APhA-ASP

Chapter Delegate Orientation Webinar

Lauren Bode, APhA-ASP Speaker of the House

Feb. 25, 2016
Webinar Procedures

You will see the Audio Mode menu screen.

1. Please Click – “Use Telephone” if you would like to dial-in to listen to the webinar. Dial the number listed on the screen. Once you have been connected, follow the prompts which will ask you to enter the Access Code followed by the Audio Pin.

2. Please Click – “Use Mic & Speakers” if you would like to listen to the webinar through your computer speakers.

2. To be respectful of others, please mute your telephone or microphone until you would like to speak or ask a question.
Webinar Procedures

Follow along with the PowerPoint displayed on the screen.

1. In order to ask an audio question during the Q&A portion, you should scroll over the icons and find the “Raised Hand” icon. Once you have found the “Raised Hand” icon, the organizer will unmute your line, and you will be able to ask a question.

2. In order to ask a written question during the Q&A portion, you should type a question in the question box of your control panel.
Agenda

• Role of the APhA-ASP House of Delegates
• Your Role as Chapter Delegate
• APhA-ASP Policy Events at Annual Meeting
• Robert’s Rules Overview
  • Voting
  • Amendments
  • Call the Previous Question
  • Other helpful tips
• Tips / General Procedures & Activities
• Mock Resolutions Debate Script
• Mock Elections Debate Script
• Time for Questions and Discussion
Practice Poll Question

We are only a week away from Baltimore! Have you started packing for APhA2016?

1. No… haven’t even thought about it yet!
2. Well kinda… but I still need to go shopping.
3. Yes… but only a small amount is packed.
4. Totes… I am completely packed and ready to go!
APhA-ASP Mission

“...To be the collective voice of student pharmacists, to provide opportunities for professional growth, to improve patient care, and to envision and advance the future of pharmacy.”
Role of the House of Delegates

Review of Delegate Materials (Electronic / Onsite)
- Proposed Resolutions
- Resolutions Book (Policy Book)
- APhA-ASP HOD Guide
- APhA-ASP HOD Rules of Procedure
- APhA-ASP HOD Agenda
- How do I approach the Mic?
- Robert’s Rules Cheat Sheet
- APhA-ASP New Business Item Form
- APhA-ASP Mock Debate Scripts

Your Role as Delegate...

- Help facilitate discussion among the chapter before and at APhA2016
- Encourage chapter participation in the Open Hearing on Proposed Resolutions and New Business Items
- Submit desired amendments and new business items
- Represent your chapter in the APhA-ASP House of Delegates
  - **Serve as your chapter’s voice!**
- Have fun, get engaged in the process, and get others engaged!
First Things First

• Sign up online as your chapter’s delegate
• Complete the “Chapter Delegate and Alternate Delegate Credentials Form” online
  • Best completed online prior to the meeting.
  • Forms due by 11:59pm PT on Wednesday, March 2\textsuperscript{nd}
    • APhA-ASP House of Delegates page:
      www.pharmacist.com/apha-asp-house-delegates
    • APhA2016 Annual Meeting Web site:
      www.aphameeting.org, Academies, APhA-ASP
Poll Question

How many years have you served as an APhA-ASP Chapter Delegate in the APhA-ASP House of Delegates?

1. This is my first year.
2. This will be my second year.
3. This will be my third year.
4. This will be my fourth year.
5. I have served for more than 4 years…
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, March 4th</td>
<td>New Business Items due by 8:30am</td>
</tr>
<tr>
<td>Saturday, March 5th</td>
<td>Open Hearing on Proposed Resolutions and New Business</td>
</tr>
<tr>
<td></td>
<td>Reference Committee meets and reports</td>
</tr>
<tr>
<td></td>
<td>House of Delegates First Session (Resolutions)</td>
</tr>
<tr>
<td>Sunday, March 6th</td>
<td>House of Delegates Final Session (National Officer Elections)</td>
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Opening Hearing

APhA-ASP Open Hearing on Proposed Resolutions and New Business

Saturday, 7:30am – 8:30am – Convention Center, Exhibit Hall D

• “Open microphone”
  • All student pharmacists, pharmacists, members, and even non-members have the opportunity to share their opinion on proposed resolutions and new business items.

• Let your voice be heard!
APhA-ASP Reference Committee

- Comprised of the 8 Regional Members-at-large and chaired by the APhA-ASP Speaker of the House

- Meets in a closed session on Saturday morning:
  - Discusses comments made during the Open Hearing on Proposed Resolutions and New Business Items
  - Makes recommendations to the APhA-ASP House of Delegates
    - Adoption of the resolution
    - Rejection of the resolution
    - Adoption of the resolution as amended
    - Referral of the resolution to the National Executive Committee

- Reports will be available by Saturday at 12:00pm via the APhA2016 Meeting App and APhA-ASP House of Delegates web page
APhA-ASP New Business Review Committee

• Composed of the 8 regional representatives, and an ex-officio chair that are appointed by the APhA-ASP National Executive Committee

• Meets in a closed session on Saturday morning:
  • Discusses comments made during the Open Hearing on New Business Items
  • Makes recommendations to the APhA-ASP House of Delegates
    • Adoption of the new business item
    • Rejection of the new business item
    • Adoption of the new business item as amended
    • Referral of the new business item to the National Executive Committee

• Reports will be available by Saturday at 12:00pm via the APhA2016 Meeting App and APhA-ASP House of Delegates web page
New Business Items

• All new business items must be filed by **Friday, March 4th at 8:30am ET**, which is 48 hours before the APhA-ASP House of Delegates Final Session per the APhA-ASP HOD Rules of Procedure.

• Please submit your **APhA-ASP New Business Item Form** to the APhA-ASP Speaker of the House via email laurenbode2016@gmail.com.

• New Business Item Forms can be found on the APhA-ASP House of Delegates web page.

• Bring an electronic copy up to the stage by **7:00am** on Saturday prior to the Open Hearing on New Business Items to confirm receipt.
APhA-ASP House of Delegates Ground Rules

• Chapter Delegates must be present to vote in both sessions
• Only Chapter Delegates are allowed to debate and vote on the proposed resolutions and new business items
• The Alternate Delegate can serve in place of the Chapter Delegate when needed… but need to check-in at the Credentials Committee table
• Vote on the recommendations of the APhA-ASP Reference Committee
APhA-ASP House of Delegates
First Session

Saturday, March 5, 2016  3:00pm - 5:00pm
Baltimore Convention Center, Exhibit Hall D

Delegate registration begins at 2:15pm.
All Delegates must be seated by 2:55pm.

- Recognition of new APhA-ASP Chapters and Charter Presentation
- APhA-ASP National President’s Address
- Selection of the APhA-ASP PharmFlix Video Contest Award Winning Chapters
- Updates from the APhA-ASP Standing Committees
- Debate and vote on the resolutions
APhA-ASP House of Delegates
Final Session

Sunday, March 6, 2016 8:30am - 11:30am
Baltimore Convention Center, Exhibit Hall D

Delegate registration begins at 8:00 am - All Delegates must be seated by 8:25 am

• Continue discussion on proposed resolutions (if necessary)
• APhA Government Affairs Report
• Presentation of the APhA Good Government Student Pharmacist of the Year Award
• Discuss and vote on any new business items
• Election and installment of the 2016-2017 APhA-ASP National Officers
• APhA-ASP National President’s Inaugural Address
Questions about the APhA-ASP HOD Events at APhA2016?
Purpose of Robert’s Rules

Promote fairness, orderliness, and respect among individuals even in disagreement so that a collective voice may be formed.

• Fairness: by ensuring who wants to speak can (requires 2/3 vote to end debate)
• Orderliness: by discussing only one issue (motion) at a time
• Respect: by always addressing comments to the Chair, never another delegate
Actions as Chapter Delegate

- Approaching the microphone
- Proposing an amendment
- Seconding a motion
- Moving to end debate
- Requesting a caucus
- Requesting information
- Nominating a candidate for national office from the floor
- Voting
  - Voice votes on business items (resolutions)
  - Electronic voting for National Officer Elections
Approaching the Microphone

- Wait to be acknowledged by microphone number
- Madam Speaker, (First and Last Name), (Chapter Name), speaking on behalf of (myself or chapter)
- My chapter rises in support of this resolution because…
  - I rise in support…
- My chapter rises in opposition of this resolution because…
  - I rise in opposition…
- Be brief to ensure everyone has a chance to speak
- See handout for further information on how to approach the microphone
Amendments

- Changes the wording of a resolution
- May or may not change the intent of the resolution
- Fill out an Amendment Form and turn it into staff by 2:00pm Saturday
- Hand in forms before the session…it makes it easier for staff and helps with time during the session
- Amendments are only truly necessary if they are to change the intent of the resolution.
Amendments

- Madam Speaker, (First and Last Name), (Chapter Name), I move to suspend house rules for the purpose of an amendment

- Requires a second
  - If you want to provide the second, yell “Second!” from your seat

- Suspending House rules requires a 2/3 voice vote

- If motion to suspend house rules passes, debate and vote on the amendment
Step-wise process

1. Vote to Suspend House Rules
2. Vote on the amendment
3. Return to vote on the original motion

Original motion

Primary amendment

Secondary amendment
Amendment process cont.

If the amendment passes

Debate and vote on the original resolution **as amended**

If the amendment does not pass

Return to debate on the original wording of the resolution
Ending Debate

- *Madam Speaker,* (First and Last Name), (Chapter Name), I move to call the previous question
- Requires a second
- Calling the previous question requires a *2/3 vote*
- Must be at a microphone
- Stops debate and leads to an immediate vote
Other actions from the microphone

• To Request a Caucus
  • Madam Speaker, (First and Last Name), (Chapter Name), I would like to request a two minute caucus…

• To Request Info
  • ...I rise to a point of information

• To Protest Rules
  • ... I rise to a point of order
Resources

- APhA-ASP Regional Delegates and Policy Standing Committee members
- Robert’s Rules of Order Cheat Sheet
- APhA-ASP House of Delegates Guide
- Attendees guide to the APhA-ASP HOD
  - Keep your Chapter Engaged!
Poll Question

As a Chapter Delegate, what can you call from your chair?

1. Call the previous question
2. Division
3. Second
4. 1 & 2
5. 2 & 3
Poll Question

During what APhA-ASP House of Delegates Session will we vote for the PharmFlix Awards?

1. Saturday – First Session
2. Sunday – Final Session
Mock Proposed Resolutions Script
Chapter Delegate Orientation

APhA-ASP recommends that pharmacists wear lab coats in a pharmacy practice setting.

Speakers:
Lauren Bode - Speaker
Jared Frye - Mic #1
Chapter Delegate Orientation

APhA-ASP recommends that only pharmacists wear lab coats in a pharmacy practice setting.

Speakers:
Lauren Bode - Speaker
Jared Frye - Mic #1
Lauren San Juan - Delegate 1
Mary Bradley - Mic #2
Chapter Delegate Orientation

APhA-ASP recommends that only pharmacists and student pharmacists wear lab coats in a pharmacy practice setting.

Speakers:
Lauren Bode - Speaker
Mary Bradley - Mic #2
Lucianne West - Delegate 2
Adrienne Simmons - Mic #3
APhA-ASP recommends that only pharmacists and student pharmacist wear lab coats in a pharmacy practice setting.
APhA-ASP recommends that only pharmacists and student pharmacists wear lab coats in a pharmacy practice setting.
Chapter Delegate Orientation

APhA-ASP recommends that only pharmacists and student pharmacists wear lab white coats in a pharmacy practice setting.

Speakers:
Lauren Bode - Speaker
Jared Frye - Mic #1
Lauren San Juan - Delegate 1
Mary Bradley - Mic #2
Lucianne West - Delegate 2
Adrienne Simmons - Mic #3
Chapter Delegate Orientation

APhA-ASP recommends that only pharmacists and student pharmacists wear white coats in a pharmacy practice setting.

Speakers:
Lauren Bode- Speaker
APhA-ASP recommends that only pharmacists and student pharmacists wear white coats in a pharmacy practice setting.

Resolution Passed as Amended
Elections – Overview

- Will elect the 2016-2017 APhA-ASP National Executive Committee:
  - National President-elect
  - National Member-at-large (2)
  - National Speaker of the House

- Opportunities to learn about the candidates:
  - www.pharmacist.com/apha-asp-house-delegates
  - APhA-ASP Meet the Candidates Sessions
  - APhA-ASP Open Candidate Review
    - View Candidate Video and Ask Questions from the Audience
  - APhA-ASP House of Delegates
  - Encourage feedback from chapter members
Elections – Nominations

• Nominating Committee determines the slate

• The slate consists of:
  • 2 candidates for National President-elect
  • 4 candidates for National Member-at-large
  • 2 candidates for Speaker of the House

• Report of the Nominating Committee will be available by Saturday at 11:00pm via the APhA2016 Meeting App and APhA-ASP House of Delegates web page
Elections – Nominations

• Nominations from the floor
  • Madam Speaker, (First and Last Name), (Chapter Name), I would like to nominate (First and Last Name) for the office of (National President-elect, National Member-at-large, Speaker of the House)
• Requires a second
• Requires a majority vote
Elections – Voting Process

• National President-elect and Speaker of the House
  • Majority vote required for election
  • Should no candidate receive a majority on the 1st ballot
    • The name of the candidate with the least number of votes on the first ballot shall be omitted from a 2nd ballot
  • Same procedure for 2nd ballot
  • Should no candidate receive a majority on the 3rd ballot
    • The election shall be decided by a plurality vote
    • In the case of a tie, the APhA-ASP Speaker of the House shall cast the deciding vote
Elections – Voting Process

- National Members-at-large

(similar procedure, except electing 2 positions)

- A majority vote shall be required for election. If no two candidates receive a majority vote on the first ballot, the following procedure shall be followed:

  - If one (1) candidate has received a majority, that candidate shall be declared elected. Names of candidates who were not elected on the first ballot shall remain on a second ballot, except as stipulated below:

  - The name of the candidate with the least number of votes or in the case of a tie, the names of candidates tied with the least number of votes on the first ballot shall be omitted from a second ballot. However, if dropping the lowest vote recipient(s) would result in the remaining candidate(s) being elected by default, the lowest vote recipient(s) would not be dropped. The same procedure shall be followed if a third ballot is required.

  - If voting on a third ballot does not result in the election of the required number of APhA-ASP National Member-at-large, the election shall be decided by a plurality vote on that ballot, and in the case of a tie, the APhA-ASP Speaker of the House shall cast the deciding vote.
APhA-ASP National Officer Elections

Slate for the Office of APhA-ASP National President-elect:

Kelsea Gallegos
The University of New Mexico

Lucianne West
Northeastern University
APhA-ASP National Officer Elections

APhA-ASP National President-elect:

Kelsea Gallegos
The University of New Mexico

Lucianne West
Northeastern University

Anne Stella
Drake University
APhA-ASP National Officer Elections

APhA-ASP National President-elect:

Kelsea Gallegos - #1
The University of New Mexico

Lucianne West - #2
Northeastern University

Anne Stella - #3
Drake University
Questions?
Any Questions about the following:

- APhA-ASP Policy Postcard Challenge *(due March 1)*
- APhA-ASP *Back the PAC* Campaign *(due March 1)*
- Chapter Delegate Registration *(due March 2)*
- APhA-ASP *Back the PAC* Campaign *(due March 1)*
- APhA Student Advocacy Reception *(March 6 prior to the Awards Celebration)*
- APhA-ASP New Business Items *(due March 4 at 8:30am)*
- APhA2016 Annual Meeting Sessions / Preparing for APhA2016
- APhA Institute on Alcoholism and Drug Dependencies
- Other Questions?

Contacts: Lauren Bode, APhA-ASP Speaker of the House
laurenbode2016@gmail.com
See you in Baltimore!