



## **RULES OF PROCEDURE**

**for the**

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

As approved by the 2018 AACCP House of Delegates

## Table of Contents

1. Authority and Process to Adopt or Suspend Rules.....	1
2. Composition of the House of Delegates .....	1
3. Business of the House of Delegates .....	2
4. Bylaws and Policy Development Committee .....	3
5. Gaining the Floor.....	4
6. Voting.....	4
7. Reports to the House of Delegates .....	4
8. Special or Executive Sessions .....	5
9. Nomination and Election of Speaker	5
10. Records of the House.....	6
11. Order of Business.....	6

# **American Association of Colleges of Pharmacy House of Delegates Rules of Procedure**

*According to Article VI Section 4 of the Association's Bylaws, the House of Delegates shall adopt its own Standing Rules of Procedure. Resource documents on the responsibilities of individual administrative and faculty delegates are available on the AACP House of Delegates Web site.*

## **1. Authority and Process to Adopt or Suspend Rules**

The House of Delegates shall adopt its own standing Rules of Procedure under authority of the Bylaws of the Association (Article VI Section 4).

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 (Article XV).

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

A motion to suspend a House Rule requires a two-thirds vote of the delegates present and voting without debate, amendment, or any subsidiary motion.

Rules of Procedure may not be suspended for amendments to the Association's Bylaws or to the House of Delegates Rules of Procedure.

The Bylaws and Policy Development Committee (BPDC) (Article XII Section 12.1.B) serves as the Rules Committee of the House of Delegates. The BPDC will make recommendations for structure and content of the Rules of Procedures in the final report of the committee for consideration at the subsequent House of Delegates.

## **2. Composition of the House of Delegates**

### **Credentials Committee**

At least five Association members will be appointed by the Speaker to the Credentials Committee which will serve until the end of the annual meeting. The Credentials Committee is responsible for seating voting Delegates prior to each session of the House of Delegates. If a delegate is unable to serve in a House of Delegates session, the alternate delegate may be credentialed to serve. No changes to the delegates of record will be allowed after the conclusion of the first session of the House of Delegates. In the absence of the credentialed delegate or credentialed alternate delegate, the Credentials Committee will declare the voting seat vacant for that session. The Chairperson will report delegate attendance after the Call to Order of each House of Delegates session in order to establish the quorum (Article VI.8).

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.

### **Speaker of the House**

The presiding officer of the House of Delegates is the Speaker (Article VI Section 2).

The Speaker will:

- Be responsible for communications with delegates and orientation of new delegates
- Appoint a Credentials Committee and a Credentials Committee Chairperson prior to the annual meeting of the Association.
- Designate the format for Committee and Council Reports to the House of Delegates, with provisions for both majority and minority opinions.
- Conduct House business according to the established Order of Business.
- Establish a reasonable time limit for delegates' and non-delegates' presentations to the House of Delegates.
- Rule any delegate attempting to make a "friendly amendment" out of order.

The Speaker will vote in the House of Delegates only in the case of a tie vote (Article VI Section 2).

### **Delegates**

The House of Delegates is composed of Regular and Associate Institutional Delegates under the authority of the Association Bylaws (Article VI Section 1).

The term of office for delegates, alternate delegates, and associate institutional delegates is one year beginning November 1.

Delegates will be identified by a delegate ribbon attached to their official meeting nametag. Ribbons and nametags are non-transferrable.

Only credentialed delegates may vote in the House of Delegates, and each delegate is entitled to one vote.

Delegates are encouraged to engage the faculty and administrators at their school/college in House proceedings. Delegates may vote as instructed by their faculties on specific issues presented to the House but should consider open discussions, debates and amendments which may alter meanings when preparing to vote.

## **3. Business of the House of Delegates**

The duties of the House of Delegates are described in Article VI, Section 5 of the AACP Bylaws.

- Proposed policy statements and resolutions may be generated from any source within the Association and should pertain to Association positions, values, and beliefs consistent with the Association's mission. 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.

Resolutions are statements of proposed actions and include proposals for institutional memberships, Association dues, and bylaws changes. Proposed policy statements and resolutions must be submitted no later than April 1 and will be routed to the BPDC for inclusion, as appropriate, in the Preliminary Report of the BPDC.

Recommendations are formal, written statements from any component of the Association suggesting that another component consider a particular action. Recommendations do not require action by the House of Delegates but are received in reports.

Emerging Business items are those introduced after April 1. Emerging Business items should be submitted to the Secretary of the House no later than 6:00pm on the day prior to the BPDC Open Hearing at the annual meeting of the Association for potential consideration at the final session of the House of Delegates.

At the request of the Speaker the BPDC may from time to time be asked to conduct a review of existing AACP policy statements. The purpose of the review is to identify any statements that should be moved to policy archives, be rescinded, or amended. The BPDC has authority to propose minor edits to existing policy statements. Any statements requiring editing of a substantial nature must be reintroduced as a Proposed Policy Revision in the preliminary report of the BPDC as individual statements for debate and action by delegates.

The House shall allow the Speaker and Secretary of the House to make corrections for grammar and/or punctuation to adopted policies, resolutions, and new business items after the conclusion of the House session. The current BPDC will review and approve corrected statements to assure that corrections do not inadvertently change the meaning of the adopted policy, resolution, or business item.

#### **4. Bylaws and Policy Development Committee**

It shall be the duty of the Bylaws and Policy Development Committee to ensure that resolutions, position papers and similar proposals to the House of Delegates which seek to establish Association policy or action are made appropriate to and ready for consideration by the House. The Committee shall not process proposals submitted from the floor of the House as new business.

The Committee shall act on all proposals submitted to it. Its functions shall include:

1. returning to the originators with appropriate explanations those proposals which lack clarity or are duplicative, non-substantive, poorly formulated, or inconsistent with the Articles of Incorporation and Bylaws,
2. referring to proper units or officials of the Association those proposals appropriate for their action or for preliminary processing or study prior to submission to the House of Delegates,
3. clarifying, consolidating, and coordinating those proposals wherein potential confusion or duplication exists,
4. presenting to the House of Delegates with recommendations for disposition those proposals which are appropriate to and ready for action by the House of Delegates,
5. reporting to the originator the disposition of any proposal which is not presented to the House of Delegates for action.

The Committee shall make a preliminary report to the first session of the House of Delegates at each annual meeting of the Association and a final report at the Final House of Delegates session. The Committee shall establish guidelines for submission of proposed actions, policies or organizational positions and establish timetables for consideration of such proposals. The guidelines and timetables, after approval by the Board of Directors, should be made known to all members of the Association at least six months in advance of the annual meeting.

The Committee will consider only resolutions and policy statements of a substantive nature affecting Association policy or pharmacy education and practice submitted before April 15

from various sources and will process them according to the above five functions. Resolutions received after April 15 will be handled as Emerging Business items. It is the responsibility of committees and groups preparing statements on policy to notify the Committee of proposed emerging business items in advance of the annual meeting and no later than 6pm the evening before the Open Hearing of the BPDC. In the absence of action by the Committee, the proposals shall be forwarded to the Board of Directors.

The Speaker of the House, in conjunction with the Chair of the BPDC, shall convene one or more webinars for delegates and alternate delegates in advance of the Annual Meeting to review the business submitted by April 15<sup>th</sup>. The BPDC shall also hold an Open Hearing at the Annual Meeting prior to the Final Session of the House of Delegates to accept comments on the business before the Final House from any member of the Association or interested parties.

It also shall be the duty of the Committee to receive suggestions for the alteration of the Articles of Incorporation or the Bylaws from any source. The Committee shall then prepare appropriate amendments in suitable wording which clearly express the intent of the proposal and which are consistent with other Sections of the Articles of Incorporation or Bylaws. Such Amendments together with the recommendations of the Committee, shall be presented, through the Executive Vice President, to the House of Delegates. The Committee shall serve as the Rules Committee of the House of Delegates. The Committee shall advise the Councils on the structure and content of their standing rules of procedures so as to make them in harmony with the Articles of Incorporation and the Bylaws of the Association.

## **5. Gaining the Floor**

Delegates will be recognized by the Speaker to gain the floor of the House of Delegates and will be given preference to speak.

The Speaker will recognize non-delegate Association members who desire to gain the floor to speak on a topic following debate or discussion of all Delegates present who desire to be recognized.

Guests who are not Association members may be recognized at the discretion of the Speaker.

## **6. Voting**

The House of Delegates will vote to adopt, amend, reject or refer proposed policy statements, resolutions, or other business items by majority vote of delegates present and voting unless otherwise specified in the Association's Bylaws or these Rules of Procedure.

Voting may be conducted by voice, electronic or written ballot, or by a rising vote.

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 an electronic or 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.

Voting to amend the Bylaws requires two-thirds majority of those delegates present and voting. (Article XVI)

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

## **7. Reports to the House of Delegates**

Reports are included in the Order of Business of the House of Delegates.

Reports to the House from the Committees and Councils shall be in a form designated by the Speaker for presentation to the Delegates in accordance with the Bylaws. A verbal synopsis of the full written report may be extracted at the discretion of the Speaker.

Complete reports will be available to Delegates and will be received by an affirmative vote of the House of Delegates. Reports to the House containing policy statements, resolutions or recommendations shall be acted upon in accordance with Rule 3: Business of the House of Delegates.

## **8. Special or Executive Sessions**

The Board of Directors maintains the authority to convene a Special Session or meeting of the House of Delegates when the need arises. The time and place of this Session is determined by the Board with notice of time, place and agenda given to the membership at least 30 calendar [alternative "business"] days in advance of the Session date.

In the situation where the status of an Institutional Membership is in question, an Executive Session will be convened to consider the question of suspension or expulsion of such membership.

An Executive Session is a meeting of the credentialed Delegates and officers of the Association. Other Association members may be invited when they have relevant information to share, but they do not have a right to attend.

The Speaker should allow the views of the institutional member in question to be presented. The institution will be entitled to closing remarks after all delegates have been heard. Executive Session records maintained by the Executive Vice President will be designated for use only within the Association and not for publication, except that the results of the Executive Session may be reported in brief to the reassembled House and in the official minutes of the Association. The final motion shall be decided by a two-thirds majority vote of Delegates present at the Executive Session.

## **9. Nomination and Election of Speaker**

The AACP Nominations Committee shall review and slate two candidates for the office of Speaker-elect of the House of Delegates in even-numbered years. The Committee will review nominations received from Active Individual Members (Article III Section 2A). The Speaker-elect must be an active member of the Association. The Committee will present the report with the slate of nominees at the first session of the House of Delegates. No member of the Nominations Committee shall be nominated for Speaker-elect. All candidates examined by the Committee shall be notified as soon as possible after the nominees have been slated.

Nominations may be made by any delegate from the floor at the first session of the House of Delegates immediately following 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 call to order 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 each will be permitted to speak for no more than two (2) minutes. Qualified candidates will be allowed for a maximum of three (3) minutes each at the final session of the House of Delegates prior to a secret ballot. Candidates will be listed in alphabetical order on the ballot at the final session. A majority vote of delegates present and voting is required for election. If a majority is not obtained on the first ballot, a second secret ballot shall be cast for the two candidates who received the most votes on the first ballot.

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 Immediate Past Speaker will serve as Speaker to conduct House of Delegates business.

## **10. Records of the House**

The Executive Vice President serves as Secretary, *ex officio*, of the House of Delegates. The Executive Vice President will maintain the records of the House of Delegates. Business transacted at each House of Delegates meeting will be recorded as minutes and duly retained and published at the discretion of the Board of Directors. The Minutes will be distributed to each Delegate and Alternate Delegate within 90 days after a meeting of the House of Delegates. Delegates will have a maximum of 30 days to comment on the minutes after which they will be deemed approved unless comment is received.

## **11. Order of Business**

The House of Delegates will follow an agenda known as the Order of Business. The House of Delegates may change the Order of Business according to Rule 1.

### **First Session**

- Call to Order
- Report of the Credentials Committee
- Greetings from Other Associations
- In Memoriam
- Recognition of New Deans and New Faculty
- Preliminary Report of the Bylaws and Policy Development Committee
- Incoming President's Remarks
- Treasurer's Report
- Report of the American Journal of Pharmaceutical Education Editor
- Report of the Accreditation Council for Pharmacy Education
- Report of the American Foundation for Pharmaceutical Education
- Committee Reports
- Reports of the AACP and House of Delegates Nominations Committees and Introduction of Candidates
- Adjournment until Final Session

### **Final Session**

- Call to Order
- Report of the Credentials Committee
- Report of Council Chairpersons
- Report of the Executive Vice President



Final Report of the Bylaws and Policy Development Committee  
Election of Speaker (even numbered years only)  
Unfinished Business  
Installation of Officers and New Members of the Board of Directors  
Adjournment