

American Pharmacists Association Academy of Student Pharmacists House of Delegates Guide



APhA

American Pharmacists Association

For Every Pharmacist. For All of Pharmacy.

*The policy-making body of the
APhA Academy of Student Pharmacists,
an official Academy of the
American Pharmacists Association*

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Academy of Student Pharmacists
House of Delegates Guide**

INTRODUCTION

The House of Delegates is the policy-making body of the APhA Academy of Student Pharmacists (APhA-ASP), an official Academy of the American Pharmacists Association. With representation at every school and college of pharmacy, APhA-ASP is the collective voice of student pharmacists in the United States and Puerto Rico. The House is comprised of one delegate from each school or college of pharmacy, four APhA-ASP National Executive Committee members, and observers from student pharmacist and other health professional organizations.

RULES OF ORDER

The rules contained in Robert's Rules of Order govern the deliberations of the APhA-ASP House of Delegates in all cases in which they are applicable and not in conflict with the APhA-ASP House of Delegates Rules of Procedure or the APhA Bylaws. The APhA-ASP National Executive Committee appoints a Parliamentarian whose principal duty is to advise the Speaker of the House. It is proper for the Parliamentarian to state his/her opinion to the APhA-ASP House of Delegates only when requested by the Speaker.

ACCESS TO THE FLOOR

Each Chapter Delegate has the right to speak and vote on every issue before the APhA-ASP House of Delegates. Credentialed observers in the APhA-ASP House of Delegates may address the House but do not have voting privileges.

APhA-ASP HOUSE OF DELEGATES OVERVIEW

1. APhA-ASP Open Hearing on Proposed Resolutions and New Business Items

- Serves as an open forum for discussion of the Report of the Resolutions Committee, which contains the proposed resolutions, and any new business items that are presented to the Speaker of the House or APhA Student Development Staff by the submission deadline. Anyone, including non-APhA-ASP members, may address the APhA-ASP Speaker of the House and the APhA-ASP Reference Committee during this hearing.
- The APhA-ASP Reference Committee takes notes on the discussion of the proposed resolutions.
- The APhA-ASP New Business Review Committee takes notes on the discussion of new business items.
- Typically held on Friday or Saturday morning/afternoon.

2. APhA-ASP Reference Committee

- APhA-ASP Reference Committee, composed of the eight Regional Members-at-large and chaired by the APhA-ASP Speaker of the House, meets in closed session to make recommendations to the House of Delegates on the resolutions, using comments and suggestions from the Open Hearing on Proposed Resolutions.

3. APhA-ASP New Business Review Committee

- APhA-ASP New Business Review Committee, appointed by the APhA-ASP National Executive Committee and chaired by an ex-officio chair (typically the immediate-past APhA-ASP Speaker of the House), is composed of a student pharmacist from each of the eight APhA-ASP regions.

- The Committee meets in closed session to make recommendations to the House of Delegates on the new business items, using comments and suggestions from the Open Hearing on Proposed Resolutions and New Business Items.

4. APhA-ASP House of Delegates First Session*

- Business to be conducted during this session:
 - Roll Call and Adoption of the Credentials Report
 - Recognition of new APhA-ASP Chapters and Charter Presentation
 - APhA-ASP National President's Address
 - Miscellaneous Reports / Announcements
 - Report of the APhA-ASP Policy Standing Committee
 - Report of the APhA-ASP Reference Committee
 - Recess
- Delegates vote on the Reference Committee recommendations to:
 - a. Adopt the resolution
 - b. Reject the resolution
 - c. Refer the resolution to the APhA-ASP National Executive Committee
 - d. Adopt the resolution as amended by the Committee

5. APhA-ASP's House of Delegates Final Session*

- Business to be conducted during this session:
 - Role Call and adoption of the Credentials Report
 - Continue the Report of the APhA-ASP Reference Committee (if necessary)
 - Miscellaneous Reports / Announcements / Presentations
 - Report of the APhA-ASP New Business Review Committee
 - Miscellaneous Reports / Announcements
 - Election of APhA-ASP National Officers
 - Installment of newly elected APhA-ASP National Officer
 - APhA-ASP National President's Inaugural Address
 - Adjournment
- Delegates vote on the APhA-ASP New Business Review Committee recommendations to:
 - a. Adopt the new business item
 - b. Reject the new business item
 - c. Refer the new business item to the APhA-ASP National Executive Committee
 - d. Adopt the new business item as amended by the Committee

***Please note that the official agenda for the APhA-ASP House of Delegates Sessions is developed annually by the APhA-ASP Speaker of the House and will be available within the Delegate materials at the APhA Annual Meeting and Exposition.**

GUIDELINES FOR CHAPTER DELEGATES

Section I. Addressing the House

A. **APhA-ASP Chapter Delegates**

- Only credentialed Chapter Delegates may address the House.
- A Chapter Delegate stands at one of the designated microphones in the APhA-ASP House of Delegates. The Speaker of the House will then recognize the Delegate by announcing the delegate's microphone number. The Delegate will then address the Speaker of the House as "Mister Speaker" or "Madam Speaker", states his/her name, and school or college of pharmacy they are representing.

Speaker: "Microphone Number 1"

Delegate: "Madam Speaker, William Smith, University of Arizona"

Speaker: Speaker nods/acknowledges delegate.

Delegate: States his/her position and makes point..."Our chapter is opposed to this resolution because..."

- Members should make clear and concise statements regarding motions/amendments pertaining to resolutions. (Examples of language include, but are not limited to...in support of; in opposition of; desire for referral; request to suspend House Rules for the purpose of an amendment; etc.)

B. **Non-Chapter Delegates**

- Non-delegates may only address the House if requested by a credentialed delegate and if that request is granted by the Speaker of the House.
- Credentialed delegates may request to yield the floor to a member of the audience. The Speaker must recognize that person before he or she speaks.

Example: "Madam Speaker, I would like to yield the floor to John Smith..."

Section II. Motions/Resolutions

- Motion: Formal proposal by a member that the House take certain action.

Example: "I move that we refer this to committee"

- Resolution: A formal motion used for more important or complex questions. (APhA-ASP resolutions consist of a formal policy statement.)

Example: Actual resolution: "APhA-ASP supports..."

- Background Statements: The background statements prepared by the APhA-ASP Resolutions Committee are utilized prior to the APhA-ASP House of Delegates for Chapters to discuss the proposed resolutions and used during the APhA-ASP Open Hearing on Resolutions. Background statements are not included in the book of APhA-ASP Adopted Resolutions. Only the resolution

statements are voted upon and published in the book of APhA-ASP Adopted Resolutions.

Section III. **Seconding Motions**

- All motions must receive a “second” from another delegate, in order to be discussed by the House. The delegate offering the “second” may not necessarily be in favor of the motion. A “second” is needed for discussion and for disposal of the motion.
- Chapter delegates may “second” a motion from their seat. They need not be recognized by the APhA-ASP Speaker of the House for the purposes of offering a “second” to a motion.

Section IV. **Debating Motions**

A. **Rules of Debate**

- After a motion has been stated and seconded, the motion is now open for debate.
- Debate must be confined to the merits of the motion. The most effective method of debate is to make your remarks short and concise. Other helpful suggestions:
 - a. Do not attack other delegates during your debate
 - b. Only address the Speaker of the House
 - c. Bring up new comments/discussion
- Ending debate = If a member wishes to stop discussion, they may call the question or move the previous question.

Example: "Jessica Hamilton, Albany College of Pharmacy, I move the previous question"

- The motion to end debate must be seconded.
- At this point, the House must vote to end debate. This requires a 2/3 vote. If the motion passes, then the speaker asks for the vote on the pending motion.

B. **Requesting Caucuses**

- If delegates need to meet with their chapter to discuss the resolutions or elections, a caucus may be requested.

Example: "Madam Speaker, Joe Generic, University of Tennessee, I would like to request a two-minute caucus..."

Section V. **APhA-ASP Reference Committee Recommendations**

- The House votes on the Reference Committee recommendations. The Committee recommends one of four actions:
 - a. **Adopt the resolution.** *The Reference Committee recommends the House pass this resolution as it is written.*
 - b. **Reject the resolution.** *The Reference Committee found the resolution inappropriate or opposed the resolution.*

- c. **Refer the resolution to the APhA-ASP National Executive Committee.** *The Reference Committee did not feel they could recommend adopting or rejecting the resolution with their given information, so they recommend referring the resolution to the APhA-ASP National Executive Committee.*
- d. **Adopt the resolution as amended.** *The Reference Committee suggested alternative wording, based on comments during the Open Hearing.*

Section VI. Consideration of the Motions brought forth by the Reference Committee

- A. Recommendation to ADOPT the resolution**
 - A motion to amend or refer will be in order.
 - If House supports = resolution passes.
 - If House opposes = resolution is defeated; no further action.
- B. Recommendation to REJECT the resolution**
 - If House supports = resolution is defeated; no further action.
 - If House opposes = A motion to ADOPT the resolution will be considered.
 - A motion to amend or refer will be in order only after the House has opposed the Reference Committee's recommendation to REJECT the resolution and a motion to ADOPT the resolution is being considered.
- C. Recommendation to REFER resolution to the National Executive Committee**
 - If House supports = resolution is referred.
 - If House opposes = A motion to ADOPT the resolution will be considered.
 - A motion to amend or refer will be in order only after the House has opposed the Reference Committee's recommendation to REFER the resolution and a motion to ADOPT the resolution is being considered.
- D. Recommendation to ADOPT the resolution AS AMENDED**
 - A motion to (further) amend or refer will be in order.
 - If House supports = resolution passes with amended wording.
 - If House opposes = A motion to ADOPT the original wording of the resolution will be considered.

Section VII. Amending Proposed Resolutions

- APhA-ASP House of Delegates Rules of Procedure do not allow delegates to make amendments to proposed resolutions. Therefore, House Rules must be "suspended" in order to change the wording of a proposed resolution by adding, deleting, or substituting new language. An amendment must be proposed after the House rules have been suspended.
- A second is required. Suspending house rules requires a 2/3 vote. Once House Rules are suspended, discussion on the alternative wording (amendment) can take place.
- The amendment itself must be voted upon (and passed) before the amended resolution can be considered for adoption. Therefore, you could vote in favor of an amendment and then in opposition to the resolution as amended.
- Roberts Rules only allows two pending amendments on a single resolution at

any one time. The first amendment is typically called the primary amendment while the second is referred to as the secondary amendment. Secondary amendments must be germane to the primary amendment. A secondary amendment not relating to the primary amendment will be out of order.

- Motions to suspend house rules for the purpose of amendment are not debatable. However, the proposing delegate may state his/her reasons for the proposed amendment before the House votes on the motion to suspend house rules.
- It is inappropriate to debate the proposed resolution immediately prior to making a motion to suspend house rules for the purpose of an amendment. Delegates who wish to propose an amendment may only speak to make the motion to suspend house rules.
- Example of Suspending House Rules:

Delegate: "Madam Speaker, Andrew Ferguson, University of Florida. I would like to suspend House rules for the purpose of an amendment."

Speaker "Does staff have the wording for your amendment?"

Delegate: "Yes."

Speaker: "Would you please read the amended resolution."

Delegate: *Chapter Delegate reads amendment.*

Speaker: "Is there a second?"

House: "Second..."

Speaker: "Prior to voting to suspend House rules, you may state your reasons for the amendment at this time."

Delegate: *Chapter Delegate explains reasons for amendment.*

Speaker: "Thank you. We will now vote to suspend House rules for the purpose of an amendment."

Section VIII. Precedence of Motions - "What is in Order?"

- Highest precedence - Voted on first
 - a. Time concerns (recess, adjourn) – Not Debatable
 - b. Point of privilege (room temperature or noise) – Not Debatable
 - c. Previous question (end debate) – Not Debatable
 - d. Limit/extend debate – Not Debatable
 - e. Postpone to a certain time – Debatable
 - f. Refer to a committee – Debatable
 - g. Amend – Debatable
- Lowest precedence - Voted on last

- Main motion (original resolution) is voted on last. Any motion listed above another motion, must be voted on first (e.g. if a motion to refer to committee arises while an amendment is pending, then the motion to refer must be voted on first).

Section IX. APhA-ASP New Business Review Committee

- The House votes on the New Business Review Committee recommendations. The Committee recommends one of four actions:
 - a. **Adopt the resolution.** *The New Business Review Committee recommends the House pass this resolution as it is written.*
 - b. **Reject the resolution.** *The New Business Review Committee found the resolution inappropriate or opposed the resolution.*
 - c. **Refer the resolution to the National Executive Committee.** *The New Business Review Committee did not feel they could recommend adopting or rejecting the resolution with their given information, so they recommend referring the resolution to the National Executive Committee.*
 - d. **Adopt the resolution as amended.** *The New Business Review Committee suggested alternative wording, based on comments during the New Business Review Committee open session.*
- The APhA-ASP House of Delegates will follow the same procedure for addressing the recommendations of the APhA-ASP New Business Review Committee as are used for addressing the recommendations of the APhA-ASP Reference Committee. (See previous sections).

Section X. Election Procedures

- Candidates for APhA-ASP National Office are elected during the Final Session. The offices are voted on in the order of National President-elect, National Member-at-large and Speaker of the House.
- Per APhA-ASP House of Delegates Rules of Procedure, the Nominating Committee meets with all candidates and slates the following number of candidates to be voted upon by the House: National President-elect (2), National Member-at-large (4), and Speaker of the House (2).
- Candidates not slated by the Nominating Committee may be considered by nomination from the floor.
- Example of Nomination from the Floor:

Speaker: “Are there any nominations from the floor?”

Delegate: “I would like to nominate Joe Candidate for the position of National President-elect.”

Speaker: “Joe Candidate, do you accept this nomination?”

Candidate: “I accept.”

Speaker: “Is there a second?”

House: "Second..."

Speaker: "We will now vote to place Joe Candidate on the ballot for the position of National President-elect. All those in favor of placing Joe Candidate on the ballot, please signify by saying 'Aye'."

House: "Aye..."

Speaker: "All those opposed, please signify by saying 'Nay'."

House: "Nay..."

Speaker: "The 'Ayes' have it. Joe Candidate will be placed on the ballot for the position of National President-elect."

- Candidates nominated from the floor must receive a majority vote from the House to be placed on the ballot.
- Candidates are heard alphabetically from the slate and then in the order they were nominated from the floor.
- Delegates may cast ONE vote for the offices of National President-elect and Speaker of the House and may cast TWO votes for the office of National Member-at-large.
- Prior to voting, a caucus will be allowed for chapters to discuss the candidates for each position.
- Candidates must receive a majority vote to be elected. If no candidate receives a majority, voting may be repeated depending on the office as per the APhA-ASP House of Delegates Rules of Procedure.
- National Officers are announced following the conclusion of all three ballots.