

AMERICAN ASSOCIATION OF COLLEGES OF PHARMACY  
COUNCIL OF DEANS

Standing Rules of Procedure

1.0 MEMBERSHIP, INTERESTS, AND ORGANIZATION (from Association By-Laws Article V, Section 1)

The Council of Deans comprises individual active, affiliate, and emeritus members who are;

- deans, or administrative heads of regular, associate or affiliate institutional members,
- associate or assistant deans of regular, associate, or affiliate institutional members who select membership in the Council of Deans,
- professional staff members of the Association or the ACPE, or
- in emeritus status in such positions.

Among the interests of this Council are the educational policies, the internal administration of colleges/schools, and relationships to other elements of the community of higher education and to society at large.

The Council of Deans shall organize by adopting standing rules of procedure and by electing officers and representatives.

The Administrative Board of the Council of Deans shall consist of the Chair, the Chair-elect and the Immediate Past Chair, the Secretary, and the At-large Representative to the Administrative Board (end of Article V, Section 1).

1.1 MISSION STATEMENT

The mission of the Council is to identify and address major issues related to the conduct of professional, post-professional and graduate education, research and service in pharmacy and the pharmaceutical sciences.

The Council addresses this mission through appropriate committees responsible for programming at regional and national meetings, through its representatives on the Association's Board of Directors (BOD), and through the development of various reports published or disseminated in various formats for use by the collective school/college constituencies. An overriding theme for the Council is to address policy-relevant issues, which can ultimately be helpful to AACP, as well as locally, regionally, and nationally to individual colleges/schools.

Specific objectives of the Council include:

- Advocate for the betterment of pharmacy education and the profession.
- Inform the membership of contemporary issues through programming at national meetings and other forms of communications.
- Stimulate the expansion of leadership in the academy by supporting the development of management and leadership interests and skills.

- Communicate information through the development of shared databases and comparative information reports.
- Inform constituents, policy maker and the public by issuing position papers on pharmacy education, the biomedical/ pharmaceutical sciences and health care.
- Foster cooperation and form affiliations between pharmacy educators and policy makers in academia, government, industry, the profession and other health care professions to address common issues.
- Coordinate, communicate, and partner with the Council of Faculties (COF) on selected projects or programs.
- Facilitate communication among pharmacy administrators across the schools and colleges of pharmacy.
- Advise AACP staff and Association administrative units (e.g., COF, BOD, Office of Graduate Education, Research, and Scholarship, etc.) on budget and programmatic areas, and work with AACP staff to advance the mission of AACP and the Council.

## 1.2 AMENDMENTS TO RULES OF PROCEDURE

Rules of Procedure governing the Council of Deans may be amended by two-thirds of the voting members. Proposed amendments must be submitted to the Administrative Board for review 60 days prior to a vote, and provided to all Council members at least 30 days preceding a vote.

Rules of the Council will be consistent with Bylaws of the Association. Changes in Association Bylaws will automatically update the Standing Rules and the Chair of the Council will specify these changes during a regular business meeting of the Council.

## 2.0 OFFICERS, ADMINISTRATIVE BOARD, AND COMMITTEES

### 2.1 CHAIR

The Chair serves on the Board of Directors of the Association, coordinates the activities of the Council, presides over meetings of the Council and its Administrative Board, and announces meeting calls. The Chair's term of office is one year. At the conclusion of each annual session, the Chair-elect of the Council assumes the Chair. The Chair is not eligible to serve complete successive terms.

### 2.2 CHAIR-ELECT

The Chair-elect serves on the Board of Directors of the Association and the Administrative Board of the Council. The Chair-elect assumes the duties of the Chair in the event of the latter's absence at regular meetings. If the office of Chair becomes vacant, the Chair-elect completes the unexpired term of the office and the office of Chair-elect remains vacant until the next regularly scheduled election.

### 2.3 IMMEDIATE PAST CHAIR

The Immediate Past Chair serves on the Board of Directors of the Association and the Administrative Board of the Council.

#### 2.4 SECRETARY

The Secretary is responsible for taking the minutes at all meetings of the Council and its Administrative Board and other duties specified in the following rules of the Council. The Secretary is elected by the Council to a two-year term, beginning with the termination of the annual session; however, the Secretary may be re-elected to serve additional terms.

#### 2.5 ADMINISTRATIVE BOARD REPRESENTATIVE

The Council elects one representative from its membership to act as a liaison between the Administrative Board and the members of the Council. The term of office shall be two years. No representative may be elected to successive terms.

#### 2.6 ADMINISTRATIVE BOARD

The Council's Administrative Board consists of the Chair, Chair-elect, Immediate Past Chair, Secretary, and the At-large Representative to the Administrative Board. The Board will meet periodically to plan the annual meeting Council programs, including its agenda; to recommend names to the Association President for consideration for appointment to the standing committees of the Association; and to consider other business. Such meetings are scheduled by the Council Chair and the Secretary.

#### 2.7 COMMITTEES

The Council or the Chair may establish committees and the Chair shall provide a list of such groups annually to the Association's Executive Vice President. Committee membership shall be established by the Chair with the advice of the Administrative Board. Membership on committees shall be limited to Council members except for special circumstances requiring the expertise of other Association members or consultants. Joint committees may be established by the Council and other administrative units of the Association. The standing committees to be established by the Chair of the Council shall include Nominating and Resolutions Committees.

### 3.0 ELECTIONS

#### 3.1 ELIGIBILITY FOR A COUNCIL OFFICE

To be eligible for election to Council office, and to hold Council office, one must be an individual active member of the Association and a member of the Council. No Council member may simultaneously hold elected offices as an Association officer and a member of the Administrative Board of the Council.

#### 3.2 NOMINATIONS (from Association By-Laws Article XIII)

All Association nominating committees shall advance two candidates for each office. Nominations may be received from the floor with supportive biographical materials (end of Article XIII). Nominations for Council offices will be submitted in a report to the Council members by the Nominating Committee at least four weeks before the annual meeting. This report, to be acted upon at the annual meeting of the Council, will include a

biographical summary of two nominees for each office. Additional nominees may be made from the floor provided the required biographical material is made available to the Council members at that time. Nominees for office, approved by the Council, will be forwarded within 45 days by the Secretary, with biographical materials, to the Executive Vice President of the Association who shall conduct the election.

### 3.3 ELECTION PROCEDURES

The election of officers and representatives to the Board of Directors will be by print or electronic ballot distributed to all eligible members at a time determined by the Executive Vice President. Elected officers and representatives to the Board of Directors will take office at the conclusion of the Council meeting scheduled at the next annual meeting of the Association.

### 3.4 BALLOTS

The following regulations apply to print or electronic ballots:

- a. Print or electronic ballots shall be prepared and distributed to active members of the Council by the Executive Vice President's office, the choice of candidates for the offices to be filled and returned by the same mechanisms within 30 days of the date indicated on the ballot.
- b. A simple majority of the ballots cast is required for election. In the case of a three party election, a plurality is required. In the event of a tie, the election for that office will be rerun within 30 days.
- c. In the event a candidate withdraws from or is otherwise unable to complete an election, the other qualified candidate, in the case of a two-party election, shall be declared the winner by the board of canvassers. In the case of an election among three or more parties, the election shall continue with the candidate receiving a majority/plurality of votes being declared the winner.

### 3.5 COMPLETION OF TERM OF OFFICE (from Association By-Laws Article IX, Section 2)

Once a Council officer is duly installed, he/she may complete the term of office, usually one year, for which elected as long as he/she remains an active individual member of the Association.

Upon the death, incapacity or departure from academic pharmacy of the:

- a. Chair, the Chair-elect shall automatically succeed to the office of Chair of the Council and serve the remainder of the term plus one full term. At the conclusion of the Chair's term of office, normally one year, and when a successor has been properly installed, the Chair shall automatically succeed to the office of Immediate Past Chair.
- b. Chair-elect, the office will remain vacant until the next regularly scheduled election and the Chair will serve his/her remaining term plus one full term.
- c. Immediate Past Chair, the most recent and eligible Past Chair will be asked to serve as Immediate Past Chair until a new Chair is installed.

- d. Administrative Board Representative, the most recent and eligible past administrative board representative will be asked to serve in this capacity until a new administrative board representative is elected and installed to serve out the remaining term.
- e. Secretary, the most recent and eligible Past Secretary will be asked to serve as the Secretary until a new Secretary is elected and installed.

#### 4.0 MEETINGS

##### 4.1 REGULAR MEETINGS

The Council shall hold at least two meetings a year, during the Association's Annual Meeting and the Interim meeting. The Administrative Board shall meet immediately prior to the Annual meeting and the Interim meeting to review Council business and finalize the agenda for the Council meeting. Additional meetings of the Administrative Board may be called by the Chair.

##### 4.2 NOTICE OF MEETINGS

Notice of all Council meetings shall be placed in the preliminary Annual Meeting and Interim Meeting announcements.

##### 4.3 AGENDA

The Chair shall prepare a preliminary agenda for each Administrative Board meeting to be circulated to the Administrative Board at least two weeks prior to meeting by the Association Staff Liaison. The Chair shall also prepare a preliminary agenda for the Council meeting in time for the Executive Vice President to print the Council meeting preliminary agenda in the Annual or Interim meeting official program. The preliminary Council Agenda shall also be sent to the Administrative Board at least two weeks prior to the meeting by the Association Staff Liaison. The Administrative Board shall finalize the agenda for the following Council meeting and make any revisions available to the Council immediately prior to their meeting.

##### 4.4 ROLL CALL

An official written roll will be taken at all Council meetings and recorded in the Council's minutes by the secretary.

##### 4.5 QUORUM

Representation from a majority of colleges/schools of the Association shall constitute a quorum for the transaction of business.

##### 4.6 VOTING AND MOTIONS TO CLOSE DEBATE

The majority of the active members present and voting at a regular meeting is required for the passage of motions unless otherwise provided in the latest edition of Robert's Rules of Order. Any motion, the purpose of which is to close debate, whether it be designated "Moving the Previous Question," "A Motion to Close Debate," or a "Motion to Lay on the Table," must have a second, may be debated, and requires a favorable vote of

two-thirds of the members present and voting in order to be adopted. Only active individual members of the Council have the right to vote. (Active individual membership in the Association shall be restricted to administrators, faculty members, and librarians of regular and associate institutional members, and to professional staff of the Association and the American Council on Pharmaceutical Education.

#### 4.7 NEW BUSINESS

Any new business not listed on the agenda for a regular meeting may be considered, provided that approval is obtained by two-thirds (2/3) of the members present or approved by the Chair.

#### 4.8 MINUTES

The Secretary shall record the minutes of the Council's sessions and send a copy to the Council members and the Executive Vice President within forty-five (45) days following the end of the annual or interim sessions. Council and Administrative Board minutes may be approved at the next meeting or by mail vote. The Council Secretary shall keep a permanent file of all minutes. A report of Council meeting and activities shall be submitted to the American Journal of Pharmaceutical Education for publication.

#### 4.9 SPECIAL MEETINGS

Special meetings of the Council may be called by the Chair, the Administrative Board, or upon petition of 20 percent of the Council membership.

### 5.0 FINANCING THE COUNCIL (from Association By-laws Article V, Section 3)

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 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. The Executive Vice President shall make a financial report annually to each Council and to the House of Delegates.

### 6.0 REPORTS

#### 6.1 PREPARATION

The Council Chair shall supervise the preparation and submission of all reports to the Board of Directors prior to the Association's Annual Meeting.

The Board of Directors, in turn, transmits these reports with appropriate comments and recommendations to the House of Delegates.

#### 6.2 SUBMISSION OF REPORTS (from Association By-laws Article XV)

Each Council of the Association shall report annually to the House of Delegates upon its activities, and shall present a written report of such activities to the Association's Executive Vice President. Such reports shall be included in the summary of House of Delegate activities published in the American Journal of Pharmaceutical Education (end of Article XV). Reports shall be submitted at least two months before the annual meeting.

### 6.3 RESOLUTIONS

Resolutions which the Council wishes to present to the Board of Directors and House of Delegates for review shall first be circulated among Council members and approved by a majority of those present and voting.

## 7.0 GENERAL RULES

### 7.1 INDIVIDUAL EMPLOYMENT

The Council shall not employ an individual whose services may require reimbursement by the Association, except on authorization by the Board of Directors.

### 7.2 CONTRACTS

The Council shall not produce a contract that in any way obligates the Association without prior approval of the Board of Directors.

### 7.3 ESTABLISHMENT OF POLICY

The Council has the privilege of recommending Association policy. However, it is not authorized to initiate or implement a new Association policy, or to extend or alter an existing Association policy, without prior review and approval by the Board of Directors and the House of Delegates.