



APhA

American Pharmacists Association

For Every Pharmacist. For All of Pharmacy.

2020-21 House of Delegates *Report of the House Rules Review Committee*

Committee Members

Cynthia Boyle, Chair

Susie Bartlemay

Lauren Bode

Matthew Lacroix

Ann McManis

Frank North

Rajan Vaidya

Ex Officio Members

Melissa Duke, Speaker of the House

2021-2022

APhA House Rules Review Committee Report

The 2021-2022 APhA House Rules Review Committee (HRRC) consists of the following APhA members and long-time Delegates:

Cynthia Boyle, Chair
Reisterstown, MD

Susie Bartlemay
Millington, TN

Lauren Bode
Saint Albans, VT

Matthew Lacroix
West Warwick, RI

Ann D. McManis
Tampa, FL

Frank North
Houston, TX

Rajan Vaidya
Sacramento, CA

Overall Charge and Duties

The HRRC is appointed each year to review and establish rules and procedures for the conduct of business at each House session (Adopted 1995). The APhA Speaker may assign year-specific charges to the Committee as warranted. Acceptance of this report will record these recommendations in the actions of the House Session and be retained for future reference by the Speaker, APhA staff, and members.

The HRRC met via web conference call on November 29, 2021 and December 9, 2021 and made the following recommendations.

Recommendations to the APhA House of Delegates

After thorough consideration, and in conjunction with the feedback received from Delegates, members, leaders, and staff regarding the activities of the House of Delegates the HRRC unanimously supports the following recommendations for acceptance by the APhA House of Delegates.

- Review of Fall Virtual House
 - The Committee discussed the importance of conducting a Fall Virtual House session to complete “procedural” aspects of the House, allow Delegates to receive an interim update from the Speaker of the House outside of the annual update during the March House sessions, and allow for the opportunity to complete any unfinished or referred business from the March House sessions.
 - Additionally, the timing of the Fall Virtual House was reviewed, and the Committee acknowledged that it may be difficult for practicing pharmacists to take time from work to attend an afternoon session on a Friday afternoon. The Committee encourages APhA staff to consider a different day or a different time for future Virtual House Sessions.

- The Committee also noted one additional process to modify for Virtual House sessions regarding “calling the question”. In order to mirror an in-person House session as closely as possible, the Speaker should identify the specific delegate that wishes to “call the question” if the name of this delegate is not otherwise visible to the rest of the delegates.
- Policy Review Committee
 - The Committee discussed the charges and scope of the Policy Review Committee at length throughout the year and specifically during both calls following the November 5, 2021, Virtual House session.
 - The Committee agreed that the Policy Review Committee should retain the ability to update and amend policies to ensure active policy does not become outdated and to provide a structured way to bring policies up to date outside of the existing New Business Item process.
 - Proposed modifications to Rule 6 and Rule 14 of the existing House Rules of Procedure are recommended by the Committee to achieve a balance of Committee authority to amend with oversight by Delegates.
 - The Committee agreed that the process of handling the majority of the report recommendations including retain, rescind, and archive should be maintained. This process would still allow any Delegate to pull out any of these items for individual debate and vote, as needed.
 - The Committee recommends that the Policy Review Committee presents any recommendation to amend a statement as a separate and individual motion. This is to ensure that these recommendations to amend are clear and Delegates know exactly what is being proposed. Transparency was a critical part of the Committee’s discussion, and it should be very clear to Delegates as to what amendments to existing policy are up for debate and vote. This change will require a modification to Rule 14 of the existing APhA House Rules of Procedures and that modification is outlined within this report.
 - The Committee recommends additional modifications to Rule 6 and Rule 14 of the APhA House Rules of Procedures that will allow the Policy Review Committee to propose an amendment to existing policy that may go beyond the original intent of the policy. The Committee recommends this proposed change in tandem with additional guidance for development of the Policy Review Committee’s report.
 - As noted earlier in this report the Committee recommends that any recommendation to amend is handled as a separate motion to allow for necessary review and debate by Delegates.
 - The Policy Review Committee will need to provide detailed background information to justify any change.
 - The Policy Review Committee will continue to host open forum webinars and will have the ability to change their recommendations following feedback received from these open forum webinars prior to debate of their report during a House session. This addition will mirror the process used by the Policy Reference Committee and the New Business Review Committee and ensure Delegates have the opportunity to provide

actionable feedback on the Policy Review Committee's report and recommendations.

- The Committee proposes these recommendations to allow for more transparency in the work of the Policy Review Committee, provide wider input from Delegates, and allow for more meaningful review and debate by Delegates prior to a vote within a House session.
- Use of a Poll to Accomplish House Business
 - The Committee noted their recommendations on the use of a ballot or poll were approved as presented within their November 5, 2021, Committee report. Furthermore, the Committee wishes to clarify that additional observation and collection of feedback on this process will be essential prior to drafting any formal proposed House Rules on this process.
 - The Committee had additional discussion around the name of the process to ensure it was clear that the action was not final and therefore has requested this be called a poll. APhA staff should provide clear instruction that the results of this poll lead into development of a consent agenda or a consent calendar that will have final action taken by the House during the March House session.
 - The Committee recommends a poll process to be used in preparation for the March 2022 House sessions. Content for this poll would only include the Policy Reference Committee's recommendations following the January open forum webinars on the proposed policy statements.
 - In future years, additional committee recommendations could be added into this polling process.

APhA House of Delegates Rules of Procedure

After thorough consideration, and in conjunction with the feedback received from Delegates, members, and staff, the HRRC unanimously recommends the following revisions to the APhA House of Delegates Rules of Procedure. Note: proposed amendments are in red font and deletions are ~~struck through~~ and proposed additions are underlined.

Rule 6 Consideration of Committee Reports

The order for consideration of Committee Reports and recommendations in any House of Delegates session agenda shall be determined by the Speaker in consultation with the Secretary of the House. The House shall receive any Committee Reports prior to Committee open forums or webinars and any session where debate on a Committee Report would occur. The Policy Reference Committee, Policy Review Committee, and New Business Review Committee shall consider delegate input received through open forums, webinars, and other communication means and will develop recommendations for consideration by the House on each whole-numbered statement or recommendation. During House sessions, the Committee chair will recommend adoption of policy statements and recommendations and preside over the debate. Action on the report will be governed by Robert's Rules of Order (current edition).

Rule 14 Policy Review Committee

The Policy Review Committee shall consist of 7–10 delegates, including the Chair, and are appointed by the Speaker. The Committee members should be present for open forum sessions held in person or virtually. The Policy Review Committee shall meet annually and review any policy that has (1) not been reviewed or revised in the past 10 years; (2) policy related to statements adopted in the most recent House session; and (3) if applicable, contemporary issues identified by the Speaker. The House shall receive and consider the recommendations of the House Policy Review Committee to archive, rescind, retain, or amend existing policy. A singular motion to archive, rescind, or retain, ~~or amend~~ all such existing policy, with limited debate, shall be in order. Items identified by the Policy Review Committee as needing ~~amendment shall be reviewed by the Committee and Speaker of the House to determine that the amendment does not change the intent of the original policy and included in a separate section of the Policy Review Committee report provided to delegates.~~ any substantive amendments will be introduced as separate motions for consideration ~~or those that change the intent of the original policy should be submitted by the Policy Review Committee to the New Business Review Committee for consideration.~~ If the Policy Review Committee Report is considered in a virtual House of Delegates session, the debate will be time limited. At the Speaker's discretion, recommendations of the Policy Review Committee may be referred to the next House session for further deliberation.