

FPTA Districts Policy Guidelines

Vision: Empowering the physical therapy profession to optimize the human experience.

Mission: To be the advocate and resource for the physical therapy profession in Florida.

Guiding Principles: Innovation, Collaboration, Inclusion, Excellence and Community.

Hereinafter contains the policy guidelines for the Districts of the Florida Physical Therapy Association.

Name of District:

The name of this organization is "the District" of the Florida Physical Therapy Association, hereinafter referred to as "the Chapter." The Chapter is a chapter of the American Physical Therapy Association, hereinafter referred to as "the Association."

The **East Central District** territorial boundaries of the district correspond to the counties of Brevard, Indian River, Lake, Martin, Okeechobee, Orange, Osceola, St. Lucie, Seminole, Sumter, and Volusia.

The **Northern District** territorial boundaries of the District correspond to the counties of Alachua, Baker, Bradford, Clay, Columbia, Dixie, Duval, Flagler, Gilchrist, Hamilton, Jefferson, Lafayette, Leon, Madison, Martin, Nassau, Putnam, St. Johns, Suwannee, Taylor, Union and Wakulla.

The **Northwest District** territorial boundaries of the district correspond to the counties of Bay, Calhoun, Escambia, Franklin, Gadsden, Gulf, Holmes, Jackson, Liberty, Okaloosa, Santa Rosa, Walton, and Washington.

The **Southeast District** territorial boundaries of the district correspond to the counties of Palm Beach, Broward, Miami-Dade and Monroe.

The **Southwest District** territorial boundaries of the district correspond to the counties of Charlotte, Glades, Lee, Hendry, and Collier.

The **West Central District** territorial boundaries of the district correspond to the counties of Desoto, Sarasota, Highlands, Hardee, Polk, Manatee, Hillsborough, Pasco, Pinellas, Hernando, and Citrus.

Purpose of the District

The purpose of the District are to assist the Chapter in fostering the continued development of the physical therapy profession, services to its members, and in carrying out its other functions, in the District's geographical service area.

Obligations of the District

The District must fulfill all district obligations listed in Chapter and Association bylaws, including but not limited to:

- A. Each District's fiscal year shall correspond to that of the Chapter and Association.
- B. Each District shall have no dues and may levy no assessments that carry punitive action or loss of good standing. Assessments shall be approved by the Chapter Board of Directors.
- C. Each District shall receive funds from the Chapter as provided in Chapter bylaws.
- D. Each District shall submit an annual report, and such other reports as may be requested, to the Chapter Board of Directors.
- E. All actions of policy to be adopted by the District, shall be submitted to the Chapter Board of Directors for approval prior to implementation.

Membership of the District

Membership in the District, including classes of membership, qualifications, rights, good standing and other rules regarding membership are prescribed by the Association. Assignment to the District may be based on the member's place of residence or place of business.

Officers of the District: The District Council

Composition and Term

- A. The voting officers of the District shall be Chair, Vice-Chair, Secretary, Chief Representative, and PTA Representative.
- B. The officers shall serve two-year terms. They shall assume office at the close of the annual Chapter Conference at which they are elected.
- C. **NOD, SED, and ECD** – The Vice Chair and Secretary shall be elected in conjunction with the Annual Chapter elections in EVEN numbered years. The Chair, PTA Representative, and Chief Representative shall be elected in conjunction with the Annual Chapter elections in ODD numbered years.
- D. **NWD, SWD, and WCD** – The Chair, PTA Representative, and Chief Representative shall be elected in conjunction with the Annual Chapter elections in EVEN numbered years. The Vice Chair and Secretary shall be elected in conjunction with the Annual Chapter elections in ODD numbered years.
- E. No member shall serve more than four complete, consecutive terms on the District Council, nor more than two complete, consecutive terms in the same elected office.

Duties of Officers

The Chair shall:

- 1. Assume leadership of District activities and guide and direct the District in accordance with Chapter and Association policies and membership needs and interests.
- 2. Preside at all meetings of the District and of the District Council.
- 3. Call District Council meetings according to District policy rules and prepare and send to the Council members an agenda for each meeting.
- 4. Call special meetings of the District as determined by the District Council.
- 5. Make reports to the membership at all regular and special meetings of the District.
- 6. Review the duties and responsibilities of the District officers and see that these are carried out.
- 7. Be familiar with these policies, Chapter, and Association bylaws and with the principles of parliamentary procedures based on Robert's Rules of Order Newly Revised.
- 8. Serve as voting member of the District Council.
- 9. First option to serve as the District's active member representative to the

Chapter Delegation in the Association's House of Delegates, if attending the House Sessions. If unable to serve as delegate, the District Council will appoint an alternative delegate.

10. Prepare a written report of the District to the Chapter Vice President prior to the quarterly meeting chaired by the Chapter Vice President.
11. Prepare a written report of the District for inclusion in the Annual Report of the Board of Directors to the Association, and such other reports as requested by the Chapter Board of Directors.

B. The Vice Chair shall:

1. Assume the duties of the Chair in the Chair's absence.
2. Assist the Chair in performance of duties.
3. Serve as voting member of District Council.
4. Prepare a yearly plan of educational seminars as a service to the district membership.
5. Organize each district meeting to include topic of meeting, location, refreshments, sponsor, and speaker, as appropriate. Ensure that all district meetings are planned and posted on website at the beginning of the year.
6. Liaison for the FPT-Political Action Committee (PAC), who is appointed by the Chapter Board of Directors.
7. Coordinate with FPTA staff to facilitate updating of FPTA website and marketing the district.
8. Coordinate with FPTA staff to facilitate district expenditures. Share quarterly report from staff with District membership

C. The Secretary shall:

1. Keep an authentic record of the District proceedings and the District Council meetings and read the minutes of previous meetings as requested.
2. Be prepared to furnish the exact wording of a motion or motions pending before the District.
3. Preserve all records, reports, and documents of the District, except those specifically assigned to the custody of others.
4. Authenticate all records by their signature. Validated digital or physical signatures are acceptable.
5. Bring to each meeting a copy of the district policies, together with a list of

members of the District, all task forces, and committees.

6. Following each meeting of the District or District Council, send copies of the minutes of the meeting to the appropriate members and the Chapter Office
7. Carry on the official correspondence of the District as directed by the Chair.
8. Maintain an accurate membership roster and call the roll when necessary.
9. Notify the membership of District meetings at least three weeks prior to the meetings.
10. Following each election, the incoming Secretary shall submit contact information of the new district officers to the FPTA staff.
11. Liaison for the FPTA Membership Committee who is appointed by the Chapter Board of Directors.
12. Serve as a voting member of the District Council.

The PTA Representative shall:

1. Participate in planning of District program and policies.
2. Serve as a voting member of the District Council.
3. Serve as a Representative to the Assembly.
4. Assist district Chief Assembly Rep in identifying apportioned PTA Assembly Reps, if needed
5. Serve as a liaison to PTA colleges within the District.
6. Act as a liaison between the District PTA members and the Chapter PTA Director at the regularly scheduled meetings with the PTA Director.

The Chief Representative shall:

1. Be the coordinator of the District Assembly Representatives.
2. Be responsible for ensuring the apportioned amount of voting representatives for the District are filled.
3. Be responsible for reporting the contact information of Assembly representatives to FPTA staff by the Chapter assigned deadline
4. Presents to District members at meetings materials coming before the Assembly of Representatives for discussion or vote.
5. Facilitates the development of motions from the District and/or members.
6. Facilitates attendance of all representatives at annual Chapter Caucus and District Caucus.
7. Fill Assembly Representative vacancies as needed, and report replacement(s) contact information to FPTA staff as soon as possible.
8. Chair the District Caucus at the Chapter Annual Conference.

DISTRICT COUNCIL

The District Council shall carry out the policies as determined by the membership of the Districts of the Florida Therapy Association.

Organization

The District Council shall consist of the Chair, Vice-Chair, Secretary, District PTA Representative and Chief Representative.

Duties

The District Council shall:

1. Carry out the mandates of the District as determined by the membership. Between meetings of the District, the Council may make and endorse such policies on behalf of the District as are consistent with the mandates and policies determined by the District, Chapter and Association.
2. Have full power and complete authority to perform acts and transact business for and on behalf of the District and to manage the affairs, work and activities of the District, subject only to the provisions of these policies and all resolutions and enactments of the District membership.
3. Not commit the District to any financial obligation in excess of its available financial resources.
4. Devise and mature plans for the District's growth and development.
5. Create task forces or committees and appoint chairs to fulfill the functions of the District. Only the Council may appoint a task force or committee. When the task force or committee has fulfilled its charge and reported to the District Council, the task force or committee may be dissolved.
6. Hold at least three District Council meetings annually. A majority of the members of the Council shall constitute a quorum.
7. Bring before the members at any regular meeting or by correspondence, communications from the Council for their information, opinion and/or vote.
8. Meet with the outgoing (retiring) Council members following the annual meeting at which new officers are elected, for the purpose of orientation in District policy and program, review and transfer of official files to the appropriate incoming Council members.

Nominations and Elections

Nomination for positions can be emailed to the Districts Secretary, or verbal nominations at a meeting. The District Council shall prepare a list of one or more names for each office. Only those consenting to serve if elected shall be nominated. The slate and information about each candidate shall be sent to the Chapter office by the deadline determined by the Chapter office. Elections can be held in conjunction with and in the same manner as the Chapter elections or by appointment from majority vote at a district meeting

Qualifications of Officers

Only members and life members in any category of membership of the Association who have been active or life members in good standing* preceding their election/appointment and who have consented to serve, are eligible for election/appointment to the offices of the district.

*Good standing as defined by the Association is as follows:

- A. Complies with the Binding Ethical Documents of the Association applicable to the individual's membership category.
- B. Makes timely payments of Association and chapter dues.
- C. Is not under current suspension or revocation of a license as a physical therapist or of a license or certificate as a physical therapist assistant.

Vacancies

If, before the expiration of the term for which he/she was elected, the Chair resigns, is removed from office, or becomes disqualified, the Vice Chair shall succeed to the office vacated for the unexpired portion of the term. All other vacancies shall be filled by appointment after a vote requiring a supermajority (67% or greater) for approval from the District Council for the unexpired portion of the term

Meetings

Number of Meetings

The District shall hold a minimum of three meetings and three District Council

meetings a year. Meetings may be attended by physical presence or via interactive technology. Notice of these meetings shall be sent to members at least three (3) weeks prior to the date of the meeting or stated in the FPTA monthly/weekly newsletter.

Quorum

The voting members attending any regular or special meeting shall constitute a quorum.

Guests

Only guests approved by the District Council and the District membership are eligible to attend District business meetings.

Representatives to the Assembly of Representatives

- A. The District will have Assembly Representatives equal to the apportioned number set by the Chapter.
- B. The Chief Representative and the PTA Representative will serve as Assembly Representatives. The remaining apportioned Assembly Representatives will be elected or appointed by the district.
- C. One student Representative may represent each accredited Physical Therapist and Physical Therapist Assistant program in the District as a learning experience.

Election/Appointment of Representatives

- A. The election of Assembly Representatives shall occur in conjunction with and in the same manner as Chapter and District elections. Elected Assembly Representatives shall take office immediately following the Assembly of Representatives of the year in which they were elected.
- B. In case of an absence of a representative, the Chief Representative coordinates the process for determining a redistribution of votes.
- C. Districts that choose to appoint their Assembly Representatives shall provide a list of these appointed Assembly Representatives to the Chapter office no later than January 1.

Term

Each Representative, excluding the Chief Representative, will serve a 1-year term. The Chief Representative will serve a 2-year term.

Votes

Each Assembly Representative and PTA District Assembly Representative will have one vote in the Chapter Assembly. Student PT/PTA Assembly Representatives participate as a learning experience and do not have a vote.

Meetings

All of the District Representatives (Members, PTA, PT/PTA Student) will meet prior to each Chapter Assembly coordinated by the Chief Assembly Representative.

DELEGATE TO THE HOUSE OF DELEGATES

Delegate

- A. The District Chair has the option to serve as the District's representative to the Chapter Delegation in the Association House of Delegates. If the Chair is unable or chooses not to attend, the District Council shall appoint a delegate from its district membership.
- B. If the District is unable to provide a qualified alternate, the Chapter Chief Delegate shall select the highest ranked delegate-at-large member of that District. If there is no alternate from that District, the highest ranked Physical Therapist alternate shall be selected
- C. Only members who have been Association members in good standing* may serve as a District representative to the House of Delegates.

Duties

1. Present information that comes before the House of Delegates to the District membership for discussion, opinion and/or vote.
2. Keep notes of the District's actions throughout the year to guide participation in the House of Delegates session.
3. Present to FPTA's Chief Delegate any resolution or other matter regarding national policy which the District wishes discussed.

4. Receive and act in accordance with instructions from the Chapter as to voting on items on the agenda at the session of the House of Delegates.
5. Make a report to the District at the first District meeting following the session on the action of the House of Delegates.

Ethics and Discipline

The "Code of Ethics for the Physical Therapist", "Standards of Ethical Conduct for the Physical Therapist Assistant" and "Core Values for the Physical Therapist and Physical Therapist Assistant" of the Association, as they now exist and as they may be hereinafter adopted, amended or supplanted, shall be binding on the appropriate members of the District as though incorporated into these policies and procedures.

Disciplinary action shall be the responsibility of the Association.