



# AMERICAN COUNCIL OF ACADEMIC PHYSICAL THERAPY

## **Amendments to ACAPT Bylaws or Standing Rules**

Amendments may be submitted to the Reference Committee by any member institution's 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 (thirty) days in advance of a special meeting called by the Board of Directors. Bylaw amendments must be approved by a two-thirds vote of the member institution's representatives present and voting. Amendments to ACAPT Standing Rules require a 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 Standing Rules may be amended or rescinded without notice by a two-thirds vote.

The process leading into a special meeting shall result in an open call for Bylaws or Standing Rules amendments in February. Those wishing to propose amendments shall use the official form to develop the draft amendment(s) and share them with ACAPT's Reference Committee to ensure the formatting is proper. ACAPT will then conduct an open comment period using its Member Discussion Forum on its website to share the draft amendments and discuss the concepts broadly. The open comment period will close in April and final amendments along with the special meeting agenda, virtual connection, meeting guidelines, and voting instructions will be disseminated by not less than thirty (30) days prior to the special meeting. The special meeting will be conducted virtually in late May. Written notice of the date, time, and place of a Special Meeting shall be sent to all Member Institutions at least ten (10) days before the date of the scheduled meeting.

## **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 samples:



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## 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. <del>No action shall countermand any action taken by the membership of ACAPT</del>	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.

## 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 <b><u>present and voting.</u></b>	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*”