APhA-ASP House of Delegates: A Guide

The APhA-ASP House of Delegates is comprised of one representative from each chapter (142) plus four (4) members of the APhA-ASP National Executive Committee, not including the Speaker of the House. This gives a maximum House strength of 146 votes. The Delegates vote on matters of policy and elect the new members of the APhA-ASP National Executive Committee.

Throughout the House sessions, the APhA-ASP House of Delegates Rules of Procedure and Robert's Rules of Order are used to maintain organization and order. If language is confusing at times, please refer to the glossary. Unlike the Open Hearing on Resolutions, during which anyone is able to provide comments, only the seated Delegates are permitted to speak. These individuals are responsible for voting on behalf of their respective chapters, and may, at times need to address the House in order to make motions or request information.

Often the most confusing aspect of the House of Delegates procedure is the voting process. Remember that the Delegates vote on Reference Committee recommendations first. For example, if the Reference Committee recommends to reject a resolution, the delegates can vote yes to accept the recommendation, or vote no to reject the recommendation. If the vote is in favor of accepting the recommendation, then the resolution is defeated. If the vote is not in favor of accepting the recommendation, then the recommendation fails, and a motion to adopt the resolution is considered (see Table 1.).

Glossary of APhA-ASP House of Delegates Terms

Amendment: change to a proposed resolution. The change can be in wording, content or both *(motion requires suspension of House rules)*.

Caucus: a meeting of a delegation for purposes of discussing policy or electing officers *(requested by a delegate and granted by the Speaker)*.

Credentials Committee: assures proper registration of all seated Delegates.

Division of a Question: when a motion relating to a single subject contains several parts, the parts can be separated to be considered and voted on as if they were separate motions *(this requires a majority vote)*.

Majority: greater than 50% of the total members present and voting.

Motion: proposal that the House take a stand or action on some issue. This maneuver requires a "second" from another Delegate.

Parliamentarian: provides information regarding parliamentary procedure and APhA-ASP House of Delegates Rules.

Point of Information: used to request additional information *(ruled upon by the Speaker)*.

Previous Question: this motion is used to bring the House to an immediate vote on one or more pending questions *(not debatable and requires a 2/3 vote in order to pass)*.

Question of Privilege: used to complain about noise, room temperature, etc. *(ruled upon by the Speaker)*.

Refer to Committee: used to send a proposed resolution to the National Executive Committee for consideration the following year.

Reference Committee: makes recommendations to the House regarding each proposed resolution. The recommendations include adoption of the resolution, rejection of the resolution, referral of the resolution back to the National Executive Committee, or adoption of resolution as amended by the Committee. The Delegates vote on the Committee's recommendations.

Resolutions Committee: comprised of the eight Regional Delegates, this committee formulates proposed resolutions from the fall Midyear Regional Meetings.

Second: a verbal sign from a Delegate that indicates he or she wishes to consider a motion that has been made.

Suspension of House Rules: necessary in order to amend a proposed resolution. This motion must be seconded and requires a 2/3 vote in order to pass *(not debatable)*.

Yield the Floor: used by a delegate to allow another member of his or her delegation to speak to the House *(ruled upon by the Speaker)*.

Reference Committee Recommends	If House Supports	If House Opposes
1. Adopt	Passes	Defeated
2. Reject	Defeated	Motion to adopt is considered
3. Refer	Referred	Motion to adopt is considered
4. Adopt as amended	Passes with alternative wording	Motion to adopt the original resolution is considered

Table 1. Fate of proposed resolutions