

# Vacant Position on the Board of Directors



**BOD Y11-20-18-10** [Amended: BOD Y11-19-12-17; BOD G11-84-05-20] [Policy]

## Vacancies for Positions Elected by the House of Delegates

In accordance with Standing Rules of the American Physical Therapy Association, if a vacancy occurs on the APTA Board of Directors after the first year of a 3-year term, the vacancy shall be filled by appointment by the Board using the following procedure:

1. If the vacant position is that of the vice president, secretary, treasurer, or vice speaker, a current director or an APTA member in good standing shall be considered for appointment to that office for the remainder of the term.
2. If the vacant position is that of director, a member in good standing shall be appointed from the membership to fill that vacant position for the remainder of the term.
3. Board members shall be invited to submit to the president names of individuals they would like considered for the open position.
4. APTA staff shall confirm membership eligibility as outlined in the Bylaws of the American Physical Therapy Association, Article IX, Section 2, Qualifications.
5. The Board shall be given a list of the nominated, eligible members to be considered.
6. The Board shall meet in executive session to identify, and rank in order of preference, individuals to fill the open position.
7. The president shall contact the first individual on the list and invite them to fill the open, unexpired term. If that person declines, the next person shall be contacted, and then the next person, if needed. If none of the individuals identified consent to serve, the Board shall meet again to identify additional individuals.
8. Board service for the appointed individual will begin once a signed consent-to-serve form has been received at association headquarters.
9. All Board and staff deliberations and discussions, along with personal information of the candidates, will remain confidential at all times.

## Vacancies for the Public Member position

Depending on when the vacancy occurs, the Board will determine whether to fill the vacancy. If the vacancy is to be filled, the following process will be followed:

1. Board members and the CEO shall be invited to submit to the president names of individuals they would like considered to fill the vacancy for the public member.
2. APTA staff shall confirm eligibility as outlined in the APTA Bylaws and the Board of Directors Public Member policy, II. Qualifications of Public Board Member.
3. The Board shall be given a list of the eligible individuals to be considered.
4. The Board shall meet in executive session to identify, and rank in order of preference, individuals to interview for the public member position.
5. After selecting up to three finalists, the selected candidates shall be invited to interview for the position with designated members of the Board and the executive team.
6. Following the interviews, the Board shall meet in executive session to rank the candidates the Board wishes to consider for the public member position by a majority vote.
7. The president shall contact the first individual on the list and invite them to fill the position. If that person declines, the next person shall be contacted, and then the next person, if needed. If none of the individuals identified consent to serve, the Board shall meet again to identify additional individuals.
8. Board service for the public member will begin once a signed consent-to-serve form has been received at association headquarters.
9. The term of the public member filling the vacancy shall end at the close of the calendar year in which the prior public member's term would have ended, and shall not constitute a full term.

10. The conflict of interest policy shall apply to the public member's participation in the nomination and appointment process.
11. All Board and staff deliberations and discussions, along with personal information of the candidates, will remain confidential at all times.

**Explanation of Reference Numbers:**

HOD P00-00-00-00 stands for House of Delegates/**month/year/page/vote** in the House of Delegates minutes; the "P" indicates that it is a position (see below). For example, HOD P06-17-05-04 means that this position can be found in the June 2017 House of Delegates minutes on Page 5 and that it was Vote 4.

P: Position | S: Standard | G: Guideline | Y: Policy | R: Procedure

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