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## CALIFORNIA PHYSICAL THERAPY POLITICAL ACTION COMMITTEE PROCEDURE MANUAL

### I. ORGANIZATION

- A. The Committee was created August 19, 1977 by the California Physical Therapy Association by the Chapter Board Action CB-77-AUG-18.
- B. Purpose(s) –
1. To encourage physical therapists, physical therapist assistants, and others to take an active and effective role in government affairs that may have an impact on the practice of physical therapy in California.
  2. Raise money for the purpose of contributing to candidates for local, state, and statewide elections.
  3. Educate elected officials about the benefits of services provided by physical therapists and physical therapist assistants.
  4. To support and promote candidates, including PTs and PTAs for election to political offices, ballot measures, and petition circulation drives in the State of California the philosophies of which are consistent with the interests of advancing, promoting, and protecting the interests of physical therapy as a profession.
  - 5. Administer a Donor Incentive program to deepen the level of benefits for CAL-PT-PAC contributors. The Donor Incentive Sub-Committee will develop donor materials and collaterals that include levels of participation.**
- C. The committee is responsible to the Chapter Board.
- D. Constituency – The committee shall consist of at least five (5) members, one of whom should be a physical therapist assistant, and one (1) student member appointed by the Chapter Board.
1. CPTA Board members shall serve as chairperson of Board committees and task forces, or under the following circumstances: A committee, committee member or board member may request the President to appoint a member of the Committee as Chairperson. The President may appoint a non-board task force member as task force chairperson if it is determined the work of the task force would be facilitated.
  - 2. The Committee shall have a Donor Incentive Sub-Committee.**

**3. The Donor Incentive sub-committee shall consist of two or more CAL-PT-PAC members who shall serve staggered terms to allow one term to expire each year. New members of the sub-committee shall serve terms of three years, unless fulfilling unexpired terms. A recorder for the Donor sub-committee shall be appointed by the sub-committee chairperson.**

- E. Appointment Procedures -- New members will serve a three-year term. Terms will be staggered, to allow no more than three terms to expire in any given year. By October of each year the Committee will make recommendations to the CPTA Board regarding future appointments to the Committee.
- F. Oath of Office
  - 1. All Chapter members appointed to positions of trust with the Chapter sign the following: "I, \_\_\_\_\_, having been appointed to a Committee/Task Force by the Chapter Board, California Physical Therapy Association, do agree to exercise the duties of my position to the best of my abilities, to protect the rights and privileges of membership and to carry out the Policies of the Assembly of Representatives and Chapter Board. Confidential or privileged information gained by me during my appointment shall only be used for the purpose of fulfilling my Chapter decision-making responsibilities and shall not be used for personal gain. I will abstain from deliberation and voting on any decision in which an actual or potential conflict of interest may arise or appear to arise. I will repay with full measure the trust and confidence placed in me by the Chapter Board."
  - 2. A Chapter Board appointment to a Committee shall be rescinded without additional action by the Chapter Board required if an appointee is unable to sign the Oath of Office.
- G. Performance Expectations -- If, in the opinion of the Chapter Board, Committee members do not perform up to expectation, they shall be counseled as to what is viewed as expected performance. If, following such counseling, performance does not improve the Committee member shall subsequently be asked to resign from the Committee.
- H. Maintaining a Harassment-Free Work Environment
  - 1. In order to provide a productive and pleasant working environment, it is important that the Chapter maintain an atmosphere of mutual respect. Conduct characterized as harassment involving staff and Committee members will not be tolerated.
  - 2. Committee members must agree, as a condition of service, to abide by the terms of this policy and existing law.
- I. Resignation -- Resignation shall be in writing to the Committee Chair and Chapter President with an information copy to the Chapter Office.
- J. Dismissal -- Basis for dismissal of a member includes:
  - 1. Non-compliance with policies or procedures of the Committee or Chapter,
  - 2. Failure to perform assigned tasks,
  - 3. Failure to attend meetings.
- K. Procedure for Dismissal

When a member of the Committee or other member of the CPTA has reason(s) to request the dismissal of an appointee, the written request should be submitted within 90 days of infraction, listed in J to the CPTA Board with a copy to the CPTA Office. The CPTA Board will render their decision regarding the dismissal request and notify the Committee and the member within 90 days.

#### L. Appeal

Appeal of the dismissal must be submitted in writing to the CPTA Board with a copy to the CPTA Office within 30 days of receipt of dismissal notification.

## II. OPERATIONS

### A. Meetings

1. Meetings shall be scheduled by staff of the Chapter Office. Consideration is given to the time effectiveness of members and staff, and budgeted funds available to the Committee when meetings are planned. Committees and Task forces shall meet concurrently when possible.
2. Committee meetings shall be included in the annual Chapter Calendar when possible. Additional Committee meetings shall be scheduled by staff in consultation with the Committee Chairperson.
3. Committee and Task Force activities concurrent with Chapter Annual Conference shall be limited to exchange of information with members, Districts, or Special Interest Groups. Funding for such activities shall not be provided unless prior approval is granted, based on documentation that the activity cannot be accomplished without funding.
4. Meeting Notices and Agenda. The Chairperson shall provide information for an agenda to the Chapter Office in sufficient time to allow for its preparation by staff and distribution with a meeting notice to all Committee members no less than two weeks prior to the meeting date.

### B. Preparation and Distribution of Minutes and Reports

1. Minutes -- The Committee recorder shall send a draft of minutes of all Committee meetings to arrive in the Chapter Office no later than seven days following the meeting. The Chapter Office shall distribute the draft to Committee members for corrections/additions. Committee members shall use the form provided to send their corrections, additions, and action on approval of the minutes to the Chapter Office to arrive no later than seven days following distribution of the draft by the Chapter Office. The Chapter Office shall compile corrections, additions, and record actions to approve the minutes and distribute the approved minutes to all Committee members and President.
2. Report to the Chapter Board -- Reports shall be prepared by staff based upon minutes of the Committee.

### C. Policy Statement Log

Policies are adopted by the Chapter Board or the Assembly of Representatives. Adopted policies which affect the Committee will be incorporated into a Committee Policy Statement Log.

### D. Orientation of New Members

1. Orientation of new members will be the responsibility of the Committee Chairperson.

2. The Chairperson will call all new members prior to the first meeting.

Approved by Chapter Board: **August 19, 1977.**

Amended by Chapter Board: May 4, 2012, April 11, 2014, December 11, 2015, April 28, 2017, **May 3, 2019.**

Edited by Executive Director as provided in CBPOL-34: **November 5, 2007.**



**CAL-PT-PAC  
Internal Policies**

**POLICY 1 – CRITERIA FOR CONTRIBUTING TO PT/PTA CANDIDATES FOR LOCAL,  
STATE, AND STATEWIDE ELECTIONS**

The criteria for financial support are as follows, but not limited to:

1. A candidate's personal and professional philosophies must not conflict with the mission and vision of APTA and CPTA.
2. A candidate must uphold the APTA Code of Ethics

The CAL-PT-PAC reserves the right to approve or deny requests for financial support based on considerations and criteria in addition to those mentioned above.