

BRIEF DESCRIPTION OF COUNCILS

- A. **Council on Annual Session.** The Council on Annual Session shall be composed of a Chairperson and a member from each component society, who shall be designated by the component society, and the Officers of the Association. The Chairperson may or may not be appointed from the designated members, at the discretion of the President.

The Chairperson shall be responsible to the Board of Trustees for the overall coordination of the program of events for the Annual Session.

The duties of this council shall be:

1. To recommend an annual session program of events to the Board of Trustees.
2. To supervise the arrangements for the annual session as approved by the Board of Trustees.
3. To file a complete report of the annual session with the Board of Trustees not later than the first Fall meeting of the Board following the Annual Session.

The Council on Annual Sessions meets approximately 6 times a year, usually on Tuesday and Thursday evenings at the NJDA Headquarters in North Brunswick. Council members are required to attend the 3 day Annual Session in June. In order to receive complimentary rooms, it is required that Council members attend 4 of 6 yearly meetings.

- B. Council on Dental Benefit Programs.** The Council on Dental Benefit Programs shall be composed of a Chairperson and a member from each component society, who shall be designated by the component society. The Chairperson may or may not be appointed from the designated members, at the discretion of the President.

The duties of this Council shall be:

1. To formulate and recommend policies relating to the planning, administration and financing of Dental Benefit Programs.
2. To study, evaluate and disseminate information on the current dental benefit plans in New Jersey.
3. To assist the component societies and other agencies in developing programs for the planning, administration, and financing of Dental Benefit Programs.
4. To review and study the Dental Benefit Programs of the various state and federal agencies operating within the state and to assist and cooperate with these agencies in the development of their dental programs and policies.
5. To provide consultive and advisory services to groups interested or engaged in the group purchase of dental care.
6. Act as the liaison between dental benefit plans and New Jersey dentists.
7. Review insurance-related legislation and provide input as needed.

The Council on Dental Benefit Programs meets approximately five times a year, usually on Wednesday mornings at 9:30 a.m. at the Administrative Offices.

- C. **Council on Dental Education.** The Council on Dental Education shall be composed of a Chairperson and a member from each component society, who shall be designated by the component society. The Chairperson may or may not be appointed from the designated members, at the discretion of the President.

The duties of this council shall be:

1. To investigate, study, and make recommendations on all matters relating to dental education and dental health education.
2. To act as the liaison agency of this Association with all dental schools and schools in related fields of dental education.
3. To study and make recommendations of means and methods for improving the further professional education of dentists.
4. To study and develop means of encouraging young people to consider careers in dentistry and its auxiliary services.
5. To develop and maintain a dental health education program for this Association, and assist the component societies in developing programs of dental health education.
6. To assist and cooperate with other agencies, public or private in the development of programs or policies relating to dental health education and to provide consultative or advisory services.
7. To develop and provide for conferences, seminars, or meetings on dental health education which forward the aims and policies of this Association.
8. To study and make recommendations for the improvement of hospital dental services and dental intern and residency programs and to encourage the establishment of dental departments in all hospitals in the state.
9. To cooperate with the American Dental Association when requested in the examination of hospital dental departments.
10. To encourage the inclusion of the teaching of basic dental health principles in all health education institutions in this state.

The Council on Dental Education meets approximately two or three times a year in the evenings, on a date suitable to most, at the NJDA Administrative Offices.

D. Council on Governmental Affairs. The Council on Governmental and Public Affairs shall be composed of at least one member from each component society, who shall be appointed by their particular component society, the Vice President, who shall serve as liaison to the Board of Trustees, without the right to vote, and the Chairperson who shall be selected by the President of the NJDA. However, at the discretion of the President, the Chairperson may be appointed from beyond the designated members serving on the Council.

The duties of this council shall be:

1. To review state legislation and regulation pertaining to oral health, the practice of dentistry or other relevant matters.
2. To develop legislative and regulatory priorities pertaining to oral health, the practice of dentistry and other relevant matters.
3. To foster the enactment of legislation and regulation that positively affects oral health, the practice of dentistry or other relevant matters as determined by the Council or Board of Trustees.
4. To promote the opposition of legislation and regulation that negatively affects oral health, the practice of dentistry or other relevant matters as determined by the Council or Board of Trustees.
5. To disseminate information to assist the component societies in understanding legislation and regulation affecting oral health, the practice of dentistry or other relevant matters.
6. To cooperate with the American Dental Association in matters pertaining to Federal legislation, regulation, public policy and grassroots advocacy.
7. To identify and recommend individuals, who are members of the NJDA, to the Board of Trustees for appointment to the New Jersey State Board of Dentistry and other federal, state or local boards and commissions as may be required and necessary.
8. To develop and execute public relations, communications and grassroots strategies and tactics to facilitate in the promotion or opposition of legislative and regulatory matters.
9. To develop and execute public relations, communications and grassroots strategies and tactics to promote the practice of dentistry, improve the image of dentists as well as promote the value and importance of oral health.
10. To communicate with and enlist the support of individuals and organizations to promote the political, governmental and public affairs agenda of the NJDA for the benefit of its membership as well as the oral health of the public.

The Council on Governmental and Public Affairs meets approximately six times a year at various times.

- E. Council on Membership.** The Council on Membership shall be composed of a Chairperson and a member from each component society, who shall be designated by the component society. The Chairperson may or may not be appointed from the designated members at the discretion of the President.

The duties of this council shall be:

1. To formulate and recommend the development of membership benefit policies related to membership recruitment and retention, dues payment issues including dues waivers, and other related issues.
2. To identify and monitor trends and issues that affect membership recruitment and retention.
3. To support, monitor and encourage membership activities of component dental societies.

The Council on Membership meets approximately every other month at the Administrative Offices.

F. **Council on Nominations.** The Council on Nominations shall be composed of the component trustees, one (1) additional member from each component except the student component at UMDNJ. The Elective Officers shall serve as the additional members from their respective components. In the event more than two or more Elective Officers are from the same component, the officer present whose duties are listed first in Article V of these Bylaws shall serve. When a component does not have a serving Elective Officer, the member will be designated by the component society. The Immediate Past President of this Association shall be the Chairperson without the right to vote. In the absence of the Immediate Past President, the Editor of the Journal shall be the Chairperson without the right to vote. The Executive Director of this Association shall serve as secretary without the right to vote.

This council shall convene, if necessary, immediately prior to the first regularly scheduled Board of Trustees meeting in each calendar year. The call for the meeting shall include a list of the offices for which candidates are to be nominated. Nominations shall be made in writing either by a component society or by a member of the Council on Nominations. In the event there is only one nominee for each office and the nominations are received at the Office of the New Jersey Dental Association at least seven (7) days before the scheduled meeting, the meeting of the Council shall be cancelled and the nominees shall be deemed to be nominated, provided, however, the meeting shall not be cancelled in the event there is a vacancy in the office of President-Elect.

Thirteen (13) members shall constitute a quorum.

The duty of this council shall be to nominate candidates for the offices of President (when necessary), President-Elect, Vice President, Treasurer, Secretary, Speaker of the House of Delegates, and ADA Delegates-at-Large, if any, whose election shall take place at the Annual Session.

At least one (1) candidate shall be nominated for each office to be filled.

A majority of the votes cast shall be required to select a candidate for a specific office. Any candidate for an elected office that is a member of the Council on Nominations is excluded from participating in discussions on his/her own candidacy but not excluded from voting.

The Council on Nominations meets once a year in January at 9:00 a.m., immediately prior to the Board of Trustees meeting in January.

G. Council on Peer Review. The Council on Peer Review shall be composed of a Chairperson and a member from each component society, who shall be designated by the component society, and an NJDA member from and designated by each specialty society. Each member will have one vote. The Chairperson may or may not be appointed from the designated members, at the discretion of the President. The specialty societies to be represented are: New Jersey Society of Oral and Maxillofacial Surgery; New Jersey Section of American College of Prosthodontists; New Jersey Society of Periodontists; New Jersey Association of Orthodontists; New Jersey Association of Pediatric Dentists; and the New Jersey Association of Endodontists.

The duties of this council shall be:

1. Uphold the high standards of professional care and conduct established by this Association, the Principles of Ethics of the American Dental Association and the Code of Ethics of the New Jersey Dental Association.
2. Provide a uniform structure and promulgate guidelines for each component society of the Association, and the specialty societies, as described in the New Jersey Dental Association's Peer Review Policy Manual as approved by the Board of Trustees.
3. Determine the appropriateness of appeals at the request of any involved party and, when indicated, grant a rehearing of the case in accordance with the rules of the council.
4. Establish and maintain records of all cases reviewed by component peer review committees and the resolution of such cases.

The component/specialty representative to the council acts as Chair of the component/specialty peer review committee. Therefore, this representative should have experience with NJDA peer review policy and procedures.

The Council on Peer Review sponsors an annual Peer Review Seminar for all peer review committee members, which is held each fall on a Wednesday morning. (All peer review committee members are required to attend training at least once every three years to qualify for participation on committees. Since council members also act as committee chairmen, they are encouraged to attend annually.) Other council meetings are generally not required, but can be scheduled on an as-needed basis only.

H. Council on Relief. The Council on Relief shall be composed of a Chairperson, the Secretary of the Association and a member from each component society, who shall be designated by the component society. The Chairperson may or may not be appointed from the designated members, at the discretion of the President.

The duties of this council shall be:

1. To promote programs to augment the New Jersey Dental Association Relief Fund.
2. To review and investigate applications for financial assistance from the Relief Fund. The review and investigation may be delegated to the member representing the component society within whose jurisdiction the application originates.
3. To recommend to the Board of Trustees rules and regulations for the administration of the Relief Fund.
4. The members of the Council shall be the trustees of the New Jersey Dental Association Relief Fund.

The Council on Relief usually meets just once a year during the day at the Administrative Offices.

I. **Judicial Council.** The Judicial Council shall be composed of a Chairperson, who shall be appointed to serve for a three year term, and a member from each component society, who shall be designated by the component society. A past president of this Association shall serve as Chairperson.

The members of the Judicial Council shall be divided into three (3) classes of four (4) members each. The term of appointment of the first class shall expire at the convening of the Reorganization Meeting of the Board of Trustees in 1987, the term of office of the second class shall expire one (1) year thereafter; and the third class two (2) years thereafter. Each member shall hold office until his term expires or until his successor shall have been appointed. At each Reorganization Meeting of the Board of Trustees after 1986, the number of members of the Judicial Council equal to the number of the class whose term expired shall be appointed for a term of three (3) years. No member may serve more than two (2) full consecutive three (3) year terms.

The duties of this council shall be:

1. To consider proposals for amending the Code of Ethics.
2. To provide advisory opinions regarding the interpretation of the Code of Ethics, Constitution and Bylaws.
3. To consider applications for component society charter and applications for surrender of component society charters and make recommendations regarding same to the Board of Trustees.
4. To receive and review revisions or amendments of component society constitutions, bylaws and codes of ethics for the purpose of determining conformity with the Constitution, Bylaws and Code of Ethics of this Association and the Constitution, Bylaws and Principles of Ethics of the American Dental Association and report the findings to the Board of Trustees.
5. To consider appeals from members or applicants for membership from rulings of a component society relating to membership jurisdiction and transfer of membership and to render decisions thereon. Such decision shall be subject to the approval by the Board of Trustees and shall be subject to appeal to the House of Delegates.
6. To hold hearings and render decisions in disputes arising between component societies. Such decisions shall be subject to approval by the Board of Trustees and shall be subject to appeal to the House of Delegates.
7. To consider appeals from members of this Association who are under sentence of censure, probation, suspension or expulsion by a component society and to hold hearings and render decisions thereon subject to the requirements of Article XIII of these Bylaws.

Description of Councils

Duties of Judicial Council (cont'd)

8. To hold hearings and render decisions in ethics proceedings subject to the requirements of Article XIII of these Bylaws.
9. Decisions of the Judicial Council involving charges relating to the Code of Ethics shall be final with right of appeal to the House of Delegates. All other decisions by the Judicial Council shall be subject to approval by the Board of Trustees and shall be subject to appeal to the House of Delegates.

The Judicial Council meets as required.

Each council must meet at least once between successive Reorganization Meetings of the Board of Trustees, except as otherwise provided in the Bylaws. However, except for the Council on Nominations, the Board of Trustees may waive this requirement for any council, provided that the council's chairperson requests the waiver in writing after the Reorganization Meeting of the Board of Trustees.