

Directions for Submitting a Motion

Directions: Please read the following information, then download and complete the [Motion Submission Form](#). Consult with your election area Representative Assembly Representative (RA Rep) at the beginning of the process, as they are a resource for you and can provide guidance.

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

Matters that go through the Assembly should meet one or more of the following for the motion to be considered:

- 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
- Move the profession forward in a meaningful way and are in line with the Association's [strategic priorities](#).

*Matters that do not meet the criteria will **not** be considered by the Assembly. If appropriate for another Association body, the agenda chair in consultation with the RA Leadership committee (RALC) and the staff liaison, will direct these motions as follows:*

- Matters regarding current official documents will be sent to the Representative Assembly Coordinating Committee (RACC)
- **Matters regarding accreditation go to the Accreditation Council for Occupational Therapy Education (ACOTE®)**
- Matters regarding Association operations (e.g., website, membership, budget) will be communicated to the Executive Director or appropriate staff by the RA staff liaison. Alternatively, the Speaker can communicate concerns through the RA Speaker's report to the AOTA Board of Directors.

Originators who need clarification of the above may find it beneficial to consult with the state affiliate RA Rep and/or a member of the RALC to assist in determining the course of action for their matter. *Matters that are not appropriate for the Assembly and/or another body of the Association as specified above will not move forward, and the originator(s) of the motion will be informed of this outcome.*

Process for Submitting Motions

1. [Contact your RA Rep](#) and collaboratively complete the *Motion Submission Form* in as much detail as you can supply (see below). Your RA Rep has access to tools to help guide the member motion submission process (e.g., *Guide for Articulating Motion Rationale* document).

2. Motions will be evaluated on inclusion of the following information. Please clearly articulate:

a) For *Body of Motion*:

- i. What will be the action and/or outcome of the motion? Be specific, adhering to the information given in II. Body of Motion.
- ii. Which person or body of the Association should be responsible for completing the charge (e.g., Speaker, COE, COP, EC)?
- iii. Specify a date by which the outcome should be completed.

b) For *Rationale*:

- i. Current and strong evidence provided justifying that the motion is in the purview of the RA and that it impacts a large group of practitioners, settings, and/or population of service recipients.
- ii. Justification that the motion is essential due to a lack of existing resources within the Association, and/or justification that the resources available do not address the intent of this motion.
- iii. Clear articulation of how the motion will address a gap in existing policies and standards of national relevance to the profession.
- iv. Clear articulation of how the motion is different from anything that other AOTA groups are working on or have already addressed; these groups could be within COE, COP, EC, and/or an RA ad hoc committee. Please work through your RA Rep for assistance.
- v. Articulation of how the motion relates to [Vision 2025](#) and to the AOTA Board [strategic priorities](#).

vi. A list of other reasons why this motion is important.

c) For *Resources*:

Identify necessary supports to accomplish this motion with justification.

3. E-mail the completed form to motions@aota.org.
4. For questions, call the AOTA RA Staff Liaison at (240) 482-4140.

What Happens to the Motion Once It is Submitted?

- ✓ The motion is reviewed by the RA Agenda Committee Chairperson and Speaker, the AOTA RA Staff Liaison, and other AOTA staff including the Content Development Team which evaluates existing and related resources and Legal Counsel.
- ✓ The motion will be sent to the Agenda Committee for evaluation against a rubric based on the items outlined above in Process for Submitting Motions.
- ✓ The Agenda Committee will contact the originator(s) and the RA Rep with feedback based on the rubric.
- ✓ The originator(s) and RA Rep will be responsible for reworking the motion until it satisfactorily meets required criteria. The Agenda Committee may offer assistance.
- ✓ The originator(s) and RA Rep may be directed to withdraw the motion if it cannot meet the relevant criteria as outlined. Recommendations may be offered as to another course of action.
- ✓ The originator of the motion and the RA Rep will be kept abreast of the status of the motion by the Agenda Committee Chairperson.