



# AMERICAN COUNCIL OF ACADEMIC PHYSICAL THERAPY

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## ACAPT SPECIAL MEETING PREPARATIONS AND AGENDA

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**Register to attend the April 4 Special Meeting:** ACAPT member representatives will vote on proposed bylaws amendments (link in the agenda on the next page) at a special meeting on Thursday, April 4 from 6:00 - 8:00 pm ET. Any ACAPT member can [register to attend the special meeting](#). After registering, you will receive a confirmation email containing the Zoom calendar invite.

**We heard you!** During the virtual discussion forum with members on February 29 to review the proposed amendments it was noted that “clinical affiliates” was a term unfamiliar. The definitions for academic and clinical education faculty were cited from [Physical Therapy Clinical Education Glossary](#). The Board convened at the conclusion of the virtual discussion forum and made revisions to the proposed amendments to reflect “academic and clinical education faculty”. You can watch and listen to the recording from the virtual discussion forum [here](#), and be sure to use this passcode when prompted: P&aF\$sR1.

**Who Can Vote:** All ACAPT institutional representatives or their designated alternate must notify ACAPT of their intent to vote so information can be provided to ensure your program’s vote is captured. Only the representative or designated alternate may vote on behalf of the program, and it is the representative’s responsibility to ensure ACAPT has the correct information. Representatives or the designated alternate must register no later than one hour prior to the meeting in order to establish if a quorum is present. ACAPT staff will not be active on email beginning at 5:00pm ET nor during the Meeting.

**So that we may know who is voting on behalf of your institution, please email [acapt@acapt.org](mailto:acapt@acapt.org) with the following information as soon as possible but by no later than March 30, 2024:**

- The full name of the person serving as the representative or designated alternate for the ACAPT member institution who has permission to vote on behalf of the program.
- The name of the ACAPT member institution to whom the person above is representing with their vote
- The email of this individual
- The daytime phone number of this individual

*Only those who've identified the voting individual will receive the information to vote prior to the meeting.*



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## ACAPT SPECIAL MEETING AGENDA

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April 4, 2024  
**6:00 – 8:00pm Eastern**

[Register to attend the special meeting](#)

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|---|---------|
| 1. Welcome and Call to order  | 6:00 pm |
| a. Credentials Report (to establish quorum)                             |         |
| b. Appointment of the Committee to Approve the Minutes                  |         |
| c. Recognizing the Timekeeper   |         |
| d. Test of the voting system  |         |
| 2. Adoption of the Order of Business and Standing Rules for the Meeting | 6:10 pm |
| <i>See the next page for the rules for the meeting</i>                  |         |
| 3. Voting on <a href="#">Proposed Bylaws Amendments</a>                 | 6:15 pm |
| 4. Adjourn  | 8:00 pm |



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# ACAPT RULES FOR THE SPECIAL MEETING

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### **What to expect of the virtual meeting format**

The meeting will be hosted in Zoom. All wishing to attend must use the links above to register in advance. Upon registering, you will receive a confirmation email containing the Zoom calendar invite.

We will not have Q&A option but you will be able to post a message in the chat box that will be seen only by the chair of our Reference Committee. This will help ensure meeting procedures are respected.

Raise your hand to speak and wait to be called on. Once you are called on, please share your video.

Amendments made during the meeting may require some downtime on the screen as the editing is being made, so please be patient.

The meeting will be recorded to ensure the accuracy of the minutes.

### **Eligibility to speak and vote:**

All ACAPT Representatives, or their designated alternative, and individual members may speak; attendees who are not members of ACAPT must receive permission of the Representatives to speak. Only ACAPT Representatives, or their designated alternative, may vote.

In the event a designated representative is unable to attend the meeting, the institution may designate an alternate for the meeting. The alternate must be an APTA member within the institution following the guidelines for being a representative established by the ACAPT.

For non-voting members who wish to speak - you must personally contact a member institution's representative and ask permission to get in the queue with a question. Then, when that Representative is recognized to speak, s/he will say "Is it permissible for \_\_\_ from \_\_\_ institution to address the body?" The Vice President, who is presiding over the meeting, will ask, "Is there any objection to having \_\_\_ from \_\_\_ institution speak?" If there is no objection, then that individual may speak. If there is an objection, please raise your hand. A vote will then be called to determine the decision for the person to speak, which will be based on a simple majority. The Vice President will recognize the person to speak should the objection not be made by the majority.

A timekeeper shall be appointed by the Chair. The timekeeper will mention when you are close to your 3-minute speaking limit and when your time is up.

No member may speak longer than three minutes at one time on any one question, nor more than once until all who wish to speak have been heard.

A member may speak for a third time, on any one question, only with the consent of the Chair or upon a majority vote of the members present and voting.

In debate, members must limit their remarks to the merits of a question.

All questions of order or appeal shall be decided by a majority voice or standing vote by representatives present and voting. The rules contained in the current edition of Robert's Rules of Order shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with the Guidelines, these Standing Rules, or any special rules of order adopted by the Council.