

**AMERICAN COLLEGE HEALTH ASSOCIATION (ACHA)
BOARD OF DIRECTORS
POLICY AND PROCEDURE
(BOD P/P)**

BOD P/P Number:	1986-2	Date Established: May 26, 1986	
		Date Revised: May 14, 2013	
Reference:	ACHA Bylaws	Term:	1 Year
			2 Years
		X	Indefinite

BOD P/P Title:	DESIGNATION OF AN ALTERNATE REPRESENTATIVE OF THE MEMBER INSTITUTION (RMI) VOTING DELEGATE
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BOD Authority:	ACHA Bylaws, Article III, Section 1, b, 3.
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Purpose:	To establish the Association's procedures for designating an alternate RMI voting delegate to be able to vote on behalf of the member institution at the annual meeting Assembly of Representatives or a special meeting.
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Policy:	In the event that a regularly appointed RMI is unable to attend an annual meeting Assembly of Representatives or special meeting, the member institution shall be afforded the opportunity to designate an alternate voting delegate by complying with the following procedure.
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Procedure:	<p>The regularly appointed RMI shall submit a written or e-mail request to designate a named alternate voting delegate from the same institution, who must be a current member of ACHA.</p> <p>The written request shall be on the institution's letterhead. In the case of an e-mail request, it shall originate from the institution's internet domain address (e.g. institution.edu). The request shall be submitted so as to be received by the ACHA national office at least one week prior to the beginning of the ACHA annual meeting, or special meeting.</p> <p>Approval of such request shall be granted provided that the alternate designee is from the same institution and is a current ACHA member.</p>
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Resources:	National Office	Volunteer
Human:	Membership Coordinator	
Financial:		
Other:		