



APhA

AMERICAN PHARMACISTS ASSOCIATION

2020-21 House of Delegates
Report of the House Rules Review Committee

Committee Members

Tim Tucker, Chair
Jennifer Adams
Brooke Clark
Evan Colmenares
Alison Knutson

Ex Officio Members

Joey Mattingly, Speaker of the House
Melissa Duke, Speaker-elect

2020-2021 APhA House Rules Review Committee Report

The 2020-2021 APhA House Rules Review Committee (HRRC) consists of the following APhA members and long-time Delegates:

Tim Tucker, Chair
Huntingdon, TN

Jennifer Adams
Meridian, ID

Brooke Clark
Tempe, AZ

Evan Colmenares
Durham, NC

Alison Knutson
Eagan, MN

Overall Charge and Duties

The House Rules Review Committee is appointed each year 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. Acceptance of this report will record these recommendations in the actions of the House Session and be retained for future reference by the Speaker, APhA staff, and members.

Following the November 6, 2021 Special House Session, the HRRC met via web conference call on November 19, 2020 and January 13, 2021 and made the following recommendations.

Recommendations to the APhA House of Delegates

After thorough consideration, and in conjunction with the feedback received from Delegates, members, leaders, and staff via surveys, live discussions and other mechanisms, regarding the activities of the House of Delegates over the past year, the HRRC unanimously recommends the following recommendations be accepted by the APhA House of Delegates. No additional changes to the House Rules of Procedure are recommended at this time by the Committee.

- Fall Virtual House Session
 - The Committee discussed the purpose and process for conducting a Fall Virtual House session on an annual basis and recommends one be implemented into House activities. The Committee believed that no additional rule changes are currently necessary to implement a Fall Virtual House Session.
 - The Committee agreed that a Fall Virtual House Session may benefit the overall work of the House to streamline activities during an in-person session in March at the Annual Meeting. Potential items to consider taking action on during a Fall Virtual House Session include the Policy Committee and Policy Review Committee Reports, but other items could be added into the agenda by the Speaker in accordance with House Rules of Procedure.
 - The Committee discussed the need for open hearings to occur prior to any Fall Virtual House session, like what was conducted in the Fall of 2020 and further discussed implementing an electronic form to capture feedback, not formal votes, on items to be debated during the House session. For example, the Committee discussed using a Likert scale assessment for each policy statement to obtain a

numeric approval/disapproval rating on specific statements and allow for open comments to be submitted on each item. This ballot would not be a formal vote on any item but would serve to capture feedback and the general feelings of the delegates on any given item. This de-identified information would be reported directly to the delegates as it was submitted for consideration prior to a Fall Virtual House Session. Further deliberation on the format of this ballot is recommended to be reviewed by future House Rules Review Committees.

- The Committee also noted a November timeframe would work well for a Virtual House Session. The Committee discussed a modified time frame for consideration by the Speaker and APhA Staff outlining potential adjustments to the development of Policy and Policy Review Committee reports to allowing for adequate review time and open discussion via open hearings for delegates.
- Open Hearing Webinars
 - Due to the virtual nature of the March 2021 session, the Committee discussed the importance of the discussion webinars that take place prior to any House Session. The committee recommends all webinars reviewing content for consideration at a House session be renamed as an “Open Hearing” to model what is done during in-person Annual Meeting House events. This intent is to increase engagement in these events as formal activities of the House of Delegates.
- Overall Electronic Ballot Considerations
 - The Committee reviewed the electronic ballot process that was conducted in preparation for the March 20, 2020 virtual House session including feedback from delegates, Former Speakers, and leaders. The response to the electronic ballot was robust considering the timeframe requested for delegate response and the Committee recommends continued evaluation of an electronic ballot process by future Rules Review Committees.
 - The Committee specifically noted some confusion from Delegate feedback regarding ballot voting options and the process to submit amendments. For any electronic ballot, the Committee recommends clear instructions on the formal process to submit an amendment be communicated with delegates and if possible, contained within the electronic ballot.
 - The Committee also recommends conducting a webinar session to outline the results of any ballot that was conducted. This session would present the official process for how the ballots were tabulated, the end results from the ballot, and address any questions on the process to reconsider items within a ballot or submit amendments.
- Electronic Ballots specifically for Voting
 - The Committee had further discussion on what should constitute adoption of a motion through an electronic ballot process. The Committee agreed that a quorum of delegates, in accordance with House Rules of Procedure and APhA Bylaws, need to participate in the ballot vote. Additionally, the Committee recommends that any motion receiving a two-thirds majority of yes votes out of all ballots delivered to delegates would constitute the threshold for approval of a motion. The Committee believes a two-thirds majority would provide delegates a greater comfort level of broad support within the House on any given item, as opposed to a simple majority. This threshold is also recommended for continued review by future Rules Review Committees and House leadership.

- The ballot vote options were also discussed, and the Committee recommends very clear instructions on the resulting action for each option in the ballot. The options of yes, no, abstain, and an open comment section are recommended to be provided on each item as appropriate. Furthermore, the Committee believes the open comment section should not serve as the formal method to submit an amendment and recommends continued evaluation of electronic submission of amendments. The comment section could additionally serve as a source of feedback for a review committee to consider (e.g., Policy Reference Committee, New Business Review Committee) in preparation of a report.
- Virtual House Format Considerations
 - The Committee acknowledged some limitations within the currently selected platform, GoToWebinar, and recommends staff continue to evaluate other platforms. The Committee specifically noted areas of additional functionality to consider would include ways for delegates to communicate with each other through a chat box function (not just directly to the Speaker) or to show select emotes on the screen, similar to what can currently be done in a Facebook Live session. The intent is to provide a broader connection among delegates and to capture the feelings of the House in a visual format that would mimic claps or cheers that typically occur during an in-person House session.
 - The committee also reviewed feedback from delegations who had difficulty communicating during the House session and recommends APhA staff to develop tips for delegate communication through text, apps, or other software programs. Individual delegates and delegations would then decide what works best to facilitate communication during a House session for themselves.
 - The Committee discussed the usage of webcams for the Speaker or other members of the head table during House sessions and encouraged the Speaker of the House and other House Officers to consider activating their webcam when speaking, only if doing so would not create any connectivity issues leading to interruption of the House session.
- House Communications
 - The Committee discussed the formatting and structure of House communications and recommends email communication with more focused content as opposed to a long list of items to review, whenever possible.