

February 2011

2011 SPECIAL COMMITTEE ON RULES REVIEW

Included with this bulletin is a brief overview of the recommendations from each of the subcommittees of Speaker Pieper's Special Committee on Rules Review (SCORR). To tackle the multi-level charge, SCORR broke into several subcommittees that met independently to prepare their recommendations to SCORR and, later, the House of Delegates. Summary materials from each of the subcommittees, to-date, are attached.

2011 NEW DELEGATE CALL

In response to the recommendations from the Communications Subcommittee of SCORR, AACP will host a conference call on March 22, 2011 at NOON EST to review the AACP House of Delegates and the responsibilities of a Delegate.

2011 POLICY DEVELOPMENT

As we look toward the 2011 meetings of the AACP House of Delegates in Boston, the AACP Bylaws and Policy Development Committee (BPDC), together with the resolutions committees of the Council of Deans and the Council of Faculties, encourages delegates and their institutions and faculties to identify and submit resolutions on matters of educational policy for consideration by these committees. Consult the [House of Delegates Rules of Procedure](#) for information concerning the AACP policy development process.

Members may submit resolutions to either the Council of Deans or Council of Faculties for consideration and should submit them with appropriate background materials to the chairs of the respective councils forwarding to their resolutions committees:

- **Council of Deans Chair:** [J. Chris Bradberry](#)
- **Council of Faculties Chair:** [John A. Bosso](#)

Resolutions may also be submitted by individuals directly to the AACP House of Delegates. Resolutions should be submitted in written form and must be accompanied by the signatures of five additional members with appropriate background material to the attention of the Bylaws and Policy Development Committee chair [Michael J. Malloy](#) (Mass College-Worcester/Manchester), in care of AACP. Please note that the Appendix to the House of Delegates Rules of Procedure specify policy and resolutions must be received by the BPDC no later than April 15th.

Questions concerning the Association's resolutions and policy development process may be addressed to [Lucinda L. Maine](#), Executive Vice President and House Secretary, or by phone at 703-739-2330 ext 1021.

2011 DELEGATES OF RECORD

Please verify your institution's current [delegates of record](#). If you have had a delegate change or need to update the delegates for your institution, please notify [Angie Edwards](#) via email. Changes are required via email. If you have not selected new delegates for July 2011, please do so as soon as possible.

The *AACP E-lert* and Web site carry the calls, criteria, and deadline dates for AACP programs throughout the year. Remember, as a delegate, you provide an important communication link between AACP and your institution. Please encourage your colleagues and students to take advantage of the opportunities offered through AACP. Encourage them to read the *AACP E-lert*.

CRITICAL DATES

DELEGATE CALL

March 22nd Noon EST
800-.377-8846/17853978#

2011 HOUSE OF DELEGATES

2011 AACP Annual Meeting
San Antonio, Texas
July 9 - 13

Saturday, July 9 – 4:30 p.m.
Delegate Briefing

Sunday, July 10 – 7:00 a.m.
Delegate Sign-In

Sunday, July 10 – 10:00 a.m.
First Session of the
House of Delegates

Monday, July 11 – 8:00 a.m.
Special Session: Reports of
Standing Committees

Tuesday, July 12 – Noon
Open Hearing:
Bylaws and Policy
Development Committee

Wednesday, July 13 – 8:30 am
Delegate Sign-In

Wednesday, July 13 – 10:00 am
Final Session of the House
of Delegates

*As an elected representative for
your institution, you should make
travel plans to accommodate
participation in all activities of
the House of Delegates during
the AACP Annual Meeting*

cc: AACP 2010-11 Board of Directors
AACP Bylaws & Policy Development Committee
L.B. Brown, Parliamentarian

House of Delegates Special Committee on Rules Review

This committee shall:

- Evaluate the Resolution/Policy writing process
Recommendations from the Working Group:
 1. Organize an orientation session for new delegates via conference call or webinar in January/February annually
 2. Consider offering an orientation session for all delegates at the Interim Meeting to discuss the policy development process. Re-emphasize the Sunday session for Delegates that the Speaker delivers at the Annual Meeting
 3. Review policy development process and generate proposed policies and discuss potential policies at NABP/AACP District meetings
 4. Codify policies by letter code, as per AMA, for ease of reference
 5. Develop a “model” resolution to be distributed to delegates, based on the sample provided in the 2010 ADEA House of Delegates Manual, as shown below:

“The present Bylaws of the American Dental Education Association provide that a majority of the members of the Board of Directors constitutes a quorum for the transaction of business. It is believed that the quorum requirements should be increased because it is presently possible for only six individuals to make important decisions affecting the Association. The following resolution is therefore presented for consideration.

Resolved, that the quorum requirement for the Board of Directors be increased from a majority of the members to two thirds of the members; and be it further Resolved, that Bylaws Chapter IV (Board of Directors), Section E (Quorum), which reads: Section E. Quorum, A majority of the members constitutes a quorum for the transaction of business at regular or special sessions.

Be amended to read: Section E. Quorum. Two thirds of the members constitute a quorum for the transaction of business at regular or special sessions.”
 6. Establish an Argus Commission-type group to review the landscape of academic pharmacy for the purpose of identifying new policies. Working Group suggests membership consist of former Speakers of the AACP HoD and others with talents in the policy process
 7. Develop an orientation manual for new delegates, similar to the ASP “Capsule” and/or the ADEA House of Delegates Manual. The manual would describe policy development process in explicit detail. Similar to the AMA Policy System document, describe the policy development process in steps
- Evaluate the communications practices of the HoD
Recommendations from the Working Group:
 1. Consider hosting a webinar for orientation of new delegates in late January
 2. Make drafts of key resources available sooner even if final reports (e.g., standing committee reports) won't be available until closer to the July meeting
 3. Consider using a Google.docs or BaseCamp document sharing system for House materials
 4. Clarification of the different appointment strategies for delegates used by various schools would be useful (e.g., rotation, alternates' roles)
 5. Continue the conference calls (done in 2010 in June) but schedule them earlier to initiate delegate discussion on key issues

HOD Bulletin

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- Provide a detailed review of the current AACP House of Delegates (HoD) Rules of Procedure Recommendations from the Working Group:
 1. Retain title continuity throughout the Rules (President, Chair, Presiding Officer, Speaker)
 2. Consider a deadline of earlier than one week prior to Annual Meeting for delegate seating
 3. Consider an earlier deadline for the reports in order to permit proper review of recommendations/policy by BPDC
 4. Require a specific edition of Robert's Rules of Order, purchase the latest edition every year
 5. Review the original intent and purpose of the Executive Session
 6. Consider posting the Articles of Incorporation for review
 7. Propose new policy (more clear language) to reflect the speaker-elect on even numbered years
 8. Propose new language in the Rules to show the Selection of Delegates is that of the Bylaws
 9. Create a Delegate Training website that removes the Appendix language from the rules and makes a static training website or orientation manual for new delegates
 10. Codify policies (Resolution/Policy Working Group) is important. Also better guidance on format (ADEA Bylaws Resolution) is helpful, but samples of policy statements, resolutions, and recommendations are also needed. SCORR may need to re-examine terminology. (Adapt Rules Appendix to training for these elements.)
 11. Review the format of the Rules document and design a more searchable, indexed document
 12. Clarify electronic mail use (ex. Article IX Section 1. And Article X Section 1 #12.)
 13. Map and streamline all due dates for the House of Delegates across all sections of the Rules
 14. Review and propose new language in the following sections:
 - a. Article III Section 3
 - b. Article V Section 7
 - c. Article VII Section 1B
 - d. Article VII Section 3
 - e. Article VII Section 5
 - f. Article VII Section 6 #5
 - g. Article XVI Section 1B

- Evaluate the seating of delegates and credentialing process Recommendations from the Working Group:
 1. Establish a firm deadline for the Delegates of Record roster. Do not extend flexibility. This maintains the integrity of the House of Delegates and enhances AACP staff member engagement opportunities with the Delegates at Session.
 2. Create an electronic check-in/credentialing process that removes subjectivity from the credentialing process
 3. Have credentialing take place inside the House meeting space, separate from the breakfast/common area

- Evaluate the options for electronic voting for the HoD Recommendations from the Working Group:
 1. Outside contractors are available for ~\$5000 a day (system, staff, 250+ response pads)
 2. Through partnerships with AACP member institutions, response pad systems can be borrowed for the AACP Annual Meeting (University of the Incarnate Word, for example, has offered assistance for 2011).