2019 Assembly of Delegates Toolkit
Assembly of Delegates Advisory Committee

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About This Toolkit

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

Many members think that delegates are chapter volunteers who only attend the Assembly of Delegates (AOD) Meeting at National Convention. You should know that this position is that and so much more. **Year-round participation is required.**

Delegates are in a unique position. They are elected by their chapter members and have the opportunity to serve at the chapter level. Additionally, because the AOD meeting is a national meeting, they are also involved at the national level. **Delegates are one of the 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? What is your role throughout the year? How do you prepare for convention? What do you do at convention and after the AOD meeting? These questions and more are answered in this toolkit.

The AOD meeting is an exciting place where delegates are able to discuss issues relevant to the massage community with input from every chapter. 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 AOD 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

A delegate’s term starts at the same time as other elected chapter officers. A delegate must be a professional member for at least one year, and 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.

If you are considering running for a delegate position, we recommend that you read this entire toolkit and all relevant documents linked to this toolkit in order to make a knowledge-based decision to commit the time and work necessary to fill this important role. Additionally, applicants for the position of delegate should be encouraged to consider the following questions when choosing to become a candidate for the position.

1. What is the context of health and wellness in my state?
2. What is impacting massage therapy in my state? (including but not limited to):
   a) Education requirements
   b) Regulation
   c) Continuing education
   d) Cultural issues
   e) Socio-economics
   f) Diversity
   g) Employment practices

A delegate candidate must also sign the AMTA Code of Conduct ideally before running for the delegate position. If you have not done so already, you can sign the AMTA Volunteer Code of Conduct here.

Delegate’s Purpose

Delegates gain authority through National Bylaws and Policy and through election by the chapter membership.

A delegate represents the massage therapy profession in the Assembly of Delegates (AOD) and related activities as they pertain to the profession in their state, and keeps the chapter leadership and members apprised of the timelines and activity of the AOD, as well as meeting outcomes.

Delegate’s Responsibility

1. Responds to applicable chapter communications on a regular and timely basis via phone, email, or other appropriate means.
2. Provides written reports to the chapter board as requested.
3. Participate in the delegate discussion forum (on the volunteer HUB) as these discussions pertain to AOD agenda items, discussion items, and AOD duties.
4. Attend chapter meetings as requested by the chapter board to address agenda items pertaining
to the work of the delegates.
5. Discuss AOD updates with the chapter president periodically/as requested.
6. Maintain a working knowledge of materials provided for the AOD meeting.
7. Prepare and review all necessary material prior to all AOD meetings.
8. Attend and participate in the AOD meeting at the National Convention.
9. Annual report the actions of the AOD to the chapter membership.
10. If applicable, serve as liaison if your chapter submits (and is approved for) any position statement idea or discussion topic proposals that are put forward for AOD discussion.
11. Provide input to the AOD think tank through the lens of the massage therapy profession in your specific state. Input may be provided at the annual AOD meeting and via the delegate discussion forum (in the volunteer Hub) during your term of service.

**NOTE:** It is important for all delegates to educate themselves on any issues related to massage in their state as this information may be relevant to the discussions taking place in the discussion forum on the HUB and agenda items before the AOD. This information may include legislative or education issues.

**Assembly of Delegates Timeline (2019)**

**Ongoing**

- As chapter elections take place, chapters should submit their delegate rosters to Colleen Leeders: ckleeders@amtamassage.org. It is important that all delegates are accounted for so that they can gain access to the AMTA Volunteer HUB. You can check your chapter’s roster here.

- Delegates should subscribe to the delegate discussion forum as educational articles are posted periodically to help delegates prepare for their role with the AOD.

**January/February**

- Members/Chapters/Board of Directors should decide if they plan to submit any Discussion Topic Idea and/or Position Statement Idea proposals. Items may be submitted at any time, but to be considered for the AOD in 2019 please refer to the submission timeline.

Submission process information and forms can be found here.

- Delegates will begin to receive information on joining the delegate discussion forum on the volunteer HUB.
March/April/May

- The AODAC will begin outreach to secure facilitators for the 2019 AOD meeting.

June/July

- **Idea proposals** to be considered for the 2019 AOD should be sent to the Assembly of Delegates Advisory Committee by **July 10**.

- The AODAC will be reaching out to delegates via phone and email to see if delegates have any issues/questions/concerns.

August

- The AODAC will review and **provide feedback** on the proposals by **August 7**.

- Final topic proposals are due **August 21** which is eight weeks prior to convention.

September

- The AODAC will share topic proposal with delegates so that they may begin to do their due diligence on sharing the information with their chapter members to garner feedback.

- This information will be posted via the [delegate discussion forum](mailto:delegate.discussion.forum) in the volunteer HUB.

October

- The AODAC will share final details for the AOD meeting.

- The 2019 Assembly of Delegates meeting will take place on **Wednesday, October 23 at 1 pm** in Indianapolis, IN.

December

- The 2019 AOD meeting report will be posted in the [delegate discussion forum](mailto:delegate.discussion.forum) and will also be shared with the AMTA Board of Directors.

- Delegates should continue to monitor the forum for updates and discussions throughout the remainder of their term.
What to Do Prior to the National Convention

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 as dictated in their chapter policies. Many chapters have reimbursement policies that are based on delegates completing these requirements.

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

- Register for the convention at the early registration rate. This can be done online on AMTA’s official website. The delegate needs to confirm with his/her chapter if other requirements are necessary.

- Participate in the delegate discussion forum on the volunteer HUB. Forum participation is an essential part of preparing yourself for the AOD meeting. The forum will have many threads with important educational pieces, and will also be the place to discuss and debate the proposed topics that will comprise the business of the upcoming AOD meeting.

- Share proposed topic ideas (when made available) with your chapter leaders and members to garner feedback.

- Each delegate will advise AMTA if they will attend the AOD meeting, even if they are not attending the convention education sessions or social functions. A badge and ribbon are required to access the AOD floor. These credentials will be distributed at the delegate registration table prior to the start of the meeting.

- Make reservations at the convention host 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.

- Secure transportation to and from the convention. The AOD meeting will begin Wednesday afternoon, so please allow plenty of travel time in order to be on time for the meeting. Check for the exact meeting date and time in latest updates.
What to Do at National Convention

- Check in at the delegate registration desk to pick up delegate credentials.

- Attend the entire AOD Meeting. You must be seated before roll call for your attendance to count. The meeting begins promptly at 1 pm.

  A seating area is provided in the back of the AOD meeting room for 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, AOD Rules, and Delegate Position Description. Attend to anything in addition to the above that is assigned by your chapter president or board liaison.

- Advise chapter president, board liaison, or other chapter officers immediately if you are not able to attend the AOD Meeting. You should have contact information for your chapter colleagues (i.e. cell phone number) with you while traveling and attending the convention.

What to Expect During an AOD Meeting

Delegates must attend the entire AOD meeting. No delegate will be seated after the Moderator of the Assembly announces that roll call has begun. The meeting will begin promptly at 1 pm.

Sample Agenda

Welcome Delegates 1:00 pm
Pledge of Allegiance & Silent Reflection
AOD Report
Roll Call

  Count delegates present
  ● Establish quorum
  ● Establish 2/3 total delegates present

Adopt Agenda
Adopt Rules of Procedure
Mock Items
Discussion of proposed position statement IDEA(s)
Voting and Prioritization
Break (20 minutes)
Discussion of proposed discussion topic(s)
Voting if necessary
Closing 5:00 pm
Small Group Discussions

In the Assembly of Delegates, delegates will be assigned to small groups of 10 and seated at round tables. When position statement and discussion topic proposals are being discussed and debated, much of this will happen in a small group setting with facilitators to help focus the discussions. Following the small group discussions, delegates will have the opportunity to bring key items to the floor of the Assembly and ask questions of other delegates.

Dress Code

The dress code for the AOD meeting is business casual. Keep in mind that the temperature of the AOD meeting room may fluctuate, so be sure to dress in layers.

Assembly of Delegates Voting Procedure

There will be cases that require voting in the AOD. A quorum needs to be determined before delegates can vote.

Roll call establishes the number of delegates present. The quorum is ½ the delegates plus 1 for the purpose of establishing a majority. This simple majority is needed to pass many items that come to the floor of the Assembly. A 2/3 majority is necessary to pass position statement IDEAs.

There may be times when the AOD approves more than one position statement IDEA. If the AOD approves more than one position statement IDEA there will be a vote to determine the prioritization of the order in which they will be worked on. In this case, a tellers committee will be appointed by the Moderator. Delegates will cast votes to determine the prioritization. Votes will be tallied by the tellers committee, and the results will be reported back to the Assembly at the close of the meeting.

After a position statement IDEA is approved, it is sent to the National Board of Directors (NBOD) who will then determine if the IDEA will be assigned to a work group. This initial workgroup will determine if there is enough research for the IDEA to be become an official AMTA Position Statement. If enough research is found, a workgroup of subject matter experts will be assigned to write the statement. NBOD will report back to the AODAC throughout the process. You can learn more about the process here.
Delegate Resources

For the most up to date AMTA information, guidelines and tools, please visit the Assembly of Delegates page on the National Website:

https://www.amtamassage.org/chapters/Assembly-of-Delegates.html

Other Useful Links

- AMTA Parliamentary Procedures: https://drive.google.com/file/d/1M09MLKiVGHGP4-HmlpxGj-0NchV0H0mr/view?usp=sharing
- Submission Timeline https://www.amtamassage.org/chapters/Assembly-of-Delegates.html#Timeline
- Delegate Discussion Forum (must be an active delegate to access) https://hub.amtamassage.org/communities/community-home/digestviewer?communitykey=a307304a-8c3b-4da9-a819-bb915615fcda&tab=digestviewer