

**Preliminary Report of the 2010-2011
Bylaws and Policy Development Committee**
(Reflecting business submitted by April 15, 2011)

Introduction

The AACP Bylaws direct the Bylaws and Policy Development Committee (BPDC) to ensure that resolutions, position papers, and similar proposals to the House of Delegates that seek to establish Association policy or action are appropriate and ready for consideration by the House. The Committee is also charged with responsibility for receiving suggestions for alteration of the Association's Articles of Incorporation or the Bylaws, preparing appropriate amendments in suitable wording that is consistent with the current Bylaws, and for presenting such proposals, together with the Committee's recommendations, to the House of Delegates for consideration.

In 2010-11, AACP President Carter also charged the Bylaws and Policy Development Committee with analyzing AACP's existing policy on supportive personnel (or pharmacy technicians). Four statements of policy were adopted by the AACP House of Delegates in 1983 and remain in the current compendium of policy today. The need for updating nomenclature, if nothing else, was apparent and led to President Carter's charge.

During the second session of the 2010 House of Delegates, Speaker John A. Pieper announced the formation of a Special Committee on House Rules Review to be chaired by Speaker-elect Cynthia Boyle. The SCORR was asked to embark on a systematic review of policy development, communications about the work of the House of Delegates and the manner in which House business is conducted. They were also asked to make recommendations for changes in procedures and reflect all of their work in revisions, if needed, to House Rules of Procedure. The report of this committee and their recommendations for changes in rules and procedures is included in this report.

This report also contains additional business for the 2011 House of Delegates identified by April 15, 2011. Membership resolutions, three proposed policy amendments regarding current association policy on technicians and four proposed policy statements are set forth below. Two motions which were tabled by the 2010 House of Delegates related to institutional and individual membership dues are included in this report and will be part of the business before delegates. No recommendations, to date, have been forwarded from individual members, councils, sections or special interest groups. Additional recommendations may be received up to 6 p.m. on Monday, July 11 and will be presented at the open hearing of the Bylaws and Policy Development Committee at noon on Tuesday, July 12th.

A. RESOLUTIONS

Resolution #1 – Roosevelt University College of Pharmacy

WHEREAS, the Bylaws of the American Association of Colleges of Pharmacy, Inc. provide for various levels of institutional membership for colleges and schools of pharmacy;

WHEREAS, the Roosevelt University College of Pharmacy School of Pharmacy has been recognized by the Accreditation Council for Pharmacy Education; and

WHEREAS, the Roosevelt University College of Pharmacy School of Pharmacy has requested institutional membership in AACP;

RESOLVED that the Roosevelt University College of Pharmacy School of Pharmacy be received into the appropriate level of institutional membership in AACP.

Resolution #2 – Rosalind Franklin University School of Pharmacy

WHEREAS, the Bylaws of the American Association of Colleges of Pharmacy, Inc. provide for various levels of institutional membership for colleges and schools of pharmacy;

WHEREAS, the Rosalind Franklin University School of Pharmacy has been recognized by the Accreditation Council for Pharmacy Education; and

WHEREAS, the Rosalind Franklin University School of Pharmacy has requested institutional membership in AACP;

RESOLVED that the Rosalind Franklin University School of Pharmacy be received into the appropriate level of institutional membership in AACP.

Resolution #3–St Joseph College School of Pharmacy

WHEREAS, the Bylaws of the American Association of Colleges of Pharmacy, Inc. provide for various levels of institutional membership for colleges and schools of pharmacy;

WHEREAS, the St Joseph College School of Pharmacy has been recognized by the Accreditation Council for Pharmacy Education; and

WHEREAS, the St Joseph College School of Pharmacy has requested institutional membership in AACP;

RESOLVED that the St Joseph College School of Pharmacy be received into the appropriate level of institutional membership in AACP.

Resolution #4– Western New England College School of Pharmacy

WHEREAS, the Bylaws of the American Association of Colleges of Pharmacy, Inc. provide for various levels of institutional membership for colleges and schools of pharmacy;

WHEREAS, the Western New England College School of Pharmacy has been recognized by the Accreditation Council for Pharmacy Education; and

WHEREAS, the Western New England College School of Pharmacy has requested institutional membership in AACP;

RESOLVED that the Western New England College School of Pharmacy be received into the appropriate level of institutional membership in AACP.

B. PROPOSED POLICY STATEMENTS

Policy Statement #1

(Source: 2010-11 Standing Committee on Professional Affairs)

AACP supports the efforts of schools and colleges of pharmacy working with health care entities to promote and advocate for the inclusion, reimbursement and sustainability of pharmacist services as a required element of patient-centered care in all settings.

Policy Statement #2

(Source: 2010-11 Standing Committee on Professional Affairs)

AACP supports member schools and colleges in their efforts to invest in the expansion of postgraduate residencies and fellowship programs that prepare pharmacists to be effective members of patient-centered health care teams.

Policy Statement #3

(Source: 2010-11 Standing Committee on Professional Affairs)

AACP supports the creation of partnerships with other national pharmacy organizations to develop a framework to ensure an educated, trained, and certified pharmacy technician workforce to enable pharmacists to provide medication therapy management and other patient care services.

Policy Statement #4

(Source: 2010-11 Standing Committee on Professional Affairs)

AACP encourages its member institutions to require course work that develops the management, business, and entrepreneurial skills necessary for pharmacists to succeed as members of patient-centered health care teams.

C. PROPOSED POLICY AMENDMENTS

Revision of Supportive Personnel Policies

Current Policy Statement #1

AACP supports inclusion in the professional pharmacy curriculum of didactic and experiential material related to the supervision and management of supportive personnel in pharmacy practices. (Source: Professional Affairs Committee, 1990)

Policy Amendment #1

AACP supports the inclusion of outcomes/competencies related to pharmacist supervision and management of qualified pharmacy technicians in the professional degree program, as well as process analysis skills necessary to optimally integrate pharmacy technicians into pharmacy workflow and services. These outcomes/competencies should be addressed in the didactic and experiential components of the curriculum.

Current Policy Statement #2 and #4

Training for technicians in pharmacy must be based on competencies derived from tasks which are deemed appropriate by the profession and currently performed by technical personnel. (*Source: Professional Affairs Committee, 1989*)

Training for supportive personnel in pharmacy must be based on sound educational principles with clearly established competency objectives. (*Source: Professional Affairs Committee, 1987*)

Combined Policy Amendment #2

AACP supports training and education for pharmacy technicians that includes competencies and tasks deemed appropriate by the profession and that is based on sound educational principles with clearly established educational outcomes.

Current Policy #3

Pharmacy schools should offer their assistance to supportive personnel training programs to assure that programs meet appropriate educational objectives. (*Source: Professional Affairs Committee, 1987*)

Policy Amendment #3

AACP supports innovative relationships between colleges and schools of pharmacy and pharmacy technician education programs that enhance the quality of the respective educational programs offered by each.

D. HOUSE RULES REVISION

The Special Committee on Rules Review sets forth the recommendations and the revision of AACP House Rule of Procedure included in its report (Attachment A).

E. UNFINISHED BUSINESS

Membership Dues Resolution #1

(Source: AACP Board of Directors as amended by BPDC, tabled in 2010 until 2011 HOD)

WHEREAS, the Bylaws of the American Association of Colleges of Pharmacy, Inc. provide for the House of Delegates to approve membership dues changes;

RESOLVED that the institutional member dues for Associate and Regular Institutional Members be increased \$3,000 in Fiscal Year 2013 (July 2012).

Membership Dues Resolution #2

(Source: AACP Board of Directors as amended by BPDC, tabled in 2010 until 2011 HOD)

WHEREAS, the Bylaws of the American Association of Colleges of Pharmacy, Inc. provide for the House of Delegates to approve membership dues changes;

RESOLVED that dues for individual members be reduced to \$0 effective with implementation of the Institutional dues increase.

Feedback on all BPDC recommendations is invited from all delegates and interested members. Submit comments electronically by July 1, 2011 to HOD@aacp.org. A summary of comments will be provided at the AACP Annual Meeting.

Discussion of all the business coming before the 2011 House of Delegates will take place at the open hearing of the BPDC on Tuesday, July 12 from 11:45am to 1 p.m.

Respectfully submitted,

Committee Members:

Michael Malloy, (MCPHS-Worcester), Chair
John A. Pieper (StLCoP), Speaker ex officio
Ed DeSimone (Creighton)
Lisa Evans-Deziel (Nova SE)
Michael Manolakis (Wingate)
Patricia Marken (UMKC)
Susan M Meyer (Pittsburgh)
Eric Jarvi (Husson)

**Special Committee on Rules Review Recommendations and Rules Changes
for Consideration of the House of Delegates of the
American Association of Colleges of Pharmacy**

During the second session of the 2010 House of Delegates, Speaker John A. Pieper announced the formation of a Special Committee on Rules Review (SCORR) to be chaired by Speaker-elect Cynthia Boyle. The SCORR was asked to embark on a systematic review of policy development, communications about the work of the House of Delegates and the manner in which House business is conducted. They were also asked to make recommendations for changes in procedures and reflect all of their work in revisions, if needed, to House Rules of Procedure.

Specifically, the committee was charged to:

- Evaluate the Resolution/Policy writing process
- Evaluate the communications practices of the HoD
- Evaluate the seating of delegates and credentialing process
- Evaluate the options for electronic voting for the HoD
- Review the current AACP House of Delegates (HoD) Rules of Procedure

To properly address this charge the members of SCORR and Speaker Pieper broke into several working groups and prepared the following recommendations and findings for consideration by the BPDC and HoD.

1. After a review of the Association's resolution and policy writing procedures, SCORR recommends that AACP HoD:
 - Organize an orientation session for new delegates via conference call or webinar in January/February annually
 - 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
 - Review policy development process and generate proposed policies and discuss potential policies at NABP/AACP District meetings
 - Codify policies by letter code, as per AMA, for ease of reference
 - 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."

- 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
 - 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
2. After a review of the Association’s HoD communications, SCORR recommends that AACP HoD:
 - Host a webinar for orientation of new delegates in late January
 - 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
 - Consider using password-protected document sharing system for House materials
 - Clarify the different appointment strategies for delegates used by various schools (e.g. timeline, rotation cycle, alternate delegate roles)
 - Continue the conference calls (done in 2010 in June) but schedule them earlier to initiate delegate discussion on key issues
 3. After a review of the Association’s credentialing and seating of delegates procedures, SCORR recommends that AACP HoD:
 - Establish a firm deadline for the Delegates of Record roster and 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. It also allows for electronic systems to have a proper roster of anticipated votes during live sessions.
 - Create an electronic check-in/credentialing process that removes subjectivity from the credentialing process
 4. After a review of electronic voting options, SCORR recommends that AACP HoD implement electronic voting for the HoD.
 5. After a review of the Association’s House of Delegates Rules of Procedure, SCORR recommends that AACP HoD adopt the attached marked changes (Attachment A).

Finally, SCORR is pleased to report that several of its recommendations were piloted during the 2010-2011 year as gaps were identified during the assessment process. Feedback regarding new communication practices has been positive.

Respectfully submitted,

Cynthia Boyle (Maryland), Speaker-elect of the House of Delegates, Chair
 Lawrence “LB” Brown (Tennessee), Parliamentarian of the House of Delegates
 Lucinda Maine (AACP), Executive Secretary of the House of Delegates
 Colleen Catalano (Univ of Washington)
 Charles “Chuck” Daniels (UCSD)
 Ed Desimone (Creighton)
 Deborah Hudson (Hampton)
 Eric Jarvi (Husson)
 L. Douglas Ried (South Florida)
 S. Whitney Zatzkin (AACP)

**Special Committee on Rules Review Recommendations and Rules Changes
for Consideration of the House of Delegates of the
American Association of Colleges of Pharmacy**



RULES OF PROCEDURE

for the

**American Association of Colleges of Pharmacy
House of Delegates**

**Revision adopted by the 2009 AACCP House of Delegates
July 19, 2009**

Proposed Revisions from the 2011 Special Committee on Rules Review

Text marked with a ~~striketrough~~ will be removed.

Text marked with an underline will be inserted.

Table of Contents

1.	Authority <u>and Process</u> to Adopt or Suspend Rules.....	X
2.	<u>Composition of the House of Delegates</u> Adoption and Suspension of Rules	X
3.	Business of the House of Delegates Motion to Table	X
4.	Gaining the Floor.....	X
5.	<u>Voting</u> Time Limits	X
	Composition of the House of Delegates	
	Credentials Committee	
	Voting Responsibilities	
	No Smoking	
	Receiving Reports	
6.	<u>Reports to the House of Delegates</u> Content and Disposition	X
	Special Reports.....	
7.	Executive Sessions	X
	Voting	
8.	Nomination and Election of Speaker-elect.....	X
9.	Minutes <u>Records</u> of the House	X
10.	Order of Business	X
	First Session	5
	Final Session	5
	<u>Appendix</u>	6
	Responsibilities of Individual Administrative and Faculty Delegates	6
	<u>Selection of Delegates</u>	6
	<u>Role of the Delegate</u>	6
	<u>Responsibilities of the Delegate During the Annual Meeting</u>	9
	<u>Scheduling Attendance at the AACCP Annual Meeting</u>	10

AACP Rules of Procedure

According to Article VII, Section 5 of the Association's Bylaws, the House of Delegates shall adopt its own Standing Rules of Procedure. ~~Appended to these Rules is the~~ Resource documents on the entitled responsibilities of individual administrative and faculty delegates are available on the AACP House of Delegates Web site.

1. **Authority and Process to Adopt or Suspend Rules**

The House of Delegates shall adopt its own standing Rules of Procedure under authority of the Bylaws of the AACP (Article VII, Section 5).

The latest edition of Robert's Rules of Order shall govern all points of order not covered by these Rules of Procedure or the Association's Bylaws (Article XXI).

2. ~~Adoption and Suspension of Rules~~

Rules of Procedure may be adopted by majority vote of the House of Delegates.

~~A motion to suspend a House Rule requires~~ Should the House desire to suspend a Rule, a two-thirds vote of the delegates present and voting ~~shall prevail on motion~~ without debate, amendment, or any subsidiary motion.

Rules of Procedure may not be suspended for amendments to the Association's Bylaws or to the House of Delegates Rules of Procedure.

The Bylaws and Policy Development Committee (BPDC) (Article XVI, Section 1.B) serves as the Rules Committee of the House of Delegates. The BPDC will make recommendations for structure and content of the Rules of Procedures in the final report of the committee for consideration at the subsequent House of Delegates.

3. ~~Motion to Table (relocated)~~

~~A motion to lay on the table is debatable in the House of Delegates.~~

62. **Composition of the House of Delegates**

Credentials Committee

At least five Association members will be appointed to A the Credentials Committee which will of a sufficient number of persons shall be appointed by the President prior to each meeting of the Association and shall serve until the end of the at annual meeting. The Credentials Committee is responsible for It shall be the responsibility of the Committee to seating the voting Delegates prior to each business-session of the House of Delegates, where votes are to be taken. If a delegate is unable to serve in a House of Delegates session, the alternate delegate may be credentialed to serve. No changes to the delegates of record will be allowed after the conclusion of the first session of the House of Delegates. In the absence of the credentialed delegate or credentialed alternate delegate, the Credentials Committee will declare the voting seat vacant for that session. The Chairperson of the Committee will report the delegate attendance of delegates to the presiding officer immediately after the opening session to determine after the Call to Order of each House of Delegates session in order to establish the quorum. (Article XXII)

Following the selection process for Delegates, the Credentials Committee shall receive a report from the Executive Vice President naming the Delegates and alternates from each institution. The report shall be delivered prior to the opening of the first session. Then, the Credentials Committee will authorize the seating of the Delegate, or, in their absence, the designated alternate. The Credentials Committee may authorize

changes in the Delegate list only upon receipt of authorizing credentials from the institution one week prior to the opening session. No other person shall have the authority to assume the seat of an authorized delegate or authorized alternate delegate. The designated individual, who establishes a record of attendance with the Credentials Committee at the first session, will carry the delegated vote for the entire meeting of the House unless the Credentials Committee approves the change to the other authorized person (under the above procedures) during the meeting of the House.

Speaker of the House

The presiding officer of the House of Delegates is the Speaker. (Article VII, Section 3).

The Speaker will:

- be responsible for communications with delegates and orientation of new delegates
- appoint a Credentials Committee and a Credentials Committee Chairperson prior to the annual meeting of the Association.
- designate the format for Committee and Council Reports to the House of Delegates, with provisions for both majority and minority opinions.
- conduct House business according to the established Order of Business.
- establish a reasonable time limit for delegates' and non-delegates' presentations to the House of Delegates.
- rule any delegate attempting to make a 'friendly amendment' out of order.

The Speaker will vote in the House of Delegates only in the case of a tie vote. (Article VII, Section 3)

Delegates

The House of Delegates is composed of Regular and Associate Institutional Delegates under the authority of the AACP Bylaws. (Article VII, Section 1)

The term of office for delegates, alternate delegates, and associate institutional delegates is one year beginning November 1. (Article VII, Section 2)

Delegates will be identified by a delegate ribbon attached to their official meeting nametag. Ribbons and nametags are non-transferrable.

Only credentialed delegates may vote in the House of Delegates, and each delegate is entitled to one vote.

~~Frequently~~ Delegates are encouraged to engage the faculty and administrators at their school/college in House proceedings. Delegates may vote as instructed by their faculties to vote a particular way on specific issues presented to the House. ~~This practice is in keeping with the election of faculty Delegates. However, since but~~ should consider open discussions, debates and amendments which may shed new meanings onto debated issues and amendments may alter meanings in the resolutions or motion. Delegates are encouraged to consider these changes when preparing to vote on a specific question.

3. Business of the House of Delegates

The duties of the House of Delegates are described in Article VI, Section 6 of the AACP Bylaws.

Proposed policy statements may be generated from any source within the Association and should pertain to Association positions, values, and beliefs consistent with the Association's mission.

Resolutions are statements of proposed actions and include proposals for institutional memberships, Association dues, and bylaws changes. (Article VII, Section 6) Proposed policy statements and resolutions must be submitted no later than April 15 and will be routed to the Bylaws and Policy Development

Committee (BPDC) for inclusion, as appropriate, in the Preliminary Report of the BPDC. (Article XVI, Section 1.B)

Recommendations are formal, written statements from any component of the Association suggesting that another component consider a particular action. Recommendations do not require action by the House of Delegates but are received in reports.

Emerging Business items are those introduced after April 15. Emerging Business items should be submitted to the Secretary of the House no later than 6:00pm on the day prior to the BPDC Open Hearing at the annual meeting of the Association for potential consideration at the final session of the House of Delegates.

The House shall allow the Speaker and Secretary of the House to make corrections for grammar and/or punctuation to adopted policies, resolutions, and new business items after the conclusion of the House session. The current BPDC will review and approve corrected statements to assure that corrections do not inadvertently change the meaning of the adopted policy, resolution, or business item.

4. Gaining the Floor

Delegates will be recognized by the Speaker to gain the floor of the House of Delegates and will be given preference to speak. Any member of the Association may gain the floor to address the House with the indulgence of the House, but only a Delegate may vote.

The Speaker will ~~presiding officer of the session shall~~ recognize non-delegate Association members who desire to gain the floor to speak on a topic following debate or discussion of all Delegates present who desire to ~~be recognized~~.

Guests of the House who are not Association members may be recognized ~~under the same Rule~~ at the discretion of the ~~presiding officer~~ Speaker.

5. ~~Time Limits~~

~~A reasonable time limit for presentations on the floor may be established by the presiding officer. This time limit will pertain to Delegates and to non-delegates.~~

145. Voting

The House of Delegates will vote to adopt, amend, reject or refer proposed policy statements, resolutions, or other business items by majority vote of delegates present and voting unless otherwise specified in the Association's Bylaws or these Rules of Procedure.

Voting may be conducted by voice, electronic or written ballot, or by a rising vote.

A voice vote shall be satisfactory to settle issues put to motion before the House (unless specified otherwise) unless the Chair or a voting Delegate has a doubt as to the results, in which case a division of the House may be requested and an electronic or rising vote for yeas and nays shall be used. The resulting count will be recorded in the minutes of the motion.

Motions requesting roll call ballots will be determined by the affirmative vote of a majority of the Delegates present and voting. ~~Roll~~ Roll call votes shall be in alphabetical order by school with the faculty delegate vote to precede the administrative delegate vote.

The presiding officer shall grant a request from a voting Delegate for a secret ballot on any issue upon confirmation by a majority of the voting Delegates present.

On questions arising between meetings of the House, mail or electronic ballots will be authorized by two-thirds affirmative vote of the Board of Directors. Mail ballots to all active members may also be authorized by two-thirds affirmative vote of the House of Delegates to ratify a question or item of business not in conflict with the Bylaws or the Articles of Incorporation.

Voting to amend the Bylaws requires two-thirds majority of those present and voting.

A motion to lay on the table is debatable in the House of Delegates.

~~6. Composition of the House of Delegates (relocated)~~

~~Following the selection process for Delegates, the Credentials Committee shall receive a report from the Executive Vice President naming the Delegates and alternates from each institution. The report shall be delivered prior to the opening of the first session. Then, the Credentials Committee will authorize the seating of the Delegate, or, in their absence, the designated alternate. The Credentials Committee may authorize changes in the Delegate list only upon receipt of authorizing credentials from the institution one week prior to the opening session. No other person shall have the authority to assume the seat of an authorized delegate or authorized alternate delegate. The designated individual who establishes a record of attendance with the Credentials Committee at the first session, will carry the delegated vote for the entire meeting of the House unless the Credentials Committee approves the change to the other authorized person (under the above procedures) during the meeting of the House. In the absence of a Delegate or alternate delegate at a session, the Credentials Committee will declare the voting seat vacant for that session.~~

~~7. Credentials Committee (relocated)~~

~~A Credentials Committee of a sufficient number of persons shall be appointed by the President prior to each meeting of the Association and shall serve until the end of that meeting. It shall be the responsibility of the Committee to seat the voting Delegates to each business session of the House where votes are to be taken. The Chairperson of the Committee will report the attendance of delegates to the presiding officer immediately after the opening session to determine the quorum.~~

~~8. Voting Responsibilities (relocated)~~

~~Frequently Delegates are instructed by the faculties to vote a particular way on issues presented to the House. This practice is in keeping with the election of faculty Delegates. However, since open discussion may shed new meaning onto debated issues and amendments may alter meanings in the resolutions or motion, Delegates are encouraged to consider these changes when preparing to vote on a specific question.~~

~~9. No Smoking~~

~~The person directed to make local arrangements for a Meeting of the House of Delegates is directed to establish the entire meeting room a non smoking area during the entire session. Persons wishing to partake, Delegates and non-delegates, must leave the meeting room to do so.~~

~~10. Receiving Reports (relocated)~~

~~Reports to the House from the Committees and Councils shall be in a form designated by the President for presentation to the Delegates with provisions for both majority and minority opinions of the reporting body. The full written report shall be available to Delegates in accordance with the Bylaws. A verbal synopsis of the full written report may be extracted at the discretion of the President. Each report shall be acted upon by the Delegates in the following manner: first, each report will be received by the House. Then, the House by a majority vote will accept, reject, or remand appropriate elements of the report (e.g., policy statements) back to the reporting body.~~

~~116. Report Content and Disposition Reports to the House of Delegates~~

~~Reports are included in the Order of Business of the House of Delegates.~~

~~Reports to the House from the Committees and Councils shall be in a form designated by the President Speaker for presentation to the Delegates with provisions for both majority and minority opinions of the~~

~~reporting body. The full written report shall be available to Delegates in accordance with the Bylaws. A verbal synopsis of the full written report may be extracted at the discretion of the President Speaker. Each report shall be acted upon by the Delegates in the following manner: first, each report will be received by the House. Then, the House by a majority vote will accept, reject, or remand appropriate elements of the report (e.g., policy statements) back to the reporting body.~~

Complete reports will be available to Delegates and will be received by an affirmative vote of the House of Delegates. Reports to the House containing policy statements, resolutions or recommendations for action by Councils or Committees shall be acted upon in accordance with Rule 40-3: Business of the House of Delegates. If the House votes to receive the report as presented, such proposed action shall be referred immediately to the Bylaws and Policy Development Committee. This Committee will prepare the report and recommendations for action by the House at the next available session. Then, the House by a majority vote of the Delegates present and voting, unless otherwise specified in the Bylaws, shall dispose of each proposed action will accept, reject, or refer appropriate elements of the report (e.g., policy statements) back to the reporting body, the Association or the Association's Board of Directors.

~~12.~~ **Special Reports**

~~Actions recommended to the House by the Bylaws and Policy Development Committee shall be voted upon in a manner determined by the presiding officer as prescribed in the Bylaws.~~

~~137.~~ **Executive Sessions**

~~At The House of Delegates may convene an Executive Session to consider suspension and expulsion of members. (Article III, Section 3; Article XVII) For such proceedings, only the authorized credentialed Delegates (or their alternate) and officers of the Association may be present. The Speaker should allow the views of the individual or institutional membership in question to be presented. The individual or institution will be entitled to closing remarks after all delegates have been heard. Executive Session records maintained by the Executive Vice President concerning the session will be designated from the Executive Session for use only within the Association and not for publication, except that the results of the Executive Session may be reported in brief to the reassembled House and in the official minutes of the Association. The President shall be the presiding officer for consideration of the topic in question and shall set time limits for debate of the topic. Any motion shall be made by a voting Delegate, seconded by a voting Delegate, and discussed in accordance with usual procedures. Discussion will include time for alternating viewpoints. Particular care by the Chair will be taken to allow for the views of the individual or institution whose membership or standing is under question. This individual or institution will be entitled to closing remarks after all the Delegates have been heard. The final motion shall be decided by a two-thirds majority vote of Delegates present at the Executive Session.~~

~~14.~~ **Voting (Relocated)**

~~A voice vote shall be satisfactory to settle issues put to motion before the House (unless specified otherwise) unless the Chair or a voting Delegate has a doubt as to the results, in which case a division of the House may be requested and a rising vote for yeas and nays shall be used. The resulting count will be recorded in the minutes of the motion.~~

~~Motions requesting roll call ballots will be determined by the affirmative vote of a majority of the Delegates present and voting.~~

~~Roll call votes shall be in alphabetical order by school with the faculty delegate vote to precede the administrative delegate vote.~~

~~The presiding officer shall grant a request from a voting Delegate for a secret ballot on any issue upon confirmation by a majority of the voting Delegates present.~~

~~On questions arising between meetings of the House, mail or electronic ballots will be authorized by two-thirds affirmative vote of the Board of Directors. Mail ballots to all active members may also be authorized by two-thirds affirmative vote of the House of Delegates to ratify a question or item of business not in conflict with the Bylaws or the Articles of Incorporation.~~

~~Voting to amend the Bylaws requires two thirds majority of those present and voting.~~

158. Nomination and Election of Speaker ~~speaker-elect~~

~~The AACP HOD Nominations Committee shall review and slate two candidates for the office of Speaker-elect of the House of Delegates in even-numbered years. The Committee will review nominations received from Active Individual Members as defined in (Article III, Section 2A) of the AACP Bylaws to prepare the slate of candidates. The Speaker-elect must be an active member of the Association. The Committee will present the report with the slate of nominees at the first session of the House of Delegates. No member of the Nominations Committee shall be nominated for Speaker-elect. All candidates examined by the Committee shall be notified as soon as possible after the nominees have been slated. Only two candidates for the office of speaker-elect of the House of Delegates shall be nominated by the Nominations Committee and this report shall be presented at the first session of the House of Delegates. No member of the Nominations Committee shall be nominated by the Committee. All candidates examined by the Committee shall be notified of the results as soon as possible after the nominees have been selected.~~

~~Elections for Speaker-elect will occur in 2008 and thereafter on even-numbered years.~~

~~Nominations may then be made by any delegate from the floor at the first session of the House of Delegates by any delegate immediately following the presentation of the Report of the Nominations Committee. Candidates nominated from the floor must submit biographical data to the Secretary of the House not less than 24 hours prior to the call to order start of the final session of the House of Delegates in order to qualify as a candidate.~~

~~Candidates will be introduced at the first session of the House of Delegates and each will be permitted to speak to the House for no more than two (2) minutes. Qualified candidates will be allowed for a maximum of three (3) minutes each at the second-final session of the House of Delegates prior to a secret ballot. voting on the candidates by the House. Candidates shall will be listed in alphabetical order on the ballot at the final session, regardless of whether they were slated by the Committee on Nominations or nominated from the floor of the House. A majority vote of delegates present and voting is required for election. If no a majority is not obtained on the first ballot, a second secret ballot shall be cast for the two candidates who received the largest most votes on the first ballot. If electronic voting mechanisms are available, then the election shall be conducted utilizing the technology, with the results not publicly displayed.~~

~~If a vacancy occurs in the office of Speaker, the Speaker-elect will assume the responsibilities as Speaker. If there is not currently a Speaker-elect at the time of the vacancy the Immediate Past Speaker will serve as Speaker to conduct House of Delegates business. the AACP President-elect will assume these duties until such time as a new Speaker is duly elected.~~

169. Minute Records of the House

~~The Executive Vice President serves as Secretary, ex officio, shall be responsible for the preparation of a report of business transacted at each meeting of the House of Delegates. Which shall be called the Minutes of the House of Delegates Meeting. The Executive Vice President will maintain the records of the House of Delegates. Business transacted at each House of Delegates meeting will be recorded as minutes and duly retained and published at the Such reports will be duly retained and published at the discretion of the Board of Directors. The Executive Vice President serves as the Secretary, ex officio, of the House. The Minutes shall include actions taken on all reports, resolutions, old business, new business, and motions in each session of the House. The Minutes shall will be prepared and distributed to each Delegate and Alternate Delegate within 90 days after a meeting of the House of Delegates. Delegates will have a maximum of 30 days to comment on the minutes after which they will be deemed approved unless comment is received.~~

1710. Order of Business

~~The House of Delegates will follow 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. The House of Delegates may change the This Order of Business according to Rule 1, may be changed at any meeting by suspending this rule in accord with Rule of Procedure 2. The Order of Business of the House of Delegates:~~

First Session

- ~~1.~~ Call to Order
- ~~2.~~ Report of the Credentials Committee
- ~~3.~~ Greetings from Other Associations
- ~~4.~~ ~~Incoming President's Address~~
- ~~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.~~ Treasurer's Report
- ~~10.~~ Report of the American Journal of Pharmaceutical Education Editor
- ~~11.~~ Report of the Accreditation Council ~~on~~ for Pharmacy Education
- ~~12.~~ Report of the American Foundation for Pharmaceutical Education
- ~~13.~~ Committee Reports
- ~~14.~~ Reports of the AACP and House of Delegates Nominations Committees and Introduction of Candidates
- ~~15.~~ ~~Other Business~~
- ~~16.~~ Adjournment until Final Session

Final Session

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

Appendix

Responsibilities of Individual Administrative and Faculty Delegates

Selection of Delegates

The House of Delegates (House, HOD) currently consists of 170 voting individuals. According to Article VII of the Association's Bylaws, each regular institutional member (i.e., college or school of pharmacy with an ACPE accredited pharmacy program that has been accepted into the Association by a vote of the House of Delegates) is entitled to two voting delegates and two alternates appointed to the House of Delegates:

- one administrative delegate and one alternate administrative delegate — **selected** by the administrative staff of the regular institutional member (i.e., school or college of pharmacy) from active individual members of the Association who are deans, associate deans, assistant deans, or administrative heads of the institution (interpreted to include presidents and vice presidents of the college or school of pharmacy; exclude deans and other heads of other units of the university; exclude department chairs/heads unless they hold the rank of dean, associate dean, or assistant dean);
- one faculty delegate and one alternate faculty delegate — **elected** by the faculty of the regular institutional member (i.e., college or school of pharmacy) from active individual members of the Association who are members of the faculty of the school or college and who are not eligible for membership in the Council of Deans (i.e., do not hold the rank of dean, associate dean, or assistant dean).

On or before October 1 each year, the Executive Vice President sends to the dean of each regular institutional member a notice requesting the reporting of the delegates. Delegates officially recognized serve until a successor is named.

Role of the Delegate

As a member of the House of Delegates, you will work with fellow members of the Association and your colleagues at your own school or college, and will be asked to represent the ideas and concerns of colleagues at your school:

— “Besides the important role of officially representing either the faculty or the administration of the school during the annual meeting of the House of Delegates, it is the goal of the Board of Directors and staff to use each delegate as a communication link between the school and the Association throughout the year. This communication is two-way by nature: delegates will receive bulletins, Association reports, and advance mailings from the Association; delegates are expected to share this information with their institutional colleagues; respond to information requests and forward to the Association those pharmaceutical education issues of importance for study and appropriate action.”

1. Review the Association's Bylaws

- to determine the educational policies of the Association;
- to ratify, reject, or refer back to the Board of Directors any Association policies established by the Board of Directors between meetings of the House;
- to approve the Association's strategic plan as developed by the Board of Directors;
- to approve institutional memberships;
- to review programs established by the Board of Directors;
- to set annual dues for the members of the Association as described in Article IV, and
- to adopt and amend the Bylaws of this Association.

2. Review the Rules of Procedure for the House of Delegates.

— These *Rules*, subject to AACP Bylaws and established by the House via majority vote, establish the guidelines under which the House operates and conducts its business. The latest edition of *Robert's Rules of Order* governs all points of order not covered by the *Rules* or Bylaws.

~~3. Review the Association's strategic plan.~~

~~4. Understand how Association policies are established.~~

Policies

Expressions of Association positions, values, and beliefs consistent with the mission of the organization. The Association's policies are established in response to three types of actions:

- a resolution arising from any of the Association's organizational units (e.g., board of directors, councils, sections, SIGs, or individual members);
- a proposed policy statement contained in the written report of one of the Association's standing or special committees.
- a policy statement adopted by the Board of Directors between annual meetings of the House of Delegates.

In situation A or B, policy is "adopted" as a result of an affirmative vote of the House following its deliberation of the issue(s) contained within the resolution or proposed policy statement under consideration. In situation C, the House is presented with the Board developed policy at its next regularly scheduled meeting of the House, at which point the House may ratify the policy, reject the policy, or refer it back to the Board of Directors with comment for further consideration.

Resolutions

A resolution is a statement of proposed action(s) or formal position(s) for consideration by one or more components of the Association. A resolution differs from a "motion" primarily in that it includes one or more preceding explanatory statements ("whereas" clauses) that assist in defining and/or explaining the issue. Otherwise, resolutions and motions are managed similarly by the House of Delegates' parliamentary procedures.

Resolutions may be brought before the House through the Bylaws and Policy Development Committee (BPDC) in the following manner:

- The House of Delegates will accept for consideration resolutions that have been developed and forwarded to it (through the Bylaws and Policy Development Committee) by the board of directors, councils, sections, SIGs, or individual members.
- In the case of a resolution by an individual member, the signatures of 5 AACP members, in addition to the originator, are required for consideration by the Bylaws and Policy Development Committee.

Proposed Policy Statements

A "proposed policy statement" arises from the deliberations of a standing or special committee of the Association. Because their written reports provide substantial background and discussion of the issues under consideration, standing and special committees of the Association submit their requests for House action in this form rather than in the form of a resolution.

Board of Directors Policy Statements

The 1999 House of Delegates amended the Association's bylaws to allow for policy making authority for the Board of Directors on critical issues arising between meetings of the House of Delegates. This authority is envisioned to be used rarely by the Board and is subject to the following conditions:

- would be employed only when no formal Association policy on the issue under consideration currently exists;
- policy would not be in conflict with existing Association policies adopted by the HOD;
- would solicit and incorporate input from administrative and faculty delegates in the formulation of policy by the Board of Directors;
- would require an affirmative "on the record" vote of two thirds of the members of the Board of Directors, with documentation in the minutes of the Board of Directors' meeting; and
- would be submitted by the Board of Directors, through the BPDC, to the HOD at its next regularly scheduled meeting. The HOD would vote either to adopt the policy, not adopt the policy, or refer the policy back to the Board of Directors with recommendations for change that would facilitate subsequent adoption as Association policy.

In order to ensure the opportunity for adequate member and school discussion, resolutions and committees' proposed policy statements should be submitted to the Bylaws and Policy Development Committee no later than April 15 preceding the convening of the House of Delegates.

5. Understand how the Association processes recommendations.

A recommendation is a formal, **written** statement from any component of the Association suggesting that another component consider a particular action.

Recommendations reflect the sense of an Association component (committees, other Association subunits, or ad hoc units) and do not require action by the HOD. They are forwarded to the target subunit of the Association for consideration and disposition. They need not be considered by the Bylaws and Policy Development Committee unless the Committee wishes to add its endorsement (which itself does not require HOD action). If the BPDC, the HOD, or anyone else desires the HOD to take action on a recommendation, the appropriate mechanism is to change the recommendation into a resolution to be considered as described above.

- ~~1. You are expected to be knowledgeable about the Association, including current Association policy, Association structure and governance, and membership opportunities. Your House of Delegates notebook, sent in April each year, contains valuable information in this regard.~~
- ~~2. Read carefully the AACP News, News Releases, and special mailings and announcements. You are the communication link between the Association and faculty and administrators at your school or college.~~
- ~~3. Read carefully all items included in the regular mailings to Delegates (i.e., House of Delegates Bulletins, e-mails) and share with faculty, as necessary. These mailings contain information specific to the roles and responsibilities of Delegates.~~
- ~~4. Become familiar with AACP member services (including grant programs, resource materials, etc.) and keep your constituency(ies) informed of the activities and programs of the Association.~~
- ~~5. Speak with colleagues at your institution to obtain their valuable perspectives on items of business facing the Association.~~
- ~~6. Do your homework and keep informed. Come to the annual meeting prepared to discuss items of business before the House of Delegates.~~
- ~~7. Strive to build a stronger AACP, which reflects current and future needs of its members.~~

Responsibilities of the Delegate During the Annual Meeting

The Association holds one regular meeting of the House at a time and place (i.e., Annual Meeting) determined by the Board of Directors. A House meeting is composed of two sessions. The first session occurs on Sunday morning; the second session is scheduled for Wednesday morning. When the need arises, the Board of Directors shall have the authority to convene special meetings of the House. The President of the Association shall call a special meeting of the House upon the written application of a majority of the members of the House.

- ~~1. Participate in the First House of Delegates session (held on Sunday during the Annual Meeting) during which reports of Association committees are received by the HOD, unless there are objections (minority reports are taken up here), after so moved by the chair. Committee reports without policy statements or calls for action require no further action by the HOD.~~
- ~~2. Attend the Open Hearing held by the Bylaws and Policy Development Committee (held on Tuesday during the Annual Meeting), which offers the opportunity to listen to and participate in discussion related to policy recommendations and resolutions under consideration by the BPDC for action by the House of Delegates.~~

Resolutions or calls for action can emanate from the Councils, the Board of Directors or individual members in accordance with these guidelines and the *Rules of Procedure for the House of Delegates*. These positions are forwarded directly to the BPDC in accordance with published deadlines.

Committee reports containing proposed policy statements or calls for action are presented to the BPDC. The first task of that Committee is to determine if the action is appropriate for AACP to consider. If yes, the BPDC reviews each proposed action and recommends its disposition to the HOD (Accept, Reject, Remand to appropriate committee). If no, there can be no further action.

- ~~3. Participate in the Final House of Delegates session on Wednesday during the Annual Meeting where business of the Association is conducted (i.e., voting on proposed policy statements and resolutions). It is the responsibility of the delegate officially recognized and seated to participate in the entire session.~~

The HOD votes on the desired action itself (not on the BPDC recommendation), taking into account school and delegate discussion, and BPDC recommendations.

A policy statement or resolution is ACCEPTED when the HOD approves it.

Accepted policy statements or resolutions are then put into action by the Board of Directors and/or other appropriate Association groups.

Scheduling Attendance at the AACP Annual Meeting

Delegates must sign in for both sessions. The designated delegates from each school will be officially received by the Credentials Committee prior to each session. Delegates should sign in as described in the bulletins and final meeting program prior to the starting time of each session. The Credentials Committee may authorize changes in the Delegate list only upon receipt of authorizing credentials in writing (delivered to the AACP office via U.S. mail, express delivery service, fax, or electronic mail) from the office of the institution's chief academic officer *one week prior* to the first session. No other person shall have the authority to assume the seat of an authorized delegate or authorized alternate delegate.

The designated individual who establishes a record of attendance with the Credentials Committee at the first session will carry the delegated vote for the entire meeting of the House unless the Credentials Committee approves the change to the other authorized (alternate) person (under the above procedures) during the meeting of the House. In the absence of a delegate or alternate delegate at the first session, the voting seat will be declared vacant for that session.

Arrival—Delegates should plan to arrive in the host city for the Annual Meeting no later than the Saturday prior to the start of the Annual Meeting. Delegates must officially sign in with the Credentials Committee on Sunday morning prior to the First House of Delegates session.

Departure—Departures from the host city should be scheduled for **after 2:00PM** on Wednesday of the Annual Meeting to allow the delegate sufficient time to participate in the entire Final House of Delegates session.