

## Welcome

Congratulations on your selection or election as a Delegate representing APTA New York to the APTA House of Delegates (HOD). You are joining a long tradition of New York leadership at the national level, helping to shape the policies, priorities, and future direction of the physical therapy profession.

This handbook is designed to serve as a practical, easy-to-read guide for both new and returning delegates. It outlines your role, responsibilities, expectations, timelines, and resources to help you serve confidently and effectively throughout the year.

We encourage you to refer back to this document often.

— *APTA New York Chief Delegate*

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## What Is a Delegate?

“A person sent or authorized to represent others, in particular an elected representative sent to a conference”—Google Dictionary.

## What Is the APTA House of Delegates?

The House of Delegates (HOD) is an APTA policymaking body comprising voting chapter delegates and nonvoting delegates, including members of the Board of Directors, the Student Assembly, and consultants. The House meets annually for two successive days each summer. During this time, delegates discuss, debate, and make decisions on issues with far-reaching implications for the association and the physical therapy profession.

Formal business of the House follows parliamentary procedure, as outlined in Robert’s Rules of Order (<https://robertsrules.org/>), and is moderated by the Speaker of the House with guidance from a certified Parliamentarian. Business of the House is conducted through the formal introduction, debate, and voting on motions. These motions may amend APTA bylaws, direct a

course of action, articulate the association's position on the physical therapy needs of the public or the needs of members, or describe goals the association seeks to achieve.

There are 23 delegate representatives from New York State, plus at-large and district-designated alternate delegates. These individuals participate in and contribute to ongoing New York State representation at the national level, culminating in their service on the National House of Delegates (HOD).

### Role of an APTA New York Delegate

As an APTA New York delegate, you represent the entire New York membership, regardless of whether you were:

- District-designated, or
- Elected at large by the Delegate Assembly

#### The Delegate and Trustee Roles

You will function in two complementary roles:

##### Delegate role

- Represents the views and priorities of the New York membership
- Follows formal direction ("charges") from the APTA New York Delegate Assembly when given

##### Trustee role

- Uses professional judgment to act in the best interest of the chapter, the association, and the profession
- Applies particularly to elections for national office, where no formal voting direction is given

Most Delegate Assembly votes are straw polls, intended to guide discussion. When new information arises, delegates are expected to thoughtfully evaluate and vote accordingly.

## How Governance Bodies Fit Together

Understanding how the various governance bodies interact is essential.

### APTA New York Board of Directors

- Oversees chapter operations and staff
- Implements policies set by the Delegate Assembly
- Advances legislative, regulatory, education, and research priorities within New York State

### APTA New York Delegate Assembly

- The highest policy-making body of the chapter
- Composed of district delegates
- Elects chapter officers and approves chapter bylaws

### APTA Board of Directors (National)

- Oversees national operations and staff
- Carries out the direction set by the House of Delegates

### APTA House of Delegates

- The highest policy-making body of APTA
- Includes chapter, section, academy, PTA Council, and Student Council delegates
- Each New York delegate has one vote unless additional votes are assigned by the Chief Delegate.

### Councils and Caucuses

- **Regional Caucuses:** Forums for discussion and information sharing (non-voting)
- **PTA Council:** Two voting delegates representing PTAs
- **Student Council:** Two non-voting student delegates

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## Term of Office

- Terms begin upon submission of the official chapter delegate roster to APTA.
- Terms end upon the closing of the house after the national elections have occurred.
- Delegates elected or selected in a set year serve in the *following* House year.

- There are currently no term limits

### Year-Round Expectations

Serving as a delegate is a year-round commitment.

#### Core Responsibilities

- Stay informed on motions and reports
- Participate actively in discussion and debate
- Propose or refine motion concepts
- Vote conscientiously
- Participate in national and state governance activities

#### Meetings You Are Expected to Attend

- APTA New York delegation meetings (virtual and in-person)
- APTA New York Delegate Assembly
- All sessions of the APTA House of Delegates
- Candidate interviews/View recordings
- On-site New York delegation caucuses at the House

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### Communication Platforms

Clear, professional communication is essential to effective participation in the House of Delegates. Delegates are expected to actively engage in both national and state communication platforms throughout the year.

**APTA Communities (The Hub):** <https://communities.apta.org/home>

The APTA Communities platform, commonly referred to as “The Hub,” is the national discussion forum used for House of Delegates business, including motion development, reports, announcements, and resource sharing.

#### Purpose

- Serves as the primary national discussion platform for motions and House-related business
- Allows delegates across the country to discuss, refine, and respond to motion concepts and reports
- Provides access to official House documents, timelines, and announcements

### **Alerts and Email Subscriptions**

Delegates must **sign up for and manage their email alerts** to stay informed of ongoing discussions.

To manage alerts:

- Log in to APTA Communities
- Under the header “Communities”, select “My Communities” in the drop-down menu
- Select “**House of Delegates**”
- Click “**Settings**” on the right-hand side
- The email notification box will pop up and show you what you are currently subscribed to. To change settings, click “Manage Notifications” at the bottom.

Available alert options include:

### **Daily Consolidated Digest**

- You will receive one email per day containing all discussion posts and attachments.
- Recommended when the House of Delegates is several months away

### **Weekly Consolidated Digest**

- You will receive one email per week containing all discussion posts and attachments for that week.
- Good to have on as it gets closer to the House, so you don’t miss things

### **Immediate Email**

- You will receive an email **each time a post is made**
- You must select the drop-down menu of “Real Time” for the HOD community
- Recommended as the House approaches and discussions become more active

*Delegates are encouraged to adjust these settings throughout the year in line with the House timeline.*

## Posting Guidelines

- Delegates are allowed to post on APTA Communities only with approval from the Chief Delegate
- All posts should be professional, respectful, and concise
- Be mindful that your post will be emailed to approximately 1,000 recipients, including delegates, Board members, and national leadership

When posting:

- Always include your name and the state you represent
- Clearly indicate “Posting as an Individual” unless you have been authorized to post “On Behalf of the New York Delegation.”

Posts should reflect thoughtful engagement and uphold the professionalism expected of APTA leadership.

**Basecamp (APTA New York):** <https://basecamp.com/>

- Primary platform for New York delegation communication, you will be added when elected/selected.
- Used for discussion, resources, documents, and archives
- Notifications should be enabled

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## Motion Development Process

- Delegates may propose motion concepts through the New York delegation
- Motion concepts are discussed, refined, and submitted for review
- Motions may undergo revisions before and during House sessions

### Co-Sponsoring a Motion

If all New York delegates agree to support a motion, the delegation may choose to co-sponsor it, demonstrating unified support. This decision is often made before attending the House.

### Consent Calendar

Motions with minimal discussion or controversy may be placed on the Consent Calendar and passed without debate. A delegate may request the removal of a motion if discussion is warranted.

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## National Elections and Nominations

### NC-1 – Online Nomination Form for Candidates for National Office

- Any APTA member may submit a nomination for a candidate for national office
  - The APTA New York President or Chief Delegate may submit nominations on behalf of the entire New York Chapter
  - All nominations are reviewed by the APTA Nominating Committee
  - The committee selects candidates to be officially slated
  - Slated candidates post curriculum vitae, candidate statements, and virtual interviews, typically available in October
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## House Reports

House Reports are reports submitted to the House by the APTA Board of Directors on issues the House previously directed the Board to address. These reports often inform future motions or policy decisions.

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## On-Site Expectations at the House of Delegates

While attending the House:

- Attend all House sessions and delegation caucuses
  - Be prepared to debate and amend motions
  - Participate in elections
  - Follow guidance from the Chief Delegate
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## Delegate Resignation and Vacancies

If a delegate must resign:

- Notify the Chief Delegate in writing

Vacancies are filled according to established procedures using:

- At-large alternates
  - District alternates
  - Lottery or appointment when needed
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## Reimbursement & Expense Policies

- Delegates are reimbursed in accordance with the APTA New York policy, with a total reimbursement of \$1200.
  - Expenses may include airfare, lodging, meals, and travel
  - Single-occupancy hotel rooms are permitted
  - Timely submission and completion of delegate duties are required
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## Helpful Resources

- APTA House of Delegates overview: <http://www.apta.org/HOD/>
- APTA bylaws and policies: <https://www.apta.org/apta-and-you/leadership-and-governance/policies-and-bylaws>
- APTA Board of Directors: <https://www.apta.org/apta-and-you/leadership-and-governance/board-of-directors>
- Parliamentary procedure (Robert's Rules): <https://robertsrules.org/>

## New Delegate Pearls

- Ask questions—experienced delegates are a resource
- Track motions carefully: Motions change over time

- Follow appropriate communication channels. Delegates should not contact APTA staff directly for House-related information. All questions should be directed to the Chief Delegate, who will coordinate with the appropriate Board Liaison when needed.
  - Understand how motion work is shared. Motions are typically assigned to small groups, often pairing a more experienced delegate with a newer delegate. This approach helps distribute workload and provides mentorship throughout the process.
  - Embrace brainstorming and diverse viewpoints. Productive governance depends on thoughtful discussion. Ideas do not need to be fully formed to be valuable. Delegates are encouraged to share perspectives, even when they differ from the majority view, as diversity of thought strengthens decision-making.
  - Identify areas of interest. As issues emerge, let the group know which topics you are particularly invested in. This helps the delegation align interests, assign motion work thoughtfully, and draw on individual strengths.
  - Remember that your voice matters. Every delegate brings unique experience and insight. Your participation is essential to representing New York effectively and advancing the profession.
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## Thank You

Thank you for your willingness to serve APTA New York and the physical therapy profession. Your engagement, insight, and leadership are essential to shaping the future of our association.