

# Texas Association for Health, Physical Education, Recreation, and Dance

## OPERATING CODE FOR THE REPRESENTATIVE ASSEMBLY

### 1. Name

- 1.1. The name of this governing body shall be the Representative Assembly of the Texas Association for Health, Physical Education, Recreation, and Dance.

### 2. Purpose

- 2.1. The Representative Assembly shall have the following purposes and duties as specified in the *Bylaws* of the association and as adopted by the assembly.
- 2.2. To effect all changes in the *Articles of Incorporation* and *Bylaws*.
- 2.3. To elect persons for the offices of President-elect of the Association and Vice President-elect for the divisions.
- 2.4. To confirm persons to serve on the nominating committees for these offices.
- 2.5. To confirm persons to serve on the Boards of Directors for the Texas Foundation for Education in Health, Physical Education, Recreation, and Dance.
- 2.6. To adopt resolutions and/or position statements on issues facing the association and the profession.
- 2.7. To act on reports and other items of business submitted to it by the Board of Directors and/or other governing bodies so authorized by the *Bylaws*.
- 2.8. To exercise veto power on actions taken by the Board of Directors, if and when indicated, by three-fourths (3/4) of the votes cast by members present at an official meeting provided the following have been fulfilled:
  - 2.8.1. A quorum (60% of the membership of the Representative Assembly) is present and voting;
  - 2.8.2. No such veto shall operate to deprive any person of rights accruing under a contract or other legally binding agreement entered into by and between the Board of Directors and their duly authorized agent and said person.
- 2.9. To accept, modify, or discontinue affiliated associations by two-thirds of the votes cast at an official meeting.
- 2.10. To approve, disapprove, or modify the operating codes for the Representative Assembly and the Board of Directors by a two-thirds vote of the members present at an official meeting.

T

### 3. Organization

- 3.1. The Representative Assembly shall consist of the following:
  - 3.1.1. President, President-elect, and immediate Past President
  - 3.1.2. The Vice Presidents, Vice Presidents-elect, immediate Past Vice Presidents, and Student Representatives of Divisions.
  - 3.1.3. The Chairs, Chairs-elect, and immediate Past Chairs of Sections.
  - 3.1.4. The Chair, First Vice-Chair, Second Vice-Chair, and Chair-elect of the Student Section.
  - 3.1.5. Delegates from the twelve (12) regions as determined by Article VI, Section 6.1 of the *Bylaws*.
  - 3.1.6. The TAHPERD Executive Director is an ex officio, non-voting member.
  - 3.1.7. A Parliamentarian shall be appointed by the President

- 3.2. In order to qualify for membership in the Representative Assembly, a delegate must be a member of the TAHPERD immediately prior to election or appointment.
- 3.3. Delegates from the twelve (12) regions shall be appointed by the President upon recommendation by the Regional Division Vice Presidents to the Board of Directors. Individuals already on the assembly by virtue of office held are not eligible for appointment. Appointments shall be made as determined by Article VI, Section 6.2 of the Bylaws.
- 3.4. Each member of the Representative Assembly shall cast only one (1) vote on any action that comes before it.

#### **4. Conduct of Business**

##### **4.1. Meetings**

- 4.1.1. The Representative Assembly shall meet annually at the time and place of the annual convention. Special meetings may be called at the discretion of the President or by a written request of a majority of the members of the assembly.
- 4.1.2. The Representative Assembly room shall be set up with table and chairs, arranged by Divisions and Sections. Also, there shall be microphones to allow and encourage participation by the delegates. Further, the Executive Director shall arrange to have four (4) to six (6) persons working the R.A. check-in process for the official delegates.
- 4.1.3. The President shall preside at all meetings of the Representative Assembly.
- 4.1.4. A quorum for the transaction of business shall consist of. Sixty percent (60%) of the membership present, in person, who are qualified to vote.
- 4.1.5. The Executive Director shall be responsible for the following:
  - 4.1.5.1. Making arrangements for the meeting, including the preparation of materials to be considered by the assembly and distribution of the materials to members at least twenty (21) days prior to the meeting.
  - 4.1.5.2. Keeping records and minutes of the assembly.
  - 4.1.5.3. Reproducing and distributing the minutes and proceedings of the assembly.
  - 4.1.5.4. Certifying to the President that a quorum is present.
- 4.1.6. The Parliamentarian shall assist the President in the conduct of meetings and the transaction of business as provided in the *Constitution* and *Bylaws* of the association and the Operating Code of the assembly. Items not covered by either of these documents shall be decided according to *Robert's Rule of Order*, Newly Revised.
- 4.1.7. Members of the association who are not delegates or proxies may attend meeting of the assembly without vote provided they are seated in the section provided for visitors. They may be recognized and/or permitted to speak upon a majority vote of the Assembly.

##### **4.2. Transaction of Business**

- 4.2.1. All agenda items requiring action by the Representative Assembly at a regular meeting must be submitted in writing to all delegates at least twenty (21) one days prior to the meeting.
- 4.2.2. An item requiring action, not previously submitted in writing as heretofore specified, may be considered by the Assembly upon an affirmative vote of two-thirds of the members present.

- 4.2.3. Action taken by the Board of Directors shall be reported to the Representative Assembly.
  - 4.2.4. Decision on all matters is determined by a majority of delegates present and voting except as otherwise provided in the *Articles of Incorporation* and *Bylaws* of the Association and/or the Operating Code for the Representative Assembly.
  - 4.2.5. Motions to approve or disapprove items submitted to the Assembly. Motions made to amend items or to initiate new business must be made in writing on the form provided for this purpose. The motions may then be made verbally to the Assembly.
- 4.3. Elections
- 4.3.1. Nominations for office are submitted by the respective nominating committees and the names of nominees together with the accompanying vitae must be mailed to the delegates at least twenty (21) days prior to the meeting. Any member of the Assembly may submit a nomination from the floor provided the Executive Director has certified that the nominee is eligible on the basis of qualifications as prescribed by the *Articles of Incorporation* and *Bylaws* of the Association and the Operating Code for Nominating Committees.
  - 4.3.2. These qualifications are:
    - 4.3.2.1. The nominee for President-elect must have been a member of the Association for the preceding five (5) consecutive years. Nominees for Division Vice President-elect must have been a member of the Association for the preceding three (3) years.
    - 4.3.2.2. Must be actively engaged in the area represented by the office for which nominated.
    - 4.3.2.3. Shall not hold and/or accept nomination for more than one office at a time. A person may not resign an office in order to qualify under this restriction.
    - 4.3.2.4. Must have agreed in writing prior to nomination to serve if elected.
  - 4.3.3. Elections shall be by secret ballot. An individual shall be elected by receiving a majority of the votes cast. When a majority is not received with three (3) or more nominees, the two (2) persons with the highest number of votes shall be voted on again. In the event of a tie for second place on the initial ballot, the two (2) persons who are tied shall be voted on to determine who is to be placed on the run-off ballot.
  - 4.3.4. The members of the nominating committees shall serve as tellers for their respective offices.
- 4.4. Interim Business
- 4.4.1. The Representative Assembly may act on matters submitted to members by mail upon approval by the Board of Directors. A mail ballot may also be taken as a result of official action to do so at a meeting of the Assembly.
  - 4.4.2. A quorum of the Assembly must participate in the voting by mail ballot and no mail vote shall be valid beyond thirty (30) days after official notification. Procedures for voting and required vote for approval must conform to the Bylaws of TAHPERD.
  - 4.4.3. In the event of an interim election, the procedures for nomination and election shall conform insofar as is practical to the regular election procedures.

## 5. Amendments

- 5.1. Recommendations for revisions and/or amendments to this code shall be submitted through the Executive Committee and/or Board of Directors. The code shall be revised or amended by two-thirds of members voting.

Adopted by Representative Assembly    December 1981

Amended:

November    1989

December    2000

December    2003

May            2004