

Amended July 2018

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 and schools, and relationships with the higher education community 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 of Knowledge Management, and the Administrative Board Representative.

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 colleges and schools of pharmacy.

The Council addresses this mission through 1) appropriate committees responsible for the development of various reports and/or recommendations published or disseminated in various formats for use by the collective college and school constituencies; 2) its representatives on the Association's Board of Directors (BOD); 3) programming at regional and national meetings; and 4) other strategies for connecting its members as appropriate. 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 and schools of pharmacy.

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.
- Inform constituents, policy makers 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) and Council of Sections (COS) on selected projects or programs.
- Facilitate communication between AACP and COD stakeholders.
- Advise AACP staff and Association administrative units (e.g., COF, COS, BOD, Office of Research and Graduate Affairs, etc.) on budget and programmatic areas and work with AACP staff to advance the mission of AACP and the Council.

## 1.2 AMENDMENTS TO STANDING RULES OF PROCEDURE

The Standing Rules of Procedure governing the Council of Deans may be amended by two-thirds of the voting institutional members. The Administrative Delegate for each institutional member will be permitted one vote. 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 of Procedure, 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-ELECT

The Chair-elect shall be elected by the Council to a three-year successive term with one year as Chair-elect, one year as Chair, and one year as Immediate Past Chair, beginning with the termination of the annual meeting.

The Chair-elect serves on the Board of Directors of the Association, the Administrative Board of the Council, and on the AACP Strategic Planning Committee. The Chair-elect assumes the duties of the Chair in the event of the latter's absence at regular Council meetings. If the office of the 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.

### 2.2 CHAIR

The Chair serves on the Board of Directors of the Association and the Administrative Board of the Council. The Chair sets the agenda for the work of the Council, coordinates the activities of the Council, and presides over meetings of the Council and its Administrative

Board. The Chair's term of office is one year. At the conclusion of the Council's business meeting at the annual meeting, the Chair-elect of the Council assumes the Chair. The Chair is not eligible to serve complete successive terms.

### 2.3 IMMEDIATE PAST CHAIR

The Immediate Past Chair serves on the Board of Directors of the Association, the Administrative Board of the Council, and on the AACP Strategic Planning Committee. The Immediate Past Chair serves as the chair of the Council's Nominating Committee. 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 Deans informed regarding the activities of the Board of Directors. The Immediate Past Chair installs the new officers of the Council at the end of the Council's business meeting at the annual meeting.

### 2.4 SECRETARY OF KNOWLEDGE MANAGEMENT

The Secretary of Knowledge Management shall be elected by the Council to a two-year term, beginning with the termination of the annual meeting. The Secretary of Knowledge Management may be re-elected to serve additional terms. The Secretary of Knowledge Management shall serve the Council by collecting the group's knowledge assets and sharing the knowledge assets within that group's Community in AACP Connect. This consists of keeping a record of the minutes of all business meetings as well as the group's other work products. Other work products include but are not limited to committee and/or taskforce reports, standing rules of procedures, policies, and guidelines.

The Secretary of Knowledge Management shall:

- a. Implement, support, and reinforce AACP's knowledge management processes within the Council;
- b. work with AACP staff to ensure that meeting minutes and other work products are properly uploaded to the group's Community document library in AACP Connect;
- c. assist the Council to understand the importance of knowledge management and support a culture of knowledge capturing and sharing;
- d. work to capture the historical context of the Council by promoting the recording and sharing of expertise and experience within the group by utilizing their Community's document library and discussion board in AACP Connect; and
- e. record and disseminate the minutes of the business meetings within 30 days of the meeting, and serve as the communications person for all administrative activities of the Council.

### 2.5 ADMINISTRATIVE BOARD REPRESENTATIVE

The Council elects one representative from its membership to serve 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. The Administrative Board Representative will chair the Council's Resolutions Committee.

### 2.6 ADMINISTRATIVE BOARD

The Council's Administrative Board consists of the Chair, Chair-elect, Immediate Past Chair, Secretary of Knowledge Management, and the Administrative Board Representative. The Board will meet periodically to plan the interim and annual meeting Council programs and business meetings and to consider other business. Such meetings are

scheduled by the Council Chair.

## 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 the Nominating Committee and the Resolutions Committee.

## 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 XI)

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 XI). 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 Nominating Committee Chair, 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 or more candidate election, a majority/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 candidate election, shall be declared the winner by the board of canvassers. In the case of an election where nominations from the floor result in three or more candidates, the candidate receiving a majority/plurality of votes shall be declared the winner.

### 3.5 COMPLETION OF TERM OF OFFICE (from Association By-Laws Article VII, Section 3)

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

## 4.0 MEETINGS

### 4.1 REGULAR MEETINGS

The Council shall hold at least two meetings a year, considered business meetings, 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 preliminary Council Meeting Agenda shall be sent to the Administrative Board and the Council 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 or electronic roll will be taken at all Council meetings and recorded in the Council's minutes by the Secretary of Knowledge Management.

#### 4.5 QUORUM

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

#### 4.6 VOTING

This section refers to all business items requiring a vote of the Council, with the exception of voting on standing rules of procedure (Section 1.2). Approval of minutes, voting on resolutions, and other items that need a vote of the Council will be passed with a majority of votes from active council members. The majority of the active members present and voting at a regular business meeting is required for the passage of motions unless otherwise provided in the latest edition of Robert's Rules of Order. Only active individual members of the Council have the right to vote. Active individual membership in the Association shall be restricted to administrators, faculty, staff and librarians of regular and associate institutional members, and to professional staff of the Association and the Accreditation Council for Pharmacy Education. Council voting will be taken by voice, hand, and/or ballot as determined by the chair.

#### 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 of Knowledge Management shall record the minutes of the Council's meetings 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 of Knowledge Management shall file a copy of meeting minutes within the Association's permanent files.

#### 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 institutional membership.

## 5.0 FINANCING THE COUNCIL (from Association By-laws Article V, Section 6)

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. Disbursements for approved expenditures incurred by each of the Councils shall be made by the AACP staff upon the request for payment for expenses that conform to budgets and guidelines established for each Council.

## 6.0 REPORTS

### 6.1 PREPARATION

The Council Chair shall supervise the preparation and submission of all reports to the Board of Directors for each of their meetings and 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 XII)

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 XII). 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 (Section 4.6).

## 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.