

**AMERICAN ASSOCIATION OF COLLEGES OF PHARMACY
COUNCIL OF FACULTIES
STANDING RULES OF PROCEDURE**

1.0 INTRODUCTION

The Council of Faculties shall be composed of all individual active, affiliate, student, and emeritus members not eligible for or not holding membership in the Council of Deans. Among the interests of this Council are interdisciplinary matters of curriculum, course content, education methods, faculty/administration relations, and national issues of general interest to pharmacy faculties.

2.0 MEMBERSHIP

2.1 Eligibility

All individual active, affiliate, associate, student, and emeritus members not eligible for or not holding membership in the Council of Deans.

Unless otherwise indicated in this document, the term “members” refers to individual active members as defined in the Bylaws of the American Association of Colleges of Pharmacy.

2.2 Voting

All members of the Council who are individual active members of the Association have full voting privileges within this Council. Individual affiliate, associate, student, or emeritus members of the Association, who are also members of this Council, shall have the right of the floor but are not eligible to vote or hold office in this Council.

3.0 ORGANIZATION

The organizational structure of the Council of Faculties shall include the following offices, representatives, board, and committees.

3.1 Chair

The Chair shall coordinate the activities of this Council, preside over meetings of this Council and its Administrative Board, and announce meeting calls. The Chair's term of office is normally one year. At the conclusion of each annual meeting, the Chair-elect of this Council assumes the office of Chair. The Chair is not eligible to serve successive terms unless there is a vacancy due to ineligibility of the Chair-elect. If the latter's term terminates, the current Chair will continue in this capacity for his/her final year on the Administrative Board. The Chair shall serve as a representative of this Council on the Board of Directors of the Association.

3.2 Chair-elect

The Chair-elect shall assume the duties of the Chair in the event of the latter's absence or ineligibility and serves on the Council's Administrative Board. The Chair-elect shall plan (in conjunction with the Administrative Board) and preside over the program session of this Council's Annual Meeting. The Chair-elect shall serve as a representative of this Council on the Board of Directors of the Association.

3.3 Immediate Past Chair

The outgoing Chair shall serve as Immediate Past Chair of this Council for a term of one year. The Immediate Past Chair shall serve as a member of the Council's Administrative Board and as a representative of this Council to the Board of Directors of the Association. In the event of the current Immediate Past Chair's inability or ineligibility to serve, the most recent eligible and available past Chair shall be recalled to complete the term of office. The Immediate Past Chair will also keep the Council of Faculties informed regarding the activities of the Board of Directors.

3.4 Secretary of Knowledge Management

The Secretary of Knowledge Management shall be responsible for taking the minutes at all meetings of this Council and of its Administrative Board and for other duties specified in the following rules of this Council. The Secretary of Knowledge Management shall be elected by this Council to a two-year term, beginning with the termination of the annual meeting. The Secretary of Knowledge Management may not be elected to successive terms of office.

3.5 At-Large Representative to Administrative Board

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.

3.6 Representatives to the Association's Standing Committees

The Administrative Board of this Council shall recommend annually to the President-elect of the Association such members as may be specified in the AACP Bylaws for each of the Association's Standing Committees and such other committees as may require representatives from this Council.

3.7 Administrative Board of the Council

This Council's Administrative Board shall consist of the Chair, the Chair-elect, the Immediate Past Chair, the Secretary of Knowledge Management, and the At-Large Representative to the Administrative Board. The Board shall meet as necessary to plan the Council program at the Annual Meeting including its agenda, to develop this Council's budget, and to consider other business. Such meetings are to be scheduled by this Council's Chair. The Executive Vice President of the Association or designee shall be an ex-officio member of the Board without vote.

3.8 Committees of the Council

3.8.1 The Standing Committees of this Council shall include but shall not be limited to: Nominating, Rules and Resolutions, Quorum, and Faculty Affairs.

The Nominating Committee will be appointed by the Chair with the Immediate Past Chair serving as chair of the committee. The committee shall prepare a slate of candidates for the offices of Chair-elect and Secretary of Knowledge Management.

The Rules and Resolutions Committee shall be appointed by the Chair and shall be responsible for keeping the standing rules up to date and suggesting changes which may be necessary and shall be responsible for stimulating and reviewing resolutions submitted to the Council of Faculties. The process for submission of resolutions, policy statements, and recommendations is attached.

The Quorum Committee shall be appointed by the Chair and functions only at the Annual and Interim Meetings to take the roll of members at these business meetings.

The Faculty Affairs Committee shall be appointed by the Chair and shall be responsible for carrying out the major mission of the Council in terms of research and problem solving. It will address faculty issues and concerns in the areas of development, curriculum, accreditation, faculty benefits, tenure, academic freedom, and other contemporary issues.

- 3.8.2 This Council or the Chair may establish additional committees as deemed necessary to carry on the work of the Council. Such committees may be continued only until their specific mission has been completed. The Secretary of Knowledge Management will provide annually a list of all committees, committee members (names and addresses), and due dates of reports.
- 3.8.3 Committee membership shall be established by the Chair with the advice of the Administrative Board.
- 3.8.4 Membership on all standing committees shall be limited to no less than three members of this Council. No two members of this Council from the same school or college of pharmacy may serve concurrently on the same committee. Members of a committee may be appointed for successive terms on the same committee, except for the Nominating Committee.

4.0 ELECTIONS

4.1 Eligibility

To be eligible for an office of this Council, one must be an individual active member of the Association and a member of this Council holding a current faculty appointment at the time of election. No member of the Administrative Board of this Council may simultaneously hold elected office within the Association at the time the member is serving this Council. 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.

4.2 Vacancies

Upon the death, incapacity, or departure from academic pharmacy of an elected officer, the following procedure will occur: for Chair, the Chair-elect shall automatically succeed to the office of the Chair 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.

For 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.

For 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, allowing the former Chair to assume the position of Immediate Past Chair.

For Secretary of Knowledge Management, the most recent and eligible Secretary of Knowledge Management will be asked to serve until a new Secretary of Knowledge Management is installed.

For At-Large Representative, the most recent and eligible At-Large Representative will be asked to serve until a new At-Large Representative is installed.

4.3 Nominations

The Nominating Committee shall advance two candidates for each office. Nominations may be received from the floor with supportive biographical materials and consent of the nominee.

4.4 Election Procedure

Elections will be conducted by mail or electronic ballot as described in the AACP Bylaws Article XIII.

5.0 MEETINGS

- 5.1 This Council shall hold at least one meeting a year which shall be during the Association's Annual Meeting.
- 5.2 Notice of Meetings
Notice of all of this Council's meetings shall be made in advance to all members as part of the Annual Meeting program announcement by AACP headquarters.
- 5.3 Agenda
It is the duty of the Administrative Board to prepare the agenda for this Council's meetings and to disseminate this information to the membership by the appropriate means.
- 5.4 Quorum
A quorum is defined as active members representing no fewer than one third (33%) of regular member institutions. Individuals voting must be active members of the Association.
- 5.5 Voting
A majority of quorum votes is required for passage of a motion. If less than a quorum votes, those who refrain from voting acquiesce in any action taken by the majority of those present and voting. Only individual active members are entitled to vote.
- 5.6 New Business
Items of business not listed on the agenda for the regular meeting may be considered only upon approval of a majority of the members present and with constitution of quorum.
- 5.7 Minutes
The Secretary of Knowledge Management shall record the minutes of this Council's sessions and send one copy to the Executive Vice President of the Association within 45 days. Minutes of the meeting of this Council shall be presented for approval at the next regular meeting. The Secretary of Knowledge Management shall keep a permanent file of all minutes.
- 5.8 Special Meetings
Special meetings of this Council may be called by the Chair on his/her own behalf or when requested to do so by a majority vote of the Administrative Board, or upon written petition of twenty percent (20%) of the individual active members of this Council.

6.0 BUDGET AND FINANCE

- 6.1 This Council shall not assess or collect dues from its members.
- 6.2 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.

7.0 REPORTS

- 7.1 Resolutions approved by this Council may be statements of this Council's position requiring no further action, or they may be referred to the AACP House of Delegates, the AACP Board of Directors, or to any other units of the Association as dictated by their content or intent.
- 7.2 Copies of all interim and final reports are to be submitted to the AACP office at least twice per year.

8.0 GENERAL RULES

8.1 Employment

This Council shall not employ any individual whose services may require reimbursement by the Association except with prior authorization by the Board of Directors.

- 8.2 This Council shall not enter into a contract that in any way obligates the Association without the prior approval of the Board of Directors.

8.3 Establishment of Policy

This Council has the privilege of recommending Association policy; however, it is not authorized to extend or alter an existing Association policy without prior review and approval by the Board of Directors and the House of Delegates.

8.4 Public Statements

No member of the Council may issue a public statement in the name of this Council unless authority has been granted by the Administrative Board, and no member of this Council may issue a public statement in the name of the Association unless authority has been granted by the Board of Directors.

8.5 Communications

Communications dealing with major Council activities, policies and ballots of this Council shall be sent to all Council members. The Secretary of Knowledge Management may use the facilities and staff of the Executive Vice President's office to duplicate and to mail these communications to this Council's membership.

8.6 Relations with Other Organizations and Agencies

This Council may not appoint an official Association representative to another organization. However, nominations for such appointments may be recommended for review and action by the Board of Directors.

8.7 Relations with Other Councils

The Council Chair shall refer all matters which properly belong in the jurisdiction of another Council to the Chair of the respective Council.

8.8 Conference

Special conferences or workshops may be held by this Council upon prior approval of the Board of Directors.

8.9 Amendments of Rules for the Council

This Council may adopt additional rules or amend existing rules as needed to conduct its affairs, provided that these rules are not inconsistent with the Association's Articles of Incorporation and Bylaws. Changes in Association Bylaws will automatically update appropriate sections of these Rules; the Chair of the Council will specify these changes during the next regular business meeting of

the Council. The Standing Rules Committee shall consider any amendments proposed by a member and shall report its recommendations to the membership at least (30) calendar days prior to the Annual Meeting. A two-thirds (2/3) affirmative vote of the individual active members of this Council present and voting will be necessary for adopting. New rules or amendments shall be transmitted to the Executive Vice President for his/her records.

Revised July 2018