

**Section of Pharmacy Practice Resolutions Committee 2010-2011**

**Interim Report**

**November 23, 2010**

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**Charges:**

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1. To improve the quality and impact of submissions, review the current guidelines for proposing a resolution, as developed by the 2008-2009 Resolutions Committee, make amendments as appropriate, and disseminate via Section website and listserv to the Section membership.
2. To increase utilization by Section members, develop and circulate an announcement via the Section Listserv at least two weeks prior to the 2011 AACP Annual Meeting that outlines the resolutions to be presented, and describes the intent of these resolutions.
3. Submit an interim and an annual report for inclusion in the Section business meetings at the 2010 ASHP Midyear and 2011 AACP Annual Meetings, respectively.

**Charge #1**

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**To improve the quality and impact of submissions, review the current guidelines for proposing a resolution, as developed by the 2008-2009 Resolutions Committee, make amendments as appropriate, and disseminate via Section website and listserv to the Section membership.**

The committee has met specifically to address the first charge listed above and has developed an initial proposal and timeline for implementing a rolling call for resolutions. The goal is to initiate this process once the infrastructure is in place. The tentative proposal including action items for the committee is attached in Appendix A.

The committee chair has met with other committee chairs to discuss their progress toward completion of their charges in order to determine the need for resolutions or recommendations. The chairs reviewed the Standing Rules. Many of the charges will require resolutions for changing the Standing Rules. Although resolutions can be presented for vote during other national pharmacy meetings, the chairs interpreted the current Standing Rules to state that changes to the Standing Rules can only be addressed at the AACP Annual Meeting.

Prepared on behalf of the Resolutions Committee by: Pamela L. Stamm, PharmD, CDE, BCPS, Chair 2010– 2011, submitted Nov 23, 2010.

## Appendix A

### Proposal process (draft 1, 11-22-2010)

- Resolutions will be accepted year-round
  - Call for resolutions quarterly Sept 1, Nov 1, Feb 1, April 1 via email listserv
    - Link to the online resolution submission form should be included in the call
    - Link to listserv should be included in the call
    - The committee would prefer a discussion forum for resolutions rather than a listserv
- Resolution is submitted to committee using an online submission form. Submission will automatically generate an email of notification and send this to the committee chair.
  - Submission form will include the following
    - Date
    - Name of submitter
    - Names of
    - Proposed resolution
    - Concise Statement of Need for the resolution
    - Area to upload supporting documents
    - Rationale for current wording
- The Committee will then work with the submitter to refine wording of resolution, refine statement of need, collate background documentation, and create an FAQ to address specific questions and responses to those questions. This will be referred to as the “resolution package”.
- The resolution package, once finalized, will be distributed to the membership for an open comment period or referred back to the submitter.
- If referred back to the proposer, the proposer will receive a written report from the committee explaining the reason for the return.
  - Reasons for returning the proposal back to the submitter include:
    - Not appropriate for section
    - Overlap with previous resolution
    - Acceptable with minor revision
      - Supporting documentation / documentation of need insufficient at this time
      - Additional explanations of wording needed
    - Acceptable with major revision
- The resolution package will be posted to Section listserv (*a webpage with discussion forum would be preferable*) for member comments 35 days prior to Annual AACP and ASHP Midyear meetings.
  - The comment period will last for 14 days.
  - The committee and submitter will review comments and determine if changes are warranted
  - The submitter will have 7 days to address comments and make any changes

- The final resolution package will be posted to the listserv / website 14 days prior to meeting during which the vote will occur.

During the presentation of the resolution for vote during a meeting, the presenter will

- Remind membership of posted resolution under discussion
- Briefly review Robert's Rules of Parliamentary Procedure

Action Items:

- Investigate the listserv rules to see if the proposal above is consistent with the intended use of the listserv and if the listserv will function in the manner needed.
- Determine if listserv rules will need to be amended if used in the manner proposed.
- Survey submitters of resolutions for process related feedback
- Develop an online resolution, policy statement, and recommendation submission form.

### **Important links**

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#### **Sections Standing Rules of Procedure**

<http://www.aacp.org/governance/SECTIONS/pharmacypractice/Documents/PharmacyPracticeStandingRules.pdf>

#### **Section Committees' Final Reports 2010**

<http://www.aacp.org/governance/SECTIONS/pharmacypractice/Pages/PharmacyPracticeCommitteeReports.aspx>