



## MEMORANDUM

<b>DATE</b>	November 10, 2022
<b>TO</b>	Members of the Dental Assisting Council
<b>FROM</b>	Mirela Taran, Administrative Analyst Dental Board of California (Board)
<b>SUBJECT</b>	<b>Agenda Item 9:</b> Election of 2023 Council Chair and Vice Chair

### **Background:**

The Dental Assisting Council members will elect a Chairperson and a Vice-Chairperson for 2023.

### **Roles and Responsibilities:**

#### **Chair:**

- In consultation with the Executive Officer and the Board President, develops the Dental Assisting Council agenda.
- Calls the Council meeting to order, takes roll and establishes a quorum.
- Facilitates Council meetings.
- Recommends to the Board President, Council subcommittees to work on issues as appropriate.
- Reports activities of the Council to the full Board.

#### **Vice-Chair:**

- In the absence of the presiding Chair, fulfills the Chairs responsibilities.

Pursuant to the Board's Policy and Procedure Manual, the Board's Executive Officer shall conduct the election of officers and shall set the general election procedure. The Executive Officer will ask for nominations for each office. The election of the Chair will occur first, followed by the Vice-Chair.