

## **SOUTHWESTERN DISTRICT OF THE PENNSYLVANIA PHYSICAL THERAPY ASSOCIATION RULES OF ORDER**

### **ARTICLE I. NAME & TERRITORIAL JURISDICTION**

- Section 1: The name of this organization is the Southwestern District of the Pennsylvania Physical Therapy Association, Inc., hereinafter referred to as the District.
- Section 2: The territorial boundaries of the District shall be those specified in the Bylaws of the Pennsylvania Physical Therapy Association, Inc. including the following counties: Lawrence, Westmoreland, Butler, Green, Beaver, Armstrong, Fayette, Allegheny and Washington.

### **ARTICLE II. OBJECT**

- Section 1: The object of the District shall be the same as those set forth by the American Physical Therapy Association and the Pennsylvania Physical Therapy Association, herein referred to as the Association and the Chapter.
- Section 2: All proceedings shall comply with those bylaws set forth by the Pennsylvania Physical Therapy Association. Any inconsistency of District rules and regulations with those of the Chapter of the American Physical Therapy Association, shall render the District rules void and of no effect.
- Section 3: The District shall be governed by Robert's Rules of Order, Newly Revised and a quorum shall constitute three percent (3 %) of the voting membership of the District.

### **ARTICLE III. FUNCTIONS**

- Section 1: The district shall hold a minimum of four (4) meetings annually. Notice of special meetings shall be sent to the membership at least ten (10) days prior to the date of the meeting.
- Section 2: The voting body shall be as described in the Pennsylvania Physical Therapy Association Chapter Bylaws.

### **ARTICLE IV. EXECUTIVE COMMITTEE**

- Section 1: Composition  
The Executive Committee of the District shall consist of the following officers:  
Chair, Vice-Chair, Secretary, and Treasurer.
- Section 2: Voting Privilege  
The Chair, Vice-Chair, Secretary, and Treasurer shall have one vote in the areas of decision-making.

- Section 3: **Qualifications of the Executive Committee**  
 Only such members of this organization who have been active members in good standing of the American Physical Therapy Association for a period of at least two (2) years preceding their selection and who have consented to serve, are eligible for election to office in this District.
- Section 4: **Term of Office**
1. All officers shall be elected for a term of three (3) years.
  2. No officer shall serve more than two (2) consecutive elected full terms in the same office.
  3. The immediate past Chair of the District shall serve as an advisor to the Executive Committee for the first year of the term of his/her successor.
- Section 5: **Vacancies: How Filled**  
 If the Chair is unable to fulfill his/her term of office, the Vice-Chair shall succeed to the office vacated for the unexpired portion of the term. Vacancies created by other officers shall be filled by appointment by the Executive Committee for the unexpired portion of the term.
- Section 6: **Duties of the Executive Committee**  
 The duties of the District Executive Committee shall be commensurate with the Chapter Board of Directors duties as enumerated in the Pennsylvania Physical Therapy Association Bylaws.
- Section 7: **Conduct of Business**  
 The Executive Committee shall meet at least twice a year. A majority shall constitute a quorum. The Chair may call a special meeting on written request of two (2) members of the committee. Prior notice of all meetings shall be given to all members of the Executive Committee and to the standing Committee Chairs.
- Section 8: **Duties of Officers**
1. The officers of the District shall be: Chair, Vice-Chair, Secretary, and Treasurer.
  2. The Chair of the District shall:
    - a. Serve as the official head and public spokesperson of the District.
    - b. Call regular and special meetings of the Executive Committee and District.
    - c. Preside at all meetings of the Executive Committee and the District.
    - d. Be ex-officio member of the Finance Committee.
    - e. Serve as a director of the Chapter, and shall represent the District at the meetings of the Board of Directors of the Chapter.
    - f. Submit annual expenses for this office.
  3. The Vice-Chair shall:
    - a. Preside at the meetings of the District in the event of the absence of the Chair.
    - b. Be ex-officio member of all committees except the Nominating Committee and the Finance Committee.
    - c. Assist the Chair in the discharge of his/her duties.
    - d. Serve as liaison to the physical therapist and physical therapist assistant educational programs in the District.

- e. Submit annual expenses for this office.
  - f. Succeed to the office of Chair in the event of the resignation, removal, disqualification or death of the Chair.
4. The Secretary shall:
- a. Keep a record of all meetings of the District and the Executive Committee. Minutes will be submitted to the Chapter office within 60 days.
  - b. Carry on the official correspondence of the District.
  - c. Keep a correct list of names and addresses of the membership.
  - d. Keep an accurate roster of the officers and the committee chairs of the District.
  - e. Be custodian of records, books, and papers belonging to the District and of the District's Rules of Order.
  - f. Submit annual expenses for this office.
5. The Treasurer shall:
- a. Have charge of all funds which shall be paid out only by order of the Executive Committee or by authorization through majority vote of the membership at any regular or special meeting of the District
  - b. Keep accurate account of all receipts and disbursements of the District
  - c. Make a financial report at each regular meeting of the District and submit an annual report to the District and Chapter
  - d. Present accounts for independent auditing at the request of the Executive Committee or at least once every even numbered year
  - e. Serve as Chair of the District Finance Committee
  - f. Submit annual expenses for this office
  - g. Submit the annual budget for the Executive Committee approval
  - h. Act as a member of the Chapter Finance Committee
6. The Immediate Past Chair shall act as advisor to the Executive Committee of the District.

## **ARTICLE V. COMMITTEES**

Section 1: The committees of the district shall be:

- a. Finance
- b. Nominating

Section 2: The standing committees shall be:

- a. Awards
- b. Education
- c. Legislative
- d. Membership
- e. Publications
- f. Public Relations

- Section 3: Composition
- a. The Finance Committee shall be composed of at least the Treasurer, and the Chair as an “ex-officio” member of the Finance Committee.
  - b. The Nominating Committee shall be as specified in Article VII Section 1 A of this document
  - c. Each standing committee shall be composed of at least a chairperson appointed by the Executive Committee.
- Section 4: Duties of the Committee Chairs
- a. Attend Board of Directors meetings as nonvoting members
  - b. Coordinate the activities of their respective committees for a term of three (3) years, coinciding with the term of the District Chair
  - c. Perform other duties as directed by the Executive Committee
  - d. Prepare and submit written reports to the District and to the Chapter as requested
  - e. Submit annual expenses of their committees
  - f. Keep complete and accurate financial records of their committees
- Section 5: Responsibilities of each standing committee shall be as outlined in the “Committee Guidelines”.
- Section 6: Special Committees
- a. The Executive Committee may appoint committees composed of any members of the District for special purposes; or it may provide for each committee and authorize the appointment by the Chairperson, subject to the approval of the Executive Committee, or members of the District to such committees. Such committees may participate in discussion and debate relative to their report, but unless committee members are members of the Executive Committee, they shall not have the right to vote.

## **ARTICLE VI. DELEGATES TO THE ASSOCIATION HOUSE OF DELEGATES**

- Section 1: Qualifications
- a. No member may be seated in the House of Delegates or the National Assembly unless he/she has been a member of the Association for the two (2) years immediately preceding and is currently a Physical Therapist, Retired Physical Therapist, Life Physical Therapist,, Physical Therapist Assistant, Retired Physical Therapist Assistant, or Life Physical Therapist Assistant, member in good standing. Only Physical Therapist members may serve as Physical Therapist member delegates and only Physical Therapist Assistant members shall serve as Physical Therapist Assistant delegates in the National Assembly.
  - b. A Chapter delegate may not, in the same year, serve as a Section or Assembly delegate.
- Section 2: Election of Members to the House of Delegates
- a. The delegates will be elected by an online and/or mail ballot from the District membership. Physical Therapist Assistant representatives to the PTA Caucus will be elected by an online and/or mail ballot from the Chapter Physical Therapist Assistant membership. The candidates must consent to serve and return a biographical data form to the Nominating Committee.

- b. The delegates must be elected by October 1 of the preceding year.
- c. The delegates will be elected by plurality vote and the yearly apportionment of delegates will vary based on the membership of the District.
- d. The term of the delegate shall be for two (2) years, Terms of the delegates shall be from October 1 to September 30 the following year.

Section 3: Duties and Responsibilities of Delegates shall be:

- a. Attend at least three (3) of the scheduled District business meetings annually.
- b. Attend at least five (5) of the scheduled District meetings annually.
- c. Upon request of the membership, give up to three (3) in-services regarding issues of the House of Delegates.
- d. Attend all meetings of the House of Delegates and/or any special meetings called by the Chapter, while in attendance at the House of Delegates. The Chapter may schedule not more than one (1) meeting in the Spring prior to the House session, attendance at which will also be required.
- e. In the event that a Delegate does not meet the above responsibilities, the First Alternate of the District will be chosen to replace the Delegate. If extenuating circumstances occur and the Delegate requests to remain as the active Delegate, the individual must contact the Chief Delegate for approval. If the Chief Delegate fails to give approval for the absences, then the Chapter Executive Committee decisions are final.
- f. Delegates must register with the HOD officers prior to the HOD according to the schedule published by the Association.
- g. Vote at the meeting of the House of Delegates or on voting sheets in the best interest of their constituents. Delegates are required to vote consistent with Chapter policy, but may not be charged to vote in a specific fashion on issues or candidates. All votes on motions in the House shall be recorded on vote tally sheets, which shall be filed with the Chapter Office for five (5) years, and which shall be made available to the members on request.

## **ARTICLE VII. NOMINATING COMMITTEE**

Section 1. Composition

- a. The Nominating Committee shall consist of three (3) elected District members who are in good standing.
- b. The Nominating Committee Chair shall be that elected member rotating to the most senior member of the committee during the third and final year of the 3-year term..
- c. No member of the Nominating Committee shall serve more than one (1) consecutive elected term of office on the committee.
- d. If a member of the Nominating Committee fails to complete the term, the vacancy shall be filled by an individual appointed by the Executive Committee.

Section 2. Tenure

- a. Each member of the Nominating Committee shall serve a three (3) year term of office.

Section 3. Duties of the Nominating Committee shall be:

- a. Prepare a slate of candidates composed of two (2) or more names, if possible, for each elected office from a list of eligible members of the District and present the slate to the

- membership at the May District meeting. Prepare a list of interested members to serve as District Delegate to the Chapter, and prepare a slate of candidates to serve in the House of Delegates. Final nominations from the floor will be taken at the May meeting. Only qualified members consenting to serve will be included on the ballot.
- b. Nominations from the floor shall be accepted if the nominee consents to serve. The ballot shall be sent out by mail, and elections must be complete by October 1.
  - c. Solicit input, with the help of the Chair of the District, of names of candidates for the statewide election of the Physical Therapist Assistant representative to the PTA Caucus and submit those names to the Chapter Nominating Committee
  - d. Assist the Chapter Awards Committee in soliciting and submitting names for nomination for all Chapter awards.
  - e. Prepare a slate of candidates annually for the APTA awards and honorary membership that is to be submitted to the Chapter Nominating Committee.

Section 4. Responsibilities of the Nominating Chair shall be:

- a. Plan, arrange for and conduct all meetings. Prepare a report of each meeting and submit the written minutes to the Chairman of the District.
- b. Participate in or assign another member of the District Nominating Committee to the Chapter Nominating Committee meetings.
- c. Assist the Chapter Nominating Committee in the selection and solicitation of candidates for Chapter office.
- d. Notify all candidates of their nomination and providing biographical data forms and consent-to-serve forms to all candidates.
- e. Announce the slate of candidates at the May meeting.
- f. Remain as Nominating Chair until the next election and orient his/her successor to the duties of the office.
- g. Provide the incoming Chairperson with the past minutes of the Nominating Committee.
- h. Attend the District Board of Directors meetings.
- i. Submit an annual report for the committee and submit the budget to the District Treasurer
- j. Notify the Chapter Chief Delegate yearly of the results of the delegate elections.

**ARTICLE VIII ELECTIONS**

- a. Election for District Officers and the Nominating Committee shall be by mail or electronic ballot.
- b. A write-in vote for a member in good standing, consenting to serve, shall be valid.
- c. Election ballots shall be mailed to all Active, Retired Active, Life, Physical Therapist Assistant, Retired Physical Therapist Assistant, and Life Physical Therapist Assistant members of the district.
- d. Officers and Nominating Committee will be elected by a majority of votes cast, unless there are more than two (2) candidates for an office in which case the nominee for that office shall be elected by a plurality of the votes cast.
- e. Election results will be tabulated by the Nominating Committee and/or their designated representatives. The membership will be notified at the next District meeting, electronically, and/or through the next District Newsletter.
- f. Officers and members of the Nominating Committee shall be installed at the District meeting in November of the same year following the election.

- g. Officers and members of the Nominating Committee shall begin their three (3) year terms in January of the year following the election.

Section 6. Preparation of the Ballot

1. The nominations and election of officers are in the following order:
  - a) Chair
  - b) Vice-Chair
  - c) Secretary
  - d) Treasurer
  - e) Nominating Committee
  - f) Delegates
2. Names of the candidates for office shall be in alphabetical order.

**ARTICLE IX. FINANCES**

- Section 1. All financial matters shall be handled as described in the PPTA Chapter Bylaws

**ARTICLE X. SPECIAL INTEREST GROUPS**

- Section 1. Purposes, formation, structure and obligations of District Special Interest Groups should be under the governance of the Chapter Bylaws.

**ARTICLE XI. OTHER PROCEDURES**

- Section 1. Those matters pertaining to ethics, discipline, amendments and parliamentary procedures shall be in accordance with those bylaws described by the Chapter and Association.

Public Laws Committee 3/80

Revised 8/90

Revised 3/9/93

Revised 12/96

Revised 10/99

Revised 08/03

Revised 05/06

Revised 12/12