



# AMERICAN COUNCIL OF ACADEMIC PHYSICAL THERAPY

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## BUSINESS MEETING MINUTES

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October 12, 2018 ♦ 1:30 - 5:00 PM

Hyatt Regency Jacksonville Riverfront, Jacksonville, FL

A. Welcome and Call to order

1:30pm

- a. Establishment of quorum 218 members, 109 for quorum. Quorum established.
- b. 2017 Business Meeting minutes approved.
- c. Scott Davis, Rick Segal and Mary Shall appointed to committee to approve the business meeting minutes for 2018

Scott Burns: Time Keeper

Reference Committee: Carol Likens, Marcia Smith and Lynn Rivers

A. PT PAC presentation

1:45pm

Marcia Smith provided a brief presentation on issues impacting the profession and opportunities before the end of the year

B. State of ACAPT: President's Report

1:55pm

Barb Sanders provided a summary of achievements of the past year by ACAPT leaders, reminded members of the impact and ongoing work by the Education Leadership Partnership (ELP), and work ahead.

C. Business

2:10pm

Nance Reese, ACAPT Treasurer, provided a summary of the financial position of ACAPT outlining a breakdown of expenses and revenues as of August 31, 2018.

- Motions:

- i. **AC-1-18: Proposed bylaws revisions: That the following editorial or procedural amendments be made to the ACAPT bylaws:**

- Article I Relationship to American Physical Therapy Association

*Amend:* [Name and](#) Relationship to American Physical Therapy Association

**Approved as amended**

- Article III. Membership, Section 1: Categories and Qualification of Members:

*Amend:* "ACAPT shall have members, in the [classes-categories](#) set forth below"

**Approved as amended**

- Article III. Membership, Section 1: Categories and Qualification of Members, B) Individual Members,

*Amend:* 1) A faculty member or clinical affiliate of a Member Institution who has been confirmed through the Member Institution's Representative shall be admitted to membership [as an Individual Member](#).

**Approved as amended**

- Article III. Membership, Section 2: Rights of Representatives of Member Institutions and Individual Members, A) Representatives of Member Institutions shall have the following rights,

*Amend:* 3) To make, ~~or co-sponsor,~~ and second motions

**Approved as amended**

- Article III. Membership, Section 2: Rights of Representatives of Member Institutions and Individual Members, A) Representatives of Member Institutions shall have the following rights, 6) To designate an Individual Member of the Member Institution with authority to act according to the above rights on behalf of the Representative in his or her absence

*Amend:* (i) Delegation of the authority of the Representative of a Member Institution to an Individual Member from the same institution must be submitted in writing to ACAPT by the Representative of the Member Institution (or, in extenuating circumstances, by an administrative representative of the Member Institution) at least 1 week in advance of exercising a Member Institution's right to representation or hand-carried by the [delegate-Individual Member](#) into a business meeting [and presented to the Secretary prior to the start of the meeting](#).

**Approved as amended**

- Article IV. Meetings and Authority of the Representatives, Section 1: Annual Meeting, A) An Annual Meeting of the Member Institutions shall be held for the purpose of conducting ACAPT's business and other activities in accordance with the purposes of ACAPT. At the Annual Meeting, or at any special meeting, the Representatives, or the Representative's designee, shall have the power to.

*Amend:* 1) Approve all resolutions and [statements of opinion](#) ~~opinions~~ in the name of ACAPT.

**Approved as amended**

- Article IV. Meetings and Authority of the Representatives, Section 1: Annual Meeting, B) Motions,  
**Amend:** 2) Motions that do not meet this two-month requirement ~~shall~~ may be considered at the Annual Meeting upon a vote of 2/3 of those Representatives present and voting. The Board of Directors shall make motions available to the ~~ACAPT~~ Representatives no later than 30 days prior to the date of the Annual Meeting.  
**Approved as amended**
  
- Article IV. Meetings and Authority of the Representatives, Section 1: Annual Meeting, C) Eligibility to Speak and Vote  
**Amend:** 1) All ~~ACAPT~~ Representatives, or their designee, and Individual Members may speak; attendees who are not members of the ACAPT must receive permission of the Representatives to speak. Only ~~ACAPT~~ Representatives, or their designee, may vote.  
**Approved as amended**
  
- Article IV. Meetings and Authority of the Representatives, Section 1: Annual Meeting, D) Conduct of the Meeting  
**Amend:** 7) ~~The rules contained in the current edition of Robert's Rules of Order Newly Revised (current edition) shall govern ACAPT in all cases to which the rules are applicable and in which the rules are not inconsistent with the Guidelines or any special rules of order adopted by ACAPT.~~  
**Approved as amended**
  
- Article IV. Meetings and Authority of the Representatives, Section 1: Annual Meeting, D) Conduct of the Meeting  
**Amend:** 8) Representatives must register no later than ~~one hour~~ 1 week prior to the Annual Meeting in order to establish if a quorum is present. Staff will issue each designated Representative ~~a voting card~~ the appropriate voting mechanism for the Annual Meeting.  
**Approved as amended**
  
- Article IV. Meetings and Authority of the Representatives, Section 5: Minutes  
**Amend:** The Board of Directors shall appoint a committee to ~~correct~~ correct and approve the Annual 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.  
**Approved as amended**
  
- Article V. Officers, Board of Directors, Executive Committee, Section 3: Officers, B. Vice-President  
**Amend:** 3 In the event of a vacancy in the office of the President, the Vice-President shall succeed to the Presidency for the unexpired remainder of the term and the office of Vice-President shall be declared vacant.  
**Approved as amended**

- Article V. Officers, Board of Directors, Executive Committee, Section 3: Officers, D) Treasurer  
**Amend:** 5) The Treasurer shall provide financial reports to the Board of ~~Directions~~ Directors at least quarterly or upon request by the Board.  
**Approved as amended**
  
- Article V. Officers, Board of Directors, Executive Committee, Section 5: Duties, 8)  
**Amend:** Review and revise existing ACAPT policies, ~~except these and the~~ Bylaws, for consistency of intent and language with such policies as may be adopted from time to time by ACAPT.  
**Approved as amended**
  
- Article VI. Committees, Section 2: Nominating Committee  
**Amend:** A) The Nominating Committee, elected by the ACAPT Representatives, shall consist of three Representatives of Member Institutions ~~Representatives~~.  
**Approved as amended**
  
- Article VI. Committees, Section 2: Nominating Committee  
**Amend:** F) The Nominating Committee shall, in addition to the duties otherwise directed by the Board of Directors or Member Institutions:
  - Provide a slate of ~~at least two~~ 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.  
**Approved as amended**
  
- Article IX. Consortia  
**Amend:**  
B) Consortia are comprised of ~~l~~ individual ~~M~~members. Any additional criteria for membership shall be set out in the ~~bylaws~~ Procedures for the Establishment and Operations of a Consortium. ~~of the Consortium~~  
C) The role of the consortium is to provide a forum for ~~Member Institutions and~~ Individual Members of Member Institutions 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.  
**Approved as amended**
  
- Article IX. Consortia  
**Amend:**  
D) A consortium does not hold voting privileges within the ACAPT. Consortia shall operate under ~~procedures~~, and any amendments thereto, which have been approved by the ACAPT Board.  
E) Dissolution of a Consortium  
The Board may dissolve a Consortium for cause by a vote of 2/3 of the members of the Board. In the event that a Consortium is dissolved, all property, records, and residual funds, after payment of bona fide debts, shall be transferred to the ACAPT.  
**Approved as amended**

- Article XII. Amendments  
**Amend:** B) Notification of a proposed amendment shall be given to the Member Institutions at least 30 days prior to the Annual Meeting ~~and in compliance with ACAPT's revision process.~~  
**Approved as amended**

**AC-1-18: Continued: Proposed bylaws revisions: That the following substantial amendments be made to the ACAPT bylaws:**

- Article III. Membership, Section 2: Rights of Representatives of Member Institutions and Individual Members, B) Individual Members shall have the following rights:  
**Add:** 4) To serve in appointed positions  
5) To be elected to a leadership position of a Consortium  
**Approved as amended**
- Article III. Membership, Section 4: Good Standing  
**Add:** Member Institutions or an Individual Member in good standing shall be entitled to all rights and privileges as outlined in these Bylaws.  
**Approved as amended**
- Article IV. Meetings and Authority of the Representatives, Section 1: Annual Meeting, B) Motions,  
**Amend:** 2) Motions that do not meet this two-month requirement ~~shall~~ may be considered at the Annual Meeting upon a vote of 2/3 of those Representatives present and voting. The Board of Directors shall make motions available to the ACAPT Representatives no later than 30 days prior to the date of the Annual Meeting. Last minute motions shall be distributed to all Representatives at the start of a meeting.  
**Approved as amended**
- Article IV. Meetings and Authority of the Representatives, Section 1: Annual Meeting, D) Conduct of the Meeting  
**Amend:** 8) In the event a designated Representative is unable to attend the Annual Meeting, the institution may delegate the authority to an Individual Member from the same institution in accordance with Article III, Section 2.A.6.i ~~designate an alternate for the meeting.~~ The alternate must be an APTA member within the institution following the guidelines in accordance with Article III, Section 1.A.2 for being a Representative established by the ACAPT.  
**Approved as amended**
- Article V. Officers, Board of Directors, Executive Committee, Section 4: Tenure,  
**Amend:** B) The term of office of each member of the Board of Directors shall be for three years or until a successor is elected and takes office.  
**Approved as amended**

- Article V. Officers, Board of Directors, Executive Committee, Section 4: Tenure, E) Vacancies

**Amend:** Vacancies: Except for the position of President, if a vacancy occurs on the Board of Directors within the first year of a 3-year term and at least two months before the Annual Meeting, the Nominating Committee shall select a candidate(s) for election at the next Annual Meeting, and the person elected at that Meeting shall serve the remainder of the term. If any other vacancy occurs, the Board of Directors shall fill the vacancy by appointing a person to serve for the remainder of the term. When less than one half a term remains, the appointed individual shall be eligible to be elected to two additional terms.

**Approved as amended**

- Article V. Officers, Board of Directors, Executive Committee, Section 6: Conduct of Business,

**Amend:**

A) Board of Directors: The Board of Directors shall meet not less than twice a year. ~~Seventy five percent (75%)~~ A majority of the members of the Board shall constitute a quorum. The President may call a special meeting of the Board of Directors and must call a special meeting on written request of a majority of the members of the Board.

B) Executive Committee: The Executive Committee shall meet not less than twice a year and shall exercise the power of the Board of Directors between its meetings. ~~Eighty percent (80%)~~ A majority of the Executive Committee members shall constitute a quorum.

**Approved as amended**

- Article VII: Elections and Voting

**Amend:** The Representatives shall elect the members of the Board of Directors and ~~the a~~ members of the Nominating Committee. Elections shall be conducted online or in such other manner as the Board of Directors may provide. Elections shall be conducted each year in advance of the Annual Meeting, at such time as the Board of Directors may provide.

On petition of at least 5 Member Institutions, a qualified consenting member shall be placed in nomination for a position as an officer, director, or as a member of the Nominating Committee to serve as a nomination by petition. Such a petition must be filed with the Secretary no later than 14 days after the list of candidates prepared by the Nominating Committee has been distributed to members. A candidate nominated by petition shall be afforded similar opportunities for publication of candidacy to the membership as those afforded a candidate nominated by the Nominating Committee.

**Approved as amended**

- Article VIII: Finance, Section 3: Dues

**Amend:** A) The dues shall be as follows:

- i) Member Institutions Dues shall not exceed \$2,500 per separately accredited program per year and shall be determined by the ACAPT Board of Directors.
- ii) Institutions of higher education located in the United States of America with a physical therapist education program that obtain initial accreditation from CAPTE in the fall may pay an one-time only half dues of \$1,250 between January 1 - June 30 in the year following their fall accreditation.

**Approved as amended**

- Article VIII: Finance, Section 3: Dues

**Amend:** C) Dues shall be for 12 months of membership with the exception of newly accredited institutions that pay the one-time-only half dues amount, per Article VIII, Section 3Aii.

**Approved as amended**

- Article IX. Consortia

**Amend:**

The Member Institutions may establish consortia following these procedures:

- 1 At least 5 ACAPT Representatives of Member Institutions A group of [NUMBER] of Member Institutions shall complete the "Application to Form a Consortium" and submit it to the ACAPT. See ACAPT "Rules and Procedures" document Consortium Rules of Order.
- 2 ACAPT's Executive Committee shall review the Application and will either approve it for consideration by the full ACAPT Board, ask for further clarification and then submit it to the full ACAPT Board for consideration, or deny the formation of the Consortium.
- 3 Applications approved by ACAPT'S Executive Committee shall be considered by the ACAPT Board at its next meeting for approval or rejection.
- 4 Applications that have been denied by ACAPT's Executive Committee may be appealed to the ACAPT Board by five or more Institutional Member representatives who submitted the Application.

**Approved as amended**

**ii. AC-2-18: That the following amendments be made to the ACAPT Standing Rules:**

- 3. Nominations and Elections, B) Nominations

**Amend:**

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 in July of each year. 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.

**Approved as amended**

- 3. Nominations and Elections, C) Ballot and Consent  
**Amend:** ~~The ballot will be published in August each year.~~ The ballot shall contain the names of individuals nominated in accordance with the Standing Rules who have consented to serve if elected.  
**Approved as amended**
  
- 4. Annual Meeting, A) Presiding Officer  
**Amend:** The presiding officer for ~~the ACAPT Annual Meeting meetings~~ shall be the vice-president of the ACAPT. The ACAPT secretary shall record the actions of the meeting and prepare the minutes.  
**Approved as amended**

iii. **AC-3-18: A national registry of graduates from accredited physical therapy programs**

That the following be adopted:

The ACAPT Board of Directors shall work with CAPTE and the FSBPT to develop a strategic plan, including a timeline, policies, and procedures to determine what would be required to develop and implement a national registry of physical therapists and physical therapist assistants who graduated from an accredited program.

The plan would include but not be limited to:

- Identifying the pros and cons to such a registry process
- The steps needed to ensure that this registry becomes the sole means by which state licensure boards gain verification of the educational completion of an accredited PT or PTA program.
- Any costs to stakeholders

A report of the proposed plan would be provided at the 2019 Annual Meeting with any recommendation for a vote to move forward to next steps for implementation  
**Approved**

iv. **AC-4-18: That ACAPT promotes the Alternate Approval Process developed by the Federation of State Boards of Physical Therapy**

Motion to hear item AC-4-18: **Approved**

That the following be adopted:

That ACAPT promotes the Alternate Approval Process developed by the Federation of State Boards of Physical Therapy to ease the administrative burden of various stakeholders during the initial processes of students entering the physical therapy community.

**Approved**



D. New Business

3:30pm

**Motion from the floor:**

That ACAPT appoint a task force that will recommend changes to CAPTE standards that will ensure the quality of PT education.

The Task Force should be formed before CSM, and have a set of proposed standards to membership at ELC 2019.

Discussion: motion to change 2019 to 2020. All agreed.

**Motion not approved**

Discussion was held regarding the defeated motion to recognize its importance. Barb Sanders highlighted current efforts that include activity of the Benchmarks Task Force and that the Graduate Outcomes study was being used to develop work on Outcomes by the ELP. Nancy Reese, ACAPT's board liaison to CAPTE, identified some changes made by CAPTE recently regarding number of faculty and a needs assessment. This was in reaction to questions about whether or not there is sufficient communication with CAPTE. Barb Sanders indicated further discussion about the members' concerns would be discussed by the ACAPT board.

E. Presentation of Awards

4:30pm

Mark Reinking recognized for his service as Vice President to the ACAPT Board  
Zohar Kapasi recognized for his service as Secretary to the ACAPT Board  
Rick Segal recognized for his service as Director to the ACAPT Board  
Mary Dockter recognized for her service to the Nominating Committee

F. Swearing In Of New Officers

4:40pm

Scott Davis, Director

John Buford, Director

Diane Heislein, Nominating Committee Member

G. Presentation of 2019 Election Positions to Be Slated

4:50pm

H. Adjournment

5:00pm