



MEMORANDUM

TO: Delegates and Alternate Delegates to the APhA House of Delegates
FROM: Theresa Tolle, Speaker of the APhA House of Delegates
RE: Delegate Reference Materials and Important Information

Congratulations on your appointment as a Delegate or Alternate Delegate to the APhA House! I appreciate your willingness to serve the profession and your interest in the policy development process. Within this booklet, you will find schedules, background information, and reports to help you prepare for your important role in the House. Extra copies of this booklet will not be available in San Francisco, so **please remember to bring this information with you.**

Included within your Delegate Reference Materials, you will find:

- APhA House of Delegates Schedule At A Glance;
- 2016-2017 APhA House Rules Review Report;
- 2016-2017 APhA Policy Review Committee Report;
- 2016-2017 APhA Policy Committee Report; and
- 2016-2017 APhA New Business Items received to date.

Policy-Related Webinars Available

If you were unable to participate in one of the policy-related webinars, I encourage you to visit <http://pharmacist.com/learn-about-0> to view an archived version of one of the webinars related to the policy topics, policy committee report, or the policy review committee report. These webinars will give you additional background information related to the subjects and provide insight of the questions raised by your fellow Delegates.

To provide an overview of the New Business Items to be discussed in this year's House, I will host two ***New Business Item Webinar sessions*** from [12:00-1:30pm on March 1, 2017](#) and from [6:00-7:30pm on March 8](#). Please try to participate in one of the two webinars. These webinars will provide an opportunity for you to learn more about the items submitted prior to the Annual Meeting and gives you adequate time to prepare for House discussions. You must register to participate in the webinars to go to register today at <http://pharmacist.com/learn-about-0>. If you find that you are unable to participate in one of the live webinars, an archived version will be available online soon after.

If you are new to the House of Delegates, or if you just want a refresher course on the rules and procedures of the APhA House, I encourage you to view the [Delegate Orientation Webinar recording](#).

****Onsite Delegate Registration – Exhibit Hall ABC***

Registration for the First Session will open from **12:00pm-3:30pm on Friday, March 24, 2017**. This year delegate registration will be located inside **Exhibit Hall ABC of the Convention Center**. Registration for the Final session will be available in the same location, from **11:00am-2:00pm on Monday, March 27, 2017**. There is no need to check-in with the House of Delegates Office prior to these registration times.

Delegates **ONLY** are required to complete the following steps below prior to each House session:

- Step 1** – Report to the Delegate registration area inside **Exhibit Hall ABC**. Please remember to bring your delegate reference materials and your name badge with you to registration.
- Step 2** – Scan your name badge, pick up your Delegate ribbon (if needed), and pick up your electronic voter keypad from APhA staff. Note: you must return the keypad to staff at the conclusion of each House session.

Delegates who have not pre-registered will be required to sign a waiver agreeing to pay a replacement fee if the voter keypad is not returned to APhA staff. Also, **Alternate Delegates are not required to register or check-in unless asked to substitute for a Delegate. When registering in place of a Delegate, Alternate Delegates will follow the same check-in procedures as a Delegate.**

House of Delegates Office Hours

If you have specific questions regarding the policy development process or general House procedures, I encourage you to schedule an appointment to speak with me or the House Parliamentarian during the Annual Meeting. See your Schedule At-A-Glance for House of Delegates Office Hours, or contact APhA staff at hod@aphanet.org for further information.

Planning for the 2018 House

It's never too early to plan ahead! In late April, APhA will begin the policy development process for 2018. With that in mind, I encourage you to begin thinking about the potential policy topics that should be addressed by the House of Delegates. Within this booklet, you will find a call for potential policy topics. I encourage you to bring your completed form to San Francisco, or submit the form electronically by **March 31, 2017** at <http://fs3.formsite.com/apha/form220/index.html>.

On a related note, there are a number of opportunities for you to serve APhA on one of the House of Delegates committees. If you are interested in serving during the 2017-2018 policy development process, I encourage you to complete the committee volunteer interest form **by May 17, 2017** at <http://fs3.formsite.com/apha/form217/index.html>.

Thank you again for your interest and service to the 2017 House of Delegates! I look forward to seeing you in San Francisco! If you have any questions about House activities, please visit <http://www.pharmacist.com/apha-house-delegates> or contact APhA staff at hod@aphanet.org.

Sincerely,



Theresa Tolle, BPharm
APhA Speaker of the House of Delegates



Thomas E. Menighan, BPharm, MBA, ScD (Hon), FAPhA
Secretary, APhA House of Delegates
APhA Executive Vice President & Chief Executive Officer

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Mitchel Rothholz, RPh, MBA, Chief Strategy Officer
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