

## **CONFERENCE OF LOCAL DENTAL COMMITTEES**

### **STANDING ORDERS**

#### **1. Annual Conference of Local Dental Committees**

The LDC Conference Agenda Committee shall convene each year a Conference of Representatives of Local Dental Committees.

#### **2. Special Conference of Local Dental Committees**

A Special Conference of Local Dental Committees may be convened at any time by the Conference Agenda Committee and shall be convened not later than one month after the requisition of not less than 20 Local Dental Committees, the period of one month being modified only by agreement of a majority of the Committees making the requisition. All the expenses of a Special Conference convened on requisition shall be defrayed out of the Conference Fund.

#### **3. Members of Conference**

The Annual Conference and Special Conference shall be composed of representatives of Local Dental Committees and of the members of the General Dental Practice Committee.

#### **4. Appointment of Representatives**

- (a) Each Local Dental Committee in England, Wales and Northern Ireland shall be entitled to appoint one representative for each 150 practitioners or part thereof on the list of the Primary Care Organisation for the area on September 30 immediately preceding the Annual Conference.
- (b) Scotland shall be entitled to appoint a maximum of five representatives of Scottish Local Dental Committees elected by the Scottish Conference of Local Dental Committees.
- (c) Every representative shall at the time of appointment be a member of the appointing Local Dental Committee.
- (d) A Local Dental Committee entitled to appoint only one representative may also appoint one observer to attend the Conference, such an observer having no power to vote, and whose attendance at the Conference shall be at the expense of the appointing Local Dental Committee.

#### **5. Proposal of Motions to an Annual Conference**

- (a) Motions for the Conference Agenda may be proposed by any Local Dental Committee or by the General Dental Practice Committee provided that neither the General Dental Practice Committee nor any Local Dental Committee may propose more than two motions.

- (b) No motion shall be included in the Agenda unless notice thereof is received in writing by the Conference Agenda Committee Secretary not less than six weeks before the date of the Conference.
- (c) Motions thus received shall be circulated to all Local Dental Committees not less than four weeks before the Conference.
- (d) Motions of an urgent nature may be admitted for debate at the discretion of the Chairman, notwithstanding that notice was not given as specified above.

## **6. Procedure as to Seconding Motions and Amendments**

No seconder shall be required for any circulated motion or amendment proposed to the Conference by the General Dental Practice Committee or by a Local Dental Committee, but seconders shall be required for all other propositions.

## **7. Conference Agenda Committee**

- (a) The Agenda Committee shall consist of the Chairman, Chairman-Elect and Immediate Past Chairman of the Annual Conference, the Honorary Treasurer, the Chairman of the General Dental Practice Committee, and three Local Dental Committee representative members of Conference who shall not be a member of the GDPC at the time of election. The Committee shall be chaired by the Conference Chairman.
- (b) The duty of the Agenda Committee shall be to settle the Order of the Agenda for the Annual or any Special Conference, to make recommendations to the Conference as to the conduct of the business and Conference arrangements generally, to ensure that Conference resolutions are considered expeditiously by the GDPC or other appropriate bodies, and to report to the next Annual Conference.
- (c) The Agenda Committee shall have the power to invite to Conference special observers, where the Agenda Committee judge the attendance of such observers likely to assist Conference in its work. Special observers shall be able to speak but shall not be able to vote.

## **8. Composition of Agenda**

- (a) Motions shall so far as possible be arranged into blocks according to their general subject.
- (b) The Agenda Committee shall have power to direct that any two or more motions shall be debated together while being voted on individually, or, where they reiterate existing policy collectively. Motions grouped in this way shall be indicated on the Agenda.

- (c) The Agenda Committee shall have power to direct that a single motion shall be included in the Agenda in substitution for any two or more motions proposed by Local Dental Committees, the substitute motion being indicated on the Agenda together with the motions which it replaces.
- (d) The Agenda Committee may indicate with a 'P' (for 'Policy") motions which, in the opinion of the Agenda Committee, represent a reaffirmation of existing Conference policy. The Chairman of Conference shall have power to put such motions indicated to the Conference without debate.
- (e) A motion included in the Conference Agenda shall be withdrawn only with the consent of Conference.

## **9. Rules of Debate**

- (a) A member of the meeting shall stand when speaking and shall address the Chair unless prevented by physical infirmity.
- (b) Every member shall be seated except the one who may be addressing the meeting, and when the Chairman rises no one shall continue to stand, nor shall anyone else rise until the Chair is resumed, and the Chairman shall be deemed to have risen when speaking to the Conference
- (c) A member shall not address the meeting more than once on any motion or any amendment, but the mover of the resolution or amendment may reply and in his reply shall confine himself strictly to the answering of previous speakers and shall not introduce any new matter into the debate.
- (d) Subject to the right of Conference by resolution to vary the time allowed to speakers, no speech whether in moving a resolution or otherwise, shall exceed three minutes in length, provided that no speech shall exceed 1 minute where the speaker is exercising his right of reply to amendment.
- (e) Where motions have been grouped for debate together, under Standing Order 8(b), no amendment to an individual motion shall be considered until the general debate has been concluded and the motion is to be put to the vote.
- (f) If Conference decides to restrict the time available for discussion of motions, then the proposer of any motion must be given the opportunity to: (a) present the motion subject to that time constraint, or (b) withdraw the motion, or (c) agree that the motion be referred to the GDPC for consideration without debate or vote.
- (g) The Chairman shall have power to curtail debate and move on to the next business provided that the mover of any motion or amendment so curtailed shall have the right to reply before a vote is taken.

- (h) A proposal 'that the meeting proceed to the next business' or 'that the question be now put' shall require a two thirds majority of those present and voting.

## **10. Amendments**

An amendment shall be:- to leave out words; to leave out words and insert or add others (provided that a substantial part of the motion remains and the original intention of the motion is not enlarged or substantially altered); to insert words; or be in such form as shall be approved by the Chairman.

- (a) No amendment to any motion shall be considered by Conference unless notice thereof is received in writing by the Secretary of the LDC Agenda Committee not less than five days before the date of the Conference, except that amendments to correct drafting errors or ambiguities shall be accepted without notice.
- (b) No urgent amendment from the floor shall be considered until a copy of the same with the name of the proposer and seconder has been handed in writing to the Chairman.
- (c) Subject to the above conditions of reply, where an amendment has been received by Conference the mover of the motion to be amended shall have the right to reply to the proposed amendment.
- (d) Whenever an amendment to an original motion has been moved and seconded no subsequent amendment shall be moved until the first amendment has been disposed of, but notice of any number of amendments may be given to the Chairman.
- (e) If an amendment be carried the motion as amended shall take the place of the original motion and shall become the substantive motion upon which any further amendment may be moved.

## **11. Voting**

- (a) Save as provided in Standing Order 13(c) only representatives of Local Dental Committees shall be entitled to vote.
- (b) The voting rights of Scottish representatives shall be restricted to issues relating to the United Kingdom as a whole.
- (c) Voting shall be by show of hands unless a formal division is requested and seconded. Where a request for a formal division has been made the request shall be put to the vote immediately and without debate and decided by a show of hands.
- (d) Where a formal division is agreed, the names and votes of members present shall be taken and recorded, votes and abstentions being reported in the minutes of the Conference according to LDC rather than to individual members.
- (e) Where the number of votes cast is equal, the Chairman of Conference has the right to a casting vote.

**12. Motions not debated**

The proposers of motions which have not been debated by the close of the Conference shall be invited to submit explanatory memoranda in support of their motions, which with the motions to which they relate shall stand referred to the GDPC for consideration.

**13. Election of Chairman**

(a) At each Annual Conference a Chairman-Elect shall be chosen to hold office as Chairman-Elect from the end of the Conference at which he is chosen to the end of the following Annual Conference, and then to become Chairman of the Conference until the end of the next following Annual Conference.

(b) Nominations for Chairman-Elect shall be made from the floor of the Conference.

(c) All members of the Conference shall be entitled to vote.

(d) Should the Chairman or Chairman-Elect demit Office for any reason before completing a full term, the Agenda Committee shall have the discretion to appoint a deputy until the following Annual or Special Conference, which ever is the sooner.

**14. Election of Conference Representative**

At each Annual Conference one person shall be elected to the Conference Agenda Committee to hold office from the end of the Conference at which he is elected for a period of three years. Nominations shall be made from the floor.

**15. Election of Members of General Dental Practice Committee**

(a) At each Annual Conference one person shall be elected to the General Dental Practice Committee to hold office from the end of the Conference at which he is elected to the end of the third following Annual Conference.

(b) If any person so elected shall die or retire or otherwise cease to represent the Conference on the General Dental Practice Committee before the expiration of his term of office the vacancy thereby created may be filled by election at the next following Annual Conference and the person then elected shall hold office for the remainder of the term of office of the person he succeeds.

(c) Nominations for election shall be made by Local Dental Committees and shall be sent to the Secretary of the LDC Agenda Committee in writing so as to reach him not later than six weeks before the Conference.

## **16. Election of Managers of British Dental Guild**

At each Annual Conference a representative shall be elected to serve upon the Board of Managers of the British Dental Guild.

## **17. Returning Officer**

The Chief Executive of the British Dental Association, or, in his absence, one of his deputies, shall act as Returning Officer in connection with all elections.

## **18. Honorary Treasurer**

- (a) At each Annual Conference an Honorary Treasurer shall be elected and he shall hold office until the end of the next succeeding Annual Conference.
- (b) It shall be the duty of the Honorary Treasurer to receive monies forming the Conference Fund and to hold and disburse such monies in accordance with the instructions of the Annual Conference. He shall prepare and submit such Accounts as the Conference shall require.

## **19. Honorary Auditors**

At each Annual Conference two Honorary Auditors shall be elected. It shall be the duty of the Honorary Auditors to examine and report upon the accounts submitted by the Honorary Treasurer to the Annual Conference next following their appointment.

## **20. Finance**

- (a) All Local Dental Committees entitled to be represented at the Conference shall contribute to a Conference Fund, at rates to be proposed from time to time by the Conference Treasurer and with the approval of Conference, with each Local Dental Committee's contribution being in proportion to the number of practitioners on the list of the Primary Care Organisation for the area on September 30th immediately preceding the Conference.
- (b) The Conference Fund shall be used to defray the traveling and subsistence expenses incurred by Local Dental Committee representatives in attending the Conference, at such rates and subject to such conditions as shall be decided by the Conference.
- (c) If the appropriate contribution to the Conference Fund from an LDC remains outstanding by 30th November following the Conference, then at the Honorary Treasurer's discretion, the LDC delegate(s) expenses from that LDC may not be reimbursed.
- (d) The travel and subsistence expenses of Scottish Representatives shall be a matter for the Scottish Conference.
- (e) The Conference Fund shall be used to cover other expenditures properly incurred in connection with the Conference, as Conference may decide.

- (f) All the expenses of a Special Conference convened on requisition shall be defrayed out of the Conference Fund.

**21. Suspension of Standing Orders**

- (a) Any one or more of the Standing Orders or parts thereof may be suspended by the meeting provided that three-fourths of those present and voting shall so decide.
- (b) Except where otherwise stated, the Standing Orders shall remain in force at the conclusion of an Annual Conference and will apply to any Special Conference of Local Dental Committees as may be convened.
- (c) No motion to amend the Standing Orders from a Local Dental Committee shall be in order unless received in writing by the Secretary of the Conference Agenda Committee not less than six weeks before the date of the Annual Conference and circulated to all Local Dental Committees not less than four weeks before the Conference.

**22. Quorum**

No business shall be transacted by a Conference unless there be present at least one-third of the number of representatives appointed to attend such a meeting.

**23. Definition**

The expression 'Local Dental Committee(s)' in these Standing Orders shall, in relation to Scotland, mean General Practitioner Sub-Committee(s) of Area Dental Committee(s).

**24. Chairman's discretion**

Any question arising in relation to the Conduct of the Conference which is not dealt with in these standing orders shall be determined by the Chairman at his absolute discretion.

**25. Press**

Representatives of the dental press shall be admitted to the Conference only on the understanding that they will not report any matters which the Conference decides should be regarded as private. The attendance of members of the Press is at the discretion of the Chairman.

**26. Distribution of papers and announcements**

In the Conference or in the precincts thereof, no papers or literature shall be distributed or announcements made or notices displayed except with the approval of the Chairman.

**27. Conference Records**

A recording shall be taken of the proceedings of the Conference and the Chairman shall be empowered to approve and confirm such a recording or any excerpt thereof.