



**2018 House of Delegates**  
*Report of the House Rules Review Committee*

**Committee Members**

Pamela Whitmire, Chair

Janet Engle

Kimberly Croley

Mary Klein

Matthew Lacroix

Kathy Petsos

Eric Shalita

*Ex Officio Members*

Michael Hogue, Speaker of the House

2017-2018  
**APhA House Rules Review Committee Report**

The 2017-2018 APhA House Rules Review Committee (HRRC) consists of the following APhA members and long-time Delegates:

**Pamela Whitmire, Chair**  
*Anderson, SC*

**Janet Engle**  
*Chicago, IL*

**Matthew Lacroix**  
*Gorham, ME*

**Kimberly Croley**  
*Corbin, KY*

**Kathy Petsos**  
*Cape Canaveral, FL*

**Mary Klein**  
*Abilene, TX*

**Eric Shalita**  
*Las Vegas, NV*

**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.

**2017-2018 Specific Charges / Work Plan**

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

The HRRC met via conference call on May 3, 2017 and May 22, 2017 and made the following recommendations.

**1. Observation of the 2017 APhA House of Delegates**

Upon completing its review of the proceedings of the 2017 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 2017 APhA House of Delegates. The Committee observed, reviewed, and discussed challenges and opportunities to maximize the efficiency of House operations. One change to the APhA House of Delegates Rules was suggested for consideration by Delegates (see Sections 3 and 5).**

## **2. Review of Policy Adopted by the 2017 APhA House of Delegates**

The HRRC reviewed, from a grammatical and copy-editing perspective, the policy language approved by the 2017 House of Delegates. Upon completing its review, the HRRC took the following action:

**By CONSENT, the House Rules Review Committee approved the 2017 Report of the APhA House of Delegates Report 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.

- 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 discussed the continued need for active delegates, but felt no changes should be made to the Bylaws related to the inactivation of delegate seats due to inactivity.
  - 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 discussed there should be consequence for not filling a reactivated delegate seat during the next meeting and all inactive 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.
- Urgent New Business Items
  - The HRRC reviewed and discussed House Rule 4 (New Business) specifically related to how urgent new business items are addressed by the House. Based on the discussion, the HRRC recommends a change to House Rule 4 (see **Section 5**)
  - The HRRC recommends a modification to how urgent new business items are introduced to the House to allow for a review by the New Business Review Committee concurrent with the regular new business item process.
  - The HRRC also recommends that new business items be addressed in a specific order so that it is clear to delegates where the new business item originated from, be it the Policy Review Committee, the regular new business item process, or the urgent new business item process.

- Policy Review Process
  - The HRRC reviewed the Policy Review Committee's (PRC) procedures and recommended no changes to House rule 10 (Policy Review Committee). The HRRC did discuss how it is confusing when the PRC submits a new business item that restates existing policy.
  - The HRRC recommends the Policy Review Committee continue to explain why an item was submitted as a New Business Item in the PRC report. Additionally, the PRC needs to be clear in a New Business Item submission how the item is related to existing policy to prevent confusion.
- 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 according 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 2017 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 the continuation of speeches from Board of Trustee candidates.
  - 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.
- Introduction of a Consent Agenda
  - The HRRC discussed opportunities to streamline House sessions and recommends the implementation of a Consent Agenda beginning at the 2019 House sessions.
  - In consultation with the APhA Parliamentarian, the HRRC recommends the 2018-2019 HRRC approve the House Schedule of Events to include a Consent Agenda for the first session that addresses the following with a single vote: credential report, adoption of agenda and rules, and approval of the HRRC report.
  - In consultation with the APhA Parliamentarian, the HRRC recommends the 2018-2019 HRRC approve the House Schedule of Events to include a Consent Agenda for the second session that addresses the following with a single vote: credentials report and the agenda and rules.
- Virtual House
  - The HRRC discussed the potential for virtual House activities and recommends APhA conduct research into what options may work for APhA to conduct a virtual house session. The HRRC also recommends that any potential needed rule changes to conduct a virtual house be identified.

#### **4. Review of 2018 APhA House of Delegates Activities Schedule**

The HRRC reviewed and evaluated the 2018 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 2018 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 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. ~~Consideration of urgent items can be done with a suspension of House rules at the House Session where New Business will be acted upon.~~

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.

**By CONSENT, the House Rules Review Committee approves the APhA House of Delegates Rules of Procedure as proposed and recommends these revisions to be effective immediately upon adoption by the House of Delegates.**

This report is presented for approval by the APhA House of Delegates by Pamela Whitmire, Chair of the House Rules Review Committee.