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## GOVERNMENT AFFAIRS COMMITTEE

### Procedure Manual

#### I. Organization

- A. The Committee was created by the Chapter Board-elect at its September 18, 1971, meeting and ratified at the Chapter Board's January 22, 1972, meeting.
- B. The purpose of this Committee is to provide support and assistance to the Chapter Board.

The Committee shall:

- 1. Adopt a posture **or position** on pending **state** legislation as identified in (Appendix B). **The Federal Government Affairs Sub-Committee may also advise APTA as to a recommended posture or position regarding federal legislation or regulation.**
  - 2. Implement a program of response to **state** legislation and regulation. **The Federal Government Affairs Sub-Committee will facilitate a statewide grassroots network to support APTA's advocacy program in response to federal legislation and regulation.**
  - 3. Advise the Chapter Board on matters of state and federal legislation and regulation.
  - 4. Implement a strategic government relations program **to increase participation in profession advocacy at the state and federal levels.**
  - 5. Provide the membership with information and education in the area of government relations **at the state and federal levels.**
  - 6. Review the Chapter strategic plan and incorporate the goals and initiatives into committee activities
  - 7. Provide feedback to the Chapter Board for next year's strategic plan, goals and initiatives.
- C. The Committee is responsible to the Chapter Board.
  - D. Constituency
    - 1. The Committee shall consist of six or more members who shall serve staggered terms to allow one term to expire each year. Chapter 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. A recorder for the Committee shall be appointed by the chairperson.
    - 2. The Committee shall be divided into two Sub-Committees, the State Government Affairs Sub-Committee and the Federal Government Affairs Sub-Committee.

3. The sub-committee for state affairs shall consist of three or more members who shall serve staggered terms to allow one term to expire each year. New members of the committee for state affairs shall serve terms of three years, unless fulfilling unexpired terms. A recorder for the committee for state affairs shall be appointed by the chairperson.
  4. The sub-committee for federal affairs shall consist of two or more members, **one who is APTA Federal Affairs Liaison (FAL)**, who shall serve 2 year terms, to coincide with Congressional election cycles.
- E. Appointments  
The Committee or other Chapter Members shall submit recommendations for appointments to the Chapter Board by November 1st of each calendar year
- F. Oath of Office
1. All members appointed to positions of trust with the CPTA sign the following: "I, \_\_\_\_\_, having been appointed to a Committee/Task Force by the Board of the 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 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  
A member's resignation shall be made in writing to the Committee Chairperson and Chapter President with an information copy to the Chapter Office.
- J. Dismissal  
Basis of dismissal of a member include:
1. Non-compliance with policies and 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. **Committee** 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 duplicate 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. Action Log

As policies are adopted by the Chapter Board or the Assembly of Representatives which affect the Committee, they shall be in the Committee Reference Manual.

D. New Member Orientation

Orientation of new members shall be the responsibility of the chairperson. The outgoing member of the Committee shall return his or her records to the Chapter Office who will distribute materials to the new committee member.

E. Operation of CPTA Government Relations

The process of Chapter Government Relations is outlined in Appendix A.

F. Committee Response to Inquiry by Chapter Members

Members of the Government Affairs Committee may provide general information to Chapter members regarding issues considered by the Committee. Questions regarding specifics of a Committee action/recommendation should be directed to the Chapter Executive Director or External Affairs Program Staff.

G. Legislative/Regulatory Review Panel

The Government Affairs Committee may appoint Chapter members to the Legislative Regulatory Review Panel every two years, consistent with the cycle of legislative sessions. Responsibilities of the panel members are outlined in Appendix A.

Amended by Chapter Board on January 22, 1972. Amended by Chapter Board, June 1, 1973; April 25-27, 1975; January 16-18, 1976; September 10-11, 1976; August 19-21, 1977; April 20, 1979; September 7, 1980; April 17, 1982; September 12, 1983; September 12, 1998; and September 9, 2000, January 6, 2001; September 7, 2001; July 23, 2005; December 3, 2005, April 17, 2015, April 29, 2016, **May 3, 2019**.

Edited by Chief Staff Executive as provided in CBPOL-34, May 11, 1979; January 22, 1985; January 8, 2000; November 1, 2000; December 17, 2004; September 12, 2006.

APPENDIX A -- Chapter Government Relations, attached.

APPENDIX B -- Guide to Legislation, attached.