



A P h A - A S P H O U S E O F D E L E G A T E S R U L E S O F P R O C E D U R E

APhA-ASP HOD RULE 1:

Composition of the APhA-ASP House of Delegates and Voting Privileges

- 1.1 One (1) Chapter Delegate or Alternate Chapter Delegate from the APhA-ASP chapter at each school or college of pharmacy shall serve as the official voting representative of the chapter's membership in the APhA-ASP House of Delegates.
 - a. Each chapter shall elect or appoint one Chapter Delegate and one Alternate Chapter Delegate.
 - b. Each Chapter Delegate or Alternate Chapter Delegate shall complete the official Annual Meeting Delegate Credentials Form. The form shall be completed and submitted thirty (30) days in advance of the Annual Meeting dates or presented to the APhA-ASP Credentials Committee in person prior to the beginning of the First Session of the APhA-ASP House of Delegates.
 - c. Only the properly authorized Chapter Delegate or Alternate Chapter Delegate shall be entitled to one (1) vote on behalf of the APhA-ASP chapter of which he or she is a member. The Chapter Delegate or Alternate Chapter Delegate must be present at the APhA-ASP House of Delegates Session in which voting is held. No proxy voting shall be allowed.
- 1.2 Each member of the APhA-ASP National Executive Committee, with the exception of the APhA-ASP Speaker of the House, shall have a seat in the APhA-ASP House of Delegates and be entitled to one (1) vote.
- 1.3 One (1) student pharmacist representative from each of the following pharmacy organizations will be invited to participate as observers to the APhA-ASP House of Delegates: Academy of Managed Care Pharmacy (AMCP), American Society of Consultant Pharmacists (ASCP), American Society of Health Systems Pharmacists (ASHP), International Pharmaceutical Students' Federation (IPSF), National Community Pharmacists Association (NCPA), and the National Pharmaceutical Association Student National Pharmaceutical Association (NPhA-SNPhA).
- 1.4 Other pharmacy and non-pharmacy health professional student organizations may petition the APhA-ASP House of Delegates directly for an observer seat. Petitions should be submitted to the Speaker of the APhA-ASP House of Delegates and will be considered by the House as new business.
- 1.5 Observer members of the APhA-ASP House of Delegates may voice their opinions on issues brought before the House. Observer members shall not have voting privileges or submit items of new business.
- 1.6 Prior to the First Session of the APhA-ASP House of Delegates, the APhA-ASP National President shall appoint a Credentials Committee consisting of the Secretary of the APhA-ASP House of Delegates and a minimum of three (3) APhA-ASP members to review and verify all Annual Meeting Delegate Credentials Forms and make recommendations to the APhA-ASP Speaker of the House as to the eligibility of prospective Chapter Delegates, Alternate Chapter Delegates or House observers, who for any reason, have not submitted the official Annual Meeting Delegate Credentials Form.
- 1.7 Chapter Delegates and Alternate Chapter Delegates arriving after the First Session of the APhA-ASP House of Delegates commences shall submit an Annual Meeting Delegate Credentials Form to the Secretary of the APhA-ASP House of Delegates if one has not been previously submitted. The APhA-ASP Credentials Committee shall then recommend action regarding eligibility to the APhA-ASP Speaker of the House. Should the recommendation be unanimous, the APhA-ASP Speaker of the House shall act according to the wishes of the Committee. If full

agreement on the eligibility cannot be reached by the Committee, the APhA-ASP Speaker of the House shall make the final decision as to whether the prospective Chapter Delegate or Alternate Chapter Delegate shall be seated. Until the APhA-ASP Speaker of the House has officially ruled on the eligibility of the Chapter Delegate or Alternate Chapter Delegate in question, he or she may participate in deliberations, but shall have no voting privilege.

- 1.8 Should an Annual Meeting Delegate Credentials Form be lost or misplaced by the Chapter Delegate or Alternate Chapter Delegate, he or she may be seated if verbal or written evidence is provided that he or she is a member in good standing of the Academy of Student Pharmacists of the American Pharmacists Association, and that he or she has been authorized to vote on behalf of the chapter. This verification and authorization must be provided by the Chapter President, Chapter Advisor, or Dean from the school or college of pharmacy in which the Chapter Delegate or Alternate Chapter Delegate is enrolled.
- 1.9 Invited pharmacy and non-pharmacy health professional student organizations sending an observer to the APhA-ASP House of Delegates shall complete the official Annual Meeting Observer Credentials Form. The original copy shall be submitted to APhA headquarters at least thirty (30) days in advance of the Annual Meeting dates or presented to the APhA-ASP Credentials Committee in person prior to the beginning of the First Session of the APhA-ASP House of Delegates.

**APhA-ASP HOD RULE 2:
Consideration of Resolutions**

- 2.1 The APhA-ASP National Executive Committee shall appoint, no later than the APhA-ASP Opening Session at the APhA Annual Meeting, a Reference Committee consisting of the APhA-ASP Speaker of the House as Chair and the eight (8) Regional Members-at-large.
- 2.2 The APhA-ASP Reference Committee shall hold an open session at a time and place announced in the official Annual Meeting program at which all APhA-ASP members and other interested persons may testify to the Committee in support of or in opposition to proposed resolutions.
- 2.3 Upon completion of testimony at a time determined by the Chair, the APhA-ASP Reference Committee shall meet in closed session to prepare its final report to the APhA-ASP House of Delegates. The report shall include one of the following recommended actions for each resolution considered:
 - a. Adoption of the resolution.
 - b. Rejection of the resolution.
 - c. Referral of the resolution to the APhA-ASP National Executive Committee.
 - d. Adoption of the resolution as amended by the Committee.
- 2.4 The APhA-ASP Reference Committee shall present its final report during the First Session of the APhA-ASP House of Delegates.
- 2.5 If the Reference Committee fails or refuses to recommend action on a resolution, the APhA-ASP Speaker of the House shall, without debate, put the question of adoption of the resolution before the APhA-ASP House of Delegates.

- 2.6 The APhA-ASP House of Delegates will consider the recommendation brought forth by the Reference Committee as follows:
- a. Reference Committee recommends adoption of the resolution:
 1. A motion to amend or refer the resolution will be in order.
 2. If the House supports the recommendation to adopt the resolution, then the resolution passes and will be forwarded to the APhA-ASP Policy Standing Committee.
 3. If the House opposes the recommendation to adopt the resolution, then the resolution is defeated, and no further action is taken.
 - b. Reference Committee recommends rejection of the resolution:
 1. If the House supports the recommendation to reject the resolution, then the resolution is defeated, and no further action is taken.
 2. If the House opposes the recommendation to reject the resolution, then a motion to adopt the resolution will be considered. A motion to amend or refer the resolution 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 under consideration.
 - c. Reference Committee recommends referral of the resolution to the APhA-ASP National Executive Committee:
 1. If the House supports the recommendation to refer the resolution, then the resolution is referred to the APhA-ASP National Executive Committee for further action.
 2. If the House opposes the recommendation to refer the resolution, then a motion to adopt the resolution will be considered. A motion to amend or refer the resolution 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 under consideration.
 - d. Reference Committee recommends adoption of the resolution as amended by the Committee:
 1. A motion to amend or refer the resolution will be in order.
 2. If the House supports the recommendation to adopt the resolution as amended, then the resolution passes and will be forwarded to the APhA-ASP Policy Standing Committee.
 3. If the House opposes the recommendation to adopt the resolution as amended, then the recommendation is defeated, and a motion to adopt the original wording of the resolution will be considered.
- 2.7 No resolution may be amended by the APhA-ASP House of Delegates unless the rules of the House are suspended for that purpose. Such suspension shall require a two thirds (2/3) vote and the amendment procedure shall be as follows:
- a. Any matter to be presented as an amendment shall be presented to the APhA-ASP Speaker of the House, Secretary of the APhA-ASP House of Delegates, or a member of the APhA Student Development Staff on an official amendment form.

- b. Delegates may move to suspend House rules for the purpose of an amendment. Once the House has had an opportunity to hear the proposed amendment, a second will then be required to consider the motion. If the motion receives a second, the proposing Delegate will be granted the floor to briefly state his/her reasoning for the proposed amendment. After comments from the proposing Delegate, the House shall vote on the motion to suspend House rules for the purpose of considering the amendment.
- c. Delegates may move to consider a secondary amendment. Once the House has had an opportunity to hear the proposed secondary amendment, a second will then be required to consider the motion. If the motion receives a second, the proposing Delegate will be granted the floor to briefly state his/her reasoning for the proposed secondary amendment. After comments from the proposing Delegate, the House shall vote on the motion to consider the secondary amendment. A majority vote shall be required to consider the secondary amendment.

**APhA-ASP HOD RULE 3:
New Business**

- 3.1 All items of new business must be submitted by a member of APhA-ASP.
- 3.2 Any matter to be presented as new business shall be presented to the APhA-ASP Speaker of the House, Secretary of the APhA-ASP House of Delegates, or a member of the APhA Student Development Staff in writing not less than forty-eight (48) hours before the scheduled convening of the session in which new business is on the agenda. If any subject matter will include offering of a motion, the writing shall include the motion to be offered.
- 3.3 The APhA-ASP National Executive Committee shall appoint, no later than the APhA-ASP Opening Session at the APhA Annual Meeting, a New Business Review Committee consisting of a chair and a representative from each of the eight (8) APhA-ASP Regions.
- 3.4 The New Business Review Committee shall hold an open session at a time and place announced in the official Annual Meeting program at which all APhA-ASP members and other interested persons may testify to the Committee in support of or in opposition to proposed new business.
- 3.5 Upon completion of testimony at a time determined by the Chair, the Committee shall meet in closed session to prepare its final report to the APhA-ASP House of Delegates. The report 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 to the APhA-ASP National Executive Committee.
 - d. Adoption of the new business item as amended by the Committee.
- 3.6 The Committee shall present its final report during the Final Session of the APhA-ASP House of Delegates.
- 3.7 If the New Business Review Committee fails or refuses to recommend action on a new business item, the APhA-ASP Speaker of the House shall, without debate, put the question of adoption of the item before the APhA-ASP House of Delegates.

3.8 The APhA-ASP House of Delegates will consider the recommendation brought forth by the New Business Review Committee as follows:

- a. New Business Review Committee recommends adoption of the new business item:
 1. A motion to amend or refer the new business item will be in order.
 2. If the House supports the recommendation to adopt the new business item, then the new business item passes and will be forwarded to the APhA-ASP Policy Standing Committee.
 3. If the House opposes the recommendation to adopt the new business item, then the new business item is defeated, and no further action is taken.
- b. New Business Review Committee recommends rejection of the new business item:
 1. If the House supports the recommendation to reject the new business item, then the new business item is defeated, and no further action is taken.
 2. If the House opposes the recommendation to reject the new business item, then a motion to adopt the new business item will be considered. A motion to amend or refer the new business item will be in order only after the House has opposed the New Business Review Committee's recommendation to reject the new business item and a motion to adopt the new business item is under consideration.
- c. New Business Review Committee recommends referral of the new business item to the APhA-ASP National Executive Committee:
 1. If the House supports the recommendation to refer the new business item, then the new business item is referred to the APhA-ASP National Executive Committee for further action.
 2. If the House opposes the recommendation to refer the new business item, then a motion to adopt the new business item will be considered. A motion to amend or refer the new business item will be in order only after the House has opposed the New Business Review Committee's recommendation to refer the new business item and a motion to adopt the new business item is under consideration.
- d. New Business Review Committee recommends adoption of the new business item as amended by the Committee:
 1. A motion to amend or refer the new business item will be in order.
 2. If the House supports the recommendation to adopt the new business item as amended, then the new business item passes and will be forwarded to the APhA-ASP Policy Standing Committee.
 3. If the House opposes the recommendation to adopt the new business item as amended, then the recommendation is defeated, and a motion to adopt the original wording of the new business item will be considered.

- 3.9 No new business item may be amended by the APhA-ASP House of Delegates unless the rules of the House are suspended for that purpose. Such suspension shall require a two thirds (2/3) vote and the amendment procedure shall be as follows:
- a. Any matter to be presented as an amendment shall be presented to the APhA-ASP Speaker of the House, Secretary of the APhA-ASP House of Delegates, or a member of the APhA Student Development Staff on an official amendment form.
 - b. Delegates may move to suspend House rules for the purpose of an amendment. Once the House has had an opportunity to hear the proposed amendment, a second will then be required to consider the motion. If the motion receives a second, the proposing Delegate will be granted the floor to briefly state his/her reasoning for the proposed amendment. After comments from the proposing Delegate, the House shall vote on the motion to suspend House rules for the purpose of considering the amendment.

**APhA-ASP HOD RULE 4:
Annual Meeting Election Procedure**

- 4.1 All candidates for offices to be filled at the Annual Meeting shall fulfill the responsibilities delineated in the "Regulations and Procedures for APhA-ASP National Officer Elections" as established by the APhA-ASP National Executive Committee.
- 4.2 The APhA-ASP National President shall appoint, no later than the APhA-ASP Opening Session at the APhA Annual Meeting, a Nominating Committee consisting of a chair and a representative from each of the eight (8) APhA-ASP regions. All must be members of APhA. The APhA-ASP Nominating Committee may slate two (2) candidates for the office of APhA-ASP National President-elect and two (2) candidates for the office of APhA-ASP Speaker of the House. For the two (2) APhA-ASP National Member-at-large positions, the Nominating Committee may slate a total of four (4) candidates. An informal announcement of the slate may be made at any time after the Committee's selection of candidates.
- 4.3 The Nominating Committee is bound by the "Regulations and Procedures for APhA-ASP National Officer Elections."
- 4.4 The Report of the Nominating Committee and nominations from the floor for each office shall occur prior to the election for the first office.
- 4.5 The APhA-ASP Nominating Committee shall report its slate separately for each office. Following the Report of the Committee, nominations for that same office may be made from the floor. Only those candidates who have fulfilled the responsibilities delineated in the "Regulations and Procedures for APhA-ASP National Officer Elections" may be nominated. Nominations shall require a second. If a nomination is seconded, a majority vote shall be required for the candidate to be placed on the ballot. Candidates who are placed on the ballot for any office shall not be eligible for nomination from the floor in subsequent nominations for other offices.
- 4.6 In the case that there is no candidate eligible for election, the APhA-ASP National Executive Committee shall select at least one (1) member, and no more than two (2) members, to be placed on the ballot for that office. First consideration shall be given to candidates who have fulfilled the responsibilities delineated in the "Regulations and Procedures for APhA-ASP National Officer Elections." The candidate(s) nominated for the office by the APhA-ASP National Executive Committee shall then be elected by the Delegates.
- 4.7 After nominations for all offices have been closed, elections for each office shall be held separately. Each candidate for the office undergoing election shall be allowed four (4) minutes in which he or she may address the APhA-ASP House of Delegates in support of his or her candidacy. Time shall be calculated from the moment the candidate begins his or her presentation. Candidates shall be granted the privilege of the podium in alphabetical order by slate and then by the same order as placed on the ballot.

- 4.8 Voting shall be by written or electronic ballot, and the results of each election shall be disclosed at the end of elections for all offices.
- 4.9 A majority vote shall be required for election as APhA-ASP National President-elect and APhA-ASP Speaker of the House. Should no candidate for APhA-ASP National President-elect or APhA-ASP Speaker of the House receive a majority vote on the first ballot, the following procedure shall be followed:
- a. The name of the candidate with the least number of votes or in the case of a tie, the names of candidates tied with the least number of votes on the first ballot shall be omitted from a second ballot. However, if dropping the lowest vote recipient(s) would result in the remaining candidate(s) being elected by default, the lowest vote recipient(s) would not be dropped. The same procedure shall be followed if a third ballot is required.
 - b. If voting on a third ballot does not result in the election of an APhA-ASP National President-elect or APhA-ASP Speaker of the House, the election shall be decided by a plurality vote on that ballot. In the case of a tie, the APhA-ASP Speaker of the House shall cast the deciding vote.
- 4.10 A majority vote shall be required for election as an APhA-ASP National Member-at-large. If no two candidates receive a majority vote on the first ballot, the following procedure shall be followed:
- a. If one (1) candidate has received a majority, that candidate shall be declared elected. Names of candidates who were not elected on the first ballot shall remain on a second ballot, except as stipulated in 4.10.b.
 - b. The name of the candidate with the least number of votes or in the case of a tie, the names of candidates tied with the least number of votes on the first ballot shall be omitted from a second ballot. However, if dropping the lowest vote recipient(s) would result in the remaining candidate(s) being elected by default, the lowest vote recipient(s) would not be dropped. The same procedure shall be followed if a third ballot is required.
 - c. If voting on a third ballot does not result in the election of the required number of APhA-ASP National Member-at-large, the election shall be decided by a plurality vote on that ballot, and in the case of a tie, the APhA-ASP Speaker of the House shall cast the deciding vote.
- 4.11 In the event that any elected office is vacated, the APhA-ASP National Executive Committee shall appoint a replacement for that office for the remainder of the term. First consideration will be given to candidates who have fulfilled the responsibilities delineated in the "Regulations and Procedures for APhA-ASP National Officer Elections."

**APhA-ASP HOD RULE 5:
Voting Procedure and Rules of Order**

- 5.1 With the exception of voting by ballot for officers as outlined in Rule 4.8, voting in the APhA-ASP House of Delegates shall be by voice.
- 5.2 If the result of a voice vote is uncertain, or if a division of the House is called for, a standing, show of hands, or written or electronic ballot vote will be taken. If the results are not conclusive, the vote will be retaken and a count made. The Secretary of the APhA-ASP House of Delegates shall record the vote and the results will be announced by the APhA-ASP Speaker of the House.
- 5.3 A motion for a roll call vote shall be ruled out of order by the APhA-ASP Speaker of the House.

- 5.4 The procedures of the APhA-ASP House of Delegates shall be governed by the latest edition of Robert’s Rules of Order Newly Revised unless they are inconsistent with the APhA Bylaws or APhA-ASP House of Delegates Rules of Procedure.

**APhA-ASP HOD RULE 6:
APhA-ASP Resolution Review Process**

- 6.1 The charge for the APhA-ASP Policy Standing Committee during its annual review of Academy resolutions shall be as follows:
- a. The Committee shall review each resolution to ensure that they are assigned to the appropriate policy topic heading and date of adoption.
 - b. The Committee shall review each policy topic heading and may incorporate new policy topic headings, change policy topic headings, or remove policy topic headings at its discretion to ensure that the APhA-ASP Adopted Resolutions reflect contemporary terminology and that all resolutions are presented in a logical and comprehensive manner.
 - c. The Committee shall review each resolution and may make appropriate amendments to the resolutions to ensure that:
 1. Each resolution reflects contemporary terminology.
 2. Each resolution is grammatically correct.
 3. Each resolution in “Active” status is representative of the Academy and requires ongoing action or demonstrates ongoing Academy support.
 4. Each resolution in “Inactive” status is representative of the Academy, but no longer requires action.
 5. Each resolution in “Archived” status is no longer representative of the Academy.
 - d. Following the APhA-ASP House of Delegates, the Committee shall review the report of the APhA-ASP House of Delegates to ensure that all active and inactive resolutions do not conflict with any newly-adopted resolutions. If a conflict exists, the most recent resolution will remain active and the conflicting resolution may be amended by the Committee to reflect a position that is supportive of the most recent resolution or be placed in archived status.
 - e. All changes to APhA-ASP Adopted Resolutions must be approved by the House. The Committee shall highlight all proposed changes in the book of APhA-ASP Adopted Resolutions which will be available prior to the Midyear Regional Meetings. The Committee shall make a singular motion to adopt all changes to the book of APhA-ASP Adopted Resolutions, and limited debate shall be in order. Motions to amend the book of APhA-ASP Adopted Resolutions shall require a suspension of House rules. Such suspension shall require a two thirds (2/3) majority vote.

**APhA-ASP HOD RULE 7:
Adoption or Amendment of APhA-ASP House of Delegates Rules of Procedure**

- 7.1 The procedure for adopting or amending these rules will be as follows:
- a. Any suggested amendments or adoption of new rules must be approved by the APhA Board of Trustees.
 - b. The APhA-ASP National Executive Committee or any APhA-ASP Chapter Delegate or Alternate Chapter Delegate can recommend an amendment or adoption of a new rule to the APhA-ASP House of Delegates.
 - c. Upon approval of an amendment or new rule by the APhA Board of Trustees, the APhA-ASP House of Delegates can approve the amendment or new rule by a two thirds (2/3) vote. If the wording of the amendment or new rule is unchanged from the wording approved by the APhA Board of Trustees, the approved amendment or new rule will be adopted immediately.
 - d. If the wording of an amendment or new rule is changed by the APhA-ASP House of Delegates after approval by the APhA Board of Trustees, the amendment or new rule must be resubmitted to the Board. The procedure for approval and adoption will be as stated in 7.1.c.