

AMERICAN OCCUPATIONAL THERAPY ASSOCIATION POLITICAL ACTION COMMITTEE

Standard Operational Procedure

- I. NAME. American Occupational Therapy Association Political Action Committee (AOTPAC)
- II. AUTHORITY. Authority is granted by RA Resolution # 491-76 and governed by federal laws and regulations through the Federal Election Commission.
- III. FUNCTIONS.
 - A. Raise funds to use for purposes outlined in Article II of the Constitution and Bylaws of the AOTPAC.
 - B. Advocate for political action and encourage AOTA members and other Association bodies to advocate as well.
 - C. Monitor and maintain awareness of the current political climate, especially as it affects the occupational therapy profession and the health care field.
 - D. Understand, interpret, and support the compatibility of AOTA and AOTPAC policy.
 - E. Provide input to AOTA Public Policy staff and Association Staff Liaison regarding legislative and political involvement, when requested.
 - F. Approve selection and support of candidates outlined in Article II of the Constitution and Bylaws of AOTPAC.
 - G. Provide political education to members of AOTPAC and AOTA.
 - H. Promote AOTPAC at state and national level.
 - I. Solicit AOTPAC contributions from all AOTA members through appropriate methods, including but not limited to: AOTA member invoice check off, independent mailings, telemarketing.
 - J. Attend AOTA Capitol Hill Day and participate as appropriate.

IV. COMPOSITION

A. Officers

1. Chairperson

a. Election/Appointment and Rotation

- 1) Shall be elected by individual ballot cast by current members of the AOTPAC Board of Directors at a meeting prior to end of term of current chairperson.
- 2) Results shall be determined by a majority of votes cast.

b. Term of Office

- 1) Serve for two years.
- 2) Serve for no more than two consecutive terms and no more Than a total of 9 years on the AOTPAC Board.
- 3) Begins on January 1

c. Qualifications

- 1) Must be a member of the Board for 6 months.
- 2) Maintain all of the qualifications of a Member.
- 3) Continue representation of appointed Region

2. Secretary

a. Election/Appointment and Rotation

- 1) Shall be elected by individual ballot cast by current members of the AOTPAC Board of Directors at a meeting prior to end of term of current secretary.
- 2) Results shall be determined by a majority of votes cast.

b. Term of Office

- 1) Serve for one year
- 2) Serve for no more than three consecutive terms.
- 3) Begins on January 1

c. Qualifications

- 1) Current member of AOTPAC Board
- 2) Maintain all of the qualifications of a Member.
- 3) Continue representation of appointed Region

3. Treasurer
 - a. Election/Appointment and Rotation
 - 1) Shall be appointed by the Chairperson and ratified by the current members of the AOTPAC Board.
 - b. Term of Office
 - 1) Serve at the pleasure of the AOTPAC Board

3. Assistant Treasurer
 - a. Election/Appointment and Rotation
 - 1) Shall be appointed by the Chairperson and ratified by the current members of the AOTPAC Board.
 - b. Term of Office
 - 1) Serve at the pleasure of the AOTPAC Board

B. Members:

1. Voting members
 - a. Election/Appointment and Rotation
 - 1) Five Directors at-large, each representing a different region specified in attachment to SOP appointed by the AOTA Board of Directors
 - 2) Recommended by AOTPAC Board following procedure as attached to SOP (Attachment C)
 - b. Term of Office
 - 1) Serve for three years
 - 2) Serve for no more than two consecutive full terms (exception for chairperson as outlined above).
 - 3) Begins on January 1
 - c. Qualifications
 - 1) Shall reside in the geographic boundaries of Region elected to represent.
 - 2) Shall have a high level of political awareness demonstrated by past political activities.
 - 3) Shall have demonstrated leadership in state and/or national AOTA activities.
 - 4) Shall be an active individual member of AOTA and an election area association.
 - 5) Shall be a registered voter

C. Non-voting Members -

1. Treasurer
2. Assistant Treasurer
3. Association Staff Liaison

V. RESPONSIBILITIES

A. Chairperson

1. Shall provide administrative management of the committee.
2. Shall recruit future members.
3. Shall alert Association bodies of political issues.
4. Shall participate in political/fundraising events as appropriate and as funds permit.
5. Shall be the official representative of the AOTPAC Board of Directors to the AOTA Board of Directors and shall participate in meetings of the AOTA Board of Directors as requested by the AOTA President.
6. Provide an Annual report, including the candidates supported, that shall be published in an appropriate venue, such as an AOTA publication or AOTA Web site.
7. Provide a written report at the AOTA Annual Business Meeting, by the AOTPAC Chair or their designee.
8. Fulfill all responsibilities of a Member.

B. Secretary

1. Shall keep the minutes of all AOTPAC Board meetings.
2. Shall track motions and charges made during meetings and report status.
3. Shall reside over meetings in Chairperson's absence.
4. Fulfill all responsibilities of a Member.

C. Members

1. Attend meetings
2. Participate and be prepared for meetings
3. Promote AOTPAC at state and national levels
4. Carry out charges
5. Volunteer and accept charges
6. Participate in fund raisers and raise funds individually.

7. Participate in political/fundraising events as appropriate and as funds are available.

D. Non Voting Members

1. Treasurer
 - a. Shall be custodian of funds of the committee.
 - b. Shall prepare, sign, and file all reports to governmental authorities required by law or directed to be filed by the board of directors.
 - c. Shall present financial statements.
 - d. Shall keep full and accurate accounts.
 - e. Shall have signatory authority.
 - f. Shall have decision authority to disburse funds per preapproved contribution ceilings as established for all categories of incumbents. (see policy on “Candidate Endorsement and Support”)
2. Assistant Treasurer
 - a. Serve as back-up to the Treasurer
 - b. Shall have signatory authority.
 - c. Serve as Treasurer in his/her absence.
3. Association Staff Liaison
 - a. Shall provide assistance to Chair and board members
 - b. Shall manage day to day operations of the committee.
 - c. Shall maintain administrative records for the committee
 - d. Shall develop and implement fundraising strategies.
 - e. Shall have signatory authority for checks.
 - f. Shall maintain database of contributors.
 - g. Shall disburse funds.
 - h. Shall keep informed of federal laws and regulations pertaining to PACs.

VI. STANDING COMMITTEES OF THE BOARD

A. Candidate Review Committee

1. The candidate review committee consists of any three (3) members. A majority vote dictates approval.
2. The candidate review committee is established to approve the selection of candidates to be supported by AOTPAC between regularly scheduled meetings of the AOTPAC Board of Directors.

3. The Association Staff Liaison will advise all Board members of the decision of the committee at the next meeting of the Board of Directors.

VII. BUDGET.

- A. An annual operating budget of AOTA monies will be prepared by the Chairperson of the Board and the Association Staff Liaison to AOTPAC and submitted to the appropriate AOTA bodies.
- B. The Chairperson and the Association Staff Liaison to AOTPAC will prepare budget adjustments as necessary.

VIII. ATTACHMENTS

Attachment A – AOTPAC Regions for Board of Directors Representation

Attachment B – AOTPAC Board of Directors Rotation Schedule

Attachment C – Selection Procedure of AOTPAC Board of Directors

Adopted as Amended

April 21, 1996

Amendments April 2001

Amendments May 2005

Amendments June 21, 2010

/dcjd

Attachments

ATTACHMENT A - AOTPAC SOP

**AOTPAC Regions
for
Board of Directors Representation**

I	II	III	IV	V
Connecticut	Florida	Alabama	Iowa	Alaska
Delaware	Georgia	Arkansas	Kansas	Arizona
Maine	Maryland	Illinois	Michigan	California
Massachusetts	N. Carolina	Indiana	Minnesota	Colorado
New	Pennsylvania	Kentucky	Missouri	Hawaii
Hampshire	S. Carolina	Louisiana	Nebraska	Idaho
New Jersey	Virginia	Mississippi	N. Dakota	Montana
New York	Washington,	Ohio	Oklahoma	Nevada
Puerto Rico	DC	Tennessee	S. Dakota	New
Rhode Island	W. Virginia		Texas	Mexico
Vermont			Wisconsin	Oregon
Virgin Islands				Utah
				Washington
				Wyoming
				AOTA
				Members
				who
				are U.S.
				Citizens
				residing
				overseas.

/DCJD
Adopted 4/29/1990
Amended 10/1998
Amended 6/21/2010

ATTACHMENT B - AOTPAC SOP

**AOTPAC BOARD OF DIRECTORS
ROTATION SCHEDULE**
(Voting Members)

Effective May 3, 1990
(Numbers designate the year of the term)

**Regional Representatives	2010	2011	2012	2013	2014	2015	2016
Region I	3	1	2	3	1	2	3
Region II	1	2	3	1	2	3	1
Region III	2	3	1	2	3	1	2
Region IV	3	1	1	2	3	1	2
Region V	4	5	6	1	2	3	1
***Officers:							
Chair	2	1	2	1	2	1	2
Secretary	1	1	1	1	1	1	1

**Appointed by AOTA Board of Directors
***Elected by AOTPAC Board of Directors

NOTE: Please note that once a chair is elected, the rotation schedule for the region that person represents may be automatically adjusted to compensate for the additional time allowed by Article IV, Section A.1.b.2) of the AOTPAC Bylaws.

Amended July 2001 after AOTPAC Board election of chair for next cycle
Amended 1999 after AOTPAC Board election of chair for next cycle.
And amended 10/98 after election of new board members for Regions III, IV, and V
Amended 7/97 after AOTPAC Board Election of Officers
Amended 7/01 after AOTPAC Board Election of Officers
Updated 4/29/03
Updated 4/11/06
Updated 12/15/10

/DCJD

Attachment C – AOTPAC SOP

SELECTION PROCEDURE OF AOTPAC BOARD OF DIRECTORS

- A. Association Staff Liaison to AOTPAC will solicit applicants to be appointed by the AOTA Board of Directors to fill upcoming vacant positions on the AOTPAC Board beginning eight months prior to the anticipated vacancy.
- B. Candidates for positions on the AOTPAC Board will submit their applications to Association Staff Liaison to AOTPAC for initial review.

Initial Review Criteria

- 1. Individual member of AOTA
- 2. Individual member of state OT Association
- 3. Registered voter
- 4. Resides within the geographical boundaries of the region to be represented

- C. Applications for candidates who meet the initial review criteria will then be sent to all members of the AOTPAC Board for review.

AOTPAC Board Review Criteria

- 1. High level of political awareness, demonstrated by past political activities
- 2. Demonstrated leadership in state and/or national AOTA activities
- 3. Availability and willingness to serve (e.g., will involvement in other AOTA committees interfere with the individual's ability to attend Board meetings and to perform necessary duties throughout their term?)

- D. Association Staff Liaison to AOTPAC will assist in providing information concerning the candidates' qualifications. The AOTPAC Board will then determine if the candidate(s) meet the above criteria.
- E. Following review by the AOTPAC Board of Directors, the chair of the Board will submit recommendation(s) to the AOTA Board of Directors for consideration.
- F. At the next AOTA Board of Directors meeting, candidate(s) will be appointed to the AOTPAC Board to fill upcoming vacant positions.
- G. A letter will then be sent to the newly-appointed Board member(s) from the President of AOTA congratulating them on their new position, and a copy will be forwarded to the AOTPAC chair.

- H. Immediately following the AOTA Board of Directors meeting, the AOTA President will convey this information to both the Chair of the AOTPAC Board and the Association Staff Liaison to AOTPAC.
- I. Vacancies
 - 1. Any vacancies shall be filled in accordance with the procedures identified in subsections A. - H. of this section.