



## THE GREAT LAKES ASSOCIATION OF ORTHODONTISTS

INDIANA • MICHIGAN • OHIO • ONTARIO • WESTERN PENNSYLVANIA  
400 W. Wilson Bridge Road • Suite 120 • Worthington, OH 43085  
Phone: 877/274-6420 • Fax: 614/221-1989 • GLAO@AssnOffices.com • www.GLAO.org

### GLAO Delegates to the AAO

The AAO House of Delegates is the ultimate governing body of the AAO and meets every year at the AAO annual session. Members of the Great Lakes Association of Orthodontists serve as our representatives to the AAO House of Delegates. Delegates and Alternate Delegates are elected annually by the GLAO membership.

#### **Delegates and Alternate Delegates:**

##### **QUALIFICATIONS:**

- All members must be active members in good standing of the American Association of Orthodontists.

##### **TERM:**

- The term of office of Delegates and Alternate Delegates shall be two (2) years, beginning with the close of the GLAO Annual Session at which they are elected. The consecutive tenure of anyone serving as a Delegate or Alternate Delegate shall be limited to fourteen (14) years.

##### **DUTIES:**

- The GLAO delegates shall represent the GLAO in all matters pertaining to its affairs coming before the meetings of the House of Delegates of the American Association of Orthodontists.

##### **RESPONSIBILITIES:**

- Delegates and Alternate Delegates are expected to schedule to arrive at the AAO Annual Session before the first caucus and depart after the scheduled business of the second meeting of the AAO House of Delegates is concluded. In addition, there are events at the annual session that will be advantageous for delegates to attend to be effective in their position
- Attendance will be required at the GLAO Ad Interim Board Meeting (a Friday through Sunday meeting held in March)
- Attendance is suggested, although not required at the GLAO Annual Board Meeting (held in conjunction with the GLAO Annual Session in the fall).
- Delegates must have a laptop computer with internet access.
- Delegates must utilize email as a primary tool for communication and must be comfortable accessing materials online through the AAO online communication tools.
- Delegates must be willing to review resolutions to the AAO House of Delegates prior to the Ad Interim Board Meeting and the AAO annual session. They should be prepared to discuss these issues with their fellow delegates and if necessary, debate them on the floor of the House

##### **ESSENTIAL ATTRIBUTES:**

- It is important to become knowledgeable of the workings of both the GLAO and AAO if you are to be effective in this position.

### **ADDITIONAL INFORMATION:**

- The AAO will determine the quota for Delegates. The GLAO Board will determine the quota for the Alternate Delegates.
- Each Component will have at least one Delegate or Alternate Delegate.
- The President and President-Elect shall serve as Delegates to the House of Delegates of the American Association of Orthodontists for a term of one (1) year, by virtue of office, commensurate with their office.
- The Delegation Chair is selected annually at the GLAO Annual Board Meeting by a vote of the Delegates and Alternate Delegates.

### **Delegation Chair:**

Each constituent delegation shall designate one member as “Delegation Chair” (and may designate another as “Vice-chair”). The primary duty of the Delegation Chair is to maintain open communications. The Speaker of the House, with consideration to confidentiality and in consultation with the AAO President and Executive Director, will routinely share and discuss with the Delegation Chairs relevant information from the Board of Trustees as well as any other pertinent issues that may come before the House or affect the conduct of its business. Subsequently, in a timely manner, each Chair shall supply the information to their delegation.

### **SUGGESTED DUTIES**

- Oversee year-round delegation activities within his/her constituent, including delegation meetings, and monitor delegate duties and assignments.
- Adhere to parliamentary procedures, and procedures and policies in the House of Delegates Manual, and become familiar with all means of communication for efficient and effective collaboration.
- Serve as a leader/mentor/procedural advisor to other members of his/her delegation.
- Provide guidance to delegates in drafting resolutions, review potential resolutions for appropriateness and accuracy, and consult with AAO legal counsel when appropriate.
- Work with other delegation chairs to simplify and codify similar resolutions.
- Participate in periodic conference calls with other delegation chairs, and report to his/her delegation and constituent officers in a timely manner.
- Attend the constituent ad interim meeting and the annual constituent business meeting and submit a delegation report at each.
- Participate at the Delegation Chairs’ meeting prior to the House of Delegates;
- The GLAO Delegation Chair submits a report in the Fall GLAO News.