

APTA NEW YORK

DELEGATE ASSEMBLY
PROCEDURE MANUAL

Approved 5/92
Edited 3/31/2022

DELEGATE ASSEMBLY MANUAL – TABLE OF CONTENTS

I.	ORGANIZATION	2
A.	Creation	2
B.	Purpose.....	2
C.	Accountability.....	2
D.	Constituency	2
E.	Term.....	3
F.	Voting Power	3
G.	Officers of the Delegate Assembly	3
H.	Vacancies	3
II.	OPERATION	4
A.	MEETINGS	4
1.	Types of Meetings:	4
2.	Notice of meetings:.....	5
3.	Location of Meetings:.....	5
B.	Planning for the Assembly:	10
C.	Delegate Forum:.....	10
D.	Registration for Assembly	11
E.	Reassignment of votes:	11
F.	Delegate Assembly Meeting	11
G.	Records	13
H.	Duties of the Officers of the Assembly.....	14
	Job Description	
	Member -- Committee to Approve the Minutes	15
	Job Description	
	Elections Committee.....	15
	Job Description:	
	Reference Committee	16
	Job Description	
	District Chief Delegate to Delegate Assembly	16
	Job Description	
	PT District Delegate to Delegate Assembly	17
	PTA District Delegate to Delegate Assembly	18
	APPENDIX	
I.	Delegate Assembly Agenda	19
II.	Installation Pledge	22
III.	Rules of the Assembly Required by Chapter Bylaws -- May Not Be Suspended	23
IV.	Rules of the Assembly -- May Be Suspended	23
V.	Utilization of Reference Committee.....	24
VI.	APTA New York Sample Apportionment of Votes.....	25
VII.	Vote Record Form.....	26

DELEGATE ASSEMBLY PROCEDURE MANUAL

I. ORGANIZATION

A. Creation

Formed in accordance with the Bylaws of APTA New York.

B. Purpose

All legislative and elective powers and all authority to determine the policies of the New York Chapter including the power to amend and repeal the Bylaws are vested in and reside in the Delegate Assembly.

C. Accountability

The Delegate Assembly is accountable to the members of APTA New York.

D. Constituency

The composition of the Delegate Assembly is governed by the Bylaws of the Chapter. According to the Bylaws, the Assembly shall consist of all Registered Delegates. Registered Delegates shall include all those who have filed credentials as District Delegates, as Officers of the Board of Directors, and as Student PT and Student PTA Delegates

1. Qualifications:

Only physical therapist, retired physical therapist, life physical therapist, physical therapist assistant, retired physical therapist assistant and life physical therapist assistant members in good standing may serve as District Delegates.

2. Selection:

a. District Delegates:

The District Chairman or the District's designee shall serve as the Chief District Delegate. Prior to any meeting of the Assembly, each district shall select in accordance with the District's Bylaws, the additional delegates who will represent it at the meeting.

b. Student Delegates:

The Vice-Speaker of the Delegate Assembly shall be responsible for the selection of two physical therapist student and two physical therapist assistant student delegates to the Delegate Assembly.

3. Number of Delegates:

The determination of the number of delegates to which each district is entitled shall be made prior to any meeting of the Delegate Assembly on the basis of the membership records. In addition to the Chief District Delegate, each district shall be entitled to select one additional delegate for each twenty-five Physical Therapist, Retired Physical Therapist, and Life Physical Therapist or a majority portion thereof; and one Physical Therapist Assistant Delegate for each twenty-five Physical Therapist Assistant, Retired Physical Therapist Assistant, and Life Physical Therapist Assistant members or a majority portion thereof. Any district that would not be entitled to a physical therapist assistant delegate according to this formula shall be allowed one physical therapist assistant delegate. An example of the vote apportionment form can be found in the Appendix of this document.

Procedure:

- a. Chief Delegates are to be notified of the number of District Delegates by March 1.
- b. Prior to this, the Chapter Office will determine the number of District Delegates based on the Chapter membership roster from APTA as of December 31 of the preceding year.
- c. Chapter Office will set a deadline for the return of the District Delegate list.
- d. District Chairmen will, by the designated date, fill out the form listing the name, address, and phone numbers of the District Delegates.
- e. Chapter Office will compile the list of Delegates, check the membership status of each delegate and notify District Chief Delegates of any possible membership

- f. problems in their respective delegations prior to the Delegate Assembly. Once compiled, the list is forwarded to the Officers of the Assembly and the Chairperson of the Reference Committee.
- g. A District may add Delegates to complete its delegation at the time of registration for the Assembly.

E. Term

Term for Delegates is one year or until the following Delegate Assembly. In accordance with the Bylaws, when a Special meeting or a mail ballot is held, a District may name an alternate delegate as a replacement if a delegate is no longer a member of the District or if they are unable to serve. A Credential Card for the alternate delegate must be requested by the Chief Delegate and filed with the Vice-Speaker. The Vice-Speaker will change the name, date, and initial the official roster.

F. Voting Power shall be in Accordance with the Bylaws.

1. Each District Delegate shall have one vote. If all the delegates to which a district is entitled do not attend a meeting of the Assembly, the votes shall be transferred equally to the delegates of the same membership category in attendance in the delegation. In the event that there are an uneven number of votes to be distributed, the chief delegate of the district may assign individual district delegates a limit of one vote more than other district delegates. The number of votes must be reflected on the District Delegate's credentials.
2. Each Officer of the Board shall have the right to speak and make motions, but may not vote or serve as a District Delegate.
3. Student Delegates shall have the right to speak and make motions but may not vote.
4. Credentials:
The Chapter and Delegates shall be registered (see registration section) prior to the first session of the Delegate Assembly.
Credentialing Procedure:
 - a. At least one month prior to the meeting, Credential cards for the District Delegates are to be mailed by Chapter Office to the Chief Delegate of each District.
 - b. Credentials for District Delegates must include the Delegates name, address, District name, membership category, number of votes carried, and be verified by the Chief Delegate. If votes are later transferred to a Delegate, such transfer must be shown on the credentials of the Delegate attending. See Procedure for transfer of votes.
 - c. The Chief Delegate is to Credential his/her delegation prior to the Delegate Registration.
 - d. Credentials for the Officers of the Board, and Student Delegates must be signed by an Officer of the Assembly. As these are non-voting Delegates, they need only show the name, address, and category of Delegate.

G. Officers of the Delegate Assembly

As designated by the Chapter Bylaws, the Officers of the Delegate Assembly shall be: the Speaker of the Assembly who shall serve as Presiding Officer, the Vice-Speaker of the Assembly who is the Vice-President of the Chapter, and the Secretary who is the Secretary of the Chapter.

H. Vacancies

In the event a vacancy exists in a Delegate Assembly Office at the time of the Delegate Assembly, the Executive Committee shall appoint someone to temporarily fulfill the duties of that officer of the Assembly until the office is permanently filled. In the event a District Delegate is no longer a member of the District or if they are unable to serve for a Special meeting or a mail ballot, a District may name an alternate delegate as a replacement.

II. OPERATION

A. Meetings

1. Types of Meetings:

a. Annual Meeting

The Annual Meeting of the Chapter shall be a business meeting of the Chapter Delegate Assembly at a time and place approved by the Chapter Board of Directors.

Procedure:

1. When setting the date, the Chapter Office should keep in mind the date of the House of Delegates in order to receive the RCs prior to the Delegate Assembly.
2. In scheduling the meeting, religious and other major holidays should be avoided.
3. To encourage student participation, consideration should be given to graduation dates for PT and PTA programs.
4. Chapter Office should investigate (e.g., with the Chamber of Commerce) whether any other events are scheduled for the proposed site of the meeting, as well as, check with the proposed facility to determine other groups that might be holding meetings at the same time.

b. Special Meeting

A special meeting of the Chapter Delegate Assembly shall be called at any time during the year by the Speaker of the Assembly in response to a request by the Chapter Board of Directors or a request from districts representing a majority of delegate votes in the previous Chapter Delegate Assembly.

Procedure:

1. Upon receiving the appropriate request, the Speaker will contact the Chapter Office.
2. Chapter Office will be responsible for arranging the meeting.
3. The Speaker will follow the procedure for notification as outlined below.

2. Notice of meetings:

- ##### a. Annual Meeting:
- The time and place of the Annual Meeting shall be announced in the official publication of the Chapter and notices shall be sent to each district Chairman at least six weeks before the meeting is scheduled.

Procedure:

1. The Communications Director shall be responsible for placing the announcement in the appropriate issue of the newsletter.
2. The Speaker of the Assembly shall be responsible for preparing the announcement for the District Chairmen in a time frame that allows for Chapter Office to meet the six-week requirement. The Chapter office is responsible for sending the announcement to the District Chairmen at least six weeks before the meeting.

- ##### b. Special Meeting:
- At least thirty days prior to a special meeting, official notice of that meeting shall be sent to each district Chairman and Registered Delegate. Each Registered Delegate shall be a credentialed delegate who represented that district at the immediately preceding annual meeting, provided the delegate is still a member of the district represented; or if unable to serve, an alternate delegate shall be named by the district as a replacement.

Procedure:

1. The Speaker of the Assembly shall be responsible for preparing the notice for the District Chairmen and Registered Delegates in a time frame that allows for Chapter Office to meet the thirty-day requirement. In accordance with the Bylaws, the time, and purpose of the meeting shall be stated in the notice.
2. The Chapter Office is responsible for sending the announcement to the District Chairmen and Registered Delegates at least thirty days prior to the special meeting.

3. Location of Meetings:

- a. Meetings will be held at a site approved by the Chapter Board of Directors.
- b. Chapter Office staff is responsible for researching sites and reporting to the Board.
- c. The facility chosen should comply with the ADA and a signed statement to that effect should be obtained from the facility prior to the meeting.
- d. Chapter office is responsible for making arrangements with the facility for the room set up. The following are needed for the Assembly: a raised platform, podium a microphone for the podium, high stool behind podium, table with 3 chairs (Parliamentarian immediately next to podium, Vice-speaker, and Secretary), table for registration with 3 chairs to be located near the door, room for ballot counting, tables (long and narrow) and sufficient number of chairs for each district's delegation, table for other officers, tables and sufficient chairs for committee chairpersons and other board members in attendance, at least two microphones on the floor of the Assembly, chairs for the gallery, and if possible, a microphone for the front table. Also needed are pitchers of water and glasses on each of the tables.
- e. In addition to the meeting room for the D A, Chapter Office will arrange for a room for the Delegate Forum. The Office will make arrangements with the facility for the Delegate Forum room to be set up with a sufficient number chairs for the members of the delegations.

B. Planning for the Assembly:

1. Parliamentarian:

The Chapter Office is responsible for procuring a Parliamentarian for the Delegate Assembly. This should be done by February. Chapter Office is also responsible for making any necessary hotel arrangements for the Parliamentarian and sending a copy of the Chapter Bylaws, Delegate Assembly Handbook and any other materials requested by the Parliamentarian.

2. Agenda:

The agenda for the Delegate Assembly is the responsibility of the Speaker of the Assembly in conjunction with the Reference Committee. (An example of the agenda is found in the Appendix.)

a. Routine items for the agenda should include:

- I. Call to order
- II. Introductions
- III. Roll Call
- IV. In Memoriam
- V. Adoption of the Rules
- VI. Presentation of the Order of Business
- VII. Adoption of the Agenda
- VIII. Appointments to Committees
- IX. Annual Reports
 - A. President – Highlights of the Year
 - B. Nominating Committee – Introduction of Candidates
 - C. Legislative Committee – Update from Lobbyists
 - D. Other
- X. New Business
 - A. Motions - APTA NEW YORK (Approve the Procedural Manual, if needed)
 - B. Motions - House of Delegates
- XI. Report of Elections
- XII. Installation of the Officers, Nominating Committee, and Chapter Directors
- XIII. Awards - Chairperson of Awards
- XIV. Good and Welfare
- XV. Adjournment

b. Call for Other Agenda Items and Motions for New Business:

Any member may submit a motion to come before the Assembly. All main motions or resolutions must be reviewed by the Reference Committee before coming to the

Assembly. Motions to amend the Bylaws must conform to Article XV Amendments.

1. Bylaw Amendments

- a. According to the Bylaws the following procedures must be followed to amend the Bylaws: "These bylaws may be amended at any regular or special meeting of the Assembly by a two-thirds vote provided a quorum is present.
 - (1) Any proposed amendment must be submitted in writing to the Chapter Office by the date specified by the Speaker of the Assembly.
 - (2) In accordance with the Association Policy on Component Bylaws, proposed amendments must be submitted to the Association sixty days prior to giving notice to the membership.
 - (3) Copies thereof must be posted to the Chapter website at least 30 days prior to the meeting.
 - (4) The amended bylaws become effective upon approval in writing by the Association's Board of Directors; with the exception of changes in Chapter dues, which become effective on the first of the Chapter's next fiscal year following approval.
 - (5) If the intent of an amendment is editorial or to bring the Chapter's bylaws into agreement with those of the Association, the amendment shall be made as required by the Speaker of the Assembly and shared with the Board of Directors. The Speaker of the Assembly shall notify the Chapter's membership that such amendments have been made.

- b. The Communications Manager will place a notice in the newsletter stating the deadline for receiving Bylaw amendments as set by the Speaker. Upon receipt of Bylaw amendments, the Chapter Office will send them to the Speaker of the Assembly and the Chairperson of the Reference Committee for review. These will then be sent on to APTA for approval.

- c. The Chapter Office, in consultation with the Chairperson of the Reference Committee is responsible for obtaining APTA approval for Bylaw Amendments.

2. Other Main Motions and Resolutions Procedure:

- a. In February, the Speaker of the Assembly will prepare a memo to the District Chairmen, Chapter Directors and Chapter Committee Chairpersons requesting agenda items.

- b. Chapter Office is responsible for timely distribution of the memo along with motion forms.

- c. Anyone having new business or items to be included on the agenda should submit them on the appropriate form, including a support statement and fiscal impact. Questions regarding preparation of motions should be referred to the Speaker of the Assembly or the Reference Committee; fiscal impact questions should be referred to the Treasurer or another member of the Finance Committee.

- d. Upon receipt of motions or agenda items, Chapter office is to forward them to the Speaker of the Assembly and the Chairperson of the Reference Committee for verification of form and to determine if they are in order. Motions must be reviewed by the Reference Committee for proper form before inclusion in the Handbook. If the motions are in order and in proper format, the Reference Committee will assign a JC number indicating the year and consecutive number based on the time

of submission, e.g. JC-3-92. See Utilization of Reference Committee in the Appendix and Chapter Motions in II,B, 3, c,10 below.

3. Delegate Handbook

- a. **Distribution:** The Handbook should be posted to the web site least two weeks prior to the Assembly. Handbooks should be made available to the District Delegates, Executive Committee, Student Delegates, Committee Chairpersons, and the Parliamentarian.
- b. **Preparation:** The Chapter Office is responsible for the preparation of the Delegate Assembly Handbook and posting to the Chapter Web Site.
- c. **Contents:** This Handbook is to include:
 1. Table of Contents
 2. Contact information for the Reference Committee.
 3. Guidelines for Utilizing the Reference Committee - A copy of the Guidelines is found in the Appendix of this document.
 4. Job Descriptions for the Delegates - A copy of the Job Descriptions is also found in the Appendix of this document.
 5. Agenda of the Delegate Assembly - See the above section for agenda guidelines and the Appendix for an example.
 6. Rules of the Delegate Assembly:

Rules of the Assembly must be approved at the Annual Meeting of the Assembly.

The Rules of the Delegate Assembly are found in the Appendix. These are reviewed each year by the Speaker of the Assembly. If revision is suggested, the proposed changes are approved by the Officers of the Assembly for inclusion in the Handbook and subsequent vote by the Assembly.
 7. Apportionment of Votes - An example of the Apportionment of Votes may be found in the Appendix. Determination of the apportionment of votes was discussed in Section I of this document.
 8. Reports
See Report section for format of reports. Reports should appear in the packet in the order of the list on the agenda.
 9. Vote Record Forms
A copy of the vote record form is found in the Appendix. Sufficient copies should be supplied to cover all the JCs and RCs.
 10. Chapter motions
Reference Committee is responsible for ordering the motions for the Assembly. However:

JC-1 should be the slate of Officers and Nominating Committee as submitted by Nominating Committee. This motion should include the biographical sketch of each candidate.

JC-2 should be the slate for Delegates to the House of Delegates and Representative to the PTA Caucus (odd-numbered years only). This motion should include the District affiliation of each candidate and a biographical sketch.

The next JCs are any Chapter Bylaw Amendments. (See Section II B2b1 above on Bylaw amendments.), followed by the Chapter Goals and Objectives. Next are other Chapter Motions. In years when substantive changes are recommended, a copy of the Delegate Assembly Procedure Manual is to be included for vote by the Assembly as one of the first of the other motions.
 11. APTA motions:
Following Chapter Motions are the RCs from APTA. These RCs are posted on the APTA Web Site.

4. Reports

Chapter Office is responsible for setting the deadline for submission of reports and motions, keeping in mind that the Handbook should be available to the Delegates at least two weeks before

the Assembly. The following persons are to submit annual reports for inclusion in the Delegate Assembly Handbook: each of the Chapter Officers, each Chief Delegate, each Chapter Committee or Task Force Chairperson, and the Executive Director. In addition, an Annual report of the Board of Directors (written by the Secretary) is to be included.

a. Procedure for reports:

1. Chapter Office will notify each of the above persons of the deadline for submitting reports.
2. Reports should be written following the format outlined below.
3. If the person reporting is recommending Assembly action, motions should be written on Motion Forms following the guidelines for making motions, and submitted in time for inclusion in the packet. Questions on writing motions should be addressed to the Judicial/Reference Committee Chairperson or members.
4. Reports and motions must be submitted to Chapter office by the deadline.
5. When received by the deadline, Chapter office will include them in the Handbook.
6. When the deadline has not been met, it is the responsibility of the individual to provide sufficient copies of reports and motions for the Delegates.

b. Format to be used in formulating reports is as prescribed by the Board of Directors.

(A sample report format will be sent from the Chapter Office to all officers, districts, and committee/SIG/task force chairs.) BOD 1-99-07, 10-99-22

5. Committee to Approve the Minutes:

Each year there shall be a Committee to Approve the Minutes.

Procedure:

- a. Upon receiving the list of Delegates, the Secretary will make recommendations for members of the Committee to Approve the Minutes.
- b. The Speaker will contact those recommended to form a committee of three.
- c. The Secretary is responsible for orienting the Committee to Approve the Minutes. (See the Job Description for Committee to Approve the Minutes, found in the appendix and also, the Minutes Section for more on approving minutes.)

6. Reference Committee

The Reference Committee has been established to expedite business coming before the Assembly. This committee must review all main motions and resolutions except procedural motions for proper form and to determine if they are in order before they are presented. See the Guide to Writing Motions and also the Utilization of Reference Committee in the appendix.

Procedure:

- a. In conjunction with the Chairperson of the Reference Committee, Chapter Office will schedule times prior to the Delegate Assembly for members to meet with the Reference Committee to review motions. As mentioned previously, the Chapter Office will make room arrangements and make sure the Committee has access to a computer, printer, copy machine, motion paper, and order of business forms.
- b. The schedule for the Reference Committee should be determined by February so that the information can be included in the memo to District Chairmen.
- c. For inclusion in the Delegate Assembly Handbook, motions and bylaws must be submitted by the appropriate deadlines.
- d. Reference Committee will review the submitted motions and assign JC numbers prior to inclusion in the Handbook.
- e. The Reference Committee is responsible for ordering the new business. In addition to assigning JC numbers, the committee may reorder or group national motions to facilitate discussion.
- f. The proposed order of business is presented by the Chairperson of the Reference Committee at the Delegate Forum, as well as at the Delegate Assembly meeting.

C. Delegate Forum:

On the evening prior to the Delegate Assembly, the Speaker of the Assembly, in conjunction with the Chief Delegate, is responsible for running a forum to discuss the upcoming business. The purpose of the forum is to provide an opportunity for discussion and to have questions answered before voting in the Assembly. Some delegations may wish to caucus after receiving further information.

Procedure:

1. Chapter Office is responsible, after consulting with the Speaker of the Assembly, for scheduling the time and for the room assignment.
2. The Office will make arrangements with the facility for the room to be set up with a sufficient number chairs for the members of the delegations.
3. At the Forum, the Speaker will review the Rules of the Assembly, and procedures for making motions in the Assembly.
4. The Chairperson of the Reference Committee will present the order of business and pass out any motions that were not previously distributed.
5. The Speaker will chair a discussion on the Chapter issues and motions to come before the Assembly, and the Chief Delegate will chair a discussion on the issues and motions related to the House of Delegates.

D. Registration for Assembly

1. A Registration period will be held the evening prior to the Delegate Assembly.
Procedure:
 - a. The Speaker, in February, will notify the Chief Delegates of the registration schedule.
 - b. The Vice-Speaker of the Assembly or his/her designee is primarily responsible for registering the Delegates. The Chapter Office staff is responsible for helping with registration.
 - c. Delegates must register in person.
 - d. District Chief Delegates shall verify the credentials for each delegate. Credentials include the name of the delegate, category, and number of votes carried. No delegate shall be seated without a credential that is properly verified.
 - d. The officials registering delegates are to verify credentials of each delegate recorded on the official roster, with the votes assigned next to his/her name.
 - f. Upon registering, the delegate receives his/her official badge and any other instructions or materials.
 - g. Each Chief Delegate should check on the delegation's registration at the close of the registration period to ascertain that all district votes have been claimed.
2. A late registration will be held the morning of the Delegate Assembly. The same procedure will be followed.

E. Reassignment of votes:

Should it be necessary for a district to reallocate votes, this may be done after the close of late registration.

Procedure:

1. The Chief delegate assigns the votes to the appropriate delegate(s) and the credential cards are changed to reflect the corrected apportionment.
2. The Vice-Speaker or designee initials the change in votes on the official roster.
3. Further reassignment of votes must be in accordance with the Rules of the Assembly.

F. Delegate Assembly Meeting

1. Room setup

Chapter Office staff is responsible for checking the room setup (see II A 3 above), placing the signs for each of the Delegations and the Reference Committee on the appropriate tables, and for making sure that the registration materials, ballots, installation pledge, stop watch, gavel, and extra motion forms are available.

2. Delegations

Delegates are to be seated according to Delegate affiliation (by District, Executive Committee, or

Student Delegate). Student Delegates should be seated near the other Chapter Officers.

3. Attendance in the Gallery:

Chapter members are encouraged to attend the meetings of the Delegate Assembly. However, membership cards must be verified for admittance to the Gallery of the Delegate Assembly. Others interested in attending must have a guest card signed by an Officer of the Assembly.

Procedure:

- a. Those desiring to attend the Assembly meeting who are not Registered Delegates should allow time to stop at the Delegate Registration desk for verification of membership card or request permission of one of the Assembly Officers.
- b. The Officer, with consideration given to space limitations, may grant nonmembers permission to attend the meeting and provide a guest card.
- c. Generally, written materials prepared for the Assembly meeting will not be distributed to guests at these meetings.
- d. The Assembly may limit attendance during discussion of confidential matters.

4. Quorum is established by the Bylaws

A majority of the registered delegates shall constitute a quorum, provided a majority of the Districts is represented.

5. Conduct of Business

Robert's Rules of Order will be followed except in instances where the Bylaws, Rules, or Policies of the Chapter specify otherwise. The Assembly adopts the Rules of the Assembly. See appendix for a copy of these Rules.

6. Utilization of the Reference Committee during the Assembly

The Reference Committee will be available in the Assembly for review of any main motions which were not ordered. A motion to suspend the Rules of the Assembly would be needed in order to deal with such a motion. The Committee would also be available to assist in wording motions to amend main motions or resolutions. Such consultation is strongly advised, particularly for amendments to proposed Bylaw amendments.

7. Executive Session:

Confidential items will be considered by the Assembly in Executive Session. The Assembly has the right to determine who may be allowed to be present for such discussions. According to Robert's Rules, "a (Delegate) member can be punished under disciplinary procedure if he/she violates the secrecy of an executive session. Anyone else permitted to be present is honor bound not to divulge anything that occurred."

Procedure:

- a. When an item is deemed confidential, a motion to go into executive session shall be made.
- b. This requires a majority vote of the Assembly.
- c. The Speaker of the Assembly will remind all present about confidentiality of the proceedings.
- d. Documentation of Executive Session proceedings are to be kept separately.

8. Elections:

Nominations and elections shall be in accordance with the Bylaws and the Nomination and Election Manual. Election of Officers and members of the Nominating Committee shall be by ballot, unless there is but one nominee for any office when a voice vote may be called. If a vote fails to determine election, reballoting shall be conducted under procedures determined by the Officers of the Assembly.

Procedure:

- a. Prior to the Assembly, Chapter Office in conjunction with the Speaker of the Delegate Assembly will ensure that a sufficient number of scantron ballots are available for each election to be held, will develop a ballot voting guide for each election to be held and a tally form for each election. Four copies of each tally form will be needed for the Elections Committee.
- b. In any case where it is anticipated that reballoting might be necessary, a sufficient number of scantron ballots will be made available for the second election.
- c. Since the Officers of the House may determine the procedures for reballoting, they may

request a preferential ballot for the second round of balloting. In this instance, the tabulation of ballots would be according to the procedure found in Robert's Rules of Order.

9. Elections Committee:

The Elections Committee is responsible for conducting the elections, in accordance with such rules as the Delegate Assembly may adopt at each annual meeting. The Elections Committee is appointed by the Speaker of the Delegate Assembly. The Elections Committee is responsible for coordinating the activities surrounding the Chapter elections including the preparation, distribution, collection and tabulation of the ballots under the supervision of the Speaker of the Delegate Assembly (JC 6-07).

10. Voting:

- a. The rule of majority of registered votes shall be effective in all elections and decisions except in the case of the elections for the Nominating Committee and Delegates to the House of Delegates where voting shall be by plurality of the votes cast.
- b. Voting on motions and resolutions in the Assembly may be by voice, by show of hands, by standing or by roll call.
- c. If a district is not represented at the Delegate Assembly, its votes on national issues will be distributed in proportion to the votes cast by those present.
- d. The delegation will be uncharged on all RCs including amendments to the RCs. The Presiding Officer may take a voice, standing, show of hands or roll call poll of uncharged votes to determine the general consensus (ayes, nays) of the voting body on an RC. This poll is nonbinding on the delegation and serves only for guidance in decision making at the House of Delegates. To charge the delegation to vote in a specific manner on an RC, the Assembly must suspend the rules.
- g. Mail ballots:
If a decision must be made between Annual Meetings, the Chapter Board of Directors may, by a majority vote, determine that the District Delegates be polled by mail or by utilizing electronic technology, provided all members have an opportunity to participate.
 1. Notice of the vote shall be sent to all Physical Therapist, Retired Physical Therapist, Life Physical Therapist, Physical Therapist Assistant, Retired Physical Therapist Assistant, and Life Physical Therapist Assistant members at least thirty (30) days prior to the response deadline date. The notice shall include an explanation of the reason for the vote and a statement of the facts to be considered.
 2. The District Delegates shall then respond to the vote request as instructed by their District members.
 3. A majority of the registered votes must be cast for the vote to be considered valid.
 4. Announcement of the results shall be made within thirty (30) days of the response deadline.

11. Minutes

Minutes are to be recorded and kept for each Assembly meeting and distributed within thirty days of the meeting. Copies of the minutes are to be sent to Component Relations in accordance with APTA policy.

Procedure:

- a. The Secretary is responsible for recording the minutes. All main motions and any amendments to them must be recorded, including the JC number, the maker of the motion, the second and the action taken. If the Assembly enters an Executive Session, those minutes shall be kept separately.
- b. Once prepared, the draft of the minutes is forwarded to the members of the Committee to Approve the Minutes, the Officers of the Assembly, and the Chairperson of the Reference Committee.
- c. Each person is responsible for making corrections and sending them to the Secretary for

incorporation into the minutes. Copies of the comments from the Committee are to be kept on file in the Chapter Office for one year.

- d. The Secretary will send the corrections to the Chapter Office.
- e. Chapter Office will send the corrected minutes marked "final draft" to the Committee to Approve the Minutes.
- f. Each committee member will vote and return sheet to Chapter Office. If not voting for approval, additional corrections are to be sent to office.
- g. If approved, Chapter office will send the minutes stamped "approved" to the Committee to Approve the Minutes, Reference Committee, Chapter Officers, the Board of Directors, the Committee and Task force Chairpersons, and District Chairpersons.
- h. If not approved, another revision is made and the vote repeated following steps 4-6.
- i. Once approved, the necessary number of copies will be sent to APTA Components Relations in accordance with APTA policy.

12. Publication of summary:

The Secretary is responsible for preparing a written report of the proceedings of each session of the Delegate Assembly for publication in the newsletter, including any Bylaw amendments. Prior to publication it should be sent to the Speaker of the Assembly and the President for review. Every effort should be made to include the summary in the following edition of the Newsletter.

G. Records

Official records of the proceedings of the Delegate Assembly are maintained. Amended Bylaws are posted on the Chapter Web Site.

Procedure:

1. Chapter Office will keep a Delegate Assembly file of any memos sent, and any forms used.
2. The official delegate roster with delegate credentials is to be kept on file in the Chapter office for one year.
3. One set of the original motion forms is to be kept on file in the Chapter office for one year.
4. Chapter office will keep a permanent file of all approved minutes of the Delegate Assembly.
5. Copies of all the Annual Reports are also placed in the appropriate files in the Chapter Office.
6. Once passed and approved, the Chairperson of the Reference Committee is responsible for seeing that the bylaws are sent to Component Relations and posted on the Chapter Web Site.

H. Duties of the Officers of the Assembly

In addition to the duties on the Board and the Executive Committee, the officers of the Assembly are responsible to the Delegate Assembly for the conduct of business of the Delegate Assembly and related activities. The following are duties of the Officers of the Assembly relating to the Assembly.

1. Speaker of the Assembly

- a. Presides at all meetings of the Assembly.
- b. Calls special meetings of the Assembly in response to a request by the Chapter Board of Directors or a request from districts representing a majority of delegate votes in the previous Chapter Delegate Assembly.
- c. Prepares notices of meetings in accordance with bylaws and policies and procedures.
- d. Distributes the delegate registration schedule to the Chief Delegates.
- e. Reviews rules of order each year, makes necessary changes; sends these to Assembly officers for approval; meets time frame for inclusion in Assembly Handbook for vote.
- f. Reviews the Delegate Assembly Procedure Manual each year. The Speaker and the Secretary, in consultation with the Judicial/Reference Committee, have the authority to make procedural changes in the Delegate Assembly Procedure Manual (JD 5-07). . If changes are made that affect the rights and privileges of the members, the Speaker will it in the Assembly Handbook for Assembly approval (JC 23-99).
- g. In February, prepares a memo to the District Chairmen, Chapter Directors and Chapter Committee Chairpersons requesting agenda items.
- h. Prepares the agenda in conjunction with the Reference Committee.
- i. Reviews motions for verification of form to determine if they are in order.

- j. Appoints a committee of 3 to approve the minutes from those recommended by the Secretary.
- k. Appoints the Elections Committee (JC 6-07).
- l. Appoints the Parliamentarian in conjunction with the Chapter Office.
- m. Meets with the Parliamentarian prior to meeting of Assembly.
- n. Consults with Chapter Office on the scheduling of the forum.
- o. Assists the Reference Committee with reviewing motions, determining the number of voting sheets for delegates and ordering the business of the assembly.
- p. Runs the forum to discuss the issues and motions to come before the Assembly; reviews the Rules of the Assembly, and procedure for making motions in the Assembly.
- q. Runs the Delegate Assembly meeting.
- t. Reviews the minutes of the meeting.
- d. Keeps track of the charges from the minutes and notifies the appropriate parties in writing.
- y. Reviews the Secretary's Report of the D A before publication.
- u. Is responsible for seeing that charges and motions are dispensed to appropriate person or committee, etc.
- b. The Speaker and Secretary, in consultation with the Judicial/Reference Committee and Nominating Committee have the authority to make procedural changes in the Nominating Procedural Manual (JC 5-07).

2. Vice-Speaker of the Assembly

- a. Approves rules of order and agenda.
- b. Responsible for the selection of two PT student and two PTA student delegates to the Delegate Assembly, according to set procedures.
- c. Supervises Chapter Office regarding materials necessary for conducting the registration.
- d. Carries the principal responsibilities for the registration of delegates at the Annual Meeting or designates someone else to do it; including:
 - 1. checking membership cards,
 - 2. recording votes carried by delegates on the official roster with his/her name,
 - 3. initialing any reallocation of votes on the appropriate roster.
- e. Serves as timekeeper at all meetings, or designates someone else to perform that duty.
- f. Assists the Speaker by keeping a running list of Delegations wishing to speak.

3. Secretary

- a. Approves rules of order and agenda.
- b. Reviews any changes to the Delegate Assembly Procedure Manual recommended by the Speaker of the Delegate Assembly.
- c. Recommends committee to approve the minutes from among the list of Delegates.
- d. Orients the Committee to Approve the Minutes.
- e. Records the minutes of the Assembly.
- f. Compiles corrections from Committee to Approve the Minutes and sends to Chapter Office.
- g. Prepares a written report of the proceedings of each session of the Delegate Assembly including bylaw amendments for publication in the newsletter.

JOB DESCRIPTION: MEMBER -- COMMITTEE TO APPROVE THE MINUTES

General Description

Attends the Delegate Assembly, keeps track of the actions on motions, reviews the minutes for accuracy and approves the minutes of the Assembly.

Duties Responsibilities and Authority

- 1. Attends meeting(s) of the Assembly.
- 2. Keeps track of motions made and whether the motion is amended.
- 3. Notes the action taken on a motion (eg. carried, defeated, postponed indefinitely, postponed definitely, etc.).

4. Reviews draft of minutes and compares to own notes from the Assembly.
5. Makes any additions or corrections.
6. Submits corrections to the Secretary.
7. Reviews final draft of minutes.
8. Votes on final draft and sends voting sheet to Chapter Office.

Relationships:

Maintains contact on status of assigned tasks with the Chapter Secretary.

JOB DESCRIPTION: ELECTIONS COMMITTEE

General Description

Attends the Delegate Assembly, assists in collecting ballots, tabulates votes.

Duties Responsibilities and Authority

The Elections Committee is responsible for coordinating the activities surrounding the Chapter elections including the preparation, distribution, collection and tabulation of the ballots under the supervision of the Speaker of the Delegate Assembly (JC 6-07).

Relationships:

Maintains contact on status of assigned tasks with the Speaker.

*Format for teller's report

Number of votes cast:

Number of illegal ballots:

Number needed for election:

Candidate	# votes
X:	
Y:	
Z:	

JOB DESCRIPTION: REFERENCE COMMITTEE

General Description

In accordance with the bylaws, the Judicial Committee will serve as the Reference Committee for the Delegate Assembly. In this capacity, the duties are: to provide counsel to the Speaker of the Assembly in ordering business of the Assembly and to provide counsel and advice to presenters of resolutions and motions to insure proper form and wording.

Duties, Responsibilities and Authority

1. In conjunction with the Speaker of the Assembly, set the agenda and order of new business for the Delegate Assembly.
2. Answer questions regarding preparation of motions.
3. Review all main motions and resolutions to verify that they are in correct form and determine if they are in order.
4. Verify that proposed amendments to the Bylaws are not in conflict with APTA bylaws or policies; and that they conform to Article XIV Amendments in the Bylaws.
5. If the motions are in order and in proper format, assign a JC number indicating the year and consecutive number based on the time of submission, eg. JC-3-92.
6. Meet prior to the DA to order the agenda and to review last minute motions.
7. Upon receipt of APTA RCs, review and possibly reorder or group them to facilitate discussion.
8. Be available in the Assembly for review of any main motions which were not ordered and also be available to assist in wording motions to amend main motions or resolutions, particularly for amendments to Bylaw amendments.
9. Review any changes to the Delegate Assembly Procedure Manual recommended by the Speaker of the Delegate Assembly and the Secretary.

THE RESPONSIBILITIES OF THE CHAIRPERSON OF THE COMMITTEE INCLUDE:

1. Reviewing Bylaw amendments upon receipt from the Chapter Office, modifying them as necessary, and sending them back to the Communications Director as quickly as possible in order to include them in the January/February newsletter.
2. Obtaining APTA approval (or rejection) for Bylaw Amendments.
3. By February, setting the schedule for the Reference Committee in conjunction with Chapter Office and the Speaker of the Assembly so that the information can be included in the memo to District Chairmen.
4. Verifies the District vote apportionment as calculated by the Chapter Office.
5. Presenting the proposed order of new business at the Delegate Forum.
6. Reviewing the draft of the Delegate Assembly minutes, and forwarding any corrections to the Chapter Secretary by the deadline.
7. Seeing that once passed and approved, the Bylaws are sent to Component Relations and posted to the Chapter Web Site.

Relationships:

Maintains close contact with the Officers of the Assembly and Chapter Office personnel associated with the Committee activities. When appropriate, establishes contact with Component Relations of APTA.

JOB DESCRIPTION

DISTRICT CHIEF DELEGATE TO DELEGATE ASSEMBLY

General Description:

All legislative and elective powers and all authority to determine the policies of the APTA New York including the power to amend and repeal the Bylaws are vested in and reside in the Delegate Assembly. The Delegate Assembly elects the Chapter officers and the members of the Nominating Committee. According to the Bylaws, the Assembly consists of all registered delegates. Registered delegates shall include all those who have filed credentials as District Delegates, Officers of the Board of Directors, and as Student Delegates. Prior to any meeting of the Assembly, each district shall select in accordance with the District's Bylaws, the additional delegates who will represent it at the meeting.

Qualifications:

Only Physical Therapist, Retired Physical Therapist, and Life Physical Therapist members in good standing may serve as District Chief Delegate.

Duties, Responsibilities and Authority:

1. Write the District Annual report to the Delegate Assembly.
2. Write any motions coming from the District to the Delegate Assembly, and confer with the Reference Committee regarding these motions.
3. Coordinate the District Delegation.
4. Follow the District Bylaws in determining the District Delegates.
5. Call any additional meetings or caucuses of District Delegates as needed.
6. Attend all meetings of the Assembly; if unable to attend, be sure the District's bylaws are followed for determining the Chief Delegate.
7. Attend the Delegate Forum.
8. Attend the Candidate's Reception.
9. Verify the number of delegates present, and votes carried.
10. Present to the Assembly such matters as are directed by the District.
11. Read all materials relating to the business of the Assembly and be prepared to vote on bylaw amendments, set or alter policies of the Chapter, and advise the Delegation to the House of Delegates on national issues and policies.
12. Vote at the Assembly in accordance with instructions or policies of the District. If charged by the District to vote on a specific issue, the vote must reflect the percentage vote of the District membership.
13. Call and attend any District meetings whose primary purpose is to discuss issues relative to that year's Delegate Assembly or House of Delegates meetings.

Relationships:

Maintains contact with the District Delegates, Reference Committee, and Chapter Chief Delegate to House of Delegates; is in contact with other District Chief Delegates as necessary to clarify business to be conducted at the Delegate Assembly.

JOB DESCRIPTION**PT DISTRICT DELEGATE TO DELEGATE ASSEMBLY (JC-13-98)****General Description:**

All legislative and elective powers and all authority to determine the policies of the APTA New York including the power to amend and repeal the Bylaws are vested in and reside in the Delegate Assembly. The Delegate Assembly elects the Chapter officers and the members of the Nominating Committee. According to the Bylaws, the Assembly consists of all registered delegates. Registered delegates shall include all those who have filed credentials as District Delegates, as members of the Executive Committee of the Board of Directors, and as Student Delegates. Prior to any meeting of the Assembly, each district shall select in accordance with the District's Bylaws, the additional delegates who will represent it at the meeting.

Qualifications:

Only Physical Therapist, Retired Physical Therapist, and Life Physical Therapist members in good standing may serve as PT District Delegates.

Duties, Responsibilities and Authority:

1. Attend all meetings of the Assembly.
2. Attend the Delegate Forum.
3. Attend the Candidate's Reception.
4. Attend any additional meetings as directed by the Chief Delegate.
5. Present to the Assembly such matters as are directed by the District.
6. Read all materials relating to business of the Assembly and be prepared to vote on bylaw amendments, set or alter policies of the Chapter, and advise the Delegation to the House of Delegates on national issues and policies.
7. Vote at the Assembly in accordance with instructions or policies of the District. If charged by the District

- to vote on a specific issue, the vote must reflect the percentage vote of the District membership.
8. Attend any District meetings whose primary purpose is to discuss issues relative to that year's Delegate Assembly or House of Delegates meetings.

Relationships:

Maintains close contact with the District Chief Delegate.

JOB DESCRIPTION

PTA DISTRICT DELEGATE TO DELEGATE ASSEMBLY (JC-13-98)

General Description:

All legislative and elective powers and all authority to determine the policies of the APTA New York including the power to amend and repeal the Bylaws are vested in and reside in the Delegate Assembly. The Delegate Assembly elects the Chapter officers and the members of the Nominating Committee. According to the Bylaws, the Assembly consists of all registered delegates. Registered delegates shall include all those who have filed credentials as District Delegates, as members of the Executive Committee of the Board of Directors, and as Student Delegates. Prior to any meeting of the Assembly, each district shall select in accordance with the District's Bylaws, the additional delegates who will represent it at the meeting.

Qualifications:

Only Physical Therapist Assistant, Retired Physical Therapist Assistant, and Life Physical Therapist Assistant members in good standing may serve as PTA District Delegates.

Duties, Responsibilities and authority:

1. Attend all meetings of the Assembly.
2. Attend the Delegate Forum.
3. Attend the Candidate's reception.
4. Attend any additional meetings as directed by the Chief Delegate.
5. Present to the Assembly such matters as are directed by the District.
6. Read all materials relating to business of the Assembly and be prepared to vote on bylaw amendments, set or alter policies of the Chapter, and advise the Delegation to the House of Delegates on national issues and policies.
7. Vote at the Assembly in accordance with instructions or policies of the District. If charged by the District to vote on a specific issue, the vote must reflect the percentage vote of the District membership.
8. Attend any District meetings whose primary purpose is to discuss issues relative to that year's Delegate Assembly or House of Delegates meetings.

Relationships:

Maintains close contact with the District Chief Delegate.

I. DELEGATE ASSEMBLY AGENDA (04/06)

Scheduled Breaks: _____

I. Call to Order

II. Introductions

- President
- Treasurer
- Secretary
- Chief Delegate
- Vice-Speaker
- Executive Director
- Parliamentarian
- Reference Committee
- Past APTA NEW YORK Presidents

III. Roll Call

- Brooklyn/Staten Island
- Catskill
- Central
- Eastern
- Finger Lakes
- Greater NY
- Hudson Valley
- Long Island
- Southern Tier
- Western

IV. In Memoriam

V. Adopt the Rules

VI. Present Order of Business – Chairperson, Reference Committee

VII. Adopt the Agenda

VIII. Committee Appointments

- A. Committee to approve the minutes

- B. Elections Committee

IX. Annual Reports

- A. **President** -- Highlights of the Year
- B. **Nominating Committee** -- Introduction of Candidates
- C. **Legislative Committee** -- Update from Lobbyist
- D. **Other**

X. New Business

- A. Motions – APTA New York
(Approve the Procedural Manual if needed)
- B. Motions - House of Delegates

XI. Report of Election – Chairperson of Nominating Committee

- XII. **Installation of Officers, Nominating Committee, and Chapter Directors** – Chairperson, Nominating Committee
- XIII. **Awards** - Chairperson, Awards
- XIV. **Good and Welfare**
 - A. Recognitions
 - B. Thank you
 - Chapter Office Staff
 - Outgoing Officers
 - Elections Committee
 - Committee to Approve Minutes
 - Officers of the Assembly
 - Parliamentarian
 - C. Announcements
- XV. **Adjournment**

II. **INSTALLATION PLEDGE***

Pledge made during installation in office:

- a. For members elected to **Executive Committee and Speaker** -
"I..... having been elected to office in APTA New York, do agree to execute the duties of my office to the best of my abilities; to protect the rights and privileges of membership in APTA New York; to repay with full measure the trust and confidence placed in me; and to assume these responsibilities upon adjournment of this Assembly and to fulfill them during my entire term of office."
- b. For **Chief Delegate** -
"I..... having been elected to office in APTA New York, do agree to execute the duties of my office to the best of my abilities; to protect the rights and privileges of membership in APTA New York; to repay with full measure the trust and confidence placed in me; and to assume these responsibilities upon adjournment of the next Annual Meeting of the House of Delegates and to fulfill them during my entire term of office."
- c. For members elected to the **Nominating Committee** -
"I..... having been elected to the Nominating Committee of APTA New York, do agree to execute the duties of my position to the best of my abilities; to provide the membership with qualified candidates for office; to assume these duties immediately and to fulfill them during my entire term of office."
- d. For members elected to **Board of Directors** -
"I..... having been elected to the Board of Directors of APTA New York, do agree to execute the duties of my office to the best of my abilities; to protect the rights and privileges of membership in APTA New York; to repay with full measure the trust and confidence placed in me; and to assume these responsibilities upon adjournment of this Assembly and to fulfill them during my entire term of office."
- e. For **PTA Caucus Representative**:

“I...having been elected to PTA Caucus Representative of APTA New York, do agree to execute the duties of my office to the best of my abilities; to repay with full measure the trust and confidence placed in me; to assume these duties upon adjournment and to fulfill them during my entire term of office.”

*Note: Also found in Nominating Committee Procedure Manual.

III. RULES OF THE ASSEMBLY REQUIRED BY CHAPTER BYLAWS – MAY NOT BE SUSPENDED (4/04)

1. The Assembly shall consist of all Registered Delegates. Registered Delegates shall include all those who have filed credentials as District Delegates, as Officers of the Board of Directors, and as student delegates.
2. Each District Delegate shall have one vote. If all the delegates to which a district is entitled do not attend a meeting of the Assembly, the votes shall be transferred to the remaining members of that delegation who are present. Such transfers may be only to members of the same category and must be shown on the credentials of the delegates attending.
3. Each Officer of the Board of Directors, while serving as a Registered Delegate, shall have the right to speak and make motions, but may not vote or serve as District Delegate.
4. Student Delegates shall have the right to speak and make motions but not to vote.
5. A majority of the registered delegates shall constitute a quorum, provided a majority of the Districts is represented.
6. A majority of the votes cast shall be necessary for the election of officers, provided that a majority of the quorum shall have voted. In the case of the elections for the Nominating Committee, Delegates to the House of Delegates, and Representative to the PTA Caucus election shall be by plurality of the votes cast, in accordance with the Nominating Committee Procedure Manual.
7. Election of Officers and members of the Nominating Committee shall be by ballot, unless there is but one nominee for any office when a voice vote may be called. If a vote fails to determine election, reballoting shall be conducted under procedures determined by the Officers of the Assembly.
8. The Officers of the Assembly shall be the Speaker of the Assembly, Vice-Speaker and the Secretary.

IV. RULES OF THE ASSEMBLY – MAY BE SUSPENDED (04/04)

1. Only members of the APTA New York and guests invited by the Officers of the Assembly may attend meetings of the Delegate Assembly.
2. APTA membership cards or guest cards signed by an Officer of the Assembly are required for admission to the Delegate Assembly sessions.
3. In the event a delegation has a delegate who is unable to register during a scheduled registration period, the District Chief Delegate must notify the Speaker and that delegate will be allowed to register prior to the first vote on new business of the Assembly.
4. Votes may only be reassigned from one registered delegate to another registered delegate during breaks of the Assembly. Once reassigned, those votes may not be reclaimed.
5. Delegates shall keep badges in evidence when attending the meeting of the Assembly.
6. All registered delegates shall be seated in a designated area.
7. All members of the Chapter may have the floor to speak but members of the voting body and Chief Delegate will be recognized first.
8. Members of the Office staff may be recognized for the purpose of giving information and/or participating in discussions relative to their respective activities.
9. No one shall be entitled to the floor until recognized by the Presiding Officer. A Delegate shall first give his/her name and Delegate affiliation or position (e.g., district, student, Chief Delegate). Others recognized shall first give his/her name and identify him/herself as "guest" or for office staff his/her appropriate title (e.g., Executive Director, Finance Manager).
10. Speakers must speak with the aid of a microphone.
11. When speaking to a motion, each speaker shall be limited to three minutes.

12. A speaker may not speak twice to the same motion until everyone else wishing to speak has done so.
13. The Vice-speaker or his/her designee shall serve as a timekeeper at all meetings.
14. A motion may not be seconded by a delegate of the same District making the motion.
15. A motion made by a member of the Executive Committee may not be seconded by another member of the Executive Committee.
16. A motion made by a Student Delegate may not be seconded by another Delegate of the same classification.
17. All main motions and resolutions except for procedural motions shall be referred to the Judicial/Reference Committee or its Chairperson prior to consideration by the Assembly.
18. To bring a main motion or resolution which was not ordered by the Judicial/Reference Committee prior to the Delegate Assembly to the floor, a 2/3's vote of the Delegate Assembly is required to suspend the rules; and the motion to suspend the rules shall include identification of the subject of the motion to be presented.
19. If copies of a motion (procedural motions excepted) have not been presented to the Presiding Officer prior to the session, they must be written on a motion form (4 copies: Secretary, Parliamentarian, Presiding Officer and reader of the motion) and handed to the Secretary immediately after the motion is made. All amendments shall follow this same procedure.
20. There must be an affirmative vote of 1/5 of the voting body of the Delegate Assembly to order a roll call vote, except when ordered by the Presiding Officer.
21. The delegation will be uncharged on all RCs including amendments to the RCs. The Presiding Officer may take a voice, standing, show of hands or roll call poll of uncharged votes to determine the general consensus (ayes, nays) of the voting body on an RC. This poll is nonbinding on the delegation and serves only for guidance in decision making at the House of Delegates. To charge the delegation to vote in a specific manner on an RC, the Assembly must suspend these rules.
22. No tape or other recordings may be made of the proceedings at the Delegate Assembly other than those made by individuals approved by Assembly officers.
23. There shall be no smoking during the meetings of the Delegate Assembly. Breaks shall be called at the discretion of the Presiding Officer.
24. Debate shall be limited to 15 minutes per main motion.

V. UTILIZATION OF REFERENCE COMMITTEE:

All main motions and resolutions except for procedural motions shall be referred to the Judicial/Reference Committee or its Chairperson prior to consideration of the Assembly. Bylaw Amendments must also comply with Article XV of the Bylaws.

Procedure:

1. A member, committee, or delegation drafts a main motion or resolution and support statement, with reference to relevant Chapter Goals and Objectives.
2. It is submitted to the Reference Committee in one of three ways:
 - a. by the deadline set by Chapter office for inclusion in the Handbook, or
 - b. during the times set for consultation with the Committee prior to the Assembly, or
 - c. (and this is discouraged!) at the table on the floor of the Assembly, before bringing it to the floor. To bring it to the floor at this time requires a 2/3 vote of the Delegate Assembly to suspend the rules; and the motion to suspend the rules shall include identification of the subject of the motion to be presented.
3. Reference Committee will review the motion to:
 - a. determine if it is in order.
 - b. determine if it is in proper form.
4. If it is not in order, the motion may not be brought to the floor.
5. If it is in order, but it is not in proper form, the committee will:
 - a. make recommendations for proper form,
 - b. advise the proposer of the motion of the recommendations,
 - c. assign a JC number.

6. If it is in order and it is in proper form, and providing there are no similar motions, the Committee will assign a JC number.
7. If it is in order and it is in proper form, and there are similar motions, the Committee will:
 - a. suggest combination of two or more motions on a subject into a single motion or series of motions;
 - b. seek agreement from proposer(s);
 - c. if agreement is obtained, assign JC number(s) to the new motion(s);
 - d. if agreement is not obtained, assign JC numbers to the original motions as long as they are in order and in proper form.

VI. APTA NEW YORK APPORTIONMENT OF VOTES – SAMPLE REPORT

PT APPORTIONMENT OF VOTES

DISTRICT	PT	RETIRED PT	LIFE PT	TOTAL PT DELEGATES	TOTAL PT VOTES PER DISTRICT
					CHIEF + PT=VOTES
Brooklyn/SI	307	0	4	(311) 12	1 + 12 = 13
Catskill	101	0	4	(105) 4	1 + 4 = 5
Central	272	0	4	(276) 11	1 + 11 = 12
Eastern	171	0	12	(183) 7	1 + 7 = 8
Finger Lakes	161	0	8	(169) 7	1 + 7 = 8
Greater NY	761	2	36	(799) 32	1 + 32 = 33
Hudson Valley	406	1	17	(424) 17	1 + 17 = 18
Long Island	656	2	23	(681) 27	1 + 27 = 28
Southern Tier	116	0	8	(124) 5	1 + 5 = 6
Western	246	3	13	(262) 10	1 + 10 = 11
TOTALS	3,197	8	129	(3,334) 132	10 + 132 = 142

PTA APPORTIONMENT OF VOTES

DISTRICT	PTA	RETIRED PTA	LIFE PTA	TOTAL PTA MEMBERSHIP	TOTAL PTA VOTES PER DISTRICT
Brooklyn/SI	19	0	0	19	1
Catskill	8	0	0	8	1
Central	18	0	0	18	1
Eastern	16	0	0	16	1
Finger Lakes	10	0	0	10	1
Greater NY	37	0	1	38	1
Hudson Valley	15	0	0	15	1
Long Island	45	0	0	45	1
Southern Tier	22	0	0	22	1
Western	21	0	0	21	1

DISTRICT	PTA	RETIRED PTA	LIFE PTA	TOTAL PTA MEMBERSHIP	TOTAL PTA VOTES PER DISTRICT
Brooklyn/SI	19	0	0	19	1
Catskill	8	0	0	8	1
TOTALS	211	0	1	212	10

TOTAL PT & PTA ELIGIBLE VOTES: 152

Apportionment of Votes -- See Description that follows

APTA NEW YORK

DELEGATE ASSEMBLY

Ratio of Votes Description

1. In addition to the Chief District Delegate, each District is entitled to one additional Physical Therapist Delegate for each 25 Physical Therapist, Retired Physical Therapist, and Life Physical Therapist members or a majority portion thereof. *(Note that the numbers in the physical therapists category represents Physical Therapists + Physical Therapists Post-professional Students as per APTA Bylaws).*
2. Each District is entitled to one Physical Therapist Assistant Delegate for each 50 Physical Therapist Assistant, Retired Physical Therapist Assistant, and Life Physical Therapist Assistant members or a majority portion thereof.
3. Any District not entitled to a Physical Therapist Assistant Delegate according to this formula is allowed one Physical Therapist Assistant Delegate.
4. Each District delegate shall have one vote. Transfer of votes must be to the same member category *(i.e., a PT may not carry a PTA vote and vice versa).*

These figures reflect APTA NEW YORK Membership Status
as of December 31 of any given year.

