

NEW YORK PHYSICAL THERAPY
ASSOCIATION

**JUDICIAL/REFERENCE COMMITTEE
PROCEDURE MANUAL**

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JUDICIAL/REFERENCE COMMITTEE
PROCEDURE MANUAL
PART 1

I. COMMITTEE ORGANIZATION

A. Creation

Formed in May 1978 by the Delegate Assembly approving a Bylaw change.

B. Purpose

1. To periodically review Chapter and District bylaws. (See duties Section of Manual)
2. To provide counsel to the Speaker of the Assembly in ordering business of the Assembly; to receive and correlate all main motions and resolutions to be presented to the Delegate Assembly; to serve as the Chapter Reference Committee.
3. To provide counsel and advice to presenters of resolutions and motions to insure proper form and working.

C. Accountability

Accountable to Board of Directors, Delegate Assembly and Executive Committee.

D. Constituency

The Judicial Committee consists of three members plus the Speaker of the Assembly as an ex officio member. The chairperson is appointed by the Executive Committee.

The following qualifications are deemed requisite for membership on the committee:

1. Must be Physical Therapist members in good standing of the New York Physical Therapy Association for at least two years (Bylaws).
2. Should be familiar with the procedure of the Delegate Assembly and the bylaws of the Association, Chapter and Districts.

II. COMMITTEE OPERATIONS

A. Committee Records

1. Committee Member Record Policy:

Each committee member will maintain an up-to-date committee file.

Procedure:

- a. Upon assuming committee membership, the new member shall receive from Chapter Office, a current file which should contain a committee directory; Judicial Committee Procedure Manual; Delegate Assembly Procedure Manual; all other committee procedure manuals; minutes of the committee meetings for the previous two years; report to the Board of Directors and Delegate Assembly for the previous two years; APTA Bylaws; Chapter Bylaws; all district bylaws; APTA Board Policies; APTA House of Delegates Policies; and pertinent correspondence.
- b. Upon receipt of new minutes, directories and other pertinent documents, the committee member will file them appropriately.

2. Chapter Office Committee Records Policy:

Chapter Office will maintain an up-to-date committee file.

Procedure:

- a. The Chapter Office will keep a current file which should contain a committee directory; committee procedure manual; minutes of the committee meetings; reports

to the Board of Directors and Delegate Assembly; and pertinent correspondence.

B. Committee Meetings

Meetings (at least one per year) shall be in accordance with the budgetary allocation to the committee to complete its activities (BOD 10-77-27). The chairperson, in consultation with members of the committee, determines dates for meetings. **The Judicial Committee meets prior to the Annual Meeting to serve as the Reference Committee of the Delegate Assembly.**

1. Notice:

The schedule for the Reference Committee meeting should be determined by February so that the information can be included in a memo from the Speaker of the Assembly to District Chairs. (See Delegate Assembly Manual.) Notice to committee members is the responsibility of the chairperson.

2. Location:

- a. When meeting as the Reference Committee, the meeting will be held at the site of the Annual Meeting.
- b. Other meetings will be held at a site recommended by the chairperson in consultation with the committee members. Locations of meetings cannot be in contradiction to the budget and program established by the committee and approved by the Board of Directors.

3. Agenda:

The agenda for the committee meeting is the responsibility of the chairperson and should be distributed to the members at least 10 days prior to the meeting. Routine items for the agenda should include:

- a. Report on status of current charges, objectives and ongoing activities
 - b. Review of Board of Directors and Delegate Assembly actions for new policies, duties, or charges for the committee
 - c. Develop procedures by which policies, duties and charges of the Board or Assembly can be fulfilled
 - d. Preparation of committee minutes and chair's report to the Board of Directors (or Assembly)
 - e. Preparation of motions for Board or Assembly action
 - f. Make recommendations to Board or appropriate body;
- Annually, the following are to be included on the agenda:
- g. Determine budgetary needs for Finance Committee consideration prior to the Fall Board meeting. (See Orientation Handbook for information on preparing budget.)
 - h. Review and update procedure manual for Winter BOD Meeting.
 - i. Determination of possible meeting dates for the following year.
 - j. Review of any APTA Bylaw changes to determine if Chapter Bylaws are still in compliance
 - k. Review of any Chapter Bylaw changes to determine if District Bylaws are still in compliance
- As necessary,
- l. Consider recommendations for new committee members

C. Duties of the Committee

1. **Reference Committee.** The committee will serve as the Reference Committee of the Delegate Assembly. The Reference Committee has been established to expedite business coming before the Assembly. This committee must review all main motions

and resolutions except procedural motions for proper form and to determine if they are in order before they are presented. See “The Utilization of Reference Committee” in the Appendix and also “The Guide to Writing Motions” in the NYPTA *Orientation Handbook*.

Procedure:

- a. In conjunction with the chairperson of the Reference Committee, **Chapter Office will schedule times prior to the Delegate Assembly for members to meet with the Reference Committee to review motions.**
 - (1) The schedule for the Reference Committee should be determined by February so that the information can be included in the memo to District Chairs.
- b. The **Chapter Office will make room arrangements** (not to be the hospitality suite), preferably in close proximity to the room where the Board meets, with access to a computer with printer, copy machine, motion paper and order of business forms.
- c. **Call for other agenda items and motion for new business:**

The agenda for the Delegate Assembly is the responsibility of the Speaker of the Assembly in conjunction with the Reference Committee. (An example of the agenda is found in the Appendix of the Delegate Assembly Procedure Manual.) Any member may submit a motion to come before the Assembly. For inclusion in the Delegate Assembly Handbook, motions and bylaws must be submitted by the appropriate deadlines. All main motions or resolutions must be reviewed by the Reference Committee before coming to the Assembly.

 - (1) Motions to amend the Bylaws must conform to Article XV Amendments in the Bylaws. The Reference Committee is responsible for insuring that the bylaws, policies and procedures are followed. The chairperson of the Reference Committee is responsible for obtaining APTA approval for bylaw amendments.
 - (a) According to the Chapter Bylaws the following procedures must be followed to amend the Bylaws:

"The bylaws may be amended at any regular or special meeting of the Assembly by a vote of two-thirds of the registered votes provided a quorum is present.

 - A. Any proposed amendment must be submitted in writing to the Chapter Office by the date specified by the Speaker of the Assembly.
 - B. In accordance with the Association Policy on Component Bylaws, proposed amendments must be submitted to the Association 60 days prior to giving notice to the membership.
 - C. Copies thereof must be mailed to each voting member at least two months prior to the meeting.
 - D. The amended Bylaws become effective upon approval in writing by the Association's Board of Directors; with the exception of changes in Chapter dues, which become effective on the first of the Chapter's next fiscal year following approval.
 - E. If the intent of an amendment is editorial or to bring the Chapter's bylaws into agreement with those of the Association, the amendments shall be made as required by Speaker of the Assembly and shared with the Board of Directors. The Speaker of the Assembly shall notify the Chapter's membership that such amendments have been made."
 - (b) Whenever possible, bylaw amendments will be published in the newsletter to save the costs of a separate mailing. If bylaw amendments are to be published in the newsletter, they must be placed in the January/February newsletter to assure that members receive them at least two months prior to the meeting. Therefore, the deadline for printing bylaw amendments would

be December 1st.

- (i) The Communications Director will place a notice in the September/October newsletter stating the November 1st deadline for receiving bylaw amendments.
- (ii) Upon receipt of bylaw amendments, the Chapter Office will send them to the Speaker of the Assembly and the chairperson of the Reference Committee for review. These will then be approved and sent to APTA for review by the parliamentarian.
- (iii) The Communications Director will prepare for publication in the January/February issue of the newsletter upon approval of APTA.
- (iv) Should the amendments not make it in time for the January/February newsletter; a separate mailing will need to be made at least two months prior to the meeting.

(2) Other Main Motions and Resolutions

Procedure:

- (a) In February, the Speaker of the Assembly will prepare a memo to District Chairs, Chapter Directors and Chapter committee chairs requesting agenda items.
- (b) Chapter Office is responsible for typing and timely distribution of the memo along with motion forms.
- (c) Anyone having new business or items to be included on the agenda should write them on the appropriate form, including a support statement, fiscal impact and any report or completion date. Questions regarding preparation of motions should be referred to the Speaker of the Assembly or the Reference Committee; fiscal impact questions should be referred to the Treasurer or another member of the Finance Committee.

d. Reference Committee will review the submitted motions and assign JC numbers prior to inclusion in the Handbook.

- (1) Upon receipt of motions, the Chapter Office will send them to the Reference Committee (including the Speaker of the Assembly). Motions must be reviewed by the Reference Committee for proper form before inclusion in the Handbook. If the motions are in order and in proper format, the Reference Committee will assign a JC number indicating the year and consecutive number based on the time of submission, e.g. JC-3-07. In years when changes are recommended, a copy of the Delegate Assembly Procedure Manual is to be included for vote by the Assembly.
 - JC-1 should be the slate of Officers and Nominating Committee as submitted by Nominating Committee. This motion should include the biographical sketch of each candidate.
 - JC-2 should be the slate for Delegates to the House of Delegates. This motion should include the District affiliation of each candidate and a biographical sketch.
 - The next JCs are any Chapter Bylaw Amendments.
 - Next are other Chapter Motions.
 - Following Chapter Motions are the RCs from APTA, which will be found on the APTA web site when available. Unless advised otherwise, these should be included in the order submitted by APTA.

e. The Reference Committee is responsible for ordering the new business. In addition to assigning JC numbers, the committee may reorder or group national motions to facilitate discussion.

- (1) When ordering the business, the committee will also assign the maker of the motion.
- (2) The delegation will be uncharged on all RCs including amendments to the RCs. The

Presiding Officer may take a voice, standing, show of hands or roll call poll of uncharged votes to determine the general consensus (ayes, nays) of the voting body on an RC. This poll is nonbinding on the delegation and serves only for guidance in decision making at the House of Delegates. To charge the delegation to vote in a specific manner on an RC, the Assembly must suspend these rules.

f. **Presentation of the order of business:**

- (1) On the evening prior to the Delegate Assembly, the Speaker of the Assembly is responsible for running a forum to discuss upcoming business and to have questions answered before voting in the Assembly. The chairperson of the Reference Committee will present the order of business and pass out any motions that were not previously distributed. The Speaker will review the Rules of the Assembly, procedures for making motions in the Assembly and chair a discussion on the issues and motions to come before the Assembly.
- (2) During the Delegate Assembly, the chairperson of the Reference Committee will again present the order of business.

g. **Utilization of the Reference Committee during the Assembly.**

The Reference Committee will be available in the Assembly for review of any main motions that were not ordered. A motion to suspend the Rules of the Assembly would be needed in order to deal with such a motion. The committee would also be available to assist in wording motions to amend main motions or resolutions. Such consultation is strongly advised, particularly for amendments to proposed bylaw amendments.

h. **Review of Minutes:**

The chairperson is to review the minutes of the Delegate Assembly for accuracy.

Procedure:

- (1) Once prepared, the draft of the minutes is forwarded to the members of the Committee to approve the Minutes, the Officers of the Assembly and the chairperson of the Reference Committee.
- (2) Each person is responsible for making corrections and sending them to the Secretary for incorporation into the minutes. Copies of the comments from the committee are to be kept on file in the Chapter Office for one year.
- (3) The Secretary will send the corrections to the Chapter Office.
- (4) Chapter Office will send the corrected minutes marked "final draft" to the Committee to Approve the Minutes along with a voting sheet.
- (5) Each committee member will note and return the sheet to the Chapter Office. If not voting for approval, additional corrections are to be sent to the office.
- (6) If approved, Chapter Office will notify the membership that they are posted on the Chapter Web Site.
- (7) If not approved, another revision is made and the vote repeated following steps 4-6.
- (8) Once approved, the necessary number of copies will be sent to APTA Component Relations in accordance with APTA policy.

2. **Chapter and District Bylaws.** The Committee will periodically review Chapter and District Bylaws.

Procedure:

- a. Once passed and approved, the chairperson of the Reference Committee is responsible for seeing that:
 - (1) The Chapter Office makes the changes on the computer.
 - (2) Proofing the changes.
 - (3) Sending the Bylaws to Component Relations in accordance with APTA policy.
 - (4) Arranging for the Chapter Office to post them to the Chapter Web Site.

- b. After the House of Delegates, the committee will review any APTA Bylaw amendments to determine if changes are needed in the Chapter Bylaws. If any automatic changes are needed, the committee will make those and proceed to follow the APTA guidelines for approval.
- c. After the Delegate Assembly, the committee will review any Chapter bylaw amendments to determine if changes are needed in the District bylaws. If any automatic changes are needed, the committee will see that the Chapter Office makes those and forwards the corrected bylaws to the appropriate District chief delegates and Chapter Directors as well as to the Judicial Committee members and post them to the Chapter Web Site.
- d. In the first year of the chairperson's term, the Chapter bylaws will be thoroughly reviewed.
- e. In the second year of the chairperson's term, the odd numbered District bylaws will be reviewed for compliance.
- f. In the last year of the Chairperson's term, the even numbered District bylaws will be reviewed for compliance.

3. **Counsel and Advice.** The committee members will provide counsel and advice to presenters of resolutions and motions to insure proper form and wording.

Procedure:

- a. After rewording Delegate Assembly motions, the committee should, for educational purposes, take the time to explain to the maker of the motion the reason for the change.
- b. Any committee members present at a Board meeting should encourage Board members to consult them prior to writing motions.
- b. Any committee members present at a Board meeting should assume responsibility for "correcting" motions if they are presented in an inappropriate or unclear form either by friendly or formal amendment.

4. **Editorial Corrections.** When APTA, Delegate Assembly or Board of Directors' actions warrant editorial corrections in Chapter policies or procedures, the Chapter staff, under the direction of the Speaker of the Assembly and/or the Judicial Committee, shall make such editorial corrections and notify the Board of Directors of corrections made (BOD 10-92-18).

III. **APPENDIX**

- A. Job Description -- Chairperson**
- B. Job Description -- Committee Member**
- C. Job Description -- Reference Committee**
- D. Utilization of Reference Committee**
- E. Committee Calendar**

A. JOB DESCRIPTION -- JUDICIAL COMMITTEE CHAIR

General Description

Directs the members and activities of the committee to ensure that it meets the goals, objectives, and charges as directed by the Delegate Assembly, Board of Directors and Executive Committee. Represents the Committee at Board of Directors' meetings.

Duties, Responsibilities and Authority

1. Assists in developing the committee objectives.
2. Informs committee members of the objectives and their expected individual contributions and responsibilities.
3. Assists the Executive Committee in making committee member appointments.
4. Prepares meeting agendas and distributes relevant information to all members prior to the meeting.
5. Presides at committee meetings.
6. Insures that a recorder is appointed to record minutes.
7. Approves final draft of minutes.
8. Prepares required written reports to be submitted in timely manner for inclusion in the Board of Directors packet.
9. Prepares motions to Board of Directors based on report.
10. Submits a minimum of one article per year for the Chapter newsletter for the membership recruitment issue (BOD 01-07-18).
11. Prepares required annual report to be submitted in timely manner for inclusion in the Delegate Assembly packet.
12. Prepares motions to Delegate Assembly.
13. Attends Chapter Board of Directors' meetings or appoints a designee to attend in his/her absence.
14. In consultation with the committee members, prepares an annual budget and submits it in a timely fashion as requested by the Treasurer.
15. Oversees the budget of the committee.
16. Follows policies and procedures of the New York Physical Therapy Association.
17. Orients the new Chairperson upon vacating the chairmanship.
18. Coordinates District Bylaw review for compliance with APTA and Chapter.
19. Coordinates Chapter Bylaw review for compliance with APTA.
20. Serves as Chairperson of the Reference Committee – See Reference Committee Job Description.

Relationships:

Maintains close contact with the Speaker of the Assembly and Chapter Office personnel associated with the committee activities. When appropriate, establishes contact with corresponding department or committee at national APTA.

B. JOB DESCRIPTION -- JUDICIAL COMMITTEE MEMBER

General Description

Attends all meetings of the committee, prepares committee assignments and works toward the fulfillment of committee objectives.

Duties, Responsibilities and Authority

1. Attends all meetings of the committee.
2. Carries out individual assignments that are made by the Committee Chairperson.
3. Reviews all relevant material prior to the committee meetings. Prepares to make contributions and voice objective opinions concerning the committee issues.
4. Is aware of the specific responsibilities of the committee.
5. Knows and follows the association's practices, policies, and procedures as they pertain to the committee's goals and objectives.
6. Orients replacement on the committee.
7. Reviews District Bylaws for compliance with APTA and Chapter.
8. Reviews Chapter Bylaws for compliance with APTA.
9. Serves on the Reference Committee – See Reference Committee Job Description.

Relationships:

Maintains contact on status of assigned tasks with the committee Chairperson.

C. JOB DESCRIPTION -- REFERENCE COMMITTEE

General Description

In accordance with the Bylaws, the Judicial Committee will serve as the Reference Committee for the Delegate Assembly. In this capacity, the duties are: to provide counsel to the Speaker of the Assembly in ordering business of the Assembly and to provide counsel and advice to presenters of resolutions and motions to insure proper form and wording.

Duties, Responsibilities and Authority

1. In conjunction with the Speaker of the Assembly, set the agenda and order of new business for the Delegate Assembly.
2. Answer questions regarding preparation of motions.
3. Review all main motions and resolutions to verify that they are in correct form and determine if they are in order.
4. Verify that proposed amendments to the Bylaws are not in conflict with APTA Bylaws or policies; and that they conform to Article XV Amendments in the Bylaws.
5. If the motions are in order and in proper format, assign a JC number indicating the year and consecutive number based on the time of submission, e.g. JC-3-07.
6. Meet prior to the Delegate Assembly to order the agenda and to review last minute motions.
7. Upon receipt of APTA RC's, review and possibly reorder or group them to facilitate discussion.
8. Be available in the Assembly for review of any main motions that were not ordered and also be available to assist in wording motions to amend main motions or resolutions, particularly for amendments to Bylaw Amendments.

THE RESPONSIBILITIES OF THE CHAIRPERSON OF THE REFERENCE COMMITTEE INCLUDE:

1. Reviewing Bylaw Amendments upon receipt from the Chapter Office, modifying them as necessary, and sending them back to the Communications Director as quickly as possible in order to include them in the January/February newsletter.
2. Obtaining APTA approval (or rejection) for Bylaw Amendments.

3. By February, setting the schedule for the Reference Committee in conjunction with Chapter Office and the Speaker of the Assembly so that the information can be included in the memo to District Chairpersons.
4. Presenting the proposed order of new business at the Delegate Forum.
5. Reviewing the draft of the Delegate Assembly minutes and forwarding any corrections to the Chapter Secretary by the deadline.
6. Seeing that once passed and approved, the Bylaws are sent to Component Relations and posted to the Chapter Web Site.

D. UTILIZATION OF REFERENCE COMMITTEE

All main motions and resolutions except for procedural motions shall be referred to the Judicial/Reference Committee or its Chairperson prior to consideration of the Assembly. Bylaw Amendments must also comply with Article XV of the Bylaws.

Procedure:

1. A member, committee, or delegation drafts a main motion or resolution and support statement, with reference to relevant Chapter Goals and Objectives.
2. It is submitted to the Reference Committee in one of three ways:
 - a. By the deadline set by Chapter Office for inclusion in the Handbook, or
 - b. During the time set for consultation with the Committee prior to the Assembly, or
 - c. (and this is discouraged!) at the table on the floor of the Assembly, before bringing it to the floor. To bring it to the floor at this time requires a 2/3's vote of the Delegate Assembly to suspend the rules; and the motion to suspend the rules shall include identification of the subject of the motion to be presented.
3. Reference Committee will review the motion to:
 - a. Determine if it is in order.
 - b. Determine if it is in proper form.
4. If it is not in order, the motion may not be brought to the floor.
5. If it is in order, but it is not in proper form, the committee will:
 - a. Make recommendations for proper form,
 - b. Advise the proposer of the motion of the recommendations,
 - c. Assign a JC number.
6. If it is in order and it is in proper form, and providing there are no similar motions, the Committee will assign a JC number.
7. If it is in order and it is in proper form, and there are similar motions, the Committee will:
 - a. Suggest combination of two or more motions on a subject into a single motion or series of motions;
 - b. Seek agreement from proposer(s);
 - c. If agreement is obtained, assign JC number(s) to the new motion(s);
 - d. If agreement is not obtained, assign JC numbers to the original motions as long as they are in order and in proper form.

E. CALENDAR

January	Set Reference Committee schedule for annual meeting
Jan 24 th	Deadline to submit proposed APTA bylaw amendments to APTA Reference Committee.
Winter BOD	Review procedure manual and submit changes to Board
May/June	Send to APTA any Bylaw changes approved by Delegate Assembly.
Aug 1 st	Notice for Bylaw Amendments in September newsletter
November	Review and submit proposed Bylaw Amendments to APTA
Dec 1 st	Publish proposed bylaw amendments in Jan/Feb newsletter

JUDICIAL/REFERENCE COMMITTEE
PROCEDURE MANUAL
PART 2

I. OPERATIONS

A. Voting Power

Each member shall have one vote.

B. Appointments

Term of appointment is 3 years with expiration in alternate years to facilitate continuity within the committee structure. Appointments by the Executive Committee will be made annually, July 1, to allow for vacancies to be filled on the committee in a timely manner (BOD 10-90-12). The procedure for appointments to committees is found in the Executive Committee Procedure Manual.

C. Vacancies

Policy:

If a vacancy occurs on the committee, due to death, incapacitation, resignation or dismissal, the Executive Committee will appoint an individual to serve the remainder of the term. The procedure for filling vacancies is found in the Executive Committee Procedure Manual.

1. Resignation Procedure:

- a. All resignations shall be sent by the individual, in writing, to the Chapter President;
- b. In the case of committee members, copies of the resignation are to be sent to the Committee Chairperson and the Executive Director.
- c. In the case of the Committee Chairperson, copies should be sent to the Executive Director and committee members.
- d. Notifications should be sent as soon as possible, and preferably ninety (90) days prior to the effective date.
- e. The President will initiate the procedure to fill the vacancy.

2. Dismissal

Policy

Grounds for dismissal are:

- a. Noncompliance with Chapter policies and procedures.
- b. Failure to perform assigned tasks and fulfill required responsibilities.
- c. Failure to attend required meetings, workshops, etc.

Procedure for Dismissal:

When a committee member or any Chapter member has reason(s) to call for the dismissal of an appointee,

- a. A written request shall be submitted to the President.
- b. A copy is to be sent to the Secretary.
- c. The President shall initiate a review and the Executive Committee shall make final determination of appropriate action.
- d. Should dismissal be recommended, the committee member will be notified in writing of the decision and grounds for dismissal.

D. Appeal

Policy:

An appointee who has been dismissed by the Executive Committee has the right to appeal the

decision within two weeks.

Procedure:

1. The appeal of dismissal must be submitted in writing to the President.
2. A copy should be sent to the Secretary and Executive Director.
3. The President will initiate a review by the Executive Committee.
4. If the Executive Committee reverses its decision, the member will be reinstated for the remainder of his/her term.
5. If the Executive Committee upholds its decision, it will make a recommendation to the Board; with the Board of Directors making the final determination. To insure timely resolution, vote may be by mail, phone, or at a Board meeting.

E. Meeting Attendance

1. **Committee Member Policy:**

It is the expectation of the NYPTA that committee members attend all meetings of the committee. Notification of the committee Chairperson is required if attendance is impossible. Failure of a member to attend three successive committee meetings may be considered cause for dismissal.

Procedure:

- a. If a member is unable to attend, he/she should notify the committee Chairperson.
- b. The member should be prepared to provide any requested input prior to the meeting.
- c. If a member has not notified the Chairperson, the Chairperson should contact the member and remind them that attendance is expected and notification must be given if they cannot attend.

2. **Guest Policy:**

Chapter members are encouraged to attend meetings of the Committee; however, all guests attending committee meetings shall each be responsible for his/her own expenses.

Procedure:

Those desiring to attend the committee meeting who are not committee members or consultants should request permission of the chairperson. The chairperson, with consideration given to space limitations, may grant permission to attend the meeting. Generally, written materials prepared for the Committee meeting will not be distributed to guests at these meetings. The Committee may limit attendance during discussion of confidential matters.

F. Minutes

Policy:

Minutes are to be recorded and kept for each committee meeting and distributed within thirty days of the meeting.

Procedure:

1. A recorder is appointed.
2. Time is allotted at each meeting for preparation and review of a rough draft of the minutes.
3. Minutes should include the date, time of meeting, location of meeting, attendance, absences, and summary of business.
4. The recorder finalizes the minutes.
5. The final draft of the minutes is sent to the Chairperson for approval.
6. The Chairperson forwards the minutes to the Chapter Office for filing and distribution to committee members and other appropriate individuals.

G. Reports/Newsletter Articles

Policy:

All Committees shall be required to present

1. A written report to be included in the packet for the Board of Directors meetings (BOD 10-77-29)
2. An Annual Report to the Chapter Office for inclusion in the Delegate Assembly Handbook.
3. Annually, a minimum of one article to the newsletter (10-92-34) to be submitted for the membership recruitment issue of the Empire State Newsletter. In an attempt to educate physical therapists, physical therapist assistants and students of APTA membership services, the article should address the function and activities of their committee (BOD 1-95-25).

Procedure for Reports:

1. Chapter Office will notify Committee Chairperson of the deadline for submitting reports.
2. Reports should be written following the format outlined in the NYPTA Operations Manual, Tab 4 (BOD 10-99-22).
3. If the committee is recommending Board/Assembly action, motions should be written on Motion Forms following the "Guidelines for Making Motions" and submitted in time for inclusion in the packet. Questions on writing motions should be addressed to the chair or members of the Judicial Committee.
4. Reports and motions are submitted to Chapter Office by the deadline.
5. When received by the deadline, Chapter Office will include them in the packet.
6. When the deadline has not been met, it is the responsibility of the Chairperson to provide sufficient copies of reports and motions for the Board or Delegate Assembly.

Procedure for Newsletter Articles:

1. Purpose of articles is to help educate colleagues of the functions and accomplishments of the Committee, and to keep members well informed of pertinent issues.
2. Committees are to work with the Communications Director to have articles published.

H. Reimbursement

Committee members are expected to follow Chapter financial policies for reimbursement of expenses incurred as related to the committee. Expense vouchers with receipts are to be submitted to the Chapter Office within 30 days of the close of the meeting.

I. Policy and Procedure Manuals

Policy:

The Policy and Procedural Manuals shall be updated and reviewed by the Board of Directors at least once a year (BOD10-77-13)

Procedure

1. Chapter Office will send a reminder to the committee Chairperson of the need to review the policy and procedure manuals.
2. Any changes to be made should be in the form of a motion to amend the policy or the procedure; using the appropriate motion format.
3. These motions should be sent to Chapter Office in time for inclusion in the Board packet for the Winter Board meeting.

J. Orientation of New Members

Policy:

New Committee Chairs and members will receive an orientation (BOD 04-77-15)

Procedure:

1. The Executive Committee will send to the member whose term of service is completed, the name and address of the individual who is to replace him/her on the committee.
2. The outgoing committee Chairperson or member will contact the person replacing him/her to review the policies and procedures of the committee and answer questions. In the event that person is unable to orient the new member, the Speaker of the Assembly is responsible.
3. The Chapter office will send to the new member all appropriate records and files (see Committee Records, Part 1).