

# American Council of Academic Physical Therapy (ACAPT)

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## *Standing Rules for the American Council of Academic Physical Therapy (ACAPT)*

*Adopted by ACAPT BoD 9/14*

*Amended October 2018*

### ***1. Membership***

- A)** The Institutional Member shall identify the Institutional Member's representative each year at the time dues are paid.
- B)** The Institutional Member may change the Institutional Member's representative by written notice at any time to the American Council of Academic Physical Therapy (ACAPT).
- C)** Faculty members, including clinical faculty members, may apply to become individual members of ACAPT. The application will identify the Institutional Member with which the faculty member is affiliated and include a verification by the Institutional Member's representative. The ACAPT Board of Directors may impose a fee for these services.

### ***2. Programs that have Candidate for Accreditation Status***

- A)** Institutions of higher education located in the United States of America with a physical therapist education program that is granted Candidate for Accreditation Status by the Commission on Accreditation in Physical Therapy Education (CAPTE) may, upon request, receive communications regarding ACAPT and attend the Annual Meeting.

### ***3. Nominations and Elections***

#### **A) Nominating Committee**

The Nominating Committee consists of three members. The term of office for each member of the Nominating Committee shall be three years. The Nominating Committee shall foster activities that maintain and promote a pool of nominees in order to develop a slate for election each year.

## **B) Nominations**

The Nominating Committee shall present the slate of candidates for each position from those consenting to serve. This slate of candidates shall be published and made available to Representatives as soon as available, but no later than two months before the Annual Meeting. . All individuals nominated shall consent to serve in writing prior to the ballot being published. An individual may be nominated to be a candidate for only one position.

## **C) Ballot and Consent**

The ballot shall contain the names of individuals nominated in accordance with the Standing Rules who have consented to serve if elected.

## **D) Elections**

All members of the ACAPT shall be entitled to vote for candidates for office. Members shall vote online and shall have the opportunity to vote during a period lasting at least 10 days, which shall begin no later than four weeks after the announcement of the slate. Elections for President, Vice President, Secretary, Treasurer, Directors and members of the Nominating Committee shall be conducted by a method of preferential voting where each member voting shall indicate a rank order preference for each candidate for each position. Ballots shall be weighted according to the preference given by the voting members. Counting shall consider this weighting in a manner so that the winner shall be determined by a single ballot and runoff elections shall not be required. Specific process of conducting the balloting and counting ballots shall be promulgated by the Chair of the Nominating Committee and clearly explained in voting materials at the time of each election.

Candidates for President, Vice President, Secretary, Treasurer, Director and Nominating Committee receiving a majority vote shall be declared elected. If, after redistribution of the ballots until the possibilities are eliminated, no candidate receives a majority vote, the preferred candidate shall be declared elected.

## ***4. Annual Meeting***

### **A) Presiding Officer**

The presiding officer for the ACAPT Annual Meeting shall be the vice-president of the ACAPT. The ACAPT secretary shall record the actions of the meeting and prepare the minutes.

## **B) Committee to Approve the Minutes**

The ACAPT board of directors shall appoint a committee to approve the ACAPT meeting minutes. The committee to approve the minutes shall consist of two board members and one member at large. The committee shall be appointed in advance of the annual meeting and complete their work no later than 45 days after the annual meeting.

## **C) Motions**

Only ACAPT representatives may propose motions. Representatives shall submit proposed motions, including proposed amendments to the Standing Rules, to the Council's Board of Directors no later than two months prior to the date of the annual meeting.

Motions that do not meet this two-month requirement shall be considered upon a vote of 2/3 of those institutional representatives present and voting. The Board of Directors shall present motions to the ACAPT representatives no later than two weeks prior to the date of the annual meeting.

## **D) Reference Committee**

No later than November 1 each year, the Executive Committee of the Board of Directors shall appoint a reference committee of three members. The Vice President shall serve as an ex officio member of the Reference Committee. 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 for 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.

## **E) Eligibility to Speak and Vote**

All attendees may speak; attendees not members of the ACAPT must receive permission of the representatives to speak. Only ACAPT Representatives may vote.

## **F) Conduct of the Meeting**

1. A member wishing to speak shall rise, address the Chair, wait to be recognized, and give his/her name and institution. If a microphone is

available, speakers will be recognized in the order of their lining up at the microphone.

2. 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.
3. 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.
4. A timekeeper shall be appointed by the Chair.
5. In debate members must limit their remarks to the merits of a question.
6. All questions of order or appeal shall be decided by a majority voice or standing vote by representatives present and voting.
7. 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.

#### **G) Designated Representatives, and Credentials**

1. In the event a designated representative is unable to attend the annual 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.
2. Representatives must register no later than one hour prior to the annual meeting in order to establish if a quorum is present. Staff will issue each designated representative a voting card for the annual meeting.

#### **H) Amendment of Standing Rules**

These Standing Rules may be rescinded, amended, or suspended by a 2/3 vote of the representatives present and voting.

### ***5. Executive Committee, Consortia, Task Forces, and Committees***

#### **A) Board of Directors Executive Committee**

The Directors shall select the Director who will serve as the at-large member of the Executive Committee at the first meeting of the ACAPT Board of Directors following their installation as officers.

## **B) Consortia**

A consortium is comprised of individuals affiliated with institutional members of ACAPT who share common interests based upon their program affiliation. Examples of consortia consist of, but are not limited to, Directors of Clinical Education and Clinical Faculty, individual members from like institutions (based on Carnegie classification, public or private institution, etc.), shared geographical location, similar curricular models, etc. The role of the consortium is to provide a forum for these individuals who are affiliated with institutional members of the physical therapist education community to gather and disseminate information relative to a specific area of shared interest and to have a line of communication within the ACAPT, particularly with the Board of Directors. Because a consortium consists of institutional members of ACAPT with a voting representative, a consortium will not hold voting privileges within the ACAPT.

The Board shall develop methods and requirements for the formation of Consortia.

## **C) Task Force and Committee members**

With the exception of the Committees specifically named in the Bylaws, any individual member of ACAPT is eligible to serve on a Task Force or Committee created by the Board or ACAPT membership.