

**Motion Development Form**

**Instructions**

Download a copy of this document here: <http://acapt.org/documents/how-to-prepare-and-submit-motions>. Before entering any data into the fields below, save the form to your desktop with a new name (e.g. MotionMakerName.MotionConceptName.doc). Please begin this form as soon as you develop the concept for a motion, and share it with your [Reference Committee (RC) liaison](http://acapt.org/docs/default-source/public-docs/acapt-documents/liaison-assignments-by-state.pdf?sfvrsn=2) as soon as you have an idea for a motion, as working through the form will help craft the motion. Complete all of the information requested in this form by the time you submit the final motion, no later than the **August 1** which is when motions are due. You may type directly in the boxes or paste prepared text into them.

**When completed, please email the form to:**

[**acapt@acapt.org**](mailto:acapt@acapt.org)

**Background**

**Motions**

This form has been created to:

(1) Guide a motion maker through the phases of motion development; and

(2) Provide a way for the RC to determine if motion criteria have been met.

According to [ACAPT’s Standing Rules](http://acapt.org/documents/bylaws), and in order to most effectively use the allocated time and resources prior to and during the ACAPT Business Meeting, all motions are to be submitted by the established deadline and meet the following criteria:

*It is the responsibility of the maker of the motion to:*

*(1) Provide a statement of the intended outcome of the motion.*

*(2) Demonstrate that the motion’s subject is national in scope or importance.*

*(3) Provide pertinent background information, in collaboration with the ACAPT Board of Directors or staff including:*

*a) a description of previous Board or staff activity relating to the subject; and*

*b) an identification of the stakeholders affected by the motion.*

*(4) When possible, demonstrate that the motion concept has been disseminated to stakeholders of other institutions prior to the deadline for submission of motions.*

*(5) Provide a description of the potential fiscal impact of adopting and implementing the motion.*

*The Reference Committee (RC) determines how criteria have been met. If it is determined that the criteria are not adequately met, the motion shall be placed at the end of the agenda of the Business Meeting and shall not be considered unless a majority of the members vote, without debate, to consider the motion. The RC shall develop and make available to the members guidance designed to help satisfy the foregoing criteria.*

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| **Phase 1: Describe Your Motion Concept and Begin a Dialogue With Others**  (4-12 months prior to the ACAPT Business Meeting at ELC in October) |
| **Criterion # 1: Describe Concept/Outcome** |
| Please indicate the concept for this motion or bylaw amendment: |
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| Please provide a statement of the intended outcome of this motion or bylaw amendment: |
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| Please provide the pros and cons should this motion or bylaw amendment be adopted; be as objective as possible: |
| |  |  |  | | --- | --- | --- | | **(FOR RC USE ONLY)** | | | | Motion Maker meets Criterion #1 by providing a statement of the intended outcome of the motion | **Yes**  ❑ | **No**  ❑ | |
| ***We recommend you use this opportunity to consult with your RC Liaison before moving to the next criterion***  *Every ACAPT member institution has an RC liaison, who is available to assist with the development of concepts and motions. Those preparing main motions should communicate with their RC liaison as early as possible in the process. The* [*Reference Committee Roster*](http://acapt.org/docs/default-source/public-docs/acapt-documents/liaison-assignments-by-state.pdf?sfvrsn=2) *is available on the ACAPT website.* |
| Please list the name of your RC liaison in the box below: |
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| **Criterion # 2: Demonstrate That the Motion’s Subject is National in Scope or Importance.** |
| How will this concept move the profession toward the achievement of [Vision Statement for ACAPT](http://acapt.org/about/who-we-are): “*Transforming health and health care through excellence and innovation in physical therapy education”*? |
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| What other institutions have identified similar issues? What actions are they taking? What can we learn from their experience? |
| |  |  |  | | --- | --- | --- | | **(FOR RC USE ONLY)** | | | | Motion Maker meets Criterion #2 in demonstrating that the motion’s subject is national in scope or importance | **Yes**  ❑ | **No**  ❑ | |

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| **Criterion #3A: Develop Pertinent Background Information**  Development of the motion or bylaw amendment should include collaboration with members of the ACAPT Board, through the [member institution’s Board Liaison](http://acapt.org/about/membership). Provide a summary of pertinent background information including a description of previous Board or staff activity relating to the subject. |
| What ACAPT [Board of Directors positions](http://acapt.org/about/about-board-of-directors), [resources](http://acapt.org/resources), [core documents](http://acapt.org/documents/bylaws_rules_policies), or [reports](http://acapt.org/documents/reports) are relevant to this concept? Have any other institutions addressed this issue, and if so, what was the outcome? |
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| What current activities related to the concept have you identified? Your Board liaison is your contact to help gather information for this section. If you are unsure who your Board liaison is, please ask your [Reference Committee liaison](http://acapt.org/docs/default-source/public-docs/acapt-documents/liaison-assignments-by-state.pdf?sfvrsn=2) or visit the [Board Liaison to Member Institutions list on the website](http://acapt.org/about/membership). |
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| What relevant debate and discussion within [ACAPT motions](http://acapt.org/documents/motions) that were defeated or not heard, have you identified? |
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| Please list any relevant federal law/regulation you have identified. |
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| What other relevant information on the topic have you identified? |
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| |  |  |  | | --- | --- | --- | | **(FOR RC USE ONLY)** |  |  | | Motion maker meets Criterion #3A by working in collaboration with their ACAPT Board liaison and/or Reference Committee liaison to provide pertinent background or activity relating to the subject. | **Yes**  ❑ | **No**  ❑ | |

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| **Criterion #3B: Develop Pertinent Background Information**  Development of the motion or bylaw amendment should include collaboration with members of the ACAPT Board, through the [member institution’s Board Liaison](http://acapt.org/about/membership). Provide an identification of the stakeholders and groups affected by the motion. |
| What stakeholders will be affected by this motion? Consider all relevant stakeholders, as well as relevant groups external to ACAPT. |
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| |  |  |  | | --- | --- | --- | | **(FOR RC USE ONLY)** |  |  | | Motion maker meets Criterion #3B in providing pertinent background information in collaboration with the ACAPT Board of Directors including identifying the stakeholders affected by the motion or bylaw amendment | **Yes**  ❑ | **No**  ❑ | |

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| **Criterion #4: Disseminate the Motion Concept or bylaw amendment to Stakeholders Prior to the Deadline for Submission of Main Motions** |
| What feedback or views did you receive from other institutions when this motion was initially shared with them? |
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| With which other institutions have you discussed this concept, and how have you used their feedback to improve your motion? Consultation with other stakeholders may provide valuable information. |
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| What other communication vehicles have you used to share this concept and seek feedback? |
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| |  |  |  | | --- | --- | --- | | **(FOR RC USE ONLY)** |  |  | | Motion maker meets Criterion #4 in demonstrating that the motion concept or bylaw amendment was disseminated to stakeholders of other institutions prior to the deadline for submission of motions. | **Yes**  ❑ | **No**  ❑ | |

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| **Consult with the Reference Committee (RC)**  The Reference Committee has many options for members to meet with the committee to help improve the motion and to answer questions for the motion maker. These meetings are in addition to the personal contact through the RC liaison.  **Virtual Appointments:** The RC is available for virtual appointments generally on a monthly basis beginning in July, August, and September. Appointments can be made by contact [acapt@apta.org](mailto:acapt@apta.org)  **CSM/ELC:** The RC is also available for personal appointments at CSM or ELC to discuss concepts for motions under development and to review any proposed bylaw amendments. Motion Makers are encouraged to consult with the Reference Committee during CSM to facilitate development of their motion. Appointments for ELC can be made by signing up here: <http://www.signupgenius.com/go/10C0E4AAAA62CA0F58-elc2018> |
| Please indicate when you have met with the RC or your RC liaison. (For example, met with RC at CSM, virtual appointment, personal communication, etc.; it is not necessary to provide specifics, such as date/time.) |
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| **Phase 2: Craft Motion Language**  (No later than 4–5 months prior to the Business Meeting at ELC) |
| 1. **Write Your Motion:** Using the [motion template](http://acapt.org/docs/default-source/public-docs/acapt-documents/acapt-motion-template.docx?sfvrsn=0)or [bylaws amendment motion template](http://acapt.org/docs/default-source/public-docs/acapt-documents/acapt-bylaws-amendment-motion-template.docx?sfvrsn=0), draft your motion. Your motion may undergo multiple drafts before reaching final language. When creating any motion, refer to your best writers for advice on wording and consult with your [Reference Committee liaison](http://acapt.org/docs/default-source/public-docs/acapt-documents/liaison-assignments-by-state.pdf?sfvrsn=2) for correct parliamentary format for motions. Keep your motion clear. If the motion requires action, make sure the motion contains only the action you wish taken. The rationale for the motion should be contained within the support statement. When proposing a charge to ACAPT, avoid specifying how the charge should be accomplished, so that the Board will have the opportunity to identify the best avenue for the requested outcome. Do not combine statements of position or policy and a charge to the Board in the same motion.   The RC has adopted a reference list from the House of Delegates Reference Committee, [Implications for Motion Language](http://acapt.org/docs/default-source/public-docs/acapt-documents/motion-language-implications.docx?sfvrsn=0), which identifies the implication of certain language that may be used in motions to come before the House. This standardization of language is useful so that the implication or direction of any adopted position, policy, or charge to the Board of Directors will be clear to everyone. Motion Makers should refer to this standardized list and be certain that the words selected are consistent with the intent of the action or any outcome that is expected.   1. **Develop a Support Statement (SS):** The support statement is a critical component of the motion, and provides information so that the members can make the best decision possible. Support statements explain the rationale or reason(s) for the policy, position, or charge in the motion. It should: 1) describe the issue or concern, including how it is national in scope or importance, 2) clearly state the purpose or intent of the motion, and 3) include supportive and relevant background information. It should be clear, concise, and convincing. The answers to questions 1–3 of Phase 1 of this form serve as the basis for the support statement. The support statement can also present counter-arguments to concerns that have been raised or that are anticipated. Writing the support statement can be seen as similar to a research paper, with clear organization, headings, and references as needed, to explain the background and intent of the motion.   Please note that, while the SS is essential to help members in their decision-making, all language intended for the motion needs to be in the body of the motion. The support statement will not be printed in the Business Meeting minutes or other association documents once the motion is adopted.   1. **Distribute Your Proposed Motions as Widely as You Can:** Participate in discussions and post your proposed motions to the [ACAPT discussion board](http://acapt.org/discussion-form). The more feedback you have, the more you will be able to craft a motion that will elicit support. Try to obtain [cosponsors for your motion](http://acapt.org/docs/default-source/public-docs/acapt-documents/sponsor-vs-cosponsor.doc?sfvrsn=2). Discussions with those individuals who do not support your motion can be helpful as well. (Even the best support statement can use a good back-up response.) |
| Please list the ways that you have distributed your actual proposed motion language: |
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| Please indicate if there are other member institutions and/or their representatives wishing to sponsor/cosponsor your proposed motion language. ([Definitions of Sponsor and Co-sponsor](http://acapt.org/docs/default-source/public-docs/acapt-documents/sponsor-vs-cosponsor.doc?sfvrsn=2)) |
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| **Phase 3: Provide Opinion on the Implementation of Your Motion**  (No later than 4–5 months prior to the Business Meeting at ELC) |
| This phase is intended to prompt motion makers to consider the implications that their motion may have on ACAPT’s resources and workflow. The opinions expressed below do not obligate ACAPT’s Board of Directors (Board) to implement the motion in the manner prescribed. The Board carries out the directives and policies of ACAPT and exercises decision-making authority over developing the ACAPT’s strategy and establishing priorities for the utilization of its resources. |
| **Provide Opinion on the Resources You Think Should be Expended to Implement the Motion** |
| What activities/resources do you think may be necessary to accomplish the implementation of this motion? Consider such items as total time for the activity; number, size and type of meetings; need for external consultants or advocacy activities, etc. |
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| Considering the types of activities you anticipate will be necessary to meet the motion’s intent, indicate below which category best describes the amount of fiscal resources needed to implement this motion (criterion 5): |
| $0- $2,500  $2,500 - $10,000  $10,000 - $20,000  $20,000 + |
| |  |  |  | | --- | --- | --- | | **(FOR RC USE ONLY)** |  |  | | Motion maker meets Criterion #5 by providing a description of the potential fiscal impact of adopting and implementing the motion or bylaw amendment | **Yes**  ❑ | **No**  ❑ | |
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| **Phase 4: Submit Your Main Motion**  (by August 1) |
| 1. **Finalize the** [**Motion Template**](http://acapt.org/docs/default-source/public-docs/acapt-documents/acapt-motion-template.docx?sfvrsn=0) **or** [**Bylaws Amendment Motion Template**](http://acapt.org/docs/default-source/public-docs/acapt-documents/acapt-bylaws-amendment-motion-template.docx?sfvrsn=0) 2. **Submit a Completed Motion Development Form and Main Motion Template to** [**acapt@acapt.org**](mailto:acapt@acapt.org) **by August 1.** Reminder: Representatives are required to submit a completed Motion Development form at the same time as submitting their main motion. 3. **Be Prepared for the Reference Committee to Contact You to Finalize Wording and Formatting Between the Time of Submitting Your Motion and its Publication to the ACAPT Membership.** The RC reviews all bylaw amendments and motions submitted by the deadlines. Be sure that the RC is provided with the name(s), telephone number(s), and e-mail address(es) of the individual(s) who will be available to discuss the motion and who is/are authorized to make changes that the committee might suggest. |
| **Provide Contact Information** |
| Provide contact information for the individual who will be the contact for this motion. If this person is not the member institution representative, also provide the name and contact information for the alternate or proxy: |
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