



RULES OF PROCEDURE

for the

American Association of Colleges of Pharmacy

House of Delegates

As approved by the 2023 AACCP House of Delegates

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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

The Credentials Committee is made up of the chair of the Council of Deans, the chair of the Council of Faculties, and the staff liaisons to both Councils. In alternating years, the Chair of the Council of Deans or the Chair of the Council of Faculties will serve as Chairperson of the Credentials Committee.

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 a House Session. Then, the Credentials Committee will authorize the seating of each 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 House Session. No other person shall have the authority to assume the seat of an authorized delegate or authorized alternate delegate.

During synchronous House Sessions, the Credentials Committee is responsible for seating voting Delegates prior to each Session of the House of Delegates. 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 during the meeting of the House. 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).

During asynchronous House Sessions, no changes to the delegates of record will be allowed after the Session has been called to order. Following the conclusion of voting during an asynchronous House Session, the Credentials Committee will receive and credential the results and confirm that quorum had been met before they are reported in the minutes of the asynchronous House Session.

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,
- 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,
- serve as a member of the AACP Board of Directors, Executive Committee, and Bylaws and Policy Development Committee, and
- perform other presiding officer duties consistent with the latest edition of Robert's Rules of Order and not prohibited by the AACP Articles of Incorporation, Bylaws, or House of Delegates Rules of Procedure.

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 September 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 submission.

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 December 1 of each year 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.

Business for the House of Delegates should be submitted using the online business submission form hosted on the AACP website and available to association members. The business cycle of the House of Delegates is as follows:

- Business submission
- Preliminary report of the BPDC
- Policy discussion with delegates
- Interim report of the BPDC
- Open Hearing
- Final report of the BPDC
- House of Delegates Session(s)

The business cycle of the House of Delegates may include multiple House Sessions in one academic year. House of Delegates Sessions outside of the Annual Meeting can be conducted virtually. Delegates will be informed of scheduled House of Delegates Sessions that occur outside of the Annual Meeting at least three months in advance.

Emergent Business items are those in response to topics that arise after the deadline for submission of business and require immediate action by the House. Emergent Business should be submitted to the House using the standard online form no later than 6:00pm on the day prior to the Open Hearing for potential consideration at the House of Delegates Session where voting occurs. The BPDC will determine if an item qualifies as Emergent Business using the definition of Emergent Business provided above and in consultation with the originator.

At the request of the Speaker, the BPDC may 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 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 BPDC 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.

The Committee's functions shall include:

1. returning to the originators with appropriate explanations those proposals which lack clarity or are duplicative, non-substantive, poorly formulated, inconsistent with the Articles of Incorporation and Bylaws, or submitted past the deadline and do not qualify as Emergent Business,
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. advising 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, and
6. reviewing the House of Delegates Rules of Procedure, AACP Cumulative Policies, and AACP Bylaws for needed modifications.

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 1 and December 1 from various sources and will process them according to the above list of functions. Resolutions received after the deadlines will be handled as Emergent Business. It is the responsibility of committees and groups preparing statements on policy to notify the BPDC of proposed Emergent Business no later than 6pm (time zone where the Annual Meeting is held) 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 House Sessions to review the business submitted. The BPDC shall also hold an Open Hearing to accept comments on the business from any member of the Association or interested parties prior to the House Session where voting occurs. 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.

The Committee shall make a preliminary report prior to the policy webinars, an interim report prior to the Open Hearing, and a final report prior to each House Session where voting occurs. The final report shall be submitted to the delegates by the Secretary of the House.

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. 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.

6. 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.

7. Voting

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

During synchronous House Sessions, 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.

A voice vote shall be satisfactory to settle issues put to motion before the House (unless specified otherwise) unless the Speaker 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 Speaker 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.

During asynchronous voting, delegates will electronically vote on proposed policy statements, resolutions, or other business items. Due to the constraints of online voting, no amendments may be made. Proposed business must achieve at least 85% approval of all votes cast by Delegates, including votes for adoption, rejection, and abstention, to be adopted. Those not reaching that level of consensus will be considered by the House of Delegates at the next synchronous House Session and may be amended then. Items approved during asynchronous voting may be reconsidered at the next synchronous House Session if requested by 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, with details determined by the Board of Directors.

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 Designate of the House of Delegates every three years. The Committee will review nominations received from Active Individual Members (Article III Section 2A). The Speaker Designate 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 during the Annual Meeting that occurs at the end of the current Speaker's second year of the three-year term. No member of the Nominations Committee shall be nominated for Speaker Designate. 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. Nominations from the floor will be accepted for Speaker only from those candidates whose credentials have been reviewed in advance by the Nominations Committee.

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. 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 Designate will assume the responsibilities as Speaker. If there is not currently a Speaker Designate 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.

Annual Meeting Synchronous First House Session

- Call to Order
- Report of the Credentials Committee
- Greetings from Other Associations
- In Memoriam
- Recognition of New Deans and New Faculty
- Interim Report of the Bylaws and Policy Development Committee
- Vote on New Institutional Members
- Incoming President's Remarks
- Treasurer's Report
- Report of the Board of Directors on Strategic Plan Programs
- 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
- Report of the AACP Nominations Committee and Introduction of Candidates
- Adjournment until Final Session

Annual Meeting Synchronous Final House Session

Call to Order
Report of the Credentials Committee
Report of Council and SIG Cabinet Chairpersons
Report of the Executive Vice President
Final Report of the Bylaws and Policy Development Committee
Voting on House Business
Election of Speaker (every three years only)
Unfinished Business
Installation of Officers and New Members of the Board of Directors
Adjournment

Asynchronous House Session

Electronic Call to Order
Interim Report of the Bylaws and Policy Development Committee
Open Hearing (synchronous)
Final Report of the Bylaws and Policy Development Committee
Voting on House Business (1 week, asynchronous)
Adjournment