

Dear ACOFP Affiliate Society Presidents & Executive Directors:

The ACOFP would like to provide you with important information regarding the virtual & in person meeting dates and times, the composition of your state delegation and resolution submission for the **Wednesday, April 2, 2025**, meeting of the ACOFP Congress of Delegates.

Below are the meeting dates and times:

Saturday, March 8, 2025 – Virtual Reference Committees

11:00 am – 12:00 pm CST – Reference Committee 1
12:00 – 1:00 pm CST – Reference Committee 2
1:00 – 2:00 pm CST – Reference Committee 3
2:00 – 3:00 pm CST – Executive Session of RC's

Wednesday, April 2, 2025 (Palm Springs) - In person Congress

12:00 – 2:00 pm PT – Credentialing
1:00 pm PT – Doors will open for Delegates to collect voting devices
2:00 – 6:00 pm PT – Congress

The reference committees are sequential so that delegates may attend all of them. Please note if we end any of the committees early, we will move on to the next.

****Electronic Documents Only****

Please note Delegates will only have access to electronic copies and will not receive a printed set of resolutions. Wi-Fi will be available and charging stations in the back of the room if needed. Please come to the meetings with charged electronic devices to access Congress documents, including Resolutions. If you prefer printed copies, please print them in advance and bring them to the meeting.

****Voting Devices****

To enhance efficiency and accuracy, we will be using handheld voting devices to record your votes. These will only be provided to the delegates to reflect the number of votes of registered delegates. These will be handed out one hour before the start of Congress after credentialing is confirmed. When Congress concludes, please leave your voting device on the table. Additional information will be provided closer to Congress explaining how and when alternate delegates can use these devices. Note: A technician will be onsite to provide a quick tutorial prior to using the device.

Delegate Count

As provided for in the Bylaws of the American College of Osteopathic Family Physicians, Article V, Section 1, enclosed is a tabulation of the total number of Delegates and Alternate Delegates allocated to each state society. These totals have been computed according to the number of active members in your ACOFP State Society as of today.

The certified list of Delegates and Alternate Delegates should be submitted by **January 15, 2025**.

State Society Executive Directors will be submitting Delegate/Alternate names via an online platform; no forms are included.

Resolution Submission- (see attached Resolution Template)

Any reports, **resolutions**, or other business for this meeting should be submitted by **January 15, 2025**, to Annie DeVries at annied@acofp.org so that they can be posted on the ACOFP website and available to Delegates for review in advance.

Resolutions received prior to **January 15** would be greatly appreciated. Resolutions submitted after **January 15** or during the Congress may only be accepted by approval of the Congress Speaker or by consent of two-thirds of the Congress Delegates present, provided two-thirds of the seated Delegates are in attendance.

Sincerely,



Elizabeth A. Palmarozzi, DO, FACOFP
Speaker, ACOFP Congress of Delegates



Bob Moore, MA, MS, FASAE, CAE
ACOFP Executive Director