

A Handbook for Delegates to the AACP House

Responsibilities of Individual Administrative and Faculty Delegates

AACP is a voluntary membership association with membership comprised of both institutions and individuals who are the faculty and professional staff of member institutions. The House of Delegates is the democratic body of the Association.

The AACP Bylaws impart significant authority to the AACP House of Delegates, including responsibility to:

- determine the educational policies of the Association,
- ratify, reject, or refer back to the Board of Directors any Association policies established by the Board of Directors between meetings of the House,
- approve the Association's strategic plan as developed by the Board of Directors,
- approve institutional memberships,
- review programs established by the Board of Directors,
- set the annual dues for the members of the Association as described in Article IV, and
- adopt and amend the Bylaws of this Association,
- elect a Speaker-elect in even numbered years.

This handbook provides an overview of how and where the business before the House is generated and the role of the delegate in representing the appointing institution and in conducting House business.

Selection of Delegates

According to Article VII of the Association's Bylaws, each regular institutional member (i.e., college or school of pharmacy with an ACPE-accredited pharmacy program with candidate or full accreditation that has been accepted into the Association by a vote of the House of Delegates) is entitled to two voting delegates and two alternates appointed to the House of Delegates:

- one administrative delegate and one alternate administrative delegate — **selected** by the administrative staff of the regular institutional member (i.e., school or college of pharmacy) from active individual members of the Association who are deans, associate deans, assistant deans, or administrative heads of the institution (interpreted to include presidents and vice presidents of the college or school of pharmacy; exclude deans and other heads of other units of the university; exclude department chairs/heads unless they hold the rank of dean, associate dean, or assistant dean);
- one faculty delegate and one alternate faculty delegate — **elected** by the faculty of the regular institutional member (i.e., college or school of pharmacy) from active individual members of the Association who are members of the faculty of the school or college and who are not eligible for membership in the Council of Deans (i.e., do not hold the rank of dean, associate dean, or assistant dean).

Programs with pre-candidate status are eligible for Associate Institutional Membership in AACP. Upon approval of the House, these member institutions may appoint one non-voting member to the House. The college or school automatically progresses to Regular Institutional Membership status when granted Candidate status by ACPE.

On or before October 1 each year, the Executive Vice President sends to the dean of each regular institutional member a notice requesting the selection and reporting of the delegates. Delegates officially recognized serve until a successor is named. The roster of current delegates is maintained on the AACP Web site (www.aacp.org) for ready reference. Updates to the roster should be submitted via email to [Angela Edwards](mailto:Angela.Edwards@aacp.org). Schools are encouraged to complete delegate selection and notify AACP by November 1st.

Role of the Delegate

As a member of the House of Delegates, you will work with fellow members of the Association and colleagues at your own college or school, and will be asked to represent the ideas and concerns of colleagues at your school. Besides the important role of officially representing either the faculty or the administration of the school during the annual meeting of the House of Delegates, it is the goal of the Board of Directors and staff that each delegate serves as a communication link between the school and the Association throughout the year. This communication is two-way by nature: delegates will receive bulletins, Association reports, and advance mailings from the Association; delegates are expected to share this information with their institutional colleagues; respond to information requests and forward to the Association those pharmaceutical education issues of importance for study and appropriate action.

Delegates receive much guidance from the work of the **Bylaws and Policy Development Committee** (BPDC) appointed annually by the President. Regardless of the source of a component of the work of the House (e.g., standing committee, Council, Board of Directors, individual member), delegates are guided by the reports of the BPDC which are produced in April (preliminary) and in July. The BPDC serves as a reference committee during the AACP Annual Meeting and offers delegates a set of recommendations on the disposition of policy statements, resolutions, Bylaws amendments and other business before the House.

Specific Areas of Responsibility

1. **Determine the educational policies of the Association** and to ratify, reject, or refer back to the Board of Directors any Association policies established by the Board of Directors between meetings of the House. Proposed educational policies may come in the form of a policy statement or a resolution as detailed below. Resolutions and policy statements are managed similarly by the House of Delegates' using common parliamentary procedures.

Policies are expressions of Association positions, values, and beliefs consistent with the mission of the organization. The Association's policies are established in response to three types of actions:

- a proposed policy statement contained in the written report of one of the Association's standing or special committees;
- a resolution arising from any of the Association's organizational units (e.g., board of directors, councils, sections, SIGs, or individual members);
- a policy statement adopted by the Board of Directors between annual meetings of the House of Delegates.

In the first two situations, policy is "adopted" as a result of an affirmative vote of the House following its deliberation on the issue(s) contained within the resolution or proposed policy statement. In instance where the House is presented with a Board-developed policy at the next regularly scheduled meeting of the House, the House may ratify the policy, reject the policy, or refer it back to the Board of Directors with comment for further consideration.

Example of Adopted Policy Statement

AACP endorses evidence-based education, continuous quality improvement, rigorous accreditation standards and assessment. (*Source: Standing Committee on Advocacy, 2012*)

Proposed Policy Statements

A “proposed policy statement” arises from the deliberations of a standing or special committee of the Association. Because their written reports provide substantial background and discussion of the issues under consideration, standing and special committees of the Association submit their requests for House action in this form rather than in the form of a resolution.

Resolutions are statements of proposed action(s) or formal position(s) for consideration by one or more components of the Association. A resolution differs from a “motion” primarily in that it includes one or more preceding explanatory statements (“whereas” clauses) that assist in defining and/or explaining the issue. Resolutions may be brought before the House through the Bylaws and Policy Development Committee (BPDC) in the following manner:

- The House of Delegates will accept for consideration resolutions that have been developed and forwarded to it (through the Bylaws and Policy Development Committee) by the board of directors, councils, sections, SIGs, or individual members.
- In the case of a resolution by an individual member, the signatures of 5 AACP members, in addition to the originator, are required for consideration by the Bylaws and Policy Development Committee.

Board of Directors Policy Statements

The 1999 House of Delegates amended the Association’s bylaws to allow for policy-making authority for the Board of Directors on critical issues arising between meetings of the House of Delegates. This authority is envisioned to be used rarely by the Board and is subject to the following conditions:

- would be employed only when no formal Association policy on the issue under consideration currently exists;
- policy would not be in conflict with existing Association policies adopted by the HOD;
- would solicit and incorporate input from administrative and faculty delegates in the formulation of policy by the Board of Directors;
- would require an affirmative “on the record” vote of two-thirds of the members of the Board of Directors, with documentation in the minutes of the Board of Directors’ meeting; and
- would be submitted by the Board of Directors, through the BPDC, to the HOD at its next regularly scheduled meeting. The HOD would vote either to adopt the policy, not adopt the policy, or refer the policy back to the Board of Directors with recommendations for change that would facilitate subsequent adoption as Association policy.

In order to ensure the opportunity for adequate member and school discussion, resolutions and committees’ proposed policy statements should be submitted to the Bylaws and Policy Development Committee no later than April 15 preceding the convening of the House of Delegates.

2. Approve the Association's strategic plan as developed by the Board of Directors

The AACP Board of Directors establishes the vision, mission and strategic directions for the Association through the work of its Strategic Planning Committee and with input from many sources. The current strategic plan was adopted by the House in July 2010. A revision of the plan is anticipated every 3 to 5 years.

3. Approve institutional memberships

The AACP Bylaws provide for Regular and Associate Institutional Membership for colleges and schools of pharmacy that are recognized by the Accreditation Council for Pharmacy Education (ACPE). Eligibility for Association membership requires pre-candidate recognition by ACPE. Following action by the AACP Board of Directors to recognize a prospective member, a resolution is forwarded to the BPDC for action by the House of Delegates. Once a member institution progresses to candidate status with ACPE they automatically progress to Regular Institutional Membership without subsequent action by the House.

4. Review programs established by the Board of Directors

Annually, the AACP President, Treasurer and Executive Vice President report to delegates and other interested members on progress the Association has made in implementing the strategic plan through programs, products and services. A written annual report is also prepared and distributed to delegates and others, both in writing and electronically.

5. Establish annual dues for the members of the Association as described in Article IV of the AACP Bylaws

The House of Delegates has the authority and responsibility to establish dues for both institutional and individual members. Resolutions related to dues changes would be forwarded by the Board of Directors which has fiduciary responsibility for the Association. Such resolutions would be communicated to delegates via the reports of the BPDC.

6. Adopt and amend the Bylaws of this Association

The AACP Bylaws guide the Association and its components of governance (e.g., Board, sections, councils, House) and provide clarity on roles, responsibilities and duties for each group. The House of Delegates maintains the authority to adopt amendments to the Bylaws that come either from the Board of Directors or the BPDC. Individual members may initiate a Bylaws amendment by directing a recommendation for change to either the Board or the BPDC.

7. Elect a Speaker-elect

The presiding officer of the House of Delegates is the Speaker who serves for a 2-year term. The Speaker is a member of the AACP Board of Directors. In even numbered years, the House holds an election for the position of Speaker-elect in accordance with the AACP Bylaws and House Rules of Procedure. The Speaker-elect does not serve as a Board member but does assist the Speaker on the conduct of House business throughout the year of service.

Additional Responsibilities of Delegates

1. Review and amend the Rules of Procedure for the House of Delegates.

These *Rules*, subject to AACP Bylaws and established by the House via majority vote, establish the guidelines under which the House operates and conducts its business. The latest edition of *Robert's Rules of Order* governs all points of order not covered by the *Rules* or Bylaws. The Rules may be amended by a majority vote of delegates.

2. *Understand how the Association processes recommendations.*

A recommendation is a formal, **written** statement from any component of the Association suggesting that another component consider a particular action.

Recommendations reflect the sense of an Association component (committees, other Association subunits, or ad hoc units) and do not require action by the HOD. They are forwarded to the target subunit of the Association for consideration and disposition. They need not be considered by the Bylaws and Policy Development Committee unless the Committee wishes to add its endorsement (which itself does not require HOD action). If the BPDC, the HOD, or anyone else desires the HOD to take action on a recommendation, the appropriate mechanism is to change the recommendation into a resolution to be considered as described above.

3. *Serving as a well-informed representative of AACP and your institution – perhaps bulleting some of the enumerated thoughts below*

- Read carefully all items included in the regular mailings to Delegates (i.e., *House of Delegates Bulletins, e-mails*) and share with faculty, as necessary. These mailings contain information specific to the roles and responsibilities of Delegates.
- Become familiar with AACP member services (including grant programs, resource materials, etc.) and keep your constituency(ies) informed of the activities and programs of the Association.
- Speak with colleagues at your institution to obtain their valuable perspectives on items of business facing the Association.
- Do your homework and keep informed. Come to the annual meeting prepared to discuss items of business before the House of Delegates.
- Strive to build a stronger AACP, which reflects current and future needs of its members.

Responsibilities of the Delegate During the Annual Meeting

The Association holds one regular meeting of the House at a time and place (i.e., Annual Meeting) determined by the Board of Directors. A House meeting is composed of two sessions and delegates are required to check in with the Credentials Committee prior to each session in order to confirm the quorum for voting. The first session occurs on Sunday morning; the second session is scheduled for Wednesday morning. [Note: When the need arises, the Board of Directors shall have the authority to convene special meetings of the House. The President of the Association shall call a special meeting of the House upon the written application of a majority of the members of the House.]

1. **Participate in the First House of Delegates session** (held on Sunday during the Annual Meeting) during which reports of Association officers and committees are received by the HOD. Committee reports without policy statements or calls for action require no further action by the HOD. Several other colleague organizations and the *Journal* editor also present brief reports at this session of the House. The BPDC presents resolutions for new institutional memberships for delegate action during this session.
2. **Attend the Open Hearing held by the Bylaws and Policy Development Committee** (held on Tuesday during the Annual Meeting), which offers the opportunity to listen to and participate in discussion related to policy recommendations and resolutions under consideration by the BPDC for action by the House of Delegates. Following the open hearing, the BPDC generates a report with recommendations for delegates on each item of business. The BPDC might recommend adoption of the statement as written, amendment of the statement, rejection or referral of the statement. In the case of a

recommendation to adopt or reject, delegates will vote on the original statement (rather than the recommendation of the BPDC). Delegates vote directly on the proposed amended language as presented by the BPDC.

3. **Participate in the Final House of Delegates session** on Wednesday during the Annual Meeting where business of the Association is conducted (i.e., voting on proposed policy statements and resolutions). It is the responsibility of the delegate officially recognized and seated to participate in the entire session. Adopted policy statements are compiled in the official policy compendium of AACP accessible via the AACP Web site.

Scheduling Attendance at the AACP Annual Meeting

Delegates must sign in for both sessions. The designated delegates from each school will be officially received by the Credentials Committee prior to each session. Delegates should sign in as described in the bulletins and final meeting program prior to the starting time of each session. The Credentials Committee may authorize changes in the Delegate list only upon *receipt* of authorizing credentials in writing (delivered to the AACP office via U.S. mail, express delivery service, fax, or electronic mail) from the office of the institution's chief academic officer **one week prior** to the first session. No other person shall have the authority to assume the seat of an authorized delegate or authorized alternate delegate.

The designated individual who establishes a record of attendance with the Credentials Committee at the first session will carry the delegated vote for the entire meeting of the House unless the Credentials Committee approves the change to the other authorized (alternate) person (under the above procedures) during the meeting of the House. In the absence of a delegate or alternate delegate at the first session, the voting seat will be declared vacant for that session.

Arrival - Delegates should plan to arrive in the host city for the Annual Meeting no later than the Saturday prior to the start of the Annual Meeting. Delegates must officially sign-in with the Credentials Committee on Sunday morning prior to the First House of Delegates session.

Departure - Departures from the host city should be scheduled for **after 1:00PM** on Wednesday of the Annual Meeting to allow the delegate sufficient time to participate in the entire Final House of Delegates session.

Orientation and Support for Delegates

AACP provides several opportunities and resources to orient and inform delegates of their roles and responsibilities and the business coming before the House for action. The Speaker and Speaker-elect, as well as the Secretary of the House (AACP Executive Vice President), are accessible via email, phone and in person to provide information and answer delegate's questions. The AACP Parliamentarian is also available during the AACP Annual Meeting for consultation on Robert's Rules of Order, House Rules and other matters related to the conduct of business.

An orientation for new delegates is annually scheduled via conference call and a summary of orientation information is maintained on the AACP Web site. Following release of the Preliminary Report of the Bylaws and Policy Development Committee in late April, conference calls for all delegates are scheduled to review the business before the House and to generate dialogue with delegates.