



2017 House of Delegates
Report of the House Rules Review Committee

Committee Members

Bethany Boyd, Chair
Betsy Elswick
Cathy Kuhn
Eric Roath
Larry Selkow

Ex Officio Members

Theresa Tolle, Speaker of the House
Michael Hogue, Speaker-elect of the House



San Francisco, CA | March 24-27
Annual Meeting & Exposition

2016-2017
APhA House Rules Review Committee Report

The 2016-2017 APhA House Rules Review Committee (HRRC) consists of the following APhA members and long-time Delegates:

Bethany Boyd, Chair
Allen, TX

Betsy Elswick
Morgantown, WV

Eric Roath
Lansing, MI

Cathy Kuhn
Plain City, OH

Larry Selkow
La Quinta, CA

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.

2016-2017 Specific Charges / Work Plan

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

1. Observe the 2016 APhA House of Delegates proceedings, review House-related feedback, and make recommendations for improvement.
2. Review and approve, from a grammatical and copy-editing perspective, adopted policy from the 2016 APhA House of Delegates.
3. Review and approve the 2017 APhA House of Delegates schedule and make recommendations for improvement.
4. Review the APhA House of Delegates Rules of Procedure and make recommendations for improvement.
5. Reviewed seat allotments and procedures for delegations.

The HRRC met via conference call on March 23, 2016, April 25, 2016, and May 24, 2016, and made the following recommendations.

1. Observation of the 2016 APhA House of Delegates

Upon completing its review of the proceedings of the 2016 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 2016 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 2016 APhA House of Delegates

The HRRC reviewed, from a grammatical and copy-editing perspective, the policy language approved by the 2016 House of Delegates. Upon completing its review, the HRRC took the following action:

By CONSENT, the House Rules Review Committee approved the 2016 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.
 - The HRRC discussed the need for active delegates and other options for delegate appointments. After discussion by the HRRC, and consideration by the APhA Board of Trustees, the decision was made to not make any changes to the current APhA Bylaws and House Rules regarding inactivation of delegate seats.
 - The HRRC approved the process to guide staff on the implementation of the current House policy related to delegate seat allocation.
- Secondary Amendments
 - The HRRC reviewed and discussed recent changes to House Rule 7 involving no secondary amendments to be allowed. Based on observations in the 2016 House, the HRRC recommends the continuation of not allowing secondary amendments in future House proceedings.
- Committee of the Whole
 - The HRRC recommends continuing the use of the Committee of the Whole proceedings during the first House of Delegates session. The HRRC recommends additional instruction by staff and the Speaker, as appropriate, to clarify the purpose of the Committee of the Whole and make sure non-delegates know they are able to speak in the House sessions during this time.
- Delegate Education
 - The HRRC recommends the continued use of webinars to educate and engage APhA members in the Association's policy development process. The HRRC recommends additional marketing to members and Delegates regarding upcoming webinars, the scheduling of webinars outside of normal business hours, and the availability of webinars on-demand.

- Policy Review Process
 - The HRRC reviewed and discussed House Rule 10 (Policy Review Committee), including the Policy Review Committee’s scope and Part 2 activities. Based on the discussion, the HRRC recommends a change to House Rule 10 (see **Section 5**).
 - The HRRC recommends Part 2 of the Policy Review Committee report be discontinued. The review of policies related to current topics in the Policy Development Process is confusing since the final adopted policies may look different than the policies used to draft Part 2 of the report. Instead of Part 2, all policy related to statements adopted in the previous House session will be reviewed and included in the main report.
- Electronic Voting (*for votes requiring a 2/3 majority*)
 - 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 number of votes cast continue to be displayed on the screen and announced by the Speaker.
- House of Delegates 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 made available onsite. Robert’s Rules “cheat sheets” will be placed at each Delegate seat.
 - The HRRC encourages APhA staff to explore opportunities to make House documents available within the APhA app.
- 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.

4. Review of 2017 APhA House of Delegates Activities Schedule

The HRRC reviewed and evaluated the 2016 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 2017 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 10 Policy Review Committee

The House shall receive and consider the recommendations of the House Policy Review Committee to archive, rescind, retain, or amend existing policy at each Annual Meeting of the Association. A singular motion to archive, rescind, retain, or amend, all such existing policy, with limited debate, shall be in order. 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. Any substantive amendments or those that change the intent of the original policy should be submitted by the Policy Review Committee to the New Business Review Committee for consideration. The Policy Review Committee shall meet annually and review any policy that has not been reviewed or revised ~~had policies added~~ in the past 4 years and policy related to statements adopted in the previous House session.

The Speaker may engage the Policy Review Committee to review contemporary issues, where appropriate.

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 Bethany Boyd, Chair of the House Rules Review Committee.