

VIRGINIA ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION,
RECREATION AND DANCE

3.0

Representative Assembly Operating Code
Revised 04-06-2013

- I. NAME: Representative Assembly
- II. PURPOSE:
 - A. To represent the VAHPERD membership during regular or called meetings or via mail/electronic ballot.
 - B. To act upon all reports and other items of business submitted by the Board of Directors or other members at official meetings and/or by mail/electronic ballot.
 - C. To affect the duties as provided in Article II, Section 3, of the Bylaws, i.e., election of officers, changes in the Constitution and Bylaws, initiating business it deems desirable, exercising veto power over Board action, and other duties as indicated.
 - D. To approve or discontinue divisions and/or substructures as provided in Article VII, Sections 2 and 9, of the Bylaws.
- III. ORGANIZATION:
 - A. The Representative Assembly shall consist of the following delegates:
 - 1. The Board of Directors
 - 2. The Sections Chair and Past Chair
 - B. Voting delegates of the Representative Assembly shall each have one vote.
 - C. Delegates of the Representative Assembly may vote by proxy as provided in Article II, Section 6, of the By-Laws. A general proxy gives the person holding the proxy the right to vote as the holder sees fit on all issues and motions (as stated in Webster's New World Robert's Rules of Order). Written proxy includes a hand-written note or e-mail signature.
 - D. Members of VAHPERD may attend Representative Assembly meetings without voting privileges. Members may address the Assembly with consent of a simple majority vote.
- IV. RESPONSIBILITIES:
 - A. Meetings
 - 1. The Representative Assembly shall convene at the State Convention; other meetings may be called at the discretion of the President or at the written request of a majority of the Representative Assembly.
 - 2. The President shall preside at all meetings of the Representative Assembly; in absence of the President, the President-Elect shall preside.

3. A simple majority of Representative Assembly members present or by written proxy shall constitute a quorum.
4. The Executive Director shall:
 - a. Notify members of the Representative Assembly at least thirty days prior to all meetings.
 - b. Keep all records and minutes of the Representative Assembly.
 - c. Distribute minutes of the Representative Assembly within 30 days.
5. A quorum shall be determined by the Parliamentarian, who shall then inform the President.
6. Business of the Representative Assembly shall be conducted in accordance with Robert's Rules of Order, latest edition, as interpreted by the Parliamentarian.

B. Transaction of Business

1. A summary of actions taken by the Board of Directors shall be included in the President's report to the Representative Assembly.
2. Decisions on all matters are determined by a simple majority of delegates present (except as provided by Bylaws Article II, Section 3d: veto).
3. The Representative Assembly may act upon matters presented by mail/ electronic ballot from the Board of Directors provided a quorum participates with 30 days after official notification.

C. Elections

1. The Nominating Committee Chair shall introduce a slate of nominees for the President-Elect and the Division Vice Presidents-Elect near the beginning of the Representative Assembly.
 - a. Approval of nominating slate, including nominations from the floor, and voting will be conducted in the following order: President-Elect, then Vice Presidents-Elect.
 - b. Any delegate of the Representative Assembly may make a nomination from the floor provided the nominee has met the qualifications outlined in Article IV, Section 2, and Article VI, Section 1 of the Bylaws.
2. Elections shall be by written ballot. To win, a nominee must have a majority of votes cast. Otherwise, the two nominees with the highest number of votes shall be voted on again.
3. The Nominating Committee shall prepare, collect, and count ballots.

V. AMENDMENTS:

Operating codes may be changed by submitting a written proposal, including rationale, to the Executive Director. The Executive Director shall submit the proposal to the Board of Directors not less than fifteen (15) days in advance of a vote. The proposal shall be adopted by a majority vote of the Board of Directors.