American Pharmacists Association

2013 House of Delegates

Report of the Rules Review Committee

Committee Members

Betty Jean Harris, Chair
Missy Duke
Jan Engle
Michael Ira Smith
Wilma Wong

Speaker Brad Tice, ex officio
Speaker-elect William Riffée, ex-officio
2012-2013
APhA House Rules Review Committee Report

The 2012-2013 APhA House of Delegates Rules Review Committee (HRRC) consisted of the following APhA members and long-time delegates:

Betty Jean Harris, Chair
Bangor, ME

Missy Duke
Holladay, UT

Jan Engle
Chicago, IL

Michael Ira Smith
Scottsdale, AZ

Wilma Wong
Alameda, 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.

2012-2013 Year-Specific Charges/Work Plan
This year, the following charges were assigned to the HRRC:

1. Review observations from the 2012 APhA House of Delegates proceedings and make necessary recommendations.
3. Review recommendations from the APhA-APPM/APRS/ASP Joint Policy Standing Committee regarding House operations and make necessary recommendations.
4. Review and approve the revised APhA House of Delegates activities schedule based on the APhA Annual meeting schedule. Evaluate the impact of the Committee of the Whole on the APhA House of Delegates policy deliberation process.
5. Consider the recommendations from the APhA Board of Trustees’ Task Force on the Policy Process and develop appropriate House operations, rules and procedure changes.

The HRRC met via conference call on April 17, 2012, December 11, 2012, and January 11, 2013 to conduct its work and made the following recommendations.
1. Observation of the 2012 APhA House of Delegates

Upon completing its review of the 2012 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 2012 APhA House of Delegates. The Committee observed, reviewed, and discussed challenges and opportunities to maximize the efficiency of House operations. Several clarifications to the APhA House of Delegates Rules were suggested for consideration by delegates (see Sections 3 and 5).

2. Review of 2012 APhA House of Delegates Policy

Upon completing its review of adopted policy for its correct use of grammar and punctuation in the 2012 policies adopted by the House of Delegates, the Committee took the following action:

By CONSENT, the House Rules Review Committee approved the 2012 Actions of the APhA House of Delegates Report as prepared by APhA staff.

3. Review of feedback for improvements to the APhA House

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.

In addition, the HRRC considered the recommendations of the APhA Board of Trustees’ Task Force on Policy. In January 2010, the APhA Board of Trustees approved the establishment of a Task Force composed of current and past HoD leaders, Trustees, and membership appointed by the APhA President to review the current policy process and develop recommendations to the Board of Trustees. The Task Force was asked to think outside of the box and to explore mechanisms utilized by other organizations for the obtaining of member input into the policy development process, existence and operation of a House of Delegates (including use of technology), and the use of other processes to develop, communicate and utilize policy. The work of the Task Force spanned thru June 2012, with open forums held at APhA2011 and APhA2012.

The HRRC is also reviewing potential changes to the House Rules and Procedures if proposed APhA Bylaws changes regarding the apportionment and appointment of delegates are approved by the APhA membership on the 2013 election ballot.

- Communications and education of delegates
  - The HRRC recommends the continued use of webinars to educate and engage APhA members in the association’s policy development process. The HRRC suggested continuation of the following webinars:
    - Policy Topic Idea Solicitation
    - Policy Topic Direction (post-Academy Leadership Meeting/ APhA Board meeting)
    - Proposed Policy Discussion
    - New Delegate Orientation
• Delegate Registration
  o The HRRC recommends the continued use of technology for the delegate registration process in an effort to quickly obtain delegate attendance numbers needed to determine a majority, two-thirds, and a quorum. The HRRC also recommends re-evaluating the process each year to discuss challenges and opportunities to maximize efficiencies.

• Electronic Voting in the House of Delegates
  o The HRRC recommends continued use of voice votes as primary means, the electronic voting system as a secondary means, and standing votes (counting via tally cards) as a tertiary means (back-up to the electronic voting system) to cast votes by delegates for action on Association policy and items of new business.
  o The HRRC recommends continued use of the electronic voting system as a primary means and the written ballots as a secondary means (back-up to the electronic voting system) to cast votes by delegates for the election of the Speaker-elect.
  o The HRRC recommends that the tabulation of election ballots cast electronically be observed by the House Canvassing Committee and that results be reported as soon as possible. If second ballots are required, voting shall commence shortly after the initial ballot results have been reported to the House.
  o The HRRC recommends the use and reporting of actual number votes cast versus a percentage of votes cast to determine vote results.
  o The HRRC recommends continuing use of a time limit of 10 seconds for delegates to cast an electronic vote.
  o The HRRC recommends that the votes cast by delegates continue to be not readily identifiable.

• End Debate (move the previous question)
  o The HRRC recommends that delegates must approach one of the floor microphones and be recognized by the Speaker prior to requesting to “Call the Question.” The HRRC also recommends that once the delegate is 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.

• Use of Friendly Amendments
  o The HRRC recommends that the Speaker enforce Rule 7 (Amendments to Resolutions) and remind Delegates that there are no “friendly” amendments. The Speaker should rule any Delegates out of order who express a desire to make a “friendly amendment.”

• Committee of the Whole
  o The HRRC recommends continued use of the Committee of the Whole and for consideration to be given to expand the allocated time of future House of
Delegates sessions. The HRRC recommends the continuation of previous process enhancements:

- Organize the Committee of the Whole discussion by topic as presented in the policy and policy review committee reports.
- Create a timed agenda in the Speaker’s continuity script and articulate to delegates the time allotted for each section.
- Display a visible countdown for delegates.
- Encourage delegates to be prepared to make comments for Committee of the Whole.

4. Review of 2013 APhA House of Delegates Activities Schedule

The Committee recognized the value of the Committee of the Whole and its purpose to generate active participation in the House.

The Committee also recognized the value of hearing from APhA Board candidates and the installing the APhA Board of Trustees during the APhA House of Delegates. The Committee discussed the need to complete all unfinished business of the House prior to installing the leaders of the Association.

During the review of the House session schedules as recommended by the House, the Committee considered potential modifications to the 2013 APhA House of Delegates schedule. Upon completing its review of the proposed 2013 APhA House of Delegates schedule, the Committee took the following action:

**By CONSENT, the House Rules Review Committee approves the schedule of the 2013 APhA House of Delegates. (See schedule under General Information tab in Delegate Reference Materials)**

5. Review of the APhA House of Delegates Rules of Procedure

The Committee considered the recommendations of the APhA Board of Trustees’ Task Force on the Policy Process, in conjunction with the feedback received from Delegates in surveys and other mechanisms, and recommends the following revisions to APhA’s House of Delegates Rules:

A. **Modify submission process for new business items:** The HRCC recognized the need to ensure Delegates have time to review and discuss new business items.

**Rule 4 New Business**

Items of New Business are due to the Speaker of the House no later than 48 hours 30 days before the start of the first House of Delegates session. Consideration of urgent items can be done with concurrence by the Speaker and a suspension of the House rules at the House Session where New Business will be acted upon.
B. **Amending existing House Policy via APhA’s New Business Review Process.** During the 2012 House of Delegates the appropriateness of amending or reaffirming existing APhA policy was raised. The HRRC reviewed the issue and recommends the addition of the below new language:

**Rule 4 New Business**

Delegates wishing to amend existing APhA policy on topics not covered within the Policy Committee or Policy Review Committee agendas may submit proposed policy statements through the New Business Review process. Re-statements of existing policy are discouraged.

C. **Review of Existing House Policy.** The HRRC reviewed the scope of work and charge given to the Policy Review Committee (PRC). In particular, the HRRC considered the appropriateness of the PRC making recommendations to amend existing APhA policy. The HRRC recommends that items identified by the PRC needing amending be referred, with suggested language to the New Business Review Committee. In addition, the HRRC recognized the need to change the cycle of policy review, as all of the existing policy has undergone review. The HRRC also recognized that the Speaker needed a mechanism to refer existing policy when a contemporary issue arises needing timely review (i.e.: as occurred with the fluoride in water policy).

**Rule 10 Policy Review Committee**

The House shall receive and consider the recommendations of the House Policy Review Committee to archive existing statements into the historical policy category, to rescind existing policy, or amend existing policy at each Annual Meeting of the Association. A singular motion to archive, rescind, or retain, all such existing policy, with limited debate, shall be in order. Items identified by the Policy Review Committee as needing amendment shall be submitted to the New Business Review Committee for consideration. Any such existing policy will be subject to review every five years or less. Starting with the 2014-2015 Policy Review Committee, and every 4 years from there (not on an even year when there is a Speaker election), the Policy Review Committee shall review any policy that has not been reviewed or had policies added in the past 4 years.

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

D. **Policy Reference Committee is no longer a pilot program**

**Rule 12 Policy Reference Committee**

The House of Delegates Policy Reference Committee shall consist of the chair of the Policy Committee, two members of the Policy Committee, and four new members appointed by the Speaker of the House of Delegates. The Policy Reference Committee
will hear comments during the First Session of the House of Delegates and the Open Hearing of the Policy Committee at the APhA Annual Meeting and issue the Final Report of the House of Delegates.

By CONSENT, the House Rules Review Committee approves the APhA House of Delegates Rules of Procedure as proposed, and recommends that the HRRC recommendations and Rules of Procedures as proposed be effective immediately upon adoption for this house session.

The report is presented by Betty Jean Harris, Chair of the House Rules Review Committee, to the APhA House of Delegates for its approval.