**INTRODUCTION**

The American Pharmacists Association was founded as the American Pharmaceutical Association in 1852. APhA Mission: The American Pharmacists Association empowers its members to improve medication use and advance patient care.

The APhA House of Delegates performs a major role in developing policy for the Association. With Delegates representing all segments of the profession, the House serves as a forum for discussion of key issues and articulation of positions reflecting input from a broad cross-section of pharmacy.

**COMPOSITION OF THE APhA HOUSE OF DELEGATES**

The approximately 400-member APhA House of Delegates is composed of delegates representing state pharmacy associations, recognized national and federal organizations, APhA’s Academies and Board of Trustees, former APhA Presidents, and former Speakers of the APhA House. Each state-affiliated organization appoints two Delegates, plus one additional Delegate for each 200 APhA Members (or major fraction thereof) residing in the state. Affiliated state associations appoint their full complement of Delegates. If the entire delegation is not filled 30 days prior to the scheduled convening of the first session of the APhA House of Delegates, the Speaker shall appoint Delegates to any unfilled slots from a list of APhA members.

Recognized national organizations and recognized Federal organizations appoint two Delegates each. Each of the Association’s three Academies appoints 28 Delegates. Every member of the current APhA Board is a Delegate. Every Delegate must be an APhA member.

**DUTIES OF THE APhA HOUSE OF DELEGATES**

The APhA House of Delegates is charged by the APhA Bylaws to serve as a legislative body in the development of Association policy.

Policies adopted by the House guide the Association and its Board of Trustees in matters relating to educational, professional, scientific, and public health policy. These policies help to establish the role of the profession and its relationship with other elements of the contemporary health care system. They also set the objectives and future agenda of APhA in the continuous evolution of health care.

**CERTIFICATION OF APhA DELEGATES**

Organizations will be able to certify Alternate Delegates as Delegates upon notification to the Secretary of the APhA House of Delegates as late as 1:00PM on Monday, March 9, 2012. No Alternate Delegates will be seated after the Final Session of the House commences. The Secretary will announce the number of Delegates in attendance and if a quorum has been reached based on the electronic system or roll call cards submitted at each session of the APhA House of Delegates. Delegates who arrive after the announcement should check in with APhA staff at the table in the front right side of the APhA House of Delegates.

**OFFICERS OF THE APhA HOUSE OF DELEGATES**

The APhA Bylaws provide that the officers of the APhA House of Delegates shall be the Speaker, the Speaker-elect (every other year), and a Secretary. The Speaker and Speaker-elect are elected by the House. The Bylaws provide that the Executive Vice President of APha shall serve as Secretary. As a result of 2003 APhA Bylaws revisions, the position of Speaker spans three years: one year as Speaker-Elect (a non-Trustee position) and two years as Speaker and Trustee. Elections for this office will be held again in 2014. Only the current Speaker serves as a Trustee on the APhA Board of Trustees. The Speaker, Speaker-elect, and the Secretary of the House are members of the APhA House of Delegates and, as such, may claim the floor and are entitled to vote.
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<th><strong>APhA DELEGATES ORIENTATION</strong></th>
<th>This Forum is for those Delegates/Alternate Delegates who are new to the policy process or those who just want a refresher course on the rules and procedures of the APhA House of Delegates. This year we will review the new electronic voting system. The Delegates Forum will be held from <strong>1PM – 2PM on Friday, March 9,</strong> in Room 262 of the Ernest N. Morial Convention Center.</th>
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| **APhA HOUSE OF DELEGATES RULES REVIEW COMMITTEE** | The policies adopted by the House guide the Association’s legislative, professional, and regulatory activities. In accordance with the APhA House of Delegate rules, the 2009-11 Speaker of the House Valerie Prince appointed the APhA House Rules Review Committee. A roster of Committee members is included on the cover of its Report. The Committee’s task is to review procedures utilized for the conduct of business at each House Session and make recommendations for potential procedural changes.  
*For more details see “About the House of Delegates”* |
| **APhA POLICY COMMITTEE** | The APhA House of Delegates exercises its policy-making responsibility through consideration of the APhA Policy Committee Report. The APhA Policy Committee is appointed by the Speaker. The APhA Policy Committee Open Hearing will be held from **1PM – 3PM on Sunday, March 11,** in Room 266 of the Ernest N. Morial Convention Center. The Open Hearing will conclude when there are no more comments from attendees or until 3:00pm whichever comes first. The Open Hearing is intended to provide each Delegate or Annual Meeting attendee an opportunity to participate fully and actively in the deliberations.  
*For more details see “About the House of Delegates”* |
| **APhA POLICY REVIEW COMMITTEE** | The APhA House of Delegates exercises its policy review responsibility through consideration of the APhA Policy Review Committee Report. The APhA Policy Review Committee is appointed by the Speaker. The APhA Policy Review Committee Open Hearing will be held from **2PM – 2:30PM on Friday, March 9,** in Room 261 at the Ernest N. Morial Convention Center. The Open Hearing is intended to provide each Delegate and Annual Meeting attendee the opportunity to participate fully and actively in the deliberations.  
*For more details see “About the House of Delegates”* |
| **APhA NEW BUSINESS REVIEW COMMITTEE** | The APhA House of Delegates exercises its new business responsibility through consideration of the APhA New Business Review Committee Report. The APhA Policy Review Committee is appointed by the Speaker. The APhA New Business Review Committee Open Hearing will be held from **1PM – 2:30PM on Saturday, March 10,** in Room 266 of the Ernest N. Morial Convention Center. New Business is addressed at the Final Session of the APhA House of Delegates at 1:30PM on Monday. A New Business form is included with the delegate materials. Additional forms are available at the APhA House of Delegates Office, in room 260 of the Convention Center.  
*For more details see “About the House of Delegates”* |
| **SUBMISSION OF NEW BUSINESS ITEMS** | The completed New Business Items must be submitted to the Secretary of the APhA House at the House Office as soon as possible, but not later than **1PM on Saturday, March 10,** for the Item to be brought before the APhA House of Delegates New Business Review Committee. However, 100 copies of the New Business Item (collated, stapled, and 3-hole punched) must accompany Items received after 5PM on Friday. |
| **DISTRIBUTION OF MATERIALS IN THE APhA HOUSE OF DELEGATES** | Material may only be distributed in the APhA House of Delegates with the approval of the Secretary of the APhA House of Delegates. Individuals seeking to distribute material in the APhA House must submit a sample to the APhA House of Delegates Office prior to the start of the House Session. Material to be distributed must relate to subjects and activities that are proposed for House action or information. |
| APPhA HOUSE OF DELEGATES RULES OF ORDER | The rules contained in *Robert’s Rules of Order Newly Revised* govern the deliberations of the APPhA House of Delegates in all cases in which they are applicable and not in conflict with special APPhA House Rules or Bylaws. The Speaker of the APPhA House appoints a Parliamentarian whose principal duty is to advise the Speaker. It is proper for the Parliamentarian to state his opinion to the APPhA House of Delegates only when requested to do so by the Speaker. The Parliamentarian for the 2012 APPhA House of Delegates is Joseph Fink of Lexington, Kentucky. A Parliamentary quick reference guide is provided with the delegate materials. |
| ACCESS TO THE FLOOR OF THE APPhA HOUSE OF DELEGATES | Each Delegate has the right to speak and vote on every issue before the APPhA House of Delegates. The Speaker shall announce at the opening session of each House meeting the procedure he/she will follow in recognizing requests from the floor. During the APPhA House sessions, the procedure for seeking recognition by the Speaker will be for the Delegate to approach a floor microphone and, when recognized by the Speaker, to state his/her name and delegation affiliation. If you are a Speaker appointed Delegate, please identify yourself in this capacity and not as a Delegate from the state in which you are seated. Only Delegates or individuals recognized by the Speaker shall have access to the microphone. |
| AVAILABILITY OF REPORTS | Actions on 2011-12 APPhA Policy and Policy Review Committees’ recommendations which are not completed in the First Session of the APPhA House will be completed at the Final Session (Monday, 1:30PM). Delegates will vote on the recommendations of the APPhA Policy Committee whose final report will be available to the membership by **7:30AM on Monday, March 12**, in the APPhA House of Delegates Office, Room 260 of the Ernest N. Morial Convention Center. Actions on the Report of the APPhA New Business Review Committee will be taken up at the Final Session. Copies of this report will be available at **8AM on Sunday, March 11**, in the APPhA House of Delegates Office. |
| VOTING PROCEDURES | Votes by Delegates can be by voice vote or by electronic voting tabulation. For action on Association policy and items of New Business, votes will be cast using voice votes. In the event that the Speaker is unable to determine the outcome of the vote or a Delegate calls for a vote count, the electronic voting system will be used. Voting for the election of the Speaker-elect will occur using the electronic voting system. |