

## **APTA REFERENCE COMMITTEE**

The Reference Committee is a committee of the House of Delegates and is appointed by the Officers of the House of Delegates.

### **CHARGE**

The Bylaws of the American Physical Therapy Association (Article VII., Section 2, B.) provide the Reference Committee shall assist the House in meeting its responsibilities as prescribed in the standing rules.

The Standing Rules of the American Physical Therapy Association (SR 7) provide all main motions and resolutions, except for procedural motions presented for action by the House, shall be referred to the Reference Committee unless this rule is suspended in any particular case by a majority vote of the House. The committee:

- Reviews main motions that are submitted by the established deadline.
- Determines if the main motion criteria have been met (see SR 9).
- Provides advice and counsel regarding form, wording, and method of presentation of matters to be presented to the House.

### **QUALIFICATIONS FOR APPOINTEES**

- Shall be a Physical Therapist member in good standing.
- Knowledge of APTA governance structure and the interrelationship between APTA governing documents such as the articles of incorporation, bylaws, standing rules, and policies.
- Strong communication and the ability to impartially guide members through a process from start to finish.
- Understanding of APTA House of Delegates processes, structure, and function.
- Ability to analyze and synthesize a vast amount of information.
- Ability to collaborate with delegates, component leaders and other stakeholders to elicit input.
- Experience as a delegate to the House.

All APTA appointed groups shall conduct their work to support APTA's Mission, Vision, Strategic Plan, and APTA adopted policies and positions. All appointees shall agree to the APTA Volunteer Commitment.

### **MEETINGS**

The committee meets virtually throughout the year, with one funded onsite meeting to develop the packet of main motions, and travels to the House of Delegates.

### **SIZE**

The group shall consist of six members: one chair and five additional members; and the APTA Speaker of the House, who serves as an ex-officio member and is not counted among the six. The Secretary and the Vice Speaker of the House of Delegates serve as consultants. The APTA bylaws (Article V., Section 5.) provide that all members of the committee serve as consultants to the House and that committee members may not serve concurrently as delegates to the House.

Proviso: Three members will be appointed in 2026, two with three-year terms and one with a two-year term, to bring the total number of members to six.

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2 **TERMS OF APPOINTEES**

3 The APTA bylaws (Article VII, Section 2, B) provide members shall serve three-year terms with at least one  
4 member being appointed each year. Committee members shall not serve consecutive terms for appointments  
5 beginning in 2026 or thereafter. APTA members shall not serve on more than one board-appointed group at a  
6 time with the exception of APTA Board members.

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