



AMERICAN COUNCIL OF ACADEMIC PHYSICAL THERAPY

Main 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 approval of 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.

In June there will be a 30-day comment period on main motions. Those wishing to propose motions shall use the official form to develop the draft and sent it to ACAPT's Reference Committee to ensure the formatting is proper. ACAPT will conduct an open comment period using its Member Discussion Forum to share the draft motions and discuss the concepts broadly. Following the close of the open forum period, proposed motions must be submitted by at least 60 days prior to the Annual Meeting, preferably by August 1. The Annual Meeting agenda, to include any motions, meeting guidelines, and voting instructions will be disseminated by not less than thirty (30) days prior to the Annual Meeting. The Annual Meeting occurs during the Annual Physical Therapy Education Leadership Conference (ELC), usually held in October each year.

Motions require a majority of those present and voting (either in-person or virtually) for adoption. Adopted motions shall continue to be active until rescinded, revised or until their purpose has been deemed accomplished.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.



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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.