
13 articles in the constituent officer newsletter, *Expectations*, a minimum of
14 once annually.
15 f. For new programs only, provision of one free full-page advertisement in
16 *AGD Impact* and one editorial insertion, which will be prepared and/or
17 edited by the Academy.
18
19 2. The Academy will agree to provide program exclusivity to each benefit partner and
20 agrees not to endorse products or services which have overlap with a product or
21 service of a previously endorsed benefit partner.
22
23 3. The Academy will provide the partner with access to a list of Academy members, at
24 least twice a year, for the purpose of promoting the Endorsed Member Benefit
25 Program and verifying Academy membership.
26

27 Marketing Provisions

- 28
29 1. Providers will be entitled to use the AGD Brand with the tagline 'Endorsed Member
30 Benefit Program' in promotional materials and advertisements, within the scope
31 described in the AGD Brand Identity Graphic Standards Manual (see Membership
32 Communications, section 5.6) and upon review and approval by Academy staff.
33
34 2. Endorsed Member Benefit Program providers may be solicited by the Academy or
35 its agents for the purpose of purchasing advertising and/or exhibit space, or seeking
36 sponsorship of the Academy or Academy events. These solicitations are outside of
37 the scope of the Endorsed Member Benefit Program affinity partnership. Royalty
38 fees paid to the Academy by terms of its negotiated affinity partnership agreements
39 will not be considered as pre-payment or payment for advertisements, exhibit space,
40 or sponsorship.
41

42 Discussions with staff, December 20, 2007, reveal no current usage or knowledge and we
43 are operating under the assumption that this policy has been rescinded either in fact, or by
44 affirmative action of the board

1

Finance and

2

Information

3

Technology

4

Guidelines Rescinded

- 1 Finance Guidelines Rescinded
- 2
- 3
- 4

- 1 Human Resources Guidelines Rescinded
- 2
- 3

- 1 Information Technology Rescinded
- 2
- 3

- 1 Office Services Guidelines Rescinded
- 2
- 3

1 Member Programs
2 Guidelines Rescinded

Constituent Services Guidelines Rescinded

Education Guidelines Rescinded

AGD-Provided Internet Study Groups Guidelines

1. The study group administrator must be an active member of the AGD.
2. All study group members must be current AGD members.
3. The on-line educational sessions of the study group will be offered for FAGD/MAGD credit (on an hour-for-hour basis) when:
 - specific, written learning objectives for the session are distributed to study group members
 - the session is taught by a designated speaker, who may or may not be an AGD member
 - the session has been scheduled and announced to the study group members in advance
4. Credit for on-line self-instruction may be awarded for supplemental reading and/or audiovisual materials, in accordance with AGD self-instruction guidelines.
5. The limit for the on-line educational sessions is recommended at twenty participants.
6. The Dental Education Council has the right to:
 - authorize the formation of new study groups
 - limit the number of active study groups
 - disband inactive study groups
 - monitor the ongoing activity of study groups
 - disband study groups found not to comply with these guidelines



Academy
of General Dentistry

Fellowship Award Guidelines

Fellowship Requirements

1. Current AGD membership for three (3) continuous years (36 months) by December 31 of the year in which the application is received, to begin no earlier than the month of dental school graduation; dental license has not been suspended or revoked within the last five years, and is not currently under probation, suspension, or revocation.
2. Completion of 500 hours of FAGD/MAGD-approved continuing education credit, with at least 350 hours earned in course attendance. Mastership credit begins to accrue on the date that the 500-hours requirement has been met, as determined by the Dental Education Council.
3. Successful completion of the Fellowship Examination. Any active general dentist member joining the AGD after February 2010 be subject to a 90-day waiting period prior to applying for or sitting for the Fellowship Exam in order to verify their membership status. The Fellowship application and examination must be completed and the application postmarked by the December 31 deadline.
4. Attendance at a Convocation Ceremony, held during the AGD scientific session, to receive the award. Successful candidates are allowed three years following approval to complete this requirement.

Activities Accepted for Fellowship Credit

Course Attendance Credit

A minimum of 350 hours of continuing education course credit is required for the award. Course content must be directly related to the practice of dentistry with the exception that 10 hours are permitted for self-improvement courses. Course credit can be earned for:

1. Scientific Programs

- A) Attendance at courses put on by FAGD/MAGD-program providers. Approved program providers include those accepted by the Committee on Program Approval for Continuing Education (PACE), intrastate program providers approved by AGD Constituent Academies, or those approved by the ADA's Continuing Education Recognition Program (CERP).
- B) Individual intrastate courses may also be approved by the AGD Constituents.

2. Postgraduate Education

- A) Effective July 1, 2009, Beginning with individuals completing a one-year CODA-accredited advanced dental education program (AEGD/GDR/GPR) in 2009, 150 hours of participation credit may be earned. Individuals completing a two-year CODA-accredited advanced dental education program (AEGD/GDR/GPR) in 2009, 300 hours of participation credit may be earned. Credit can be received for non-concurrent completion of both program types for a maximum of 450 hours of participation credit. Credits are apportioned among the subject categories according to a *predetermined ratio* of subject hours based upon a survey of one- and two-year AEGD/GDR/GPR programs. A copy of the certificate is required to receive credit. Credit is permitted for the completion of programs as follows:
- B). Effective with programs ending in June 2014, individuals completing a CODA- or CDAC-accredited advanced specialty education program of one year or more in length, a maximum of 150 hours of participation credit may be earned. A copy of the certificate is required to receive credit.

Current member of AGD	100% of credits are awarded
Join AGD within one (1) year of completion of the program	100% “
Join AGD within two (2) years	75% “
Join AGD within three (3) years	50% “
Join AGD within four (4) years	25% “
Join AGD after four years	0% “

3. Federal Dental Service Specialty Rotation Programs
Participation in Federal Dental Service Specialty Rotation Programs earns 1 credit hour for each working day in the program. A maximum of 200 hours may be applied to the award.
4. Self-Instructional Programs
Up to 150 hours of credit may be applied to the award for completion of FAGD/MAGD-approved audio, audio/visual, written and other self-instructional programs, provided the program provider verifies satisfactory completion. In addition to the 150 hours self-instructional credit, 15 hours of credit may be awarded one time only to members completing the post-test from the FAGD Exam Study Guide.
5. Self-Improvement
Up to 10 hours of credit may be applied to the award from FAGD/MAGD-approved self-improvement course taken on or after July 1, 1985.
6. Case Presentation Required for Certification/Accreditation by Allied Dental Organizations upon request.
Up to 75 hours of participation credit may be applied to the award for case presentations presented for the purpose of certification/accreditation by PACE/CERP approved dental organizations. Requests by Allied Dental Organizations for participations credits will be reviewed by the Dental Education and/or PACE Councils for final approval.

Other CE Activities for Credit

1. Teaching/Publications

A combined maximum of 150 hours of lecture credit may be applied toward the Fellowship award for the following activities:

- A) Full- or part-time faculty positions at ADA/CDA–accredited institutions. Full-time faculty may receive 100 hours for the completion of the first academic year after joining the AGD and 25 hours each subsequent year; part-time faculty may receive 50 hours for the completion of the first academic year after joining the AGD and 12.5 hours each subsequent year.
- B) Continuing education presentations put on by FAGD/MAGD-program providers. Original presentations receive three hours of credit for each hour of teaching. Repeat presentations receive hour-for-hour credit. *Credit will be awarded upon receipt of verification from the program provider.*
- C) Authorship of a published scientific article in a dental or scientific journal.
- D) Authorship of a published dental textbook or chapter in a published textbook
- E) Authorship of a case report, technique paper or clinical research report in a dental or scientific journal published in or after July, 2000.
- F) Successfully reviewing and reporting on manuscripts submitted to General Dentistry and other refereed dental journals.

Credit will be awarded as follows:

Published scientific article in a refereed journal.....	40 hours
Published scientific article in a non-refereed journal.....	20 hours
Published dental textbook.....	40 hours per chapter up to a maximum of 150 hours
Chapter in a published textbook	40 hours per chapter
Published case report, technique paper or clinical research report in a refereed journal	10 hours
Published case report, technique paper or clinical research report in a non-refereed journal	5 hours
Draft Self-Assessment or self-instruction quizzes for a peer-reviewed scientific journal.....	20 hours per quiz

Credit Limitations

Credit Start Dates: Continuing education credit earned after the credit start date may be applied toward Fellowship award.

Credit start dates are assigned upon joining the AGD, as follows:

1. January 1, if membership began between January 1 and June 30;

2. July 1, if membership began between July 1 and September 30;
3. October 1, if membership began between October 1 and December 31;
4. Date of dental school graduation, if membership began within the first calendar year after graduation;
5. Date of residency completion, if membership began within 48 months after completion of an CODA- or CDAC-accredited advanced dental education program.

Subject Category: A maximum of 150 credit hours may be earned in each of the 18 dental subject categories.

Application Procedures and Deadline

Applications must be postmarked no later than December 31 to be considered for the class immediately following the application deadline. **The AGD is not responsible for lost or delayed mail.** Please note that Mastership credits begin to accrue on the date that the 500-hours requirement has been met, as determined by the Dental Education Council. The appropriate fee, which includes a non-refundable processing fee, must accompany the Fellowship award application. **All FAGD requirements must be completed as of December 31 application deadline. Only the Dental Education Council may determine the acceptability of FAGD award applications.** Applications are reviewed by the Council in March of each year and applicants are notified by letter of the Council's decision within three weeks. Final approval is subject to approval by the Board of Trustees

Direct inquiries regarding the Fellowship Program to:

Academy of General Dentistry, Department of Dental Education
560 W. Lake Street, Sixth Floor
Chicago Illinois 60661
Phone 888.AGD.DENT (243.3368)
Fax 312.335.3443

Lifelong Learning & Service Recognition Program Guidelines

Lifelong Learning & Service Recognition (LLSR) is a program of formal recognition for AGD Masters in the areas of continuing education, dental-related community service and service to organized dentistry. It is not a credential and in no way may be represented to the public as such. A Master may receive Lifelong Learning & Service Recognition multiple times, in a sequential manner, as long as all requirements are met. Once a Master is first recognized by this achievement, subsequent recognitions may include only those credits and points earned since the date of the previous LLSR recognition.

Requirements and Application Procedures:

1. All applicants must be AGD Masters, with AGD membership in good standing at time of application and when recognition is achieved.
2. 500 credits are required in course attendance, teaching or publications earned since the date Mastership was received or since a previous LLSR was received.
3. Continuing education credits must include activities in at least eight of the fifteen dental disciplines described in this document. There are no minimum or maximum requirements by discipline. No credits will be accepted for academic education programs, such as residencies or advanced degree programs.
 - a. A minimum of 150 credits must be in participation courses.
 - b. A maximum of 100 credits for teaching will be allowed.
 - c. A maximum of 100 credits for publications will be allowed.
4. 100 points in any combination of dental-related community/volunteer service and/or service to organized dentistry are required. Only those services performed since the date Mastership was received or since a previous LLSR was received are eligible. The acceptability of points is subject to review by the Dental Education Council.
5. An application must be submitted with a fee to be determined annually by the Dental Education, which will cover direct costs plus \$100 for overhead costs.
6. Acceptance or denial will be communicated to applicants following review of the application by the Dental Education Council. All decisions of the Council are final. Recognition will be provided at the Convocation Ceremony through the inclusion of names of the new recipients in the Convocation program and in Academy publications.

Course Attendance, Teaching and Publication Credit:

1. Course credit will be accepted for continuing education put on by FAGD/MAGD-approved program providers. Academic education programs, such as residencies or advanced degree programs, are not eligible for course credit.

2. 500 acceptable credits are needed to satisfy the requirements of this recognition, of which 150 credits must be for 'hands-on' participation courses.
3. Full or part-time faculty positions in ADA-accredited institutions are eligible for ten (10) credits each year. Verification of teaching appointments is required from each institution and should be included with the application.
4. Teaching continuing dental education courses for organizations that are accepted by PACE or approved by an AGD constituent are eligible for credit. Verification is required that indicates the dental discipline and the number of hours. Credit will be given hour-for-hour for each presentation.
5. The publication of a scientific article, case report, technique paper or clinical research report in a scientific journal or textbook is worth ten (10) credits. A copy of the articles, with the dates of publication, should be submitted with the application.
6. Credits for course attendance, teaching or publications must be at least eight (8) of the following disciplines, although there are no minimums or maximum by discipline. Credit is acceptable for practice management and electives, though not required.

Basic Science 010

Endodontics	070
MPD/Occlusion	180
Operative Dentistry	250
Oral & Maxillofacial Surgery	310
Orthodontics	370
Pediatric Dentistry	430
Periodontics	490
Fixed Prosthodontics	610
Removable Prosthodontics	670
Implants	690
Oral Medicine/Oral Diagnosis	730
Special Patient Care	780

Community and Volunteer Service:

1. One community service point is equal to one hour of volunteer community service. The Dental Education Council will determine which additional categories of service not described in these guidelines may be eligible. Volunteer work for a for-profit organization, such as a dental manufacturer, is not eligible.
2. To document community service a representative of the organization for which the community/volunteer work was done must document in writing the type and term of service. A letter from the organization, specifying the volunteer work, number of hours volunteered and the dates of service is preferred. A form, which must be signed by an official from that organization, is available from the AGD to be used in lieu of a letter.

3. No financial remuneration or “in-kind” remuneration may be received for service/volunteer work. Reimbursement of expenses such as airfare, transportation, meals, etc., is allowed.
4. Categories of community and volunteer service may include, but are not limited to:
 - a. Providing pro bono dental services through a not-for-profit organization
 - b. Mentoring a student, emerging dentist or struggling colleague, through a recognized dental organization
 - c. Service in a volunteer dental clinic
 - d. Service overseas on a dental mission
 - e. Volunteer service in a community program, such as a health fair
 - f. Providing presentation on dental-related topics to schools, civic, church or other community groups or other health professionals
 - g. Providing oral cancer screenings at a local church, synagogue, school, health fair, nursing home, retirement community, etc.
 - h. Providing dental screenings to athletes through the Special Olympics/Special Smiles
 - i. Volunteer work at a local or national dental meeting, such as working at the organization’s booth
 - j. Serving as an unpaid team dentist for a school, college, professional sports team or youth athletic association
 - k. Instituting a mouth guard program for a school, college, professional sports team or youth athletic association
 - l. Providing dental education programs at elementary or secondary schools
 - m. Volunteering as a Boy/Girl Scout merit badge leader for dental health

Service to Organized Dentistry:

Holding a local, state/provincial or national appointment or an elected office in a dental organization is considered service to organized dentistry. Points are awarded for each month of service, up to 12 points per year per national or local organization.

1. A maximum of 12 points may be earned annually for serving in a national position in a dental organization. Service time of less than one year will be prorated by month. Holding multiple positions at the national level in the same organization is acceptable only up to the 12-point limit each year.
2. A maximum of 12 points may be earned annually for serving in state/provincial, constituent or component positions in a dental organization. Service time of less than one year will be prorated by month. Holding multiple positions in the same local organization is acceptable only up to the 12-point limit each year.
3. To document service to organized dentistry, a letter from the organization that specifies the position, number of months/years in the position and the dates of service is preferred. A form, which must be signed by an officer of the organization, is available from the AGD to be used in lieu of a letter.

Adopted HOD 7/2003
Amended HOD 6/2015

Special Application Requirements for Candidates Repeatedly Submitting Questionable FAGD/MAGD Applications

After an FAGD or MAGD application has twice been rejected by the Dental Education Council because of negative verification of attendance at listed courses or the nature of listed courses (lecture or participation), any subsequent application for the same award must be accompanied by written verification of all participation course hours (for MAGD applicants) attendance, course date, and course nature, and the verification must be signed by the program director, chairperson or instructor. Other acceptable verification includes photocopies of cancelled tuition checks and/or imprinted course forms.

This regulation will be implemented as follows:

When the first application is questioned by staff due to lack of verification, a letter is sent, when time permits, by staff to the applicant which will:

1. Notify him/her of a deficiency in the required credits necessary for the award because of unverifiable course hours.
2. Explain the procedure followed by the Council in verifying course hours (i.e., a random sample of listed courses is checked for authenticity).
3. Lists the unverifiable courses.
4. Asks for evidence of acceptability for these courses and asks the applicant to review all courses listed on the application to ensure verifiability. In the interest of saving time, it should be suggested that evidence of acceptability for any or all other courses may be submitted at this time. All pertinent material must be in the AGD CE Department at least two weeks prior to the first meeting of the calendar year of the Dental Education Council. Acceptable substantiating records include written verification of participation hours (for MAGD applicants), attendance, course date and course nature, signed by the program director, chairperson or instructor. Other acceptable verification includes photocopies of cancelled tuition checks and/or imprinted course forms. The acceptability of any other form of verification will be decided by the Council when it meets to determine the acceptability of the application.

Meeting Services Guidelines Rescinded

AMENDED HOD 2014

Scientific Session Fees Annual Meetings Council

Alternate delegates who purchase tickets for scientific sessions and then find that they are elevated to delegate status may obtain a full refund of their scientific session fee provided that the tickets are conveyed to the Credentials Committee at the time they are elevated to delegate status. The member of staff assigned to the Credentials Committee will then advise an appropriate member of staff in the registration area that specific tickets have been transmitted to the Credentials Committee and are available for resale. This will allow another member to gain access to the scientific session if there are no more tickets available. In any event, the price of the scientific session tickets purchased will be added to the delegate's expense voucher by the Credentials Committee and be included in the check which he/she receives when he/she returns home from the convention.

REFUNDS FOR TICKETS PURCHASED

Any individual who orders tickets for an annual meeting may receive a full refund providing that the tickets are cancelled in writing and the request is received in the central office two weeks prior to the start of the annual meeting. Members should allow approximately 60 days for these refund checks to be processed after the close of an annual meeting.

Those individuals who purchase tickets for specific events prior to a meeting and decide upon arrival at the convention that they do not want to use the tickets may make use of the AGD ticket exchange. The following steps will be involved in obtaining a refund through the ticket exchange:

1. The individual will be given an envelope on which he/she will list the name of the event and number of tickets he/she is placing in the envelope for sale.
2. An individual at the ticket exchange booth will then indicate on the envelope the date on which it was received including the exact time of day.
3. The tickets will then be conveyed to the booth where they are normally sold. Personnel at that booth will attempt to sell them in the order in which they are received at the ticket exchange.
4. If the ticket is sold, the individual has two options:
 - a. Donate the ticket amount minus 25% processing fee to the Foundation
 - b. Receive a refund check minus a 25% processing fee which will be mailed to the individual within 60 days of the close of the annual meeting.
5. If the ticket is not sold, no refund will be given.

Revised HOD 8/89

Membership Services Guidelines Rescinded

Acceptance of Business Members Guidelines

1. Eligibility and application

Any reputable dental supply company that is part of the organized dental supply community is welcome to apply for AGD Business Membership. Companies approved for business membership may not use or cite their business membership to imply product endorsement. However, the AGD business member is encouraged to identify business membership status with the AGD business member symbol developed for this purpose.

2. Application review considerations

The Executive Committee will confer or deny business membership status based upon the following considerations:

- a. Has the company been in business one year or longer and is there evidence that the company is financially stable?
- b. Does the company belong to the appropriate dental trade or manufacturing organizations?
- c. Do the products or services offered by the company to the dental profession have a favorable reputation? When appropriate are they ADA or FDA approved?
- d. Does the company abide by accepted manufacturing standards and the standards established by OSHA and other governmental regulatory agencies as appropriate to the product or service?
- e. Do the company's marketing and sales strategies benefit general dentists or impede general practice or shed a negative light on dentistry or general practice?
- f. If the company sponsors continuing dental education, is it approved by the Program Approval for Continuing Education (PACE) program?
- g. Does the organization have a customer service department so that any problems or complaints can be resolved effectively? Does the company have a good reputation for customer service?

Discussions with staff, December 20, 2007, reveal no current usage or knowledge and we are operating under the assumption that this policy has been rescinded either in fact, or by affirmative action of the board.

Organizational Marketing Guidelines Rescinded