Delegate/ Alternate Delegate Job Description

Established by: Bylaws

Delegate Assembly Summary:
A. Annual Meeting
   The Federation shall hold an annual meeting of the Delegate Assembly at a time and
   place determined by the Board of Directors. Member Boards and Council Administrators
   shall be notified of the meeting not less than 45 days prior to the meeting.
B. Special Meetings
   The President may call special meetings of the Delegate Assembly with approval of the
   Board of Directors, or by majority of the Member Boards. Member Boards and Council(s)
   shall be notified of a special meeting not less than 14 days prior to the meeting.
C. Voting Body
   The voting body shall consist of the Delegates elected by the Member Boards. Each
   Member Board is entitled to one Delegate. Each Delegate shall have the right to attend,
   speak, make motions, nominate, and vote. No Federation Officer or Director may serve
   as a Delegate.
D. Quorum
   The quorum for any meeting of the Delegate Assembly shall be a majority of the
   Member Boards of the Federation.
E. Seating
   i. All voting Delegates and Alternate Delegates shall be seated together in a
      separate designated area.
   ii. Members of Member Boards who are not a part of the Delegate Assembly and
       Member Board Administrative Staff may be seated in the area of the assembly
       designated for Member Boards.
   iii. Others, including but not limited to Affiliate Members, Associate Members,
       Honorary Members, Federation staff, invited guests, and visitors, shall be seated
       in a designated area.

Term of Delegate:
Delegate(s) and Alternate Delegates shall serve a term of one year starting at the Annual
Meeting of the Delegate Assembly.

Position Functions:
A. Member Board Delegate will represent their jurisdiction in all meetings of the Delegate
   Assembly and if needed, by mail ballot.
B. Delegate will attend the annual Delegate Assembly meeting.
C. Delegates will work with the Resolutions Committee regarding any motion they will be
   submitting to the Delegate Assembly for action. This responsibility should not be delegated.
D. Delegate will disseminate information from the Federation of State Boards of Physical
   Therapy to their Member Board.
E. Delegate will respond to requests for information and ensure that their Member Board
   meets deadlines as established by the Federation of State Boards of Physical Therapy.

Delegate Requirements:
A. Delegate means the member of, or administrator to, a Member Board elected by the
   Member Board to be its representative to meetings of the Delegate Assembly. In addition,
the Board of Directors, on a case-by-case basis, may credential a delegate who is an officer, administrator, director or regulator employed by the jurisdiction and defined by statute as having the power and authority to conduct all aspects of the administration of the physical therapy law of the jurisdiction including the exercise of independent decision-making in all areas of the law’s administrative interpretation or implementation and promulgation of rules - or such person’s chosen representative.

B. Alternate Delegate(s) means the member of, or administrator to, a Member Board elected by the Member Board to be its representative to meetings of the Delegate Assembly in the event that the Member Board’s Delegate cannot or does not attend the meeting. In addition, the Board of Directors, on a case-by-case basis, may credential an alternate delegate who is an officer, administrator, director or regulator employed by the jurisdiction and defined by statute as having the power and authority to conduct all aspects of the administration of the physical therapy law of the jurisdiction including the exercise of independent decision-making in all areas of the law’s administrative interpretation or implementation and promulgation of rules - or such person’s chosen representative.

**Rights and Privileges of Persons Not a Part of the Delegate Assembly:**
Alternate Delegates, members of Member Boards who are not a part of the Delegate Assembly, Affiliate Members, Associate Members, Honorary Members, Member Board Administrative Staff, Federation Staff, and invited guests may attend the meetings of the Delegate Assembly with the privilege to speak after Delegates have spoken and with permission of the Delegate Assembly, but may not make motions, make nominations, or vote.

**Delegate Credentials Procedures:**
Each Member Board shall send delegate credentials to the Federation offices no less than 90 days prior to the Annual Meeting. Credentials for Delegates and Alternate Delegates shall include demographic data, verification of election from the member board (submission of a credentials form, which is signed by the chair or administrator of the member board or as otherwise provided in Bylaws Article VI Sections 3A & 3B), and a disclaimer relevant to potential conflict of interest.