REPRESENTATIVE ASSEMBLY

Representative Assembly

Standard Operating Procedure

I. NAME Representative Assembly

II. AUTHORITY The authority of the Assembly is granted and determined by the Association Bylaws (Article VII).

III. FUNCTIONS

A. Shall serve as the designated body of the Board directly responsible for the establishment of professional standards and policies.

B. May operate as a committee of the whole or organize into task groups which meet formally to expedite business.

C. Shall aid in the inclusion of stakeholders in review of targeted official documents and policies as appropriate.

IV. COMPOSITION

A. Officials

1. Speaker
2. Vice Speaker
3. Recorder

B. Voting Members

1. Representatives
2. Officials of the Assembly
3. Representative for Internationally Based Practitioners
4. Officers of the Association
5. Assembly of Student Delegates (ASD) Representative
6. Occupational Therapy Assistant (OTA) Representative
7. Chairpersons of the Commission on Education (COE), Commission on Practice (COP), Ethics Commission (EC), and Commission on Continuing Competence and Professional Development (CCCPD)

8. Affiliated State Association Presidents (ASAP) Representative

9. Consumer Member

C. Non-voting Members

1. Association Executive Director

2. President-Elect

3. Chairpersons of the Agenda and Credentials Review and Accountability (CRAC) Committees

4. Chairpersons-Elect of COE, COP, EC, and CCCPD, and the OTA Representative-Elect

5. Staff liaison

V. TERM OF OFFICE

The term of office for each voting and non-voting position in the Assembly is detailed in the respective standard operating procedure (SOP) and/or job description (JD) of the position.

VI. QUALIFICATIONS

The qualifications for each voting and non-voting position in the Assembly is detailed in the respective SOP and/or JD of the position.

VII. RESPONSIBILITIES

A. Shall charge itself, or any of its advisory commissions, committees, or members to take an action that is within its scope of function to establish professional standards and policies.

B. Shall establish and charge an ad hoc committee to carry out a task, except as otherwise specified in the Bylaws, as a function of a standing body.

C. Shall elect Assembly Officials, and Agenda and CRAC Chairpersons.