



AMERICAN ASSOCIATION
OF COLLEGES OF PHARMACY

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HOUSE OF DELEGATES BULLETIN

June 2007

Reports and Associated Materials for Delegates

Included with this bulletin are copies of the following association documents intended to familiarize all delegates with their roles and responsibilities during the annual meeting next month. Please review these materials carefully before the meeting. This year in keeping with our “greenier” Annual Meeting your HOD materials are on the enclosed CD. Bookmarks can be found on the left side of the PDF file for easier navigation. **Delegates: the second CD in your packet is for your alternate.** Please pass it on.

- HOD Bulletin, June 2007 Included with CD
 - Current Listing of 2007 Delegates to the House Tab A
 - Bylaws (Updated July 2006) Tab B
 - Strategic Plan (July 2004) Tab C
 - Current House of Delegates Rules of Procedure & Revised House of Delegates Rules of Procedure (to be adopted on Sunday, July 15) Tab D1 & D2
 - Minutes of the 2006 House of Delegates Sessions Tab E
 - Cumulative Policies of the Association Tab F
 - A Glossary of Terms Used in Pharmaceutical Education Tab G
 - Report of the Board of Directors Tab H
 - Report of the AJPE Editor Tab I
 - Accreditation Council of Pharmacy Education Report Tab J
 - American Foundation for Pharmaceutical Education Report Tab K
 - Association of Faculties of Pharmacy of Canada Report Tab L
 - National Association of Boards of Pharmacy Report Tab M
 - Chair Report of the Council of Deans Tab N
 - Chair Report of the Council of Faculties Tab O
 - Chair Report of the Academic Sections Coordinating Committee Tab P
 - Academic Affairs, Argus Commission, Educating Clinical Scientists Task Force, and Professional Affairs Committee Reports Tab Q1, Q2, Q3 & Q4
 - Preliminary Reports of the Bylaws and Policy Development Committee Tab R
 - Report of the Finance Committee Tab S
- (available during the first session of the House of Delegates, Sunday, July 15)*
- Nominating Committee Report Tab T

As a reminder, the schedule for the HOD-related functions in Lake Buena Vista 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 – 9:00 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

Please contact Melinda D. Colón (703/739-2330, Ext. 1012 or (mcolon@aacp.org) with any questions regarding these reports or other materials for the House of Delegates.

Deadline for Delegate Changes – Friday, July 6.

Please remember that the AACP Bylaws provide a specific 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 the 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.** Changes must be transmitted to AACP via email or fax. Oral/telephone communications cannot be accepted.

As a delegate of record you are encouraged to assure that your institution's representation is in order prior to **Friday, July 6.** Please review the enclosed current listing of delegates and contact Melinda D. Colón at mcolon@aacp.org if you have any questions or problems 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.**

Finally, remember that **delegates and alternates 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.

Delegate Orientation Session in Lake Buena Vista

Delegates are reminded that an **orientation session** is scheduled for **Saturday, July 14 from 4:30 p.m. until 5:30 p.m.** This session will provide an overview of delegate responsibilities, issues to be considered by the House of Delegates, and the opportunity to consult with staff prior to the House of Delegates sessions. Both experienced and new delegates are encouraged to participate in this session. The session will be held in Harbor Island 2 at the Disney's Yacht and Beach Club.

House Rules of Procedure and Agenda Change

The House of Delegates operates according to a set of rules of procedure that will need to be modified for the conduct of business before the 2007 House. The new draft rules will allow for election of the Speaker of the House in 2007 and subsequent election of Speakers-elect in 2008 and every two years thereafter.

In addition, the Rules specify an agenda known as the Order of Business which will be published in advance of any meeting of the House to inform Delegates and other interested parties of the approximate timetable when items of business will be put before the House. This Order of Business may be changed at any meeting by suspending this Rule in accord with Rule of Procedure 2. Given the need to conduct an election for Speaker and a change in the presentation of speeches by presidential officers and the Executive Vice President, the proposed Order of Business for the 2007 House of Delegates is as follows (note track changes used to inform delegates how the 2007 agenda differs from that contained in the current rules:

First Session

1. Call to Order
2. Report of the Credentials Committee
3. Greetings from Other Associations
4. President's Address
- ~~5. Report of the Executive Vice President~~
5. In Memoriam
6. Recognition of New Deans and New Faculty
7. Preliminary Report of the Bylaws and Policy Development Committee
8. Incoming President's Remarks
9. Report of the Editor
10. Report of the Accreditation Council on Pharmacy Education
11. Report of the American Foundation for Pharmaceutical Education
12. Committee Reports
13. Report of the Nominations Committee and Introduction of Candidates
14. Other Business
15. Adjournment until Final Session

Final Session

1. Call to Order
2. Report of the Credentials Committee
3. Report of Council Chairpersons
4. Recognition of the Executive Vice President
5. Final Report of the Bylaws and Policy Development Committee
6. ~~Report of the Nominating Committee~~ Election of Speaker
7. Unfinished Business
8. New Business
9. Installation of Officers and New Members of the Board of Directors
- ~~10. Recognition of Retiring Board Members~~
10. Adjournment

Delegate Input Sought on AACP Structure and Governance Issues

Delegates will note that the two preliminary reports of the Bylaws and Policy Development Committee (BPDC) on structure and governance was sent out on June 6 via email to all delegates and alternates and are enclosed in these materials. These include suggestions for changes in the governance structure of the AACP section leadership model and lay out a concept called "open membership".

John Pieper, BPDC chair, will briefly describe the Committee's recommendations on Sunday, July 15 at the first session of the House. The open hearing of the BPDC, scheduled for Tuesday, July 17 at 12:00 p.m., will provide an opportunity for delegates and other interested members to provide input on matters of AACP structure and governance. We welcome input from all on this strategic analysis. Please let your voice be heard.

Call for 2008 Award and 2008-2009 Fellows Nominations

It is not too early to start considering faculty to nominate for the 2008 AACP Awards and the 2008-2009 Academic Leadership Fellows Program. Information regarding both will be sent out after the Annual Meeting and available on the AACP Web site.

We look forward to seeing you in Lake Buena Vista!