

## **Report of the Bylaws, Policies, and Procedures Committee (BPPC)**

**Dawn Albarado Sonnier, LOTR, Chairperson**

### **Executive Summary**

- BPPC met via web conferencing over the course of the year to conduct three-year scheduled review of governance documents for compliance and alignment with Association Bylaws adopted in April 2016.
- In July 2016, BPPC member-at-large, Kathleen T. Foley, PhD, OTR/L assumed the elected position of Secretary of the Association. BPPC reviewed qualified candidates vetted by the Volunteer Leadership Development Committee (VLDC) and Carly Hasseler was appointed to serve as member-at-large with term of office through June 30, 2017.
- Technical changes were made to the Association Glossary and Bylaws:
  - Article VI, Section 2 – specify term of office for Board Officers
  - Article VII, Section 7 – updated reference to Code of Ethics
  - Glossary updates for consistency with Bylaws: added ® to AOTF and AOTPAC; updated reference to Code of Ethics; updated acronym/definition for RA Coordinating Committee (RACC), RA Leadership Committee (RALC), and State Affiliate
- Conducted review of existing documents (off schedule) at the request of the Representative Assembly Leadership Committee (RALC) and the Representative Assembly Coordinating Committee (RACC).
- Updated schedule of review cycles for Bylaws, standard operating procedures (SOPs), job descriptions (JDs), and policies.

### **Report on Activities**

The following documents were reviewed, prepared, and submitted to the Board of Directors (current status is indicated):

- Board of Directors SOP– Adopted November 2016
- VLDC SOP & Attachments A-F — Adopted as Amended November 2016
- Petition to Challenge Association Action SOP– Adopted November 2016
- SOP for Investigation and Determination of Complaints to Terminate Membership (new) – Adopted November 2016
- Administrative SOP & Attachments A-C (rescind Att. D) – Adopted as Amended February 2017
- Policy A.20 - Board Certification and Specialty Certification– Adopted February 2017
- Policy A.6 - Open Meetings– Adopted as Amended February 2017

The following documents were reviewed, prepared, and submitted to the Assembly (current status is indicated):

- Representative Assembly SOP– Adopted October 2016
- Ethics Commission SOP– Adopted October 2016
- Sergeant At Arms JD– Adopted October 2016
- Consumer Member JD– Adopted October 2016
- Recorder JD– Adopted October 2016

- Speaker JD– Adopted October 2016
- Vice Speaker JD– Adopted October 2016
- Policy E.12 Licensure Portability– Adopted October 2016
- Policy E.9 Licensure– Adopted October 2016
- Commission on Practice (COP)SOP– Adopted October 2016
  
- The following documents were sent to the Assembly Spring 2017 meeting in Philadelphia: Commission on Continuing Competence and Professional Development (CCCCPD) SOP
- AOTA Board for Advanced and Specialty Certification (BASC) SOP & Attachment A
- RACC Attachment A—Procedures for Appeal of Decisions by the Board for Advanced and Specialty Certification (BASC)
- Speaker JD
- Vice Speaker JD
- Recorder JD
- Representative JD
- Occupational Therapy Assistant (OTA) Representative and OTA Representative-Elect JD
- Credentials Review and Accountability Committee (CRAC) SOP & Attachment A -
- Agenda Committee SOP
- RALC SOP

All documents once approved are maintained in the Association’s Governance Manual on the website <https://www.aota.org/AboutAOTA/Documents.aspx>.