

RULES OF ORDER OF THE DISTRICTS OF THE
PENNSYLVANIA PHYSICAL THERAPY ASSOCIATION

I. NAME AND JURISDICTION

- a. The name of this professional organization shall be the Districts of the Pennsylvania Physical Therapy Association, a Chapter of the American Physical Therapy Association and is hereinafter referred to as the DISTRICT or the DISTRICTS. The Pennsylvania Physical Therapy Association is hereinafter referred to as the CHAPTER. The American Physical Therapy Association is hereinafter referred to as the ASSOCIATION. The specific DISTRICTS of the CHAPTER are delineated in the CHAPTER bylaws.

II. LEADERSHIP

- a. The Officers of the DISTRICT shall consist of the Chair, Vice Chair, Secretary, and Treasurer elected by the district members.
 - i. The Chair and Vice Chair must meet the requirements specified in the CHAPTER bylaws.
 - ii. The Secretary and Treasurer must be a PT, Life PT, PTA, or Life PTA member of the CHAPTER and in good standing for at least 2 years preceding their election, be a member of the DISTRICT, and consent to serve.
 - iii. All District Officers shall serve a term of three years, commencing on the January 1 following their election. No officer shall serve more than two consecutive terms in the same office.
- b. In addition to the duties outlined in the CHAPTER bylaws, policies and procedures:
 - i. The Chair shall:
 1. Preside or appoint a designee from the DISTRICT Executive Committee to preside at all DISTRICT meetings;
 2. Serve as DISTRICT Director on the CHAPTER Board of Directors;
 3. Establish DISTRICT committees and appoint committee chairs and members as necessary with the approval of the DISTRICT officers;
 4. Appoint individuals to fill vacant DISTRICT officer and nominating committee positions as needed until elections can occur;
 5. Appoint and/or recommend DISTRICT member representatives to CHAPTER committees when requested by the CHAPTER;
 6. Attend or appoint a designee to attend CHAPTER Board of Directors meetings;

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7. Prepare and submit DISTRICT reports to the CHAPTER Board of Directors as requested;
 8. Approve DISTRICT expenses consistent with the DISTRICT budget when the DISTRICT treasurer is unable;
 9. Ensure a smooth knowledge transition to the next elected Chair
- ii. The Vice Chair shall:
1. Assume the duties of the Chair if he/she is unable to fulfill his/her duties;
 2. Maintain the DISTRICT Rules of Order so that they are in compliance with the CHAPTER bylaws;
 3. Coordinate the location of DISTRICT meetings and communicate DISTRICT meeting details to the CHAPTER office;
 4. Ensure a smooth knowledge transition to the next elected Vice Chair
- iii. The Secretary shall:
1. Take and submit to the CHAPTER office the minutes and/or meeting summary of all DISTRICT meetings;
 2. Carry on the official correspondence of the DISTRICT;
 3. Notify members and CHAPTER of DISTRICT meetings and events. Meeting notices shall include the date, time and location of each meeting;
 4. Keep an accurate record of meeting and educational program attendance. This may be in the form of a sign in/out sheet or other documented evidence needed;
 5. Ensure a smooth knowledge transition to the next elected Secretary
- iv. The Treasurer shall:
1. Ensure that the DISTRICT records are kept and retained in accordance with CHAPTER policies;
 2. Prepare and submit an annual budget in accordance with CHAPTER policies;
 3. Approve DISTRICT expenses consistent with the DISTRICT budget;
 4. Ensure a smooth knowledge transition to the next elected Treasurer

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III. DELEGATES TO THE ASSOCIATION HOUSE OF DELEGATES

- a. The DISTRICT shall participate in election of CHAPTER Delegates to the ASSOCIATION House of Delegates. Delegates must be current CHAPTER members and meet the requirements specified in the ASSOCIATION and CHAPTER bylaws. The number of Delegates elected per district is determined by CHAPTER bylaws and policies.
- b. Alternate Delegates, if needed, shall be selected from the pool of DISTRICT candidates remaining in the order of the number of votes received after the election of the Delegates.
- c. In addition to the duties outlined in the ASSOCIATION and CHAPTER bylaws and policies, the Delegates elected from the DISTRICT shall:
 - i. Report to the DISTRICT prior to the annual HOD to provide for DISTRICT input on upcoming business of the House of Delegates and after annual House of Delegates to inform the DISTRICT of actions taken.
- d. Delegates shall serve a term of two years, commencing on January 1 following his/her election.

IV. DISTRICT STANDING COMMITTEES

- a. Executive Committee
 - i. The Executive Committee shall consist of the elected DISTRICT officers.
 - ii. The DISTRICT may choose to appoint one or more Members-at-Large to serve as members of the DISTRICT Executive Committee. Such Members-at-Large serve for a one-year term and may be reappointed to additional one-year terms as determined by the DISTRICT officers.
 - iii. The Executive Committee shall meet at least twice annually in order to plan and provide direction for the activities of the DISTRICT.
- b. Nominating Committee
 - i. The Nominating Committee shall consist of two DISTRICT members who shall be elected by the DISTRICT membership.
 - ii. One member shall be elected each year for a two-year term and may be elected to one additional two-year term. The senior member shall chair the committee. The newly elected member shall take office on January 1 following his/her election.

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- iii. The Nominating Committee shall, in addition to the duties outlined in the CHAPTER bylaws, policies and procedures:
 - 1. Prepare a list of nominees for each DISTRICT office from those consenting to serve, attempting to secure at least two candidates for each open position.
 - 2. Promote ASSOCIATION, CHAPTER and DISTRICT leadership opportunities and professional development activities to the DISTRICT.
 - 3. Communicate with the CHAPTER Nominating Committee on a regular basis.

c. Additional Appointed Groups of the DISTRICT

- i. DISTRICT committees, work groups, task forces or other appointed groups shall be created by the Chair as are deemed necessary and with the approval of the DISTRICT officers.
- ii. The creation of the appointed groups shall include purpose, objectives, reporting mechanisms, and process of evaluation.
- iii. The length of appointment, size, and composition of appointed groups shall be appropriate to the task of the group as determined by the Chair.

V. MEETINGS

- a. In addition to the requirements of the DISTRICT outlined in the CHAPTER bylaws, policies and procedures, the DISTRICT:
 - i. May conduct business meetings and educational events that incorporate technology to enhance the level of DISTRICT member participation.
 - ii. Shall not record educational programs sponsored by the DISTRICT unless permission has been obtained in advance from the speaker.

VI. ELECTIONS

- a. Elections shall be held by mail or electronic ballot and in accordance with the procedures and timetable set forth in the CHAPTER bylaws.
- b. Election of candidates shall be determined by plurality.

PROVISO: Starting January 2018, the following changes to elections to DISTRICT office shall be instituted in order to create a staggered election of DISTRICT leadership and shall begin with the cycle of the next elected chair. The current timetable for election of DISTRICT chair

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will not change, and will be the indicator for when other elections shall occur. In the year that a new DISTRICT chair is to be elected, the position of DISTRICT secretary shall also be elected. In the next election year, the position of DISTRICT vice chair will be elected. In the next year the position of DISTRICT treasurer will be elected. Thereafter the cycle will repeat, creating a staggered election and preventing chair and vice chair positions turning over in the same year.

VII. CHAPTER AS A HIGHER AUTHORITY

- a. In addition to these Rules of Order, the DISTRICT is governed by the ASSOCIATION AND CHAPTER Bylaws, Standing Rules, policies and procedures.
- b. Those matters pertaining to ethics, discipline, amendments and parliamentary procedures shall be in accordance with those bylaws described by the CHAPTER and disciplinary processes of the ASSOCIATION.

VIII. CHANGES OR AMENDMENTS

- a. These DISTRICT Rules of Order shall not be inconsistent with CHAPTER or ASSOCIATION bylaws and shall be approved by the CHAPTER Board of Directors.
- b. Proposed changes to the DISTRICT Rules of Order shall be done in accordance to the procedures outlined in the CHAPTER Bylaws.
- c. Any changes passed by the CHAPTER Board of Directors will include a date of adoption.

PROVISO: Upon adoption of these DISTRICT Rules of Order, all prior individual DISTRICT Rules and Order shall be rescinded and this document shall become the guidance for governance of all DISTRICTS of the CHAPTER.

Adopted October 2017 by PPTA Board of Directors