

New Delegate Orientation

AACP House of Delegates

HoD Executive Council

- **Speaker:** John Pieper (John.Pieper@stlcp.edu)
- **Speaker-Elect:** Cynthia Boyle
(cboyle@rx.umaryland.edu)
- **Parliamentarian:** Lawrence “LB” Brown
(lbrown23@uthsc.edu)
- **Secretary:** Lucinda Maine (lmaine@aacp.org)

Members of the Executive Council are available to discuss House of Delegates matters with Delegates at any time.

House of Delegates

Regular Institutional Members are those schools with Full or Candidate accreditation status

Each Regular Institutional Member has:

- 1 Administrative Delegate (selected)
- 1 Faculty Delegate (elected)
- 2 Alternate Delegates (1 of each type)

Associate Members

Bylaws changes in 2003 provided for Associate Member Institutions (schools with pre-candidate status)

Associate members have one non-voting member in the House

- 4 schools are eligible for associate institutional membership this year and this requires House action; typically a single vote

Role of the Delegate

It's not just a summer job!

- Vital Link Between AACP and School
- Ideally, a Two-Way Communication
- Represent School/Faculty To AACP
- “Reflect” AACP Locally
- Set Association Policy
- Provide Informed Leadership

Delegates of Record

- Timing of delegate elections/selection
 - Election/naming of delegates initiated each fall, ideally in October
 - Changes can be made up until 1 week prior to first House session

As elections are conducted and delegate updates are received, they are posted to the House of Delegates Delegates of Record at:

<http://www.aacp.org/governance/HOD/Pages/CurrentDelegatesofRecord>

Please check this site regularly to verify your delegation.

Delegate Communications

- HoD Bulletins (primary vehicle)
 - November
 - February
 - April
 - June
- Speaker Communiqués

Bylaws and Policy Development Committee

- Serves as the “reference committee” for AACCP
 - Receives all of the business for the House, including resolutions, policy statements, bylaws changes
 - Convenes an open hearing for member input and clarification
 - Can modify/amend policy language
 - Recommends adoption, rejection, referral for each policy that comes before the House
- Michael Malloy, 2010-12 BPDC Chair

Duties of the House

- The duties of the House shall be:
 - to determine the educational policies of the Association
 - 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
 - to approve the Association's strategic plan as developed by the Board of Directors
 - to elect a Speaker-elect on even numbered years

Duties of the House (continued)

- The duties of the House shall be:
 - to approve institutional memberships
 - to review programs established by the Board of Directors
 - to set the annual dues for the members of the Association as described in Article IV of AACCP Bylaws
 - to adopt and amend the Bylaws of this Association

What Is Policy?

- Expression of an Association position, value, or belief on an issue related to education/academics
- Consistent with the mission of the Association
- Considered by Bylaws and Policy Development Committee
- Accepted by action of the House of Delegates
- Is compiled and referenced for use with both external and internal audiences

How Are Policies Forwarded?

- 3 pathways:
 - A resolution from an organizational unit (BOD, council, section, group of AACP members)
 - A BOD-established policy between meetings of the House of Delegates
 - A “proposed policy statement” in an Association standing committee report

How Are Policies “Accepted?”

- Affirmative vote (majority) of the AACCP House of Delegates
- BOD vote (2/3 majority required) on policy it establishes between meetings of the HOD; that policy must subsequently be approved by the House.

Example Policy Statement: 2003-04 Academic Affairs Committee

“AACCP supports and encourages the implementation of on-going program assessment processes at member institutions for the purpose of enhancing the quality of educational programs and services.”

- What does this accomplish?
 - Input on standards
 - Program planning (Annual meeting, Institute)
 - Online self-study management system built (AAMS)

Issues Before the 2011 House

The Preliminary report of the Bylaws and Policy Development Committee (BPDC) will provide delegates consideration of the following:

- proposed policy statements from standing committee reports
- membership requests from pre-candidate colleges and schools of pharmacy
- bylaws and/or rules changes as a result of the Subcommittee on Rules Review

The report from the 2011 Bylaws and Policy Development Committee will be distributed to Delegates as part of the April HoD Bulletin

2011 Policy Review Calls

Upon receipt of the Bylaws and Policy Development Committee (BPDC) Draft Report, all Delegates are invited to participate in one of three policy review calls in order to:

- Inform the Executive Council of any additional background information needed for full consideration of a proposed policy
- Provide a forum for discussion of the policy prior to the formal discussion and votes on proposed policy at Annual Meeting

To Prepare for Annual Meeting:

A Delegate should:

- Verify your delegation of record is current and correct with AACCP
- Review reports and action items for the House
- Connect with the full delegation of your Institution to review key policy issues and discuss your intended votes
- Connect with faculty members on key policy issues to know how they expect you to vote
- Make travel arrangements to be available for the entire closing House of Delegates session (July 13, 10-11:30 am)
- Brush up on the basics of Robert's Rules of Order

AACP...

...is an organization that thrives because of member involvement. Nowhere is this better exemplified than in the role that delegates play in the Association's affairs. Whether you are a new or seasoned delegate, AACP depends upon your involvement and leadership.