

May 2011

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 posted to the HOD Section of the AACP [Web site](#) as they are completed during the first weeks of May. They will also be sent electronically to all delegates in the June HOD Bulletin. In keeping with an AACP commitment to “go green,” we are maximizing the use of electronic communications in all aspects of our meeting, including the House of Delegates materials.

Background Documents

1. [AACP Current Strategic Plan \(July 2010\)](#)
2. [AACP Bylaws](#)
3. [House of Delegates Rules of Procedure](#) (Current)
4. [Minutes of the 2010 House of Delegates](#)
5. [Cumulative Policies of the Association](#)

2011 HOUSE OF DELEGATES SCHEDULE

The 2011 AACP Annual Meeting and Seminars will be held in San Antonio, Texas, July 9th – 13th. To facilitate your schedule planning, please be aware of the following activities and times (dates and times subject to change):

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 – 11:45 a.m.	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

A **briefing session** for delegates is scheduled for **Saturday, July 9th 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 the Speaker, staff or the parliamentarian prior to the House of Delegates sessions. Both experienced and new delegates are encouraged to participate in this session.

Please note in particular the **Monday, July 11th** 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 June.

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 13th. In

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preparation for this session, the BPDC submits a preliminary report from the committee for the delegates. You will find that report attached to this email.

Delegates will be asked to conduct a diverse array of deliberative activities during the two sessions at the 2011 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 2011 House of Delegates to date includes:

- Approval of new Institutional Members (Sunday)
- Consideration of proposed policy statements from AACP standing committees
- Consideration of proposed rules revisions from the HOD Special Committee on Rules Review
- Consideration of resolutions from councils, sections and individuals
- Consideration of tabled 2010 resolutions regarding membership

If any delegates have questions about the report and how it will be acted upon, please contact House Secretary Lucinda Maine at lmaine@aacp.org.

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 2011 House of Delegates that date is **Friday, July 1st**. 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 Angie Edwards at aedwards@aacp.org 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 2011. Delegates cannot be seated if their membership dues have not been paid.

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 10th and at 8:30 a.m. on Wednesday, July 13th.

A Few Reminders

The 2011 AACP Annual Meeting and Seminars will be held in San Antonio, Texas **July 9th – 13th**.

Encourage your colleagues to make plans now for the meeting, "*Bridges to Our Future*." The opening session will feature Dr. Roberta Bondar, a physician, scientist, educator, astronaut and public servant.

- Encourage faculty and staff to register for this year's annual meeting and take advantage of "**early bird**" **discount registration** through **May 31st**. Registration and preliminary program information are available on the [AACP Web site](#).
- 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.

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