

House Rules Review Committee Open Forum

Melissa Duke
Speaker-Elect, APhA House of Delegates

Tim Tucker
Chair, 2020-21 APhA House Rules Review Committee

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Webinar Information

- Dial-in and use access code and audio pin on your control panel to limit audio issues and background noise during the webinar
- Submit your comments/questions during the webinar using the chat box on your control panel or email HOD@aphanet.org
- Select “raise hand” button to request to speak and you will be recognized by the moderator as time permits
- Note: all comments/questions will be shared on the HOD webpage as background information for Delegates
- This webinar is being recorded for future access on the House of Delegates webpage, www.pharmacist.com/apha-house-delegates

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Webinar Information

- Webinar scheduled for 60 minutes
 - 10 minutes for overview
 - 30 minutes for discussion of content
 - 20 minutes for questions/general information
- Moderators will clarify issues, but will not engage in debate

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House Rules Review Committee

Tim Tucker, Chair
Huntingdon, TN

Brooke Clark
Tempe, AZ

Jennifer Adams
Meridian, ID

Evan Colmenares
Durham, NC

Alison Knutson
Eagan, MN

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Current House Rules

House Rules of Procedure

- Online PDF version:
 - https://media.pharmacist.com/HOD/18512+-+HOD+Policy+and+Procedures+Manual+2020_online.pdf

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Nov. 6 Special Session - House of Delegates

Consideration of HRRC report during House session

- HRRC Chair presents the report
- Single vote cast by Delegates to pass complete report or suggested items are pulled from the full report
- Any items pulled from the full report are debated and voted upon separately

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HRRC Recommendations

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Reviewed all 15 rules

- Amendments recommended for 12 rules
- A 16th rule is proposed
- 3 rules to remain unchanged
 - ❑ Rules 7, 10, 11

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House Rules Review Committee – Amend

Recommend to AMEND – Rule 1 – Delegate Appointment

All delegates, except APhA Membership Organization delegates, shall be appointed no later than June 1 of each year and will continue to function in that role until May 31 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 1 or these seats will also be subject to Speaker appointment as described in Rule ~~23~~ of the APhA House Rules of Procedure. APhA's student Academy delegates must be appointed no later than November 30.

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House Rules Review Committee – Amend

Recommend to AMEND – 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 in-person Annual Meeting and virtual ~~both~~ House sessions for 3 consecutive House cycles (March – March) ~~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. The Speaker may issue exceptions to this rule in response to extenuating circumstances in consultation with the House Rules Review Committee. ~~Delegates~~ Delegation Coordinators 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.

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House Rules Review Committee – Amend

Recommend to AMEND – 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 and for 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 ~~any~~ **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.

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House Rules Review Committee – Amend

Recommend to AMEND – Rule 4 – Delegates and Voting

At ~~the first~~ **each** session of ~~a meeting of~~ the House of Delegates, the Secretary shall report the number of ~~accredited~~ **authorized** 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. **During in-person House sessions,** a member registered as an alternate may, upon proper clearance by the **Secretary of the House Credentials Committee,** be transferred from alternate to delegate at any time during the continuance of business. **meetings. During virtual House sessions, a member registered as an alternate may, upon proper clearance by the Secretary of the House, be transferred from alternate to delegate if the request is provided at least 24 hours prior to the scheduled virtual session meeting time. Only authorized Delegates shall have access to voting technology during House sessions.**

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House Rules Review Committee – Amend

Recommend to AMEND – Rule 5 – Delegate Identification

Each delegate is required to wear a delegate ribbon attached to the convention name badge while seated in ~~a~~ an in-person session of the House of Delegates. Only authorized delegates will receive access to the virtual platform to vote during virtual House sessions and must display their first and last name within the virtual platform. Any APhA member will be allowed access to observe any House session, in-person or virtual.

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House Rules Review Committee – Amend

Recommend to AMEND – Rule 6 – Consideration of Committee Reports

The order for consideration of Committee Reports and recommendations in any House of Delegates session agenda shall be determined by the Speaker in consultation with the Secretary of the House. The House shall receive any Committee Reports prior to Committee Open Forums or Webinars and any session where debate on a Committee Report would occur. The Policy Reference Committee and New Business Review Committee shall consider Delegate input received through open forums, webinars, and other communication means and will develop recommendations for consideration by the House on each whole numbered statement or recommendation, 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. During House sessions, the Committee chair will recommend adoption of policy statements and recommendations and preside over the debate. Action on the report will be governed by Robert’s Rules of Order (current edition).

Debate in any the first session of the House may will be time limited, as designated by the Speaker. 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 or a future session of the House, at which the Policy Reference Committee will preside. The remaining items requiring action will be brought back for final consideration at the next House session as “Unfinished Business”. 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.

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House Rules Review Committee – Amend

Recommend to AMEND – Rule 8 – Nomination and Election of Speaker-Elect

The House of Delegates Committee on Nominations shall consist of five delegates, including the Chair, and shall be appointed by the Immediate Past (nonincumbent) Speaker of the House of Delegates, and that Committee shall meet preceding the House session at which election-related activities shall occur, ~~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 prior to the House session at which election-related activities shall occur ~~at the first session of the House of Delegates~~.

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House Rules Review Committee – Amend

Recommend to AMEND – Rule 8 – Nomination and Election of Speaker-Elect

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 must have been interviewed by the House of Delegates Committee on Nominations to be eligible to be nominated from the floor ~~must submit biographical data to the Secretary of the House not less than 24 hours after the announcements of the slate, prior to the start of the final session of the House of Delegates in order to qualify as a candidate.~~

During in-person House sessions, 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 following announcements of the slate of candidates. Candidates will then be permitted to address the House for a maximum of three (3) minutes at the House session at which election-related activities shall occur, ~~second session prior to voting on the candidates by the House~~.

During extenuating circumstances where a vote for Speaker-elect cannot occur during an in-person House session, the Speaker and Secretary of the House, in consultation with the House Rules Review Committee, may recommend alternative methods to collect vote tallies.

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House Rules Review Committee – Amend

Recommend to AMEND – Rule 9 – Amendments to Resolutions

All amendments to Policy Committee recommendations or New Business Item Statements Resolutions shall be submitted in writing, handwritten or provided electronically, to the Secretary through a designated process confirmed by the Speaker for each House session, ~~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.

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House Rules Review Committee – Amend

Recommend to AMEND – Rule 12 – Grammar/Punctuation Corrections

The House shall allow the APhA Speaker and staff to the APhA House to make grammar and punctuation corrections to adopted House policy immediately after the conclusion of ~~the~~ any 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.

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House Rules Review Committee – Amend

Recommend to AMEND – Rule 13 – New Business

The New Business Review Committee shall consist of 7 delegates, including the Chair, and are appointed by the Speaker. The Committee members should be present for open forum sessions held in-person or virtually. After reviewing feedback provided from APhA members, the Committee will meet in executive session to develop recommendations on assigned New Business Items.

New Business Items are due to the Speaker of the House no later than 30 days before the start of ~~any the first~~ House ~~of Delegates~~ session where regular action on New Business items (not urgent items) are scheduled to take place.

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~~ any House session.

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House Rules Review Committee – Amend

Recommend to AMEND – Rule 13 – New Business

The House shall then be informed ~~during the first House session~~ of any approved urgent items to be considered by the House as soon as is possible by the Speaker. Approved urgent items shall be ~~included~~ considered with other New Business Items and discussed during the New Business Open Hearing if one is scheduled to take place. 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~~.

Restatements of existing policy are discouraged and should be included only as background information.

New Business Items can be considered at a virtual session of the House of Delegates at the discretion of the Speaker, in accordance with these rules of procedure. Debate on new business items in a virtual session will be time limited. At the Speaker's discretion, proposed New Business items may be referred to the next session of the House for further deliberation.

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House Rules Review Committee – Amend

Recommend to AMEND – Rule 14 – Policy Review Committee

The Policy Review Committee shall consist of 7-10 delegates, including the Chair, and are appointed by the Speaker. The Committee members should be present for open forum sessions held in-person or virtually.

The House shall receive and consider the recommendations of the House Policy Review Committee to archive, rescind, retain, or amend existing policy ~~at each Association Annual Meeting.~~ 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.~~

If the Policy Review Committee Report is considered in a Virtual House of Delegates session the debate will be time limited. At the Speaker's discretion recommendations of the Policy Review Committee may be referred to the House of Delegates session for further deliberation.

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House Rules Review Committee – Amend

Recommend to AMEND – Rule 15 – Policy Reference Committee

The House of Delegates Policy Reference Committee shall consist of the chair of the Policy Committee, two ~~to three~~ members of the Policy Committee, and three or four new members appointed by the Speaker of the House ~~of Delegates.~~ Members of the Committee must be delegates and should be present for open forum sessions held in-person or virtually. The Policy Reference Committee ~~shall consider Delegate comments received through open forums, webinars, and other communication means and meet in executive session to~~ will hear comments during the first session of the House of Delegates and the Open Hearing of the Policy Committee at the Association Annual Meeting and issue their report and recommendations prior to the House session where those recommendations would be considered by the House. ~~Final Report of the House of Delegates.~~

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House Rules Review Committee - Amend

Recommend to Amend rules 1, 2, 3, 4, 5, 6, 8, 9, 12, 13, 14, 15

Time for Discussion

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House Rules Review Committee – Adopt

Recommend to ADOPT – Rule 16 – Virtual House of Delegates

As defined by APhA Bylaws Article VI, Section 7, the House of Delegates, at the discretion of the Speaker, may conduct electronic meetings prior to the regular meeting of the House, in accordance with these House Rules of Procedure. The Secretary of the House must notify Delegates at least 30 days prior to any virtual session.

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House Rules Review Committee – **Adopt**

Recommend to ADOPT – Rule 16 – Virtual House of Delegates

As defined by APhA Bylaws Article VI, Section 7, the House of Delegates, at the discretion of the Speaker, may conduct electronic meetings prior to the regular meeting of the House, in accordance with these House Rules of Procedure. The Secretary of the House must notify Delegates at least 30 days prior to any virtual session.

Time for Discussion

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House Rules Review Committee – **Report**

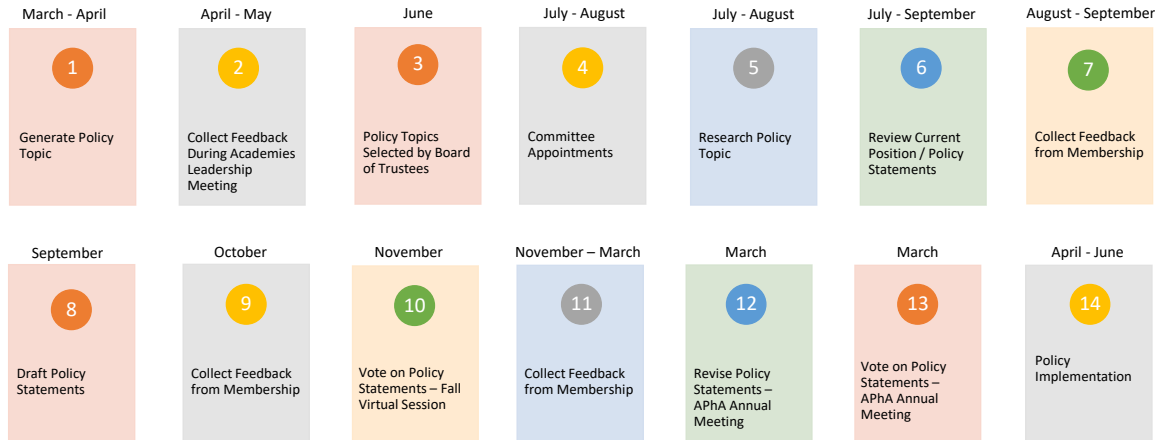
Overall Discussion

- **Amend**
 - 12 rules
- **Adopt**
 - 1 rule
- **Unchanged**
 - 3 rules
 - Rules 7, 10, 11

Time for Discussion

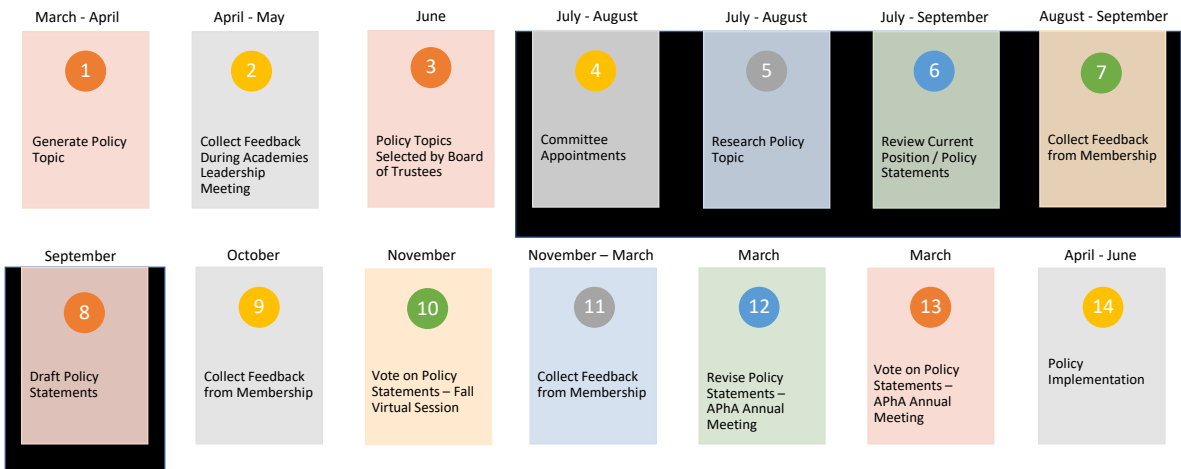
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Proposed Modified Policy Development Process



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Proposed Modified Policy Development Process



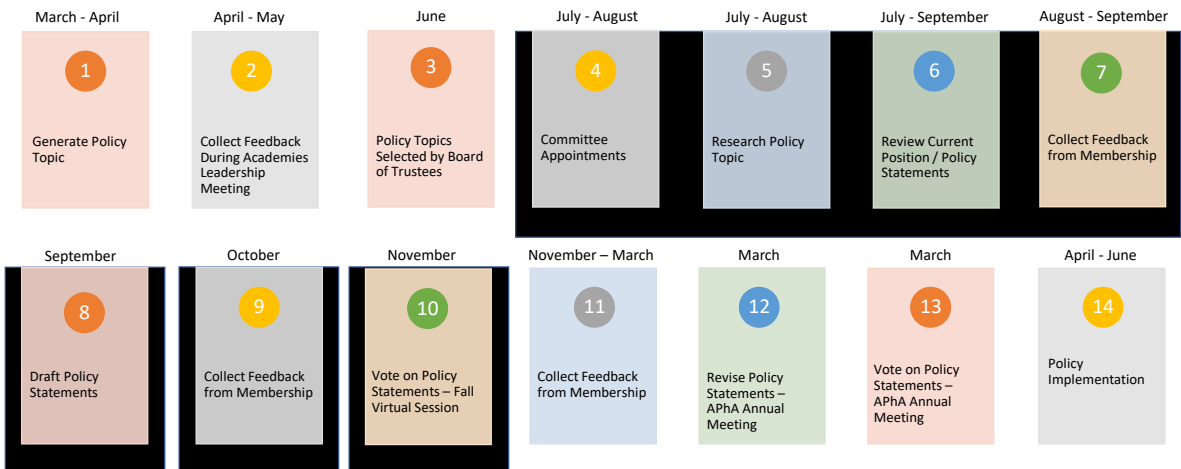
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Proposed Modified Policy Development Process



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Proposed Modified Policy Development Process



Time for Discussion

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House-keeping & Next Steps

Reminder: Sign-up as a delegate if you have not already done so!

- **Contact your state pharmacy association, APhA Academy, or affiliated organization.**

Friday, November 6, 2020 Special Session of the House

- www.aphameeting.org
- **1:00pm – 4:00pm ET**
- **Two open forums conducted on Oct. 22 and Oct 28 to review items being acted upon during the special session**
 - House Rules Review Committee Recommendations
 - Policy Review Committee Recommendations
- **Multiple Webinar Technology Test sessions scheduled**

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Special Session Agenda

November 6, 2020 – VHOD – Special Session
Agenda 1:00pm – 4:00pm

1. Call to Order
2. Introduction of Virtual Head Table
3. Review Voting Procedures and Virtual House Process
4. Speaker Update
5. Credentials Report*
6. Adoption of Agenda and Rules*
7. **Consideration of House Rules Review Committee Report***
8. Consideration of Policy Review Committee Report – Part 2*
 - Policy review conducted on proposed amendments to 2020 adopted policy statements
9. Consideration of any Urgent New Business Items – Time Permitting*
10. Housekeeping Announcements
11. Recommendations from APhA Members
12. Closing Announcements
13. Adjournment of the Special Session

Please note: () asterisk indicates potential opportunities to cast votes.*

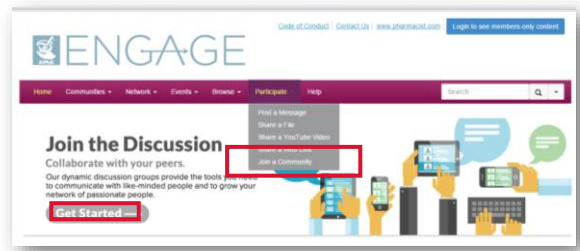
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Continue the Conversation

Visit APhA Engage

APhA Engage makes joining the conversation easy!

1. Visit engage.pharmacist.com
2. Login using your APhA username and password
3. Click "Participate" then "Join a Community"
4. Find one of the three the "HOD Issue" communities
5. Click "Join" and follow the prompts on your screen



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Have a New Business Item?

New business items **due 30 days** prior to first HOD session

- February 10, 2021

Forms available at:

[New Business Item Link](#) or <https://www.pharmacist.com/HODresources>

- ***The New Business Item Form will download as a word document**

Contact APhA staff with any questions (hod@aphanet.org)

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House Rules Review Committee Open Forum

Thank you for your time and attention!

www.pharmacist.com/apha-house-delegates
HOD@aphanet.org