

## **SECTION SEVEN**

### **COMMITTEES**

*(revised 5/09)*

- I. Membership
- II. Government Affairs
- III. Education
- IV. Student Liaison
- V. Communications
- VI. Public Relations
- VII. Research
- VIII. Practice
- IX. Quality Assurance
- X. Professional Development and Evaluation
- XI. Finance
- XII. Nominating
- XIII. Ethics

I. Membership Committee (revised 5/94)

- A. Composition: Membership committee shall consist of the Chapter Chairman and the Membership Chairman from each district. The Chapter Chairman shall be appointed by the incoming President at the M.P.T.A. Spring State Meeting. The District Chairmen shall be appointed according to their respective bylaws.
- B. Purpose: To promote recruitment and retention of membership in the M.P.T.A. and A.P.T.A. and to promote effective participation of chapter activities by members.
- C. Committee Meetings: The committee may schedule meetings during each M.P.T.A. State Meeting (Spring and Fall), and at the Winter Board of Directors' meeting and officer workshop. Other meetings shall be scheduled as needed.
- D. General Function:
1. Shall assist new members in whatever ways necessary to participate on District and/or Chapter level.
  2. Shall provide information to the Physical Therapist and Physical Therapist Assistant community concerning membership.
- E. Specific Duties:
1. Chapter Chairperson
    - a. Shall provide District Chairman with membership application upon request.
    - b. Shall provide membership applications and related information at each MPTA State Meeting at membership booth.
    - c. Shall cooperate with the Executive Officer to provide for a 'Welcome packet to be sent to new members.
    - d. Shall contact Executive Officer quarterly to receive new members information and outgoing members information to be passed on to district membership chairmen.
    - e. Shall assist Executive Officer in contacting Z-list (unpaid) members if requested.
    - f. Shall assist District Chairman as necessary.
  2. District Chairmen and Committee Members
    - a. Shall provide Committee Chair with the following for inclusion in the non-member "Welcome packet (updated annually):
      1. District officers; names, addresses and phone numbers.
      2. Day and time of District meetings.
      3. Other information as indicated.

- b. Shall contact Physical Therapy and Physical Therapist Assistant schools in respective District annually to recruit new members and encourage participation.
  - c. Shall provide A.P.T.A. membership applications at all District meetings, area facilities and schools, semi-annually or as requested.
  - d. Whenever possible, shall contact new members by telephone, to advise of next District meeting, answer questions, and solicit involvement in District activities.
  - e. Shall announce and/or introduce new members at District meetings.
- F. Reports: Reports should be presented at chapter meetings.
- G. Expenditures/Budget: Submits all expenses on the appropriate treasurer's form.

## II. Government Affairs Committee (revised 11/07)

- A. Composition: The Government Affairs Committee is composed of at least 6 members representing to the extent possible the various regions of the state.
- B. Purpose: To monitor, inform members of and respond to legislation and regulatory issues pertaining to health care, particularly those which have potential impact on physical therapy practice.
- C. Committee Meetings: At least 1 time per year and additional meetings as needed.
- D. General Duties/Functions:
  - 1. Monitor legislation, both state and federal which pertain to health care.
  - 2. Inform membership of status of health care legislation.
  - 3. Develop at the direction of MPTA Board of Directors or membership position papers for use in lobbying for particular legislation.
  - 4. Develop and implement revisions for the Missouri Physical Therapy Act.
  - 5. Prepare comments for regulations which are developing for various health care bills.
  - 6. Communications with other professional organizations concerning positions on health care issues.
- E. Specific Duties:
  - 1. Chairmen will notify and prepare agenda for committee meetings.
  - 2. Prepare and distribute minutes of committee meetings.
  - 3. Identify legislative issues which pertain to physical therapy.
  - 4. Assign individuals to monitor progress of specific bills.
  - 5. Recommend to the MPTA Board of Directors a lobbyist to represent our profession in Jefferson City.
- F. Reports:
  - 1. Prepare quarterly written/oral reports for Board of Directors.
  - 2. Prepare reports for Newsletter.
  - 3. Prepare report for membership meetings.
  - 4. Prepare legislative year-end summary for July Newsletter
- G. Expenditures/Budget:
  - 1. Keep accurate record of expenses of committee and submit reimbursement requests to treasurer on appropriate form and with receipts.

2. Prepare budget request for committee.

### III. Education (revised 5/94)

- A. Composition: The Education Committee is composed of at least one representative from each district. The Chapter President will appoint a Chairman, who will preside at meetings.
- B. Purpose:
1. To initiate and plan the education programs offered at the M.P.T.A. State Meetings.
  2. To initiate and provide speakers for the traveling seminar offered throughout the state.
  3. To approve Continuing Education Programs offered in Missouri.
- C. Committee Meetings:
1. At least two meetings per year to be held at the M.P.T.A. fall and spring meetings.
  2. The chairman notifies members of the meeting(s) and prepares the agenda.
  3. Minutes of the meeting(s) are sent to members of the committee. Reports of the meeting(s) will be given at the Board of Directors' meeting.
- D. General Duties of Chairman:
1. Prepare progress reports to be distributed at the Board of Directors' meetings.
  2. Provide the Publication Committee with articles outlining the activities of the committee to be published in the newsletter.
  3. Notify the A.P.T.A. Education Committee of chairmanship, and serves as a liaison with the A.P.T.A.
  4. Keep accurate records of expenses and billing, forward all current information to the treasurer.
  5. Assist the Student Liaison Chairman in directing activities for SPT's at State Meeting.
  6. Assist the Chapter's President as requested to meet the educational needs of the members.
  7. Revise and update the procedures when necessary and provide orientation to the succeeding Education Committee Chairman.
- E. Specific Duties:
1. Duties Connected with the Spring/Fall State Meetings
    - a. Provide speakers for the meetings, coordinate the topic with the speaker, notify the chairman of the Planning Committee of the Speaker(s) arrangements.
    - b. Responsibilities for Continuing Education Programs.

1. Acts as a resource for individuals planning continuing education programs.
  2. Provides approval of course content for non-MPTA programs.
2. Duties Connected with Traveling Seminars
- a. Solicit from members and district Education Chairman speakers/topics for Traveling Seminars.
  - b. Select speakers and coordinate topics for Traveling Seminars.
  - c. Set appropriate registration fee for speaker and assist in creating program brochure.
  - d. Assist district chairman in organizing Traveling Seminars.
  - e. Provide evaluation forms for distribution at Traveling Seminars.
  - f. Grant Ceu's for Traveling Seminars when requested.
3. Duties Associated with State Members
- a. Establish a master calendar of education programs offered within the state.
  - b. Assist the Publication Committee in publishing a calendar in the state newsletter.
  - c. Notify individuals organizing education programs of any conflict of dates for programs offered in the state.

F. Reports:

1. Quarterly Reports - Prepares verbal and/or written reports for the Board of Directors meeting on the activities of the Education Committee.
2. Prepares a similar report, as appropriate, for publication in the M.P.T.A. newsletter.

G. Expenditures/Budget:

1. Keeps an accurate account of expenses of the Education Committee, including subcommittees and submits a copy of the records to the treasurer for reimbursement.
2. Prepares and submits the total budget of the Education Committee and lists subcommittees upon request of the treasurer (approximately September 15th).

#### IV. Student Liaison Committee (5/94)

A. Composition: Chairman, Student Representative(s) to the M.P.T.A., District Student Liaison Chairman.

B. Purpose:

1. To create an environment which emphasizes Chapter concern and commitment to students as an investment in the future of our profession.
2. To promote, expand and coordinate Chapter/Student Liaison network for membership recruitment and retention by:
  - a. Providing guidance to graduates in transition from the educational environment to the professional practice environment.
  - b. Increasing the number of students joining the Association as active or affiliate members.
3. To promote student interest and involvement at local/state levels as a possible means of relieving the number of students leaving the state upon graduation.

C. Committee Meetings:

1. Bi-annually, preferably to coincide with Summer and Winter Board of Directors meetings to plan activities for appropriate 6 month time span.
2. Telephone Conferences:
  - a. Finalizing of previously outlined/planned activities, i.e., student events at Spring and Fall State Meetings.
  - b. Regarding specific selection processes, i.e., Outstanding Student Awards, Student Representative to M.P.T.A. Board of Directors.
  - c. Regarding specific events, i.e., District-Student meeting coordination, Student Conclave coordination.
3. Special meetings as needed, i.e., Student Conclave

D. General Function:

1. Acts as general liaison between M.P.T.A. and its student membership.
2. Maintains communication both within the Chapter and to A.P.T.A. regarding activities pertaining to student members.
3. Planning and organization of M.P.T.A. Student participation in special events.
4. Organizes Fall/Spring State Meeting Activities for Students.
  - a. Fall State Meeting:
    1. Annual organization meeting.

2. Informational/educational program.

b. Spring State Meeting:

1. Call for nominees and final selection of outstanding Senior P.T. and P.T.A. Student Award(s).
2. Call for applicants and final selection of Student Representative(s) to the M.P.T.A. Board of Directors.
3. Call for Student Paper-Poster Presentations and organization of actual event.
4. Organization of M.P.T.A. Board of Directors-Student Reception.

E. Specific Duties:

1. Organization of Fall and Spring State Meeting Student Activities in coordination with State Planning Committee Chairperson and Student Representative(s) to the Board of Directors.
2. Organization of M.P.T.A. Board of Directors-Student Reception.
3. Solicitation of applications for Student Representative(s) to M.P.T.A. Board of Directors and organization of final selection process, annually in the Spring.
  - a. Call for applications via personal notification to student representative of each academic institution and to all Junior P.T. and first year P.T.A. students via written individual notification (January-February).
  - b. Each academic institution will be allowed to have one Student Representative to the M.P.T.A. Board of Directors. When there is only one applicant from a school, that applicant will automatically become a Student Representative to the BODs.
  - c. Distribution of application forms to the Student Liaison Committee for selection process and tabulation of committee results should there be more than one applicant from the same school (March-April).
  - d. Notification to student(s) of his/her selection (April).
  - e. Written acknowledgement to all applicants of chapter's appreciation of their interest (April).
  - f. Arrange for article in appropriate M.P.T.A. Newsletter.
4. Solicitation and organization of Student Paper-Poster Presentations, annually and in the spring.
  - a. Call for maximum of two (2) presentations form each academic institution (January-February).
    1. Via personal notification to student representative of each academic institution.

2. Via written notification to school directors and/or school student liaison contact person.
3. Via written individual mailings to all P.T. and P.T.A. students.
- b. Organization of appropriate format for student presentations (April).
- c. Written acknowledgement of appreciation to all student presenters (April- May).
- d. Arrange for article in appropriate M.P.T.A. Newsletter.
5. Solicitation of nominees for M.P.T.A. Outstanding Graduating P.T. and P.T.A. Student Awards and execution of actual selection process, annually in the Spring.
  - a. Written notification to all P.T. and P.T.A. School Directors and School Student Liaison contact person requesting nominees from each academic institution as is outlined in appropriate procedural/criteria format (January- February).
  - b. Distribution of nominations to members of selection committee (February-March).
  - c. Organization of actual selection via conference call or individual calls (late March-early April).
  - d. Notification of appropriate school director and school student liaison contact person regarding final selection (late March-early April).
  - e. Arranges for name of awardees to be imprinted on appropriate certificates (April).
  - f. Notifies Board of Directors of final selection at Spring State Meeting and arranges for appropriate article for M.P.T.A. Newsletter.
  - g. Written congratulations to all nominees on their nomination (April).
6. Maintains communication both within the Chapter and to A.P.T.A. regarding activities pertaining to student members.
  - a. Via quarterly reports to Board of Directors and M.P.T.A. Chapter Newsletter.
  - b. Via mass mailing to all Junior and Senior P.T. and P.T.A. students.
  - c. Via personal contact with student representatives of each academic setting.
  - d. Via contact with District Student Liaison Representatives.
  - e. Via appropriate contact with A.P.T.A.
    1. Regarding A.P.T.A. activities planned for students.
    2. Regarding M.P.T.A. activities of national interest.
7. Encourages M.P.T.A. student participation in special Chapter and A.P.T.A. activities as is appropriate by providing organizational assistance and possible funding.

F. Reports:

1. Quarterly Reports to M.P.T.A. Board of Directors regarding planned student activities.
2. Quarterly Reports to M.P.T.A. Chapter Newsletter which included both student activities planned for the immediate future as well as a synopsis of past events.
  - a. Events at fall and spring State Meetings.
    1. Decisions resulting from organizational meetings - fall and spring State Meetings, appropriate M.P.T.A. Newsletter deadlines.
    2. Synopsis of student paper presentations - spring State Meeting. May M.P.T.A. Newsletter.
    3. Senior Student Awards as determined by specific academic setting - obtain such form each school director in late spring, July M.P.T.A. Newsletter.
    4. Outstanding M.P.T.A. Senior P.T. and P.T.A. Student Awards - spring State Meeting, May M.P.T.A. Newsletter. \
    5. Student Representatives to the M.P.T.A. Board of Directors - spring State Meeting, May M.P.T.A. Newsletter.
  - b. Special events which students are involved in on either a state and/or District level as is appropriate, i.e., student presentations at District Meetings, student fund-raising events for MS Society, Student Wheelchair, Obstacle Course and Handicapped Muppet Show for the 'International Year of the Handicapped'.
3. Reports as is appropriate to A.P.T.A. Progress Report regarding specific outstanding students events occurring at State/District level.

G. Expenditures/Budget: All budgeted expenses must be submitted to the Executive Committee Chairman: to include:

1. Postage - individual mailings plus mass mailings;
2. Printing - mass student communication mailings;
3. Outstanding Student Awards - certificates themselves have already been printed and this basic cost is not anticipated again for approximately five (5) years. Need to have Awardees name printed on certificate.
4. Phone calls - individual and conference.
5. Special events - Student Board of Directors Meeting, Reception, Student Conclave, National Conference.
  - a. Budget money for the event to be held in Missouri.
  - b. Budget money to assist in sending designated number of student(s) to conclave if held outside of Missouri and to National Conference.

## H. Student Representative(s)

1. Composition: One student representative from each of the P.T. and P.T.A. programs in Missouri, maximum.
  - a. Representatives are chosen by Student Liaison Committee from written applications of interested Junior P.T. and second year P.T.A. students.
  - b. Representatives are chosen for twelve (12) month term.
  - c. Representatives hold non-voting position.
  - d. Specific recruitment and selection process outlined in B-1, 5.
2. Purpose: Provides opportunity for Missouri Chapter to demonstrate a continued interest in commitment to its student membership by establishing a direct liaison between the students and the Board of Directors; and, provides opportunity for Student Representatives to be exposed to the administrative functioning of their professional organization.
3. Committee Meetings: Attends a majority (at least 2) of M.P.T.A.'s Board of Director meetings. Possible input regarding selection of M.P.T.A. Outstanding P.T. and P.T.A. Students.
4. General Function
  - a. A specified student acts as direct liaison to Board of Directors to relay interest and concerns of student membership to Board of Directors.
  - b. Students act as primary written and/or verbal communication source form Board of Directors to student membership at their school with regard to those decisions/activities which pertain directly to students.
  - c. Students relay general impressions of administrative Board of Directors functioning to students at their school via written and/or verbal communication.
  - d. Students assists Student Liaison Committee in those activities relating to students.
5. Specific Duties
  - a. Attendance and participation at a majority (at least 2) of M.P.T.A. Board of Directors' Meetings four (4) times per year.
  - b. Prior to each Board of Director's Meeting all students attending the meeting will meet with the Student Liaison Committee Chairperson for orientation and selection of one student to act as spokesperson for the group during the Board Meeting.
  - c. Verbal and/or written reports to student membership at representative's school minimum of two (2) and maximum of four (4) times per year.
  - d. Possible participation in selection of annual M.P.T.A. Outstanding Student Awards, annually in the spring.

- e. Assists Student Liaison Chairperson in planning/coordination of student activities as needed.

#### 6. Reports

- a. Verbal reports to M.P.T.A. student members at student sessions at fall and spring State Meetings - to be given by one student representative who attended the Board of Director Meeting.
- b. Verbal and/or written reports to M.P.T.A. student members at the representative's school regarding M.P.T.A. Board of Director meetings at least bi-annually:
  - 1. General impressions
  - 2. Decisions/activities pertaining directly to students.

#### 7. Expenditure/Budget

- a. Possible partial to full reimbursement for travel expenses to attend M.P.T.A. Board of Director meetings.
- b. All expenses must be budgeted through the Student Liaison Committee Chairman.

V. Communications (5/94)

- A. Composition: The Communications Committee is composed of representatives from each district.
- B. Purpose: To provide a means of communication to Chapter members, and A.P.T.A. regarding physical therapy and Chapter activities.
- C. Committee Meetings: Committee meetings are held in conjunction with Chapter meetings, Chapter Board meetings and other times as needed.
- D. General Duties/Functions:
  - 1. To publish monthly issues of M.P.T.A., Inc. Newsletter.
- E. Specific Duties:
  - 1. M.P.T.A. Newsletter
    - a. Published monthly, deadlines are the first day of the month prior to issue date.
    - b. Communications Committee Chairman, Editor of Newsletter or designee notifies all Board members, advertisers, sponsors, feature article writers, etc. of deadlines.
    - c. Upon receipt of news articles the chairman shall edit all items to ensure clear, concise and accurate reporting of news of statewide appeal.
    - d. Sponsors/Advertisers:
      - 1. Editor is responsible for organization or solicitation of sponsors/advertisers.
      - 2. This can be done in conjunction with state planning committee's solicitation of exhibitors.
      - 3. Cost of advertising and classified ads are billed at rates in effect at that time period.
      - 4. Advertising rates are changed in conjunction with cost analysis with treasurer and with M.P.T.A. Board approval.
      - 5. Editor or designee notifies Executive Officer of advertising billing for each issue.
      - 6. Executive Officer is responsible to assure billing of all advertisers.
    - e. The chairman is responsible for newsletter typesetting, printing and mailing.
    - f. Newsletters are mailed to all chapter members, all A.P.T.A. Chapter Presidents, Newsletter editors, commercial advertisers, classified advertisers, A.P.T.A. national office.
    - g. Newsletter and monthly bulletins are mailed 2nd class. All postal regulations delineating procedures or second class mailing must be followed.

- h. Chairman or designee monitors amount of money in 2nd class account at Post Office and assures sufficient funds to facilitate mailings.
2. M.P.T.A. Directory
- a. Directory is to contain all chapter members' name, home address, and phone number (if available).
  - b. A listing of places of employment of chapter members with addresses and phone numbers is also included.
  - c. The directory is to be published every tow years, currently during even numbered years.
  - d. Advertising is to be included to cover the cost of printing the directory.
  - e. Directories are mailed to members as an inclusion with the bulletin nearest to completion of printing.
  - f. This directory is published in cooperation with the Executive Officer.
- F. Reports: Shall prepare quarterly reports for Chapter to be submitted to Director who will incorporate into Director's report and submit at quarterly board meetings.
- G. Expenditures/Budget: Shall keep an account of expenditures on forms provided by treasurer, submitting these to the treasurer for reimbursement. The budget of the Communication Committee shall be submitted to the Director responsible for Communications and then submitted to the treasurer for presentation to Board for approval.

VI. Public Relations Procedure (Revised 09/07)

- A. Composition: The public relations committee is composed of representative from each district.
- B. Purpose: To provide extensive and explicit coverage to health care providers and consumers concerning the scope of physical therapy services.
- C. Committee Meetings: Committee meetings are held in conjunction with Chapter Board Meetings and other times as needed.
- D. General Duties/Functions:
  - 1. To establish an effective means by which to accomplish the purposes of the committee (see purpose).
  - 2. To be sensitive to the concerns and issues of the health care providers and consumers and provide appropriate coverage as well as direct individuals within the association to more effective ways of utilizing the media for promotion of physical therapy.
  - 3. To continue to search for ways to enhance public awareness of physical therapy and our association.
- E. Specific Duties:
  - 1. Contact the governor to declare Missouri P.T. Month in conjunction with National Physical Therapy Month.
  - 2. Contact District Presidents and/or PR Chairmen to ask for assistance in identifying district activities for promotion of P.T. Month or general P.T.P.R. and assist them with media coverage.
  - 3. Maintain file of PR resource materials for use in Chapter and districts.
  - 4. Develop/maintain list for Speakers Bureau. (???? I do not know what this is and have never done it—AC)
  - 5. Organize annual Legislative Day at Missouri State Capitol
  - 6. Oversee FUNFitness Program in conjunction with Special Olympics
- F. Reports:
  - 1. Shall prepare quarterly reports for Chapter to be submitted to Director responsible for PR who will integrate information into Director's report and submit at quarterly board meetings.
  - 2. Shall report events covered by the professional liability insurance (i.e. fitness clinics, health fairs, etc.) to the Executive Officer and file the event report following the event.
- G. Expenditure/Budget:

1. Shall prepare a budget and submit to Director responsible for PR and then submit to the treasurer for presentation to Board for approval.
2. Shall keep an account of expenditures on forms provided by the treasurer, submitting these to the treasurer for reimbursement.



## VII. Research (revised 09/07)

- A. Composition: Chairman appointed by the Board of Directors and representatives from as many of the five Districts as possible.
- B. Purpose: To promote the use of research-related knowledge and skills by members of the Chapter.
- C. Committee Meetings: The full committee shall meet at least twice annually.
- D. General Duties/Functions:
  - 1. Sponsor a Research Forum or Poster Presentation at Chapter meetings.
  - 2. Attend prescribed meetings.
  - 3. Devise additional methods for promoting research related activities within the Chapter.
- E. Specific Duties/Functions:
  - 1. Sponsor Research and Special Interest Forum at State Meetings. With assistance from the MPTA staff the Research Committee will:
    - a. Publish call for papers/posters in Chapter Newsletter and News bulletins at least four (4) months prior to Chapter meeting.
    - b. Receive and review topics submitted for podium/poster presentations.
    - c. Advise persons submitting titles of the acceptance/rejection of their proposed presentations and, if accepted, the time and place of their presentation.
    - d. Contact Chairman of State Meeting Planning Committee to arrange time and place for Research Forum, both poster and podium presentations.
    - e. Prepare a list of presenters/titles/presentation time and location to be distributed at the Chapter meeting prior to the Research Forum.
    - f. Arrange to have abstracts of presentations published in Chapter Newsletter.
    - g. Preside at Research Forum.
  - 2. Attend Prescribed Meetings
    - a. All committee members will attend meetings of the committee.
    - b.
  - 3. Devise Additional Methods for Promoting Research-Related Activities Within the Chapter.
    - a. Explore possibilities for other activities within the Chapter, e.g., research seminars, state-wide project, and Newsletter column.

- F. Reports: Quarterly reports must be submitted in writing to the Board Director for PD & E.
  
- G. Expenditures/Budget: A proposed budget must be submitted to the Treasurer upon request. Budget items may include funds to cover the cost of committee activities, including but not limited to the following: telephone, postage, travel expenses for meetings, expenses for special projects.

## VIII. Practice

- A. Composition: The Committee shall be composed of members representing varying areas of practice in the state such as private practice, institutional practice, education, home health, etc., and shall have as permanent members the Chapter Vice President and the Chairpersons of the Quality Assurance and Reimbursement Committee.
- B. Purpose: To be responsible for exploring, cataloging, and disseminating information concerning the practice of Physical Therapy in Missouri and to assist by giving direction when questions of practice and the ramifications of practice arise.
- C. Committee Meetings: There shall be at least two meetings of the committee each year at the annual conferences and at the winter and summer board meetings as needed.
- D. General Duties/Functions:
  - 1. To respond to inquiries about practice with up-to-date direction and references.
  - 2. To evaluate inquiries to provide appropriate direction.
  - 3. To seek clarification on unexplored issues of practice.
  - 4. To catalog and update reference sources and procedures that influence practice.
  - 5. To establish a liaison with agencies that influence practice.
- E. Specific Duties:
  - 1. Duties - Chairman
    - a. To convene all meetings.
    - b. To act as focal point for all inquires of the membership with questions of practice.
    - c. To attend all B.O.D. meetings as a voting representative for the Practice, Quality Assurance, and Professional Developmental and Evaluation Committees.
    - d. Suggestion members for the committee.
    - e. Collect information significant to current issues of practice.
    - f. Prepare reports for the B.O.D.
    - g. To insure and promote discretion and confidentiality in delicate issues of practice by following the Practice Committee Procedural flow chart when handling inquiries.
    - h. Develop and maintain a reference manual to help in identifying appropriate procedures such as filing complaints, seeking clarification, attempting to influence decision making concerning practice, etc.
  - 2. Duties - Members

- a. To attend all meetings.
- b. To assist in evaluation of practice issues.
- c. To act as resource persons in their specific area of expertise or location of practice.

F. Reports:

1. A report shall be prepared by the chairman for each M.P.T.A. Board of Directors Meeting and each chapter Membership Meeting. Reports to the Board of Directors or the Chapter Membership shall use utmost discretion to maintain confidentiality on delicate issues of practice.
2. The Chapter Vice-President shall make reports to the executive Committee on the volume and nature of inquiries handled by the Practice Committee.

G. Expenditures/Budget:

1. Prepare and submit the budget to the chairman of the Finance Committee.
2. Approve expenditures of members of the Practice Committee and sub-committees.

## IX. Quality Assurance

- A. Composition: Shall consist of at least one member from each District and the Chairman, is a section of the Committee on Practice.
- B. Purpose: To be responsible for developing, implementing, monitoring and evaluating the Quality Assurance activities of the M.P.T.A.
- C. Meetings: There shall be at least one meeting of the full committee each year, preferably at the time of the annual meeting.
  - 1. The chairman will prepare an agenda for each meeting.
  - 2. A recorder shall be appointed for each meeting.
  - 3. Minutes of the meetings will be distributed to each member.
- D. General Duties/Functions:
  - 1. To Provide to the members the most current techniques being used in Quality Assurance programs, either through individual consultation utilizing the district member or through individual consultation utilizing the district member or through the committee.
  - 2. To interact with the Competency Committee to make them aware of any deficits in clinical skills that the Quality Assurance Committee has assessed through their auditing procedures.
  - 3. To interact with the total combined Practice Committee to address quality assurance measurers in all aspects of physical therapy.
- E. Specific Duties:
  - 1. Duties - Chairman
    - a. To convene all meetings.
    - b. To provide initiative in dealing with governmentally related health policy.
    - c. To suggest members from each district.
  - 2. Duties - Members
    - a. To attend meetings of the committee.
    - b. To become knowledgeable in techniques currently being used in Quality Assurance Programs.
    - c. To become the resource person within the District in Quality Assurance matters.
- F. Reports: A report shall be prepared for each meeting of the M.P.T.A. Board of Directors by the Chairman. It shall be submitted at least 3 weeks prior to the meeting.
- G. Expenditures; Budget: Prepare and submit budget to Practice chairman.

## X. Professional Development and Education

- A. Composition: This committee is composed of at least one representative from each district in the Missouri State Chapter. There is only one office: that of Chairman. This position is selected by the President of M.P.T.A. and approved by the Board of Directors.
- B. Purpose: The purpose of this committee is to develop viable mechanisms of evaluating professional performance and knowledge.
- C. Committee Meetings: Meetings are held as necessitated by the workload before the committee. Generally there are two (2) meetings per year. The site of these meetings varies to accommodate the committee members.
  - 1. The Chairman notifies members of the meeting(s) will be given at the Board of Directors' meeting by the Director of PD and E or the Chairman.
  - 2. Reports of the meeting(s) will be given at the Board of Directors' meeting by the Director of PD and E or the Chairman.
- D. General Function:
  - 1. Study the issue of competency and self-assessment.
  - 2. Develop professional assessment tools that are viable and appropriate.
  - 3. To initiate and provide speakers for the traveling seminar offered throughout the state.
  - 4. To approve continuing Education Programs offered in Missouri.
  - 5. Initiate and maintain joint education meetings with other professions.
- E. Specific Duties:
  - 1. Development of the Assessment Center
  - 2. Education of the membership about professional assessment.
- F. General Duties of Chairman:
  - 1. Provide the publication Committee with articles outlining the activities of the committee to be published in the newsletter.
  - 2. Notify the A.P.T.A. Education Committee of chairmanship, and serves as a liaison with the A.P.T.A.
  - 3. Keep accurate records of expenses and billing, forward all current information to the treasurer.
  - 4. Assist the Student Liaison Chairman in directing activities for SPT's at State Meeting.
- G. Reports:
  - 1. Written reports are presented to M.P.T.A. Director over PD and E. Oral and/or written reports are presented at each Board of Director's Meeting.

## XI. Finance Committee (revised 8/05)

### A. Purpose of the Finance Committee

To review and make recommendations regarding:

1. All financial policies and practices;
2. The annual budget;
3. Methods of fund raising.

### B. Composition

MPTA Treasurer, District Treasurers, Past-Treasurer and other members as appointed by the President. (Bylaws)

### C. General Duties

1. Review preliminary budget prepared by the Treasurer.
2. Advise the Treasurer on Chapter budget manners, investments, financial policies and practices.
3. Annually the Committee reviews the documents maintained by the Treasurer for the previous year to perform a limited audit. The committee is to determine that the requests for reimbursement appear appropriate and that records are being maintained.
4. The Treasurer and finance committee shall review the financial policies and procedures to insure completeness and appropriateness. The committee drafts any recommended changes and presents them to the Board Of Directors through the Treasurer. Upon approval, the changes will be made in the MPTA Policy and Procedures Manual.
5. The Treasurer shall recommend to the Board of Directors an accounting services that will provide the most services at minimal cost to the MPTA. It is recommended that these services along with banking be located in a central and consistent place.
6. The Committee shall provide input to the strategic planning process by making recommendations for future goals annually or as needed.
7. The Committee shall discuss and formulate suggestions addressing financial goals at least once per year.
8. Other duties as requested by the MPTA Treasurer or President.

### D. Specific Duties:

#### 1. Committee Meetings

- a. The committee shall meet a minimum of two times per year. There will be at least one meeting of the finance committee with the first priority being budget preparation. Meeting can be held via phone or on line conference. Face to face meetings should be held in conjunction with other MPTA functions when possible. Notice of any meeting is to be made by the Chairman at least two weeks in advance. A copy of the agenda is to be included with the notice.

- b. The Chairman presides at the meeting. Minutes are to be kept, typed and distributed within two weeks of the meeting. In addition to committee members the minutes should be distributed to the Chapter President. The minutes are to be published in the MPTA Newsletter.

#### E. Annual Budget

1. The annual budget of the Chapter is formulated on the basis of budget requests submitted by the officers and committees taking into consideration projections of income, expenses, and cash on hand.
2. All Officer and Committee budget requests are to be made with the following in mind:
  - a. Projected expenditures should be less than or equal to projected income. Budget projections for the next fiscal year will be based upon past financial experience.
  - b. The Treasurer initiates the budget process by soliciting budget requests from the Officers, Chairmen, Districts, and Executive Officer. This is usually at the summer Board of Directors meeting. The Treasurer indicates when the budgets are to be submitted.
  - c. All strategic goals, objectives and activities shall be written on the forms provided and have an estimated dollar amount to cover the expenses of accomplishing the activity by the responsible Committee Chairman or Director/Officer.
  - d. The Treasurer projects the income for the next year and prepares an initial budget that is submitted to the Finance Committee for recommendations.
  - e. Based on the review by the Finance Committee, the Treasurer prepares a budget for submission to the Executive Board and the Board Of Directors. The proposed budget is included in the Treasurer's Quarterly report for the Fall Executive Board and Board of Directors Meetings. At the Board meetings the Treasurer addresses any changes in budget requests.
3. Allocation of dues to Districts is on the basis of the July (September) membership numbers. For each of the first 50 members a District is to receive \$10.00. For each member over 50 the District is to receive \$6.50. (October 2001)

#### F. Fund Raising

The Finance Committee may propose dues increases, dues reductions, or special assessments as needed to meet the financial obligations of the Chapter.

#### G. General Financial Policy

The MPTA is dedicated to maintaining sound financial health. The members of the Board of Directors shall serve the MPTA membership sensibly, demonstrating fiscal responsibility and accountability to the membership. To that end the Board of Directors is committed to minimizing all expenditures that are unnecessary and to demonstrate wise and frugal spending practices. Therefore, all expenditures shall be justified through strategic planning. Whenever possible, expenditures beyond those included in the annual budget are to be reviewed by the President and Treasurer for approval.

In the event of healthy economic times, the MPTA shall seek to strengthen its financial position through whatever investments are allowable and deemed appropriate as recommended by the Finance Committee and approved by the Board of Directors.

In the event of economic uncertainty, the MPTA will:

- i. Modify the budget to decrease expenditures;
- ii. Monitor the status of banks where money is deposited;
- iii. Monitor the status of all accounts and investments;
- iv. Diversify funds into several banks and investments;
- v. Withdraw funds from banks or investments as necessary to protect the funds;
- vi. Seek the best avenues to serve the MPTA.

## 1. Savings and Checking Accounts

- a. Reserve Capital: The MPTA shall strive to maintain 50-100% of preceding years operating budget in reserve. In the event of an emergency the MPTA will have one year's operating capital available. This is set in accordance with APTA policy.
- b. Capital Accounts: The Treasurer shall maintain the MPTA money in as high an interest bearing account as possible. If a significant surplus exists those funds may be invested in an appropriate manner such as a CD, Treasury Bill or other appropriate fund. If the account should exceed \$100,000, the money should be divided and placed in another bank. All accounts should have the minimum service charges available.
- c. Other investments: Investments in stocks and bonds should be with a reputable firm. Such funds shall be available as needed to meet the financial obligations of the MPTA.
- d. Current Accounts:
  1. Checking Account is at Jefferson Bank, P.O. Box 600, 700 Southwest Blvd. Jefferson City, MO 65109-2600; Phone: 573-634-0800
  2. Stock Brokerage: Charles Schwab, Montgomery Street, San Francisco, California, 94104
  3. Kathy Yokum Fund: Union Planters Bank

## 2. Meeting Policies

See Executive Officer Services: State Meeting  
The Executive Officer is to prepare and submit to the Treasurer and Board Of Directors a balance sheet for each State Meeting, Regional meeting or other meeting responsible for planning, showing expenditures and receipts.

The Kathy Yokum Fund is to contribute up to \$500 for the student activity at the Spring MPTA meetings until such time as the funds are depleted. The event will be named for Kathy Yokum even after funds are depleted.

## 3. Travel and Expense Reimbursement

All approved travel and expenses will be reimbursed according to the following guidelines:

- i. Coach airfare and ground transportation to site.

- ii. Mileage to the site up to the cost of coach airfare to the site. Mileage is reimbursed at a rate determined by the Board of Directors.
- iii. Actual room and food expenses within the APTA guidelines.
- iv. Reimbursements from any other source are to be subtracted from the amount requested from the MPTA.

a. Delegates

- i. From the Chief Delegate's budget, the MPTA shall reimburse all delegates to the House of Delegates of the APTA for the above listed expenses incurred when attending the House of Delegates up to an amount indicated by the Board of Directors (\$1000 in 2004) minus any reimbursement from Districts or other sources.
- ii. Chief Delegate's expenses to other appropriate meetings related to the House of Delegates shall be reimbursed from the Chief Delegate's budget following the above guidelines.

b. President

- i. From the President's budget, the MPTA shall reimburse expense to CSM, Annual Conference and other appropriate meetings related to business of MPTA according to the above guidelines.
- ii. When asked by the President to attend a meeting on behalf of the MPTA, a member's expenses shall be reimbursed according to the above guidelines.

c. Reimbursement to attend Executive Board and Board of Directors Meetings

- i. When Board meetings are held in conjunction with an educational program, the Board members' reimbursement is the waiving of the registration for the meeting.
- ii. When Board meetings are not held in conjunction with an educational program, in accordance with above guidelines, members of the BOD and Committee chairs who must travel more than 2.5 hours will be reimbursed for the cost of lodging for the night prior to the morning BOD meeting. This expense will be deducted from the appropriate committee budget for Committee Chairs or from the BOD budget for BOD members and BOD committee chairs (Nominating Committee and District Chairs Committee).

d. Student Reimbursement

The Student Liaison shall budget an appropriate amount for Student Conclave expenses.

- e. The MPTA newsletter editor or designee is reimbursed an additional \$100 for expenses at each spring and fall educational meetings and reimbursed up to \$300 each for attendance at APTA's CSM and Annual Conference.

H. Insurance

1. The APTA carries liability insurance for all components' Boards of Directors.
2. Bonding of the Treasurer

- a. As per By-laws, the MPTA Treasurer is bonded at the expense of the MPTA.
- b. Recommended level of bonding: Equal to or greater than total assets.  
Current level of \$100,000.00.
- c. Renews January 1 and bill is sent directly to Executive Officer. This is billed as a Chapter expense.
- d. The current Agent is:  
Rollins, Vandiver, Diggs, Inc.  
28 North 8th Street #200  
P. O. Box 7407  
Columbia, MO 62505

#### I. Relationship of the Treasurer to the Finance Committee

1. As per the MPTA By-laws, the Treasurer serves as an active member of the Finance Committee for the length of his/her term and then a two-year term as Past-Treasurer. This is to ensure continuity.
2. The Treasurer makes recommendations to the President regarding potential members of the committee in addition to each District Treasurer who serves the duration of his/her term as District Treasurer.(Bylaws)
3. The Treasurer is the chairmen and serves as a liaison between the Finance committee and the Executive Board and the Board of Directors.
4. The Treasurer is responsible for calling the meetings, setting the agenda and seeing that minutes are kept and distributed.

#### J. Dues Increases

1. Refer to the MPTA By-laws for the specific method of increasing dues.
2. The Finance Committee shall review the financial health of the MPTA annually and attempt to forecast future needs and changes to determine the necessity of a dues increase.

#### K. Accounting Services

1. The Board Of Directors, based on recommendations from the Finance Committee, shall elect accounting services that will provide the most services at minimal cost to the MPTA. It is recommended that these services along with banking be located in a central and consistent place.
2. The Treasurer will maintain ongoing communications with the accountant and provide the Executive Board and Board of Directors with reports related to such matters as efficiency and contract renewal.
  - a. The current book keeping is managed by the MPTA Executive Officer. See Section: Executive Officer for services
3. The current accounting service (2004) is: RBG
  - a. Duties include preparation of the annual IRS Tax report.

4. Perform Review with each Treasurer transition. The Executive Officer completes a deposit form and sends it with receipts to the accountant for any receipts received.

#### L. Record Keeping

The treasurer maintains the financial history records, which may be stored at the MPTA Office:

1. Records kept indefinitely:
  - IRS reports
2. Records kept for 5 to 7 years:
  - Monthly reports from accountant
  - Requests for reimbursement
  - Reports to APTA
  - Reports from investments
3. Records kept for a minimum of one year
  - Finance Committee meeting minutes

#### M. Expenditures-general procedures

1. At the beginning of their term each Chapter Officer, Committee Chairman, Director, District Chair and District Treasurer should obtain a copy of the MPTA Chart of Accounts, request for reimbursement form, and deposit form from the Treasurer. The Chart of Accounts and the forms provide a list of the typical codes to record their receipts and expenses, and to assist the MPTA accountant in making deposits, reimbursement checks and reports.
2. The Board of Directors must approve expenses that are incurred over and above the approved budgeted amounts.
3. The request for reimbursement form for expenditures is completed and submitted as soon after expenses are incurred as possible. Receipts must accompany requests.
4. Requests for reimbursement from Districts, Chapter Officers and Chairmen are forwarded to the Treasurer who reviews the requests, clarifies information if needed and submits the request to the Executive Officer who creates the checks. The person submitting the request should keep a copy of the request for reimbursement form.
5. Expenses over \$50 cannot be reimbursed after 90 days.
6. Committee chairmen are to submit request for reimbursement forms to the appropriate Director who is to sign the form if the request is to be reimbursed. The Director forwards the request to the Treasurer.
7. Members are to submit request for reimbursement forms to their District Chairmen or District Treasurer who is to sign the form if the request is to be reimbursed. The District Officer forwards the request to the Treasurer.
8. The exception to the above procedures are MPTA expenses that are billed directly to the MPTA and expenses incurred by the Communications Committee particularly

related to the routine printing of the MPTA newsletter. These requests are sent directly to the Executive Officer.

#### 9. Check Request

- a. Approves check requests and forwards to Executive Officer
- b. The Executive Officer prepares the checks for the requests for reimbursement and forwards to the Treasurer for signature and mailing.
- c. Upon receiving the prepared checks from Chapter office
  - i. Treasurer signs and mails the check
  - ii. Attaches the check stub to a copy of the request form with the original receipts, notes the date the check is mailed on the stub.
- d. The Treasurer, President, and Executive Officer are both signatories on all the MPTA accounts.
- e. All checks required 2 signatures

#### N. Receipts

1. District Treasurers complete a deposit form and send receipts for deposit to the Executive Officer.
2. When cash is received, the receipt given to the individual should indicate payment was in cash.
3. The Executive Officer, Communications Chairmen or others who receive receipts complete a deposit form and send the receipts for deposit to the accountant.

#### O. Procedures for Cash Advances

1. If a MPTA member needs a cash advance to fulfill an obligation to the MPTA, a cash advance maybe requested.
2. A request for reimbursement form is used and approved as any other request for reimbursement is. The amount of the cash advance is indicated and the expected expenses itemized. This request must be submitted at least one month prior to needing the money to allow time to process the request. The member is to retain a copy of the request for reimbursement for use after the event.
3. Following the event, the member must submit all the receipts along with a request for reimbursement form showing all expenses and a copy of the original request for cash advance. The amount of the cash advance is to be deducted from the expenses. If the cash advance was greater than the expenses, the member must return the amount over the actual expenses. If the expenditures exceed the cash advance, the member should indicate such on the request for reimbursement form. The difference will be reimbursed to the member. These forms together with any reimbursement to the MPTA are to be submitted to the Treasurer within one month of the event.

#### P. Taxes

1. The MPTA is classified as a 501 (c) (6) organization. This is a business league, which is tax exempt. To qualify for a business league classification, the organization must:
  - a. Be an association of persons having a common business interest.
  - b. Promote a common business interest.
  - c. Not be for profit
  - d. Not engage in a business ordinarily conducted for profit
  - e. Engage in activities that are directed to the improvement of business conditions of one or more lines of business as distinguished from the performance of particular services for individual persons. (From Federal Tax Guide Reports)
  - f. The MPTA tax ID# is 51-0156524. Banks used by MPTA request this number.
  - g. The accountant will prepare the MPTA Federal Taxes and forward them to the treasurer for signature and mailing to the IRS.
  - h. Tax-exempt letters for presentation to vendors are available from the Executive Officer.

Q. Executive Officer Services Related to Finance

1. The Board of Directors will select an Executive Officer based on the recommendation of the President. The President will negotiate the contract for the Executive Officer.
2. Bookkeeping. The services include:
  - a. Chapter checkbook bookkeeping.
  - b. Check preparation for signature by Treasurer.
  - c. The prepared checks with a stamped envelope and the Account Quick Report are mailed to the Treasurer.
  - d. Preparation of the annual APTA financial report.
  - e. Discrepancies noted by any party reported to Treasurer and by Treasurer to the Executive Officer will be corrected on the next month's statements.
  - f. Legal records are maintained by the Executive Officer
  - g. Monthly financial reports  
Each month the accountant compiles and distributes a financial report. The full report contains:
    - i. Statement of Support, Revenue and Expenses for the month.
    - ii. Statement of Support, Revenue and Expenses Actual vs. Budget year to date.

- iii. Committee Expenses Actual vs. Budget
- iv. Statement of Support, Revenue and Expenses Actual vs. Budget year to date for each District
- v. Balance Sheet
- vi. General ledger for the month
- vii. Transaction Journal for the month

h. Monthly financial reports distribution as follows:

Full report to:

President	Treasurer
Executive Officer	Communications Chairman
Vice-President	

Report of all committees to:

Directors

Report of individual committees to the chair of that committee:

Ethics	Education
Research	Nominating
Reimbursement	Practice
Historian/Archivist	Public Relations
Government Affairs	Student Liaison
Peer review/Quality Improvement	
Membership	

Report of delegate expenses to:

Chief delegate

Report of each District to the officers of that District:

District Chairman

- 3. The Executive Officer will complete a request for reimbursement, and send to the accountant, for ordinary office expenses, bills sent to the MPTA, and expenses related to meetings-Board and Chapter.
- 4. The Executive Officer will present a balance sheet showing expenses and receipts for Chapter and regional meetings.

R. Advertising in the newsletter

- 1. The Chairman of the Communications Committee will bill for any ads placed in the newsletter.
- 2. The Chairman of the Communications Committee will arrange for the deposit of any receipts from advertisers by completing the deposit form and sending the form and receipts to the Executive officer.
- 3. The Chairman of the Communications Committee will submit directly to the accountant requests for reimbursements related to the newsletter.

S. Research Initiative (October 2001)

1. To promote research opportunities for members, the Chapter will provide research grants to support research that facilitates multi center research. The PT Fund made a one time contribution of \$20, 000 to establish the Research Initiative. This was to occur sometime in 2000. The Chapter was to designate a matching \$20, 000 from the reserve fund.
2. Each District is to contribute the proceeds from one education event each year to sustain the fund. The Chapter is to contribute the proceeds from one regional education meeting per year.

T. Scholarship Initiative (October 2001)

1. To promote physical therapists obtaining advanced degrees, the Chapter will provide an annual scholarship (s) to a member who is working on the completion of a PhD or post professional DPT degree. Two scholarships will be awarded annually if applicants meet the criteria. The Chapter designated \$3000 to this initiative with a matching \$3000 from the PT Fund. Contributions to continue this fund may be made by individual members or by the BOD. The amount award is to be \$2000.

## XII. Nominating (Revised 4-11)

- A. Composition: The nominating committee shall consist of three elected members. One member to be elected each year for a term of three years. The last year the member shall be the chairman of the nominating committee.
- B. Purpose: The purpose of the Nominating Committee is to prepare a slate of candidates for chapter officers, directors, Affiliate Delegate, and members of the Nominating Committee, (to conduct elections) and works cooperatively with Chief Delegate to solicit recommendations for national offices from the Chapter membership.
- C. Committee Meetings: The members shall meet in person or by phone at least three (3) months prior to the chapter meetings.
- D. General Function:
  - 1. Chapter Officer Nominations
    - a. The Nominating Committee shall solicit nominations and prepare a slate of candidates for chapter offices and nominating committee members. Eligible nominees must give their consent to run.
  - 2. Delegate/ \_\_\_\_\_ Elections
    - a. The committee shall prepare the ballot and ensure that it is copied for the Chapter meeting.
    - b. The committee shall ensure that only those members in good standing are allowed to vote.
    - c. Committee Chairperson introduces all candidates at the Chapter meeting prior to the election.
  - 3. Recommendations for National Officer Nominations
    - a. Receive notification of officers to be filled at the next APTA conference from the Chief Delegate at least one month prior to the Fall State Meeting.
    - b. Seek recommendations at the Fall Board of Directors and General Membership Meetings for possible nominees for National Offices. Coordinate completion of nomination form with Chief Delegate.
- E. Specific Duties:
  - 1. Nominating Process
    - a. Determine positions to be filled, confirm with Chapter President.
      - 1. All officers and directors shall serve a three (3) year term and are elected in the spring. The President-elect shall be elected one year prior to assuming the duties of the presidency.
      - 2. All Nominating Committee Members are elected for a 3-year term with one member elected each year.

3. The Affiliate Delegate shall serve a 2-year term beginning in the spring following the Fall election.
- b. Approximately five (5) months prior to the chapter meeting the Nominating Committee shall mail a notice of the position to be filled to the District chairmen. Nomination forms and biographical information consent forms shall accompany the notice. The forms shall include:
    1. Name
    2. Address
    3. Present Employment
    4. Years of Membership in APTA
    5. Years of Membership in MPTA
    6. Graduate of \_\_\_\_\_, and year of graduation.
    7. Post Graduate Studies
    8. District and Chapter Offices and Chairmanships Held
    9. Nomination Made By
  - c. At the next regular district meeting each district chairman shall call for suggestions for the various chapter offices. Members may also submit names by mail. The district chairman shall forward a biographical information/consent form to each nominee with instructions to return the completed form to the chairperson of the Nominating Committee within one (1) month, or date specified by the chairman.
  - d. At three (3) months prior to the chapter meeting, the Chairman of the nominating Committee shall contact the Corresponding Secretary to ensure the nominees have been members of the chapter in good standing for at least two (2) years preceding the election and have not held the same office for two (2) consecutive terms (with one year of and unexpired term constituting a term).
  - e. At least three (3) months prior to the meeting the Nominating Committee members shall meet in person or by phone to prepare a slate of candidates for the respective offices from the list of eligible nominees who have given their consent to run. There shall be at least one candidate but not more than four (4) for each office.
2. Preparation of Ballots
    - a. The Nominating Committee Chairman shall direct the Executive Officer to prepare the regular ballots leaving a space for nominations from the floor. An accurate count of the number of ballots made shall be kept.
  3. Election Process
    - a. A voting area shall be set up outside the meeting room.
    - b. The chairperson shall obtain a current listing of all members in good standing from the Executive Officer. The names of all members requesting to vote shall be checked off on the listing before being given a ballot. Those members whose names do not appear on the listing shall not be given a ballot. The ballots shall be given out prior to the business meeting. Affiliate members' ballots shall be marked '1/2 at the top of the ballot. Once voting begins no other ballots are to be given out. An exact count of ballots given out shall be kept.

- c. Procedures during the membership meeting
    - 1. The President will appoint 3 tellers who will be responsible for collecting and tallying the votes.
    - 2. The President will introduce the chairman of the Nominating committee.
    - 3. For each open position, the President will ask for nominations from the floor.
      - Example
        - a. President: Are there any nominations for the position of \_\_\_\_\_ .
          - i. If nomination from the floor,
            - 1. A second is not required; however a person may second the nomination to demonstrate support for the candidate.
            - 2. The individual providing the nominations is allowed to provide a supporting statement. The person nominating shall name the nominee and mention any past offices or chairmanships the nominee has held.
            - 3. The President will then ask the nominee, if they are willing to serve. The nominee will decline or accept the nomination. If the nominee is not present the person nominating him/her must have gotten his/her acceptance beforehand. If the nominee accepts, his/her name shall be added to the ballots after the Nominating Committee Chairman verifies his/her eligibility.
          - b. Once all floor nominations are obtained or if there are not nominations, the President states, "Hearing none, nominations for \_\_\_\_\_ are closed.
          - c. The chairman of the nominating Committee or one of its members shall then introduce all the candidates. "For the position of \_\_\_\_\_: then name the candidates"
  - 4. Once all offices have been presented, the chairman of the Nominating Committee shall explain the voting procedures to the members.
    - a. Include procedures to accurately mark the ballot using a check mark in the box preceding the candidate's names.
    - b. Remind them if they want to vote for a write in candidate, they must write the candidates name on the appropriate line and also check the box, preceding the candidates name
- d. Before nominations are closed there should be a motion and a second to do so, followed by a vote.
- f. During the designated time for voting, each member is to mark their ballot as directed by the Nominating Chairman for each office. If a ballot is not returned, has more than one mark for each office or is not marked at all, this ballot shall be considered void.
- g. The three tellers appointed by the President prior to the meeting shall collect the ballots and keep a record of the total number of ballots collected and the number of votes cast for each office. This record of the voting will be given to the President during the business meeting.
- h. Rule of the majority holds. In case of a tie, reballoting is done only on the candidates with tie votes. The Nominating Committee will hand out second ballots to those eligible to vote. The President will announce the second voting.

The second ballots will be counted in the same manner by the same tellers. In case of a third tie, the President will exercise his/her power to break ties.

- i. The President will announce the names of the new officers.

#### 4. National Officer Recommendation Process

- a. Once recommendations are obtained, complete Recommendation Form NC 1 for each individual.
- b. Forward original Forms NC 1 to APTA Nominating Committee, send copy to recommended nominee or to their appropriate Chapter President.

#### F. Reports:

1. Committee Minutes: One member shall be appointed by the committee chairman to record the minutes of each committee meeting. A copy of these minutes shall be sent to each committee member and to the chapter President.
2. Annual Reports:
  - a. An account of the committee activities and any statistics for the previous year shall be sent to the Board at each meeting.
  - b. A summary of the annual report shall be read at the spring chapter meeting or be reprinted in the chapter newsletter.
3. Procedure Revisions: The chairman is responsible for revising the Nominating Committee section of the procedure manual prior to going out of office. One copy is to be sent to the Vice-President two (2) months prior to the last business meeting of the year the Nominating Committee Chairman goes out of office. The other copy should be passed onto the successor.

#### G. Expenditures / Budget:

1. Expenditures: The committee chairman shall keep an accurate account of expenditures. One copy should be sent to the treasurer for reimbursement and one kept for the committee file.
2. Budget: The chairman shall submit a committee budget for the coming year to the chapter treasurer by September 15th.

XIII. Ethics

A. Composition:

B. Purpose:

C. Duties