

**FLORIDA PHYSICAL THERAPY ASSOCIATION  
NOMINATIONING COMMITTEE MANUAL**

**I. NOMINATIONS**

- A. Solicitations
- B. Eligibility to serve
- C. Criteria used in selection of candidates
- D. Information for Nominees
- E. Instructions to Nominating and Elections Committee
- F. Information for Candidates slated
- G. Campaigning for Chapter Office
- H. Campaigns and Elections: Role of Executive Committee, Board of Directors and Nominating and Elections Committee
- I. Nominating and Elections Committee reports to the Membership
- J. Position Descriptions

## I. NOMINATIONS

### A. Solicitation

The primary responsibility of the Nominating Committee shall be to solicit FPTA members to serve in Chapter offices.

### B. Eligibility to Serve

Only active or life members of the Chapter who have been active or life members for at least two years immediately preceding their election or appointment, who are in good standing, and who have consented to serve, are eligible for election, except that life members shall not serve as President or Vice President.

Physical Therapist Assistant, Retired Physical Therapist Assistant and Life Physical Therapist Assistant members may hold office subject to the limitations specified in Association bylaws, Art. IV, Sec.2B, Sub-paragraph 3(b.). Physical Therapist Assistant, Retired Physical Therapist Assistant, and Life Physical Therapist Assistant members may hold office, with the exception of the office of president, vice president, chief delegate, or any position that may succeed to the presidency, subject to additional eligibility requirements in the chapter or section bylaws.

No member shall serve neither more than four complete consecutive terms on the Chapter Board of Directors, nor more than two complete consecutive terms in the same office.

### C. Criteria Used by Nominating Committee in Selecting Candidates (Not necessarily in Order of Importance)

1. Eligibility to serve if elected.
2. Consent to serve if elected.
3. Experience related to the Association:
  - (a) District, chapter, section, national level including offices held, committee and task force appointments, House of Delegates participation.
  - (b) Demonstrated effectiveness in elected office or appointed position.
  - (c) Active and continued participation in chapter, district, section.
4. Personal characteristics
  - (a) Leadership skills.
  - (b) Decision-making skills.
  - (c) Perceptions of future development of physical therapy.
  - (d) Ability to think and express self clearly.
  - (e) Experience compatible with demands of the position (office).
    - (1) President and Vice President
      - (i) Previous experience on Board of Directors
      - (ii) Demonstrated ability to conduct meetings
      - (iii) Demonstrated ability to project a positive image for the profession
    - (2) Treasurer
      - (i) Must have fiscal management skills
      - (ii) Must have organizational skills
      - (iii) Working knowledge of FPTA finances

- (3) Secretary
  - (i) Must have organizational skills
  - (ii) Should have knowledge of functions and policies of Board of Directors activities
- (4) Director
  - (i) Needs prior leadership experience, particularly in districts, and experiences such as committees on a state level
  - (ii) Knowledge of FPTA policy, activities, issues
- (5) Nominating Committee
  - (i) Widespread knowledge of membership
  - (ii) Identification of leadership capabilities
  - (iii) Knowledge of Chapter activities

- 5. Professional experience, i.e. clinician, researcher, educator, self-employed, consultant, etc.
  - (a) Past as well as current experience.
  - (b) Position held.
  - (c) Area of work, i.e. hospital, public health, urban, rural, nursing home, etc.

D. Information for Nominees

When an individual is nominated for a given position they will have access to a copy of the current FPTA bylaws and position description on the FPTA website. The individuals' consent to serve in the nominated position needs to be given to a member of the Nominating Committee prior to being considered a potential candidate.

E. Instructions to Nominating Committee

For every position to be filled, the Nominating Committee shall slate no more and no less than 2 individuals whenever possible, except for the office of delegate to the APTA House of Delegates..

On petition of 10 members of the Chapter a qualified consenting member shall be placed in nomination for one of the current year positions. Such a petition must be filed with the members of the Nominating Committee no later than 30 days after the slate of candidates prepared by the Nominating Committee has been published and distributed to members. A candidate nominated by petition shall be afforded similar opportunities for publication of candidacy to the membership as those afforded a candidate nominated by the Nominating Committee, except that this individual shall be identified as nominated by petition.

The candidate shall not be slated for any position that already has two qualified candidates and maybe slated for an open position.

The Nominating Committee is responsible for reviewing the final slate of candidates before it is published and set up for voting.

F. Information for Candidates Slated

- 1. Once the slate is determined, it shall be posted on the FPTA website 60 days prior to the opening of electronic voting.
- 2. The Nominating Committee shall then contact the candidate with information regarding the following:

- (a) The template on which candidates are to submit their bios, statements, and picture for posting on the FPTA website, along with instructions and deadlines for it.
- (b) An outline of anticipated obligations at the Annual Conference if elected, including
  - (i) Attendance at the Annual Assembly of Representatives meeting, for introductions and for the swearing in ceremony
  - (ii) Attendance at the Board of Directors meeting following the Annual Assembly Meeting.

G. Campaigning for Chapter Positions

Campaign activities by nominees for Chapter positions are permitted provided such activities meet the provision on these guidelines:

- 1. The primary objective of all campaign activities shall be to identify the candidates, and to inform the membership of the candidates' qualifications for office.

All campaign activities (e.g. videos, websites, email blasts) must receive prior approval by the Nominating Committee.

H. Campaigns and Elections: Role of Executive Committee, Board of Directors, Nominating Committee

Members of the Executive Committee and Members of the Nominating Committee shall be responsible for the conduct of campaigns. Any violations of the Campaigning for Chapter office policy shall be reported to the Executive Committee who has the authority to take whatever remedial action it deems appropriate: For any electioneering violations, the Executive Committee should issue an immediate Cease and Desist Order. As last resort, the Executive Committee has the authority to remove an individual from the race for an office, with the right of appeal to the entire Board of Directors.

Elected members of the board of directors, and the Nominating Committee:

- 1. May not wear or distribute campaign material.
- 2. May provide information to candidates re campaigns, responsibilities, etc.

I. Nominating Committee reports to the Membership

The written Nominating Committee Report shall be included in the Annual report to the membership, and include the following:

- 1. # Nominations received for each office.
- 2. # Consenting to serve.
- 3. # Declining to serve.
- 4. Rank order reasons for declining to serve (for total election, not for each office.)

J. Communication with elections

In the event of failure in electronic voting, the chapter office is notified by the 3rd party company running the electronic voting and the executive committee, nominating, and tellers committees are notified contacted by FPTA staff. Membership to be notified by FPTA staff via email and posting on FPTA website. The FPTA Teller and Elections Committee will develop an alternative procedure in consultation with the Nominating Committee.

H. Position Descriptions

See FPTA bylaws and policies and procedures for current position descriptions. These documents are available to members on the FPTA website.