New York Physical Therapy Association

Nominating Committee
And Election
Procedure Manual

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NOMINATING COMMITTEE & ELECTION PROCEDURE MANUAL

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I. ORGANIZATION

A. Creation
   Formed in accordance with New York Chapter Bylaws, Article VII Delegate Assembly, Section 7, Committee of the Assembly.

B. Purpose
   1. The committee shall prepare a slate of candidates for vacancies of Chapter Officers and Nominating Committee members to be published at least one month prior to the meeting of the Assembly.
   2. The Committee shall compile the list of delegate candidates to the House of Delegates and present it to the Delegate Assembly for consideration.
   3. The Committee shall coordinate the nomination process for the Representative to the PTA Caucus (JC 15-99).
   4. The Committee shall assist the Vice-Speaker in selecting the Student PT and PTA delegates.

C. Accountability
   The Committee is accountable to the Delegate Assembly.

D. Constituency
   The Committee consists of three members who shall be elected by the members of the Delegate Assembly for a three-year term. The senior member shall serve as the Chairperson of the Committee.

   The following qualifications, in accordance with the Bylaws, are deemed requisite for membership on the committee:
   1. PT or Life PT members in good standing of the APTA and the Chapter who have held this status for two years immediately preceding election or appointment.

E. Voting Power
   Each member shall have one vote.

F. Appointments
   Terms of appointment are for 3 years. Each year the term of the current chair expires and the Delegate Assembly elects a new member of the Nominating Committee.

G. Vacancies
   Policy:
   According to the Bylaws, vacancies on this committee shall be filled by appointment by the Executive Committee, until the next meeting of the Delegate Assembly, at which time an election to fill the unexpired portion of the term shall be held. (Procedures for appointing are found in the Executive Committee Procedure Manual.)

   1. Resignation Procedure:
      a. All resignations shall be sent by the individual, in writing, to the Chapter President.
      b. In the case of committee members, copies of the resignation are to be sent to the Committee Chairperson and the Executive Director.
c. In the case of the Committee Chairperson, copies should be sent to the Executive Director and committee members.
d. Notifications should be sent as soon as possible, and preferably 90 days prior to the effective date.
e. The President will initiate the procedure to fill the vacancy.

2. Dismissal
   Policy:
   Grounds for dismissal are:
   a. Non-compliance with Chapter policies and procedures.
b. Failure to perform assigned tasks and fulfill required responsibilities.
c. Failure to attend required meetings, workshops, etc.

Procedure for Dismissal:
When a committee member or any Chapter member has reason(s) to call for the dismissal of a Nominating Committee member,
a. A written request shall be submitted to the President.
b. A copy is to be sent to the Secretary.
c. The President shall initiate a review and the Executive Committee shall make final determination of appropriate action.
d. Should dismissal be recommended, the committee member will be notified in writing of the decision and grounds for dismissal.

H. Appeal
   Policy:
   A Nominating Committee member who has been dismissed by the Executive Committee has the right to appeal the decision within two weeks.

Procedure for Appeal:
a. The appeal of dismissal must be submitted in writing to the President.
b. A copy should be sent to the Secretary and Executive Director.
c. The President will initiate a review by the Executive Committee.
d. If the Executive Committee reverses its decision, the member will be reinstated for the remainder of his/her term.
e. If the Executive Committee upholds its decision, it will make a recommendation to the Board; with the Board of Directors making the final determination. To insure timely resolution, vote may be by mail or phone, or at a Board meeting.

II. OPERATION
   A. Meetings
   Meetings (at least one per year) will be held as authorized and for which funds have been appropriated by the Board of Directors. The Chairperson in consultation with members of the Committee determines dates for meetings.

1. Notice:
The Chairperson is responsible for notifying committee members of all planned meetings.

2. Location:
Meetings will be held at a site recommended by the Chairperson in consultation with the Committee members. Locations of meetings cannot be in contradiction to the budget and program established by the Committee and approved by the Board of Directors.
3. **Agenda:**

   The agenda for the Committee meeting is the responsibility of the Chairperson and should be distributed to the members at least 10 days prior to the meeting. Routine items for the agenda should include:
   
a. Report on status of current charges, objectives, and on-going activities.
b. Review of Board of Directors and Delegate Assembly actions for new policies, duties, or charges for the committee.
c. Develop procedures by which policies, duties and charges of the Board or Assembly can be fulfilled.
d. Preparation of committee minutes and Chairman's report to the Board of Directors and/or Delegate Assembly.
e. Preparation of motions for Board or Delegate Assembly action; including those to present the slate for officers and nominating committee to the Delegate Assembly.
f. Make recommendations to Board or appropriate body.

   **Annually, the following are to be included on the agenda:**

   g. Preparation of one article for the newsletter, which will address the function and purpose of the Nominating Committee and promote participation in the nomination process. The article will be published in the July/August issue of the newsletter.
h. Determine budgetary needs for Finance Committee consideration prior to the Fall Board Meeting.
i. Consideration of candidates for Officers and Nominating Committee.
j. Make sure current nomination form for Officers and Nominating Committee is on the web site and in the July/August and September/October newsletters.
k. Make sure current nomination/consent to serve form for delegates to the House of Delegates is on the web site and in the July/August and September/October issues of the newsletter.
l. If it is a year when the PTA Caucus Representative is to be elected, make sure current nomination/consent to serve form for the representative to the PTA Caucus is on the web site and in the July/August and September/October issues of the newsletter.
m. Preparation of memo regarding following year’s election, to be included in the Delegate Assembly Handbook.
o. Determination of possible meeting dates for the following year.

4. **Attendance:**

   a. Committee member attendance

      **Policy:**
      It is the expectation of the Chapter that committee members attend all meetings of the committee. Notification of the committee chairperson is required if attendance is impossible. Failure of a member to attend three successive committee meetings may be considered cause for dismissal.

      **Procedure:**
      (1) If a member is unable to attend, he/she should notify the committee chairperson.
      (2) The member should be prepared to provide any requested input prior to the meeting.
      (3) If a member has not notified the chairperson, the chairperson should contact the
      member and remind them that attendance is expected and notification must be given if
      they cannot attend.

   b. Guest attendance
**Policy:**
Chapter members are encouraged to attend the meetings of the Committee; however, all guests attending committee meetings shall each be responsible for his/her own expenses.

**Procedure:**
(1) Those desiring to attend the committee meeting who are not committee members or consultants should request permission of the Chairperson.
(2) The Chairperson, with consideration given to space limitations, may grant permission to attend the meeting.
(3) Generally, written materials prepared for the Committee meeting will not be distributed to guests at these meetings.
(4) The Committee may limit attendance during discussion of confidential matters.

5. **Minutes**

**Policy:**
Minutes are to be recorded and kept for each committee meeting and distributed within 30 days of the meeting.

**Procedure:**
a. A recorder is appointed.
b. Time is allotted at each meeting for preparation and review of a rough draft of the minutes.
c. Minutes should include the date, time and location of meeting, attendance, absences, and summary of business.
d. The recorder finalizes the minutes.
e. The final draft of the minutes is mailed to the Chairperson for approval.
f. The Chairperson forwards the minutes to the Chapter office for filing, and distribution to Committee members and other appropriate individuals.

B. Reports

**Policy:**
All Committees shall be required to present:
1. A written report to be included in the packet for the Board of Directors meetings (10-77-29).
2. An Annual Report to the DA for inclusion in the Delegate Assembly Handbook. The annual report of the Nominating Committee is to include the proposed slate.
3. The Nominating Committee is to submit one article for the newsletter, which will address the function and purpose of the Nominating Committee and promote participation in the nomination process.

**Procedure for reports:**
1. Chapter Office will notify Committee Chairperson of the deadline for submitting reports.
2. Reports should be written following the format as required.
3. If the committee is recommending Board/Delegate Assembly action, motions should be written on Motion Forms following the guidelines for making motions, and submitted in time for inclusion in the packet. Questions on writing motions should be addressed to the Chairperson or members of the Judicial Committee.
4. Reports and motions are submitted to Chapter Office by the deadline.
5. When received by the deadline, Chapter Office will include them in the packet.
6. When the deadline has not been met, it is the responsibility of the Chairperson to provide sufficient copies of reports and motions for the Board or Delegate Assembly.  
   *(Note: The format for reports to Delegate Assembly and Board of Directors is found in the NYPTA Operations Manual, Tab 4.)*
C. Records:

1. **Policy for committee members:**
   Each committee member will maintain an up to date committee file.
   
   **Procedure:**
   a. Upon assuming committee membership, the new member shall receive from Chapter Office, a current file which should contain: the Chapter Operations Manual; Developing Future Component Leaders, Recommendations from the Nominating Committee of APTA (JC 16-99); a committee directory; Delegate Assembly Procedure Manual; Committee Procedure Manual; the minutes of the Committee meetings for the previous two years; reports to the Board of Directors and Delegate Assembly for the previous two years; and pertinent correspondence.
   b. Upon receipt of new minutes, directories, and other pertinent documents, the committee member will file them appropriately.

2. **Policy for Chapter Office:**
   Chapter Office will maintain a file for Nominating Committee.
   
   **Procedure:**
   a. Chapter Office will maintain a file for all committee minutes; all reports; the procedure manual; examples of letters, nomination forms etc.; a list, by year, of nominees for offices and whether they consented to serve or not; the nomination forms for one year.
   b. Upon receipt of all the nomination forms for a particular year, those will be filed and the previous year's forms discarded.

D. **Policy and Procedure Manuals:**

   **Policy:**
   The Chapter Policies relating to nominations and elections and the Nomination and Election Manual shall be updated and reviewed at least once a year (BOD 10-77-13).

   **Authority for Making Procedural Changes in DA and Nominating Committee Manuals** (JC 05-07):
   1. The Speaker and Secretary, in consultation with the Judicial/Reference Committee, have the authority to make procedural changes in the Delegate Assembly Procedure Manual.
   2. The Speaker and Secretary, in consultation with the Judicial/Reference Committee and Nominating Committee, have the authority to make procedural changes in the Nominating Committee Procedure Manual.
   3. Any procedure that affects the rights and privileges of the members must be brought to the Delegate Assembly (JD 23-99).

   **Procedure:**
   1. Chapter office will send a reminder to the committee chairperson of the need to review the policy and procedure manuals.
   2. Any changes to be made that affect the rights or privileges of the members should be in the form of a motion to amend the policy or the procedure, using the appropriate motion format.
   3. These motions should be sent to Chapter office in time for inclusion in the Delegate Assembly Handbook.

E. **Orientation of New Members**

   **Policy:**
   The new committee Chairperson and member will receive an orientation (BOD 04-77-15).

   **Procedure:**
1. The outgoing committee Chairperson will contact the incoming chairperson and the newly elected member and review the policies and procedures of the committee and answer questions.

2. The Chapter Office will send to the new member all appropriate records and files as listed in II.C-1.

F. Nomination Forms
Nomination forms for Officers, Nominating Committee, HOD and PTA Caucus Representative are to be printed in the July/August and September/October newsletters and available online year round. The date(s) on the online forms should be changed by the Communications Director to reflect the next year’s due date the day after the deadline for submission has passed. In addition, the offices to be elected the following year are to be changed on the Nomination Form for Officers and Nominating Committee.

III. NOMINATION AND ELECTION PROCESS

A. Nomination Process
Nomination forms for officers and nominating committee as well as nomination forms for HOD and PTA Caucus Representative are available year-round on the web site. Consent to serve forms and other documents as listed in III.A.1.j.5 are to be sent as recommendations are received and the Nominating Committee is to be notified that this has been done. Records are to be kept listing when a consent to serve form has been sent and for which office.

1. Calendar of activities and deadlines – Guidelines (JC 4-08, edited 2009)
   a. January
      1/15 - Chapter Office sends nomination forms out to academic program directors for student delegates to Delegate Assembly with a deadline for receipt by 2/12. (See Method for selecting two PT Student and two PTA Student Delegates to serve at the Delegate Assembly.)
   b. February
      1) 2/1 - Chapter Office will supply list of names of those members wishing to be elected as delegates to HOD or as the PTA Caucus Representative.
         A note will also appear with this listing in the newsletter that reads: “If delegates are planning to be nominated from the floor, please be sure to have at least 10 copies of your biographical information to distribute to the delegations. There will be no availability to have this done on site.”
      2) 2/15 - NC reviews forms for student delegates.
   c. March
      3/1 - Deadline to notify the selected student delegates and alternates by the Nominating Committee and Vice Chair.
   d. April/May
      Publish the following in the Delegate Assembly Handbook:
      1) Memorandum about next year’s election
      2) Chapter Office will provide the biographical information for each nominee for delegate to the House of Delegates.
      3) Chapter Office will provide the biographical information for each nominee for representative to the PTA Caucus (JC 13-99).
   e. May
      1) Distribute nomination forms for next year’s election.
2) Send thank you letters to candidates not elected to office, NC, HOD, and PTA Caucus

g. **June**
6/1 - Deadline for submission of article for July/August newsletter. Chapter Office is to insure that nomination forms for Officers/NC, HOD and PTA Caucus (if it is an election year for the representative) are included in the July/August Newsletter.

h. **August**
8/1 - Deadline for submitting article for September/October newsletter. Chapter Office is to insure that nomination forms for Officers/NC, HOD and PTA Caucus (if it is an election year for the representative) are included in the September/October Newsletter.

i. **September**
1) NC members communicate with liaison districts regarding nomination forms for officers and NC
2) 9/15 – Agenda for October NC meeting is compiled and distributed by NC chair to members.

j. **October**
1) NC will meet via conference call or in person
2) NC will develop candidate question(s).
3) NC members will communicate with liaison districts regarding nomination forms for officers and NC.

k. **November**
1) 11/15 - Deadline for receipt of completed Nomination Forms for officers and Nominating Committee.
2) 11/17 – Cover letter, Biographical Data Record & Consent to Serve Form, notice of possible future need for photograph (minimum size of 3x5) and copy of position description sent to each nominated individual by the Chapter Office upon receipt of Nomination form.

l. **December**
1) 12/1 – Deadline for receipt by Chapter Office of Consent to Serve Form & Biographical Data Record.
2) On or before 12/3 – NC holds a conference call regarding preparation of slate of candidates.
3) 12/5 – NC notifies Chapter Office of slate of candidates.
4) 12/6 - Slated individuals will be notified and provided the full slate (as it exists) and all information including candidate question. Any change in the slate would then have to be communicated to the other candidates within 3 business days.
5) 12/6 - Individuals slated by the Nominating Committee as candidates will be requested to complete and return all materials for publication on or before 12/31.
6) Thank you letters sent by Chapter Office to those not slated.

2. **Submissions of Nominations by Electronic Means**
   Nominations for Officers, Delegates, PTA Caucus Representative, Nominating Committee or any other position submitted by electronic means (such as email or other internet communications systems, facsimile, etc) are acceptable (JC 20-03).

3. **Nominations from the floor**
   Nominations will be accepted from the floor at the annual meeting of the Delegate Assembly in addition to the Nominating Committee’s preparation of a slate of candidates.
4. Criteria and method used by the nominating committee in selecting candidates for:

a. Officers and Nominating Committee
   (not necessarily in order of importance)
   Criteria:
   1. Eligibility to serve if elected.
   2. Consent to serve if elected.
   3. Experience related to the Association.
      a) District, chapter, section, national level including office held, committee and task force appointments, House of Delegates, and Delegate Assembly participation.
      b) Demonstrate effectiveness in elected office or appointed position.
      c) Active and continued participation in chapter, district, section.
   4. Personal characteristics.
      a) Leadership skills.
      b) Decision-making skills.
      c) Perceptions of future development of physical therapy.
      d) Ability to think and express self clearly.
      e) Experience compatible with demands of the position (office).
   5. Geographical location of recommended nominee.
   6. Professional experience, i.e., clinician, researcher, educator, self-employed, consultant, etc.
      a) Past as well as current experience.
      b) Position held.
      c) Area of work, i.e., hospital, public health, urban, rural, nursing homes, etc.
   7. Current constituency of Executive Committee and/or Nominating Committee.
   8. Number of districts, committees or individual members recommending the individual geographic representation and mix of recommendations.
   9. Recommendations of the person’s name in previous years.
   10. Relatively equal qualifications of nominees for a given office, to avoid an unbalanced slate.
   11. General considerations of specific offices.

b. Two Student PT and two Student PTA Delegates to serve at the Delegate Assembly:
   Criteria (JC 19-99):
   1. The students must be enrolled in a Physical Therapy or Physical Therapist Assistant program and be members of the APTA.
   2. The students should have displayed interest in the activities of the district in which their educational program is located or in the district to which they are assigned. This interest may be exhibited by, but not be limited to, the following activities: attendance at meetings; e.g., Leadership Development Workshop, Lobby Day, Regional Student Mini-Conclaves, etc.
   3. The students should have demonstrated leadership skills relating to classroom activities, extracurricular activities or association related activities.
   4. The students must have a recommendation from a program faculty member.

   Method (JC 20-99):
   1. The Nominating Committee will send Nomination forms to each physical therapy and physical therapist assistant academic program director in New York State
asking him/her to notify students of the request for nominations. (Programs may make more copies, if needed.)

2. In addition, if a student APTA or district liaison has been identified for a program, that student will also be sent a Nomination form asking him/her to consider submitting a nomination and requesting him/her to announce it to the student body if the program director has not.

3. Any interested, qualified PT student or PTA student may self-nominate by filling out Part 1 of the Nomination form and then having a faculty member complete Part 2. The faculty member will submit the cover sheet and both parts of the form to the Nominating Committee by the date set by the Nominating Committee.

4. The Vice-Speaker of the Assembly and Nominating Committee shall review the nomination forms and recommendations submitted by each candidate. They shall select two student PT and two student PTA delegates and alternates, who shall be notified of their status, obligations and responsibilities by March 1st (JC 12-02). Selections may be made by rank ordering the candidates, or by a mechanism mutually agreed upon by the Vice-Speaker and Nominating Committee.

5. **Pool of potential nominees considered by the Nominating Committee for slate of officers and members of Nominating Committee**
   a. The Nominating Committee considers carefully the names of all eligible active members for whom it has received a Nomination Form, Consent to Serve and Biographical Information Form and any size clear photograph (minimum 3x5).
   b. Before drawing up a final slate of candidates, the Nominating Committee considers (and contacts, if necessary) persons whose names were nominated but who either did not consent to serve or did not return the Consent to Serve Form, as well as persons whose names were not nominated and whom the committee identifies as individuals whose names should be considered.

6. **Criteria for Delegates to the House of Delegates and Representative to the PTA Caucus**
   a. **Delegates to the APTA House of Delegates:**
      Criteria:
      1. Satisfies the qualifications as stated in NYPTA Bylaws Article IX, Section 1.
      2. Consents to serve if elected.
      3. Demonstrates active participation in district, chapter, section, national level including offices held, committee and task force appointments, House of Delegates or Delegate Assembly.
      4. Expresses a willingness to attend any District meetings whose primary purpose is to discuss issues relative to that year’s Delegate Assembly or House of Delegates meetings.
      5. Demonstrates a willingness to attend the Delegate Assembly prior to the House of Delegates meeting for which the member is being considered.

   b. **Representative to the PTA Caucus:**
      Criteria:
      1. Physical therapist assistants, retired physical therapist assistants, and life physical therapist assistants who have been elected or selected by the chapter.
      2. Representatives should be APTA members for at least two years prior to election or selection by the chapter.
3. The PTA Caucus recommends 2-year terms and election by all members of the chapter (physical therapist and physical therapist assistant).

4. Consents to serve if elected.

Method:
1. The Nomination form will be published in the July/August and September/October newsletters and available on the NYPTA web site. Chapter Office will send the nomination form to the District Chairs, PTA Committee and PTA liaisons.
2. All eligible nominees will be included on the slate.
3. Nominations from the floor will be accepted.
4. Ballots will be distributed to the District PTA Delegates only.
5. The Elections Committee will tabulate the ballots.
6. The Representative to the PTA Caucus will be elected by plurality vote, with the alternates ranked according to number of votes received. In the event of a tie, a lottery or those tied will determine the Representative, or the order of alternates.

B. Elections

1. Conduct of Elections
   a. The Elections Committee is responsible for conducting the elections, in accordance with such rules as the Delegate Assembly may adopt at each annual meeting. The Elections Committee is appointed by the Speaker of the Delegate Assembly. The Elections Committee is responsible for coordinating the activities surrounding the Chapter elections including the preparation, distribution, collection and tabulation of the ballots under the supervision of the Speaker of the Delegate Assembly (JC 6-07).
   b. The number of Delegates elected to the House of Delegates for the following calendar year will be equal to the number allocated for the current year. Should that allocation increase, the delegate position(s) will be filled from the alternate list in descending order of votes received. Should the allocation decrease, the elected delegates will be removed in accordance with votes received in ascending order.
   c. In the event of a tie for the last position of delegate to the House of Delegates, that delegate position will be selected by lottery of those tied.
   d. The remainder of the candidates shall be designated as Alternate Delegates and shall be called to serve as a delegate according to the greatest number of votes received.
      1. When an individual’s name appears on the elected delegate list and the individual is later chosen as a district Designated Delegate, the individual’s name shall be removed from the elected delegate list.
      2. Each district may submit the name of one alternate Designated Delegate. The alternate Designated Delegate will be selected to serve in the event the Designated Delegate cannot attend the House of Delegates.
      3. In the event a Designated Delegate slot is vacant and there is not an alternate, the position will be filled from the elected list. (JC 19-03)

2. Results of Elections
   Results of elections are announced by the Speaker of the Delegate Assembly at a session of the Delegate Assembly at which time the elected members are introduced. The Speaker administers the Oath of Office.
   a. Election vote tallies are to be kept confidential.
   b. The Elections Committee Chairman upon request will provide the vote tally of an individual candidate to that individual.
   c. The Elections Committee Chairperson, under the supervision of the Speaker, will forward a list of the elected delegates in alphabetical order and a rank ordered list of
the alternate delegates to the House of Delegates to the Chief Delegate immediately following the Delegate Assembly.

IV. JOB DESCRIPTIONS

A. NOMINATING COMMITTEE CHAIRERSON

General Description
Directs the members and activities of the committee to ensure that it meets the goals, objectives and charges as directed by the Delegate Assembly, Board of Directors and Executive Committee. Represents the committee at Board of Directors’ meetings (as budgeted).

Duties, Responsibilities and Authority
1. Assists in developing committee objectives.
2. Inform committee members of the objectives and their expected individual contributions and responsibilities.
3. Assists the Executive Committee in making committee member appointments in the event of a vacancy on the committee.
4. Prepares meeting agendas and distributes relevant information to all members prior to the meeting.
5. Presides at committee meetings.
6. Insures that a recorder is appointed to record minutes.
7. Approves final draft of minutes.
8. Prepares required written reports to be submitted in timely manner for inclusion in the Board of Directors’ packet.
9. Prepares motions to BOD based on report.
10. Attends all meetings of the Board of Directors and attends the Delegate Assembly.
11. Prepares required Annual Report to be submitted in timely manner for inclusion in the Delegate Assembly packet.
12. Prepares, in conjunction with the Communications Director, an educational article on the function and purpose of the Nominating Committee for publication in the Chapter newsletter.
13. Prepares, in conjunction with the Communications Director, an article to promote participation in the nomination process for publication in Chapter newsletter.
14. Selects, in conjunction with the Vice-Speaker and the other committee members, the Student PT and Student PTA Delegates to Delegate Assembly (see procedure, III. A. 4. b.).
15. With committee members, reviews nomination forms and prepares the slate for Officers and Nominating Committee. The committee also prepares the list of those members who wish to be considered for election as delegates to the House of Delegates and Representative to the PTA Caucus.
16. Prepares format for letters to selected candidates and to those not selected.
17. Prepares motions to Delegate Assembly, including slate of Officers, Nominating Committee and delegates to House of Delegates and PTA Caucus Representative.
18. Prepares a memorandum regarding following year's elections for inclusion in Delegate Assembly Handbook.
19. Attends Chapter Board of Directors’ meetings or appoints a designee to attend in his/her absence (as budgeted).
20. In consultation with the committee members, prepares an annual budget and submits it in a timely fashion as requested by the treasurer.
21. Oversees the budget of the committee.
23. Upon vacating the chairmanship, orients the new chairperson and newly elected committee member.

**Relationships**
Maintains close contact with the Chapter Office personnel associated with the committee activities. When appropriate, establishes contact with corresponding department or committee at APTA.

**B. NOMINATING COMMITTEE MEMBER**

**General Description**
Attends all meetings of the committee, prepares committee assignments and works toward the fulfillment of committee objectives.

**Duties Responsibilities and Authority**

1. Attends all meetings of the committee.
2. Attends Delegate Assembly.
3. Carries out individual assignments that are made by the committee chairperson.
4. Reviews all relevant material prior to the committee meetings. Prepares to make contributions and voice objective opinions concerning the committee issues.
5. Is aware of the specific responsibilities of the committee.
6. Selects, in conjunction with the Vice-Speaker, the Student PT and Student PTA Delegates to Delegate Assembly (see procedure, III.A.4.b).
7. Reviews, in conjunction with the committee chairperson, nomination forms and prepares the slate for Officers and Nominating Committee. The committee also prepares the list of those members who wish to be considered for election as delegates to the House of Delegates and Representative to the PTA Caucus.
8. Knows and follows the association’s practices, policies, and procedures as it pertains to the committee’s goals and objectives.

**Relationships:**
Maintains contact on status of assigned tasks with the committee chairperson.
V. SCRIPTING FOR NOMINATIONS AND ELECTIONS:

A. Report of the Nominating Committee: As part of the report, the slate is presented in the following manner:

"The Nominating Committee submits the following nominations. Will each candidate please rise as his/her name is called: FOR:
President __________________________
________________________
Vice President __________________________
________________________
“ etc,

B. Nominations & Elections:
1. Nominations
"The Nominating Committee moves to present the slate of (officers, or delegates to House of Delegates) as printed."
(Second)
"Nominations are now in order for (the office of __________, or Delegates to the House of Delegates). Are there any further nominations?"
(No second is required.)
"Nominations are now in order for (the Representative to the PTA Caucus). Are there any further nominations?"
(No second is required.)

a. If someone is nominated from the floor:
"Does __________ consent to serve if elected?"
1) If yes:
(Officers must be a PT or life PT member in good standing, have been an APTA member for two years preceding, consent to serve.)
(Nominating Committee - must be a PT or life PT member in good standing, been an APTA member for two years preceding, consent to serve)
(HOD - must be PT member of Chapter in good standing for two years immediately preceding.)
(PTA Caucus – Must be a PTAer in good standing who have been members of the PTA Caucus at least one year immediately preceding their election, or selection, and have consented to serve.)

"__________ is nominated. Do you have biographical information to be distributed? Are there any further nominations for _______?" etc.

2) If no: (or the candidate does not meet selection guidelines)
"I'm sorry, __________ is not eligible to be placed on the ballot."

b. If no one is nominated from the floor:
"If not, (pause), nominations for ____________ are closed."

2. Elections
Proceed with the elections:
“Ballots will now be distributed. (Please add ________, ________ to the ballot.) Those carrying more than one vote, please mark one ballot for each vote carried. Be sure to vote for only ______ candidate(s). Ballots with the wrong number checked will be considered invalid.”

C. Report of Elections:

1. “The following candidates have been elected: FOR:
   President ________________
   Vice President ___________ ,” etc.

2. “The following candidates have been elected as Delegates to the House of Delegates”
   (Report Delegates in alphabetical order; Alternates in rank order – both without vote count.)

3. “The following candidate has been elected as Representative to the PTA Caucus”

D. Oath of Office:

“Will the newly elected (a. members of the Executive Committee, or b. Chief Delegate to the House of Delegates, or c. Nominating Committee, or d. Board of Directors) please come forward for the installation pledge.”

“Please say 'I' followed by your name and repeat after me”: (see pledges and keep the phrases short!!!)

VI. INSTALLATION PLEDGE
Pledge made during installation in office:

A. For members elected to Executive Committee and Speaker:
   “I……….having been elected to office in the New York Physical Therapy Association, do agree to execute the duties of my office to the best of my abilities; to protect the rights and privileges of membership in the New York Physical Therapy Association; to repay with full measure the trust and confidence placed in me; and to assume these responsibilities upon adjournment of this Assembly and to fulfill them during my entire term of office.”

B. For Chief Delegate:
   “I………. having been elected to office in the New York Physical Therapy Association, do agree to execute the duties of my office to the best of my abilities; to protect the rights and privileges of membership in the New York Physical Therapy Association; to repay with full measure the trust and confidence placed in me; and to assume these responsibilities upon adjournment of the next Annual Meeting of the House of Delegates and to fulfill them during my entire term of office.”
C. For members elected to the Nominating Committee:
   “I……….. having been elected to the Nominating Committee of the New York Physical Therapy Association, do agree to execute the duties of my position to the best of my abilities; to provide the membership with qualified candidates for office; to assume these duties immediately and to fulfill them during my entire term of office”

D. For members elected to the Board of Directors:
   “I……….. having been elected to the Board of Directors of the New York Physical Therapy Association, do agree to execute the duties of my office to the best of my abilities; to protect the rights and privileges of membership in the New York Physical Therapy Association; to repay with full measure the trust and confidence placed in me; and to assume these responsibilities at the next meeting of the Board of Directors and to fulfill them during my entire term of office.”
The NYPTA is accepting nomination forms from any physical therapist student or physical therapist student member interested in serving as a Student Delegate to the Delegate Assembly. If you are interested, please: 1) fill out the information on this cover sheet, 2) fill out Part I of the form and 3) give the entire nomination form to a faculty member to fill out Part II and then mail to the NYPTA. The Nominating Committee, in conjunction with the Vice-President, will select two physical therapist students and two physical therapist assistant students from the submitted nominations.

Date: __________________________________________________________

Name: __________________________________________________________

(Please Print)

Signature: ______________________________________________________

School: _________________________________________________________

Year in Program: _________________________________________________

APTA Student Membership Number: _________________________________

(Please include this number on all pages of application.)

06 student delegate nomination form
NOMINATION FORM FOR STUDENT DELEGATE
TO THE NEW YORK PHYSICAL THERAPY ASSOCIATION
DELEGATE ASSEMBLY

Please complete Part I and then give to a faculty member to fill out Part II. The faculty member should mail the cover sheet and nomination form to NYPTA, 5 Palisades Drive, Suite 330, Albany, NY 12205. The form must be received on or before by __________ at 5 PM. There will be no exceptions to this deadline.

PART I:

1. APTA Student Membership Number: ________________________________

2. Please check one: ( ) PTA Student ( ) PT Student

3. Please give specific examples that demonstrate your leadership potential. (Examples may be from your academic career, employment, volunteer positions, community, sports, etc.)

4. Please describe any involvement you have had in APTA activities. (e.g. Attendance at District meetings, student liaison, attendance at student conclaves or Leadership Development Workshop, etc.)

5. Have you been involved in community/campus activities? ( )YES ( )NO
   If yes, please describe.
6. If you have received any honors/awards, please list them.

7. If selected as a student delegate, would you be interested in attending the Spring Board of Directors meeting in Albany, NY? (  ) YES  (  ) NO

8. Why did you join the APTA?

9. What suggestions would you have for improving student participation in the NYPTA?

10. Why would you like to be a Student Delegate to the Delegate Assembly?
Dear Faculty Member:
Thank you for taking the time to fill out Part II of this nomination form. We appreciated your support of the professional development of your students! To ensure student anonymity when being reviewed by the Nominating Committee, please do not refer to this student by name on this form. We will use the student’s membership number for identification purposes. Please return the entire application to the NYPTA, 5 Palisades Drive, Suite 330, Albany, NY 12205 on or before ______ at 5 PM. There will be no exceptions to this deadline.

PART II: Compared to other students in your program, please rate this student in the following categories:

<table>
<thead>
<tr>
<th>Category</th>
<th>SUPERIOR</th>
<th>ABOVE</th>
<th>AVERAGE</th>
<th>BELOW</th>
<th>UNABLE</th>
<th>TO RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall Leadership Potential</td>
<td></td>
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<tr>
<td>Involvement in campus/Community activities</td>
<td></td>
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<tr>
<td>Ability to articulate thoughts and ideas</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Contribution to classroom/learning environment</td>
<td></td>
<td></td>
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<tr>
<td>Involvement in APTA/Professional activities</td>
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<tr>
<td>Interpersonal Skills</td>
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<tr>
<td>Enthusiasm for profession</td>
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<td></td>
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<tr>
<td>Familiarity with practice issues</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>Adherence to ethical principles</td>
<td></td>
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</tr>
</tbody>
</table>

What is the one most outstanding characteristic that you would like us to know about this student when considering her/him for the delegate position?

Please feel free to make additional comments and attach them to this form.

Signed: __________________________ Title: __________________________
Date: __________
MEMO TO: Nominating Committee Members

FROM: Chair, Nominating Committee

RE: Student Physical Therapist Delegate & Student Physical Therapist Assistant Delegate Nominees Rating Form

NYPTA RATING FORM FOR STUDENT PHYSICAL THERAPIST DELEGATE AND STUDENT PHYSICAL THERAPIST ASSISTANT DELEGATE NOMINEES TO THE DELEGATE ASSEMBLY

<table>
<thead>
<tr>
<th>STUDENT DELEGATE NOMINEES</th>
<th>RATING 1-8 (#1 Being the Best)</th>
</tr>
</thead>
<tbody>
<tr>
<td>APTA Member #</td>
<td>1 2 3 4 5 6 7 8</td>
</tr>
<tr>
<td>APTA Member #</td>
<td>1 2 3 4 5 6 7 8</td>
</tr>
<tr>
<td>APTA Member #</td>
<td>1 2 3 4 5 6 7 8</td>
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<td>1 2 3 4 5 6 7 8</td>
</tr>
<tr>
<td>APTA Member #</td>
<td>1 2 3 4 5 6 7 8</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STUDENT AFFILIATE NOMINEE</th>
<th>RATING 1-8 (#1 Being the Best)</th>
</tr>
</thead>
<tbody>
<tr>
<td>APTA Member #</td>
<td>1 2 3 4 5 6 7 8</td>
</tr>
<tr>
<td>APTA Member #</td>
<td>1 2 3 4 5 6 7 8</td>
</tr>
<tr>
<td>APTA Member #</td>
<td>1 2 3 4 5 6 7 8</td>
</tr>
</tbody>
</table>

Submitted by ________________________________ Date____________________

Please fax this form to the Chapter Office on or before _____________

Student Delegate Rating Form
Dear PT/PTA Program Director:

As you know, each year the New York Physical Therapy Association selects two student physical therapists and two student physical therapist assistants to serve as delegates to the Delegate Assembly. The Nominating Committee appreciates your cooperation and assistance in making students in your program aware of this opportunity to serve as a representative of their fellow students at the NYPTA Delegate Assembly.

The next Delegate Assembly meets on __________ at the __________. The selected students’ travel and one night’s lodging expense will be reimbursed by NYPTA. Any interested students may complete the application process. You no longer need to nominate only one student from your program.

The students must be enrolled in a PT or PTA program and be a member of the APTA in order to be eligible to serve as a student delegate. Qualified candidates should display an interest in the activities of the NYPTA including their local district and demonstrate leadership skills relating to classroom, extracurricular or association related activities.

Interested students must complete the Cover Sheet and Part I of the nomination form. Students then give the entire nomination packet to a faculty member. The faculty member completes Part II and sends the entire packet (Cover Sheet, Part I and Part II) to the NYPTA Chapter Office, Attn. Director of Programs and Meetings, on or before __________ at 5 PM. There will be no exceptions to this deadline. The Nominating Committee will review all submissions and notify students of their status by __________.

Please share this information with your faculty and students. This is a great opportunity and I hope you will encourage your students to participate in this process!

Sincerely,

Chair, NYPTA Nominating Committee

Enc.
c: Nominating Committee
APPENDIX B
INFORMATION TO SHARE WITH CHAPTER AND DISTRICT LEADERSHIP TO FACILITATE/STRENGTHEN THE NOMINATION AND ELECTION PROCESS

A. Suggestions for Facilitating and Strengthening the Nomination Process

1. Submit your nomination early -- well before the deadline. The Nomination Form will be published in the Empire State Newsletter and is available year-round on the NYPTA web site. Individual members may obtain a copy of the form from Chapter Office as well.
2. Don't merely submit your nomination; let the person know of your support.
3. Encourage individual members and districts to nominate the names of eligible, well-qualified, active members. Duplicate and distribute the nomination form, "talk up" the importance of the nominating process, and educate others in the ways of identifying well-qualified individuals.
4. Consider nominating one individual's name for more than one position.
5. Consider, also, nominating more than one name for any one position.
6. Consider the criteria used by the Nominating Committee. This information is found in the Nominating Committee Procedure Manual, which can be accessed on the NYPTA web site.
7. Give special attention to an individual’s personal characteristics and accomplishments, and how these qualify the individual to execute the duties of the position.
8. Consider persons from outside, as well as within, your district.
9. Attend Annual Conference, Delegate Assembly and other meetings and programs with an intention to observe, listen to, meet, and identify potential candidates.
10. Do not be reluctant to nominate again an individual whom you nominated before (perhaps even two or three years in a row) but who was not selected as a candidate. Just because an individual was not on the slate before does not mean that the Nominating Committee thought that he/she was not qualified. Persistence may pay off. For the same reason, do not be reluctant to nominate an individual who was a candidate before but was not elected.
11. Don't overlook the possibility of nominating your own name.
12. When the Nominating Committee's slate or list of candidates is published, consider, if you think you must, the alternative of placing a person in nomination from the floor. (Refer to the NOMINATION AND ELECTION PROCESS, A. 3 Nomination From the Floor, which is found in the Nominating Committee Procedure Manual). To be realistic, the use of this alternative will have a greater likelihood of success if it is planned before arriving at the Delegate Assembly. Establish and maintain contact with the individuals whose names you nominate if you anticipate using this alternative way of nominating in the event that your nominations are not selected by the Nominating Committee.
B. Suggestions for Strengthening the Election Process

1. Encourage members and delegates to study the duties of the Officers, Board of Directors and Nominating Committee members, which can be found in the NYPTA bylaws. The NYPTA bylaws are available on the NYPTA web site or from Chapter Office.

2. Encourage members and delegates to learn all they can about candidates from the candidates themselves, from persons or districts familiar with their personal characteristics and accomplishments, and from previous participation in Chapter activities.

3. Encourage members, in promoting candidates at chapter and district meetings of the Delegate Assembly, to vote for the persons who appear to be best qualified to execute the duties and responsibilities of the positions for which they have been slated. A vote for a candidate is a commitment to entrust that person with the duties and responsibilities of an elected position for the entire length of the term.
Dear __________________:

You have been nominated for selection as a candidate for the following office(s) within the New York Physical Therapy Association: name of office here.

Serving as a Chapter official is both an honor and a responsibility. Please reflect on your willingness to serve and indicate your decision on the enclosed Biographical Data Record and Consent to Serve Form. Whether or not you consent to serve, please return this form to Chapter Office. If you do consent to serve, please complete the Biographical Data Record and Consent to Serve Form return to Chapter Office. The forms must be received in Chapter Office on or before NOVEMBER 1ST at 5 PM. There will be no exception to this deadline.

To assist you in making your decision, I have enclosed a description of all duties pertinent to the office(s) for which you have been recommended. Please keep in mind that consenting to serve and being slated as a candidate for office are two separate events.

The Nominating Committee will formulate a slate of candidates from among those individuals who are both eligible and consent to serve for all Chapter offices to be filled by election next year. For your information these offices are: _____________ and Nominating Committee Member. The committee’s goal is to have the slate finalized by November 20th.

If you consent to serve, and if you are slated as a candidate for an office, you will be required to do the following:

1. Provide any size photo for publication in the Empire State Physical Therapy newsletter. This must be received in Chapter Office on or before __________.
2. You will receive a question from the Nominating Committee by __________. You are required to submit a brief written response (250 words or less) to this question on or before __________.
3. Attend the “Meet the Candidates” reception to be held at the __________ on __________. This reception provides delegates and Chapter members with the opportunity to meet and speak with each candidate for office in an informal setting.
4. Attend Delegate Forum on __________
5. Attend Delegate Assembly on __________.

Congratulations on having been nominated for office in NYPTA. Good luck with your decision. The New York Physical Therapy Association needs informed, productive, energetic people like you. If the Nominating Committee may be of further assistance to you, please contact us as follows:

----------------------------------------------------------------------------------------

PLEASE CHECK BELOW AND RETURN A COPY TO THE CHAPTER OFFICE: .................................................................

_____ If chosen, I consent to serve in the office(s) of: ____________________________
_____ Complete the Biographical Data Form
_____ I decline to serve at this time.
_____ I would be interested in future consideration.

NAME THE NOMINATING COMMITTEE AND CONTACT INFORMATION

Chair, Nominating Committee

Attachments: Biographical Data Record
Position Description

Nomination Letter
NEW YORK PHYSICAL THERAPY ASSOCIATION
BIOGRAPHICAL DATA RECORD FORM

The purpose of this document is to compile a consistent body of data for each individual consenting to serve in a Chapter office. In the event that you are slated as a candidate, this data will be organized and printed in the Chapter Newsletter. It is also typically reprinted in the Delegate Assembly handbook. The information will reflect what you wish the membership to know about you and your credentials. The Nominating Committee reserves the right to edit the information you supply for consistency among candidates and to meet Newsletter space limitations. Please feel free to contact any member of the Nominating Committee as instructed in the cover letter for assistance. Thank you for your time and effort.

PLEASE PRINT OR TYPE BRIEF DESCRIPTIONS, EXACTLY AS YOU WISH THE INFORMATION TO APPEAR.

NAME:_____________________________________________________________________________

(Include personal and professional initials as desired.)

NYPTA DISTRICT:__________________ DATE OF MEMBERSHIP IN CHAPTER: _____________________

COMPLETE HOME ADDRESS:_______________________________________________________________________________

HOME PHONE:__________________ WORK PHONE:____________ E-MAIL ADDRESS: ______________

EDUCATION: (List degree(s), years, and institutions.)
_________________________________________________________________________________
_________________________________________________________________________________

PRESENT EMPLOYMENT: (Briefly elaborate on title, job description, and time frame.)
_________________________________________________________________________________
_________________________________________________________________________________

APTA ACTIVITIES: (List pertinent district, chapter and national activities/offices appointments and time frames)
National: (APTA offices, Panels, Task Forces, etc.)
_________________________________________________________________________________
_________________________________________________________________________________

Chapter: (NYPTA offices, Committees, Task Forces, NY delegate to House of Delegates, etc.)
_________________________________________________________________________________
_________________________________________________________________________________

District: (Offices, Committees, Task Forces, district delegate to Delegate Assembly, etc.)
_________________________________________________________________________________
_________________________________________________________________________________

ADDITIONAL INFORMATION: (If desired.)
_________________________________________________________________________________
_________________________________________________________________________________

_________________________________________ ___________________________________________
Signature Date

COMMENTS:
_________________________________________________________________________________

Please Return by DECEMBER 1ST at 5 PM
There will be no exceptions to this deadline.

To: Nominating Committee
New York Physical Therapy Association
5 Palisades Drive, Suite 330
Albany, NY 12205
Telephone: 518-459-4499/Fax: 518-459-8953

Biographical Data Form
LETTER SENT TO SLATED CANDIDATES

Dear _________:

I am pleased to notify you that you have been selected as a candidate for the office of ________________ of the New York Physical Therapy Association. The elections are scheduled for __________, at the __________ during the business session of the Delegate Assembly.

We will need to have your photograph and biography for the Empire State Physical Therapy Newsletter under. In addition, the Nominating Committee requests that you provide a written statement answering the question below:

_____________________________________________________________________________

Your response should be 250 words or less and will be printed in the March newsletter as well as appear on the NYPTA web site. In order to preserve the style of your original text, your written statement will be corrected for punctuation and spelling only. Your statement must be emailed to _________ on or before ________. There will be no exceptions to this deadline.

The purpose of this statement is to provide insight for the NYPTA membership as to how you would perceive your role as an elected official of the NYPTA. This also provides you with an opportunity to communicate with all members of NYPTA whether or not they are a delegate and attending the Delegate Assembly and the “Meet the Candidate Reception”. In addition, it will provide delegates to the Delegate Assembly with some of your ideas and will hopefully generate questions, comments, etc. which they will be able to discuss with you at the reception.

Please plan to attend the “Meet the Candidates” reception scheduled for __________, at __________. All candidates will be briefly introduced. The remaining time will be devoted to allowing those members attending the reception to speak with you. This is an informal session. I will be contacting you as we get closer to the date with further details.

Candidates are also introduced at the Delegate Assembly. If you are not serving as a delegate to the Assembly, you may wish to sit in the gallery as an observer so that you may be introduced with the other candidates. Remember that candidates may be nominated from the floor of the Delegate Assembly. This mechanism has been used in recent elections, so please remember that even an unopposed candidate may face an opponent at the last moment.

I have also enclosed a copy of the entire slate. The slate will be posted on the website on __________. In order to be sure that individuals not slated have received their letters before the slate is made public, I ask that you not share your selection or any information about the slate until that date.

Please feel free to contact me should you have any questions or need any clarification of the above requirements or deadlines. I may be reached in the evenings at _________.

On behalf of the Nominating Committee, I congratulate you on your candidacy and thank you wholeheartedly for consenting to serve the Chapter. Good luck!

Chair, Nominating Committee
Dear ,

I would like to take this opportunity to thank you for stepping forward to be considered for election to the office of Nominating Committee member for the Chapter elections. Consenting to serve for a NYPTA position shows a marvelous commitment to the profession and to the New York Physical Therapy Association. Thank you for your willingness to serve your profession.

We were very fortunate to have many qualified individuals who were nominated for this position and consented to serve. I regret to inform you that you have not been selected as a candidate for this election. The Nominating Committee has taken notice of your talents and willingness to serve and hopes that we will see you on a ballot in the future.

We are very grateful to have qualified individuals, like you, willing to serve. That is what makes NYPTA a strong, viable and responsive organization.

Thank you again for your willingness to be considered as a candidate for election to office in the NYPTA.

Sincerely,

Chair, NYPTA Nominating Committee
Dear ____________,

I would like to take this opportunity to thank you for stepping forward to be slated for Nominating Committee for the Chapter elections. Consenting to serve for a NYPTA position shows a marvelous commitment to the profession and to the New York Physical Therapy Association. We are very pleased to have such dedication in our organization and understand that this commitment is of your time, your resources and your energy. NYPTA thanks you.

When we held our meeting 10 days after the consent to serve forms were due, we had not received your consent to serve forms and therefore were unable to consider you at this time for slating. The Nominating Committee has taken notice of your talents and willingness to serve and hopes that we will see you on a ballot in the future.

We are very grateful to have qualified individuals, like you, willing to serve. That is what makes NYPTA a strong, viable and responsive organization.

If you have any feedback regarding your experience, which would assist the Nominating Committee, when slating candidates in the future, please let me know.

Again, my sincere thanks to you for your willingness to be slated as a candidate.

Sincerely,

Chair, Nominating Committee
LETTER SENT TO STUDENTS SELECTED AS DELEGATES

Name
Address

Dear:

I am very pleased to inform you that you have been selected to serve as a Student Delegate to the New York Physical Therapy Association Delegate Assembly.

As a selected Student Delegate, you are invited to attend the following functions:

Delegate Assembly Registration CAN INCLUDE TIMES HERE
Meet the Candidates Reception
Delegate Forum
Delegate Assembly

Delegate Assembly

All delegates are invited to attend these functions, and a representative from the Nominating Committee will be at the registration area to greet you personally. You will need to present your current APTA membership card for admission to the Delegate Assembly.

The NYPTA Board of Directors has approved reimbursement of expenses for PT/PTA Student Delegates this year. We will reserve a hotel room for you for the night of ________, at ________. A Chapter expense voucher, reimbursement guidelines and directions to the hotel are enclosed for your convenience. Reimbursement will be made at one-half the average double room rate when a double room can be arranged by the Chapter office and at the average single room rate when the Chapter cannot arrange for a double room. A shared room will be reserved for you.

You will receive notice of the posting of a Delegate Assembly Handbook prior to the Delegate Assembly that contains the upcoming motions, committee and officer reports, etc. You may want to contact your District Chair or Director (list enclosed) for information on meetings in your District that pertain to the Delegate Assembly. I am sure they would be most happy to have you attend any of the District's meetings.
Please contact the Assistant Director of Programs at the Chapter Office (1-800-459-4489) to confirm that you will be serving as a Student Delegate at the Delegate Assembly on or before __________. She will be pleased to hear from you and answer any questions you may have.

On behalf of the Nominating Committee, I congratulate you and thank you for your commitment to the APTA. I hope that this is the first of many activities that you will participate in at the Chapter level. We look forward to your active involvement in NYPTA when you graduate. I am sure you will find this both an educational and worthwhile experience. I look forward to meeting you in Albany, NY!

Sincerely,

Chair, Nominating Committee

cc: Committee Members

enc: Expense Voucher
Directions to Hotel
List of Chapter Directors

Student Delegate Selected
LETTER TO STUDENTS NOT SELECTED AS DELEGATES

Name and Address

Dear Ms./Mr.:

On behalf of the NYPTA Nominating Committee, I wish to thank you for your interest in serving as a Student Delegate to the New York Physical Therapy Association’s Delegate Assembly. Thank you also for the time and effort involved in completing and submitting the Student Delegate Nomination Form.

We had a wonderful response from student physical therapists (OR student physical therapist assistants) interested in serving as delegates and we had a very difficult time selecting just two from this year’s group of applicants. Regretfully, we are unable to offer you one of the two openings this year.

I look forward to your future participation in APTA at the District, Chapter or National level. Although you may not be serving as a delegate representing your fellow students, you are encouraged to attend the Delegate Assembly as an observer. Or, if you prefer, we would be honored to have you serve as a Teller at the Delegate Assembly. I have attached a copy of the job description for a member of the teller’s committee to help you make your decision. This is an experience I think you would find both worthwhile and educational. If you would like to do so, please contact the Assistant Director of Programs at Chapter Office by ___________. Her telephone number is (800) 459-4489. For admission to the Delegate Assembly on ___________, you need only present a current APTA membership card. Though the Delegate Assembly is scheduled for ___________, if you decide to serve as a Teller you will only need to be there on ___________.

Certainly, APTA needs more students like you who have an interest in participating in the growth of our profession.

Sincerely,

Chair, NYPTA Nominating Committee

Enc.

C: Nominating Committee
John Jones, PT
3 South Street
Some City, NY

Dear John:

On behalf of the Nominating Committee I wish to thank you for your willingness to be slated as a candidate for office. You have ably served this association in a variety of roles and I know that you will continue to do so. I hope that in the future, you will step forward again and agree to be slated as a candidate for office in the NYPTA. Your contribution of ideas, energy, and talent is what makes NYPTA foster the goals of the APTA and lead our profession toward the 2020 vision.

Thank you again for your participation in the Chapter election process.

Sincerely,

Chair, Nominating Committee

c: Nominating Committee
FIVE YEAR PLAN
Do you have a five-year plan? NYPTA is looking for leaders. Please complete the form below to let the Nominating Committee know what offices you MAY consider running for in the near future, including an approximate time frame. For job descriptions, please see page two. Thank You.

_______ President
___ 1yr.  ____ 2-4yrs.  ____ 5 yrs.

_______ Vice President
___ 1yr.  ____ 2-4yrs.  ____ 5 yrs.

_______ Secretary
___ 1yr.  ____ 2-4yrs.  ____ 5 yrs.

_______ Treasurer
___ 1yr.  ____ 2-4yrs.  ____ 5 yrs.

_______ Speaker
___ 1yr.  ____ 2-4yrs.  ____ 5 yrs.

_______ Chief Delegate
___ 1yr.  ____ 2-4yrs.  ____ 5 yrs.

_______ Nominating Committee
___ 1yr.  ____ 2-4yrs.  ____ 5 yrs.

Name ___________________________________________

District__________________________________________

Telephone________________________________________

Email____________________________________________
PRESIDENT

The President serves as the official spokesperson for the Chapter, presides at all meetings of the Board and the Executive Committee, assumes the leadership of Chapter activities and makes every effort to develop the Chapter in accordance with policies of the Association. The President also serves as a delegate to the House of Delegates and as an ex-officio member without vote on the Finance Committee.

VICE-PRESIDENT

The Vice President succeeds to the Presidency for the unexpired term if, for any reason, the President cannot serve, assists the President in the discharge of duties and officiates in the absence of the President or on request. The Vice President also serves as a member of the Executive Committee and as Vice-Speaker of the Assembly. In addition, the VP coordinates and acts as ex-officio member of all committees except Nominating, Finance, Ethics, and Judicial/Reference.

SECRETARY

The Secretary records and keeps the minutes of the meetings of the Executive Committee, Board of Directors and Delegate Assembly and releases them for distribution to the members of the board, serves as a member of the Executive Committee, and prepares the annual report of chapter activities.

TREASURER

The Treasurer serves as custodian of all funds of the Chapter, works with the Finance Manager to keep true and accurate accounts of receipts and disbursements of the Chapter, serves as chairman of the Finance Committee and a member of the Executive Committee, and submits quarterly and annual written reports to the Board of Directors and Delegate Assembly.

SPEAKER OF THE ASSEMBLY

The Speaker of the Assembly presides at meetings of the Assembly and prepares the agenda for meetings of the Assembly. The Speaker also serves as an ex-officio member on the Judicial/Reference Committee.

CHIEF DELEGATE

The Chief Delegate serves as the coordinator and principle spokesman for the Chapter delegation and presents to the House of Delegates (HOD) on such matters as are directed by the Board and/or Assembly, presides over meetings of the Chapter Delegates to the HOD, serves as ex-officio member of the Board without a vote, prepares and distributes caucus schedules for the Chapter Delegation to the HOD, orients the Chapter Delegation to their roles and responsibilities, delegates responsibilities to the Delegates prior to and during the HOD, and submits a summary report of HOD activities to be published in the newsletter.

NOMINATING COMMITTEE MEMBER

The Nominating Committee Member develops a slate of candidates for vacancies of Chapter offices, Nominating Committee and Delegates to the APTA House of Delegates, runs the election process at the Delegate Assembly, assists the Vice Speaker in selecting Student Delegates.
NOMINATION FORM

Term of Office: 2012-2014

Nominations are being accepted for the offices of Treasurer, Secretary, Chief Delegate and Nominating Committee member (1).

Instructions:
Complete one copy of this form for each nominated individual. Submit this form to the Chapter Office. If you wish, you may nominate a person for more than one elected position on this form. The completed form(s) must be RECEIVED by the Chapter Office no later than OCTOBER 15, 20XX at 5:00p.m. There will be no exceptions to this deadline.

Please print or type.
Individual’s full name: ________________________________________________________________

Complete home or work address: ________________________________________________________

_________________________________________________________________________________

Telephone numbers: (H) (___) _______________ (W) (___) __________________________

The above individual is recommended for election to the following office:
________________________________________________________________________________

The Chapter Office will solicit the consent to serve and biographical information from the person you nominate. The individual must have been an active member for at least two years by the election date and be qualified to execute the duties of the elected position(s).

Please print or type.
Your full name: ________________________________________________________________

District: _______________________________________________________________________

Your signature: __________________________________________________________________

Date: ________________________________________________________________________

Designate in what official capacity you are submitting this form; e.g., elected District Officer, Chapter Committee Chairperson, or Chapter Member. If no designation is noted, the Chapter Member capacity will be assumed.

☐ On behalf of committee: ____________________ ____________________

☐ On behalf of a district: ____________________ ____________________

☐ Individual member: ____________________ ____________________
APPENDIX F
NOMINATION FORM FOR DELEGATE TO THE HOUSE OF DELEGATES

HOUSE OF DELEGATES NOMINATION FORM

Nomination Form and NYPTA Consent to Serve Form for Delegates to APTA’s 2010 House of Delegates
June 14-16, 2010, in Boston, MA

DEADLINE: December 15, 20XX

Instructions:

Individuals wishing to become Delegates to the APTA House of Delegates must now submit their own Nomination Forms. Please print or type on the form below and mail or fax it to the Chapter Office (NYPTA), 5 Palisades Drive, Suite 330, Albany, NY 12205. The completed form must be RECEIVED in Chapter Office by December 15, 2008 at 5:00p.m. There will be no exceptions to this deadline.

Qualifications:

Only active members who have been APTA members in good standing for two years immediately preceding the annual meeting of the House of Delegates for which they are elected may serve as Chapter Delegates.

Full name of nominee: ______________________________________________________________
Address: __________________________________________________________________________
Phone: (H) ( ) ______________________ (W) ( ) ________________________________________
Email: _____________________________________________________________________________
Current District Affiliation: _________________________________________________________
Date of membership in Chapter: _____________________________________________________

Please list specific Chapter, District or National Association activities (offices, committees, etc.) in which you have been involved. Please include dates and be specific. The information you provide is used by the Delegate Assembly to evaluate candidates. (Please attach your Association activities to this form, using additional sheets if more space is necessary.)

Chapter: __________________________________________________________________________

District: __________________________________________________________________________

National: __________________________________________________________________________

The conditions below are mandatory pre-Delegate activities required for Delegates to the House of Delegates. Please initial your consent adjacent to the statements:

_____ IF ELECTED, I WILL ATTEND DISTRICT MEETINGS WHOSE PRIMARY PURPOSE IS TO DISCUSS ISSUES RELATIVE TO THE DELEGATE ASSEMBLY OR HOUSE OF DELEGATES MEETINGS.

_____ IF ELECTED, I WILL ATTEND THE DELEGATE ASSEMBLY HELD PRIOR TO THE HOUSE OF DELEGATES MEETING FOR WHICH I AM ELECTED.

Date __________________________ Signature __________________________
APPENDIX G
NOMINATION FORM FOR PTA CAUCUS REPRESENTATIVE

New York Chapter Nomination Form
Representative to the 2012 and 2013 PTA Caucus

DEADLINE: December 15, 20XX

Instructions:
Please print or type on the form below and mail or fax it to the Chapter Office (NYPTA, 5 Palisades Drive, Suite 330, Albany, NY 12205) by the deadline above. The completed form must be received in Chapter Office by December 15, 2008 at 5:00p.m. There will be no exceptions to this deadline.

Qualifications:
Only PTA or life PTA members of the PTA Caucus who have been Association members for one year immediately preceding election may serve as Chapter Representative.

Full name of nominee: ________________________________

Address:  ________________________________________________________________________________________
______________________________________________________________________________________________

Phone:  (H) (____) ______________
(W)(____) ______________

Email:  ________________________________________________________________________________________

Submitted by:  _________________________________________________________________________________

Membership Number:  __________________________________________________________________________

Date of Membership in Chapter:  __________________________________________________________________

If this is a self-nomination, please sign below showing your consent.

__________________________________________________________________________

Date  Signature

Please mail or fax this form to
New York Physical Therapy Association
5 Palisades Drive, Suite 330
Albany, NY 12205

Fax: (518) 459-8953