



AMERICAN COUNCIL OF ACADEMIC PHYSICAL THERAPY

Preparing for the Annual Meeting

Proposals that are to be presented to ACAPT representatives at any annual membership 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 (with the exception of amendments to the ACAPT bylaws) may be considered at the annual 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 member institution 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 membership meeting.