April 2007

Exciting Changes for 2007 House of Delegates

As approved last year by the House, AACP will elect a Speaker of the House of Delegates to serve a two-year term from the end of the 2007 House until the close of the 2009 House of Delegates. Nominations are open for candidates for this office. Expressions of interest should be sent no later than May 15th to Diane Beck, Chair of the Nominations Committee. A letter of interest outlining the candidate’s experience in policy formation and leadership and a brief biographical sketch can be forwarded to Lucinda Maine at lmaine@aacp.org to be forwarded to Diane and the Nominations Committee.

Preparing for Your Role in the House of Delegates

There are two categories of material provided to delegates to help you prepare for your roles and responsibilities during the annual meeting. Background documents include the current AACP strategic plan, Bylaws and cumulative policies. Electronic links to each of these are embedded in this bulletin. The second category of material includes reports from a variety of committees, councils, and individuals. The latter are in the final stages of approval by their respective committees and will be sent electronically to all delegates when completed over the next two to three weeks.

Background Documents

1. 2006-2007 Administrative Delegate List
2. 2006-2007 Faculty Delegate List
3. AACP Strategic Plan (July 2004)
4. Bylaws (Updated July 2006)
5. House of Delegates Rules of Procedure (current)
6. Minutes of the 2006 House of Delegates Sessions
7. Cumulative Policies of the Association
8. A Glossary of Terms Used in Pharmaceutical Education
9. AACP Membership Report (as of March 31, 2007)

2006-07 Committee Reports

1. 2006-07 Standing Committee Reports from Academic Affairs, Professional Affairs, the Argus Commission and the Task Force on Clinical Scientist Training (to be sent in mid-May)
2. Preliminary Report of the Bylaws and Policy Committee (to be sent in mid-May)
3. Reports of Council chairs and the Academic Sections Coordinating Committee (to be sent in June)
4. Reports from collaborating organizations and AJPE (to be sent in June)

In keeping with an AACP commitment to “go green”, we are maximizing the use of electronic communications in all aspects of our meeting this year. All of these documents and other important materials will be mailed to delegates in mid-June on a CD-ROM for your reference. Limited numbers of printed copies are available in advance of the Annual Meeting and on site for those preferring to receive print copies of each report. Please contact Melinda Colón at mcolon@aacp.org of the AACP staff to request print copies of House materials.
As a reminder, the schedule for HOD-related functions in Orlando is as follows:

- **Saturday, July 14 from 4:30 – 5:30 p.m.**  Briefing for Delegates
- **Sunday, July 15 from 7:00 – 8:00 a.m.**  Delegate Sign-In
- **Sunday, July 15 from 10:00 – 11:30 a.m.**  First Session of the House of Delegates
- **Monday, July 16 from 8:00 – 9:30 a.m.**  Special Session: Reports of Standing Committees
- **Tuesday, July 17 from 12:00 – 1:00 p.m.**  Open Hearing: Bylaws and Policy Development Committee
- **Wednesday, July 18 from 7:30 – 8:30 a.m.**  Delegate Sign-In
- **Wednesday, July 18 from 8:30 – 10:00 a.m.**  Final Session of the House of Delegates

A *briefing session* for delegates is scheduled for **Saturday, July 14 from 4:30 p.m. until 5:30 p.m.** This session provides an overview of delegate responsibilities, issues to be considered by the House of Delegates, and the opportunity to consult with staff or the parliamentarian prior to the House of Delegates sessions. Both experienced and new delegates are encouraged to participate in this session. The orientation session will be in the South Grand Ballroom Harbor.

Please note in particular the **Monday, July 16** special session at 8:00 a.m. at which time the standing committee chairs will present a briefing on their committees’ work and recommendations. A copy of the reports of the standing committees and Argus Commission will be sent to delegates electronically in mid-May.

**Preliminary Report of the Bylaws and Policy Development Committee**

The AACP Bylaws and Policy Development Committee is charged with the coordination of the business of the House of Delegates. Proposed policy statements, resolutions, bylaws changes and other business are directed to the BPDC which holds an open hearing during the Annual Meeting to hear views on these proposals from delegates, members and other interested parties. The House acts upon the recommendations of the BPDC during the final session of the House on Wednesday, July 18th.

Delegates will be asked to conduct a diverse array of deliberative activities during the two sessions at the 2007 Annual Meeting. In all cases there will be opportunities for open debate on the proposals in open hearings and business meetings occurring on Sunday through Tuesday. The work of the 2007 House of Delegates includes:

- Approval of new Rules of Procedures to allow election of the Speaker of the House
- Consideration of proposed policy statements from AACP standing committees
- Consideration of resolutions from councils, sections and individuals
- Consideration of proposed Bylaws amendments related to structure and governance changes
- Election of the 2007-09 Speaker of the House

For the past two years the Bylaws and Policy Development Committee has also been charged with a study of the AACP governance structure and systems. The aims of the analysis are to determine if AACP is ideally structured to accomplish our strategic plan and effectively engage delegates and members in the work of the Association. The Committee was asked to evaluate the current structure and governing model and to determine whether changes were needed. Several open hearings have been held, each unit of governance (e.g., House of Delegates, Board) was studied, and the Committee met in Dallas in early November to craft recommendations. Those recommendations were reviewed by Board, Council and Section leaders on Saturday, March 31st at the AACP Leadership Retreat.
Last year the House adopted recommendations and accompanying Bylaws changes to introduce a Treasurer and Speaker of the House into our structure and governance model. The Treasurer, Keith Herist (Georgia), was elected in December by all members voting in the 2006 election. The 2007 House of Delegates will elect the 2007-09 Speaker of the House during the second House session on Wednesday, July 18th. Candidates for Speaker will address the House on Sunday during the first House session. The House also adopted Bylaws language to create a standing committee on advocacy. President-elect Raehl will appoint this committee for service in 2007-08.

This year discussion continued related to the structure of Councils, Sections and Special Interest Groups and to a proposal related to the concept of “open membership” in AACP. The specific goals of these discussions were to insure that all key stakeholders in pharmacy education have a clear home within AACP where their needs can be identified and met through programming, projects and information and to enhance the debate and resolution of key issues of education policy. The preliminary report of the Bylaws and Policy Development Committee will be sent to delegates electronically in a few weeks with accompanying background material that explains the recommendations in more detail.

Look for a more complete report on this important analysis in mid-May.

**Need To Change Delegates?**

Please remember that the AACP Bylaws provide a procedure to ensure representation in the AACP House of Delegates in the event that the delegates of record cannot participate in the meeting of the House. The HOD standing rules of procedure provide that changes can be made to delegates and/or alternates up until one week prior to the first House session. For the 2007 House of Delegates that date is **Friday, July 6**. As the delegate of record you are encouraged to assure that your institution’s representation is in order prior to that time. Please feel free to contact Melinda Colón at mcolon@aacp.org of the AACP staff if you have any questions or “pre-meeting issues” related to delegate representation.

**Please make sure that all delegates and alternates from your institution have paid their individual AACP dues for calendar year 2007. Delegates cannot be seated if their membership dues have not been paid. Another email reminder will be sent in May to all delegates and alternates whose dues remain unpaid.**

Finally, remember that delegates must “sign in” prior to each session of the House of Delegates. The Credentials Committee is available to sign in delegates beginning at 7:00 a.m. on Sunday, July 15, and at 7:30 a.m. on Wednesday, July 18.

**Membership Update**

A link to the AACP Membership Report (as of April 31, 2007) is provided for your reference. Delegates are encouraged to be active membership recruiters on behalf of the Association. Remind your colleagues of the value of AACP membership through meetings, professional development, grants and awards programs, and related activities. Your leadership in this area is vital to the Association.

**A Few Reminders**

The 2007 AACP Annual Meeting and Seminars will be held at the Disney Yacht and Beach Club Hotel and Conference Center at Lake Buena Vista, **July 14 – 18**. Encourage your colleagues to make plans now for the meeting, which will carry the theme “Celebrating Excellence.” The meeting was planned with your feedback and has some new features along with your long standing favorite meeting elements.

- Encourage faculty and staff to register for this year’s annual meeting and take advantage of “early bird” discount registration through May 18. Registration and preliminary program information are available on the [AACP Web site](http://www.aacp.org).
• AACP has experienced an amazing demand for hotel rooms by members planning to attend the Annual Meeting. We had initially contracted for rooms only at the Disney Yacht and Beach Club but quickly added additional rooms at the adjacent Boardwalk Hotel. This week we added a fourth Disney Hotel and rooms are available at $149.00 per night at the Caribbean with dedicated shuttle service for the 5 to 8 minute trip from that hotel to the Yacht and Beach Club Convention Center where all meetings and House sessions will be held. If you have not made your reservation we encourage you to do so as soon as possible by calling 407-934-3372.

• Continuing pharmaceutical education credits will be offered again to meeting attendees. Virginia Commonwealth University School of Pharmacy Office of Continuous Education will again be the ACPE-approved provider and will work with the sections and SIGs to ensure their content qualifies for credits. Please remind your faculty to check the AACP Web site for the number of CEUs that can be earned for successfully completing each program.

• Read and share information from upcoming issues of the *AACP News* highlighting annual meeting events and programs.