**APhA Academy of Student Pharmacists**

**Regulations and Procedures for APhA-ASP National Officer Elections**

**GENERAL INFORMATION**

Serving as an American Pharmacists Association Academy of Student Pharmacists (APhA-ASP) National Officer is rewarding, both professionally and personally. Elected officers who choose to serve their profession have the personal satisfaction of knowing that they have been elected by their colleagues to represent them in their national professional organization. At times, serving as an elected officer may be a very difficult and demanding position, but the position is meant to complement, not compete with educational responsibilities. An elected officer's education always takes the higher priority.

The Regulations and Procedures for APhA-ASP National Officer Elections serve as the official guidelines for the APhA-ASP House of Delegates Rules of Procedures, APhA-ASP Nominations Committee, APhA-ASP House of Delegates, and those candidates wishing to seek national office. The regulations and procedures are reviewed annually by the APhA-ASP National Executive Committee and may be revised as necessary.

2023-2024 APhA-ASP National Officer elections will be conducted during the APhA2023 Annual Meeting in Phoenix, AZ, March 24-27. Information about the candidates will be posted March 7, 2023. Candidates will be notified as soon as possible in the event of changes to the elections or responsibilities of national office.

If you have any questions or concerns regarding the application for APhA-ASP National Office or the following regulations and procedures, please contact:

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**ELIGIBILITY**

* Any APhA-ASP member enrolled as a full-time student in a Doctor of Pharmacy degree program is eligible to seek nomination for an elected national office. All APhA-ASP elected national officers are to remain in their first professional degree program during their term(s) of office.
* Candidates for office must have a satisfactory record of academic performance (minimum 2.5 GPA on a 4.0 scale) and understand that the responsibility of being elected as an APhA-ASP National Officer will not negatively affect the candidate’s current academic standing.
* Candidates must be of sound professional, moral, and ethical judgment and must have the full support of the dean and chapter advisor(s) at their school or college of pharmacy.
* Candidates must be aware of the responsibilities, meetings, and requirements of the position they seek. If after being elected, a candidate finds that he/she is unable to fulfill the duties of the position, the candidate understands that APhA has the authority to replace him/her with a qualified student pharmacist.

* Candidates, upon the discretion of APhA, may be required to resign from any local, regional, national, or international positions held in APhA-ASP, or other pharmacy and non-pharmacy associations.
* An official National Officer Application must be submitted to APhA Headquarters by the date specified on the application. Each section must be fully completed, and the application must be signed by the dean, chapter advisor, and experiential coordinator of the applicant’s school or college of pharmacy. Portions of the application will be made publicly available on APhA-ASP’s website.
* Candidates must have all campaign materials approved by APhA Student Development Staff. Failure to comply may result in disqualification as a candidate.
* Candidates must attend all required sessions detailed in the Regulations and Procedures for APhA-ASP National Officer Elections.
* Candidates must pass the APhA-ASP National Officer Examination. The examination will be pass/fail (a score of 70% or better to pass). Failure to pass the examination will result in the inability for the Nominating Committee to interview the candidate and the inability for the APhA-ASP House of Delegates to nominate the candidate from the floor.
* Candidates must understand and adhere to all sections of the Regulations and Procedures for APhA-ASP National Officer Elections.
* Candidates must understand and adhere to all sections of the APhA-ASP House of Delegates Rules of Procedure.

**NATIONAL OFFICER POSITIONS & RESPONSIBILITIES**

APhA-ASP leadership shall consist of a National Executive Committee comprised of the following offices: APhA-ASP National President, APhA-ASP National President-elect, two APhA-ASP National Members-at-large, and the APhA-ASP Speaker of the House. The terms of APhA-ASP national offices expire at the conclusion of the Annual Meeting & Exposition following their election.

**Responsibilities of the APhA-ASP National President**

The APhA-ASP National President serves a one-year term, after serving one year as APhA-ASP National President-elect. Duties include, but are not limited to:

* Uphold the bylaws, vision, mission, goals, and objectives of APhA
* Uphold the mission, goals, objectives, policies, and procedures of APhA-ASP
* Provide strategic guidance and quality improvement recommendations for all APhA initiatives
* Represent APhA-ASP on behalf of its membership at large
* Serve as a member of the APhA Board of Trustees
* Maintain regular contact with local chapter leadership
* Attend all meetings of the APhA-ASP National Executive Committee
* Serve as a Board of Trustees Delegate to the APhA House of Delegates
* Serve as a member of the APhA Board of Trustees – Strategic Directions Committee
* Attend the APhA-ASP Midyear Regional Meetings, preside at the opening and closing business sessions, and regional officer elections
* Travel in August through November on APhA-ASP Student Outreach visits (~10 visits)
* Serve as a presenter during the APhA-ASP Midyear Regional Meetings and APhA Annual Meeting & Exposition
* Serve as a liaison to other pharmacy or student health care organizations
* Provide updates on APhA-ASP activities to the APhA New Practitioner Advisory Committee
* Monitor APhA and APhA-ASP social media outlets
* Participate in monthly conference calls with the APhA-ASP National Executive Committee and APhA Staff
* Conduct biweekly calls with APhA Staff liaison

**Responsibilities of the APhA-ASP National President-elect**

The APhA-ASP National President-elect serves in officer for two years, the first year as APhA-ASP National President-elect and the second year as APhA-ASP National President. Duties for the first year as National President-elect include, but are not limited to:

* Uphold the bylaws, vision, mission, goals, and objectives of APhA
* Uphold the mission, goals, objectives, policies, and procedures of APhA-ASP
* Represent APhA-ASP on behalf of its membership at large
* Maintain regular contact with local chapter leadership
* Attend all meetings of the APhA-ASP National Executive Committee
* Serve as liaison of the APhA-ASP Awards Standing Committee
* Serve as liaison of the APhA-ASP International Standing Committee
* Serve as an APhA-ASP Delegate to the APhA House of Delegates
* Serve as a presenter during the APhA-ASP Midyear Regional Meetings and APhA Annual Meeting & Exposition
* Attend the APhA-ASP Midyear Regional Meetings, preside at the opening and closing business sessions, and regional officer elections
* Travel in August through November on APhA-ASP Student Outreach visits (~5 visits)
* Monitor APhA and APhA-ASP social media outlets
* Serve as National President in the President’s absence, fulfilling all responsibilities of the President in such case
* Participate in monthly conference calls with the APhA-ASP National Executive Committee and APhA Staff
* Conduct biweekly calls with APhA Staff liaison
* Participate in monthly and as needed call with committees

**Responsibilities of the two APhA-ASP National Members-at-large**

The two APhA-ASP National Members-at-large serve a one-year term and duties include, but are not limited to:

* Uphold the bylaws, vision, mission, goals and objectives of APhA
* Uphold the mission, goals, objectives, policies and procedures of APhA-ASP
* Represent APhA-ASP on behalf of its membership at large
* Maintain regular contact with local chapter leadership
* Attend all meetings of the APhA-ASP National Executive Committee
* Chair the APhA-ASP National Communications and Member Engagement Standing Committees
* Serve as liaison to the APhA-ASP Midyear Regional Meeting Coordinators
* Serve as a presenter during the APhA-ASP Midyear Regional Meetings and APhA Annual Meeting & Exposition
* Serve as an APhA-ASP Delegate to the APhA House of Delegates
* Attend the APhA-ASP Midyear Regional Meetings, preside at the opening and closing business sessions, and regional officer elections
* Travel in August through November on APhA-ASP Student Outreach visits (~10 visits)
* Monitor APhA and APhA-ASP social media outlets
* Participate in monthly conference calls with the APhA-ASP National Executive Committee and APhA Staff
* Conduct biweekly calls with APhA Staff liaison
* Participate in monthly and as needed call with committees

**Responsibilities of the APhA-ASP Speaker of the House**

The APhA-ASP Speaker of the House serves a one-year term and duties include, but are not limited to:

* Uphold the bylaws, vision, mission, goals, and objectives of APhA
* Uphold the mission, goals, objectives, policies, and procedures of APhA-ASP
* Represent APhA-ASP on behalf of its membership at large
* Maintain regular contact with local chapter leadership
* Attend all meetings of the APhA-ASP National Executive Committee
* Chair the APhA-ASP Resolutions and Reference Committees
* Chair the APhA-ASP National Policy Standing Committee
* Serve as an APhA-ASP Delegate to the APhA House of Delegates
* Attend APhA-ASP Midyear Regional Meetings, preside at the opening and closing business sessions, and regional officer elections
* Monitor APhA and APhA-ASP social media outlets
* Attend the APhA Annual Meeting and preside at the APhA-ASP House of Delegates and Open Hearing on Proposed Resolutions
* Travel in August through November on APhA-ASP Student Outreach visits (~10 visits)
* Preside at all meetings of the APhA-ASP House of Delegates
* Ensure that the intent of past and present APhA-ASP resolutions is implemented
* Educate the APhA-ASP Regional Officers and Policy Vice Presidents on their role in the Academy’s policy process
* Serve as the student representative to the APhA Political Action Committee (PAC)
* Serve as the student representative to the APhA Government Affairs Committee (GAC)
* Participate in monthly conference calls with the APhA-ASP National Executive Committee and APhA Staff
* Conduct biweekly calls with APhA Staff liaison
* Participate in monthly and as needed call with committees

**REQUIRED MEETING ATTENDANCE**

Members of the APhA-ASP National Executive Committee are required to attend and travel to several meetings throughout the year. All travel expenses are covered by APhA. Participation via web conferencing and virtual meetings is also required. Active participation and presentations are required for each meeting. The list of required meetings includes, but is not limited to the following:

* APhA-ASP National Executive Committee Meetings (5-6 days)
	+ April (includes APhA Academies Leadership Meeting)
	+ July (includes APhA Summer Leadership Institute)
	+ January (includes Regional Officer Business Meeting)
* APhA-ASP Student Outreach visits in August through November (average of 10 school visits)
* APhA-ASP Midyear Regional Meetings (3 days in October/November)
* APhA Annual Meeting & Exposition (7 days in March/April)
* APhA Board of Trustee Meetings (4-5 days for National President/President-elect only)
	+ June
	+ September
	+ November
	+ January
* Monthly committee virtual meetings with the NEC, standing committee, and other committees as needed (additional meetings as required by the needs of the committee)
* Active participation in events hosted by APhA-ASP and APhA as required or recommended

**CAMPAIGN MATERIALS**

**Money does not win elections. Candidates are encouraged to use fiscal responsibility when developing their campaign materials.**

Candidates are strongly encouraged to prepare a two-dimensional poster (no larger than 24” x 36” or 36” x 24”) with their qualifications and platform. Posters will be used during the “Meet the Candidates” sessions. Easels will be provided at the Annual Meeting & Exposition for candidates to display their poster at the designated times and locations. It is highly recommended that posters have a foam or cardboard back to support the poster. Candidates are responsible for their poster throughout the meeting.

No promotional materials that include descriptions of candidate qualifications or platform may be distributed at any time during the APhA Annual Meeting & Exposition. This also includes items with QR codes to websites promoting candidate qualifications. “Giveaway” promotional materials must be approved by APhA Staff prior to the APhA Annual Meeting & Exposition. Examples of acceptable items include buttons, stickers, and ribbons.

Candidates are also required to produce a 30-second, video goal statement. The video goal statement will be shared on the candidate page of the APhA website. Videos should be a “mpg” or “mp4” file format. Any footage over the 30 second mark will not be shown. Candidates will be sent specific instructions for shooting the video and sent an invitation to Dropbox to upload video. Videos will be submitted to staff by March 1 for posting.

Campaigning for office through electronic mediums (i.e. Facebook, Twitter, website, etc.) is not allowed. APhA-ASP will host webpages for each of the candidates. APhA-ASP will conduct all official promotion of the candidates and the elections. Promotion outside of APhA and APhA-ASP is prohibited. Candidate information will be posted by March 7, 2023.

\*\*Candidates seeking an APhA-ASP National Office position are **strongly encouraged to participate** in the following **optional** activity:

**1. “Meet the Candidates” Sessions**

* All candidates are encouraged to participate in the three “Meet the Candidates” sessions held throughout the APhA Annual Meeting & Exposition. Student pharmacists will have a chance to meet with National Officer Candidates and have their questions answered. Candidates may display their campaign poster during these sessions. The time and location of the sessions will be posted in the APhA Annual Meeting & Exposition Program Guide, meeting website, and app. See information above on poster size and composition.

**VOTING PROCESS**

Voting will take place during the Final Session of the APhA-ASP House of Delegates on Sunday of the APhA Annual Meeting & Exposition. Voting is subject to the policies and procedures detailed in the [APhA-ASP House of Delegates Rules of Procedure](https://aphanet.pharmacist.com/sites/default/files/audience/APhA-ASP%20House%20of%20Delegates%20Rules%20of%20Procedure.pdf).

**NATIONAL OFFICER CANDIDATE TIMELINE / SESSIONS**

Candidates seeking an APhA-ASP National Officer position are **required** to adhere to the following timeline and **attend** the following sessions. Failure to do so may result in disqualification from the election process.

**1. Submit their application for APhA-ASP National Office**

* All sections of the APhA-ASP National Officer application must be submitted to APhA Headquarters via email (to the APhA-ASP inbox at APhA-ASP@APhAnet.org) **by no later than 11:59pm PST** on February 7.

**2. Participate in the APhA-ASP National Officer Candidate Conference Call**

* All national officer candidates are required to participate in the National Officer Candidate Conference Call to be held on Wednesday, February 9, 2023 from 9:00pm to 10:30pm EST. This call will be moderated by APhA staff. During the call, staff will review the regulations and procedures related to campaigning for National Office, explain the officer exam logistics, give the schedule of campaign events for the APhA Annual Meeting & Exposition, overview requirements for the candidate goal statement video, and provide an opportunity for candidates to ask questions about the election process as well as speak with a few current National Officers about their experience.
* If a candidate is unable to participate in the call, alternate arrangements must be made with the approval of APhA staff.

**3. Take the APhA-ASP National Officer Candidate Examination**

* All National Officer Candidates are required to take the APhA-ASP National Officer Candidate Examination at the designated location and time provided by APhA staff. Full details of the process will be reviewed during the orientation call.

* The exam will be administered via online platform on Tuesday, February 28 between 8:00 am to 6:00 pm EST.
* National Officer Candidates will work with APhA staff to identify a faculty/preceptor proctor and declare the time slot in which they will take the exam. Proctor information must be submitted by February 21.
* The online exam will cover the areas of APhA-ASP projects, programs, and organizational structure. Study materials will be provided to National Officers Candidates. 20 minutes will be allotted for completion of the exam.
* The online exam will be graded as pass/fail (70% or better to pass), and scores will be forwarded to the APhA-ASP Nominating Committee for their review. Candidates will be notified of their score by Friday, March 3.
* Any candidate who receives a failing score (less than 70%) on the online exam will not be interviewed by the APhA-ASP Nominating Committee for slating nor will the candidate be allowed to be nominated from the floor of the APhA-ASP House of Delegates.

* All exam results will be kept confidential.

**5. Complete an Interview with the APhA-ASP Nominating Committee**

* All candidates are required to be interviewed by the APhA-ASP Nominating Committee during the APhA Annual Meeting & Exposition. The APhA-ASP Nominating Committee will conduct interviews on Friday, March 24, from 8:00 am to 12:00 pm. The time and location of this interview will be provided to each candidate by the staff prior to the meeting. Each candidate interview takes approximately 15 minutes.
* The Nominating Committee is charged with interviewing the candidates for national office and developing a slate of up to two nominees for each position. The Committee is comprised of one representative from each of the eight APhA-ASP Regions, a chair, and ex-officio. The Committee shall attempt to evaluate the candidates by using questions and discussion, which may or may not be related to APhA-ASP or the profession of pharmacy. The Committee will be responsible for ensuring that all candidates adhere to the regulations and procedures for national officer elections. At the discretion of the Nominating Committee, candidates may be ruled ineligible for election for violating any of the national officer regulations and procedures.
* The Nominating Committee will meet in closed session to interview and slate candidates. Each candidate shall appear before the Nominating Committee for an interview at a time determined by that Committee and prominently posted outside of the Nominating Committee meeting room.
* The Nominating Committee shall prepare the slate of candidates. An informal announcement of the slate may be made at any time after the committee's selection and prior to the session at which the elections will be held. The slate may consist of two candidates for each of the offices of President-elect, Members-at-large (4 total), and Speaker of the House. Candidates are encouraged to read the [APhA-ASP House of Delegates Rules of Procedure](https://aphanet.pharmacist.com/sites/default/files/audience/APhA-ASP%20House%20of%20Delegates%20Rules%20of%20Procedure.pdf) for more information on the election process.
* The decision of the APhA-ASP Nominating Committee is final.

**6. Attend the APhA-ASP House of Delegates Final Session**

* All national officer candidates are required to attend the APhA-ASP House of Delegates Final Session. The time and location of this session will be posted in the APhA-ASP Student’s Guide to the Annual Meeting & Exposition and in the APhA Annual Meeting & Exposition website.
* During the final APhA-ASP House of Delegates Session, the Nominating Committee shall make its formal report to the House.
* Election of national officers will take place during the Final Session of the APhA-ASP House of Delegates and will be conducted by the process detailed in the APhA-ASP House of Delegates Rules of Procedure.
* Candidates will provide a speech no more than four minutes in length to the APhA-ASP House of Delegates.

**8. Attend the APhA-ASP National Executive Committee Incoming Officers Meeting**

* All newly elected national officers must participate in a brief APhA-ASP National Executive Committee Incoming Officers Meeting immediately following the APhA-ASP House of Delegates Final Session. New elected national officers must also participate in the APhA-ASP Leadership Transition meeting on Monday morning of the APhA Annual Meeting & Exposition. The time and location of these sessions will be provided by APhA staff.