



AMERICAN COUNCIL OF ACADEMIC PHYSICAL THERAPY

ACAPT Representatives Manual

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About ACAPT

ACAPT was incorporated as a 501(c)(6) not-for-profit organization in the Commonwealth of Virginia in 2014, having evolved from the Council of Physical Therapy School Directors which was formed in 1942. When the Council closed its doors in 1973, members shifted their efforts to form the Academic Administrator's Special Interest Group (AASIG) within the APTA Education Section, now known as the APTA Academy of Education. Members of the AASIG petitioned to form the Academic Council in 2010, which later became ACAPT. You can learn more about the history of ACAPT here: <https://acapt.org/about/who-we-are/history>.

ACAPT's members are the CAPTE-accredited physical therapist education programs in the United States that pay annual dues to ACAPT. Our [organizational membership](#) includes about 95% of all U.S.-accredited physical therapist programs.

The purposes of ACAPT are to:

- Develop, implement, and assess new and innovative models for curricula, clinical education, teaching/learning, scholarship/research, mentoring, and leadership in physical therapist education;
- Provide mechanisms for active and ongoing involvement of physical therapist educators and researchers to promote quality physical therapist education standards at the institutional and national levels;
- Promote academic physical therapist education through collaboration with organizations and institutions that represent health professional education; and
- Provide resources, mentorship, and leadership to those seeking change and improvement in academic programs/departments/schools associated with physical therapist education.

ACAPT Strategic Plan

Major components of ACAPT's 2022-2025 Strategic Plan are:

- **Mission:** ACAPT member institutions are champions of innovation, inclusion and inquiry in academic physical therapy.
- **Vision:** As a respected leader in academic physical therapy, ACAPT will create a shared culture of excellence to improve societal health.
- **Goals:** ACAPT is focusing on major goals during this 3-year time frame. Objectives and strategies are reviewed and adjusted at least annually. For the full strategic plan [click here](#).
 - **ACADEMIC INNOVATION:** Institutions and partners will recognize ACAPT as the premier resource to utilize for ongoing reflection and continuous improvement in academic physical therapy.
 - **DIVERSITY, EQUITY, and INCLUSION:** ACAPT will equip institutions with resources to facilitate growth in diversity, equity and inclusion in the academic physical therapy workforce and student population.
 - **INFLUENCE:** ACAPT will be the leading influential voice for excellence in academic physical therapy

You can learn more about ACAPT's accomplishments by reviewing our annual reports: <https://acapt.org/2022-acapt-annual-report>.



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Who Are ACAPT Representatives?

ACAPT core members are institutions that have an accredited DPT program. Member Institutions are represented by one DPT program director or one full-time core faculty member, as defined by CAPTE, in the program. This individual must be a member in good standing with the American Physical Therapy Association (APTA). Each institution in good standing shall designate a “Representative” who shall be identified each year at the time dues are paid. The Member Institution may change its Representative at any time by providing written notice of the change to ACAPT, which may be done by email to acapt@acapt.org. Member Institutions with more than one separately accredited physical therapist education program may have one Representative for each accredited physical therapist education program.

Representatives are the voice of their institution’s program. Consult regularly with your colleagues about issues of importance to academic physical therapy. Communicate relevant ACAPT news and discuss proposed motions and proposed amendments to the bylaws before you cast your vote on your institution’s behalf.

Be familiar with ACAPT’s governing documents, strategic plan, policies and procedures, which may be found here <https://acapt.org/about>.

How to Maintain Membership within ACAPT

Eligible programs that pay their annual dues each year shall be considered a Member Institution of ACAPT for 12 months of membership between July 1-June 30. Dues are not pro-rated. Invoices are sent to each accredited program in the spring. To request an invoice, contact acapt@acapt.org.

A Member Institution whose dues have not been received by forty-five (45) calendar days before the Annual Meeting shall be in arrears and membership rights shall be suspended. If the dues are not received within fourteen (14) calendar days before the Annual Meeting, membership shall be automatically revoked, and the membership rights of the institution shall terminate.

A Member Institution whose membership has been revoked due to nonpayment of dues may be readmitted upon payment of dues.

Help Shape the Future of Academic Physical Therapy

The Annual Meeting of ACAPT occurs during the Annual Physical Therapy Education Leadership Conference (ELC), usually held in October each year. The conference is co-hosted between ACAPT (whose members are institutions) and the APTA Academy of Education (whose members are individuals).

During ELC, ACAPT conducts its Annual Meeting which convenes all Member Institution Representatives (or their duly designated and registered alternate) to discuss and debate important topics impacting academic physical therapy and to review the annual activities of ACAPT, including reports by the President and Treasurer.



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Institutional Member Representatives or their alternate must register in advance. Individual members may attend the meeting as observers, speak in debate as permitted by the standing rules, but shall NOT be entitled to vote. Only duly authorized Member Institution Representatives (or their registered alternate) shall be entitled to vote.

Other interested parties may also attend but must register to attend either in-person or virtually. Those desiring to attend the Annual Business Meeting must register in advance in order to plan for adequate seating at the in-person event or to receive the link to participate virtually. Those who are entitled to vote shall receive a credential to vote electronically. Registration is important in order to establish the quorum and voting strength.

Motions

When drafting a motion, the preparer should be aware of existing motions to avoid redundancy. These previously approved motions and position statements are listed on the [ACAPT website](#). When preparing a new motion, be sure to include measurable objectives and timeframes. Questions to be answered when considering topics include:

- What, precisely, is the concern, problem or opportunity implied by the topic?
- How does the topic relate to the purpose, mission, and strategic plan of ACAPT?
- How would accomplishing the motion benefit academic physical therapy or ACAPT?
- What specific awareness, advocacy, or action by ACAPT (or its Member Institutions) is needed?

The Sample Motion found on page 12 shall serve as a guide to help in the development of your proposal. As soon as you develop a topic for a motion, we recommend that you contact a member of the Reference Committee who can assist you in getting your proposal ready for consideration. The deadline for submitting motions to the Reference Committee is two months prior to the date of the Annual Meeting, but in order for the Committee to do its work, please aim for August 1.

Motions shall be approved by a majority of those present and voting (either in-person or virtually). Adopted motions shall continue to be active until rescinded, revised or until their purpose has been deemed accomplished. The Reference Committee may recommend to the Board of Directors that a motion's purpose has been accomplished. With the concurrence of the ACAPT Board of Directors, such a motion shall be deemed to be accomplished and archived. Members will be notified as soon as possible after such action.

Amendments to ACAPT Bylaws or Standing Rules may be submitted to the Reference Committee by any Institutional Member Representative at any time. The Sample Bylaws Amendment, found on page 10 shall be used as a guide to help in the development of the proposal. Proposed amendments shall also be reviewed by the Parliamentarian and/or legal counsel with particular attention to relevant federal and state laws, ACAPT Articles of Incorporation, other sections of the ACAPT Bylaws, standing rules or policy which may be impacted if the proposed amendment is adopted.

Proposed amendments to the Bylaws or Standing Rules must be sent to the Reference Committee. Notice of the proposed amendment shall be sent to all Representatives at least 30 days in advance of a meeting called by the Board of Directors. Bylaw amendments must be approved by a two-thirds ($\frac{2}{3}$) majority of the Institutional Member Representatives present and voting at any Annual or special meeting. Amendments to ACAPT



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Standing Rules require a simple majority of those present and voting, provided that notice shall have been given at least thirty (30) days prior to the meeting at which they are to be considered. Standing Rules may be amended or rescinded without notice by a two-thirds ($\frac{2}{3}$) majority vote.

Role of the Reference Committee and Board of Directors

Like the Parliamentarian and presiding officer, members of the Reference Committee are neutral and will advise you about the best way to proceed to ensure that your motion receives fair and impartial consideration by the Member Institution Representatives.

The Reference Committee is a standing committee of ACAPT which consists of three Representatives appointed by the Board of Directors. Each Institutional Member Representative is assigned a liaison from [ACAPT's Reference Committee](#) who shall provide counsel regarding format, wording, and the method of presentation of the motion.

Any proposed motion, amendment to ACAPT bylaws or standing rules shall be referred to the Reference Committee. For consideration at the Annual Business Meeting, proposals must be submitted by at least 60 days prior to the Annual Meeting, but preferably by August 1. The Reference Committee shall identify motions that fall outside the object or functions of ACAPT. After discussion with the proposer, the Reference Committee shall make their recommendation for disposition of such motions to the Board of Directors.

In addition to receiving all new motions, 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 Institutional Member 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.



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Preparing for the Annual Meeting

Proposals that are to be presented to ACAPT Representatives at any Annual Business meeting shall be disseminated along with the tentative agenda for the meeting, no less than 30 days prior to the meeting. The Board's recommendation shall be indicated on the final documents sent to Member Representatives for consideration.

Proposed motions that do not meet the deadline may be considered at the business meeting **ONLY** after a two-thirds approval by the Member Representatives (or their duly credentialed alternate) present and voting. Such motions must be presented in writing to a member of the Reference Committee at least one hour prior to the start of the meeting, to assure that all Representatives are aware of the intent and content of such proposals.

Member Institution Representatives are encouraged to review all information sent to them well in advance. Submit comments and recommendations in advance to the Reference Committee in order to expedite the smooth conduct of business and to be sure that the presiding officer recognizes the appropriate delegate at the proper point on the agenda. It is courteous to let the presiding officer know in advance that you wish to speak to help ensure recognition at the appropriate time.

What Happens During the Meeting

All Representatives or their designated alternates (the "voting body") shall be asked to confirm their attendance at the beginning of the meeting to ensure a quorum has been established and that the properly registered delegate has received a credential to vote electronically. A quorum for the meeting is at least a majority (more than half) of the Institutional Member Representatives in good standing, or their designated alternate. Designated alternates must be registered with ACAPT at least 1-hour prior to the start of the meeting. Only duly registered Representatives or their designated alternates will receive the electronic link to the meeting which will allow them to participate in debate, make motions and vote.

The proposed meeting agenda will be disseminated no less than 30 days in advance of the meeting. If a Representative or their designated alternate wishes to add something to the proposed agenda, please notify the Secretary and Executive Director in advance so that it can be placed on the agenda in the proper place. The final order of business will be presented for adoption by the voting body. The agenda may include a Consent Agenda, which is used to share information that needs no discussion. The written reports provided by the President and Treasurer, and others, may be part of the Consent Agenda. Any member may request that an item be removed from the Consent Agenda for discussion.

Per ACAPT bylaws, the Vice President shall preside over the meeting. Other members of the Board, the Reference Committee, the Parliamentarian and the Executive Director shall be in attendance and shall reply to inquiries as directed by the presiding officer.



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After debate is complete, the voting body will be able to cast their vote by electronic means. The voting mechanism to be used, along with instructions, will be shared with members in advance and at the beginning of the meeting. Special rules of order may need to be adopted, depending on the technology available to conduct a hybrid meeting. The purpose is to allow both in-person and virtual attendance and discussion. All voting will be conducted simultaneously through one electronic platform. It is vital that all Representatives or their designated alternates are seated (or signed in) and ready to begin at least 10 minutes before the scheduled start time so that any technology issues are resolved as quickly as possible.

Members of the voting body are encouraged to refer to the “Frequently Used Motions” document on page 13 as they prepare to speak to a motion on behalf of the Member Institution.

The meeting shall include recognition of the members of the Board of Directors and Nominating Committee who shall assume office at the close of the Annual Business meeting.



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Motion Development Guidelines

As soon as you develop the concept for a motion, share it with your [Reference Committee \(RC\) liaison](#). Note there are two different formats for submitting motions for consideration by the voting members: one for amendments to the bylaws or standing rules and one for motions. Prepare your draft motion in the correct format. For consideration at the Annual Business Meeting, proposals must be submitted at least 60 days prior to the Annual Meeting, but August 1 is the preferred deadline.

When completed, please email the draft motion to:
acapt@acapt.org

These guidelines have been created to:

1. Guide a motion maker through the phases of motion development; and
2. Provide a way for the RC to determine if motion criteria have been met.

To make clearer the intent of motions, they have been divided into two types:

1. Amendments to the bylaws. Proposed amendments to the bylaws or standing rules may also be introduced by the Reference Committee.
2. Motion: Proposed motions may also be introduced by the Board of Directors.

According to [ACAPT's Standing Rules](#), and in order to most effectively use the allocated time and resources prior to and during the ACAPT Business Meeting, all motions are to be submitted by the established deadline and meet the following criteria:

It is the responsibility of the maker of the motion to:

1. Provide a statement of the intended outcome of the motion.
2. Demonstrate that the motion's subject is national in scope or importance.
3. Provide pertinent background information, in collaboration with the ACAPT Board of Directors or staff including:
 - a. a description of previous Board or staff activity relating to the subject; and
 - b. an identification of the stakeholders affected by the motion.
4. When possible, demonstrate that the motion concept has been disseminated to stakeholders of other institutions prior to the deadline for submission of motions.
5. Provide a description of the potential fiscal impact of adopting and implementing the motion.

The Reference Committee (RC) determines if criteria have been met. The RC shall develop and make available to the members guidance designed to help satisfy the foregoing criteria. Motions meeting criteria shall then be forwarded to the Board of Directors who may add their recommendation to the proposal. The Board may recommend adoption, not recommend adoption or may take no action at all.

If it is determined that the criteria are not adequately met, the Reference Committee will return the proposal to the author and state what's missing, or if it is redundant to existing policy or already established goals, objectives or strategies of the ACAPT strategic plan. The author may then withdraw the proposal. If the



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proposer still desires to have the motion considered at the annual meeting, it shall be placed at the end of the agenda of the Business Meeting but shall not be considered unless a majority of the members vote, without debate, to consider the motion. Such motions will be distributed in advance of the Business Meeting.

Every ACAPT member institution has an RC liaison, who is available to assist with the development of motions or bylaw amendments. Communicate with [your RC liaison](#) as early as possible in the process. The Reference Committee Roster is available on the ACAPT website. Consult with the Reference Committee (RC) via email or telephone as soon as you have the idea. Others may be working on the same topic.

The Reference Committee also has many options for members to meet with the committee to help improve the motion and to answer questions for the motion maker. These meetings are in addition to the personal contact through the RC liaison.

1. Virtual Appointments: The RC is available for virtual appointments generally on a monthly basis beginning in July, August, and September. Appointments can be made by contacting acapt@acapt.org.
2. ELC: The RC is also available for personal appointments at ELC to discuss concepts for motions under development and to review any proposed bylaw amendments. Motion makers are encouraged to consult with the Reference Committee to facilitate development of their motion. Appointments at ELC can be arranged to help facilitate the process for consideration.



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Proposing Amendments to the Bylaws or Standing Rules

Amendments to the bylaws go into effect immediately upon adoption unless a proviso is attached stating a later date or circumstance. The reference committee and the ACAPT parliamentarian can help you use the proper language and also figure out if the proposed amendment would affect other governing documents or other sections of the bylaws. The most efficient way to handle these is to also adopt conforming changes at the same time.

The usual convention for amendments, includes words like “strike and insert”, “add” (at the end of a sentence or section; “substitute” (where multiple word changes are needed in a section or sentence). Amendments to the Bylaws or Standing Rules will be formatted as in the following sample:

SAMPLE 1:

Amend **ARTICLE VI Board of Directors, Section 3. Duties. I.** by striking the second sentence, “No action of the Board shall countermand any action taken by the membership of ACAPT.”

CURRENT WORDING	PROPOSED AMENDMENT	IF ADOPTED, WILL READ
I. Have general supervision of ACAPT between meetings of ACAPT. No action shall countermand any action taken by the membership of ACAPT.	I. Have general supervision of ACAPT between meetings of ACAPT. No action shall countermand any action taken by the membership of ACAPT	I. Have general supervision of ACAPT between meetings of ACAPT.

Proposed by: Member Institution XYZ.

Rationale: Redundant (see *RONR, 12th Ed.* 49:7.)

Financial Impact: None

Board of Directors Recommendation: The ACAPT Board of Directors recommends the adoption of this amendment.



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SAMPLE 2:

Amend **ARTICLE XIII Amendments, Section 1. Vote Required.** "The Bylaws may be amended by two-thirds vote of the Representatives." by adding "present and voting".

CURRENT WORDING	PROPOSED AMENDMENT	IF ADOPTED, WILL READ
The Bylaws may be amended by two-thirds vote of the Representatives.	The Bylaws may be amended by two-thirds vote of the Representatives " <i>present and voting.</i> "	The bylaws may be amended by two-thirds vote of the Representatives present and voting.

Proposed by: Member Institution XYZ

Rationale: Clarification (See RONR 44:3)

Financial Impact: None

Board of Directors Recommendation: The ACAPT Board of Directors recommends the adoption of this amendment.

After consideration of amendments to the bylaws, it is common to adopt a motion "*That the secretary and the Reference Committee be authorized to correct article and section designations, punctuation, and cross-references and to make such other technical and conforming changes as may be necessary to reflect the intent of the Member Representatives in connection with the bylaws*"



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PROPOSING MOTIONS

Motions shall continue to be active until rescinded, or until their purpose has been deemed accomplished by the Reference Committee, with the concurrence of the ACAPT Board of Directors.

Institution Representatives are encouraged to review all motions and submit comments and recommendations to the Reference Committee. In addition to receiving all new proposals, the Reference Committee shall review all existing motions that have been in force for ten years for relevance to ACAPT programs, timeliness, change of opinion and new information. By recommendation of the Reference Committee, notice to reaffirm, amend or rescind such motions shall be included in the call to the Annual Meeting (ELC) at which action is to be taken. Motions in force for fewer than ten years may also be reviewed and recommended for action by the voting members.

PROPOSED MOTIONS WILL BE FORMATTED AS IN THE FOLLOWING SAMPLE:

SAMPLE #1

2022:1 Parliamentary Study

Whereas, There is a universal need for training in general parliamentary procedure to ensure the efficient conduct of meetings, protect the will of the majority and the voice of the minority, and to allow orderly debate of issues and motions; and

Whereas, The rules contained in the current edition of Robert's Rules of Order Newly Revised is the parliamentary authority for all matters not specifically covered in ACAPT laws; therefore, be it

Resolved, That

1. Workshops in parliamentary procedure be encouraged for delegates to the Annual Meeting;
2. ACAPT appoint or hire a Parliamentarian to advise on such matters.

Proposed by: Member Institution XYZ

Financial Impact: Cost of producing workshops and hiring a parliamentarian.

Board of Directors Recommendation: The ACAPT Board of Directors recommends the adoption of this amendment.



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FREQUENTLY USED MOTIONS

I WANT TO:	WHAT MOTION DO I USE?	WHAT WORDS DO I USE?	WHAT ELSE DO I NEED TO KNOW?
Introduce business	Main motion	<i>I move to . . .</i>	Second/Amendable/Debatable/ Majority vote
Change or modify a motion before it is adopted	Amend	<i>I move to amend by:</i> Inserting or adding, by striking out, OR by striking out and inserting	Second/Amendable/Debatable/ Majority vote
Postpone making a decision	Postpone to a certain time	<i>I move to postpone until . . .</i>	Second/Amendable/Debatable/ Majority vote
Change rules of debate	Limit or extend limits of debate	<i>I move to limit debate to __ minutes OR to only one speech.</i> <i>I move to extend debate for __ minutes OR to allow three speeches per Delegate.</i>	Second/Amendable/No Debate/ 2/3 vote
Stop debate	Previous Question	<i>I move the previous question. OR I move to stop further discussion</i>	Second/No debate/2/3 vote
Temporarily set aside to take up something more important	Lay on the Table	<i>I move to lay the pending motion on the table.</i>	Second/No debate/Majority vote
Require the assembly to follow the adopted agenda	Call for the Orders of the Day	<i>I call for the orders of the day.</i>	No second/No debate/ Chair takes necessary action
Protest about noise, heating, ventilation, etc.	Question of Privilege	<i>I rise to a question of privilege. May the doors be closed?</i>	No second/No debate/Chair decides if action is to be taken
Take a short intermission	Recess	<i>I move to recess for __ minutes.</i>	Second/Amendable/No debate/ Majority vote
Verify a voice vote	Division	<i>Division!</i>	No second/No debate/requires voice vote retaken as rising vote
Ask a question about parliamentary procedure	Parliamentary Inquiry	<i>Is it in order to . . . ?</i>	No second/No debate/ Chair responds to the question



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Do something rules prohibit or take up a question out of order	Suspend the Rules	<i>I move to suspend the rules that would prevent . . .</i> <i>I move to take up the following motion out of its proper order:</i>	Second/No debate/2/3 vote
Take another look at a previously decided motion	Reconsider	<i>Having voted on the prevailing side, I move to reconsider . . .</i>	Second/Debatable/Majority vote
Resume consideration of a motion that was tabled	Take from the Table	<i>I move to take from the table the motion . . .</i>	Second/No debate/Majority vote

Prepared by Leigh Wintz, PRP



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IMPLICATIONS FOR MOTION LANGUAGE

The following list, developed by the Reference Committee, identifies the implication of certain language that may be used in motions to be considered by the House. This standardized language helps to clarify the implication or direction of any position, standard, guideline, policy, or procedure, or charge adopted by the House. Delegates should refer to this standardized list to ensure that the words selected are consistent with the intent of the action or any outcome expected.

APPROPRIATE TO USE

Word	Definition	Association Interpretation	Fiscal Implication (monetary and human resources)	Assoc Action Req'd (y/n)
Advocate	To speak on favor of; recommend	Emphasize, raise awareness of. Not as strong as pursue, support, promote	Minimal to moderate	Y
Conduct	To direct the course of: control; To guide or lead	Implies an action, but prefer the use of the words "Develop and Implement"	Usually significant	Y
Develop	To bring into being; make active	Requires action; generally requires an end product	Usually significant	Y
Encourage	To give support to; to foster; to stimulate	Non-financial support; to foster member action	Minimal to moderate	Y
Endorse	To give approval of or support to	General approval or support with minimal financial commitment	Minimal	Y
Evaluate	To determine or fix the value of; to examine carefully or appraise	Requires action; requires an end product	Minimal to significant	Y
Identify	To find out the original nature or obligation	Requires action; requires an end product	Moderate to significant	Y
Implement	To put into effect	Put into effect; make happen	Usually significant	Y
May	To be allowed or permitted	Allowed or permitted, but does not obligate	None to significant	Y/N
Oppose	To be in disagreement with or resistant to	Affirmative statement of opposition	None to significant	Y



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Word	Definition	Association Interpretation	Fiscal Implication (monetary and human resources)	Assoc Action Req'd (y/n)
Promote	To raise to a more important or reasonable rank; to contribute to the progress or growth of; to urge adoption of (advocate)	Raise to a more important rank; Emphasize; Raise awareness; not as strong as "pursue" or "support"; stronger than advocate, endorse	Minimal to moderate	Y
Provide	To furnish; supply; to make available	Requires action, generally requires an end product	Minimal to significant	Y
Pursue	To strive to obtain or accomplish	Strongly implies goal directed activity with an identified end product	Moderate to significant	Y
Recognize	To acknowledge, sanction	Public acknowledgement	None to minimal	Y/N
Shall	Used to express duty or obligation	Obligates action and is preferred over "should" and stronger than "may"	Minimal to significant	Y
Should	Used to express expectation	Use judiciously. Implies expectation, not action		N
Support	To provide for, by supplying with money; to aid the cause of by approving, favoring or advocating	Implies action but not necessarily the attainment of an end product; not as strong as "pursue" but stronger than "endorse" and "promote"; Stronger than advocate	Minimal to significant	Y

INAPPROPRIATE TO USE

Word	Definition	Association Interpretation	Fiscal Implication (monetary and human resources)	Assoc Action Req'd (y/n)
Charge		Inappropriate for use in motions (motion is a charge)		N



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Word	Definition	Association Interpretation	Fiscal Implication (monetary and human resources)	Assoc Action Req'd (y/n)
Consider	To think about seriously	Inappropriate for use in motions		N
Ought	Probability or likelihood; duty or obligation	Inappropriate for use in motions; use shall or may		N
Recommend	To counsel or advise (that something be done)	Inappropriate for use in motions (only a suggestion; does not imply action)		N
Will	To decree; to resolve with a forceful will	Inappropriate for use in motions (implies expectation, not action; use "shall" or "may")		N