



## OAPA POLICY MANUAL

### BOARD OF DIRECTORS:

- A. **Agenda:** The Board of Directors shall receive an agenda prior to the meeting. The Executive Director will develop the agenda with input from the President. Information on issues requiring an extensive debate should be distributed two weeks prior to the meeting. All officers and committee chairs shall submit written reports to be distributed with the agenda.
- B. **Attendance/Absences:** Board members will advise the Executive Director as to their attendance. Absence for more than two official meetings will be subject to Board review and possible dismissal.
- C. **Reimbursement:** Delegates to the AAPA HOD will be reimbursed in an amount specified in the annual budget. Board members, committee chairs and other designees will be reimbursed for expenses while on OAPA business and mileage at the most current Federal guidelines. Requests for reimbursement, including receipts, will be submitted to the OAPA office and are subject to the availability of funds.
- D. **Correspondence:** All correspondence will originate from the OAPA office. OAPA letterhead will not be provided to the president or other board members unless its use has been approved by the board.
- E. **Distribution of Board Minutes:** Board minutes shall be sent to all Board members, Committee Chairs and additional persons as deemed necessary by the Board.
- F. **Dress Code:** Appropriate dress for Board meetings is business casual.
- G. **Meetings:** The Secretary-Treasurer and/or Executive Director shall notify Board members, Committee Chairs, Advisors and all concerned of Board meetings, in writing, at least two weeks prior to the meeting.
- H. **Solicitation:** No one shall solicit money for the OAPA without prior approval of the Board.
- I. **Representation:** OAPA prohibits any person holding himself out as speaking for the Association without sanction of the Board of Directors or its agents.
- J. **Official Liaison:** The OAPA may, at the discretion of the Board, establish an official liaison with other professional organizations as it deems appropriate.

## **II COMMITTEE POLICIES / DUTIES:**

### **1. General policies:**

Committee Chairs shall be appointed by the President for the term of that President, and must be OAPA members.

Committee Chairs shall attend Board Meetings or submit a report.

Committee members shall be solicited from the membership.

The committee will carry out the defined objectives as provided by the President or Board of Directors and establish a timetable for completion.

**Ad Hoc committees or Task Forces** shall be appointed by the President with the concurrence of the Board to perform a specific function and automatically ceases to exist when that function has been achieved.

### **2. Committees:**

#### **Conference Planning Committee:**

- A. The Conference Planning Committee shall plan, conduct, and evaluate with the assistance of the Executive Director, professional educational programs each year.
- B. The conferences shall be held at a location determined by the board of directors.
- C. Shall provide CME in accordance with the AAPA Guidelines.
- D. Shall conduct periodic surveys to determine member wants and preferences related to education activities presented at annual conferences.

**By-laws Committee:** By-laws Committee will inform the membership of proposed by-laws amendments in accordance with Article XV of the OAPA by-laws. The parliamentary advisor of the by-laws and chair is the Vice President unless otherwise designated by the Board. Other responsibilities shall be to:

- A. Develop appropriate language for any amendments to the current by-laws and policy manual.
- B. Interpret current by-law and policy content.
- C. Determine consistency between the AAPA by-Laws and OAPA by-laws.
- D. Review by-laws on a regular basis (a minimum of annual review) to make appropriate recommendations
- E. Review and ensure AAPA ethical Guidelines are maintained.
- F. Assist the Chief Delegate with the preparation of resolutions.
- G. Maintain and update the policy manual.

**Diversity Committee:** The Diversity Committee serves to advance OAPA's commitment to diversity in all its various aspects.

- A. Identify and address issues of ethnic and cultural diversity
- B. Identify CME opportunities that impact cultural diversity issues and problems that affect our profession, our patients and ourselves
- C. Assist the OAPA in promoting an inclusive environment that maximizes individual and organizational opportunity, potential, responsibility
- D. Promote a more diverse membership and leadership pool within the organization
- E. Promote sensitivity and awareness of diversity throughout the profession
- F. Recruit and retain persons from minority communities into the profession

**Elections Committee:** The Elections Committee shall notify the membership of election rules and regulations for the annual election of OAPA Board officers.

- A. Comprised of 3 non-candidate Board members or members appointed by the President with the Vice President as Chair.
- B. Activated only 45 days prior to the election if no candidate has declared for any individual office.
- C. Nominations from this committee will be kept confidential.
- D. The Elections Committee will always hold the manner in which individuals become candidates for office as privileged and confidential.

**Governmental Affairs:**

- A. Ensure that current statutes and rules regarding physician assistants are fairly interpreted and applied.
- B. Identify statutes and rules that need to be changed to improve the PA practice act in Ohio.
- C. In collaboration with the OAPA lobbyist and AAPA, draft and/or review new statute and rule language that will be used in new legislation.
- D. Respond to legislation and rules that may have an impact on PAs. The Executive Director and lobbyist will monitor legislation and rules that are introduced in the Ohio General Assembly and by government agencies and will coordinate action with the committee.
- E. Act on all requests to contact state legislators by phone or in writing and encourage colleagues to do the same. Provide testimony as needed.

**Reimbursement Committee**

- A. Collaborate with the Executive Director to respond to third-party reimbursement questions regarding federal, state and private insurance.
- B. Identify statutes and rules that need to be changed to improve PA reimbursement in Ohio.
- C. In collaboration with the OAPA lobbyist, draft and/or review new statute and rule language that will be used in new legislation or rules.
- D. Respond to legislation and rules that may have an impact on PAs. The Executive Director and lobbyist will monitor legislation and rules that are introduced in the Ohio General Assembly and by government agencies and will coordinate action with the committee.
- E. Meet with state agencies on reimbursement issues and participate in AAPA STAR reports/calls.

**Student Affairs Committee**

- A. Act as a liaison between the Ohio PA students and OAPA.
- B. Promote PA student awareness of OAPA.
- C. Encourage professional development of Ohio PA students.
- D. Promote student involvement in the PA profession.
- E. Coordinate Ohio State Chapter Student Representative (SCSR) participation in OAPA.

**Membership Committee:**

- A. Develop and assist in executing the annual membership recruitment drive.
- B. Develop a membership packet.
- C. Promote membership in OAPA.
- D. Memberships are annually from the anniversary date of joining.
- E. The Executive Director will send renewal notices, verify membership requirements, collect and deposit dues and maintain the membership database. Membership lists shall be supplied to the Board of Directors upon request.

**Public Relations / Public Education Committee:**

- A. In collaboration with the Executive Director develop materials for distribution to the media, general public and other health professionals.
- B. In collaboration with the Executive Director, prepare responses to questions from the media, general public and other health professionals. Participate in print, radio and television interviews.
- C. In collaboration with the Executive Director, design and maintain the OAPA exhibit and staff the exhibit as needed.
- D. Participate in community events to promote the PA profession.

**Ways and Means Committee:**

- A. The committee shall be comprised of the President-Elect (Chair), Secretary-Treasurer, President and Executive Director.
- B. The Executive Director shall annually develop a budget for review by the Committee prior to presentation to the Board.
- C. The committee objective will be to maintain a balanced budget.
- D. In the case of surplus funds, the committee shall advise the Executive Director on how those funds shall be deposited (i.e., CDs, Money Markets, etc.)
- E. As needed, the committee shall request the Board of Directors to authorize an audit of the OAPA financial statements and will recommend how extensive an audit is needed, who shall perform the audit and how much the audit will cost.

**Ohio Physician Effectiveness Program (OPEP) Committee:**

Serve as a confidential resource for impaired PAs and refer them to the Ohio Physicians Health Program (OPHP).

### III. ELECTION PROCESS

#### A. Positions available

- 1) President - Assumed by President-Elect annually
- 2) Past-President - Assumed by outgoing President annually
- 3) President-Elect - Elected annually for 3 years (the first year as President-Elect; the second as President, third as Past-President)
- 4) Vice-President - Elected annually for 1-year term
- 5) Secretary-Treasurer - Elected bi-annually for 2-year term
- 6) Regional Trustee elected annually by the members of each for a 1-year term.
- 7) Student Representative – Elected annually for a 1-year term.
- 8) Student Representative – Elect (non-voting) – Elected annually for 2 years (the first year as Student-Elect, the second year as Student Representative).
- 9) AAPA House of Delegates - Delegates are elected annually to staggered 3 year terms as determined by the AAPA apportionment of delegates.

#### B. Nominations for all positions except Student Representative:

- 1) Declaration of Candidacy
- 2) A candidate may declare for only one office.
- 3) A declared candidate must be a fellow member of OAPA and AAPA for the duration of the term. Memberships will be verified by the Executive Director.
- 4) Deadline for nominees to have their names appear on the ballot shall be (45) days prior to the election. During the annual membership meeting Floor Nominations will be accepted and will be placed on the ballot after their confirmation by the Executive Director. The ballot will provide an opportunity to write-in a candidate. If there are any single slates for any elected position after floor nominations and not opposition at time of announcement than single slates will be automatically awarded and no write in candidates will be considered.
- 5) Candidates shall provide a platform statement of not more than 250 words to the OAPA office.
- 6) Upon receipt of necessary material, the Elections Committee shall review the candidates' credentials prior to placing the nominees' names in the election process at the General Membership Meeting.
- 7) The penalty for falsification of campaign literature or information supplied by the candidate to the Elections Committee will be disqualification from the election, or if elected, forfeiture of their office.
- 8) Platform Data/Campaign Material:
  - a) A candidate shall submit a platform statement to the OAPA office for publication in the Newsletter prior to the election.
  - b) Space at the General Membership Meeting will be provided for the display of campaign material. Materials may be displayed only in the area provided at the meeting.

C. Elections/Voting for all positions except Student Representative:

- 1) Voter Eligibility: All fellow or associate members of the OAPA whose membership status commenced at least fifteen (15) days prior to the election. All eligible voters must have a valid e-mail address to receive notification and participate with online balloting.
- 2) Elections process: after the closure of nominations during the annual general membership meeting if there are any positions for board of directors that are unopposed those individuals will be automatically elected by a motion of unanimous consent.
- 3) Within fourteen (14) days after the close of the general membership meeting all eligible voters will receive e-mail ballots for those positions on the board of directors that are contested.
- 4) The deadline for submitting electronic ballots will be fourteen (14) days after the ballots are distributed.
- 5) Ballot Tabulation/Verification/Notification: Electronic balloting will be tabulated and verified by the vice president and executive director. After the vice president and executive director believe that the elections have been validated all candidates will be notified via telephone or email by either the vice president or the executive director as determined by these two individuals. The board of directors and the general membership will be notified of the results of the election in the next E-bulletin newsletter and the new board will be posted on the associations website
- 6) Vote Necessary to Elect: A candidate shall be elected if he/she has received a plurality of votes cast.
- 7) If there has been any substantial violation of the rights of member or any substantial violation in the conduct of the election, the executive board and executive director will determine if any vote must be retaken.
- 8) Term of Office for Newly Elected: The newly elected officer will be seated July 1 following the election. The term of office shall be July 1 to June 30.

D. Election Process for Student Representative

- 1). A voting member of the board of directors, the Student Representative is elected annually by the students of the school that the OAPA Board has designated to provide a representative OR elected by a student group made up of one representative from each school The term of office is July 1 to June 30.
- 2). A non-voting member of the board of directors, the Student Representative-Elect is elected annually by the students of the school that the OAPA Board has designated to provide a representative OR elected by a student group made up of one representative from each school. The term of office is July 1 to June 30.
- 3). Each candidate must submit a platform statement at least 45 days prior to the election. During the Spring Membership Meeting floor nominations will be accepted and will placed on the ballot after their confirmation by the Student Affairs Committee Chair.
- 4). In the event that no student comes forward for each school, each Ohio program director must nominate a student to serve as the Student Representative-Elect with selection determined through election by PA students by vote.

### **III. Collection and Distribution of Funds (Income and Expenses)**

- A. All funds are collected and distributed through the OAPA office.
- B. Funds may be accepted in the form of credit card, check or cash. All funds will be deposited into the OAPA checking account in a timely manner by the executive director.
- C. Routine monthly invoices and conference expenses will be paid by check out of the OAPA checking account in a timely manner by the executive director. Documentation must be provided for all payments.
- D. The monthly invoice from an association management company will need approval of the secretary-treasurer prior to payment.
- E. Invoices for unusual expenditures will require approval of the secretary-treasurer prior to payment.
- F. The executive director will monitor the checking account balance and move funds in to, or out of, the savings account as appropriate.
- G. The executive director will reconcile all OAPA bank accounts monthly.
- H. The executive director will provide monthly financial statements reflecting income and expenses for that month.
- I. In the absence of an executive director, the secretary-treasurer will be responsible for activities a-h.

### **IV. POLICY FOR SELECTION OF REPRESENTATIVES TO THE HOUSE OF DELEGATES:**

#### **Requirements to be a Delegate**

- 1. A declared candidate must be a current fellow member of the OAPA and AAPA.
- 2. Must be willing to attend all House of Delegates sessions.
- 3. Must be willing to attend OAPA Board meetings after their election and prior to the meeting of the House of Delegates, to obtain Board opinion of voting issues.
- 4. The chief delegate will be one of the individuals that is in their last year of their elected term selected by the other delegates, unless otherwise determined by the board of directors. The chief delegate will give a verbal briefing or submit a written report to the Board at the next regularly scheduled Board meeting and prepare a written report for the general membership.

#### **Responsibilities of a Delegate**

- 1. The Chief Delegate must attend at least two OAPA Board meetings annually with one of the two being the Board meeting immediately prior to the AAPA House of Delegates.
- 2. The Chief Delegate will convene a delegate conference call no later than 10 days prior to the AAPA House of Delegates.
- 3. Provide OAPA with the key issues and resolutions for publication on the website.
- 4. Make recommendations on proposed resolutions to the OAPA Board of Directors.
- 5. At the request of the OAPA Board of Directors, submit formal resolutions through procedures outlined by AAPA House officers.
- 6. Optional: Participate in open reference committee hearings at the AAPA House of Delegates.

7. Optional: Volunteer as a member of a reference committee researching and reporting on the resolutions and testimony received.

### **Declaration of Candidacy**

1. Written notification to the Chair of the Elections Committee should include desire to serve as Delegate or Alternate Delegate.
2. Deadline for declaration shall be determined each year by the Elections Committee.

### **Term of Delegates**

1. Three (3) years beginning on July 1 in the year they were elected and ending June 30 of the third year.
2. Terms will be alternating to provide for staggered terms per the number of delegates apportioned and as determined by the elections committee.

### **Alternate Delegates**

1. Alternate delegates must be elected by the OAPA membership.
2. An OAPA and AAPA member may request that his/her name be placed on the ballot as an alternate delegate.
3. At any time, a duly elected member of the OAPA Board of Directors may serve as an alternate delegate.

## **V. WEBSITE AND NEWSLETTER GUIDELINES**

The website shall be maintained by the executive director with assistance from the website host when necessary.

Newsletters will be sent out electronically as an E-bulletin on a regular basis.

## **VI. OFFICIAL SEAL**

The OAPA logo may not be altered in any way without permission of the Board. It may be used on OAPA organizational stationery, pamphlets and programs for CME conferences. Any other contemplated use must have prior Association approval.

## **VII. POLICY AND PROCEDURE FOR SELECTING CANDIDATES TO THE OHIO STATE MEDICAL BOARD PHYSICIAN ASSISTANT POLICY COMMITTEE (PAPC)**

When there is a pending vacancy on the PAPC the Ohio State Medical Board (OSMB) will request a list of candidates for consideration from OAPA. The list will include the number of candidates requested by the OSMB.

The OSMB will notify OAPA if a current PAPC member wishes to remain for a subsequent term.

OAPA will notify the membership by electronic means that a vacancy will exist on the PAPC and solicit candidates. Notification will include details of the responsibilities and commitments required when serving on the PAPC.



The candidates will provide a letter of interest and a current CV by a deadline specified in the solicitation. This is not required if the candidate currently serves on the PAPC.

The board of directors will review the list of candidates and give final approval for the list to be sent to the OSMB. The executive director will submit the list and supporting documents to the OSMB by the required OSMB deadline.

The OSMB will make the appointment.

## **VIII. AWARDS**

### **A. Awards committee**

1. Honors OAPAs commitment to excellence in awards program
2. Establishes sound judging criteria
3. Solicits high quality nominees
4. Awards are presented annually during the fall conference
5. With guidance of Past President decides recipients of OAPA awards

### **B. The Charles L. Hudson, MD Award**

1. This award, given by the OAPA, is dedicated to the memory of Charles L. Hudson, MD, a Cleveland Clinic Foundation physician who is credited for presenting in the early 1960's to the American Medical Association, the original paper on the concepts for the utilization of non-physician practitioners in the delivery of primary care medicine.
2. This award is usually presented during the Fall General Membership Meeting or Conference Social Event.
3. Rules and Criteria:
  - a) The purpose of this award is to honor an individual who has demonstrated exemplary service to the pa profession and the community and has furthered the image of physician assistants. Consideration for the award can also be based on an individual's contributions to the profession during the course of their normal profession. Board members, if they meet the criteria for the award, are also eligible.
  - b). Qualifications:
    - 1). Nominee should have provided significant dedication to the provision of human services and/or to the advancement of the PA profession.
    - 2). Nominee is not required to belong to a health care service profession.
    - 3). Nominee need not belong to the OAPA.
    - 4). Previous nominees and board members are eligible.
    - 5). Members of the Hudson Award Committee are ineligible for nomination during the year(s) in which they serve on the committee.

- c). Application:
  - 1). Copies of the application, rules and procedures will be distributed to the OAPA membership at least 30 days **six weeks** prior to the general membership meeting.
  - 2). Applications must be sealed and sent to the committee no later than 15 days prior to the general membership meeting.
  - 3). The committee strongly encourages submitting a copy of the nominee's resume.
  - 4). Persons submitting a nomination must be an OAPA member in good standing.
- d). Committee Make-up:
  - 1). The committee will consist of three members of the past presidents council and the current president and president-elect of OAPA.
- e). Selection Criteria: The committee shall consider, but is not limited to, the following criteria:
  - 1). Numbers of years of service to the profession.
  - 2). Number of years of service with OAPA as a Board member or Committee Chair.
  - 3). Number of years as an OAPA Committee member.
  - 4). Number of years of service to national organizations as related to promotion of PA profession, excluding membership.
  - 5). Number of years of service to community organizations outside the profession, i.e., Kiwanis, PTA, Lion's Club, etc.
  - 6). Outstanding deeds and actions.

**C. Jerry A. Greco, Memorial PA Educator of the Year Award**

- 1. Given annually to a person who has demonstrated outstanding commitment to PA education in the state of Ohio.
- 2. This award is usually presented during the Fall General Membership Meeting or Conference Social Event.
- 3. Qualifications:
  - a) Nominee should have provided significant dedication to the provision of PA education
  - b) Nominee is not required to belong to a health care service profession
  - c) Nominee need not belong to OAPA
  - d) Previous nominees are eligible
  - e) Members of the Education of the Year Award Committee are ineligible for nomination during year(s) in which they are on committee
- 4. Application
  - a) Copies of the application and rules and procedure will be distributed by the OAPA at least thirty (30) days in advance of presentation of the award.
  - b) Applications must be sealed and sent to the committee no later than 15 days prior to the general membership meeting.
  - c) The committee strongly encourages submitting a copy of the nominee's resume.
  - d) Persons submitting a nomination must be an OAPA member in good standing.

5. Committee: The committee will consist of three members of the past presidents council and the current president and president-elect of OAPA.

## **D. Student Scholarships**

### **1. Past Presidents Leadership Scholarships**

- a) Given annually by the Past presidents Council to a candidate that possesses the characteristics of what the Council envisions in a future leader within the profession.
- b) Qualifications:
  - 1) Must be a current student attending an accredited Ohio PA program
  - 2) Must be a member of both OAPA and AAPA for a minimum of 3 months prior to applying
  - 3) Must hold a cumulative GPA of 3.0 or better
  - 4) Must submit a completed student scholarship form by the deadline
- c) Application:
  - 1) Copies of the application and rules and procedure will be distributed by the OAPA at least thirty (30) days in advance of presentation of the award.
  - 2) Applications must be sealed and sent to the committee no later than 15 days prior to the general membership meeting.
- d) Committee: The committee will consist of the past presidents council and a member of the Student Affairs Committee.

### **2. General Scholarships**

- a) Given annually by a committee appointed by the President to a candidate that possesses the characteristics of what the Council envisions in a future leader within the profession.
- b) Qualifications:
  - 1) Must be a current student attending an accredited Ohio PA program
  - 2) Must be a member of both OAPA and AAPA for a minimum of 3 months prior to applying
  - 3) Must hold a cumulative GPA of 3.0 or better
  - 4) Must submit a completed student scholarship form by the deadline
- c) Application:
  - 1) Copies of the application and rules and procedure will be distributed by the OAPA at least thirty (30) days in advance of presentation of the award.
  - 2) Applications must be sealed and sent to the committee no later than 15 days prior to the general membership meeting.
  - 3) Committee: The committee will be appointed by the President.

### **3. OAPA Student Diversity Scholarship**

A personalized approach to patient care encounters can significantly improve health outcomes, and by recognizing the diverse qualities of medical providers and the individuals they care for, the OAPA strives to promote a culture of inclusiveness in healthcare.

Diversity Scholarships are awarded annually in effort to recognize an outstanding PA student in Ohio

Application:

- 1) Must be enrolled in, and maintaining good standing in, an accredited PA program located in the state of Ohio and also a member of OAPA.
- 2) Must embody the principles of diversity and promote the values of developing and sustaining a diverse health care work force in Ohio in an effort to provide equitable care to all Ohioans.

### **E. Philanthropy Award**

OAPA annually selects a philanthropic cause or project and awards financial support. The individual or group that is selected will receive support for fundraising and promotional activities, a cash donation, or a combination of both, up to \$1000. The intent of OAPA is to support activities that your organize in your community.

Applications will be available by request and will be reviewed by the OAPA Board of Directors and one cause or project will be selected annually.

Adopted by the OAPA Board of Directors on January 24, 2015. Updated by the OAPA Board of Directors on October 1, 2015.