AUSTRALIAN PHYSIOTHERAPY ASSOCIATION

Committee and College Governance Regulations

Last updated: August 2026

About These Regulations

This section is explanatory. It is not operative regulation text and may not be cited as a binding provision.

These Regulations govern the committees and bodies of the Australian Physiotherapy Association (APA). They set out how committees are formed, how office bearers are elected or appointed, how meetings are run, and how elections are conducted. They do not cover the APA Board of Directors or any Board committee — those bodies are governed by the APA Constitution and the Board's own governance documents.

These Regulations are made under the APA Constitution. They were approved by the APA Board of Directors and are reviewed every three years. The review is initiated by the Nominations, Remuneration and Governance Committee of the Board and approved by the Board. The last update date appears on the cover page. Any questions about these Regulations should be directed to the Company Secretary.

How to Read These Regulations

The table below shows what each Part covers and who it applies to. If you are looking for the rules that apply to your committee or body, find it in the table and go to the relevant Part.

Part	Title	Applies to
A	Definitions	All bodies covered by these Regulations
B	National Advisory Council (NAC)	NAC Chair, Deputy Chair and NAC Representatives
C	National Groups	National Group Committees and State Chapter Committees
D	Branches and Branch Councils	Branch Councils and Branch office bearers
E	Journal of Physiotherapy	Journal of Physiotherapy Editorial Board
F	National Professional Standards Panel (NPSP)	NPSP members
G	Aboriginal and Torres Strait Islander Health Committee	Aboriginal and Torres Strait Islander Health Committee members
H	National Rural Advisory Committee	National Rural Advisory Committee members
I	ACP College Council	ACP College Council President, Vice Presidents and members
J	ACP Committees	ACP Committee Chairs and members
K	General Office Bearers and Members	Chairs, Deputy Chairs and committee members of National Groups, State Chapters, Branches and Branch Councils
L	Elections	All committees subject to APA elections

M	Meeting Regulations	All committees except the ACP College Council and ACP Standing Committees (which have their own meeting rules in Parts I and J)
N	Values and Conduct	All committee members and office bearers
O	Transitional Provisions	Applies on commencement of these Regulations

Parts I and J (ACP College Council and Standing Committees) are mostly self-contained.

Part K (General Office Bearers and Members) applies to National Groups, State Chapters, Branches and Branch Councils. Part L (Elections) applies to all bodies listed in the elections table in Regulation L.2.

Preliminary — Scope, Interpretation and General Duties

This Part is operative. Its provisions are binding and may be cited as regulatory requirements.

Regulation i — Name, Authority and Scope

1. These Regulations are the APA Committee and College Governance Regulations.
2. These Regulations are made under the APA Constitution. If there is any inconsistency between these Regulations and the Constitution, the Constitution prevails.
3. These Regulations apply to all bodies listed in the navigation table in the About These Regulations section. They do not apply to the Board or any Board committee.

Regulation ii — Status and Powers of Committees

4. Each Committee must act consistently with the APA Constitution, the APA's strategy, applicable Board directions and approved policies.
5. A Committee may only exercise powers expressly delegated to it by the Board, the Constitution or these Regulations. Unless expressly delegated, a Committee is advisory only and must not bind the APA.
6. A Committee may also operate under Board or CEO approved Terms of Reference or operational procedures consistent with the Constitution and these Regulations. Where those documents are silent, these Regulations apply.

Regulation iii — Duties of Committee Members and Office Bearers

7. Each Committee Member and Office Bearer must:
    a. act honestly, in good faith and in the best interests of the APA;
    b. act within the scope of the role and any delegated authority;
    c. comply with the Constitution, these Regulations, applicable policies and any approved Terms of Reference;
    d. behave respectfully and professionally;
    e. maintain confidentiality of committee proceedings and any confidential information obtained through the role;
    f. disclose any actual or potential conflict of interest promptly to the Chair or Branch President, or the CEO if it is a NAC Chair or Branch President, and not participate in any decision in which they have a conflict unless the committee resolves otherwise;
    g. not bring the APA into disrepute;
    h. support sound governance, proper process and constructive participation;
    i. support and respect decisions properly made by the committee, regardless of personal views expressed during deliberations; and
    j. attend meetings of the committee regularly, and in any event endeavour to attend at least 75% of the meetings held during the member's term, prepare adequately to contribute, and notify the Chair in advance if unable to attend.
8. Committee Members must comply with the APA Code of Conduct and any more specific code, policy or standard applicable to their role.
9. A Committee Member who is a physiotherapist must hold current APA financial membership unless the Constitution, these Regulations or the Board expressly provides otherwise.

10. A person without physiotherapy qualifications may be appointed to a Committee where permitted by these Regulations, the body's Terms of Reference or a Board approval.
11. To maintain membership of a Committee, a Committee Member or Office Bearer must be of good standing, comply with the Code of Conduct, and have no conditions on their registration and no current adverse findings by a regulator or civil authority.
12. The APA values are Accountability, Excellence, Collaboration, Courage and Respect. Committee Members and Office Bearers must uphold these values.

Regulation iv — Staff Support and Records

13. The CEO must ensure appropriate staff support is provided to each body covered by these Regulations. Staff supporting a Committee are accountable to the CEO.
14. The CEO maintains membership records in accordance with APA policy and applicable privacy legislation.
15. The CEO may approve the establishment of Working Parties and Advisory Panels. These are not subject to Part L.

Regulation v — Review of these Regulations

16. These Regulations must be reviewed at least every three years. The review is initiated by the Nominations, Remuneration and Governance Committee and approved by the Board.
17. The Board may direct an earlier review at any time if required by a material governance change or a change to the Constitution.

PART A — DEFINITIONS

The following words have these meanings in these Regulations unless the contrary intention appears. All other words used in these Regulations have the same meaning as in the APA Constitution.

ACP means the Australian College of Physiotherapists.

ACP College Council means the committee established to oversee ACP education programs, career pathways and credentialing. Its role and functions are set out in Part I.

ACP Member means a financial Titled Member or financial Fellow of the ACP.

Advisory Panel means a group convened to address ongoing matters, formed by a Standing Committee or entity as approved by the CEO.

APA means the Australian Physiotherapy Association ACN 004 265 150.

APA Student Network means the group of members enrolled in an entry level physiotherapy program in Australia who are not yet registered physiotherapists.

Board (or BoD) means the APA Board of Directors.

Board Chair means the Chair of the APA Board.

Branch means a group of members in a geographic area as defined in the APA Constitution.

Branch Council means the committee responsible to the Board for the strategic oversight of matters relating to a respective Branch.

CEO means the Chief Executive Officer of the APA or their delegate.

Cessation Event means, in respect of a person holding a role under these Regulations, any of the following: (a) the person ceases to be a voting member of the relevant committee for any reason; (b) the person dies; (c) the person is incapacitated or is otherwise unable to act in the role for a continuous period of more than six months, unless the relevant committee has granted a leave of absence for that period by resolution; (d) the person is absent from three consecutive meetings of the relevant committee without an approved leave of absence or the consent of the relevant committee, in which case the person is deemed to have resigned from the role with effect from the conclusion of the third such meeting; (e) the person is found guilty of an offence of professional misconduct, or has engaged in conduct that the APA determines has brought the person, the APA or the profession into disrepute; (f) the person is removed from office; or (g) in the case of a person holding the office of Chair, the person is elected or appointed as Chair of another Committee, unless both offices relate to the College or its education functions.

Chair means the elected or appointed chair of any committee covered by these Regulations. Equivalent titles (including President for the ACP College Council and Branch Councils) have the same meaning and are subject to the same governance rules unless these Regulations expressly state otherwise.

Code of Conduct means the APA Code of Conduct as published from time to time.

Committee means any body established under these Regulations or by the Board to govern, advise on or support the APA and its members. It does not include the Board or any Board committee.

Committee Member means any person elected or appointed to a Committee in accordance with these Regulations. All Committee Members must be General Members, Honoured Members or Life Members under the APA Constitution.

Constitution means the APA Constitution.

Deputy Chair means the elected or appointed deputy chair of any committee. Where a committee uses the title Deputy President, Vice President, Vice Chair or Deputy Chair, those titles have the same meaning.

Directors means the members of the APA Board of Directors.

Editorial Board means the Journal of Physiotherapy Editorial Board established under Part E of these Regulations.

Ex-officio means a person who holds a position on a committee by reason of another office they hold. Ex-officio members have no voting rights unless expressly stated otherwise.

Fellow means a physiotherapist who has fulfilled the requirements for Fellowship of the ACP.

Journal of Physiotherapy means the Journal of Physiotherapy published by the APA.

LGBTQIA+ National Advisory Committee means the National Committee established by the Board to represent APA members who identify as LGBTQIA+. Although it is not a National Group, for the purposes of Part K (General Office Bearers and Members) and Part L (Elections) the LGBTQIA+ National Committee is treated as a National Group Committee, and the body it represents is treated as a National Group. This Committee is not required to have State Chapters.

NAC means the National Advisory Council of the APA.

NAC Chair means the person elected as NAC Chair in accordance with Part B of these Regulations.

NAC Deputy Chair means the person elected as NAC Deputy Chair in accordance with Part B of these Regulations.

NAC Representative means a person appointed to NAC under Regulation 17.

NAC Representative's Group means the body whose Chair or President is the NAC Representative.

NAC Working Party means a group approved by the Board on the recommendation of the NAC to complete defined work for a defined period.

National Committee means any group of members for a designated focus of physiotherapy practice established by the Board.

National Group means any group of members in an area of physiotherapy practice established by the Board.

National Group Committee means the committee responsible for the governance and professional development activities of a National Group.

National Group Entity means a National entity that may be a National Group, Advisory Group or National Committee.

National President means the President of the APA.

NPSP means the National Professional Standards Panel, which has its own separate Regulations approved by the Board.

Office Bearer means a Chair, Deputy Chair or equivalent title holder elected or appointed under these Regulations.

Regulations means these Committee and College Governance Regulations as amended from time to time.

Returning Officer means the person responsible for overseeing the conduct of an election as set out in Regulation L.2.

Standing Committee means a committee reporting to the ACP College Council as described in Part J of these Regulations.

State Chapter means any chapter of a National Group established by a National Group Committee.

Voting Member means a person entitled to vote at meetings of the respective Committee.

Working Party means a group formed by a Committee for a defined period to achieve a specific goal, as approved by the CEO.

World Physiotherapy means the World Confederation of Physical Therapy (WCPT), operating under the name World Physiotherapy.

World Physiotherapy Subgroup means any subgroup approved by World Physiotherapy from time to time.

PART B — NATIONAL ADVISORY COUNCIL

The NAC is established under the APA Constitution as the primary advisory and communication body to the Board on matters relating to the physiotherapy profession and the APA. The depth and breadth of expertise across all Committees represented at the NAC is important in ensuring the Board and APA management remain connected to the key issues, emerging trends and challenges affecting the profession as a whole.

Regulation B.1 — Role and Responsibilities

18. The NAC may:
    a. discuss and make recommendations to the Board on policy issues related to the APA's public position;
    b. raise with the Board any issues of concern to any NAC Representative's Group or the membership;
    c. provide advice to the Board on any issue referred to it by the Board; and
    d. undertake a periodic self-review of its effectiveness and processes;
    e. participate in the election of Directors in accordance with the APA Constitution; and
    f. support the APA's public profile and the visibility of the profession by helping to connect the APA with appropriate spokespeople and contributors for events, media, community activities and other representational opportunities. NAC Representatives are the primary connectors to their respective groups; they are not required to act as the representative themselves where another member of their group is better suited; and
    g. disseminate information from the NAC to their respective National Group Entity or Branch Council, and through them to State Chapter Committees and the broader membership, so that NAC and Board discussions and decisions reach all relevant levels of the APA.

Regulation B.2 — Composition

19. The NAC consists of the NAC Chair, the NAC Deputy Chair, and the Chair or President from each of the following bodies:
    a. Branches;
    b. National Groups;
    c. the Australian College of Physiotherapists;
    d. the National Rural Advisory Committee;
    e. the Aboriginal and Torres Strait Islander Health Committee;
    f. the LGBTQIA+ National Advisory Committee;
    g. the National Professional Standards Panel;
    h. the Journal of Physiotherapy Editorial Board; and
20. The NAC also contains two ex-officio members:
    a. The Student NAC Appointee. The person appointed is the winner of the Board of Director's Student Prize, as awarded in the year before the appointment. The appointment is for 12 months starting at 1 January.
    b. Early Career NAC Appointee. This person is appointed into the role for one year after they have completed one year as the as the Student NAC Representative. The appointment is for 12 months starting at 1 January.

21. Directors may attend any NAC meeting and may take part in deliberations but are not members of the NAC and are not entitled to vote.

Regulation B.3 — Powers of the NAC

22. The NAC has the power to:
    a. develop guidelines, advice and recommendations as requested by the Board;
    b. recommend to the Board the establishment of NAC Working Parties;
    c. govern its own operations in accordance with these Regulations.

Regulation B.4 — NAC Representatives

Responsibilities

23. Each NAC Representative must:
    a. attend all meetings of the committee of the NAC Representative's Group or provide a proxy;
    b. ensure matters proposed by the committee of the NAC Representative's Group are submitted to the CEO for inclusion in the NAC agenda in accordance with Regulation B.7 (Submission of Items for the NAC Agenda);
    c. consult with the committee of the NAC Representative's Group on matters listed in the NAC agenda;
    d. actively and accurately represent the views of the NAC Representative's Group;
    e. when voting on motions, follow any direction of the committee of the NAC Representative's Group;
    f. participate in the election of Directors in accordance with the APA Constitution; and
    g. report promptly to the committee of the NAC Representative's Group on the outcome of each NAC meeting;
    h. comply with any directions of the NAC Chair to participate in NAC Working Parties; and
    i. give immediate notice to the NAC Chair and their own committee if they will be absent from the NAC Representative role for any period.

Appointment and Term of NAC Representatives

24. The term of office of a NAC Representative is aligned with the term served as Chair or President of their respective body. For the Chair and Deputy Chair these timeframes are dependent on their own election cycles.
25. If the Chair or President of a body is unable to fulfil the duties of NAC Representative, an alternate NAC Representative may be appointed by the committee of that body. The committee must give the NAC Chair and CEO written notice of any alternate appointment.

Regulation B.5 — NAC Chair

Eligibility

26. The NAC Chair must be one of the following at the closing date for nominations:
    a. a voting NAC Representative who has served on the NAC for at least 12 months; or
    b. a current member of a Branch Council who has served on that Branch Council for at least 12 months; or
    c. a current member of a National Group Committee who has served on that committee for at least 12 months; or

d. an Office Bearer of a Branch Council or National Group Committee who has served as an Office Bearer on that body for at least two years in the five years immediately prior to the closing date for nominations.

Restrictions

27. A person who holds the office of NAC Chair must not concurrently hold the office of Chair of a National Group Entity.
28. If the NAC Chair is appointed or elected as Chair of a National Group Entity during their term, they must immediately resign one of the two offices. If they do not do so, they cease to hold office as NAC Chair on the date the other appointment or election takes effect.

Term

29. The NAC Chair is elected for a fixed term of two years commencing on 1 January of the year following their election.
30. A person may serve a maximum of two consecutive terms as NAC Chair. After two consecutive terms, a person is not eligible for re-election as NAC Chair for at least two years.

Resignation of NAC Chair

31. The NAC Chair may resign at any time by giving written notice of the resignation date to the NAC members and any person authorised by the CEO to receive such notice.
32. The NAC Chair ceases to hold office from the resignation date specified in their notice.

Removal of NAC Chair

33. the NAC may, by resolution of 75% of its voting members, remove the NAC Chair at any time subject to the approval of the CEO. Before such a resolution is put, the affected person must be given a reasonable opportunity to respond to the grounds for removal, unless urgent action is required.
34. The Board may remove the NAC Chair at any time.

Cessation of NAC Chair

35. A person immediately ceases to be NAC Chair on the occurrence of a Cessation Event.

Casual Vacancy of NAC Chair

36. If there is a casual vacancy in the position of NAC Chair, a fresh election must be held in accordance with Part L as soon as practicable. The NAC Deputy Chair does not automatically assume the position of NAC Chair.
37. A person appointed to fill a casual vacancy holds office until the expiry of the term of the position they filled.
38. A person appointed to fill a casual vacancy is deemed to have served a full term, unless the vacancy arises less than one year into the term.

Regulation B.6 — NAC Deputy Chair

Eligibility

39. The NAC Deputy Chair must be one of the following at the closing date for nominations:
    a) a voting NAC Representative who has served on the NAC for at least 12 months; or
    b) a current member of a Branch Council who has served on that Branch Council for at least 12 months; or

c) a current member of a National Group Committee who has served on that committee for at least 12 months.

Term and Role

40. The NAC Deputy Chair is elected for a fixed term of two years commencing on 1 January of the year following their election.
41. A person may serve a maximum of two consecutive terms as NAC Deputy Chair. After two consecutive terms, a person is not eligible for re-election as NAC Deputy Chair for at least two years.
42. The NAC Deputy Chair must assist and deputise in the absence of the NAC Chair.
43. If the NAC Chair retires, is removed, or otherwise vacates the position, the NAC Deputy Chair does not automatically become NAC Chair. A fresh election must be held as soon as practicable.

Resignation of NAC Deputy Chair

44. The NAC Deputy Chair may resign at any time by giving written notice of the resignation date to the NAC members and any person authorised by the CEO to receive such notice.
45. The NAC Deputy Chair ceases to hold office from the resignation date specified in their notice.

Removal of NAC Deputy Chair

46. the NAC may, by resolution of 75% of its voting members, remove the NAC Deputy Chair at any time subject to the approval of the CEO. Before such a resolution is put, the affected person must be given a reasonable opportunity to respond to the grounds for removal, unless urgent action is required.
47. The Board may remove the NAC Deputy Chair at any time.

Cessation of NAC Deputy Chair

48. A person immediately ceases to be NAC Deputy Chair on the occurrence of a Cessation Event. The NAC is the relevant committee for this purpose.

Casual Vacancy of NAC Deputy Chair

49. If there is a casual vacancy in the position of NAC Deputy Chair, a fresh election must be held in accordance with Part L as soon as practicable.
50. A person appointed to fill a casual vacancy holds office until the expiry of the term of the position they filled.
51. A person appointed to fill a casual vacancy is deemed to have served a full term, unless the vacancy arises less than one year into the term.

Regulation B.7 — NAC Meetings

52. The NAC must meet at the times specified by the Board.
53. The CEO must give at least 21 days written notice to each NAC Representative of any NAC meeting, including: the date; the time; the place (if face to face); and the technology to be used (if held across locations).

Business of NAC Meetings

54. The scope of business at any NAC meeting must reflect the APA's broad strategic and policy direction.

Submission of Items for the NAC Agenda

55. The following people may request items for the NAC agenda by written notice to the NAC Chair or delegated staff at least 30 days before the meeting:
    a. any NAC Representative;
    b. the committee of any NAC Representative's Group;
    c. any NAC Working Party;
    d. the Board;
    e. the National President; and
    f. the CEO.
56. A request must include: a description of the subject matter; any recommended motion; a list of those consulted; the name of the person authorised to submit the request; and the date, signature and contact details of the principal author.

Determination of Items for the NAC Agenda

57. The NAC Chair, in consultation with the CEO, determines which items are included on the NAC agenda.
58. The NAC Chair may exclude any matter that does not fall within the scope of Regulation B.7 (Business of NAC Meetings) or does not comply with Regulation B.7 (Submission of Items for the NAC Agenda).

Distribution of the NAC Agenda

59. The CEO must send the NAC agenda and all submitted documentation to each NAC Representative at least 14 days before the meeting.

Quorum

60. The quorum at any NAC meeting is more than 50% of all voting NAC Representatives.
61. No resolution may be passed unless a quorum is present.
62. A meeting may proceed without a quorum, but no resolutions may be passed. The NAC Chair may direct the CEO to circulate any motion to all voting NAC Representatives within seven days of the meeting for their consideration.

Voting at NAC Meetings

63. Each NAC Representative is entitled to one vote. Directors are not entitled to vote.
64. Resolutions are passed if more than 50% of voting NAC Representatives vote in favour.
65. The NAC Chair has a casting vote if the vote is tied.

Chairing of NAC Meetings

66. The NAC Chair chairs every NAC meeting.
67. If the NAC Chair is absent or unwilling to chair, the NAC Deputy Chair chairs that meeting.
68. If the NAC Deputy Chair is also unable to chair, the voting NAC Representatives present must elect a chair for that meeting from among themselves.

Resolution Outside Meeting

69. A written resolution signed by more than 50% of all voting NAC Representatives is valid as if passed at a meeting. Such a resolution may consist of several documents each signed by one or more voting NAC Representatives.

Meeting Minutes

70. The CEO must prepare and distribute NAC meeting minutes to each NAC Representative and the Board within 14 days of the conclusion of each meeting.

71. Each NAC Representative must report promptly to the committee of the NAC Representative's Group on the outcome of each NAC meeting.

PART C — NATIONAL GROUPS AND STATE CHAPTERS

Regulation C.1 — National Groups

72. National Groups report to the APA Board of Directors.
73. Any member may apply for concurrent membership of one or more National Groups.

Role and Responsibilities

74. Each National Group Committee must:
    a. assist the APA to achieve its Objects, as stated in the APA Constitution, through leadership, communication, representation and services to members within the National Group's area of expertise;
    b. establish State Chapters;
    c. subject to CEO approval, establish Working Parties;
    d. participate in the election of Directors in accordance with the APA Constitution;
    e. support the APA professional development delivery strategy;
    f. review professional development data and advise on the national approach to course scheduling;
    g. ensure State Chapters are meeting professional development calendar deliverables;
    h. provide advice on physiotherapy workforce requirements, topics, content, courses and presenters for consideration by ACP career pathway Working Parties;
    i. participate in advocacy opportunities relevant to the National Group's area of expertise;
    j. engage with members of the National Group;
    k. provide other advice and assistance as required; and
    l. make recommendations for improvements and innovations.

Composition

75. Each National Group Committee consists of a minimum of six and a maximum of 11 members, and can include:
    a. the National Group Committee Chair;
    b. no more than two Deputy Chairs;
    c. the respective State Chapter Chairs; and
    d. any ex-officio positions approved under these Regulations.

Regulation C.2 — World Physiotherapy Subgroup Delegate

76. Any National Group Committee may endorse one of its members as the APA's endorsed World Physiotherapy subgroup delegate to a relevant World Physiotherapy Subgroup, subject to eligibility criteria set by the CEO.
77. Eligibility criteria for the APA endorsed World Physiotherapy subgroup delegate:
    a. current APA financial member for at least 12 months;
    b. current financial member of the relevant National Group;
    c. served on the respective National Group Committee within the last five years for more than 12 months; and
    d. endorsed by the relevant National Group Committee.

78. The delegate must report regularly to their National Group Committee on the key issues, activities and outcomes arising from the World Physiotherapy subgroup.

79. The delegate's term is governed by the relevant World Physiotherapy subgroup's own terms.

Regulation C.3 — State Chapter Committees

80. Each State Chapter Committee reports to its National Group Committee.

Roles and Responsibilities

81. Each State Chapter Committee must:
    a. support and consult with its National Group Committee;
    b. liaise with the relevant Branch Council and other committees within the Branch;
    c. provide leadership, communication, representation and services within the Group's area of expertise to State Chapter members;
    d. engage with members of the National Group;
    e. exercise any powers delegated by the National Group Committee;
    f. support the APA's professional development delivery strategy;
    g. provide and allocate course convenors and tutors in a fair and transparent manner;
    h. assist in locating appropriate venues for courses;
    i. provide advice on physiotherapy requirements, topics, content, courses and presenters for consideration by APA;
    j. facilitate digital capture of lectures where required; and
    k. make recommendations for innovations and improvements.

Composition

82. A State Chapter Committee consists of a maximum of 11 voting members, including a Chair and no more than two Deputy Chairs.

83. Each National Group Committee Chair is an ex-officio member of the respective State Chapter Committee.

84. Each Branch Council President is an ex-officio member of any State Chapter Committees within their Branch.

85. Any State Chapter Committee may, subject to approval of the National Group Committee, appoint other ex-officio positions.

Regulation C.4 — Forming New National Groups and Working Parties

86. The Board may establish a new National Group or Working Party. A Working Party may also be established without the Board's endorsement where operational needs require, subject to the approval of the relevant committee or Branch Council and notification to the CEO.

87. The Board's decision on any National Group or working party application is final and binding.

PART D — BRANCHES AND BRANCH COUNCILS

Regulation D.1 — Branch Role and Responsibilities

88. Each Branch exists to assist the APA to achieve its Objects through leadership, communication, representation and services to members within the respective Branch.

89. Subject to any directions of the Board, each Branch must:

    a. uphold and promote the APA's policies, procedures and guiding principles;
    b. implement the APA's strategic goals;
    c. manage its resources effectively;
    d. provide to all members any services identified by the Board as core services;
    e. support activities of any Branch committees;
    f. promote, coordinate and support members' professional development;
    g. communicate the value of physiotherapy to key target audiences;
    h. build effective working relationships with key internal and external stakeholders;
    i. refer appropriate matters to the NPSP;
    j. participate in advocacy opportunities relevant to the Branch;
    k. engage with members of the Branch;
    l. assist with State Member engagement events;
    m. identify, act and advocate on relevant issues and trends in the local healthcare environment;
    n. promote professional standards and encourage members to adhere to the Code of Conduct; and
    o. participate in the election of Directors in accordance with the APA Constitution.

Regulation D.2 — Branch Councils

90. Branch Councils report to the APA Board of Directors.

Composition

91. Any Branch Council consists of a minimum of six and a maximum of 11 voting members, including:

    a. a Branch President;
    b. not more than two Branch Vice Presidents;
    c. any other voting members elected or appointed under Part J of these Regulations; and
    d. any ex-officio members appointed under Part J of these Regulations.

92. Each Branch Council may determine its own size whenever a Voting Member's term ceases.

93. Any Branch Council may, subject to CEO approval, appoint ex-officio members for a term not exceeding two years.

94. A Branch Council may form working parties on an as-needs basis to carry out operational tasks, in accordance with Regulation C.4. Such working parties are less formal than Branch Councils and may be limited to a defined period or a specific task.

PART E — JOURNAL OF PHYSIOTHERAPY

The Journal of Physiotherapy Editorial Board is appointed by the Board and is not subject to the APA elections process in Part L. The general meeting rules in Part N apply to the Editorial Board except where the Editorial Board's Terms of Reference expressly provide otherwise. All other governance detail for the Editorial Board is set out in the Terms of Reference below.

Regulation E.1 — Terms of Reference

The following Terms of Reference are the primary governance document for the Journal of Physiotherapy Editorial Board. They prevail over Part K lifecycle rules and Part M meeting rules where they expressly provide otherwise. Where the Terms of Reference are silent, Parts J and L apply.

Terms of Reference use descriptive headings rather than regulation numbers. They form part of these Regulations and have the same binding effect as any other provision.

General scope and authority

The Editorial Board of the *Journal of Physiotherapy* is established in accordance with the Constitution of the Australian Physiotherapy Association (APA). The Editorial Board maintains editorial independence regarding contents of the Journal.

Proceedings in meetings of the Editorial Board will be governed by the provisions of the Constitution and the procedures from meetings of the APA Board of Directors (BoD) insofar as they are applicable and not inconsistent with these terms of reference.

The prime purpose of the Editorial Board is to support and advise the BoD via management in fulfilling its responsibilities to members to publish four issues of the *Journal of Physiotherapy* each year.

The Editorial Board will consider and respond to matters:

- relating to its functions, objectives, duties and responsibilities.
- referred to it by the BoD, the CEO or other members of the executive team.

The Editorial Board has no decision-making powers except where expressly provided by the BoD; its role is to make recommendations to management.

Objectives

The overall objective of the Editorial Board is to assist the BoD, via management, to discharge its obligations/responsibilities to ensure the continued timely publication of *Journal of Physiotherapy*.

Duties and responsibilities

The Editorial Board is to provide advice to the BoD, via management, on all matters pertaining to *Journal of Physiotherapy* and without limiting that intention members will:

- Develop policies which guide the publication of the journal.
- Participate in the activities of the Editorial Board as voting members.

- Meet regularly: face to face at least once a year (where feasible) and by videoconference up to four (4) times a year.

- Hold portfolio responsibility for particular activities of the journal. The current portfolios are Chair, Deputy Chair, Scientific Editor, Deputy Scientific Editor, Clinimetrics, Clinical Practice Guidelines, Critically Appraised Papers, Practical Guides, Recent Highlights, Research Notes, and Social Media. However, the portfolios are subject to change at the Editorial Board's discretion.

- Ensure that the journal meets the needs of the APA membership and the physiotherapy profession.

- Undertake specific tasks to promote the journal (e.g., by running writing workshops, supporting the *Journal of Physiotherapy* Oration at the APA Conference).

- Solicit actively for submissions to the journal.

- Identify strategic opportunities to enhance the quality and standing of the journal internationally.

- Advise the BoD on appointments to the Editorial Board and to the position of Scientific Editor.

- Provide recommendations on budget matters relevant to the journal.

- Provide consultation to the APA to support Journal publishing contract negotiations, particularly regarding costs (e.g., to authors for accepted publications; to the APA for number of papers per issue).

Authority and delegation with respect to the APA

The Editorial Board will have no executive powers with regard to its findings and recommendations, except where expressly provided by the BoD and/or management.

The Editorial Board will have all necessary access to, and authority to seek information from, management to fulfil its objectives, duties and responsibilities.

The Editorial Board may arrange for external third parties with relevant experience and expertise to attend meetings as it considers necessary.

The Editorial Board may delegate particular activities of the Editorial Board to relevant subcommittees from time to time as it sees fit.

Composition

The Editorial Board consists of a minimum of 12 members, one of whom will Chair the Editorial Board, one of whom will serve as Deputy Chair, one of whom will serve as Scientific Editor, one of whom will serve as Deputy Scientific Editor, and a minimum of four of whom will be appointed from international applicants. All members will have full voting rights. Ideally, the Editorial Board will have diversity across the core areas of the physiotherapy profession.

Apart from the Scientific Editor, members are appointed by the Board to the Editorial Board for a term of three years commencing from 1 January and to a maximum of three (3) consecutive terms, unless otherwise removed by a resolution of the Board or acceptance of resignation.

Editorial Board members who have completed their maximum term on the Editorial Board, as outlined above, are entitled to reapply for subsequent positions on the Editorial Board. However, they may only do so after a minimum period of three (3) years has elapsed without membership on the *Journal of Physiotherapy* Editorial Board.

Chair

- A call for self-nominations from current Editorial Board members (excluding Editorial Board members in their first year of their first term) will be made in September of the year in which the current Chair is due to complete their final term. Nominations will be open for 21 days.
- The Editorial Board will elect a Chair by October of that year.
- The appointment to Chair of the Editorial Board is for a maximum of two (2) three-year terms. At the end of the first term, the Chair may renominate for re-election..
- International Editorial Board members cannot apply for the Chair role.

Deputy Chair

- A call for self-nominations from current Editorial Board members (preferably from Editorial Board members in their first term) will be made in October any the year in which the Deputy Chair position will become vacant.   The Editorial Board will elect a Deputy Chair by November.
- The appointment of Deputy Chair of the Editorial Board is for a maximum of two (2) three-year terms. At the end of their first term the Deputy Chair may re-nominate for re-election.
- If the current Deputy Chair nominates for a vacant Chair position before completing their term as Deputy Chair and is unsuccessful in being elected to the Chair position, the Deputy Chair shall continue in their role for the remainder of their term unless they resign
- International Editorial Board members cannot apply for the Deputy Chair role.

Selection criteria

Members of the Editorial Board will demonstrate:

- A Broad experience in research methods.
- An outstanding track record in the review and publication of research relevant to the physiotherapy profession.
- Experience in leadership roles relevant to the physiotherapy profession.
- Inter/national recognition and sustained contribution to physiotherapy research and/or practice.

Eligibility criteria for Australian applicants

Essential:

- At least 5 years post PhD
- Current financial physiotherapist membership of the APA
- Excellent verbal and written communication skills

Eligibility criteria for international applicants

Essential:

- At least 5 years post PhD
- Relevant degree in physiotherapy

Desirable:

- Current financial membership of a World Physiotherapy member association at the time of application

- Experience on other international Editorial Boards

When addressing these selection criteria, applicants will be encouraged to outline the impact of career interruption(s) over the last five (5) years. Australian Editorial Board positions will be

advertised with applications going through a competitive selection process. During the selection process, the Editorial Board will consider applications relative to opportunity and with attention to diversity and equity considerations that may include (but are not limited to) demographic characteristics, geographic location, and area of research expertise. International Editorial Board members will be recommended and selected by the Editorial Board and contacted directly by the Chair (selective recruitment), rather than through an advertised recruitment process.

Ex officio Editorial Board positions

The immediate past Chair may remain an ex officio member of the Editorial Board for a period of up to one year. The immediate past Scientific Editor may remain an ex officio member of the Editorial Board for a period of up to one year. Ex-officio positions have no voting rights.

Additional expertise

From time to time, biostatistician expertise may be required to support Journal processes. Where biostatistical needs cannot be met on an ongoing basis by the Scientific Editor and/or existing Editorial Board members, an Australian or international biostatistician may be appointed as an honorary member to the Editorial Board for a term of flexible duration (reflecting Journal needs at that time). The biostatistician does not need to be a physiotherapist or financial member of the APA or World Physiotherapy member association. The biostatistician will not have Editorial Board voting rights and will not hold a specific portfolio.

Journal of Physiotherapy Editorial Fellowships

The *Journal of Physiotherapy* Editorial Fellowships role enables emerging Australian physiotherapy researchers to gain important exposure to an international Editorial Board. These (unpaid) Fellowships are designed to allow early career researchers to develop skills in journal publication processes through each of the key *Journal of Physiotherapy* portfolios. By rotating through the Journal portfolios, opportunities are provided for the Editorial Fellows to receive mentoring from the Scientific Editor and Editorial Board members across all stages of the publication process. The Editorial Fellowships also have a communications focus, with fellows contributing to the Journal's social media presence. A tangible outcome of the Editorial Fellowship is a co-authored editorial or appraisal paper in the Journal. The rolling program (with one new Editorial Fellow recruited each year for a two-year term) also allows for peer-to-peer mentoring. The Editorial Fellows are expected to attend quarterly Editorial Board meetings during their appointed terms, but they do not hold voting rights. Outgoing Editorial Fellows are not automatically appointed to the Editorial Board at the conclusion of their term, as they will not necessarily have the requisite expertise or experience to fulfil the roles and responsibilities of an Editorial Board member.

Eligibility and selection criteria

Applicants for the Editorial Fellowships must:

- be within 5 years of PhD award (taking career disruption into account)

- hold current financial membership of the APA at the time of application

Expressions of interest are assessed by the Editorial Board, with a focus on:

- what the applicant will gain from the Editorial Fellowship
- what the applicant will bring to the role
- their research and dissemination track record (relative to opportunity)
- their vision for broadening the reach and enhancing the readership of the *Journal of Physiotherapy*
- diversity and equity considerations.

Secretariat and meetings

The APA Chief Executive Officer will ensure the provision of administrative support to the Editorial Board through the journal coordinator.

Support will include: liaison with Elsevier and oversite of the production of the journal, preparation and distribution of the agenda and any attachments and other material to the committee, preparations of minutes and/or written reports, advice or recommendations for management, coordination of arrangements for face-to-face Editorial Board meetings, and any correspondence required.

The Editorial Board will meet as required and in accord with guidelines issued by the Board from time to time. A quorum of five (5) members of the Editorial Board is required for a vote.

The Editorial Board Chair may call a meeting of the Editorial Board at their discretion or if requested to do so by five (5) Editorial Board members or the CEO.

Any director of the BoD may attend an Editorial Board meeting after providing notice of their intention to do so to the Chair of the Editorial Board.

Written notice of meetings and an agenda will be given to members along with briefing materials.

Reporting

The Chair of the Editorial Board will report material findings and recommendations to the BoD via management on an ongoing basis. A formal annual report will be submitted to the BoD, via management, providing an overview of performance for the year in support of the APA organisational strategic plan.

The Editorial Board will formally review these terms of reference annually. Any proposed amendments will be recommended to the BoD for approval.

Updated: May 2026

PART F — NATIONAL PROFESSIONAL STANDARDS PANEL

The National Professional Standards Panel (NPSP) assists the APA to maintain and promote professional standards. It is Board-appointed and not subject to Part L elections, and operates under its own separate Regulations approved by the Board governing its composition, appointment, functions and powers. Where those Regulations are silent, Parts N and O apply.

This section is intended to be blank.

PART G — ABORIGINAL AND TORRES STRAIT ISLANDER HEALTH COMMITTEE

The Aboriginal and Torres Strait Islander Health Committee is a National Committee and member of the NAC. Parts K, M and O apply. Its Terms of Reference are set out below.

Establishment

The Aboriginal and Torres Strait Islander Health Committee (the Committee) has been established in accordance with the Constitution of the Australian Physiotherapy Association. Proceedings in meetings of the Committee are governed by the provisions of the Constitution and the Association's regulations insofar as they are applicable and not inconsistent with these Terms of Reference.

Purpose

The prime purpose of the Committee is to support and advise the Board on strategies that the Association could pursue to achieve its vision for reconciliation and to advise the Board on the degree to which the Committee considers that vision is being and will be achieved.

Duties and responsibilities

The Committee will consider and respond to matters relating to its purpose that are:

- referred to it by the Association's:
  - Board
  - Chief Executive Officer (CEO); and
  - National Groups, Branches, or other Committees.
- referred to it by external parties.
- to work with the Association to increase participation of members with the Committee.

These matters will include guidance of the operational duties relating to the implementation of the Associations' Reconciliation Action Plan (RAP). The Committee will work in close alignment with the National Advisory Council (NAC). Additionally, the Committee will assess proposals related to specific initiatives that are submitted for review or consultation. These initiatives may come directly to the Committee via the NAC or the Association's staff. The Committee does not provide advice or consultation on research-related activities.

Authority and delegation

The Committee shall have all necessary access and authority to seek information from management, to fulfil its purpose, duties, and responsibilities. The Committee may seek independent advice as it considers necessary and may arrange for external third parties with relevant experience and expertise to attend meetings at the expense of the organisation (and within budget) as it considers necessary.

The Committee's decision-making powers are limited to those required to ensure its day-to-day operation in providing advice and recommendations to the Board. Decisions which have potential implications for part or all of the entire organisation, or which may be seen to be a representative viewpoint of the organisation, cannot be made without express provision by the Board. The

Committee has no executive powers with regard to its findings and recommendations, except where expressly provided by the Board.

Quorum

The quorum shall be achieved if more than 50 per cent of members are present for the meeting and if the majority of these are Aboriginal and Torres Strait Islander people.

Composition

Members of the Committee are appointed by Committee members and approved by the Board.

The Committee will consist of eight to ten members, with the majority being formed by Aboriginal and Torres Strait Islander People, with a preference for representative diversity of First Nations people from across Australia.

This includes a minimum of one student or recent graduate member. A recent graduate is deemed as someone who has graduated with a physiotherapy qualification within the past five years.

The Committee will ensure a balanced representation of members, including consideration for representation from university students, new graduates, researchers, academics, clinical areas of expertise, diversity, geographical location, and sector of employment (private or public etc.).

Where there are insufficient numbers to make up the membership requirements above, additional new graduate members who are Aboriginal and/or Torres Strait islander will be considered. Furthermore, if the numbers are insufficient to make a majority representation of Aboriginal and Torres Strait Islander members, non-Indigenous members may be appointed to the Committee by Aboriginal and Torres Strait Islander members. These members will serve a one-year term and may be extended up to three times (that is three years maximum) if suitable applications are not received from Aboriginal and Torres Strait Islander people during the annual expression interest process.

Members will be appointed to the Committee for a term of three years commencing from 1 January and for a maximum of two terms, unless otherwise removed by a resolution of the Board or an acceptance of resignation. Members are eligible to reapply to join the Committee following a cooling off period of two years.

In accord with the Association’s Constitution, the President is an ex officio member of the Committee. All members will have full voting rights. The participation of ex officio members and advisory members does not extend to voting rights. The Chair of the Committee may invite a maximum of three previous members of the Committee to participate in the Committee as advisors. Their participation does not extend to voting rights.

Informal Participants

The Chair may invite a wider group of observers to advise and participate in Committee events and activities, including meetings. Their participation does not extend to voting rights.

Portfolios

Committee members will be assigned portfolios aligned with their interests as able. The portfolios and assignment of such will be reviewed every two years or earlier at the request and agreement by members.

Committee Chair

Nominations will be received for the Chair position, and this shall be reserved for Aboriginal and Torres Strait Islander members. The nominations will be presented to the Board for endorsement. The endorsed nominees will have ten minutes to present to the Committee prior to the Committee undertaking a vote. Upon successful election, the Board will formally appoint the successful candidate to Chair the Committee. The Chair will represent the Committee on the Association's NAC.

The Chair will be appointed for a term of two years commencing from 1 January and for a maximum of two terms. This is in addition to any time already served as a member of the Committee.

Vice Chair

A Vice Chair of the Committee will be elected as per the Chair position.

Secretariat and meetings

The CEO shall ensure the provision of administrative support to the Committee. Support shall include preparation and distribution of the agenda and any attachments and other material to the Committee, preparation of minutes and/or written reports, advice or recommendations for the Board and any correspondence as required. The Committee shall meet a minimum of four times per year with at least one face to face meeting.

The Chair may call a meeting of the Committee at their discretion, or from a request to do so by any Committee member, or at the request of the National President or the CEO. Adequate written notice of meetings and business to be conducted will be given to members along with briefing materials.

Reporting

In recognition of the centrality of the Committee's purpose to the Association, the Chair of the Committee will report material findings and recommendations to the Board after each Committee meeting. The meeting minutes will be provided to Committee members and made accessible thereafter. A person/group may request a copy of the minutes in writing to the Chair via the Association's secretariat.

Review

The Committee will formally review these terms of reference each two years. Any amendments will be recommended to the Board for approval.

PART H — NATIONAL RURAL ADVISORY COMMITTEE

The National Rural Advisory Committee is a National Committee and member of the NAC. Parts K, M and O apply. Its Terms of Reference are set out below.

Roles and responsibilities

The Rural Advisory Committee (RAC) will provide a voice within the APA for physiotherapists and patients that live and work in regional, rural and remote Australia.

The APA will consult with relevant RAC members around appropriate issues such as the development or revision of APA Position Statements, or the development of rural specific professional development. The RAC may be used to bring together working groups or working group to further APA objectives in rural advocacy, membership and services.

The committee will focus on providing suitable professional development opportunities and consult with the APA regarding the development and implementation of a career pathway that is suitable for rural members.

Meeting frequency

The RAC will meet at a minimum of 4 times per year prior to the National Advisory Council meetings. It is expected that meetings will happen online or where a work plan necessitates a face to face meeting with prior approval by the APA.

The advisory committee will meet approximately every three months via videoconference and will be provided secretariat support for these meetings by a member of the APA Education Division staff.

Meetings will provide an avenue for the RAC to provide input to the APA, and or the APA provide updates about matters of importance to rural and remote Australia. The RAC will consult with APA rural members around submissions and other issues that arise from time to time.

Decision making

The RAC will not be a decision making body within the APA, but will make recommendations to the management/or Board of the APA via their State Branch Council or National Advisory Council processes.

Composition

The RAC is made up of the rural representatives on each of the state branch councils.

Committee Membership will seek to include a First Nations person.

Proxy representatives will be allowed when members are unable to attend a meeting. All members, proxies and the chair must be APA members to be eligible for membership of the Rural Advisory Committee.

Summary of Member Terms

- Chair 2 x 2 year terms
- State representative 2 x 3 year terms*
- Deputy chair 2 x 2-year term

- Ex Officio 1 x 1-year term*

* The state representative terms will reflect the terms and regulations pertaining to their state branch council position.

PART I — AUSTRALIAN COLLEGE OF PHYSIOTHERAPISTS COLLEGE COUNCIL

Part K and Part L does not apply to the College Council or the ACP Committees. The ACP College Council uses the titles President and Vice President in place of Chair and Deputy Chair. These titles are specific to the College Council and have no effect on how equivalent roles are described elsewhere in these Regulations.

Terms of Reference

These Terms of Reference are the primary governance document for the Australian College of Physiotherapists College Council. The College Council is governed by the provisions of the Constitution and these Regulations insofar as they are applicable and not inconsistent with these Terms of Reference.

These Terms of Reference use descriptive headings rather than regulation numbers. They form part of these Regulations and have the same binding effect as any other provision.

Role and Purpose

About the committee

Purpose

The Australian College of Physiotherapists (ACP) College Council is the principal governance body of the College and reports to the APA Board via the APA Education Committee. College Council provides strategic leadership, stewardship and oversight of the College's governance structures, quality assurance, credentialling and specialist physiotherapy pathways, while promoting excellence in governance and in professional and culturally safe specialist physiotherapy practice.

The following governance bodies report to College Council:

1. Training and Assessment Committee;
2. Quality Assurance Committee;
3. Appeals Panel;
4. Any other panels, boards, advisory groups and working groups as may be established from time to time in accordance with the Regulations or by approval of College Council.

Scope and Responsibilities.

a) Steward the governance of Milestone 3 and Milestone 4 pathways in alignment with the Physiotherapy Competence Framework, APA Strategic Plan and Education Committee priorities.

b) Champion educational and professional excellence, innovation and continuous advancement in specialist physiotherapy training, credentialling and professional standards.

c) Steward sustainable and accessible Milestone 3 and Milestone 4 pathways through strategic prioritisation, governance oversight and consideration of long-term pathway viability, member needs and public interest responsibilities.

d) Champion culturally safe and responsive specialist physiotherapy training and credentialling pathways across the College governance framework.

e) Lead advocacy for Titled and Specialist Physiotherapy practice and advance recognition of the College, its members, and the value of Titled and Specialist Physiotherapy pathways.

f) Promote the value and contribution of Titling and Specialist Physiotherapy practice, and advocate for the recognition of the College, its members, candidates and pathways.

g) Establish governance structures, delegations, reporting relationships and committee arrangements relating to pathway governance, assessment, credentialling and quality assurance activities.

h) Receive and consider reports, recommendations and escalated matters from reporting committees, governance bodies and advisory groups, and direct governance priorities, improvement actions and further review activities where required.

i) Direct strategic priorities, governance enhancements and pathway improvement initiatives across reporting governance bodies in alignment with the APA Strategic Plan and Education Committee priorities.

j) Maintain oversight of accreditation readiness, accreditation maintenance and continuous improvement activities through reporting from the Quality Assurance Committee and other governance bodies and report significant accreditation and quality matters to the Education Committee.

k) Endorse governance transition arrangements for new Fields and Subfields of Practice following pathway approval and transition into operational governance structures.

l) Confer Titling and Fellowship following recommendation from relevant governance bodies.

m) Provide advice and recommendations to the Education Committee regarding accreditation readiness, governance matters, pathway developments and strategic education priorities.

n) Escalate significant education, accreditation and governance risks and matters to the Education Committee in accordance with the APA Risk Management Framework.

Composition

a. The ACP College Council consists of a minimum of six and a maximum of 11 voting members, will be comprised of up to six Fellows, three Titled Members and two APAM members, including:

    a. the President (must be a Fellow of the ACP);

    b. up to two Vice Presidents;

b. The President is not permitted to chair a Standing Committee.

c. Collectively, College Council members will bring the expertise, experience and perspectives required to provide strategic leadership, governance and oversight of the College, and to support the integrity, quality and continuous improvement of its education, credentialling and specialist practice activities.

d. The composition of College Council will reflect the breadth of expertise and perspectives required to discharge its responsibilities effectively and advance the strategic objectives of the College and the Australian Physiotherapy Association.

e. The composition of College Council will support effective governance through appropriate separation of oversight and operational functions.

f. At any given time, a majority of the voting members of the College Council must be Fellows (FACP).

Attendance

Members are expected to attend at least 80% of scheduled College Council meetings over a rolling 12-month period. Where a member does not meet this attendance requirement, the matter will be addressed in accordance with the Regulations.

ACP President

Eligibility and Election

The President is elected by the College Council from among its members. Only current College Council members are eligible to stand for election as President. The office of President is not filled by a ballot of ACP Members and Part L (Elections) does not apply to it. For the College, the Returning Officer is the General Manager, Education.

The President must be a Fellow of the ACP and a current College Council member at the time of nomination.

The College Council elects the President from among its eligible members at the final College Council meeting of the calendar year in which College Council members are elected, and at any other time necessary to fill a vacancy in the office of President.

Any eligible member may be nominated, including by self-nomination, for election as President. Nominations must be received by the Returning Officer before the start of the meeting at which the election is held.

The President is elected by a majority of the voting members of the College Council present and voting at the meeting. Ex-officio members do not vote in the election.

Where more than two members are nominated and no candidate receives a majority, the candidate with the fewest votes is eliminated and a further round of voting is held until a candidate receives a majority. If a vote is tied, the result is determined by lot drawn by the Returning Officer.

The election of the President is formal when the Returning Officer gives written notice of the result to the CEO.

Term

The President serves a fixed term of two years commencing on 1 January of the year following their election.

A person may serve a maximum of two consecutive terms as President. After two consecutive terms, a person is not eligible for re-election as President for at least two years.

For a second term the election follows the same process set out above in Eligibility and Election.

Responsibilities

The President must:

- oversee the conduct of all business of the College Council and promote its role and responsibilities;

- fulfil the role of APA Education Committee Representative for the ACP College Council; and

- fulfil the role of NAC Representative for the ACP College Council.

Vice Presidents

Election and Eligibility

The College Council may elect up to two Vice Presidents. If one Vice President is elected, that person must be a Fellow (FACP). If two Vice Presidents are elected, at least one must be a Fellow (FACP). Where there are two Vice Presidents, the second Vice President may be a Fellow (FACP), a Member of the Australian College of Physiotherapists (MACP) or an APA Member (APAM).

Vice Presidents are elected by the College Council from among its members. Only College Council members (other than the President) are eligible to stand for election as Vice President. A Vice President position is not filled by a ballot of ACP Members and Part L (Elections) does not apply to it, except that the Returning Officer identified in Regulation L.2 oversees the conduct of the election.

The College Council elects the Vice Presidents from among its eligible members at the first meeting of the new College Council, and at any other time necessary to fill a vacancy in the office of Vice President.

Any eligible member may be nominated, including by self-nomination, for election as Vice President. Nominations must be received by the Returning Officer before the start of the meeting at which the election is held.

Where two Vice President positions are to be filled, a separate election is held for each position. Each Vice President is elected by a majority of the voting members of the College Council present and voting at the meeting, and ex-officio members do not vote in the election.

Where more than two members are nominated for a position and no candidate receives a majority, the candidate with the fewest votes is eliminated and a further round of voting is held until a candidate receives a majority. If a vote is tied, the President has a casting vote.

The election of each Vice President is formal when the Returning Officer gives written notice of the result to the CEO.

Term

Vice Presidents serve a fixed term of two years commencing on 1 January of the year following their election.

A person may serve a maximum of two consecutive terms as Vice President. After two consecutive terms, a person is not eligible for re-election as Vice President for at least two years.

Role

The Vice Presidents must support the President in the performance of their duties. In the absence of the President, the Vice Presidents may act as deputy to the President.

Where two Vice Presidents are appointed, they must agree which of them will act as deputy to the President and chair a meeting in the President's absence. If the Vice Presidents cannot agree, the College Council will decide the matter by vote.

College Council Elections

Elections for College Council member positions are conducted by the Returning Officer, being the General Manager, Education or their delegate.

Nominations for College Council are sought based on vacancies at the time of each election.

College Council members are elected by the College Council from among the candidates nominated. A College Council member position is not filled by a ballot of ACP Members and Part L (Elections) does not apply to it.

The election result is formal when the Returning Officer gives written notice of the result to the CEO. The President then informs candidates as to whether they have been elected.

Every College office is filled by the College Council itself. College Council members are elected by the College Council under this Part, and the President and the Vice Presidents are elected by the College Council from among its members under this Part. The Chairs and members of the ACP Committees are elected or appointed by the College Council under Part J.

College Council Members

Eligibility

Any current financial ACP Member (Titled Member or Fellow) is eligible for election to the College Council, and current financial APAMs are eligible for election to the APAM positions on the College Council, subject to the composition requirements set out under Composition.

Term

Each College Council member serves a term of three years commencing on 1 January of the year following their election.

A person may serve a maximum of two consecutive terms as College Council member. After two consecutive terms, a person is not eligible for re-election or appointment to the College Council for at least two years.

Vacation of Office

This section applies to the President, the Vice Presidents and College Council members (each an office holder).

Resignation

An office holder may resign at any time by giving written notice of the resignation date. The President and each Vice President must give notice to the College Council members; a College Council member must give notice to the President. In each case, notice must also be given to any person authorised by the CEO to receive such notice. The office holder ceases to hold office from the resignation date specified in their notice.

Removal

The ACP College Council may, by resolution of 75% of its voting members, remove an office holder at any time subject to the approval of the CEO. Before such a resolution is put, the affected person must be given a reasonable opportunity to respond to the grounds for removal, unless urgent action is required.

The Board may remove an office holder at any time.

Cessation

An office holder immediately ceases to hold office on the occurrence of a Cessation Event.

Casual vacancies

A vacancy in the office of President is filled by the College Council appointing a President from among its current members as soon as practicable, to serve until the end of the vacant term. A fresh election for the position of President must then be held for the next full term.

A vacancy in the office of Vice President is filled by the College Council appointing a replacement from among its current members at any duly convened meeting, as soon as practicable.

A vacancy in a College Council member position is filled by the College Council electing a replacement at any duly convened meeting. The replacement serves until the end of the vacant term.

A person appointed to fill a casual vacancy holds office until the expiry of the term of the position they filled.

A person appointed to fill a casual vacancy is deemed to have served a full term only if they serve more than half of the original term; otherwise it does not count as a term served.

Ex-Officio Members

The National President and the Board Chair are ex-officio members of the ACP College Council with no voting rights.

The College Council may, subject to Board approval, appoint other ex-officio members for a term not exceeding two years.

College Council Meetings

Calling of Meetings

The ACP College Council must meet a minimum of 4 times per annum.

The President or delegated staff must give at least 10 days written notice to each member of any meeting, including: the date and time; the place (if face to face); the technology to be used (if held across locations); and the business of the meeting.

The President or delegated staff must send the agenda and any supporting documentation to each member at least 7 days before the meeting.

The President or delegated staff may cancel a meeting by giving at least two days written notice to each member.

Method of Meetings

Meetings may be held using any form of technology that allows all members to participate in discussion, including telephone, video conference and online platforms.

Business of Meetings

The scope of business at any meeting must reflect the responsibilities of the ACP College Council under these Regulations.

The ACP College Council may agree to discuss business not contained in the meeting notice.

Voting

Ex-officio members are not entitled to vote.

Subject to the above, each member is entitled to one vote.

Resolutions are passed if more than 50% of voting members vote in favour.

The President has a casting vote if the vote on any resolution is tied.

Quorum

The quorum at a College Council meeting is more than 50% of all voting members.

No resolution may be passed unless a quorum is present.

A meeting may proceed if a quorum is not present, but no resolutions may be passed. The President may direct delegated staff to circulate any motion to all voting members within seven days of the meeting for their consideration.

Chairing of Meetings

The President chairs every meeting.

If the President is absent or unwilling to chair, a Vice President chairs that meeting.

If no Vice President is available, the members present must elect a chair for that meeting from among themselves.

Resolution Outside Meeting

A written resolution signed by more than 50% of all voting members is valid and effective as if passed at a meeting.

Meeting Minutes

Delegated staff must prepare and distribute meeting minutes to all members within 14 days of the conclusion of any meeting.

Meeting minutes must: list agenda items; summarise discussion outcomes; not attribute comments to individual members; list all decisions and resolutions; and comply with any direction of the committee on inclusions or exclusions.

Members must send any amendments to delegated staff within 28 days of the conclusion of the meeting. Delegated staff must amend and recirculate accordingly.

Meeting minutes are not for wide distribution and are not official APA communications.

Conflicts and Confidentiality

Members will maintain the confidentiality of College Council deliberations and information obtained through their role, except where disclosure is authorised or required by law.

Members and observers will comply with applicable privacy legislation, including the Privacy Act 1988 (Cth), in relation to information obtained through their role with College Council.

Members must disclose any actual, potential or perceived conflict of interest and act in the best interests of the College and the Australian Physiotherapy Association.

Conflicts of interest will be managed in accordance with the Regulations and applicable policies.

Reporting

The President will provide a report on the College's activities, recommendations and any significant matters arising at each meeting of the Education Committee.

The minutes of College Council meetings will be provided to the Education Committee for information.

Secretariat

Secretariat support will be provided by the APA Education Team.

The Secretariat will prepare meeting agendas, coordinate the distribution of meeting papers and maintain records of meetings.

Reviews

College Council will review its performance annually and report the outcome to the Education Committee.

College Council will review this Part annually and make recommendations to the Education Committee regarding any proposed amendments.

General

College Council members uphold the APA values, Code of Conduct and applicable governance requirements, while championing behaviours that are inclusive, equitable and culturally safe.

College Council members demonstrate leadership through constructive engagement in discussions and decision-making and contribute to the effective governance of the College.

College Council members model respectful, professional and accountable behaviours, exemplifying effective governance and collaboration across the College.

PART J — AUSTRALIAN COLLEGE OF PHYSIOTHERAPISTS COMMITTEES AND ADVISORY PANELS

This Part is self-contained. Parts K, L and M do not apply to the ACP Committees. All governance rules for the Committees are in this Part. Committee Chairs and Committee members are elected or appointed by the College Council; no Committee position is filled by a ballot of ACP Members and the elections process in Part L does not apply to any Committee position.

Regulation J.1 —Committees

95. There are three Committees reporting to the ACP College Council:

Training and Assessment Committee (TAC)

The role of the TAC is to provide strategic and operational oversight of ACP training and assessment activities across the Titling and Fellowship pathways, including the appointment, training and education of examiners and assessors, and the progression of candidates through those pathways.

Quality Assurance Committee (QAC)

The role of the QAC is to provide strategic oversight, advice and guidance on the quality and standards of ACP career pathways and associated activities, to ensure quality assurance, continuous improvement and risk management.

Appeals Panel

The role of the Appeals Panel is to review appeals, complaints and grievances relating to admissions, Titling and Specialisation Training programs.

Each Committee operates under its own Terms of Reference. Where a Committee's Terms of Reference are silent, this Part applies.

Regulation J.2 — Advisory Panels

96. The ACP may establish Advisory Panels to support Committees or other ACP functions. Each Advisory Panel is governed by its own Terms of Reference approved by the College Council and is not subject to the governance rules in this Part, except that the service limits and cooling-off requirements set out in Part I apply to advisory panel service.

Regulation J.3 — Composition

97. Each Committee consists of members specified in its Terms of Reference. Following an Expression of Interest process open to all eligible candidates under the relevant Terms of Reference, the College Council must elect the Committee members by majority vote of the voting members of the College Council present and voting. Committee members are not elected by a ballot of ACP Members and Part L (Elections) does not apply.

Regulation J.4 —Committee Chair

Appointment

98. Each Committee Chair is appointed by the College Council, in accordance with any additional requirements in the Committee's Terms of Reference.

99. Where relevant, the terms of each Committee Chair must not extend beyond their College Council term.

100. The College President is not permitted to serve as a Committee Chair without CEO approval.

Resignation of Committee Chair

101. The Committee Chair may resign at any time by giving written notice of the resignation date to the Committee members and any person authorised by the CEO to receive such notice.

102. The Committee Chair ceases to hold office from the resignation date specified in their notice.

Removal of Committee Chair

103. The Committee may, by resolution of 75% of its voting members, remove the Committee Chair at any time subject to the approval of the CEO. Before such a resolution is put, the affected person must be given a reasonable opportunity to respond to the grounds for removal, unless urgent action is required.

104. The Board may remove the Committee Chair at any time.

Cessation of Committee Chair

105. A person immediately ceases to be Committee Chair on the occurrence of a Cessation Event.

Casual Vacancy of Committee Chair

106. If there is a casual vacancy in the position of Committee Chair, the College Council must appoint a replacement from among its members as soon as practicable.

107. A person appointed to fill a casual vacancy holds office until the expiry of the term of the position they filled.

108. A person appointed to fill a casual vacancy is deemed to have served a full term only if they serve more than half of the original term; otherwise it does not count as a term served.

Regulation J.5 —Committee Members

Term

109. Each Committee member serves a term of three years commencing on 1 January of the year following their election.

110. A person may serve a maximum of two consecutive terms on a Committee. After two consecutive terms, a person is not eligible for re-election or appointment to that Committee for at least two years.

111. A person may only be a member of one Committee at any time.

Resignation of Committee member

112. The Committee member may resign at any time by giving written notice of the resignation date to the Committee members and any person authorised by the CEO to receive such notice.

113. The Committee member ceases to hold office from the resignation date specified in their notice.

Removal of Committee member

114. The Committee may, by resolution of 75% of its voting members, remove the Committee member at any time subject to the approval of the CEO. Before such a resolution is put, the affected person must be given a reasonable opportunity to respond to the grounds for removal, unless urgent action is required.

115. The Board may remove the Committee member at any time.

Cessation of Committee member

116. A person immediately ceases to be a Committee member on the occurrence of a Cessation Event. The Committee is the relevant committee for this purpose.

Casual Vacancy of Committee member

117. If there is a casual vacancy in the position of a Committee member, the Committee must advise the membership of the vacancy and call for expressions of interest from all candidates eligible for the position under the relevant Terms of Reference. The College Council must then elect a replacement by majority vote.

118. A person appointed to fill a casual vacancy holds office until the expiry of the term of the position they filled.

119. A person appointed to fill a casual vacancy is deemed to have served a full term only if they serve more than half of the original term; otherwise it does not count as a term served.

Regulation J.6 —Committee Meetings

Calling of Meetings

120. The Committee Chair or delegated staff must give at least 10 days written notice to each member of any meeting, including: the date and time; the place (if face to face); the technology to be used (if held across locations); and the business of the meeting.

121. The Committee Chair or delegated staff may cancel a meeting by giving at least two days written notice to each member.

Method of Meetings

122. Meetings may be held using any form of technology that allows all members to participate in discussion, including telephone, video conference and online platforms.

Business of Meetings

123. The scope of business at any meeting must reflect the responsibilities of the Committee under these Regulations.

124. Each Committee may agree to discuss business not contained in the meeting notice.

Voting

125. Ex-officio members and observers are not entitled to vote.

126. Subject to the above, each member is entitled to one vote.

127. Any matters requiring a decision will be determined by a simple majority of votes cast.

128. The Committee Chair has a casting vote if the vote on any resolution is tied.

Quorum

129. The quorum at a Committee meeting is half of the appointed Committee members.

130. No resolution may be passed unless a quorum is present.

131. A meeting may proceed if a quorum is not present, but no resolutions may be passed. The Committee Chair may direct delegated staff to circulate any motion to all voting members within seven days of the meeting for their consideration.

Chairing of Meetings

132. The Committee Chair chairs every meeting.

133. If the Committee Chair is absent or unwilling to chair, a deputy member chosen by the committee chairs that meeting.

134. If that deputy is also unable to chair, the members present must elect a chair for that meeting from among themselves.

Resolution Outside Meeting

135. A written resolution signed by more than 50% of all voting members is valid and effective as if passed at a meeting.

Meeting Minutes

136. Delegated staff must prepare and distribute meeting minutes to all members within 14 days of the conclusion of any meeting.

137. Meeting minutes must: list agenda items; summarise discussion outcomes; not attribute comments to individual members; list all decisions and resolutions; and comply with any direction of the committee on inclusions or exclusions.

138. Members must send any amendments to delegated staff within 28 days of the conclusion of the meeting. Delegated staff must amend and recirculate accordingly.

139. Meeting minutes are not for wide distribution and are not official APA communications.

PART K — GENERAL OFFICE BEARERS AND MEMBERS

This Part applies to Chairs, Deputy Chairs and Committee members of National Groups, State Chapter Committees, Branch Councils, and any other committee not covered by a self-contained Part. It does not apply to the ACP College Council, ACP Standing Committees, the NAC, the Journal of Physiotherapy, or the NPSP.

Regulation K.1 — Chair

140. Each committee must elect one of its Voting Members to be its Chair in accordance with Part L of these Regulations.

141. Each Chair must:

   a. oversee the conduct of all business of the respective committee and promote and uphold its role and responsibilities; and

   b. fulfil the role of NAC Representative for committees with NAC representation.

Term

142. Except in relation to a Chair elected to fill a casual vacancy, each Chair's term:

   a. commences on 1 January of the year after the date they are elected; and

   b. ceases two years after their term commenced unless they cease to be Chair earlier.

143. A person may serve a maximum of two consecutive terms as Chair. After two consecutive terms, a person is not eligible to be elected as Chair of that committee for at least two years unless exceptional circumstances apply.

Resignation of Chair

144. The Chair may resign at any time by giving written notice of the resignation date to the respective committee members and any person authorised by the CEO to receive such notice.

145. The Chair ceases to hold office from the resignation date specified in their notice.

Removal of Chair

146. The respective committee may, by resolution of 75% of its voting members, remove the Chair at any time subject to the approval of the CEO. Before such a resolution is put, the affected person must be given a reasonable opportunity to respond to the grounds for removal, unless urgent action is required.

147. The Board may remove the Chair at any time.

Cessation of Chair

148. A person immediately ceases to be Chair on the occurrence of a Cessation Event.

Casual Vacancy of Chair

149. If there is a casual vacancy in the position of Chair, the committee must fill the vacancy from within its members. If no suitable candidate is available, the vacancy is filled in accordance with Part L.

150. A person appointed to fill a casual vacancy holds office until the expiry of the term of the position they filled.

151. A person appointed to fill a casual vacancy is deemed to have served a full term, unless the vacancy arises less than one year into the term.

Regulation K.2 — Deputy Chair

152. Each committee that includes a Deputy Chair position must elect one (or two) of its Voting Members to be its Deputy Chair in accordance with Part L of these Regulations.

153. The Deputy Chair must assist and deputise in the absence of the Chair.

Term

154. Except in relation to a Deputy Chair elected to fill a casual vacancy, each Deputy Chair's term:

  a. commences on 1 January of the year after the date they are elected; and

  b. ceases two years after their term commenced unless they cease to be Deputy Chair earlier.

155. A person may serve a maximum of two consecutive terms as Deputy Chair. If not subsequently elected as Chair, they are not eligible to be elected or appointed to the committee for at least two years after their term ends unless exceptional circumstances apply.

Resignation of Deputy Chair

156. The Deputy Chair may resign at any time by giving written notice of the resignation date to the respective committee members and any person authorised by the CEO to receive such notice.

157. The Deputy Chair ceases to hold office from the resignation date specified in their notice.

Removal of Deputy Chair

158. the respective committee may, by resolution of 75% of its voting members, remove the Deputy Chair at any time subject to the approval of the CEO. Before such a resolution is put, the affected person must be given a reasonable opportunity to respond to the grounds for removal, unless urgent action is required.

159. The Board may remove the Deputy Chair at any time.

Cessation of Deputy Chair

160. A person immediately ceases to be Deputy Chair on the occurrence of a Cessation Event.

Casual Vacancy of Deputy Chair

161. If there is a casual vacancy in the position of Deputy Chair, the committee must fill the vacancy from within its members. If no candidate is available, the vacancy is filled in accordance with Part L.

162. A person appointed to fill a casual vacancy holds office until the expiry of the term of the position they filled.

163. A person appointed to fill a casual vacancy is deemed to have served a full term, unless the vacancy arises less than one year into the term.

Regulation K.3 — Committee Members

164. Any eligible member may be elected to a committee in accordance with Part L of these Regulations.

Term

165. Except in relation to a person appointed to fill a casual vacancy, each Committee Member's term:
    a. commences on 1 January of the year after the date they are elected; and
    b. ceases three years after their term commenced unless they cease to hold the position earlier.
166. A person may serve a maximum of two consecutive terms as a Committee Member on the same committee. After two consecutive terms, a person is not eligible to be elected or appointed to that committee for at least two years unless exceptional circumstances apply.

Resignation of Committee Member

167. The Committee Member may resign at any time by giving written notice of the resignation date to the respective committee members and any person authorised by the CEO to receive such notice.
168. The Committee Member ceases to hold office from the resignation date specified in their notice.

Removal of Committee Member

169. The respective committee may, by resolution of 75% of its voting members, remove the Committee Member at any time subject to the approval of the CEO. Before such a resolution is put, the affected person must be given a reasonable opportunity to respond to the grounds for removal, unless urgent action is required.
170. The Board may remove the Committee Member at any time.

Cessation of Committee Member

171. A person immediately ceases to be a Committee Member on the occurrence of a Cessation Event.

Casual Vacancy of Committee Member

172. If there is a casual vacancy in the position of a Committee Member, the committee must advise the membership and call for nominations in accordance with Part L.
173. A person appointed to fill a casual vacancy holds office until the expiry of the term of the position they filled.
174. A person appointed to fill a casual vacancy is deemed to have served a full term, unless the vacancy arises less than one year into the term.

Regulation K.4 — Ex-Officio Positions

175. The National President and the Board Chair are ex-officio members of all committees covered by this Part. Ex-officio members have no voting rights.
176. Any committee may appoint other ex-officio positions for a term not exceeding two years.
177. The APA endorsed World Physiotherapy subgroup delegate is an ex-officio member of the respective National Group Committee in accordance with Regulation C.2.
178. Student members may be appointed as ex-officio members of any committee covered by this Part and for a term not exceeding three years. Student ex-officio members have no voting rights.

Regulation K.5 — Nominations and Voting Eligibility

179. Any member whose primary address is within the geographic area of a Branch is eligible for election to that Branch Council.

180. Any member of a National Group is eligible for election to their respective State Chapter Committee.

PART L — ELECTIONS

This Part applies to all bodies listed in the elections table in Regulation L.2 and to elections for NAC Chair and NAC Deputy Chair. It does not apply to the NPSP, the Journal of Physiotherapy Editorial Board, the College or the Aboriginal and Torres Strait Islander Health Committee.

Regulation L.1 — Scope and Principles

181. The CEO must ensure that elections for all Office Bearer and Committee Member positions are carried out in a fair and transparent manner in accordance with these Regulations.

182. The Returning Officer is responsible for overseeing the conduct of each election. All eligible members must have a fair opportunity to participate in elections for which they are eligible.

Regulation L.2 — Returning Officers

183. The following table sets out the Returning Officer for each election. The CEO may amend this table at the commencement of each annual election cycle.

Election	Returning Officer
NAC Chair and Deputy Chair	Senior Manager, National Entities
Branch Council	Operations Manager
National Group Committee (all)	Senior Manager, National Entities
LGBTQIA+ National Advisory Committee	Senior Manager, National Entities
Education Standing Committees	General Manager, Education
APA endorsed World Physiotherapy subgroup delegate	Senior Manager, National Entities
Other	CEO
Journal of Physiotherapy Editorial Board — Board appointed, not subject to this elections process	*N/A — see Part E*
Aboriginal and Torres Strait Islander Advisory Committee – Board appointed, not subject to this elections process	*N/A — see Part G*
National Professional Standards Panel — Board appointed, not subject to this elections process	*N/A — see Part F*
College and Standing Committees – Appointed by the College and not subject to this elections process	*N/A — see Part I and J*

Regulation L.3 — Bodies Subject to Part L Elections

184. Elections under Part L apply to:

  a. NAC Chair and Deputy Chair;

  b. all Branch Councils;

  c. all National Group Committees;

  d. APA endorsed World Physiotherapy subgroup delegates.

Regulation L.4 — Who May Vote

185. The following members are entitled to vote in each election under this Part:
    a. NAC Chair and NAC Deputy Chair: all voting NAC Representatives;
    b. Branch Council: where nominations outnumber vacancies, the incumbent Branch Council under Regulation L.7(f);
    c. National Group Committee: where nominations outnumber vacancies, the incumbent National Group Committee under Regulation L.7(f);
    d. APA endorsed World Physiotherapy subgroup delegate: members of the relevant National Group Committee, as set out in Regulation C.2.
186. A person must be a financial member in good standing at the close of nominations to be eligible to vote.
187. The Returning Officer maintains the roll of eligible voters for each election based on records provided by the CEO.

Regulation L.5 — Election Timeframes

188. All elections must be completed by 1 December for positions vacant in the following year, except for APA endorsed World Physiotherapy subgroup delegate elections, which are conducted under World Physiotherapy guidelines and fall outside these Regulations.

Regulation L.6 — Calling for Nominations

189. The notice calling for nominations must state:
    a. the positions to be filled;
    b. any eligibility requirements for each position;
    c. the term of office;
    d. the method and closing date for nominations; and
    e. the anticipated election timetable.
190. A nomination must be in writing or by approved electronic form, accepted by the nominee, and include any information reasonably required by the Returning Officer.

Regulation L.7 — Conduct of Elections

191. Elections are conducted as follows:
    a. elections for positions vacant in the following year take place no later than 1 December each year, administered by the Returning Officer;
    b. nominations are called by the Returning Officer in September–October each year and remain open for 21 days;
    c. where there are insufficient nominations to fill all vacancies, eligible members may be appointed to remaining positions as if filling casual vacancies;
    d. where nominations outnumber vacancies, a ballot is conducted, subject to paragraph (f);
    e. for Branch Council and National Group Committee elections, where nominations outnumber vacancies, the incumbent Branch Council or National Group Committee selects from among the nominees the persons to fill the vacancies by majority resolution.
    f. where a ballot is required, the Returning Officer must provide an electronic ballot to each eligible voter at least 21 days before the election date;
    g. the closing date is clearly stated on the ballot;
    h. the election is conducted using the preferential voting system in Regulation L.8; and

i. once the result is declared, the Returning Officer must give written notice to the CEO in accordance with Regulation L.9.

192. Under exceptional circumstances, an election result may be overturned at the discretion of the Board.

Regulation L.8 — Preferential Voting

193. Voting in any contested election is by preferential ballot. The following rules apply to every ballot:
   a. candidates' names appear on the ballot in a randomly drawn order;
   b. voters rank candidates in numerical order of preference; and
   c. to be valid, a ballot must rank all candidates.

194. For an election to a single vacancy:
   a. if a candidate receives more than 50% of valid first preference votes, that candidate is elected;
   b. if no candidate receives a majority at first count, the candidate with the fewest votes is excluded and their votes are distributed by next available preference, and the process continues until a candidate receives more than 50% of continuing valid votes; and
   c. if a tie cannot be resolved by count-back of preferences, the Returning Officer may determine the result by other means approved by the Board, or call a new election.

195. For an election to two or more vacancies:
   a. the Returning Officer may use a proportional preferential counting method that gives effect to voter preferences, can be explained clearly to voters, and produces an auditable result;
   b. in the event of a tie affecting the outcome, the Returning Officer resolves it first by count-back of prior preferences, and if still tied, by lot or another transparent method notified to voters in advance; and
   c. the Returning Officer must notify voters of the counting method before voting opens.

Regulation L.9 — Formalising Election Results

196. On declaring an election result, the Returning Officer must give written notice of the result to the CEO, who must then notify all candidates. The result takes effect from the date of the Returning Officer's declaration.

Regulation L.10 — Challenge of Election Results

197. A procedural challenge to an election result must be made in writing to the CEO within seven days of the declaration of the result.

198. The CEO may uphold the result, require a recount, or direct a fresh election if there has been a material procedural error. Appeals against any Returning Officer declaration or ruling are directed to the Board, whose decision is final.

PART M — MEETING REGULATIONS

This Part applies to all committees covered by these Regulations, except: the ACP College Council and ACP Committees (meeting rules in Parts I and J), and the NAC (meeting rules in Part B). It applies to the Journal of Physiotherapy Editorial Board except where Part E or the JoP Terms of Reference expressly provides otherwise.

Regulation M.1 — Meeting Procedures

Calling of Meetings

199. Each committee must meet a minimum of four times a year as specified at its first meeting each year.
200. The Chair or delegated staff must give at least 10 days written notice to each member of any meeting, including: the date and time; the place (if face to face); the technology to be used (if held across locations); and the business of the meeting.
201. The Chair or delegated staff may cancel a meeting by giving at least two days written notice to each member.

Attendance

202. Committee Members are expected to attend all meetings of their committee and must endeavour to attend at least 75% of the meetings held during their term. A Committee Member who is unable to attend must notify the Chair in advance and may request a leave of absence. A Committee Member who is absent from three consecutive meetings without an approved leave of absence or the consent of the committee is deemed to have resigned from the committee with effect from the conclusion of the third such meeting, which constitutes a Cessation Event. Patterns of non-attendance may also be referred by the Chair to the CEO under Regulation N.4 (Disputes).

Method of Meetings

203. Meetings may be held using any form of technology that allows all members to participate in discussion, including telephone, video conference and online platforms.

Business of Meetings

204. The scope of business at any meeting must reflect the responsibilities of each committee under these Regulations.
205. Each committee may agree to discuss business not contained in the meeting notice.

Voting

206. Ex-officio members are not entitled to vote.
207. Subject to the above, each member is entitled to one vote.
208. Resolutions are passed if more than 50% of voting members vote in favour.
209. The Chair has a casting vote if the vote on any resolution is tied.

Quorum

210. The quorum at any meeting is more than 50% of all voting members of the respective committee.

211. No resolution may be passed unless a quorum is present.

212. A meeting may proceed if a quorum is not present, but no resolutions may be passed. The Chair may direct delegated staff to circulate any motion to all voting members within seven days of the meeting for their consideration.

Chairing of Meetings

213. The Chair chairs every meeting.

214. If the Chair is absent or unwilling to chair, the Deputy Chair chairs that meeting.

215. If the Deputy Chair is also unable to chair, the members present must elect a chair for that meeting from among themselves.

Resolution Outside Meeting

216. A written resolution signed by more than 50% of all voting members is valid and effective as if passed at a meeting.

Meeting Minutes

217. Delegated staff must prepare and distribute meeting minutes to all members within 14 days of the conclusion of any meeting.

218. Minutes notes must: list agenda items; summarise discussion outcomes; not attribute comments to individual members; list all decisions and resolutions; and comply with any direction of the committee on inclusions or exclusions.

219. Members must send any amendments to delegated staff within 28 days of the conclusion of the meeting. Delegated staff must amend and recirculate accordingly.

220. Meeting minutes are not intended for wide distribution as an official communication tool of the Association.

PART N — DISCIPLINE AND REMOVAL

This Part sets out procedures for disciplinary action, removal of Committee Members and Office Bearers, and dispute resolution. It applies to all Committee Members and Office Bearers covered by these Regulations.

Regulation N.1 — Before Removal

221. Before a decision to remove a Committee Member or Office Bearer is made, the affected person should be given a reasonable opportunity to respond to the grounds for removal, unless urgent action is required to protect the APA or its members.

Regulation N.2 — Disciplinary Action

222. The Board may take disciplinary action against a Committee Member or Office Bearer who has failed to comply with these Regulations, the Code of Conduct or any applicable APA policy. A Committee Member or Office Bearer may also be referred to the NPSP for review. Disciplinary action may include counselling, a written warning, suspension from a role, or removal under Regulation N.3. The Board must give the affected person a reasonable opportunity to respond before any disciplinary decision, unless urgent action is required.

Regulation N.3 — Removal

223. Any Committee may, by resolution of 75% of its voting members, remove a Chair, Deputy Chair or Committee Member at any time, subject to CEO approval. Before such a resolution is put, the affected person must be given a reasonable opportunity to respond to the grounds for removal, unless urgent action is required.
224. The Board may remove any Chair, Deputy Chair or Committee Member at any time.

Regulation N.4 — Disputes

225. The Chair of a committee must endeavour to proactively resolve issues related to the performance or conduct of a Committee Member. If unsuccessful, the matter must be referred to the CEO.

PART O — TRANSITIONAL PROVISIONS

Regulation O.1 — Continuity of Office

226. A person holding office in any committee immediately before these Regulations commence continues in office for the balance of their term unless the Board decides otherwise.

227. A committee, council or advisory body operating immediately before these Regulations commence is taken to be continued under these Regulations to the extent consistent with the Constitution and any Board decision.

Regulation O.2 — References to Prior Documents

228. Any reference in an existing APA document to the prior Committee Regulations, Meeting Regulations or National Advisory Council Regulations is to be read as a reference to these Regulations, with any necessary changes, unless the context requires otherwise.