

The
Glossary
Of
American Occupational Therapy
Association

2008

Glossary

Term	Definition
Absence	Failure to attend or appear when expected; the state of being away or not present (e.g., the Treasurer is not present for the Association Annual Business Meeting).
Accreditation	The process by which an agency or organization evaluates and recognizes a program of study or an institution as meeting certain predetermined qualifications or standards. It applies only to institutions and their programs of study or their services.
ACOTE®	Accreditation Council for Occupational Therapy Education
Ad Hoc	A special body (e.g., committee, task force, task group, body), not established by the Bylaws. An ad hoc body is appointed for a specific purpose and assigned a specific task that is not an ongoing function in the Association.
Advisory	Having the function of giving advice, usually with the implication that the advice given need not be followed.
Affiliate	An Affiliate is a professional organization representing OTs, OTAs, and student members within an individual state, commonwealth, the District of Columbia, or Puerto Rico that has been recognized by the Association.
Agenda (plural for Agendum)	A list of things to be done, especially the program for a meeting (e.g., the order of business of the Assembly meeting).
Alternate Representative/ Alternate Delegate	The person next in rank to the Representative/Delegate who succeeds to the position of Representative/Delegate on the resignation, removal, death, or disability of the Representative/Delegate. The alternate may act for the Representative/Delegate in the absence or on the command of the Representative/Delegate.
Amendments	Changes to the Bylaws that are neither revisions nor technical corrections.
Annual Business Meeting	The scheduled gathering of Association members that must occur at least one time per year.
Annual Conference	A meeting of persons from across the country to discuss or consult on various topics or issues (e.g., the Annual Conference of the Association).
AOTF	American Occupational Therapy Foundation
Appeal	Make an earnest request (e.g., an officer pleads against removal from office).

Glossary

Term	Definition
Approval	This is synonymous with ratification.
Articles of Incorporation	The original statements that provided the framework for the development and organization of the Association.
ASAP	Affiliated State Association Presidents
Assembly	A group of people meeting as a deliberative or lawmaking body.
ASD	Assembly of Student Delegates
Associated Body of the Board	A body that operates at “arm’s length” according to specific legal or regulatory requirements to achieve its stated purpose.
Association	An organized body of people who have some interest, activity, or purpose in common (e.g., The American Occupational Therapy Association, Inc.).
Association headquarters	The headquarters of the Association, which houses the staff who are responsible for carrying out activities as assigned by the Board or Assembly.
Award	An honor that is conferred on designated individuals (e.g., Slagle Lectureship or Award of Merit).
Ballot	A written or printed paper used to cast or register a vote (e.g., a printed piece of paper containing the names of candidates and instructions for voting).
Board	A group of people chosen to make executive or managerial decisions for an organization.
Board	The Board of Directors
Body	An organized group of individuals that has an official function.
Boundaries	A border or limit (e.g., the border that defines an election area or state association).
Budget	An estimate of expected income and expenses, an itemized allotment of funds for a given year (e.g., a yearly allotment of Association funds for a committee).
Bylaw	A rule adopted by an organization for the governance of its members and the regulation of its affairs (e.g., the Bylaws of The American Occupational Therapy Association, Inc.).
BPPC	Bylaws, Policies, and Procedures Committee

Glossary

Term	Definition
Censure	A formal expression of strong disapproval that is public.
Certification	The process by which a nongovernmental agency or association grants recognition to an individual who has met certain predetermined qualifications specified by that agency or association.
Chairperson	The presiding officer
Commission	A group of people authorized or directed to carry out a duty or task. A commission is responsible for a broad area of information relevant to the Association.
CCCPD	Commission on Continuing Competence and Professional Development
COE	Commission on Education
COP	Commission on Practice
Committee	A body of one or more persons, elected or appointed by the Board or Assembly, to consider, investigate, or take action on certain matters or subjects.
Communication	The means of sending or giving messages, orders, and so forth, including telephone, telegraph, radio, books, films, and e-mail.
Component	An element or part of something larger in structure and organization (e.g., a subcommittee is a component of a committee).
Council	An appointed or elected body of people with an administrative, advisory, or representative function.
Credentials	Evidence of authority, status, rights, entitlement, or privileges, usually in written form (e.g., written notice of election of a person as a representative from an election area).
CRAC	Credentials Review and Accountability Committee
Delegate	Somebody chosen to represent or given the authority to act on behalf of another person, group, or organization (e.g., at a meeting or conference).
Dissolution	The breaking up or undoing of an Assembly or organization (e.g., the dissolution of The American Occupational Therapy Association, Inc.).
Duty	Something that one is expected or required to do by moral or legal obligation (e.g., conduct the meeting).

Glossary

Term	Definition
Editorial	To alter, adapt, or refine, especially to bring about conformity to a standard or to suit a particular purpose.
Education	The act or process of importing or acquiring general knowledge and of developing the powers of reasoning and judgment.
Election	The selection of a person or persons for office by vote (e.g., choosing a President, Secretary, etc.).
Election-Area	A geographic area or class of persons that is defined as eligible for Representation in the Assembly.
Election-Area Affiliate	A professional Association in a particular state, commonwealth, district, territory, or possession that has been recognized by the Association.
Emblem	A sign, design, or figure that identifies or represents (e.g., the “practice patch,” which identifies the person as an OT or OTA).
Emergency, Association	An emergency that would alter the Association’s ability to effectively conduct business may be declared by the Executive Director, President, or Vice President.
Emergency, National	Declared by the President of the United States or Congress that results in restriction of travel, expenditures or collections, or personal activity, and a temporary policy or procedure is required to meet the situation.
Ethics	A body of moral principles or values.
EC	Ethics Commission
Ethics Standards	A term that includes three documents: the <i>Occupational Therapy Code of Ethics</i> , <i>Core Values and Attitudes</i> , and <i>Guidelines to the Occupational Therapy Code of Ethics</i> .
Executive Director	The person having administrative or managerial authority (e.g., of the headquarters of the Association).

Glossary

Term	Definition
Executive Session	A meeting or portion of a meeting at which the proceedings are secret and only members, special invitees, and designated staff may be present. In the Association, Executive Session is used primarily to discuss information and issues that involve privileged data affecting individual member and personnel matters of the Association, or matters that may be the subject of litigation and/or are subject to attorney–client privilege. The purpose is to protect confidentiality, not to deprive members of their right to know (e.g., the Assembly is in Executive Session to hear the case of a member charged with unethical behavior).
Fee	A sum paid or charged for a privilege (e.g., the fee for membership in the Association).
Fiscal	Pertaining to financial matters in general.
Formation	How the group is organized to do business (e.g., Assembly business is conducted in formal session).
Function	What the group is charged to do (e.g., the Assembly is charged to make policy for the Association).
Good Standing	A statement that identifies that a member has met and maintained the qualifications to belong to the Association.
Job Description	Regular procedures or actions that are taken by an individual to accomplish an activity, charge, or item of business. Job descriptions are recorded in written form.
Legislative	Involved in writing and passing laws or regulations.
Liaison	The contact maintained between bodies to ensure concerted action. An individual serving in this position is not an official member of the body to which he or she is serving as a liaison.
Logo (short for logotype)	A trademark or company name or device (e.g., the name, “The American Occupational Therapy Association, Inc.”).
Meetings	The sequence of events an Association body experiences to conduct business, from the initial call to order to adjournment. Meeting agendas generally include approval of prior minutes, reports, and old and new business. A meeting may be made up of several sessions.

Glossary

Term	Definition
Members	Persons or organizations that meet and maintain the qualifications to belong to and compose the Association.
Motion	A formal proposal by a member in an official meeting for a certain action. The proposed action may be of a substantive nature, or it may express a certain view or direct that a particular investigation be conducted and the findings be reported for possible further action.
NBCOT	National Board for Certification in Occupational Therapy®
Nominate	To propose someone as a proper or suitable person for appointment or election to an office.
Noninurement	Not to accrue to the advantage or benefit of an individual(s); specifically monies earned by or for the Association cannot be given or taken by individuals for their own use.
Occupational Therapist	Any individual initially certified to practice as an OT or licensed or regulated by a state, commonwealth, district, or territory of the United States to practice as an occupational therapist and who has not had that certification, license, or regulation revoked due to disciplinary action shall be eligible to be an Occupational Therapist Member.
OT	Occupational Therapist
Occupational Therapy Assistant	Any individual initially certified to practice as an OTA or licensed or regulated by a state, commonwealth, district, or territory of the United States to practice as an occupational therapy assistant and who has not had that certification, license, or regulation revoked due to disciplinary action shall be eligible to be an Occupational Therapy Assistant Member.
OTA	Occupational Therapy Assistant
Officer	One who holds a position of authority or command and serves in a designated capacity in the Association and Board (e.g., President, Treasurer).
Official Document	Those documents constructed by the Association and approved by the Association for the use of the Association and its members.
Organizational Advisors	Critical governance bodies within the organization that advise the Board and promote active collaboration and effective dialogue between the Board, appropriate bodies of the Board, the Assembly, and AOTA.

Glossary

Term	Definition
Organizational Member	Institutions or agencies that are interested in the profession or practice of occupational therapy (e.g., another professional health care organization).
OTFC Parliamentary	OTs in Foreign Countries In accordance with the rules governing deliberative bodies.
Personnel	A body of persons employed in any work, undertaking, or service (e.g., the Association staff).
Policy	A definite course or method of action selected to guide and determine present and future decisions.
Postprofessional Program	An educational curriculum in occupational therapy that offers courses designed to enhance knowledge and skills beyond the basic entry level for persons who are already OTs.
Practice	Action or process of performing or doing something, the exercise or pursuit of a profession or occupation (e.g., delivering occupational therapy services to a client).
President	The highest executive officer elected to preside over an organized body.
President-Elect	A person who has been duly elected to the presidency but whose term of office as President has not begun.
Principal Office	The main or central place of business
Privileges	Those things or activities that a member is permitted to do by virtue of being a member of the Association (e.g., seek services that are provided).
Procedure	A particular way or series of steps followed to accomplish something or a way of acting; an established way of doing things.
Professional Education	An educational curriculum in occupational therapy that offers courses designed to provide education for entry-level performance of the OT.
Proportional Representation	The means of determining the number of representatives on the basis of percentage.
Pro Tem (Pro Tempore)	Temporarily; for the time being (e.g., a person who acts as a Chairperson for a group for this meeting).

Glossary

Term	Definition
Publications	Those publications that are designated as belonging to or representing the views of The American Occupational Therapy Association, Inc.
Purpose	A summary statement of the goals and/or objectives of the group.
Qualifications	An accomplishment, experience, or skill that fits a person for some function, office, or the like (e.g., has served on a committee).
Quorum	A quorum is the number of voting members who must be present in order that business can be legally transacted. The quorum refers to the number of such members present, not to the number actually voting on a particular question.
RA	Representative Assembly
RACC	Representative Assembly Coordinating Council
Recognition	The act of showing appreciation, achievement, service, merit, and so forth, as by some reward, public honor, or the like (e.g., Award of Merit, Slagle Lectureship).
Recorder	A person who sets down something in writing or other permanent form (e.g., the person who prepares and keeps the minutes of the Assembly).
Removal	The act of taking away the title and duties of a position.
Representative	An individual who votes or speaks on behalf of others.
Representative Assembly	The body composed of representatives from identified constituencies (election areas) whose function is to legislate and establish policy for the Association.
Reprimand	Formal expression of disapproval that is privately communicated.
Resignation	The act of giving up or renouncing one's office or position (e.g., the Secretary notifies the President that he or she will no longer perform the duties of Secretary).
Resolution	A complex motion that is a formal statement of an expression of opinion put before an Assembly or decision adopted by an Assembly (e.g., a resolution submitted to and passed by the Assembly).

Glossary

Term	Definition
Revision	Changes of the Bylaws that are so extensive and general that they are scattered throughout the Bylaws and should be effected through the substitution of an entirely new set of Bylaws (<i>Robert's Rules of Order</i> , p. 575). Revisions include roles and responsibilities of individuals, functions of the bodies, relationships between bodies, election of individuals to bodies, and number of voting members.
Rights	Those things to which a member has just claim by virtue of being a member of the Association (e.g., access Member pages on the Web site).
Robert's Rules	The rules contained in the current edition of <i>Robert's Rules of Order, Newly Revised</i> , shall govern the Association in all cases in which they are applicable and in which they are not inconsistent with the Bylaws and any special rules of order the Association may adopt.
SCB	Specialty Certification Board
Seated	A position from which authority is exercised; also, the approval a person receives from the group authorizing participation in the conduct of business.
Secretary	An officer who is in charge of the records, correspondence, minutes of Board meetings and Annual Business Meetings, and related affairs of an organization, company, or Association.
Session	A portion of a meeting, from the Call to Order to a Recess.
Slate	A list of candidates, officers, and so forth to be considered for nomination, appointment, election, and the like.
Speaker	The presiding officer of a legislative assembly (e.g., Speaker of the Assembly).
Special Interest Section	A group of members recognized by the Assembly as having a mutual interest in a practical area of practice in occupational therapy.
SISs	Special Interest Sections
SISC	Special Interest Sections Council
Standard	Something considered by an authority as a basis of comparison, as an approved model.
Standard Operating Procedure	Regular procedures or actions that are taken by a group to accomplish an activity, charge, or item of business. Standard operating procedures are recorded in written form and are referred to as SOPS.

Glossary

Term	Definition
Standing Committee	A permanent committee established in the Bylaws dealing with a designated subject (e.g., fees, personnel, recognitions). A committee is responsible for a specific area of information relevant to the Association.
State Association	A group of persons living in a state, commonwealth, the District of Columbia, or Puerto Rico who are interested in and concerned with occupational therapy who have formed an organization for mutual benefit and sharing of information.
Steering Committee	A selected group of persons charged to function as an organizing unit to conduct certain business for a larger group. The function of the Steering Committee is to expedite the work of a larger group.
Strategic Plan	A document outlining the goals and activities that the Association members have agreed to strive to achieve and to which resources will be assigned.
Student	Any person who is enrolled in an occupational therapy education program that is accredited or approved by the Association for the first technical or professional degree.
Substantive Change	A change of an essential part, or constituent, or relating to what is essential.
Technical Education	An educational curriculum in occupational therapy that offers courses designed to provide education for entry-level performance of the OTA.
Term (of Office)	A period of time to which limits have been set (e.g., selected for a term of 2 years).
Tracking	Following the course or progress of or keeping informed about (e.g., the secretary is charged to monitor the progress of motions and charges so that tasks are assigned and completed and reports are filed).
Treasurer	An officer who is charged with the receipt, care, and disbursement of money.
Treasurer-Elect	A person who has been duly elected to the treasury, but whose term of office as Treasurer has not begun.
Vacancy	An unoccupied position or office (e.g., the Presidency is vacant due to the resignation of the President).
Vice President	The officer next in rank to the President who succeeds to the Presidency on the resignation, removal, death, or disability of the President. The Vice President may act for the President in the absence or on the command of the President.

Glossary

Term	Definition
Vice Speaker	The officer who is next in rank to the Speaker and succeeds to the position of Speaker on the resignation, removal, death, or disability of the Speaker. The Vice Speaker may act for the Speaker in the absence or on the command of the Speaker.
Vote	A formal expression of preference for a candidate for office, proposed resolution, motion of an issue, or Bylaws change.
WFOT	World Federation of Occupational Therapists