

APTAnj General Committee Membership Policies

Policies outlined in this Section shall apply to the organization and the membership of any and all committees and/or task forces created under the aegis of the American Physical Therapy Association of New Jersey (APTAnj).

I. Purpose

- A. *Committees within the APTAnj may be created at the discretion of the Council of Directors (COD) and/or by motion of the membership.*
- B. *Committees are created in order to facilitate the delegation of responsibility for specific issues/projects to APTAnj members who have indicated a willingness, ability and availability to assume such responsibility.*
- C. *Committees may be:*
 - 1. Standing committees – deal with on-going issues/concerns.
 - 2. Special Committees – deal with a particular issue or purpose.
 - 3. Task Force – a temporary group created to accomplish a definite goal or objective.

II. Accountability

- A. *Unless otherwise indicated, all committees shall be accountable to the APTAnj membership through the COD.*
- B. *Although bound by the By-Laws, standing rules and policies of the APTA and APTAnj, committees may also adopt rules of order under which they may work toward fulfilling a unique purpose within APTAnj.*
- C. *Copies of all committee/task force correspondence should be forwarded to the Executive Office within 72 hours of mailing/receipt.*

III. Constituency

- A. *Each committee of the APTAnj shall have a chair and the number of members indicated in individual committee descriptions.*
- B. *All members of APTAnj committees shall be members in good standing of APTAnj.*
- C. *Each committee shall have a designated liaison on the APTAnj COD.*

IV. Appointment Procedures

- A. *All Committee chairs are appointed at the Annual Spring Meeting by the APTAnj President and approved by the COD (except Ethics and Nominating Committee chairs, and Treasurer as chair of Finance Committee).*
- B. *Terms of appointment are for 2 years, and coincide with the term of the APTAnj President.*
- C. *Committee members are recommended by the Chair and approved by the COD.*

V. Qualifications

- A. *Chair - Active member in good standing of the APTAnj who has demonstrated leadership abilities.*
- B. *Committee members - All classes of membership in good standing, except for exclusion of students for Ethics and Nominating Committees.*
- C. *All - Willingness to devote time to meetings, be a team player in developing and implementing committee plans, electronic communications and correspondence as well as interim planning and activity between meetings.*

VI. Term

- A. *Terms of appointment are for two years and will coincide with term of the APTAnj President.*
- B. *Chair is appointed at the Annual Business Meeting, and shall assume duties upon appointment.*
- C. *Committee members will be recommended by the Committee Chair; approved by the COD at their first meeting following the APTAnj Annual Business Meeting and assume their duties upon COD approval.*
- D. *If a vacancy in the position of Committee Chair occurs, the COD will appoint a new Chair to fill out the remainder of the term. The Chair will fill committee member vacancies upon COD approval of recommendations. One Committee member position may remain unfilled at the discretion of the Chair.*
- E. *If a vacancy occurs in the position of Ethics Committee Chair, the Council of Directors shall appoint a new committee member to the Ethics Committee, and the Ethics Committee members will elect a new chair.*

- F. *If a vacancy occurs in the position of Nominating Committee chair, a new chair is elected by the Nominating Committee. An election for the vacant Nominating Committee position must be held at the next scheduled Chapter meeting. The COD may appoint an interim Nominating Committee member until such election is held.*

VII. Resignations

- A. *Resignations of committee chairpersons should be sent, in writing, by the individual, to the APTAnj President with a copy to the Executive Director 60 days prior to the effective date.*
- B. *Resignations of committee members shall be sent, in writing, by the individual, to the APTAnj President, with copies to the Committee chair and Executive Director, at least 30 days prior to the effective date.*

VIII. Dismissal

A. *Grounds for dismissal*

1. Lack of continued interest in the work of the committee as evidenced by:
 - a) *Failure to perform assigned tasks.*
 - b) *Failure to attend 3 or more consecutive scheduled meetings without prior notice to the Committee Chair and/or the APTAnj office.*
2. Non-compliance with APTA Code of Ethics, APTAnj By-Laws, Standing Rules, Policies and Procedures, including:
 - a) *Failure to maintain membership in good standing in the APTAnj.*
 - b) *Inappropriate and/or unauthorized representations of the position(s) of the APTAnj COD/membership.*
 - c) *Inappropriate use of committee membership to further personal interests.*
 - d) *Unprofessional behavior that reflects negatively on the APTAnj or its members.*

B. *Procedure*

1. A member of the Chapter Council of Directors may petition the Council and call for the removal of a committee chair or member.

2. At its next scheduled meeting, the Council of Directors shall review the case.
3. The involved person will be given at least 10 days notice of the hearing and the opportunity to be heard in his/her own defense.
4. The hearing shall be held before at least a majority (7) of the members of the Council of Directors of the Chapter and no member of said Council not present shall be entitled to participate in forming the recommendations in the case involved.
5. The decision of the Council of Directors shall be final.
6. In the interim between the submission of the petition and the decision by the Council of Directors, said member may continue to serve.
7. Members who become disqualified for failure to maintain membership in good standing shall become eligible for committee chair or membership once reinstated as a member in good standing.

IX. Operations

A. *Meetings*

1. In order to accommodate ease of scheduling attendance at meetings, Committees are strongly urged to schedule their meetings for a consistent time, i.e., first Monday of the month, third Wednesday of the month.
2. At the conclusion of each Committee meeting, the Committee should schedule their next meeting date. Prior to selecting a meeting date, Committees must consult the APTAnj Master Calendar.
3. Committee Chairs or designees must record meeting dates on the APTAnj Master Calendar and confirm date(s) with staff.
4. Within reasonable budgetary limitations and at the discretion of a majority of the Committee, meetings may be scheduled for the APTAnj office or alternative location.
5. Notification of regular meetings is the responsibility of the Committee Chair and the staff, and shall be made no less than 1 week prior to the meeting. Three to four weeks notice is strongly preferred.
6. Emergency meetings may be called with less than one week notification upon agreement of at least 2/3 of the Committee members.

B. *Voting Power*

1. Unless otherwise indicated, each member of a committee shall have one vote on matters brought to the committee.
2. The COD Liaison shall be a non-voting member unless serving as Chairperson, retaining a vote of the Committee with all other rights, including the right to speak and make Motions.

C. *Duties and Responsibilities*

1. Chair
 - a) *Schedule and conduct Committee meetings.*
 - b) *Establish the agenda for each scheduled meeting.*
 - c) *Prepare or appoint a designee to prepare Minutes and forward to the APTAnj office so that meeting notices can be sent not later than 1 week prior to the meeting, though 3-4 weeks notification is strongly preferred.*
 - d) *Prepare an Annual Status Report on the work of the Committee.*
 - e) *Prepare a Committee action plan on a yearly basis to include a proposed budget to the Treasurer.*
 - f) *Delegate tasks to other committee members.*
2. Committee Members
 - a) *Attend regularly scheduled meetings of the Committee, providing at least 24 - 48 hours notice if unable to attend.*
 - b) *Participate in the tasks of the committee as listed in individual Committee Descriptions.*
3. District Liaisons - Keep his/her District informed on Committee activities.

D. *Agenda*

1. The agenda is the responsibility of the Committee Chair and his/her designee.
2. Routine agenda items should include but not limited to:
 - a) *Review of Minutes from previous meeting(s).*
 - b) *Report(s) on ongoing activities.*
 - c) *Review of objectives/charges.*
 - d) *Formulation of recommendations to COD.*

3. Staff will provide Agenda and Minutes of previous meetings to Committee members, along with Meeting Notification of regularly scheduled meetings.

E. Minutes

1. Minutes are to be prepared by the committee within 7 days of each meeting and forwarded to the APTAnj office for typing, if desired, and duplication and distribution to all Committee members and the COD.
2. Although the primary purpose of meeting Minutes is to create an official record of the events that transpired at the meeting, they also serve as legal documentation of the meeting. Therefore, Minutes must include all of the following:
 - a) *Date, time, location of the meeting and the fact that prior notice was given.*
 - b) *Attendance – committee members present, excused, absent; non-committee members present.*
 - c) *Topics discussed (Minutes should reflect, accurately and completely, the substance of such discussion).*
 - d) *A listing of specific actions/assignments/responsibilities to be accomplished by members of the committee with an expected date of completion.*
3. Minutes are to be forwarded to the Executive Office and kept on file for at least 4 years.
4. Committee chair should retain Minutes for at least 2 years.

F. Reports

1. Each Committee Chair will submit an Annual Report to the COD. This report should include, but not be limited to:
 - a) *Names of all committee members.*
 - b) *Dates of Committee meetings.*
 - c) *Status of all charges of the Committee from the COD and/or APTAnj membership.*
 - d) *Recommendations to the COD and /or Motions to the entire membership.*
2. The Annual Report will be made available for distribution to the membership as requested by the COD.

3. Annual Reports are to be kept on file in the APTAnj office for at least 4 years.

G. Orientation of New Committee Members

1. Orientation of new committee members is the responsibility of the Committee chair or designee.
2. Committee orientation is to occur prior to attendance at the first committee meeting, except if an agenda item.