ACAPT Reference Committee

The process for submitting successful motions to voting members
What Does The Reference Committee Do?

**Evaluates**
- Assesses whether the motion clearly articulates intent, and considers scope, impact, and value
- Asks questions to assure relevance to the profession and function of ACAPT is considered
- Determines whether conflicts with current policies or parliamentary procedures exist

**Fosters**
- Recommends language to assure success of the motion
- Counsels regarding form, wording, and method of presentation
- Encourages use of resources including stakeholder feedback, research, and a support statement that explains the merits of the motion

**Facilitates**
- Suggests refined language where necessary
- Makes ACAPT board of directors aware of forthcoming motions
- Reviews final motion before submission
- Assists to maintain order during the business meeting
Who Is The Reference Committee?

3 ACAPT member institution representatives

Appointed by the ACAPT Board of Directors

The Vice President serves as an *ex officio* member

Each member, except the VP, shall serve a 3-year term with at least one new member appointed no later than November 1 of each year.
How Do I Submit A Successful Motion?

Use the Motion Development Form

Craft your draft motion using the prompts on the form
https://acapt.org/about/governance/motions-results/how-to-prepare-and-submit-motions

Gather data to support the motion

Send the Draft to your RC liaison

Engage in discussions to assure the motion is crafted to be successfully presented to members

Share the draft with stakeholders for further feedback

Submit final form by August 1 to acapt@apta.org

Meet with the Reference Committee to provide any further clarifications, if necessary

Be present at the business meeting to present the motion and respond to questions
What Is The Timeline I Should Follow?

October – May:
- Develop the concept

June - July
- Draft the motion; consult with the RC

August 1
- Submit the final motion
Additional Questions?

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