

SOUTHEASTERN DISTRICT OF THE PENNSYLVANIA PHYSICAL THERAPY ASSOCIATION

RULES OF ORDER

ARTICLE I. NAME & TERRITORIAL JURISDICTION

Section 1: The name of this organization is the Southeastern District of the Pennsylvania Physical Therapy Association, Inc., hereinafter referred to as the District. The territorial boundaries of the District shall be those specified in the Bylaws of the Pennsylvania Physical Therapy Association, Inc.

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 the most current edition of Robert's Rules of Order, Newly Revised. When issues related to voting occur, the results of the vote based on the majority of members present will be forwarded to the Chapter Board of Directors.

ARTICLE III. FUNCTIONS

Section 1: The functions of the district shall be:

- 1.1 the same as the functions of the Association and the Chapter as established in their bylaws.
- 1.2 to cooperate with the Association and Chapter in fostering development and improvement of physical therapy services and education.
- 1.3 to promote legislation to protect and promote the interests of the public and the rights of Association members.
- 1.4 to represent physical therapy before governmental, other professional and voluntary groups and agencies, and the public

- 1.5 to encourage research, foster contributions to the professional literature and promote the development of new knowledge and use of evidenced based practice.
- 1.6 to promote and protect the professional status and the economic and general welfare of Association members
- 1.7 to provide for the dissemination and exchange of information related to physical therapy.

Section 2: 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 3: 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, Treasurer, and the Committee member-at-large.

Section 2: Voting Privilege
The Chair, Vice-Chair, Secretary, Treasurer and Committee member-at-large 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

- 4.1 All officers shall be elected for a term of three (3) years.
- 4.2 No officer shall serve more than two (2) consecutive elected full terms in the same office.
- 4.3 The committee member-at-large shall be a committee chair or co-chair elected by the current committee chairs for a term of one (1) year.

4.4 A term of office for all elected positions shall begin upon installment at the first district or sub-district meeting of the new calendar year subsequent to an election.

4.5 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, committee member-at-large shall be filled by appointment by the Executive Committee for the unexpired portion of the term. All committee vacancies should be filled within 60 days of the vacancy.

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 Chair.

Section 8: Duties of Officers

8.1 The officers of the District shall be: Chair, Vice-Chair, Secretary, and Treasurer.

8.2 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. The Chair may appoint a member of the Executive Committee to preside in his/her place, when necessary
- d. Be a member of the District 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

8.3 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 District Chair in the event of the resignation, removal, disqualification or death of the Chair.
- g. Review and maintain the district bylaws at a minimum of every two (2) years.

8.4 The Secretary shall:

- a. Keep a record of all meetings of the District and the Executive Committee
- b. Carry on official correspondence of the District
- c. Keep a correct list of names and addresses of the membership in conjunction with the Chapter.
- e. Keep an accurate roster of the officers and the committee chairs of the District
- f. Be custodian of records, books, and papers belonging to the District and of the District's Rules of Order
- g. Submit annual expenses for this office
- h. Review the final list of nominees slated for election from the Nominating Committee Chair.
- i. Submit minutes and copies of important correspondence to the chapter office within 60 days of its occurrence.

8.5 The Treasurer shall:

- a. Have charge of all funds, and provide payment for the activities directly related to 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 the Chapter Finance Committee
- e. Submit annual expenses for this office
- f. Submit the annual budget for the Executive Committee approval
- g. Act as a member of the Chapter Finance Committee

Section 9: Duties of the Committee Member-at-Large

9.1 The Committee Member-at-Large shall:

- a. Represent concerns of the District committee chairs/co-chairs to the District Executive Committee.
- b. Provide communication between the District committee chairs/co-chairs to the District Executive Committee.
- c. Serve as District Executive Committee Liaison to all special committees.

ARTICLE V. COMMITTEES

Section 1: The standing committees of the district shall be:

- 1.1 Finance
- 1.2 Nominating

Section 2: The district committees shall be:

- 2.1 Legislative
- 2.2 Program
- 2.3 Public Relations
- 2.4 Publications
- 2.5 Membership

Section 3: Composition

- 3.1 The Finance Committee shall be composed of at least the Treasurer, and the District Chair as an “ex-officio” member of the Finance Committee
- 3.2 The Nominating Committee shall be as specified in Article VII of this document
- 3.3 Each district committee shall be composed of at least a chairperson appointed by a member of the Executive Committee

Section 4: Duties of District Committee Chairpersons

- 4.1 Attend Executive Committee meetings as nonvoting members
- 4.2 Coordinate the activities of their respective committees for a term of 3 years, coinciding with the term of the District Chair.
- 4.3 Perform other duties as directed by the Executive Committee
- 4.4 Prepare and submit written reports to the District and to the Chapter as requested
- 4.5 Submit annual expenses of their committees
- 4.6 Keep complete and accurate financial records of their committees

Section 5: Responsibilities of each District committee shall be consistent with the corresponding Chapter committee guidelines.

Section 6: Special Committees or Task Forces

- 6.1 Special Committees - 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.

- 6.2 Task Forces - The Executive Committee may appoint a Task Force to handle special issues or concerns and provide reports as requested by the Board of Directors. The Board of Directors will disband a Task Force after the purpose for it has been fulfilled.

ARTICLE VI. DELEGATES TO THE ASSOCIATION HOUSE OF DELEGATES

Section 1: Qualifications

- 1.1 No member may be seated in the House of Delegates unless he/she has been a member of the Association for the two (2) years immediately preceding and is currently an Active member in good standing. Only Active members may serve as Active member delegates.
- 1.2 A Chapter delegate may not, in the same year, serve as a Section or Assembly delegate
- 1.3 Must be a member of the District to be eligible to serve as an elected delegate from the District.

Section 2: Election of Members to the House of Delegates

- 2.1 The delegates will be elected by official ballot from the District membership. The candidates must consent to serve and return a biographical data form to the Nominating Committee.
- 2.2 The delegates must be elected by October 1 of the preceding year.
- 2.3 The delegates will be elected by plurality vote and the yearly apportionment of delegates will vary based on the membership of the District
- 2.4 The term of the delegate shall be for two (2) years. Terms of the delegates shall be from October 1 to September 30, the second year following the start of the term.

Section 3: Duties and Responsibilities of Delegates shall be:

- 3.1 Should attend the scheduled May District business meeting annually
- 3.2 Attend at least one (1) of the scheduled District meetings annually (in addition to the annual business meeting). Attendance will be verified by the Secretary using the attendance sign-in sheets from District each meeting.
- 3.3 Upon request of the membership, provide up to one educational program (i.e. in-services, etc.) regarding issues of the House of Delegates
- 3.4 Attend the Chapter Delegates meetings
- 3.5 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. The alternate would also fill the remainder of that delegate's term. The delegate who originally could not fulfill their term would have the opportunity to become an alternate delegate.
- 3.6 Delegates must register with the HOD officers prior to the HOD according to the schedule published by the Association
- 3.7 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. All votes on motions in the House shall be recorded on vote tally sheets, retained by the Chapter for five (5) years, and which shall be made available to the members on request.

ARTICLE VII. NOMINATING COMMITTEE

Section 1. Composition

- 1.1 The Nominating Committee shall consist of three (3) elected district members who are in good standing and are elected for a three (3) year term.
- 1.2 At least one (1) member will be elected every year, while at least one (1) member's term shall end each year.
- 1.3 The Nominating Committee Chair shall be offered to the senior member of the committee. If that member is unable to assume the chair position it will be rotated to the next senior member.
- 1.4 If a member of the Nominating Committee fails to complete the term, the vacancy shall be filled by an individual elected by special election.

Section 2. Tenure

- 2.1 Each member of the Nominating Committee shall serve a three (3) year term of office. Each members term will be staggered, resulting in one member coming off of the committee each year and one new member coming onto the committee.

Section 3. Duties of the Nominating Committee shall be:

- 3.1 Prepare a written report for the district newsletter regarding the positions available for election at least three (3) months prior to May business meeting.
- 3.2 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 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.
- 3.3 Nominations from the floor shall be accepted if the nominee consents to serve. Notification of the ballot shall be communicated to members and elections must be complete by October 1st.
- 3.4 Solicit input, with the help of the Chair of the District, of names of candidates for the statewide election of the affiliate delegate (s) and submit those names to the PPTA Nominating Committee
- 3.5 Assist the PPTA Awards Committee in soliciting and submitting names for nomination for all PPTA awards.
- 3.6 Present a slate of candidates to the Secretary at least two weeks prior to submission of the slate to the PPTA Nominating Committee.

Section 4. Responsibilities of the Chair shall be:

- 4.1 Plan, arrange for and conduct all meetings. Prepare a report of each meeting and submit the written minutes to the Chair of the District
- 4.2 Participate in or assign another member of the District Nominating Committee to represent the district at the PPTA Nominating Committee meetings
- 4.3 Assist the PPTA Nominating Committee in the selection and solicitation of candidates for Chapter office
- 4.4 Notify all candidates of their nomination and providing biographical data forms and consent-to-serve forms to all candidates
- 4.5 Advise all members consenting to serve for district office or as a delegate to review the current District bylaws, specifically as they pertain to the requirements for and responsibilities of the position.
- 4.6 Announce and close the slate of candidates at the May meeting
- 4.7 Remain as Nominating Chair until the next relevant election and orient his/her successor to the duties of the office
- 4.8 Provide the incoming Chairperson with the past minutes of the Nominating Committee
- 4.9 Attend the District Executive Committee meetings
- 4.10 Submit an annual report for the committee and submit the budget to the District Treasurer
- 4.11 Notify the PPTA Chief Delegate yearly of the results of the delegate elections

ARTICLE VIII ELECTIONS

Section 1. Election Process

- 1.1 Election for District officers, Delegates and the Nominating Committee shall be by official ballot.
- 1.2 A write-in vote for a member in good standing, consenting to serve, shall be valid.
- 1.3 Notice of election timeframes and method of conducting the election shall be sent to all Active, Retired Active, Life, Affiliate, Retired Affiliate and Life Affiliate members of the district.
- 1.4 District officers and members of the 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. In the event of a tie vote, the Executive Director of the Chapter shall draw one name from a hat to determine the winner of the election.
- 1.5 Election results will be tabulated by the Nominating Committee and/or their designated representatives and the membership will be notified through the next District Newsletter
- 1.6 Officers and members of the Nominating Committee shall be installed at the District meeting in January of the year following the election.
- 1.7 The committee member-at-large shall be elected and installed at each January District meeting from among the District Committee chairs/co-chairs and shall serve a one (1) year term immediately following the January meeting.

Section 2. Preparation of the Ballot

- 2.1 The nominations and election of officers are in the following order:
 - a. Chair
 - b. Vice-Chair
 - c. Secretary
 - d. Treasurer
 - e. Nominating Committee
- 2.2 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

Adopted, April 1958

Revised, December 1964

Revised, December 1974

Revised, December 1982

Revised, October 2002 (Mike Johnson, Cheryl West)

Revised, January 2003 (Sandy Abrams, Chair SED)

Revised, October 2009

Revised, October 2011