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AACP House of Delegates

Orientation Information

American Association of
Colleges of Pharmacy **AACP**
Discover • Learn • Care: Improve Health

House of Delegates Executive Council:

- **Speaker:** Cynthia J. Boyle, University of Maryland Eastern Shore (cjboyle@umes.edu)
- **Parliamentarian:** Lawrence M. "LB" Brown, The University of Tennessee (lbrown23@uthsc.edu)
- **Executive Secretary:** Lucinda L. Maine, AACP (lmaine@aacp.org)
- **Staff Liaison:** S. Whitney Zatzkin, AACP (wzatzkin@aacp.org)

Members of the House of Delegates Executive Council are available to Delegates to review House policy and answer questions regarding procedure at any time. During the Annual Meeting, office hours for the Speaker and Secretary will be publicly posted.

TIP: An important step in preparing for the House of Delegates annual session is to spend some time reviewing the report from the Bylaws and Policy Development Committee and discussing upcoming policy proposals with your colleagues. If you wait until the time of the meeting to review the policies with your staff, you may have difficulty properly representing them on the floor of the House.

What is your purpose and responsibility as a Delegate?

A Delegate is:

- the official representative of either the faculty or the administration for the member institution during the Annual Meeting of the House of Delegates; and
- a communication link between the school and the Association throughout the year for Association policy, strategy and vision.

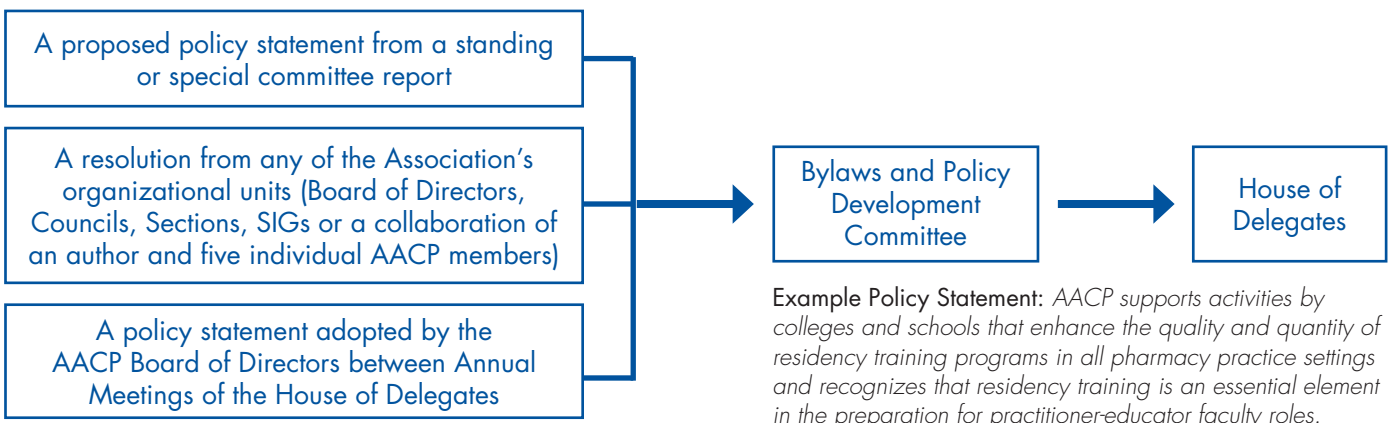
Specifically, Delegates:

- determine the policies of the Association by ratifying, rejecting or referring back to the Board of Directors policies that come before the House of Delegates during its Annual Meeting;
- adopt and amend the Bylaws of this Association;
- approve the Association's strategic plan as developed by the Board of Directors;
- approve AACP institutional membership for colleges and schools of pharmacy;
- review programs established by the Board of Directors;
- set the annual dues for the members of the Association; and
- elect a Speaker-elect in even-numbered years.

TIP: It is important that each Delegate review House of Delegates materials prior to the AACP Annual Meeting. If you wait until you arrive at the meeting, you will quickly fall behind the activity in the House.

How does Policy come before the House of Delegates?

Each of these steps delivers policy for consideration with the Bylaws and Policy Development Committee, which then makes a recommendation on the next action for consideration before the House of Delegates.



What does the House do with policy once it is received?

When policy is first received to the House of Delegates it is sent to the Bylaws and Policy Development Committee for consideration and inclusion in the Bylaws and Policy Development Committee Report. Once a recommendation has been made by the committee, the House will:

1. ratify policy (result of an affirmative vote from the House and is then added to AACP Cumulative Policy, available on its Web site);
2. reject the policy; or
3. refer it back to the Board of Directors with comment for further consideration.

TIP: You should plan to arrive early enough to each of the sessions of the House of Delegates to sign in at the credentials desk and pick up any new materials. Once the House has opened its session, you cannot receive your credentials nor vote without your credentials in place.

What does AACP do with policy?

Once policy is ratified by the House of Delegates, the policy is added to the Cumulative Policy index and actionable items are integrated by AACP staff for use in strategic planning and programming.

Robert's Rules Quick Guide

The AACP House of Delegates operates under *Robert's Rules of Order* and there are a few terms every Delegate should know:

- **Point of Information:** Generally applies to information desired from the Speaker: "I should like to ask the (Speaker) a question."
- **Point of Order:** Infraction of the rules or improper decorum in speaking. Must be raised immediately after the error is made.
- **Motion:** Brings new business (the next item on the agenda) before the assembly.
- **Motion to Divide the Question:** Divides a motion into two or more separate motions (each motion must be able to stand on its own).
- **Amend the Resolution:** Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions.
- **Withdraw/Modify Motion:** Applies only after question is stated; mover can accept an amendment without obtaining the floor.
- **Reconsider:** Can be made only by one on the prevailing side who has changed position or view.
- **Suspend the Rules:** Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified.

TIP: An institution's Delegates of Record can be updated at any time up until seven days prior to the AACP Annual Meeting by e-mailing AACP with the names and Delegate titles for each member of its delegation.

TIP: During debate in a House meeting, the Speaker of the House often provides guidance; however, following parliamentary procedure will make the process of debate go smoothly. Please review *Robert's Rules of Order* prior to coming to the House meeting.

Visit <http://www.aacp.org/governance/HOD> for more information.