

2010-11 Council of Faculties Rules and Resolutions Committee Final Report

Brad Cannon, Kathy Chessman, Bruce Edren, Joe Guglielmo (Chair), Tim Ives, Faruk Khan, William Kirchain, Scott Mark, Lauren McCluggage, Bernie Olin, Jennifer Petrie, Rajat Sethi, Susan Winkler

Background: In addition to the general/standing charge, the 2010-11 Council of Faculties (COF) Rules and Resolutions Committee (RRC) was asked to consider a number of charges, which are outlined below (**Charges 1-5**). In addition, the RRC developed one additional major charge, i.e. to review and recommend updates and revision for the Council of Faculties Standing Rules of Procedures. The RRC met in person at the 2010 Annual Meeting and had three additional teleconferences during the 2010-11 year. Subgroups were formed to investigate and provide recommendations for each of the proposed charges. The charges (*in italics*) and associated RRC responses and recommendations are summarized below:

Charge 1: *Prepare an informational piece, to be shared with Council members, explaining the role/purpose of resolutions pertaining to association business and policy development. This piece should also explain or give reference to policies pertinent to resolution development and transfer to the House of Delegates for action.*

Committee Review and Recommendation: The proper routing of resolutions and recommendations is not clear to COF members. Creation of an informational document by RRC as proposed by Chair Bosso might allow COF members to facilitate submission of resolutions and recommendations. In response, the RRC created a proposed document (**Attachment A: AACP Council of Faculties Resolutions, Policy and Recommendations Process**) that clarifies the process by which an individual COF member can submit proposed resolutions, recommendations, and changes in policy. Furthermore, the Committee recommended that this document: 1) be made available to Council members on the AACP website; 2) be provided as a reminder to COF members by the Secretary at the Business Meetings; and 3) be referenced in the COF Standing Rules of Procedure.

Charge 2: *The current wording of Article V SECTION 4. Financing of the Councils states, "Councils shall not assess or collect dues from their members. An annual budget for each Council will be prepared by the Executive Vice President, as part of the Association's annual budget, at the request of and in cooperation with the Chair and/or Chair-elect of the Council. Disbursements for approved expenditures incurred by each of the Councils shall be made by the Executive Vice President upon receipt of vouchers that conform to budgets and guidelines established for each Council. A financial report for each Council shall be made annually by the Executive Vice President to each Council and to the House of Delegates." This previous sentence is the wording that the Council of Deans adopted in their Standing Rules and reflects the fact that the Council budgets are part of the larger budgetary process and that expenditures "conform to budgets and guidelines established for each council". The COF wording regarding financing of Councils is inconsistent with Article V SECTION 4, stating instead in Standing Rules 6.2, "This Council shall receive annually a portion of dues collected by the Association to*

defray expenses of this Council incidental to its annual meeting and its activities during the year, as approved by the AACP Finance Committee”

Committee Review and Recommendation: The RRC recommended changing the COF wording regarding financing of Councils to be consistent with AACP policy. Specifically, the Committee recommends the wording for COF Standing Rules to be, “Councils shall not assess or collect dues from their members. An annual budget for each Council will be prepared by the Executive Vice President, as part of the Association's annual budget, at the request of and in cooperation with the Chair and/or Chair-elect of the Council. Disbursements for approved expenditures incurred by each of the Councils shall be made by the Executive Vice President upon receipt of vouchers that conform to budgets and guidelines established for each Council. A financial report for each Council shall be made annually by the Executive Vice President to each Council and to the House of Delegates”.

Charge 3: *Consider and possibly recommend the regular appointment of a member of the COF Administrative Board as an ex officio member of this committee (R&R), as a means to ensure communication between the Committee and the Administrative Board*

Committee Review and Recommendation: The intent of this proposal was to enhance better intra-association communication, particularly with respect to Section and Council initiatives and committee charges. One mechanism of potentially improving this communication would be to have a member of the COF Administrative Board serve as an ex-officio member of the COF RRC. The RRC reviewed the possibility of including a member of the Board as an ex-officio member of the RRC. After formation of a subgroup to address this proposal and additional discussion, the RRC recommends against this proposed plan, concluding that sufficient communication currently takes place between the RRC and the COF Chair. However, the RRC does recommend the participation of the COF Chair or other member of the Administrative Board at the first meeting of each newly appointed RRC to allow for clarification of charges and to ensure that duplication of effort with Council of Sections (COS) or other AACP Committees does not occur. Furthermore, this Administrative Board member should serve as liaison to the RRC, receive meeting minutes, and be available to participate in RRC meetings when needed.

Charge 4: *In collaboration with the Quorum Committee, consider and possibly propose a redefinition of quorum needed to conduct business at Council meetings in light of number of new colleges/schools of pharmacy emerging*

Committee Review and Recommendation: The current quorum for the COF as stated in 5.4 in the COF Standing Rules, “Twenty-five (25) individual active members of this Council representing not less than fifteen (15) regular institutional members of the Association will constitute a quorum for the transaction of business”. Considering the growth in the number of schools/colleges of pharmacy, this definition of quorum, requires revisit. In collaboration with the Quorum Committee, the RRC recommends that quorum be redefined as “representation from not less than 20% of full-member colleges/schools of the Association for the transaction of business. Faculty representing these colleges/schools must be active members of the Association.”

Charge 5: *Consider whether a new standing committee to deal with Council programming at the Annual and Interim meetings is justified and, if so, formally pursue that change.*

Committee Review and Recommendation: At the present time, the COF Administrative Board is responsible for the programming at the Annual Meeting. As a first step, the RRC considered the perceived or documented need for such a change. While it did not formally survey its members, the RRC could not identify any concerns with the current process. In addition, four sister organizations (ACCP, ASHP, AMCP, and APhA) were consulted regarding their program development process. These organizations consistently stated that member relevance in programming was a primary goal; however, none had arrived at an optimal solution. Organizations preferred delegating such programming to special interest groups or other intermediate administrative structures believing that such units likely were in the best position to address programming needs. The use of the AACP Administrative Board is consistent with this approach. Ultimately, considering the lack of confirmed problems regarding the current state of affairs and the unclear need for the creation of a new committee, the Committee recommends against creation of a new standing committee to oversee COF programming.

Charge 6: *The Committee determined that it undertake a complete review of the COF Standing Rules of Procedure.*

Committee Review and Recommendations: In its review, the RRC reviewed the COF Standing Rules of Procedure for updates. In performing this task, the RRC also reviewed the Council of Deans (COD) and COS Standing Rules. A number of revisions were recommended for the COF Standing Rules of Procedure (**See Attachment B: Council of Faculties Standing Rules of Procedures**). Substantial inconsistencies were noted among the Standing Rules for the three councils. In addition to the proposed changes in the COF document, the Committee recommends to the COF Administrative Board that the COD and COS similarly consider a review of their respective Standing Rules to identify those areas requiring update.

RRC Resolutions:

1. The **AACP Council of Faculties Resolutions, Policy and Recommendations Process** document be approved by the COF. If approved, the document should be: 1) made available to COF members on the AACP website; 2) provided annually at the COF Business Meeting; and 3) be referenced in the COF Standing Rules of Procedure.
2. To be consistent with AACP Article V, Section 4, the wording in the COF Standing Rules of Procedures Section 6.2 to be changed to: “Councils shall not assess or collect dues from their members. An annual budget for each Council will be prepared by the Executive Vice President, as part of the Association's annual budget, at the request of and in cooperation with the Chair and/or Chair-elect of the Council. Disbursements for approved expenditures incurred by each of the Councils shall be made by the Executive Vice President upon receipt of vouchers that conform to budgets and guidelines established for each Council. A financial report for each Council shall be made annually by the Executive Vice President to each Council and to the House of Delegates”.
3. A quorum for the COF Business Meeting be redefined as “representation from not less than 20% of full-member colleges/schools of the Association for the transaction of

business. Faculty representing these colleges/schools must be active members of the Association.”

RRCCommittee Recommendation:

1. That the COF Chair recommend to the Council of Deans and Council of Sections that their Standing Rules of Procedure be reviewed for inconsistencies and updating, as appropriate.

2010-11 COF R&R Committee Final Report (Attachment A)

AACP Council of Faculties

Resolutions, Policy and Recommendations Process DRAFT

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Three different mechanisms exist, by which AACP (and its organizational units – Board of Directors, Sections, Councils, Special Interest Groups) can express positions, values or beliefs. These mechanisms include *Resolutions*, *Policy Statements*, and *Recommendations*.

Resolutions are statements of proposed action(s) or formal position(s) submitted for consideration by one or more units of AACP. There are two types of resolutions: membership resolutions and policy resolutions.

Parties who may submit resolutions include the Board of Directors, Councils, Sections, and Special Interest Groups.

Resolutions can also be submitted by individual members if they contain the signatures of at least five additional Council members, in addition to the originator.

Policy Statements represent official AACP policy on specific issues. Policy statements can only originate from AACP Standing or Special Committees, and then are submitted to the House of Delegates for formal approval via written reports including sufficient background information and a clearly detailed proposed policy statement.

Recommendations are formal written statements from any unit of AACP specifically suggesting that another unit consider a particular action. *Recommendations* are best considered as suggestions; if official action is needed, a *recommendation* should be revised to a *resolution*.

The Council of Faculties (COF) has a Standing Rules and Resolutions Committee (SRRC), which is responsible for studying recommendations presented in various reports and developing resolutions for consideration by the COF during the Annual Meeting. They also receive resolutions from the membership, especially those who cannot attend the Annual Meeting.

Prior to the Annual Meeting, and periodically throughout the year, the Chair of the SRRC and the Chair of the COF will remind the Council membership as to the process to initiate a resolution. Also, the SRRC Chair will seek comment from the COF membership on pending resolutions due for presentation at the Annual Meeting.

During the COF Business Meeting at the Annual Meeting, resolutions and amendments can be received from the floor. The SRRC Chair can also present any resolution that was developed during the year by the SRRC, including those forwarded to the SRRC by COF members unable

to attend the Annual Meeting.

At the Annual Meeting COF business meeting, resolutions are discussed and can be approved by a majority of those present and eligible to vote. *Representation from not less than 20% of full-member colleges/schools of the Association for the transaction of business. Faculty representing these colleges/schools must be active members of the Association.* If approved by the COF, the resolution is forwarded to the AACP Bylaws and Policy Development Committee (BPDC) at the Annual Meeting, prior to the second House of Delegates session. Three options are available to the BPDC:

1. Present the resolution to the House of Delegates for potential action by the House.
2. Return the resolution to the originators - Reasons for return of the resolution include lack of clarity, presence of redundancy, lack of substance, or inconsistency with AACP articles of incorporation or bylaws. In these instances, when appropriate, COF would have the option to rewrite and resubmit.
3. Refer the proposed resolution to proper AACP units or officials as deemed appropriate. If the BPDC declines submission of COF resolution to the HOD, the best recourse is (as per #2) to reconsider the resolution back in the Council or to seek co-sponsorship from other AACP governance bodies, such as the Council of Sections or Council of Deans, followed by resubmission.

A more detailed explanation can be found in the AACP's Rules of Procedure at:

www.aacp.org/governance/HOD/Documents/RulesofProcedure_approvedJuly2007_.pdf

Adapted from AACP Section of Teachers of Pharmacy Practice, 2008