

1 **APTA REFERENCE COMMITTEE**

2 Chair*: TBA

3 Staff liaison: TBA

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

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8 **CHARGE**

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

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

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

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22 **QUALIFICATIONS FOR APPOINTEES**

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

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

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38 **MEETINGS**

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

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1 **SIZE**

2 The Reference Committee consists of six members including the chair; and the Speaker of the House
3 of Delegates as ex-officio. The Secretary and the Vice Speaker of the House of Delegates serve as
4 consultants to the Reference Committee. The APTA bylaws (Article V., Section 5.) provide that all
5 members of the committee serve as consultants to the House and that committee members may not
6 serve concurrently as delegates to the House.

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8 **TERMS OF APPOINTEES**

9 The APTA bylaws (Article VII, Section 2, B) provide members shall serve three-year terms with at least
10 one member being appointed each year. Committee members shall not serve consecutive terms for
11 appointments beginning in 2026 or thereafter. Beginning in 2029, APTA members shall not serve on
12 more than one board-appointed group at a time with the exception of APTA Board members.