**MOTIONS TEMPLATE**

**ACAPT Standing Rules: Motions**

Only ACAPT representatives may propose motions. Representatives shall submit proposed motions, including proposed amendments to the Standing Rules, to the ACAPT 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 one month prior to the date of the annual meeting.

**ACAPT Standing Rules: 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.

**Motion Template**

Please use the template on the following pages to develop the motion language, then submit to the ACAPT office at acapt@apta.org. The deadline to submit a motion to the ACAPT Board for the Business Meeting is **Two Months Prior to the Business Meeting**.

**MOTION TEMPLATE**

Contact:

Phone:

E-mail:

**PROPOSED BY:**

# That Title of Standard/Position/Guideline/Policy/Procedure be amended …

# or

**That the following be adopted:**

# [Insert motion]

**Support Statement:**

**1. THERE SHOULD BE EVIDENCE THAT THE MOTION IS OF NATIONAL SCOPE OR IMPORTANCE:**

* Have you identified the relevance of this concept to the profession?
* Have you indicated the relationship to the objectives and vision of the ACAPT?
* Have you discussed this concept with other representative institutions and if so, is there support from other institutions as evidenced by sponsorship/co-sponsorship?
* Have you referenced other associations or agencies that have identified similar issues?
* Have you referenced the importance to educational excellence in physical therapy?

**2. MOTIONS AND ACCOMPANYING SUPPORT STATEMENTS SHOULD DEMONSTRATE ADEQUATE BACKGROUND RESEARCH OF THE ISSUE, WHICH CAN BE ACHIEVED THROUGH THE FOLLOWING RESEARCH AND ACTIVITY:**

* Have you identified relevant positions, standards, guidelines, policies, procedures, core documents, and/or white papers?
* Have you considered inclusion of the physical therapist assistant or other stakeholders when appropriate?
* Have you identified previous relevant debate and discussion within the Association or other forums?
* Have you identified any relevant House of Delegates motions?
* Have you identified any relevant Federal law/regulation?
* Have you identified all other relevant information on the topic?

**3. DETERMINE PROBABLE FISCAL IMPACT OF ADOPTING THE MOTION**

* Have you identified budget implications, including amount and relevant description of calculation methods?
* Have you provided a rationale for budget implications?
* Have you identified financial resources currently being allocated to related activities?

**RELATIONSHIP TO PURPOSE AND OBJECTIVES OF THE ACAPT:**

**RELEVANT POSITION/STANDARD/GUIDELINE/POLICY/PROCEDURE:**

[Include current standard, position, guideline, policy or procedure if applicable]

Submit this form to the executive office at acapt@apta.org