



AMERICAN COUNCIL OF ACADEMIC PHYSICAL THERAPY

ACAPT SPECIAL MEETING PREPARATIONS AND AGENDA

Register for a Virtual Discussion Forum on the Amendments on May 3: Join motion makers and the ACAPT Board on May 3 from 11:00am - 12:30pm ET to discuss each of the amendments. [Register in advance using this link](#). After registering, you will receive a confirmation email containing the Zoom calendar invite.

Register to Join the May 23 Special Meeting: ACAPT member representatives will vote on these amendments at a special meeting on Tuesday, May 23 from 7:00 - 9:00 pm ET. [Any ACAPT member can register](#) to attend the special meeting. After registering, you will receive a confirmation email containing the Zoom calendar invite.

Who Can Vote: All ACAPT institutional representatives or their designated alternate must notify ACAPT of their intent to vote so information can be provided to ensure your program's vote is captured. Only the representative or designated alternate may vote on behalf of the program, and it is the representative's responsibility to ensure ACAPT has the correct information. Representatives or the designated alternate must register no later than one hour prior to the meeting in order to establish if a quorum is present. ACAPT staff will not be active on email beginning at 6:00pm ET nor during the Meeting.

So that we may know [who is voting on behalf of your institution, please email \[acapt@acapt.org\]\(mailto:acapt@acapt.org\) with the following information as soon as possible but by no later than the 5:00pm ET on May 23, 2023:](#)

- The full name of the person serving as the representative or designated alternate for the ACAPT member institution who has permission to vote on behalf of the program.
- The name of the ACAPT member institution to whom the person above is representing with their vote
- The email of this individual
- The daytime phone number of this individual

Only those who've identified the voting individual will receive a code to vote on May 23.

Preparing to Vote: ACAPT will be utilizing Mentimeter.com for the business meeting. Voting can be accessed on phone, tablet, or computer. **Instructions and the Mentimeter meeting code will be emailed on May 22 directly to only those who have notified us of who will be voting and again on the day of the meeting.** Please note that Zoom and Mentimeter will have different meeting codes. **Download <https://www.menti.com/> (not mentimeter.com)** onto your cellphone or computer to use it for voting. If you have only one computer monitor, we recommend you use your phone to download the menti.com app for voting so that you can keep the business meeting activity on your computer screen. If you have two computer monitors, you should be able to use one screen for the meeting and one for voting. Please download the menti.com application on your phone in advance or have the menti.com screen up on your second monitor in advance. You may want to clear your computer "cache" in advance if you used menti.com in last year's Business Meeting so that it does not attempt to recognize you again.



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ACAPT SPECIAL MEETING AGENDA

May 23, 2023
7:00 – 9:00pm Eastern

1. Welcome and Call to order - Vice President, Peter Altenburger 7:00 pm
 - a. Credentials Report (to establish quorum) – Secretary Kim Varnado
 - b. Appointment of the Committee to Approve the Minutes
 - c. Recognizing the Timekeeper
 - d. Test of the voting system

2. Adoption of the Order of Business and Standing Rules for the Meeting 7:10 pm
See the next page for the rules for the meeting

3. Voting on Proposed Bylaws Amendments 7:15 pm
 - a. Amendment #1 - Amend Bylaws of the American Council of Academic Physical Therapy to allocate one position for an individual involved in clinical education
 - b. Amendment #2 - Amend Bylaws of the American Council of Academic Physical Therapy to allow all individual members the right to hold office
 - c. Amendment #3 - Amend Bylaws of the American Council of Academic Physical Therapy to Reflect an Amendment Previously Approved by Members Related to Dues
 - d. Amendment #4 - Amend Bylaws of the American Council of Academic Physical Therapy to Reflect ACAPT as an Institutional Group of APTA

4. Request to consider new motions not received in advance (requires 2/3 majority) 8:30 pm

5. Adjourn 9:00 pm



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ACAPT RULES FOR THE SPECIAL MEETING

What to expect of the virtual meeting format

The meeting will be hosted in Zoom. All wishing to attend must use the links above to register in advance. Upon registering, you will receive a confirmation email containing the Zoom calendar invite.

We will not have Q&A option but you will be able to post a message in the chat box that will be seen only by the chair of our Reference Committee. This will help ensure meeting procedures are respected.

Raise your hand to speak and wait to be called on. Once you are called on, please share your video.

Amendments made during the meeting may require some downtime on the screen as the editing is being made, so please be patient.

The meeting will be recorded to ensure the accuracy of the minutes.

Eligibility to speak and vote:

All ACAPT Representatives, or their designated alternative, and individual members may speak; attendees who are not members of ACAPT must receive permission of the Representatives to speak. Only ACAPT Representatives, or their designated alternative, may vote.

In the event a designated representative is unable to attend the meeting, the institution may designate an alternate for the meeting. The alternate must be an APTA member within the institution following the guidelines for being a representative established by the ACAPT.

For non-voting members who wish to speak - you must personally contact a member institution's representative and ask permission to get in the queue with a question. Then, when that Representative is recognized to speak, s/he will say "Is it permissible for ___ from ___ institution to address the body?" The Vice President, who is presiding over the meeting, will ask, "Is there any objection to having ___ from ___ institution speak?" If there is no objection, then that individual may speak. If there is an objection, please raise your hand. A vote will then be called to determine the decision for the person to speak, which will be based on a simple majority. The Vice President will recognize the person to speak should the objection not be made by the majority.

A timekeeper shall be appointed by the Chair. The timekeeper will mention when you are close to your 3-minute speaking limit and when your time is up.

No member may speak longer than three minutes at one time on any one question, nor more than once until all who wish to speak have been heard.

A member may speak for a third time, on any one question, only with the consent of the Chair or upon a majority vote of the members present and voting.

In debate, members must limit their remarks to the merits of a question.

All questions of order or appeal shall be decided by a majority voice or standing vote by representatives present and voting. The rules contained in the current edition of Robert's Rules of Order shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with the Guidelines, these Standing Rules, or any special rules of order adopted by the Council.

How to Vote:

Only when the screen appears during the meeting prompting you for your vote will you then see the same prompt appear on your phone or computer. Thus, you will not be able to cast any vote in advance. A voting code will be sent to all representatives or their designated alternate prior to the meeting. If you are the voting representative or designated alternate with permission to vote and you did not receive the code from ACAPT before the meeting, email acapt@acapt.org. You should only need to put the above code in at the beginning of the meeting when prompted. However, if you close your screen or phone, when you go back to menti.com to cast a vote, it may ask you for the code again. The results will appear on the screen in real-time as votes are being cast. After the meeting, all votes will be verified against those who were eligible to vote. If there are any discrepancies, the votes will be revisited to confirm that a quorum or 2/3 were captured.

[ACAPT has a policy of strict compliance with all applicable antitrust laws](#) which apply, not only to formal meetings and calls, but also to any discussions on breaks, in informal settings, or at any other time. The antitrust laws prohibit competitors (including ACAPT members) from engaging in actions that could result in an unreasonable restraint of trade. As such, ACAPT members must avoid discussing certain topics when they are together, meeting virtually, or at any other time during which they are participating in a ACAPT-hosted event or forum of any sort. These topics include but are not limited to prices and fees (such as tuition), pricing strategies, discounts and promotions, wages, costs, market allocation, group boycotts, and *output reductions*. With respect to output restrictions, any discussion about the need or rationale for reducing the number of current or future PT academic programs is strictly prohibited. All participants are encouraged to remind each other of this policy. During formal events at the annual meeting, the presiding officer shall rule the member speaking out of order. Representatives may rise to a point of order if they feel comments or debate are not in compliance with the policy.