



**Occupational Therapy Compact Commission
Elections & Nominations Committee Meeting
Minutes: December 16, 2024**

Member	Attendance	VOTES					
		Agenda	No Minutes *inaugural meeting	No item	No item	No item	Adjourn
Renee Causey-Upton	P	Y	---	---	---	---	---
Trent Gahl	A	---	---	---	---	---	---
Daniella Filardo	P	Y	---	---	---	---	---
Karen Rohrer	A	---	---	---	---	---	---
Danielle Ward	P	Y	---	---	---	---	---
TOTALS	3/5 voting members; quorum present	3/5 motion carries	---	---	---	---	Adjourned by acclimation at 4:18p CST

Other attendees (non-voting)		
Name	Role	Organization
Nahale Kalfas	Legal Counsel	OTCC
Amanda Perry	Executive Director	OTCC

Welcome/Call to Order

- In Chair Gahl's absence, A. Perry called the meeting to order at 3:33 CST.

Roll Call

- A. Perry called the roll; quorum was present; attendance reflected in chart above.

Review and Adoption of the Agenda

- A. Perry reviewed and called for a motion to adopt the agenda as presented.
- **Motion:**
 - **R. Causey-Upton motioned that the committee adopt the agenda as presented.**
 - **D. Ward seconded the motion.**
 - **All voted in favor; 0 abstained; the motion carried.**

Review and Adoption of the Minutes

- This was the inaugural OTCC Elections & Nominations Committee (ENC) meeting; no previous minutes exist.
- **Motion:**
 - **No motion; no second; no vote**

OTCC Bylaw Review:

- A. Perry displayed the OTCC Bylaws
 - Article VI. Section 4. Standing Committees. 4 Elections Committee (p. 9).
 - The ENC members reviewed the Bylaw statement regarding the purpose of this Committee
 - No questions or discussion noted during this review
- **Motion:**
 - **This was not a voting item.**

Executive Committee Officer Positions Up for Nominations & Elections

- One member-at-large position is open on the OTCC Executive Committee
 - Daniel Martin rotated off his state board, no longer serving the OTCC.
 - Coincides with the OTCC Bylaws that states "one member [at large] elected in odd numbered years" (p. 4).
- Secretary position is open on the OTCC Executive Committee
 - Renee Causey-Upton rotated off her state board, no longer serving the OTCC.
 - Coincides with the OTCC Bylaws that states "the secretary shall be elected in odd numbered years" (p. 4).
- Chair position "shall be elected in odd numbered years" (p. 4).
- The ENC members discussed the process to announce vacancies and expiring terms and determined that the sequence of steps, in line with the Bylaws, is as follows:
 - Call for nominations open for 30-day period; closes promptly at 30-day mark.
 - Nominees are informed of their nomination and invited to accept or decline nominations
 - Within 10 days after nomination window closes, the OTCC is notified of the slate of candidates who has accepted the nominations.

- 10-days after OTCC is notified of the slate of candidates, the OTCC votes for each Officer position.
 - The candidates will give a 2-minute speech during the OTCC ABM.
 - The OTCC will vote during the OTCC ABM meeting.
- The ENC meets within 5 business days of the OTCC ABM to tally and verify the election results.
- The Officer appointments are announced to the OTCC via email within 10 business days of the ENC verifying the election results.
- **Motion:**
 - **This was a process discussion, not a voting item.**

OTCC Committee Chair Rotations / Appointment Process

- At the EC meeting immediately following the 2025 OTCC ABM, the following OTCC Committees need to have Chairs (re)appointed:
 - Public Relations – Chris Daly
 - Rules – Claire Covert-Bybee
- At the EC meeting immediately following the 2026 OTCC ABM, the following OTCC Committees need to have Chair (re)appointed:
 - Compliance – Adrienne Price
 - Elections & Nominations – Trent Gahl
 - Finance – Danielle Ward
- **Motion:**
 - **This was a process discussion, not a voting item.**

Questions and Comments

- A. Perry called for further comments and discussions from the ENC members
 - No comments noted
- A. Perry called for comments from members of the public:
 - No public members present; no public comments noted

Adjournment

- **Hearing no further discussion, A. Perry adjourned the meeting via acclamation at 4:18p CST with no opposition from the members.**