



## AMERICAN COUNCIL OF ACADEMIC PHYSICAL THERAPY

### **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 consisting of three Representatives appointed by the Board of Directors. Each Member Institution Representative is assigned a liaison from [ACAPT's Reference Committee](#) who provides 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 as part of a Special Meeting, Bylaws or Special Rules amendments must be submitted by March 15. For consideration of other motions for the annual membership 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 amendments and/or 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 Member Institution's 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.