RULES OF ORDER OF THE WESTERN DISTRICT OF THE ILLINOIS PHYSICAL THERAPY ASSOCIATION

Adopted 7/13/13.

1. NAME AND JURISDICTION
   a. The name of this professional organization shall be the Western District of the Illinois Physical Therapy Association, a Chapter of the American Physical Therapy Association and is hereinafter referred to as the DISTRICT. The Illinois Physical Therapy Association is hereinafter referred to as the CHAPTER. The American Physical Therapy Association is hereinafter referred to as the ASSOCIATION.

2. LEADERSHIP
   a. The Officers of the DISTRICT shall consist of Chair, Vice Chair, and Secretary/Treasurer.
      i. The Chair and Vice Chair must meet the requirements specified in the CHAPTER bylaws.
      ii. The Secretary/Treasurer must be a PT, Life PT, PTA, or Life PTA member of the CHAPTER and in good standing for at least 2 years preceding their election, be a member of the DISTRICT, and consent to serve.
      iii. All District Officers shall serve a term of two years, commencing on the January 1 following their election. No officer shall serve more than two consecutive terms in the same office.
   b. In addition to the duties outlined in the CHAPTER bylaws, policies and procedures:
      i. The Chair shall:
         1. Preside at all DISTRICT meetings;
         2. Serve as the Senior Assembly Representative for the District;
         3. Establish DISTRICT committees and appoint committee chairs and members as necessary with the approval of the DISTRICT;
         4. Appoint individuals to fill vacant DISTRICT officer and nominating committee positions as needed until elections can occur;
         5. Appoint DISTRICT member representatives to CHAPTER committees;
         6. Attend or appoint a designee to attend Board of Directors meetings;
         7. Prepare and submit DISTRICT reports to the CHAPTER Board of Directors and Assembly of Representatives as requested.
         8. Ensure a smooth knowledge transition to the next elected Chair
      ii. The Vice Chair shall:
         1. Assume the duties of the Chair if he/she is unable to fulfill his/her duties;
         2. Maintain the DISTRICT Rules of Order so that they are in compliance with the CHAPTER bylaws;
         3. Coordinate the location of DISTRICT meetings and communicate DISTRICT meeting details to the CHAPTER office.
         4. Ensure a smooth knowledge transition to the next elected Vice Chair
      iii. The Secretary/Treasurer shall:
1. Take and submit to the CHAPTER office the minutes and/or meeting summary of all DISTRICT meetings;
2. Carry on the official correspondence of the DISTRICT;
3. Notify members and CHAPTER of DISTRICT meetings and events. Meeting notices shall include the date, time and location at least 3 weeks prior to the date of each meeting;
4. Keep an accurate record of meeting and educational program attendance. This may be in the form of a sign in/out sheet;
5. Ensure that the DISTRICT records are kept and retained in accordance with CHAPTER policies;
6. Prepare and submit an annual budget in accordance with CHAPTER policies.
7. Ensure a smooth knowledge transition to the next elected Secretary/Treasurer

3. DELEGATE TO THE ASSOCIATION
   a. The DISTRICT shall elect one Delegate to the ASSOCIATION House of Delegates that is a current DISTRICT member and meets the requirements specified in the ASSOCIATION and CHAPTER bylaws.
   b. Alternate Delegates, if needed, shall be selected from the pool of candidates remaining in the order of the number of votes received after the election of the DISTRICT Delegate.
   c. In addition to the duties outlined in the ASSOCIATION and CHAPTER bylaws and policies, the DISTRICT Delegate shall:
      i. Be a DISTRICT member as of September 1 of the year of election;
      ii. Report to the DISTRICT prior to the annual HOD to provide for DISTRICT input on upcoming business of the House of Delegates and after annual House of Delegates to inform the DISTRICT of actions taken.
   d. The DISTRICT Delegate shall serve a term of two years, commencing on January 1 following his/her election.

4. REPRESENTATIVES TO THE CHAPTER
   a. The DISTRICT shall annually elect Representatives to the CHAPTER Assembly in accordance with the CHAPTER bylaws.
   b. In addition to meeting the requirements of the CHAPTER bylaws, representatives shall:
      i. Be a DISTRICT member as of September 1 of the year of election;
      ii. Report to the DISTRICT prior to the annual Assembly to provide for DISTRICT input on upcoming business of Assembly and after annual Assembly to inform the DISTRICT of actions taken;
      iii. Be responsible for preparing for the Assembly, including but not limited to participating in pre-Assembly conference calls.
   c. Representatives shall serve a term of two years, commencing on the January 1 following his/her election.

5. COMMITTEES
a. Nominating Committee
   i. The Nominating Committee shall consist of three DISTRICT members who shall be elected by the DISTRICT membership.
   ii. One member shall be elected each year for a three-year term. The senior member shall chair the committee. The newly elected member shall take office on January 1 following his/her election.
   iii. The Nominating Committee shall, in addition to the duties outlined in the CHAPTER bylaws, financial policies, and procedures:
        1. Prepare a list of nominees for each office from those consenting to serve, attempting to secure at least two candidates for each open position.
        2. Promote ASSOCIATION, CHAPTER and DISTRICT leadership opportunities and professional development activities to the DISTRICT.
        3. Communicate with the CHAPTER Nominating Committee on a regular basis.

b. Committees of the CHAPTER Board of Directors
   i. The DISTRICT shall attempt to provide member representatives to each CHAPTER committee as required/requested.
   ii. The Chair shall appoint DISTRICT member representatives to CHAPTER committees to one year terms expiring December 31 of the year appointed.

c. Committees of the DISTRICT
   i. DISTRICT committees shall be created by the Chair as are deemed necessary and with the approval of the DISTRICT membership.
   ii. The creation of the committee shall include purpose, objectives, reporting mechanisms, and process of evaluation.
   iii. The length of appointment, size, and composition of committee shall be appropriate to the task of the committee as determined by the Chair.

6. MEETINGS
   a. In addition to the requirements of the DISTRICT outlined in the CHAPTER bylaws, policies and procedures, the DISTRICT shall:
      i. Conduct business of the DISTRICT when there is a minimum of ten voting members (of which at least seven are PT or Life PT members), or 2% of the DISTRICT membership as of January 1st of the current year (of which at least 70% are PT or Life PT members), whichever is greater, present.
      ii. Business meetings and educational events can incorporate technology to enhance the level of DISTRICT member participation and voting.
      iii. There shall be no recording of educational programs sponsored by the DISTRICT unless permission has been obtained in advance from the speaker.
      iv. Ensure Americans with Disabilities Act (ADA) compliance for members with special needs.
a. Elections shall be held by mail or electronic ballot and in accordance with the timetable set forth annually by the CHAPTER.
b. Election shall be determined by plurality.
c. In odd numbered years, the DISTRICT shall elect:
   i. Chair
   ii. Secretary/Treasurer
   iii. Nominating Committee Member
   iv. ½ of the DISTRICT Representatives to the CHAPTER Assembly
d. In even numbered years, the DISTRICT shall elect:
   i. Vice Chair
   ii. Delegate to the ASSOCIATION HOD
   iii. Nominating Committee Member
   iv. ½ of the DISTRICT Representatives to the CHAPTER Assembly

8. CHAPTER AS A HIGHER AUTHORITY
   a. In addition to these rules of order, the DISTRICT is governed by the ASSOCIATION AND CHAPTER Bylaws, Standing Rules, policies and procedures.

9. AMENDMENTS
   a. Proposed changes to the DISTRICT Rules of Order require a simple 2/3 majority vote by the members present at a meeting of the DISTRICT.
   b. Upon passing, proposed changes must be sent to the CHAPTER Board of Directors for final approval before taking effect.
   c. Any changes passed by the CHAPTER Board of Directors will include a date of adoption.