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**Job Description: Reference Committee**

The Reference Committee shall consist of three institutional representatives appointed by the Board of Directors. The Vice-President shall serve as an *ex officio* member of the Reference Committee. Each member other than the Vice-President shall serve a three year term with at least one new member appointed no later than November 1 of each year.

The committee shall receive and correlate motions and resolutions to be presented at the ACAPT Annual Meeting and shall identify motions which fall outside the object or functions of ACAPT. The committee shall provide advice and counsel regarding form, wording, and method of presentation of matters to be presented at the ACAPT Annual Meeting. All main motions and resolutions, except for procedural motions presented at the ACAPT Annual Meeting, shall be referred to the Reference Committee unless this rule is suspended in any particular case by a majority vote of the membership. Members of the Reference Committee shall be present at the ACAPT Annual Meeting and shall reply to inquiries directed to the committee by the presiding officer.