
Guidelines for Component Delegation Chairs

The following are general guidelines based on what the MDA considers the duties of a Component Delegation Chair. Please confirm with your Component President and/or Executive Director for a complete list of responsibilities.

1. Delegates & Alternates

- Notify the MDA of the component's delegates and alternates by **December 1 each year**, unless handled by another officer or executive.
 - Changes must be submitted by the Delegation Chair or Component Executive **at least one week prior** to the House of Delegates meeting.
 - After that date, changes must be made onsite through the **Committee on Credentials, Rules, and Order**.
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2. Trainings

- Attend all **MDA House training programs**.
 - Encourage your delegates and alternates to attend as well.
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3. Pre-Caucus

- **Schedule:** Hold 3–4 weeks before the House of Delegates meeting. Notify the MDA at mcruz@michigandental.org.
 - **Invitations:** Send to your component/region. (The MDA can provide email lists if needed.)
 - **Agenda Suggestions:**
 - Review resolutions/reports prior to the House of Delegates.
 - Decide whether to submit amendments or draft new resolutions.
 - Invite candidates to participate (in-person or virtually), ensuring **equal time** for all.
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4. On-Site Caucus

The Delegation Chair **chairs the caucus**. Agenda should include:

- Review and discussion of the **Reference Committee Report**.
 - Scheduled time for the **Speaker** to attend and answer questions (place this early).
 - Discussion of **candidates for office**.
 - Arrange for officer/trustee candidates to attend for a brief presentation and Q&A.
 - Invite ADA Delegation candidates that members may not know. Candidate contact info will be posted on the [Candidates for Office webpage](#) (updated beginning of February).
 - Remind delegates of their responsibility to uphold the [MDA House of Delegates Ethical Statement](#).
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Helpful Links

- [Role of the Components](#)
- [Submitting Resolutions to the House of Delegates](#)