Representative Assembly Motion Submission Form and Directions for Submitting a Motion

Directions: Please read the following information and then complete the Motion Submission Form at the bottom of this document accordingly.

Criteria for Motions: Any AOTA member may make a motion to the Representative Assembly. All motions going before the Representative Assembly (Assembly) must be within the scope of the Assembly's function and purpose, which is the *establishment of professional standards and policies.*

Matters which go through the Assembly, should meet one or more of the following criteria:
- Are relevant to contemporary practice of occupational therapy
- Are of national importance and relevance
- Relate to a broad range of AOTA members
- Are appropriate for consideration by a national professional organization
- Moves the profession forward in a meaningful way and is in line with the Association's strategic priorities

Matters that do not meet the criteria are directed as follows:
- Matters regarding official documents go to the Representative Assembly Coordinating Committee (RACC)
- Matters regarding accreditation go to the Accreditation Council for Occupational Therapy Education (ACOTE)
- Matters regarding Association policy and operations, including membership and budget, go to the Board of Directors

Process for Submitting Motions
1. Contact your state Assembly Representative and collaboratively complete the Motion Submission Form in as much detail as you can supply (see below)
2. Please specifically articulate:
    - For *Body of Motion*: what you envision the outcome to be, what body of the Association should be responsible for completing the charge, and by when the outcome should be completed.
    - For *Rationale*: the reasons why this motion is important and how this motion addresses the strategic priorities and the vision.
    - For *Resources*: Be prepared to identify necessary supports to accomplish this motion.
3. E-mail the completed form to motions@aota.org

4. For questions, call the RA Staff Liaison at 240-482-4140.

What Happens to the Motion Once It is Submitted?

- The Agenda Chair reviews the motion submission with the Staff Liaison to the Assembly and in collaboration with the RALC, other AOTA staff, the originator, and volunteers as needed to determine the following:
  - ✓ Has this issue been addressed by the Assembly previously? If so, what is different about the issue currently?
  - ✓ How does the motion fit with existing infrastructure of AOTA, strategic plan, current vision, Association policies, and/or OT scope of practice?
  - ✓ Is this issue already being addressed?
  - ✓ Does this issue arise frequently and/or is it a problem that affects many AOTA members or consumers of OT services?
  - ✓ Does the content meet the criteria for motions described above?

If the motion submitted meets the above criteria, the state Representative (and RALC as needed) assists to finalize the motion, including determining the necessary resources in collaboration with AOTA staff, and helps to determine who will be "charged" as a result of the motion. The originator of the motion and the state representative will be kept abreast of the status of the motion by the Agenda Chair.

MOTION SUBMISSION FORM

A. TODAY'S DATE: _____

B. TITLE OF MOTION: _____

C. THIS MOTION MEETS ONE OF MORE OF THE FOLLOWING CRITIERIA (check one or more):

Is relevant to contemporary practice of occupational therapy

Is of national importance and relevance

Relates to a broad range of AOTA members

Is appropriate for consideration by a national professional organization

Moves the profession forward in a meaningful way and is in line with the Association's strategic priorities

D. ORIGINATOR(S) (Include information for main contact person):

- **NAME(S):** _____
- **ADDRESS:** _____
- **PHONE:** _____
- **E-MAIL:** _____

E. STATE REPRESENTATIVE INFORMATION:

- **NAME:** _____
- **ADDRESS:** _____
- **PHONE:** _____
- **EMAIL:** _____

Has the Rep been contacted and involved in the formulation of this motion? ___Yes   ____No

- **If no, please comment on the reason(s) why:** _____

II. BODY OF MOTION: (clearly state what is to be done and by when. Note that motions to the Board of Directors can only "charge" the Board to direct the Executive Director to do something, which are within the Assembly's jurisdiction. With respect to matters that relate to the Board's jurisdiction, the Assembly may only make motions which *request* that the Board *consider* an action. The Assembly may charge any of the Assembly standing or advisory committees.)

Example: I move that the Speaker request that the Board of Directors convey AOTA's support by drafting a letter to state licensure boards recognizing continuing education courses/workshops/seminars related to case management as acceptable to meet licensure renewal requirements for occupational therapists working in case management roles.

III. RATIONALE: (Using a maximum of six bullets, briefly state the reason(s) for the motion and add accurate information that directly supports the motion. Within one bullet, identify how you believe the motion addresses the Association's strategic priorities.

Example:

- *There is general consensus that support from AOTA can only help support state licensure boards in their approval of CE in area of case management.*
- *Some states already accept CE for OTs in CM but requesting a letter confirming to update requirements.*
- *Will support distinguishing uniqueness of OT in role of CM in such a letter.*
- *States may limit amount of CE for CM (likely up to each state).*
- *Such a letter would support OTs already working in role of CM.*

IV. RESOURCES: (please indicate which of the following resources you think will be needed to conduct the work to accomplish the mission of this motion)

___AOTA Staff   ___Outside Services (lawyers/consultants/authors/experts)

___Volunteers (please indicate number anticipated)   ___Face to Face Meeting (please estimate the number anticipated)

___Conference Calls (please estimate the number anticipated and the length of time of each call)

___Printing