



APhA

AMERICAN PHARMACISTS ASSOCIATION

2019 House of Delegates
Report of the House Rules Review Committee

Committee Members

Wilma Wong, Chair
Jennifer L. Adams
Amy K. Kennedy
Ralph E. Sorrell
Ben Urick

Ex Officio Members

Michael Hogue, Speaker of the House
Joey Mattingly, Speaker-elect of the House

2018-2019
APhA House Rules Review Committee Report

The 2018-2019 APhA House Rules Review Committee (HRRC) consists of the following APhA members and long-time Delegates:

Wilma Wong, Chair
Alameda, CA

Jennifer L. Adams
Meridian, ID

Ralph E. Sorrell
Mountain Brook, AL

Amy Kennedy
Tucson, AZ

Ben Urick
Carrboro, NC

Overall Charge and Duties

The House Rules Review Committee is appointed each year at the beginning of the First Session of the APhA House of Delegates 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.

2018-2019 Specific Charges / Work Plan

This year, the following charges were assigned to the HRRC:

The HRRC met via conference call on June 6, 2018 and July 16, 2018 and made the following recommendations.

1. Observation of the 2018 APhA House of Delegates

Upon completing its review of the proceedings of the 2018 APhA House of Delegates, the Committee took the following action:

By CONSENT, the House Rules Review Committee observed no violations of the House Rules during the proceedings of the 2018 APhA House of Delegates. The Committee observed, reviewed, and discussed challenges and opportunities to maximize the efficiency of House operations. Changes to the APhA House of Delegates Rules are suggested for consideration by Delegates (see Sections 3 and 5).

2. Review of Policy Adopted by the 2018 APhA House of Delegates

The HRRC reviewed, from a grammatical and copy-editing perspective, the policy language approved by the 2018 House of Delegates. Upon completing its review, the HRRC took the following action:

By CONSENT, the House Rules Review Committee approved the 2018 Report of the APhA House of Delegates as prepared by APhA staff.

3. Recommendations to the APhA House of Delegates

The HRRC reviewed comments received from Delegates, members, leaders and staff via surveys, live discussions and other mechanisms, regarding the activities of the House of Delegates.

- Order of House Rules of Procedure
 - The HRRC has recommended the addition of three new rules for consideration by the House of Delegates. These three rules are explained in more detail under their specific subject header in section 3 of this report.
 - With the proposed addition of three new rules, the HRRC considered the overall order of the existing rules of procedure and proposes a modified order in section 5 of this report.
 - The modified order reflects House of Delegates calendar year of activities beginning with Delegate appointments followed by specific rules related to conducting the House of Delegates followed by committee specific rules.
- Delegate Appointment
 - The HRRC reviewed the process and procedures conducted for communicating and compiling appointments made by delegations. It was noted that there were multiple deadlines for delegate appointments between separate types of delegations.
 - The HRRC has proposed a new rule to the House Rules of Procedure (see section 5, rule 1) to outline the timeframes of respective delegation appointments.
 - The HRRC discussed the importance for delegates to be educated on the topics being discussed by the House of Delegates and that education and feedback activities begin in the August and September timeframe. The APhA-Academy of Student Pharmacists appointment process is separated due to their existing process being finalized in early November.
- Unfilled Delegate Seats
 - The HRRC reviewed the report of unfilled delegate seats prepared by APhA staff. In accordance with APhA Bylaws, staff began tracking the number of unfilled seats in 2014 and staff began enacting procedures for inactivating delegate seats leading up to the 2017 House session. The HRRC, recommends adoption of a proposed new rule (see new rule 2 in section 5 of this report) to define the HRRC's role in reviewing this report annually.
 - The HRRC reviewed the process for confirming delegate appointments by individual delegations and noted the continued need for active delegates. The HRRC reviewed existing APhA Bylaws on this subject and submitted edits for consideration by the APhA Board of Trustees regarding the Speaker ability to appoint individuals into unfilled delegate seats after a certain timeframe once the appointment deadline has passed.
 - Proposed new rule 3, in Section 5 of this report, outlines the Speaker's role in filling unfilled delegate seats with the intent to maintain an active House of Delegates. It was noted during the HRRC's discussions that some Affiliated State Organizations are unable to appoint delegates by the timeframe or not at all, due to staff turnover or lack of resources for staff to manage this activity at the State level.
 - The HRRC developed proposed new rule 3 with the intent to leave the final decision up to the Affiliated State Organization should they be able to appoint

- their own delegates and the Speaker of the House will only assist in appointing delegates in interim nature.
- The HRRC reviewed existing procedures for communications out to Delegations regarding an inactivated delegate seat. The HRRC also reviewed the process for reactivating a delegate seat and recommends that all seats should be eligible for reactivation at any time during the year.
 - The HRRC also discussed the possibility of a mandatory minimum amount of delegate seats and recommends that no minimum exist at this time as long as all seats are able to be reactivated if requested through the proper process.
 - Electronic Voting
 - The HRRC recommends that the electronic keypads continue to be used as the primary method of voting for votes requiring a 2/3 majority during House proceedings. It is also recommended that the Speaker should have the latitude to allow a voice vote in accordance with Robert's Rules of Order and there should not be a mandate to always use electronic keypad voting.
 - The HRRC discussed the concept of using phones to cast votes instead of electronic keypads and does not recommend this practice at this time.
 - Delegate Education
 - The HRRC reviewed feedback on the House webinar sessions and associated Delegate education materials. The HRRC recommends continuation of the webinar schedule used in preparation for the 2018 House session.
 - House of Delegate Materials
 - The HRRC recommends that all Delegate materials continue to be provided electronically unless otherwise requested by a Delegate. A limited number of Delegate materials will be available onsite.
 - Board of Trustee Speeches
 - The HRRC recommends that APhA staff consider other venues during the APhA Annual Meeting and Exposition for speeches from Board of Trustee candidates. The HRRC agreed to keep time allotted for these speeches in the 2019 House of Delegates agenda.
 - The HRRC encourages APhA staff to provide additional opportunities to hear Board of Trustee candidate information including improved use of the meet the candidate's area, video formats, and organized caucus information.
 - Process for Amendment Development During Debate
 - The HRRC reviewed the existing process for developing and submitting an amendment to policy being debated in the House. The HRRC recommends that APhA staff review different options for an electronic format for submitting amendments.
 - The 2019 House sessions will continue to use the paper amendment forms.
 - Block Voting
 - The HRRC reviewed the process, through suspension of House Rules, used to combine multiple items for a single vote and recommends continued usage in order to streamline the work of the House, when applicable.
 - Delegate Caucus Events
 - The HRRC discussed the engagement of delegates in caucus events and encouraged APhA staff to streamline the process and assist in facilitating broader engagement in caucus events.
 - Policy Review Process

- The HRRC reviewed the existing Policy Review Process and noted the growing task for the Policy Review Committee to review policies on a 4-year review cycle due to the growing number of APhA's Adopted Policies. In addition to any newly adopted policies from the most recent House sessions.
- The HRRC discussed the intent that policy is developed to stand the test of time and since all current adopted policy has been reviewed multiple times using the 4-year review cycle, moving to a longer period would reduce the scope of work for the Policy Review Committee while allowing them to focus on the newly adopted policies.
- Section 5 of this report outlines recommended modifications to adjust current House Rule 10 (Proposed House rule 14) to expand the review time period to 10 years and to reduce the increasing amount of work by the Policy Review Committee in a single year.
- New Business Items
 - The HRRC reviewed comments regarding the length and amount of New Business Items. It was suggested to limit the amount of policies that could be submitted through the New Business Item process or per each respective New Business Item.
 - The HRRC recommends using the existing process described in the House Rules of Procedure for submission and review of all New Business Items during the 2019 House sessions. The HRRC did not want to limit the scope of New Business Items beyond what is outlined in existing rules.
- Virtual House
 - Pursuant to recommendations from the 2017-2018 HRRC, the HRRC discussed the potential for virtual House activities and reviewed the existing APhA Bylaws as a first step to ensure the House would be operating in accordance with Bylaws should virtual sessions be conducted.
 - The HRRC noted that Article VI, Section 7, may inhibit the ability for virtual sessions to take place, as it is currently written. The HRRC submitted proposed modifications to Article VI, Section 7, to the APhA Board of Trustees for consideration of amendments to the Bylaws. These amendments will be voted on during the 2019 voting cycle.
 - The APhA Board of Trustees approved the following modifications to Article VI, Section 7 for review and vote by the APhA membership (proposed deletions are ~~struck through~~ and proposed additions are underlined):
 - The House of Delegates shall hold a regular meeting during the Annual Meeting of this ASSOCIATION, this regular meeting to consist of such sessions and to have an order of business as ~~specified in the official program of the Annual Meeting~~ adopted by the House of Delegates. The House may, at the discretion of the Speaker, convene using electronic means prior to the regular meeting outlined herein provided that the Secretary of the House notifies the delegates at least 30 days prior to convening such session. All House of Delegates Rules of Procedure and these Bylaws apply to all House sessions, whether held electronically or in person. The House of Delegates may hold special meetings at the call of the Speaker with the approval of the Board of Trustees, or upon written or electronic petition of a majority of authorized delegates provided that the Secretary of the House notifies the delegates at least 10 days prior to

convening such session. The time and place of Special meetings of the House of Delegates shall may occur electronically or be scheduled in person at a time and location to be established by the Speaker with the approval of the Board of Trustees.

- The HRRC recommends that APhA continues to conduct research into what options may work for APhA to conduct a virtual house session in addition to any potential new rules of procedure.

4. Review of 2019 APhA House of Delegates Activities Schedule

The HRRC reviewed and evaluated the 2019 APhA House of Delegates Schedule and other newly revised Delegate materials. Upon completing its review, the HRRC took the following action:

By CONSENT, the House Rules Review Committee approved the schedule and Delegate materials for the 2019 APhA House of Delegates.

5. Review of the 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 deletions are ~~struck through~~ and proposed additions are underlined.

Rule 1 Delegate Appointment

All delegates, except APhA Membership Organization delegates, shall be appointed no later than June 1st of each year and will continue to function in that role until May 31st of the following year. APhA membership organizations have the flexibility to appoint their delegates based upon their existing processes with a delegate appointment deadline of no later than August 1st or these seats will also be subject to Speaker appointment as described in Rule 2 of the APhA House Rules of Procedure. APhA's student academy delegates must be appointed no later than November 30th.

Rule 2 Unfilled Delegate Seats

Unfilled delegate seats of any delegation as defined by APhA Bylaws Article VI, Section 2, Subsection G, shall become inactive if unfilled during both House sessions for 3 consecutive years. This historical information shall be reported annually to the House Rules Review Committee and the APhA Board of Trustees in addition to being made available to the representative of any delegation being impacted. Delegates shall be notified 60 days prior to the inactivation of delegate seats and may petition the Secretary of the House for reappointment of any inactive seats.

Rule 3 Speaker Appointment of Unfilled Delegate Seats

Per APhA Bylaws Article VI, Section 2-subsection A.i, the Speaker may appoint delegates to unfilled delegate seats of Affiliated State Organizations (ASO). The Speaker will give preference to appointing delegates who served the delegation in previous House sessions. The Speaker must select an individual who resides or works within the state represented by the ASO which they will represent in the House. This process also applies to delegations who have an inactive delegate seat per APhA Bylaws Article VI, Section 2, subsection G. The Speaker will make a reasonable attempt to notify the ASO executive staff of the speaker appointment. In the event the ASO has a preferred individual to serve in the House after the Speaker has made the appointment, then the ASO's choice will take precedence if it is received not less than 30 days prior to the first House session. All individuals appointed under this rule will be seated with their ASO's delegation irrespective of whether the ASO or the Speaker appointed them into the seat.

Rule 41 Delegates and Voting

At the first session of a meeting of the House of Delegates, the Secretary shall report the number of accredited delegates who shall then compose the House of Delegates. Each delegate shall be entitled to one (1) vote. No delegate shall act as proxy of another delegate nor as delegate for more than one (1) association or organization. A member registered as an alternate may, upon proper clearance by the Credentials Committee, be transferred from alternate to delegate at any time during the continuance of business meetings.

Rule 52 Delegate Identification

Each delegate is required to wear a delegate ribbon attached to the convention name badge while seated in a session of the House of Delegates.

Rule 63 Consideration of Committee Reports

The House shall receive and consider the recommendations of each Association Policy Committee on each whole number section of a Policy Committee report during the first session of the APhA House of Delegates at each Association Annual Meeting. The Committee chair will recommend adoption of policy statements and preside over the debate. Action on the report will be governed by Robert's Rules of Order (current edition).

Debate in the first session of the House will be time limited. If the Speaker, the Committee chair or any delegates feel additional debate on the policy statement is warranted, the item may be carried over to an open hearing at which the Policy Reference Committee will preside. The remaining items requiring action will be brought back to the final session of the House of Delegates for action. The Policy Reference Committee may recommend adoption, referral, rejection or amendments to the original Policy Committee report. Action requires a majority vote.

Rule 7 5 Privilege of the Floor

Only delegates may introduce business on the floor of the House of Delegates. Any individual that is duly recognized by the Speaker and/or the House may have the privilege of the floor in order to address the delegates during a session of the House of Delegates. Any individual may present testimony during an open hearing.

Rule 8-6 Nomination and Election of Speaker-elect

The House of Delegates Committee on Nominations shall consist of five delegates including the Chairman and shall be appointed by the Immediate Past (non-incumbent) Speaker of the House of Delegates, and that Committee shall meet preceding the first session of the House of Delegates at the Association Annual Meeting to select candidates for the office of Speaker-elect of the House of Delegates.

Elections for Speaker-elect will occur every even-numbered year. Only two candidates for the office of Speaker-elect of the House of Delegates shall be nominated by the Committee on Nominations, and this report shall be presented at the first session of the House of Delegates. No member of the Committee on Nominations shall be nominated by that Committee. All candidates examined by the Committee shall be notified of the results as soon as possible after the nominees have been selected by the Committee on Nominations.

Nominations may then be made from the floor at the first session of the House of Delegates by any delegate immediately following the presentation of the Report of the Committee on Nominations. Candidates nominated from the floor must submit biographical data to the Secretary of the House not less than 24 hours prior to the start of the final session of the House of Delegates in order to qualify as a candidate.

All candidates must be an APhA Member as defined in Article III, Section 2, of the APhA Bylaws, and a seated delegate in the House of Delegates. Candidates will be introduced at the first session of the House of Delegates and permitted to speak to the House for no more than two (2) minutes. Candidates will then be permitted to address the House for a maximum of three (3) minutes at the second session prior to voting on the candidates by the House. Candidates shall be listed in alphabetical order on the ballot regardless of whether they were slated by the Committee on Nominations or nominated from the floor of the House. A majority vote of delegates present and voting is required for election. If no majority is obtained on the first ballot, a second ballot shall be cast for the two candidates who received the largest vote on the first ballot. If electronic voting mechanisms are available, then the election shall be conducted utilizing the technology, with the results not publicly displayed.

If a vacancy occurs in the office of Speaker, the vacancy process detailed in Article VI, Section 5, of the APhA Bylaws shall be followed.

Rule 9-7 Amendments to Resolutions

All amendments to Policy Committee recommendations or New Business Resolutions shall be submitted in writing to the Secretary on a form provided to Delegates. There are no secondary amendments or “friendly” amendments. The Speaker will rule any Delegates out of order who express a desire to make a secondary amendment or “friendly” amendment.

Rule 10-9 Rules of Order

The procedures of the House of Delegates shall be governed by the latest edition of Robert's Rules of Order provided they are consistent with the APhA Bylaws and the House of Delegates Rules of Procedure.

Rule 11-8 Amendments to House of Delegates Rules

Every proposed amendment of these rules shall be submitted in writing and will require a two-third vote for passage. A motion to suspend the rules shall require an affirmative vote of two-thirds of the total number of delegates present and voting.

Rule 12-11 Grammar/Punctuation Corrections

The House shall allow the APhA Speaker and staff to the APhA House make to grammar and punctuation corrections to adopted House policy immediately after the conclusion of the House session. To ensure that these corrections do not inadvertently change the meaning of the adopted policy statement, the current sitting APhA House Rules Review Committee will review and approve the corrected statements.

Rule 13-4 New Business

Items of New Business are due to the Speaker of the House no later than 30 days before the start of the first House of Delegates session.

An urgent item can be considered, without a suspension of the House rules, if presented to the Speaker, with necessary background information, at least 24 hours prior to the beginning of the first session of the House. Urgent items are defined as matters, which due to the nature of their content must be considered by the House outside of the normal policy processes. The House leadership (Speaker, Speaker-elect [when present], and Secretary) will evaluate submitted urgent items based on the timely and impactful nature of the presented item and determine if the urgent item is to be approved as new business. The House shall then be informed during the first House session of any approved urgent items to be considered by the House. Approved urgent items shall be included with other new business items and discussed during the New Business Open Hearing. Appropriate action will then be recommended by the New Business Review Committee in the same manner as other new business items and acted upon during the second House session. Urgent items denied consideration by House Officers may still be addressed by the House with a suspension of House rules at the House Session where New Business will be acted upon.

Delegates wishing to amend existing APhA policy on topics not covered within the Policy Committee or Policy Review Committee agenda may submit proposed policy statements through the New Business Review Process. Re-statements of existing policy are discouraged.

The New Business Review Committee's report to the House of Delegates shall include one of the following recommended actions for each New Business Item considered:

- (a) Adoption of the New Business Item
- (b) Rejection of the New Business Item
- (c) Referral of the New Business Item
- (d) Adoption of the New Business Item as amended by the committee
- (e) No action

The New Business Review Committee's recommendations will be addressed by the House of Delegates in the following order:

1. New Items submitted by the Policy Review Committee
2. General New Business Items
3. Urgent New Business Items

If the New Business Review Committee recommends no action on a New Business Item, the Speaker of the House shall place the New Business item before the House of Delegates for consideration and action. Each whole-numbered statement within the New Business Item shall be considered separately. Consideration of the New Business Item in its entirety requires suspension of House rules.

Rule 14 ~~10~~ Policy Review Committee

The House shall receive and consider the recommendations of the House Policy Review Committee to archive, rescind, retain, or amend existing policy at each Annual Meeting of the Association. A singular motion to archive, rescind, 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 at the Annual Meeting. Any substantive amendments 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. The Policy Review Committee shall meet annually and review any policy that has (1) not been reviewed or revised in the past 10-4 years; and (2) policy related to statements adopted in the previous-most recent House session; and (3) if applicable, contemporary issues identified by the Speaker.

~~The Speaker may engage the Policy Review Committee to review contemporary issues, where appropriate.~~

Rule 15 ~~12~~ Policy Reference Committee

The House of Delegates Policy Reference Committee shall consist of the chair of the Policy Committee, two members of the Policy Committee, and three or four new members appointed by the Speaker of the House of Delegates. The Policy Reference Committee will hear comments during the First Session of the House of Delegates and the Open Hearing of the Policy Committee at the APhA Annual Meeting and issue the Final Report of the House of Delegates.