



# AMERICAN COUNCIL OF ACADEMIC PHYSICAL THERAPY

## **Job Description: Reference Committee**

*Last updated: September 11, 2023*

The Reference Committee is a standing committee of ACAPT consisting of three institutional representatives appointed by the Board of Directors. Each Member Institution Representative is assigned a liaison from the Reference Committee who provides counsel regarding format, wording, and the method of presentation of the motion. The Vice-President shall serve as an *ex officio* member of the Reference Committee. Each member other than the Vice-President shall serve a three year term with at least one new member appointed no later than November 1 of each year.

The committee shall receive and correlate motions and resolutions to be presented at the ACAPT Annual Meeting and shall identify motions which fall outside the object or functions of ACAPT. The committee shall provide advice and counsel regarding form, wording, and method of presentation of matters to be presented at the ACAPT Annual Meeting. All main motions and resolutions, except for procedural motions presented at the ACAPT Annual Meeting, shall be referred to the Reference Committee unless this rule is suspended in any particular case by a majority vote of the membership. Members of the Reference Committee shall be present at the ACAPT Annual Meeting and shall reply to inquiries directed to the committee by the presiding officer.

The Committee shall also receive proposed amendments to ACAPT's bylaws and standing rules following a similar process as above. Such amendments shall be considered for a special meeting to occur in the spring.

The Reference Committee shall review all existing motions that have been in force for ten (10) years for possible revision, update or removal. Motions in force for fewer than ten years may also be reviewed and recommended for action by member institutions. Review will consider a motion's continued relevance to ACAPT member institutions, timeliness, change of opinion and new information. By recommendation of the Reference Committee, notice to reaffirm, amend or rescind a motion or position statement shall be included in the call to the meeting at which action is to be taken.

The Reference Committee shall review ACAPT Articles of Incorporation, Bylaws and Standing Rules annually, recommending any necessary amendments to the Board of Directors for consideration by the Member Institution's Representatives.

The ACAPT Board of Directors may provide their opinion on all motions for presentation to the voting body and this recommendation shall be included with the final proposal. The Board may:

- Recommend approval
- Not Recommend approval
- Or make no recommendation

In any case, it is the vote of the Member Institution Representative that determines the final outcome.