



RULES OF PROCEDURE

for the

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

**Revision adopted by the 2007 AACCP House of Delegates
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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 document entitled **Responsibilities of Individual Administrative and Faculty Delegates**.*

1. Authority to Adopt Rules

The House of Delegates shall adopt its own standing Rules of Procedure under authority of the Bylaws of the AACP. 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.

2. Adoption and Suspension of Rules

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

3. Motion to Table

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

4. Gaining the Floor

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 presiding officer of the session shall recognize non-delegate Association members who desire to speak on a topic following debate or discussion of all Delegates present who desire to do so. Guests of the House who are not members may be recognized under the same Rule at the discretion of the presiding officer.

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.

6. Composition of the House of Delegates

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

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

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

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.

11. Report Content and Disposition

Reports to the House containing policy statements, resolutions or recommendations for action by Councils or Committees shall be acted upon in accordance with Rule 10. If the House votes to receive the report presented, such proposed action shall be referred immediately to the Bylaws and Policy Development Committee. This Committee will prepare the report for action by the House at the next available session. A majority vote of the Delegates present and voting, unless otherwise specified in the Bylaws, shall dispose of each proposed action.

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.

13. Executive Sessions

At an Executive Session only the authorized Delegate (or their alternate) and officers of the Association may be present. 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 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

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.

15. Nomination and Election of speaker-elect

The AACP Nominations Committee shall review and slate candidates for the office of Speaker (2007 only) and Speaker-elect of the House of Delegates. 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. 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.

The initial election for Speaker will occur in 2007. Elections for Speaker-elect will occur in 2008 and thereafter on even-numbered years.

Nominations may then be made 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 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 permitted to speak to the House for no more than two (2) minutes and then again permitted to address the House for a maximum of three (3) minutes at the second session prior to voting on the candidates by the House. Candidates shall be listed in alphabetical order on the ballot 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 majority is obtained on the first ballot, a second ballot shall be cast for the two candidates who received the largest vote 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 AACP President-elect will assume these duties until such time as a new Speaker is duly elected.

1516. Minutes of the House

The Executive Vice President 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. 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 be prepared and distributed to each Delegate and alternate Delegate within 90 days after a meeting of the House. Delegates will have a maximum of 30 days to comment on the minutes after which they will be deemed approved unless comment is received.

1617. 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. This Order of Business 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. 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

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.

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