We hope that – after reading the enclosures – we will have provided you with most of the information you need to know about the committee and its work, so that you can make an informed decision about whether to stand for a position on the committee. A self nomination form is enclosed. If it is necessary to hold an election, voting will be under the “first past the post” system.

In 2007 GDPC agreed some changes in how the committee will work. There are no longer overlapping Branch and Regional seats in England. There are now 50 seats which are coterminous with local government areas and, within those areas, bundles of PCTs. You can no longer stand for election in your ‘home’ constituency. You are now entitled to stand only in the constituency where you work. And there are no longer 5 UK wide seats set aside wholly for private practitioners.

The committee will meet for the first time in early 2009 and the term of office for successful candidates will be three years.

The following information is appended:

- a self nomination form (A)
- the committee’s constitution and remit and working methods, including examples of issues the committee has looked at in the past year (B)
- some relevant “questions and answers” and details about committee work in general (C)
- a list of the constituencies (D)

If, after having read all the information attached, you would like further advice please e-mail gettinginvolved@bda.org or call the committee secretary. Information about the committee and the election will also be available on the BDA website at www.bda.org

If you wish to stand, please must ensure that the completed self nomination form is returned either by fax, email or post to:
Nominations close on Friday 10th October 2008.

Appendix A

BRITISH DENTAL ASSOCIATION

BDA Triennial Elections for session January 2009 - December 2012

General Dental Practice Committee

SELF NOMINATION FORM

COMMITTEE: ...........................................................................................................

CONSTITUENCY: ..............................................................................................

POSITION (if applicable): ..............................................................................

I hereby declare that I am nominating myself and am therefore willing to stand for election to the General Dental Practice Committee for the 2009-2012 sessions.

Full Name: ........................................................................................................

Address: .............................................................................................................

Practice Post Code ............................................................................................
NOTES FOR CANDIDATES

1. Nominations must be on this form;

2. A candidate may only stand for election in one constituency, in which they work.

3. Nominations must be received at BDA Headquarters, 64 Wimpole Street, London W1G 8YS by 3 October 2008.
Appendix B

BRITISH DENTAL ASSOCIATION
GENERAL DENTAL PRACTICE COMMITTEE

CONSTITUTION AND PROCEDURES

1. MEMBERS

Voting members:
50 Constituency seats in England
3 in Wales
5 in Scotland
2 in Northern Ireland
4 BDA seats (2 elected by the Representative Body, and the Chairmen of the Representative Body and Executive Board)
3 members elected by the LDC Conference
1 member elected by the Conference of Vocational Training Advisers

Non-voting members:
Cross representatives:
Central Committee for Community and Public Health Dentistry
Central Committee for Hospital Dental Services
Central Committee for Dental Academic Staff
Armed Forces Committee
Students Committee
Young Dentists Committee
BMA General Practice Committee

Observers:
Faculty of General Dental Practitioners (UK)
General Orthodontic Services Committee of BOS  
Chairman and Chairman-Elect of LDC Conference

2. **REMIT**  
Subject to the authority of the Representative Body, which shall be renewable annually, to represent the interests and act on behalf of dentists working in general practice.

3. **PURPOSE**  
Represent and promote the interests of dentists in all types of general practice (GDS, private, PDS, corporate, specialist practitioners, including practice owners and non-owners) and improve communication between them, enabling coherent policies to be developed and promoted on behalf of the profession.

Make possible rapid, efficient and representative response to consultation from Government and other organisations.

Unite general dental practitioners and ensure their independence.

Ensure that appropriate services are developed for general dental practitioners.

3. **QUORUM**  
Twenty-seven

4. **CHAIRMAN AND VICE-CHAIRMEN**  
One Chairman and two Vice-Chairmen elected annually by the GDPC
5. **MEETINGS**

**Number of meetings held per year**

The GDPC will meet 3 times per year subject to review after the first year.

**Length of meetings**

The Chairman will decide the length of meetings after the GDPC’s inaugural meeting.

6. **REPORTS OF SUB-COMMITTEES**

The Chairmen of all GDPC Sub-Committees and representatives to outside bodies will submit a written report to each GDPC meeting which summarises the last meeting held and any recent developments.

The Chairman of the Sub-Committee will move that the report be approved and the recommendations adopted, subject to any amendments which were agreed.

Members of the Committee wishing to ask questions or propose amendments to the report of a Sub-Committee should normally submit their question in writing to the committee’s secretary not less than five days before the meeting. A verbal response to the question raised will be given at the meeting.

7. **RULES OF DEBATE**

A member of the Committee will stand when speaking (subject to any physical disabilities) and will address the Chair.

A member shall not speak more than once on any motion or amendment, except to a point of order or a point of information, to ask a question, or to speak in explanation of some material part of an earlier speech by him/her which he/she believes to have been misunderstood.

The proposer of a motion or an amendment shall have the right to reply immediately before the motion or amendment is put to the vote; provided
their reply answers a question raised by previous speakers and does not introduce a new matter into debate.

If it is proposed and seconded that the meeting should be adjourned, or that the meeting should proceed to the next item of business, the motion will be put to the vote immediately and without discussion except as to the time of adjournment. A two-thirds majority of those present and voting is required to carry such a proposal. The proposer of any motion or amendment shall have a right to reply before this question is put.

8. **VOTING**
Voting shall normally be by show of hands, save in elections where voting papers shall be used.

The Chairman of the Committee or other person presiding at the meeting shall be entitled to vote as a member of the Committee, being entitled also to give a second casting vote in the case of an equal vote.

No member other than the Chairman shall have more than one vote.

Only those members of GDPC listed below have the right to vote:

The Chairman of the Representative Body; The Chairman of Executive Board; 59 members elected by general dental practitioners in the United Kingdom* in accordance with a procedure prescribed by the Representative Body; two members elected by the Representative Body; three members elected by the Annual Conference of Local Dental Committees, one member elected by the Conference of Vocational Training Advisers.

9. **CONFIDENTIALITY**
Documents issued for consideration at meetings of the Committee (other than previously published reports but including unconfirmed minutes) are confidential. They must not be published in any circumstances prior to
them being adopted by the Committee as policy, although their contents may be discussed with constituents.

10. AMENDMENT OF COMMITTEE PROCEDURES
The Committee’s procedures may be amended by a two-thirds majority of those present and voting at any meeting of the Committee, provided the proposed amendment is circulated to the Committee in writing, not less than ten days before a meeting.

11. CHAIRMAN’S DISCRETION
Any question arising in relation to the conduct of the meeting which is not dealt with by these procedures shall be determined at the Chairman’s discretion.

12. ALTERATION TO THE CONSTITUTION
Any proposal to vary the Constitution shall stand adjourned to the next meeting. A copy of the Constitution, and the proposed changes shall be circulated to the members of the GDPC by the Committee secretary prior to the next meeting. If there is a question of doubt the matter should be referred to the secretary of the GDPC. At all times this Constitution is covered by the Articles and Byelaws of the British Dental Association and will be amended by the Representative Body.
GDPC FAQs

How much of my time will it take up?

The bare minimum participation will be attendance at the three main all-day committee meetings each year, roughly four months apart. In addition, candidates are expected to report back to the relevant LDCs and BDA branches. In general, members of national level committees are expected to be active locally in order to be properly representative of their constituents.

Should you wish to stand for election to a sub-committee you will have this opportunity at the first meeting.

In addition, members are asked to participate on *ad hoc* working parties and/or negotiation teams.

Who will pay for all this time out of the surgery?

Because we are anxious not to place barriers in front of any potential candidates, we have been very conscious about who pays. All committee members are remunerated for any time they spend attending GDPC sub-committees by the British Dental Guild. In line with the BDA's policy, the BDG does not pay for attendance at the GDPC main meetings which usually take place three times a year, so you may wish to discuss funding at a local level prior to standing for election.

In addition, all committee members who are also BDA members receive a subsistence allowance where appropriate and have their travel expenses reimbursed.

Are there any changes from previous GDPC?

In 2007 GDPC agreed some changes in how the committee will work.

There are no longer overlapping Branch and Regional seats in England. There are now 50 seats which are coterminous with local government areas and, within those areas, bundles of PCTs.

You can no longer stand for election in your ‘home’ constituency. You are now entitled to stand *only* in the constituency where you work.
There are no longer 5 UK wide seats set aside wholly for private practitioners.

What is the timescale for the whole process?

3 October 2008  Nominations close
25 October 2008  GDPs receive Ballot papers
28 November 2008  Ballots close
December 2008  GDPC Secretary announces election results
January 2009  Election results published in BDA News

But I’ve never been involved with dental politics before

Because some of the elected members may be new to national level committee work, there will be an induction and welcome pack sent out in January which will enable people to “find their feet”, find out about each other and find out about the support services run by the BDA's Policy Directorate.

In addition, by either formal or informal methods, all newcomers will receive support and training.

How would people find out about who I am?

Good representatives should be active in their local dental community, although this doesn’t mean that you need to have been involved for any set time or know everyone!

If you decide to stand, you will need to complete a short election address of up to 100 words; it will be cut off mid-sentence if it exceeds this amount, to ensure fairness to all. It will be printed on the reverse of the ballot paper, so that your constituents know something about the candidate they are voting for.

If you are elected, this election address will be circulated to the other new committee members - prior to the first meeting - for background reading.

What do I need to include in the election address?

The election address is the only way of communicating with most of your electorate and 100 words is not very many; you will need to be concise.

It should include – if possible – such points as:-

* some biographical detail;
* the reason why you are standing for election;
* some information on your particular areas of interest or expertise.
In addition, you will be asked to declare the ratio of your personal NHS to private turnover; this was agreed by the Conference of LDCs as being a pertinent addition to any candidate’s information.
Appendix D

**North East (4 seats)**
1. Northumberland, Newcastle, North Tyneside
2. Gateshead, South Tyneside, Sunderland Teaching
3. County Durham, Hartlepool, Darlington
4. Stockton-on-Tees Teaching, Middlesbrough, Redcar and Cleveland

**North West (7 seats):**
1. Cumbria, North Lancashire, Blackpool
2. Blackburn with Darwen Teaching, East Lancashire, Central Lancashire
3. Liverpool, Knowsley, Sefton, Wirral,
4. Halton and St Helens, Ashton, Leigh and Wigan, Warrington, West Cheshire
5. Bury, Bolton, Rochdale, Heywood and Middleton,
6. Manchester, Oldham, Tameside and Glossop
7. Stockport, Salford Teaching, Trafford, East Cheshire

**Yorkshire and the Humber (5 seats):**
1. North Yorkshire and York
2. Leeds, Bradford and Airedale Teaching
3. Calderdale, Kirklees, Wakefield
4. Sheffield, Rotherham, Barnsley, Doncaster
5. East Riding of Yorkshire, Hull Teaching, North Lincolnshire, North East Lincolnshire

**East Midlands (4 seats):**
1. Derbyshire County, Derby City
2. Bassetlaw, Nottingham City, Nottinghamshire County Teaching,
3. Lincolnshire Teaching
4. Leicester City Teaching, Leicestershire County and Rutland,
   Northamptonshire Teaching

**West Midlands (5 seats):**
1. North Staffordshire, Stoke on Trent Teaching, Shropshire County, Telford and Wrekin
2. South Staffordshire, Wolverhampton City, Walsall Teaching
3. Dudley, Sandwell, Heart of Birmingham Teaching, Birmingham East and North
4. South Birmingham, Solihull, Coventry Teaching, Warwickshire
5. Worcestershire, Herefordshire

**East of England (5 seats):**
1. Essex
2. Hertfordshire
3. Norfolk, Great Yarmouth and Waveney Teaching, Suffolk
4. Bedfordshire, Luton Teaching
5. Peterborough and Cambridgeshire
London (7 seats):
1. North: Enfield, Barnet, Haringey, Harrow, Brent
2. Central West: Camden, Islington, Westminster, Kensington and Chelsea
3. Central East: City and Hackney, Tower Hamlets, Newham, Lambeth, Southwark and Lewisham
5. South West: Richmond, Kingston, Sutton, Wandsworth, Croydon
6. North East: Waltham Forest, Redbridge, Barking and Dagenham, Havering
7. South East: Bromley, Bexley, Greenwich,

South East Coast (4 seats):
1. Surrey
2. West Kent, Medway Teaching
3. Eastern and Coastal Kent Teaching
4. West Sussex Teaching, Brighton and Hove City Teaching, East Sussex Downs and Weald, Hastings and Rother.

South Central (4 seats):
1. Milton Keynes, Buckinghamshire
2. Oxfordshire, Berkshire West, Berkshire East Teaching
3. Hampshire
4. Southampton City, Portsmouth City Teaching, Isle of Wight Healthcare.

South West (5 seats):
1. Gloucestershire, South Gloucestershire, Bristol Teaching
2. North Somerset, Bath and North East Somerset, Swindon, Wiltshire
3. Cornwall and Isles of Scilly, Plymouth Teaching
4. Devon, Torbay Care Trust
5. Somerset, Dorset, Bournemouth and Poole Teaching