



amta  
american **massage therapy** association®

**2016**

**HOUSE OF  
DELEGATES  
TOOLKIT**



Compiled by the House of Delegates Operations Committee (HODOC), April 2009, updated January 2011 and May 2014:

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### Acknowledgements

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In March 2008, the AMTA Board of Directors requested the House of Delegates Operations Committee (HODOC) develop a Toolkit for Delegates.

The HODOC appreciated the thoughtfulness from AMTA Chapter Presidents, Secretaries and Delegates who took the time to answer surveys and include suggestions. Their input was invaluable in developing this toolkit. Additionally, the Connecticut Chapter was recognized for sharing their Chapter's Delegate Toolkit with the HODOC, and the Communications & Marketing Operational Committee was recognized for their helpful suggestions and input.

The original 2009 committee members that brought this National HOD Toolkit to fruition were: John Combe, Shirley Cooper, Bob Jantsch, Gena Keller, Pat Malone, Ken Swenson, Dan Barrow, Gail Friedman, Ron Precht and Maureen Hook. We thank them for their foresight and fortitude in guiding us to where we are today.

#### **Our Goal:**

The goal of this document is to give chapter leaders and delegates the information they need to be fully prepared to serve in the House of Delegates.

#### **Our Pledge:**

To those that came before us, to our current group of leaders, and to those who will follow in our footsteps, we pledge to honor the original goal of this committee: To provide chapters and delegates with tools that make it easy to locate and become educated on all current information pertinent to being a member of the HOD.

With Respect,  
**Lisa Curran Parenteau, Chair**  
*House of Delegates Operations Committee*

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### Toolkit Purpose

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The Delegate Toolkit is an online resource to provide easy access to the most current and relevant information a delegate will need to prepare for their role as a delegate.

The delegate's role includes much more than just attending a meeting at the national convention. This toolkit has been created to help chapter volunteers/delegates/alternates/members understand the delegate role and provide the resources delegates need to prepare and carry out that role.

### About This Toolkit

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Congratulations! You have now been elected by your chapter to serve as a delegate. Now what?

Many members think that delegates are those chapter volunteers who only attend the House of Delegates (HOD) Business Meeting at National Convention. As a delegate, this volunteer position is that, and so much more.

Delegates are in a unique position. They are elected by their chapter members and have the opportunity to serve at the chapter level. And, because the HOD meeting is a national meeting, they are also involved at the national level. Delegates are one of many bridges between the chapters and the National Board of Directors, so there are more "voices in the room".

What is your job as a delegate, for the chapter and at National Convention? How do you prepare for convention? What do you do at convention and after the HOD meeting? These questions and more are answered in this toolkit.

The HOD meeting is an exciting place, where every AMTA member's voice can be heard through their chapter delegate. It is a place of passion, where amazing work is done that affects the future of AMTA and the massage therapy profession. What you will find in this toolkit is the information needed to be a delegate, not only to prepare for the HOD meeting, but also to represent your chapter in the most meaningful manner.

Being a delegate is an awesome opportunity. Thank you for your willingness to serve your chapter and our association

### Making the Decision to Run for Delegate

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A delegate's term starts the same time as other elected chapter officers. A delegate must be a professional member in good standing at the time of their election and during the time they are serving. A delegate's term limit shall not exceed three consecutive elected terms.

It is required that a potential delegate read this entire toolkit and all relevant documents linked to this toolkit, in order to make a knowledge-based decision to commit to the time and work necessary to fill this important role.

A potential delegate must also sign the AMTA Code of Conduct before running for the Delegate position. The AMTA Volunteer Code of Conduct document can be found on the Volunteer Intranet under documents/chapter volunteers/Codes of Conduct/Chapter Volunteer Code of Conduct.

### Delegate's Purpose

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The position of a delegate is unlike any other in the chapter. It is a position elected at the chapter level, but, delegates meet at the HOD business meeting during convention, which is a national meeting. Delegates are given authority by National Bylaws and Policies and through election by the chapter membership.

A delegate represents AMTA members in the HOD and related activities, informs the chapter leadership and members of timelines, and expresses the desires of the members through voice and vote in the HOD.

### Delegate's Responsibility

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- A delegate maintains a working knowledge of materials provided prior to the HOD meeting at National Convention.
- A delegate attends all meetings as directed by their chapter, and reports to the members and the Chapter Board of Directors (BOD), at those meetings.
- A delegate is responsible to ensure their chapter is processing recommendations according to policy.
- A delegate is responsible for presenting position statement proposals submitted by a member from their chapter according to policy.
- A delegate attends and participates in the HOD meeting and casts informed votes.

- A delegate reports the actions of the HOD to members, according to their chapter's procedures and/or Standing Rules.
- In addition, it is recommended that a delegate get involved at the chapter level and attend chapter meetings. This will provide the delegate with the opportunity to understand AMTA's policies and procedures, observe parliamentary procedures and become comfortable in making motions or speaking on behalf of their chapter.
- The Delegate Position Description can be found on the Volunteer Intranet: Documents/Chapter Volunteers/Delegates/Position Descriptions
- The Delegate Rules of Engagement can be found on the Volunteer intranet: Documents/Chapter Volunteers/Delegates/Delegate Resources

### Delegate's Timeline

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#### As Chapter Elections Take Place

Submit your chapter's delegate and alternate rosters to [Colleen Leeders](#).

#### January/February

It is recommended that Position Statement Proposal forms be turned into the Position Statement Review Commission (PSRC) Chair, PSRC staff liaison, and copy the Chapter President by January 15 to best ensure that they can be considered for the current year. However, position statement proposals may be submitted at any time.

#### March/April

Recommendations due to the HODOC Chair, March 15

Bylaw Amendment Recommendations due to the HODOC Chair and the National Standing Committee Chair, March 15

The HODOC will review the submitted Recommendations and distribute feedback to the authoring Chapters by March 30<sup>th</sup>.

#### May

Recommendations are due in their final revised version for consideration by the HOD.

### June/July

Delegates will begin receiving emails from the HODOC to welcome them, as well as provide important links to resources such as this Delegate Toolkit and other pertinent information for their job as a delegate.

Delegates will receive an email with all proposed recommendations to be considered and voted on at the HOD meeting at the next National Convention. It is the delegates' responsibility to present this information to their chapters and collect feedback so they can make an informed vote at the HOD meeting.

Delegates will receive an email with all proposed position statements to be considered and voted on at the HOD meeting at the next National Convention. It is the delegates' responsibility to present this information to their chapters and collect feedback so they can make an informed vote at the HOD meeting.

Delegates will receive a phone call from a member of the HODOC welcoming them and inquiring if they have questions. The HODOC is also available for questions throughout the year and their contact information is listed on page 1 of this toolkit.

### August/September (depending on date of convention)

Delegates will receive an email with a tentative schedule of events, proposed agendas and other information pertinent to the HOD meeting at National Convention. Always check on-site for the final schedules as they are subject to change. As a delegate, it is your responsibility to be on time and present at appointed meetings.

### September/October (depending on date of meeting)

All delegates must attend the HOD Business Meeting on Wednesday afternoon, along with any other requirements from their chapter.

### November/December

Delegates will receive an email with a link to the minutes from the HOD meeting. This will provide all motions and results that delegates will need to complete their chapter report.

### What to Do Prior to the National Convention

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A delegate is responsible for contacting his/her chapter to inquire as to what specific requirements in addition to national requirements (see position description) must be adhered to. Many chapters reimbursement policies are based on their delegates meeting the chapter requirements. For specific requirements, it is the responsibility of a delegate to contact his/her Chapter President or Head Delegate, if one has been appointed.

Chapter contact information can be found on the AMTA website:

<http://www.amtamassage.org/chapters/index.html>

Each delegate is responsible for the following prior to the upcoming convention. It is important to pay attention to timing, as reimbursement may be based on early registration and reservation rates.

- Register for the convention at the early registration rate. This can be done online, at AMTA's official website. The delegate needs to confirm with his/her chapter if other requirements are necessary.
- Each delegate will advise AMTA if they will attend the HOD meeting, even if they are not attending the education sessions or social functions. A badge and ribbon are required to access the HOD floor.
- Make reservations at the convention hotel, or satellite hotel if determined by chapter leadership, under the AMTA group rate. This needs to be done as early as possible to secure a room at the discounted conference rate. Remember the hotel will fill up quickly. Reserve early! Again, the delegate needs to check with his/her chapter for individual requirements; for example, some chapters require sharing a room.
- Secure transportation to and from the convention. The HOD Meeting will begin Wednesday afternoon, so please allow plenty of travel time in order to be on time for the meeting. Check for exact date and time in latest updates.

### What to Do at National Convention

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Check in at the **delegate registration desk** to pick up your registration packet and delegate ribbon.

Attend the entire HOD Meeting. You must be seated before roll call for your attendance to count.

*A seating area is provided in the back of the HOD meeting room for alternates and all other AMTA members to listen to the proceedings.*



Attend all chapter-related meetings and committee meetings required by National Bylaws and Policy, Chapter Policy and Standing Rules, HOD Rules, and Delegate Job Description. Attend to anything in addition to the above that is assigned by your Chapter President or Head Delegate.

Advise Chapter President/Alternate or other chapter officer immediately if you are not able to attend the HOD Meeting. It is recommended you have their contact information, such as a cell phone number, with you while traveling and attending convention.

### What to Expect During an HOD Meeting

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Delegates must attend the entire HOD Meeting on Wednesday. Alternates are also invited to attend. No delegate will be seated after the Moderator of the House announces that roll call has begun.

A discussion around policy and procedures will be discussed at the front end of the HOD Meeting. Typically the agenda and the Rules of Procedures are voted on before the business of the HOD meeting begins.

In some cases, a mock presentation may be conducted. This gives delegates a chance to better understand how to participate in the meeting. This includes presenting, debating, making a motion, voting using the electronic equipment, and understanding “Roberts Rules” including “Parliamentary Procedures”.

### Rules of the House

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The HOD meeting follows Roberts Rules of Order, unless specified in the “AMTA Rules of Procedure”. The principles underlying parliamentary procedure are:

- of the majority
- of the minority, especially a strong minority-greater than one third
- of individual members
- of absentees, and
- of all these together

Of the five points listed above, the most important is to allow the minority to be heard. It would not be uncommon that the minority’s debate ended up changing minds.

This format expedites the efficiency and brings consistency to the meeting, by allowing all agenda items to be brought to the table, and helps keep the meeting on schedule. The HOD business meeting adopted the same structure as the National Board of Directors Meeting.

**SAMPLE AGENDA****2014 House of Delegates Meeting****Wednesday, September 17, 2014****Denver, CO****1:00 pm - 7:00 pm****I. Welcome Delegates***- Mary Smith, Chair, House of Delegates Operations Committee (HODOC)**- John Doe, AMTA President***II. Pledge of Allegiance & Silent Reflection***- Jane Doe, HODOC Member***III. Meeting is called to order***- Bob Smith, HODOC Moderator***IV. Roll Call**

- a. count delegates present
- b. establish 2/3 total delegates present
- c. establish quorum
- d. establish voting points
  1. actual weighted points
  2. majority of actual weighted points
  3. 2/3 of actual weighted points

**V. Adopt Agenda**

- a. present HODOC's proposed agenda to the HOD
- b. approve agenda

**VI. Rules of Procedure**

- a. present HODOC's proposed Rules of Procedure to the HOD
- b. approve Rules of Procedure

**VII. Reports***- Mary Smith, HODOC Chair***VIII. Position Statements**

1. Submitted by John Smith, Delegate

It is the position of the American Massage Therapy Association (AMTA): etc.

2. Submitted by Jane Smith, Delegate

It is the position of the American Massage Therapy Association (AMTA):

### IX. Recommendations

1. Chapter Recommendation:
2. Chapter Bylaw Amendment Recommendation:

### X. HODOC Elections

- a. appoint Teller's Committee (total of 3)
- b. candidates to speak (2 minute limit)
- c. committee elections 3(4) positions open

### For More Details Regarding Parliamentary Procedures:

AMTA Parliamentary Procedures:

Intranet/Documents/Chapter Volunteers/Delegates/Delegate Resources

General Parliamentary Procedures:

<http://www.parlipro.org/>

### Dress Code

When planning for the HOD Meeting, please remember that dress is business casual. For example, a shirt with a collar and slacks for men would be appropriate. For women, a blouse with slacks/skirt or a dress will work well. Please do not wear t-shirts, shorts, or sweats. Also, keep in mind that hotel meeting rooms vary in temperature, so we suggest dressing in layers.

### House of Delegates Voting Procedures

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There are three categories of votes taken in the HOD meeting. Although the different votes are all taken on an electronic keyboard, each category is counted and tallied in a different way. What follows is an explanation of each type of vote and how it is counted.

First, you will see the policy or bylaw as listed in the AMTA Policy Manual or Bylaws. Policy and bylaws will be in bold italics. Each section will be followed by an explanation in plain type.

The quorum is a fixed minimum percentage or number of members of a legislative assembly, committee, or other organization who must be present before the members can conduct valid business. The quorum for the HOD is a majority of weighted votes of the HOD.

### Categories of Votes

To understand the different categories of votes it is important to look at the purpose of the HOD as defined in AMTA Bylaws **Article IX. Councils**, Section 3 Part A:

#### ***Section 3. House of Delegates***

##### ***A. Purposes***

***The House of Delegates is a representative body of the membership that:***

- 1. Approves AMTA position statements as per policy;***
- 2. Makes recommendations to the National Board of Directors, as per policy, regarding:***
  - a. AMTA bylaws;***
  - b. AMTA's mission and goals;***
  - c. Matters internal to the HOD;***
  - d. Business of the Association in general;***
- 3. Hears reports pertinent to the business of the HOD.***

### Procedural Votes

When procedural votes are taken the vote is not weighted. Voting on procedural motions (whether majority or 2/3 majority) is based on one vote per delegate.

### Recommendation and Position Statement Votes

Each delegate vote on Recommendations and Position Statements of the HOD is defined in AMTA Bylaws as a weighted vote. The weight of the vote is determined by a formula based on the number of Professional members per chapter and the number of Delegates in the chapter.

The method of determining the number of delegates per state is described in the AMTA Policy Manual Part 9, Section 1, Subsection B. as follows:

#### ***Part 9 ~ HOUSE OF DELEGATES***

##### ***Section 1. COMPOSITION***

##### ***B. Motion #0504:40***

***The number of Delegates allotted each Chapter shall be determined each year according to the following method:***

**1. A Delegate Base Number shall be derived by dividing the total National number of Professional Classification members in the January 1 census by the number 150.**

**2. Each Chapter will be allotted a specified number of Professional Classification members assigned to the Chapters at the January 1 census as follows:**

**a. one (1) delegate if the number of Professional Classification members is less than or equal to the Delegate Base Number; or**

**b. two (2) delegates if the number of Professional Classification members is more than the Delegate Base Number and less than or equal to the Delegate Base Number multiplied by two (2); or**

**c. three (3) delegates if the number of Professional Classification members is more than two times the Delegate Base Number and less than or equal to the Delegate Base number multiplied by three (3); or**

**d. four (4) delegates if the number of Professional Classification members is more than three times the Delegate Base Number and less than or equal to the Delegate Base Number multiplied by four (4); or**

**e. five (5) delegates if the number of Professional Classification members is more than the Delegate Base Number multiplied by four (4).**

As an example - Suppose there are 50,000 total professional members as determined in the January census of the entire organization. Divide that number by 150 and you get the Delegate Base Number of 333.33 ( $50,000/150=333.33$ ). This number is rounded down to 333.

Each state would be assigned their delegate allotment as below:

Number of Professional Members in State	Number of Delegates Allotted to state
1 - 333	1
334 - 666	2
667 – 999	3
1,000 - 1,332	4
1,333 and above	5

The actual “weight” or strength of each delegate vote is described in the AMTA Bylaws Section 3. House of Delegates Subsection C. Meetings Part 3 b ii as stated below:

**Section 3. House of Delegates**

**C. Meetings**

***b. Each credentialed delegate shall be entitled to only one vote when voting on the business of the HOD.***

***i) Each individual delegate vote shall be multiplied by the number of points assigned to that delegate.***

***ii) The number of points assigned to a delegate is determined by dividing the number of professional classification members assigned to the chapter, according to the January 1 census, by the number of delegates per chapter.***

Here are a couple of examples to illustrate the determination of vote weight:

<b>Number of Professional Members in State</b>	<b>Number of Delegate Allotted to state</b>	<b>Points Allotted Each Delegate</b>
232	2	116 (232/2=116)
568	3	189 (568/3=189.33)
1,650	5	330 (1,650/5=330)

## **Election Process for the House of Delegates Operations Committee (HODOC)**

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The delegates elect the HODOC members at the HOD annual meeting. The committee has seven members, electing four members in each odd number year and three members in each even number year, to serve a term of two years. Electronic voting equipment is used in the election of the HODOC; the process is as follows:

Each nominee is assigned a number. Delegates vote for appropriate number of members to serve on the committee. There are three or four rounds of voting with each delegate voting for one of their choices during each round. At the end of voting, the total number of votes from all rounds are tallied for each nominee and the committee members are the nominees receiving the most total votes.

It is important that Delegates vote for separate individuals in each round of voting. Any Delegate voting for the same person in more than one round of votes will have their entire vote disqualified. Delegates are not required to vote in every round of votes in order for their vote to be counted.

## **Responsibilities of the HODOC**

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The HODOC is responsible for all aspects of the planning and execution of the activities of the HOD, along with other charges given to them by the National Board of Directors, or the HODOC Chair.

The HODOC Chair may not appoint members to the committee. The HODOC shall have its members elected by the HOD per association policy. Please refer to HODOC Position Description for a more details: [intranet/Documents/National Volunteers/Current Position Descriptions](#).

If you meet the criteria to run for the HODOC and wish to do so, please submit your resume when the call for candidates is issued about 90 days in advance of the meeting.

The Chair of the HODOC shall be selected by the President among the members of the committee and approved by the board of directors. In the event the chair is no longer a member of the committee, a new chair shall be appointed.

HODOC members serve a two-year term, assuming office at the close of the annual HOD meeting in which they are elected.

### Links to Relevant Information on AMTA's Website

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For the most up to date AMTA information, guidelines and tools, please click on the House of Delegates section of the website:

<http://www.amtamassage.org/chapters/House-of-Delegates.html>

***For specific areas:***

- **AMTA Bylaws:**  
[https://www.amtamassage.org/uploads/cms/documents/amta\\_bylaws\\_june\\_2016.pdf](https://www.amtamassage.org/uploads/cms/documents/amta_bylaws_june_2016.pdf)
- **AMTA Policy:**  
[https://www.amtamassage.org/uploads/cms/documents/amta\\_policy\\_manual.pdf](https://www.amtamassage.org/uploads/cms/documents/amta_policy_manual.pdf)
- **AMTA Parliamentary Procedure:**  
<http://vimeo.com/25834728>
- **Guideline How to Write a Position Statement:**  
<http://www.amtamassage.org/position3.html>
- **Analysis of a Position Statement**  
<http://vimeo.com/25837808>
- **Position Statement Timeline:**  
<http://www.amtamassage.org/position2.html>
- **Position Statement Proposal Form:**  
<http://www.amtamassage.org/position5.html>
- **Guideline How to Write a Recommendation:**  
<http://www.amtamassage.org/chapters/House-of-Delegates/AMTA-Position-Recommendations/Guideline---How-to-Write-a-Recommendation-or-Bylaw-Amendment-Recommendation-for-the-HOD.html>
- **Recommendation Timeline:**  
<http://www.amtamassage.org/chapters/House-of-Delegates/AMTA-Position-Recommendations/HOD-Timeline-for-Submission-and-Approval.html>
- **Recommendation Proposal Form:**  
<http://www.amtamassage.org/chapters/House-of-Delegates/AMTA-Position-Recommendations.html>



- **Guidelines How to Write a Bylaw Amendment Recommendation:**  
<http://www.amtamassage.org/chapters/House-of-Delegates/AMTA-Position-Recommendations/Guideline---How-to-Write-a-Recommendation-or-Bylaw-Amendment-Recommendation-for-the-HOD.html>
- **Bylaw Amendment Recommendation Timeline:**  
<http://www.amtamassage.org/chapters/House-of-Delegates/AMTA-Position-Recommendations/Timeline-for-Submission-and-Approval.html>
- **Bylaw Amendment Recommendation Proposal Form:**  
<http://www.amtamassage.org/chapters/House-of-Delegates/AMTA-Position-Recommendations.html>
- **Link to states and the number of delegates allotted:**  
Intranet/Documents/Chapter Volunteers/Delegates/2016 Delegate Allotment