APhA House of Delegates
Delegate Orientation
and Policy Development

Recorded February 2013
Overview of Presentation

- History of the House
- Your Role as Delegate
- House Processes
- Your Experience as Delegate
History of the APhA House

- The House was first organized in 1912
- Establishes policy for APhA and the profession of pharmacy as a whole
- Comprises representatives from major national pharmacy organizations, state pharmacy associations, federal pharmacy, and APhA’s three academies
- Consider matters of timely and critical importance to pharmacy
APhA Vision and Mission Statements

- **APhA Vision for the Profession**
  - Pharmacists are essential for optimizing medication use and improving patient health.

- **APhA Mission**
  - The American Pharmacists Association empowers its members to improve medication use and advance patient care.

  Adopted by the APhA Board of Trustees – June 2011
Purpose of the House of Delegates & Association Policy

- **House of Delegates**
  - "serves as a legislative body in the development of ASSOCIATION policy. It shall act on such policy recommendations as shall come before it and shall adopt rules or procedures for the conduct of its business." (from APhA Bylaws)

- **Association Policy Use**
  - Advocacy Activities
  - External Communications
  - Advisory Committees
  - Association Activities
Value of the APhA House of Delegates

- Opportunity for 400 members to have direct input to the APhA Board of Trustees
- Only policy forum representative of the whole profession
  - Across all practice areas and geographic areas
- Opportunities for engagement
  - APhA engagement with members
  - Direct member engagement in policy development process
- Member involvement and leadership development
- Policy topics may be of interest to the media and the public
APhA House of Delegates by the Numbers

- 50 states plus DC, Guam, and Puerto Rico
- 12 National Pharmacy Organizations
  - AAPS, AACP, ACA, ACCP, AIHP, AMCP, ASHP, ASCP, ASPL, NCPA, NPhA, NRPhA
- 5 Federal Pharmacy Groups
  - Air Force, Army, Navy, PHS, VA
- APhA
  - Academies: APhA-APPM, APhA-APRS, APhA-ASP
  - Board of Trustees
  - Former Presidents
  - Former Speakers
Officers of the APhA House of Delegates

Bradley P. Tice, PharmD, MBA, FAPhA
Speaker, APhA House of Delegates
APhA Board of Trustees

William H. Riffee, PhD
Speaker - Elect,
APhA House of Delegates

Thomas E. Menighan, BS Pharm, MBA,
ScD (Hon), FAPhA
Secretary, APhA House of Delegates
APhA Executive Vice President & CEO
APhA Board of Trustees
Parliamentarian

- Appointed by the Speaker
- Assists the House Speaker, Secretary, Delegates and Staff in achieving efficient and effective processes of debate
- Dr. Fink is a pharmacist and attorney and has many years of experience with APhA

Joseph L. Fink, III
Lexington, Kentucky
APhA House of Delegates Committees

*the pieces of the puzzle…*
APhA House of Delegates Committees

Policy Committee
- Analyzes specific topics and proposes policy statements assigned by Board of Trustees
- Composed of 7-10 members
- Meets in DC in Sept or Oct
- Prepares a report of policy recommendations to the House

Policy Review Committee
- Ensures existing policy is relevant and reflective of the pharmacy community
- Composed of 7-10 members
- Determines if policies should be Retained, Amended, Archived, or Rescinded
- Meets via conf calls and email
- Prepares a report of recommendations to the House
## APhA House of Delegates Committees

### House Rules Review Committee
- Reviews and establishes rules and procedures for the conduct of House business
- Approves corrections of adopted policy and HoD schedule
- Composed of 6 members
- Meets via conference calls
- Prepares a report of policy recommendations to the House

### New Business Review Committee
- Reviews and discusses proposed policy submitted by Delegates to the House
- Composed of 7 members
- Meets at Annual Meeting
- Prepares a report of recommendations to the House
APhA House of Delegates Committees

Policy Reference Committee

- Comprised of the chair and 2 members of Policy Committee and 3-4 new members
- Meets at Annual Meeting
- Listens and ensures objective consideration of member comments at Policy Committee Open Hearing
  - Ensures greater participation in the policy development process
- Reviews comments received during Policy Committee Report Webinar and during the Policy Committee Open Hearing
- Proposes modifications, if appropriate, to the original Policy Committee Report to the House during the Final Session
**APhA House of Delegates Committees**

**During Election Year of the Speaker of the House**

<table>
<thead>
<tr>
<th>Committee on Nominations</th>
<th>Committee of Canvassers</th>
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<tbody>
<tr>
<td>- Interviews candidates for the Speaker-election</td>
<td>- Oversee and certify the election of Speaker-elect during the Final Session of the House</td>
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<tr>
<td>- Composed of 5 APhA members appointed by the immediate former Speaker</td>
<td>- Composed of 3 APhA members</td>
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<tr>
<td>- Meets at Annual Meeting</td>
<td>- Meets at Annual Meeting</td>
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<tr>
<td>- Nominates a slate of 2 candidates for consideration by the House during the First Session</td>
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<td>- Additional nominations may be made from the floor of the House</td>
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Session One Agenda

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

1. Call to Order
2. Review of Voting Procedure
3. Credentials Report*
4. Adoption of Agenda and Rules*
5. Introduction of Head Table
6. Report of the Speaker, APhA House of Delegates
7. APhA House Rules Review Committee Report*
8. New Business Procedure
9. Report of the Committee on Nominations*
10. APhA Policy Review Committee Report – Part 1 (Received)
11. APhA Policy Committee Report (Received)
12. Adjourn to a Committee of the Whole for Discussion Policy Committee and Policy Review Committee Reports*
   a. APhA Policy Review Committee Report
   b. APhA Policy Committee Report
13. APhA Policy Review Committee Report Considerations*
14. APhA Policy Committee Report Considerations*
15. Recognition of APhA and Academy Officers – 2013 APhA Officers’ Report
16. Meet the Candidates for the APhA Board of Trustees 2013 Election
17. Housekeeping Announcements
18. Adjournment of the First House Session
Session Two Agenda

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

1. Call to Order
2. Review of Voting Procedures
3. Credentials Report*
4. Adoption of Agenda*
5. Consideration of Unfinished Business
   a. APhA Policy Committee Report*
   b. APhA Policy Review Committee Report - Part 2*
8. Consideration of New Business*
9. Announcement of Election Results
10. Installation of the 2013-14 Speaker-elect
11. Installation of the 2013-14 APhA Board of Trustees
12. Installation of the 2013-14 APhA President
13. Recommendations from APhA Members
14. Closing Announcements
15. Adjournment of the 2013 APhA House of Delegate
Let the Action Begin…
Who can speak on the House floor?

- Only delegates should be in delegate area
  - Don’t forget your red delegate ribbon
- Any delegate can ask to be recognized at the HOD microphone
- Prior to speaking, state your name and your delegation
  - “I’m Joe Jones, speaking on behalf of the Alabama delegation.”
- Out of order comments include items related to:
  - Grammar or spelling
  - Title of the item
  - Version of the proposed policy not currently on the screen and under discussion at the House
What is the voting procedure used in the HOD?

- For action on Association policy or items of new business, delegates can cast votes by
  - Voice votes (as primary means)
    - Aye = Yes and Nay = No
  - Electronic voting system (as secondary means)
    - 1/A = Yes and 2/B = No
  - Standing votes via tally card are back-up to electronic voting system
What does “division,” or “call for division of the House” mean?

- Division is a term used by any delegate to request a verification of a voice vote.
- In the APhA House of Delegates verification of a voice vote occurs via the electronic voting system.
- Does not need a second, is not debatable or amendable.
What does “question,” “move to previous question,” or “call the question” mean?

- Question is a term used by any delegate to end debate (terminate discussion) and call for an immediate vote
  - Does need a second, is not debatable or amendable, and requires a two-thirds vote
- The 2011-2012 House Rules Review Committee recommended:
  - Delegates must approach the floor microphone and be recognized by the Speaker prior to requesting to “Call the Question”
  - Once recognized by the Speaker, the delegate should properly articulate their motion to end debate on the previous question, receive a second, and receive a two-thirds majority approval of their motion
What is the “Committee of the Whole”?

- Committee of the Whole is used to facilitate global discussion and raise potential issues related to the policy at hand during the House of Delegates.
- Time is allotted for delegates to make comments free from the limits of parliamentary procedure.
- The 2008-2009 House Rules Review Committee recommended:
  - Comments with the potential to spark significant debate should be expressed during the appropriate committee Open Hearing.
Layout of Proposed Policy Statements

- Each proposed policy topic has “whole-numbered” statements
- Each “whole-numbered” statement must be able to stand on its own
- Example: “I move approval of proposed policy on Pharmacy Education, Whole Number Statement 1…”
- Titles are not part of the house consideration and can be changed as part of housekeeping

2011–2012 APhA Policy Committee Report

Contemporary Pharmacy Practice

Recommendation—Contemporary Pharmacy Practice

The Committee recommends that the Association adopt the following statements:

1. APhA asserts that pharmacists should have the authority and support to practice to the full extent of their education, training, and experience in delivering patient care in all practice settings and activities.
   [Summary of Committee Discussion Reference a, b, c, d, e, f, g]

2. APhA supports continuing efforts to establish a consistent and accurate view by the public, lawmakers, regulators, and other health care professionals of the role and contemporary practice of pharmacists.
   [Summary of Committee Discussion Reference a, b, c, d, e, f, g, h, i, j, k, l, m]

3. APhA supports continued collaboration with stakeholders to facilitate adoption of standardized practice acts, appropriate related laws, and regulations that reflect contemporary pharmacy practice.
   [Summary of Committee Discussion Reference e, f, g, h, i, j, k, l, m]

4. APhA supports the establishment of multistate pharmacist licensure to address the evolving needs of the pharmacy profession and pharmacist-provided patient care.
   [Summary of Committee Discussion Reference e, g, h, i, j, k, l]

5. APhA urges the development of consensus documents, in collaboration with medical associations and other stakeholders, that recognize and support the pharmacist’s role in patient care.
   [Summary of Committee Discussion Reference g, h, i, m, n]

6. APhA asserts that pharmacists be universally recognized as providers of health care and that billing practices must exist within standardized medical billing procedures and bundled payment systems to compensate pharmacists for providing patient care.
   [Summary of Committee Discussion Reference o]
How are items (policy statements) amended?

• Proposing an amendment to a statement under discussion requires the completion and submission of the 3-part Amendment Form
  • Do not approach microphone before completing the form
  • Give staff the top 2 completed forms; you keep the back copy
• Comments can be made without the use of the amendment form
Amending a statement

- Step One: Vote is required to amend the item for consideration
  - If that amendment passes,
    - Step Two: if other amendments, consider those the same as in Step One
    - Step Three: entire statement as amended must then be voted on
How are items of business introduced?

“I move that...”

- Is **debatable**, **amendable**, and requires **majority vote**

**For Example:**

- Delegate 1: “I move that we accept the report of the Policy Review Committee”
- (No second is required since the report is coming from a committee)
- Speaker: “Is there any discussion?”
- Speaker: “All those in favor of the motion to accept the report of the Policy Review Committee say ‘aye.’
- Delegates: “Aye”
- Speaker: “All those opposed to the motion to accept the report of the Policy Review Committee say “nay”
- Delegates: “Nay”
How are items (Committee Reports) amended?

Step 1: “I move that this motion be amended by...”

- Requires a second
- Is debatable, amendable, and requires majority vote
- For Example:
  - Delegate 1: “I move that we amend the report of the Policy Review Committee.”
  - Speaker: “Do I have a second?”
  - Delegate 2: “I second that motion.”
  - Speaker: “Is there any discussion?”
  - Delegate 1: “I do not support the Committee’s recommendation to archive the policy statement on MTM as I believe it is still relevant. This policy should be referred to the Final Session of the House and be considered with Part 2 of the Policy Review Committee report.”
  - Speaker: “All those in favor of the motion to amend the report of the Policy Review Committee say ‘aye.’
  - Delegates: “Aye”
  - Speaker: “All those opposed to the motion to amend the report of the Policy Review Committee say ‘nay.’
  - Delegates: “Nay”
  - Speaker: “The Ayes have the majority vote. APhA policy on MTM will be referred to the Final Session of the House and be considered with Part 2 of the Policy Review Committee report.

Note: If the amendment did not pass, the House considers the original statement or a different amendment if one is proposed.
How are items (Committee Reports) amended?

Amendments to items from the Policy Committee, Policy Review Committee, or New Business Review Committee reports require a vote

Step 2: If the amendment passes, the entire statement as amended must then be voted on.

- For Example:
  - Speaker: “Now that we’ve approved the amendment, we must now vote the Policy Review Committee Report as amended. Do I have motion?”
  - Delegate 1: “I move that we approve the report of the Policy Review Committee as amended.”
  - Speaker: “Do I have a second?”
  - Delegate 2: “I second that motion.”
  - Speaker: “Is there any discussion?”
  - Speaker: “All those in favor of the motion to accept the report of the Policy Review Committee as amended say ‘aye.’”
  - Delegates: “Aye”
  - Speaker: “All those opposed to the motion to accept the report of the Policy Review Committee as amended say ‘nay.’”
  - Delegates: “Nay”
  - Speaker: “The Ayes have the majority vote. The Policy Review Committee report as has been approved as amended.

- Note: If the amendment did not pass, the House considers the original statement or a different amendment if one is proposed.
How are items (policy statements) amended? “I move that this motion be amended by…”

- Requires a second
- Is debatable, amendable, and requires majority vote

For Example:

- Policy Committee Report Statement - 1. APhA urges all pharmacists to receive smoking cessation training.
- Delegate 1: “I move that we amend the whole number statement 1 to add the words “and immunization”.
- Speaker: “Does staff have your language? Could you read the statement with the new language?”
- Delegate 1: “APhA urges all pharmacists to receive smoking cessation and immunization training.”
- Speaker: “Do I have a second.”
- Delegate 2: “I second that motion.”
- Speaker: “Is there any discussion?”
- Delegate 1: “In addition to receiving training smoking cessation, pharmacists should receive training for immunizations as both are matters of public health and patient safety.

Note: If the amendment did not pass, the House considers the original statement or a different amendment if one is proposed.
Your House Experience Can Be Fun…

- Seek an experienced delegate or a Former Speaker to guide you on procedural issues
- Read the material BEFORE coming to the first session
- Participate in available webinars and caucuses
- Share your opinions on-line, at an open hearing, and during the House session
Do you have a policy topic for the 2013 House?

- **New Business Items**
  - Accepted until 1 pm on Saturday, March 2
  - Items received after 5 pm on Friday, March 1 must be accompanied by 100 copies (collated, stapled, 3-hole punched)
  - Forms available on website: www.pharmacist.com/house-of-delegates
  - For more information, email: hod@aphanet.org

- **NEW BUSINESS**
  (To be submitted and introduced by Delegates only)

  Introduced by: ____________________________
  (Name)

  (Date)  (Organization)

  Subject:

  Motion:

  Background:

Current APhA Policy & Bylaws:

American Pharmacists Association
House of Delegates – Los Angeles
March 1 and 4, 2013

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(To be submitted and introduced by Delegates only)

Introduced by: ____________________________
(Name)

(Date)  (Organization)

Subject:

Motion:

Background:

Current APhA Policy & Bylaws:

American Pharmacists Association
House of Delegates – Los Angeles
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(Date)  (Organization)

Subject:

Motion:

Background:

Current APhA Policy & Bylaws:

American Pharmacists Association
House of Delegates – Los Angeles
March 1 and 4, 2013

NEW BUSINESS
(To be submitted and introduced by Delegates only)

Introduced by: ____________________________
(Name)

(Date)  (Organization)

Subject:

Motion:

Background:

Current APhA Policy & Bylaws:
House of Delegates Procedure

Don’t Forget Your Name badge
Name Badges will be scanned when checking in as a delegate, entering the House sessions, and picking up and returning electronic voting keypads

Electronic Voting Keypads
You will pick one up when you enter the House session and must return it when leaving the session. Votes and input solicitation will be conducted using this technology
THANKS FOR YOUR PARTICIPATION!

BE GREEN! Bring your delegate materials to the House of Delegates!

Questions / Comments Email: HOD@aphanet.org