AACP REPORTS

Final Report of the 2010-2011 Bylaws and Policy Development Committee

A. MEMBERSHIP RESOLUTIONS
Resolution #1-5 – Adopted by the AACP House of Delegates. Approving Institutional memberships for Roosevelt University College of Pharmacy, Rosalind Franklin University of Medicine and Science College of Pharmacy, St. Joseph College School of Pharmacy, University of South Florida College of Pharmacy, Western New England University College of Pharmacy.

B. POLICY STATEMENTS
Policy Statement #1 (Source: 2010-11 Standing Committee on Professional Affairs)
AACP supports the efforts of schools and colleges of pharmacy working with health care entities to promote and advocate for the inclusion, reimbursement and sustainability of pharmacist services as a required element of patient-centered care in all settings.

The Bylaws and Policy Development Committee recommends adoption of this resolution.

Policy Statement #2 (Source: 2010-11 Standing Committee on Professional Affairs, amended by 2010-11 BPDC)
AACP supports member schools and colleges in their efforts to invest in the expansion of postgraduate education and training programs that prepare pharmacists to be effective members of patient-centered healthcare teams.

The Bylaws and Policy Development Committee recommends adoption of this resolution as amended.

Policy Statement #3 (Source: 2010-11 Standing Committee on Professional Affairs)
AACP supports the creation of partnerships with other national pharmacy organizations to develop a framework to ensure an educated, trained, and certified pharmacy technician workforce to enable pharmacists to provide medication therapy management and other patient care services.

The Bylaws and Policy Development Committee recommends adoption of this resolution.

Policy Statement #4 (Source: 2010-11 Standing Committee on Professional Affairs, amended by 2010-11 BPDC)
AACP encourages its member institutions to offer course work that develops the management, business, and entrepreneurial skills necessary for pharmacists to succeed as members of patient-centered health care teams.

The Bylaws and Policy Development Committee recommends adoption of this resolution as amended.

C. POLICY RESOLUTION
Policy Resolution #1 – Partnership For Patients (Source: 2010-11 Board of Directors, amended by 2010-11 BPDC)
AACP supports the Partnership for Patients and encourages all member institutions, faculty, preceptors and students to sign the Partnership pledge and participate in the work of the partnership at the local, state and national levels.

The Bylaws and Policy Development Committee recommends adoption of this resolution as amended.

D. POLICY AMENDMENTS
Policy Amendment #1 (Source: 2010-11 BPDC)
AACP supports the inclusion of outcomes related to pharmacist supervision and management of pharmacy technicians in the professional degree program, as well as process analysis skills necessary to optimally integrate pharmacy technicians into pharmacy workflow and services. These outcomes should be addressed in the didactic and experiential components of the curriculum.

The Bylaws and Policy Development Committee recommends adoption of this amendment.

Policy Amendment #2 (Source: 2010-11 BPDC)
AACP supports training and education for pharmacy technicians that include outcomes deemed appropriate by the profession and that are based on sound educational principles.

The Bylaws and Policy Development Committee recommends adoption of this amendment.

Policy Amendment #3 (Source: 2010-11 BPDC)
AACP supports innovative relationships between colleges and schools of pharmacy and pharmacy technician education programs that enhance the quality of the respective educational programs offered by each.

The Bylaws and Policy Development Committee recommends adoption of this amendment.
E. POLICY ARCHIVE

Archive of Current Policy #1 (Source: Recommendation from the 2010-11 Research and Graduate Affairs Committee, AACP Cumulative Policies)

AACP encourages schools of pharmacy to increase funding support for post-Pharm.D. clinical research fellowships, works with other professional pharmacy organizations to increase collaborative funding support of post-Pharm.D. clinical research fellowships, and works with appropriate agencies to provide funding for post-Pharm.D. clinical research fellowships, and degree-granting programs. (Source: Council of Faculties, 1993)

The Bylaws and Policy Development Committee recommends archiving this policy.

F. HOUSE RULES REVISION

The Special Committee on Rules Review sets forth the recommendations and the revision of AACP House Rule of Procedure included in its report (Appendix 1 was distributed to the preliminary report of the Bylaws and Policy Development Committee and is available online).

The Bylaws and Policy Development Committee recommends adoption of these revisions.

UNFINISHED BUSINESS

Tabled actions fall under the purview of the House of Delegates and not the BPDC.

Membership Dues Resolution #1 (Source: AACP Board of Directors as amended by BPDC, tabled in 2010 until 2011 HOD)

WHEREAS, the Bylaws of the American Association of Colleges of Pharmacy, Inc. provide for the House of Delegates to approve membership dues changes;

RESOLVED that the institutional member dues for Associate and Regular Institutional Members be increased $3,000 in Fiscal Year 2013 (July 2012).

Membership Dues Resolution #2 (Source: AACP Board of Directors as amended by BPDC, tabled in 2010 until 2011 HOD)

WHEREAS, the Bylaws of the American Association of Colleges of Pharmacy, Inc. provide for the House of Delegates to approve membership dues changes;

RESOLVED that dues for individual members be reduced to $0 effective with implementation of the Institutional dues increase.

Respectfully submitted,

Committee Members:
Michael Malloy (MCPHS-Worcester), Chair
John A. Pieper (StLCoP), Speaker ex officio
Ed DeSimone (Creighton)
Lisa Deziel-Evans (Nova SE)
Michael Manolakis (Wingate)
Patricia Marken (UMKC)
Susan Meyer (Pittsburgh)
Lucinda Maine (Staff Liaison)

Appendix 1.

Special Committee on Rules Review (SCORR) Recommendations and Rules Changes for Consideration of the House of Delegates of the American Association of Colleges of Pharmacy

House of Delegates Special Committee on Rules Review

During the second session of the 2010 House of Delegates, Speaker John A. Pieper announced the formation of a Special Committee on Rules Review (SCORR) to be chaired by Speaker-elect Cynthia Boyle. The SCORR was asked to embark on a systematic review of policy development, communications about the work of the House of Delegates and the manner in which House business is conducted. They were also asked to make recommendations for changes in procedures and reflect all of their work in revisions, if needed, to House Rules of Procedure.

Specifically, the committee was charged to:

- Evaluate the Resolution/Policy writing process
- Evaluate the communications practices of the HoD
- Evaluate the seating of delegates and credentialing process
- Evaluate the options for electronic voting for the HoD
- Review the current AACP House of Delegates (HoD) Rules of Procedure

To properly address this charge the members of SCORR and Speaker Pieper broke into several working groups and prepared the following recommendations and findings for consideration by the BPDC and HoD.
1. After a review of the Association’s resolution and policy writing procedures, SCORR recommends that AACP HoD:
   - Organize an orientation session for new delegates via conference call or webinar in January/February annually
   - Consider offering an orientation session for all delegates at the Interim Meeting to discuss the policy development process. Re-emphasize the Sunday session for Delegates that the Speaker delivers at the Annual Meeting
   - Review policy development process and generate proposed policies and discuss potential policies at NABP/AACP District meetings
   - Codify policies by letter code, as per AMA, for ease of reference
   - Develop a “model” resolution to be distributed to delegates, based on the sample provided in the 2010 ADEA House of Delegates Manual, as shown below:
     “The present Bylaws of the American Dental Education Association provide that a majority of the members of the Board of Directors constitutes a quorum for the transaction of business. It is believed that the quorum requirements should be increased because it is presently possible for only six individuals to make important decisions affecting the Association. The following resolution is therefore presented for consideration.
     Resolved, that the quorum requirement for the Board of Directors be increased from a majority of the members to two thirds of the members; and be it further Resolved, that Bylaws Chapter IV (Board of Directors), Section E (Quorum), which reads: Section E. Quorum, A majority of the members constitutes a quorum for the transaction of business at regular or special sessions.
     Be amended to read:
     Section E. Quorum. Two thirds of the members constitute a quorum for the transaction of business at regular or special sessions.”
   - Establish an Argus Commission-type group to review the landscape of academic pharmacy for the purpose of identifying new policies. Working Group suggests membership consist of former Speakers of the AACP HoD and others with talents in the policy process
   - Develop an orientation manual for new delegates, similar to the ASP “Capsule” and/or the ADEA House of Delegates Manual. The manual would describe policy development process in explicit detail. Similar to the AMA Policy System document, describe the policy development process in steps

2. After a review of the Association’s HoD communications, SCORR recommends that AACP HoD:
   - Host a webinar for orientation of new delegates in late January
   - Make drafts of key resources available sooner even if final reports (e.g., standing committee reports) won’t be available until closer to the July meeting
   - Consider using password-protected document sharing system for House materials
   - Clarification of the different appointment strategies for delegates used by various schools would be useful (e.g., rotation, alternates’ roles)
   - Continue the conference calls (done in 2010 in June) but schedule them earlier to initiate delegate discussion on key issues

3. After a review of the Association’s credentialing and seating of delegates procedures, SCORR recommends that AACP HoD:
   - Establish a firm deadline for the Delegates of Record roster and do not extend flexibility. This maintains the integrity of the House of Delegates and enhances AACP staff member engagement opportunities with the Delegates at Session. It also allows for electronic systems to have a proper roster of anticipated votes during live sessions.
   - Create an electronic check-in/credentialing process that removes subjectivity from the credentialing process and have credentialing take place inside the HoD meeting space

4. After a review of electronic voting options, SCORR recommends that AACP HoD implement electronic voting for the HoD.

5. After a review of the Association’s House of Delegates Rules of Procedure, SCORR recommends that AACP HoD adopt the attached marked changes (Attachment A).

Finally, SCORR is pleased to report that several of its recommendations were piloted during the 2010-2011 year as gaps were identified during the assessment process. Feedback regarding new communication practices has been positive.

Respectfully submitted,

Cynthia Boyle (Maryland), Speaker-elect of the House of Delegates, Chair
Lawrence “LB” Brown (Tennessee), Parliamentarian of the House of Delegates
Lucinda Maine (AACP), Executive Secretary of the House of Delegates
AACP RULES OF PROCEDURE

According to Article VII Section 5 of the Association’s Bylaws, the House of Delegates shall adopt its own Standing Rules of Procedure. Resource documents on the responsibilities of individual administrative and faculty delegates are available on the AACP House of Delegates Web site.

1. Authority and Process to Adopt or Suspend Rules

The House of Delegates shall adopt its own standing Rules of Procedure under authority of the Bylaws of the AACP (Article VII Section 5).

The latest edition of Robert’s Rules of Order shall govern all points of order not covered by these Rules of Procedure or the Association’s Bylaws (Article XXI).

Rules of Procedure may be adopted by majority vote of the House of Delegates.

A motion to suspend a House Rule requires a two-thirds vote of the delegates present and voting without debate, amendment, or any subsidiary motion.

Rules of Procedure may not be suspended for amendments to the Association’s Bylaws or to the House of Delegates Rules of Procedure.

The Bylaws and Policy Development Committee (BPDC) (Article XVI Section 1.B) serves as the Rules Committee of the House of Delegates. The BPDC will make recommendations for structure and content of the Rules of Procedures in the final report of the committee for consideration at the subsequent House of Delegates.

2. Composition of the House of Delegates

Credentials Committee

At least five Association members will be appointed to the Credentials Committee which will serve until the end of the annual meeting. The Credentials Committee is responsible for seating voting Delegates prior to each session of the House of Delegates. If a delegate is unable to serve in a House of Delegates session, the alternate delegate may be credentialed to serve. No changes to the delegates of record will be allowed after the conclusion of the first session of the House of Delegates. In the absence of the
credentialed delegate or credentialed alternate delegate, the Credentials Committee will declare the voting seat vacant for that session. The Chairperson will report delegate attendance after the Call to Order of each House of Delegates session in order to establish the quorum (Article XXII).

Following the selection process for Delegates, the Credentials Committee shall receive a report from the Executive Vice President naming the Delegates and alternates from each institution. The report shall be delivered prior to the opening of the first session. Then, the Credentials Committee will authorize the seating of the Delegate, or, in their absence, the designated alternate. The Credentials Committee may authorize changes in the Delegate list only upon receipt of authorizing credentials from the institution one week prior to the opening session. No other person shall have the authority to assume the seat of an authorized delegate or authorized alternate delegate. The designated individual, who establishes a record of attendance with the Credentials Committee at the first session, will carry the delegated vote for the entire meeting of the House unless the Credentials Committee approves the change to the other authorized person (under the above procedures) during the meeting of the House.

**Speaker of the House**
The presiding officer of the House of Delegates is the Speaker (Article VII Section 3).

The Speaker will:
- Be responsible for communications with delegates and orientation of new delegates
- Appoint a Credentials Committee and a Credentials Committee Chairperson prior to the annual meeting of the Association.
- Designate the format for Committee and Council Reports to the House of Delegates, with provisions for both majority and minority opinions.
- Conduct House business according to the established Order of Business.
- Establish a reasonable time limit for delegates’ and non-delegates’ presentations to the House of Delegates.
- Rule any delegate attempting to make a “friendly amendment” out of order.

The Speaker will vote in the House of Delegates only in the case of a tie vote (Article VII Section 3).

**Delegates**
The House of Delegates is composed of Regular and Associate Institutional Delegates under the authority of the AACP Bylaws (Article VII Section 1).

The term of office for delegates, alternate delegates, and associate institutional delegates is one year beginning November 1 (Article VII Section 2).

Delegates will be identified by a delegate ribbon attached to their official meeting nametag. Ribbons and nametags are non-transferable.

Only credentialed delegates may vote in the House of Delegates, and each delegate is entitled to one vote.

Delegates are encouraged to engage the faculty and administrators at their school/college in House proceedings. Delegates may vote as instructed by their faculties on specific issues presented to the House but should consider open discussions, debates and amendments which may alter meanings when preparing to vote.

**3. Business of the House of Delegates**
The duties of the House of Delegates are described in Article VI, Section 6 of the AACP Bylaws.

Proposed policy statements may be generated from any source within the Association and should pertain to Association positions, values, and beliefs consistent with the Association’s mission.

Resolutions are statements of proposed actions and include proposals for institutional memberships, Association dues, and bylaws changes. (Article VII Section 6) Proposed policy statements and resolutions must be submitted no later than April 15 and will be routed to the Bylaws and Policy Development Committee (BPDC) for inclusion, as appropriate, in the Preliminary Report of the BPDC. (Article XVI Section 1.B)

Recommendations are formal, written statements from any component of the Association suggesting that another component consider a particular action. Recommendations do not require action by the House of Delegates but are received in reports.
Emerging Business items are those introduced after April 15. Emerging Business items should be submitted to the Secretary of the House no later than 6:00pm on the day prior to the BPDC Open Hearing at the annual meeting of the Association for potential consideration at the final session of the House of Delegates.

The House shall allow the Speaker and Secretary of the House to make corrections for grammar and/or punctuation to adopted policies, resolutions, and new business items after the conclusion of the House session. The current BPDC will review and approve corrected statements to assure that corrections do not inadvertently change the meaning of the adopted policy, resolution, or business item.

4. Gaining the Floor

Delegates will be recognized by the Speaker to gain the floor of the House of Delegates and will be given preference to speak. The Speaker will recognize non-delegate Association members who desire to gain the floor to speak on a topic following debate or discussion of all Delegates present who desire to be recognized.

Guests who are not Association members may be recognized at the discretion of the Speaker.

5. Voting

The House of Delegates will vote to adopt, amend, reject or refer proposed policy statements, resolutions, or other business items by majority vote of delegates present and voting unless otherwise specified in the Association’s Bylaws or these Rules of Procedure.

Voting may be conducted by voice, electronic or written ballot, or by a rising vote.

A voice vote shall be satisfactory to settle issues put to motion before the House (unless specified otherwise) unless the Chair or a voting Delegate has a doubt as to the results, in which case a division of the House may be requested and an electronic or rising vote for yeas and nays shall be used. The resulting count will be recorded in the minutes of the motion.

Motions requesting roll call ballots will be determined by the affirmative vote of a majority of the Delegates present and voting. Roll call votes shall be in alphabetical order by school with the faculty delegate vote to precede the administrative delegate vote.

The presiding officer shall grant a request from a voting Delegate for a secret ballot on any issue upon confirmation by a majority of the voting Delegates present.

On questions arising between meetings of the House, mail or electronic ballots will be authorized by two-thirds affirmative vote of the Board of Directors. Mail ballots to all active members may also be authorized by two-thirds affirmative vote of the House of Delegates to ratify a question or item of business not in conflict with the Bylaws or the Articles of Incorporation.

Voting to amend the Bylaws requires two-thirds majority of those present and voting.

A motion to lay on the table is debatable in the House of Delegates.

6. Reports to the House of Delegates

Reports are included in the Order of Business of the House of Delegates.

Reports to the House from the Committees and Councils shall be in a form designated by the Speaker for presentation to the Delegates in accordance with the Bylaws. A verbal synopsis of the full written report may be extracted at the discretion of the Speaker.

Complete reports will be available to Delegates and will be received by an affirmative vote of the House of Delegates. Reports to the House containing policy statements, resolutions or recommendations shall be acted upon in accordance with Rule 3: Business of the House of Delegates. If the House votes to receive the report as presented, such proposed action shall be referred immediately to the Bylaws and Policy Development Committee. This Committee will prepare the report and recommendations for action by the House at the next available session. Then, the House by a majority vote of the Delegates present and voting, unless otherwise specified in the Bylaws, will accept, reject, or refer appropriate elements of the report (e.g., policy statements) back to the reporting body, the Association or the Association’s Board of Directors.
7. Executive Sessions

The House of Delegates may convene an Executive Session to consider suspension and expulsion of members. (Article III Section 3, Article XVII) For such proceedings, only the credentialed Delegates and officers of the Association may be present.

The Speaker should allow the views of the individual or institutional membership in question to be presented. The individual or institution will be entitled to closing remarks after all delegates have been heard. Executive Session records maintained by the Executive Vice President will be designated for use only within the Association and not for publication, except that the results of the Executive Session may be reported in brief to the reassembled House and in the official minutes of the Association. The final motion shall be decided by a two-thirds majority vote of Delegates present at the Executive Session.

8. Nomination and Election of Speaker

The HOD Nominations Committee shall review and slate two candidates for the office of Speaker of the House of Delegates in even-numbered years. The Committee will review nominations received from Active Individual Members (Article III Section 2A). The Speaker-elect must be an active member of the Association. The Committee will present the report with the slate of nominees at the first session of the House of Delegates. No member of the Nominations Committee shall be nominated for Speaker-elect. All candidates examined by the Committee shall be notified as soon as possible after the nominees have been slated.

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

Candidates will be introduced at the first session of the House of Delegates and each will be permitted to speak for no more than two (2) minutes. Qualified candidates will be allowed for a maximum of three (3) minutes each at the final session of the House of Delegates prior to a secret ballot. Candidates will be listed in alphabetical order on the ballot at the final session. A majority vote of delegates present and voting is required for election. If a majority is not obtained on the first ballot, a second secret ballot shall be cast for the two candidates who received the most votes on the first ballot.

If a vacancy occurs in the office of Speaker, the Speaker-elect will assume the responsibilities as Speaker. If there is not currently a Speaker-elect at the time of the vacancy the Immediate Past Speaker will serve as Speaker to conduct House of Delegates business.

9. Records of the House

The Executive Vice President serves as Secretary, ex officio, of the House of Delegates. The Executive Vice President will maintain the records of the House of Delegates. Business transacted at each House of Delegates meeting will be recorded as minutes and duly retained and published at the discretion of the Board of Directors. The Minutes will be distributed to each Delegate and Alternate Delegate within 90 days after a meeting of the House of Delegates. Delegates will have a maximum of 30 days to comment on the minutes after which they will be deemed approved unless comment is received.

10. Order of Business

The House of Delegates will follow an agenda known as the Order of Business. The House of Delegates may change the Order of Business according to Rule 1.

First Session

Call to Order
Report of the Credentials Committee
Greetings from Other Associations
In Memoriam
Recognition of New Deans and New Faculty
Preliminary Report of the Bylaws and Policy Development Committee
Incoming President’s Remarks
Treasurer’s Report
Report of the American Journal of Pharmaceutical Education Editor
Report of the Accreditation Council for Pharmacy Education
Report of the American Foundation for Pharmaceutical Education
Committee Reports
Reports of the AACP and House of Delegates Nominations Committees and Introduction of Candidates
Adjournment until Final Session
Final Session

Call to Order
Report of the Credentials Committee
Report of Council Chairpersons
Report of the Executive Vice President
Final Report of the Bylaws and Policy Development Committee
Election of Speaker (even numbered years only)
Unfinished Business
Installation of Officers and New Members of the Board of Directors
Adjournment