

# **STANDING RULES OF THE COGNITIVE AND MENTAL HEALTH SPECIAL INTEREST GROUP**

## **THE ACADEMY OF GERIATRIC PHYSICAL THERAPY**

### **ARTICLE I: NAME**

The name of the special interest group shall be the Cognitive and Mental Health Special Interest Group of the Academy of Geriatric Physical Therapy. In these Standing Rules it will be referred to as the CMHSIG.

### **ARTICLE II: PURPOSE**

The purpose of the CMHSIG shall be to provide a forum and preferred channel for sharing information and resources, and promoting professional networking and advocacy efforts related to cognitive and mental health issues and behaviors in the area of geriatric physical therapy. The CMHSIG will foster the creation and collaboration of relationships among individuals with a common interest in physical therapy for older adults with cognitive and mental health issues and behaviors in order to advance the knowledge and skills of geriatric physical therapy practice.

### **ARTICLE III: OBJECTIVES**

- A. Promote the development and expansion of physical therapy management and treatment of cognitive and mental health issues and behaviors in older adults.
- B. Develop and distribute collaborative resources and scientific-based standards for the management of cognitive and mental health issues and behaviors to enhance entry-level and advanced physical therapy skills.
- C. Develop and distribute collaborative resources and scientific-based standards for the treatment of cognitive and mental health issues and behaviors to enhance entry-level and advanced physical therapy and physical therapy assistant skills.
- D. Encourage and foster research in the area of physical therapy education, management and treatment of cognitive and mental health issues and behaviors.
- E. Encourage and foster advocacy to effect policies that support quality and effective patient care, and acknowledge and enhance physical therapy management and treatment of cognitive and mental health issues and behaviors.
- F. Provide a forum for discussion of the management and treatment of cognitive and mental health issues and behaviors among physical therapists and physical therapist assistants.
- G. Provide a network for enhancing communication between academicians, clinicians, public educators, and researchers within the physical therapy community who are interested in advancing their skills and knowledge of cognitive and mental health issues and behaviors.
- H. Provide an avenue for interaction with other healthcare professionals who provide management and treatment to people with cognitive and mental health issues and behaviors.

### **ARTICLE IV: MEMBERSHIP**

- A. Only members in good standing of the Academy of Geriatric Physical Therapy are eligible to be CMHSIG members.
- B. Any American Physical Therapy Association (APTA) member may attend meetings.

## ARTICLE V: ORGANIZATION

The CMHSIG will elect the Chair, Vice-Chair, Secretary, Treasurer, and Nominating Committee with each serving a 3 year term, effective the Monday after the close of the Combined Section Meeting (CSM) of the APTA.

### Section 1: Officers and duties

#### A. Chair's duties

- a. Facilitates all meetings of the CMHSIG. Attends AGPT membership meetings at CSM or sends designee.
- b. Represents CMHSIG at AGPT Board meetings regarding CMHSIG activities as required by the Board or AGPT Executive Committee.
- c. Provides written reports to the AGPT Board CMHSIG liaison prior to CSM and AC for inclusion in the report to the Board.
- d. Submits information relative to CMHSIG functions to the CMHSIG newsletter or GeriNotes.
- e. Appoints CMHSIG task forces and committees, except the Nominating Committee.
- f. Serves as a liaison to other sections and organizations with approval of the AGPT Executive Committee.

#### B. Vice-Chair's duties

- a. Serves as CMHSIG Chair in the absence of the Chair.
- b. Serves as liaison to the AGPT program Chair to coordinate CMHSIG programming at CSM and AC.
- c. Reviews the CMHSIG Standing Rules biannually for consistency with the AGPT and the APTA, and recommends appropriate revisions.
- d. With the CMHSIG chair, or designee, prepares the CMHSIG newsletter.
- e. Other duties as assigned by the Chair.

#### C. Secretary's duties

- a. Records and distributes minutes of all CMHSIG officer and membership meetings.
- b. Minutes will be distributed to members, officers, AGPT Board and AGPT Executive Director as appropriate.
- c. Minutes are submitted within 45 days of the meeting.
- d. Maintains all written records of the CMHSIG.
- e. Maintains the CMHSIG membership record.
- f. Completes routine official correspondence of the CMHSIG including notification of meetings, elections results, SIG newsletter, etc.
- g. Other duties as assigned by the Chair.

#### D. Treasurer's duties

- a. Accounts for designated funding to CMHSIG functions and projects.
- b. Submits a report detailing accounts and receivables on a quarterly basis.
- c. Other duties as assigned by the Chair.

#### E. Nominating Committee members' duties

- a. The senior member of the committee of two (2) will serve as Chair.
- b. Identify and slate candidates for the CMHSIG officers.
- c. Distribute ballots and candidate information.
- d. Count ballots and convey results to the Secretary for distribution.
- e. Other duties as assigned by the Chair.

## Section 2: Elections

- A. Elections will be held once a year (electronically) and results announced during the business meeting at CSM.
- B. Election of Officers will be staggered as follows:
  - a. In 2015, the following offices will be filled:
    - i. Election of Chair for a 1 year term (2015 – 2016).
    - ii. Election of Secretary, Treasurer and one (1) Nominating Committee Member for a two (2) year term (2015 – 2017).
    - iii. Election of a Vice-Chair and one (1) Nominating Committee Member for a 3 year term (2015 – 2018).
  - b. In 2016, a Chair will be elected for a three (3) year term and all subsequent elections for this office will be for 3 year terms.
  - c. In 2017, a Secretary, Treasurer and one (1) Nominating Committee Member will be elected for a three (3) year term and all subsequent elections for these offices will be for three (3) year terms.
  - d. In 2018, a Vice-Chair and one (1) Nominating Committee Member will be elected for a three (3) year term and all subsequent elections for these offices will be for three (3) year terms.
- C. Ballot and candidate information will be distributed by email, mail (with or separate from AGPT ballots), or in the SIG newsletter.
- D. Newly elected officers shall assume office effective the Monday after close of CSM.

## ARTICLE VI: Committees/Liaisons/Task Forces

All committees, liaisons and task forces of the CMHSIG, other than the Nominating Committee, shall be approved by the Chair with approval of the AGPT Executive Committee. Committee members will be selected by the Nominating Committee Chair with approval of the CMHSIG Chair. Liaison roles and responsibilities represent a focused area of interest that supports the purpose of the CMHSIG as outlined in Article III: Objectives. Liaison positions may include but are not limited to the following:

- A. Academic Liaison(s).
- B. Advocacy Liaison(s).
- C. Board Liaison(s).
- D. Clinical Practice Liaison(s).
- E. International Liaison(s).
- F. Inter-Section Liaison(s).
- G. Public Outreach Liaison(s).
- H. Research Liaison(s).

## ARTICLE VII: Meetings

The CMHSIG will conduct or assure representation at the following meetings.

- A. The SIG chair meeting at CSM.
- B. The CMHSIG meeting at CSM.
- C. The AGPT Board meeting at CSM or AC as requested.
- D. The AGPT member meeting at CSM and AC.
- E. The CMHSIG will hold at least one member meeting per year at which business is conducted.

## ARTICLE VII: AUTHORITY

- A. The CMHSIG Standing Rules must be consistent with the AGPT and APTA By-Laws.
- B. The CMHSIG Standing Rules may be changed, subject to the approval of the Executive Committee of the AGPT, by a two-third's vote of the CMHSIG members at a regularly scheduled member meeting provided that the members have been notified of the proposed changes in writing 60 days before the vote.
- C. Any nominee for a vacant officer's unfulfilled term must be approved by the APTA Board of Directors.
- D. Where these Standing Rules are silent, the AGPT and APTA bylaws prevail.