
2023–2024 House of Delegates

Report of the House Rules Review Committee

Committee Members

Michael A. Mone, Chair
Sara McElroy, Vice Chair
Nancy A. Alvarez
Lawrence “LB” Brown
Charlie Mollien
Garth Reynolds
Veronica Vernon

Ex Officio Member
Brandi Hamilton, Speaker of the House

2023–2024 APhA House Rules Review Committee Report

The 2023–2024 APhA House Rules Review Committee (HRRC) consists of the following APhA members and longtime Delegates:

*Michael A. Mone, Chair
Powell, OH*

*Sara McElroy, Vice Chair
Seattle, WA*

*Nancy A. Alvarez
Phoenix, AZ*

*Lawrence “LB” Brown
Irvine, CA*

*Charlie Mollien
Hudsonville, MI*

*Garth Reynolds
Springfield, IL*

*Veronica Vernon
Pittsboro, IN*

Overall Charge and Duties

The HRRC is appointed each year to review and establish rules and procedures for the conduct of business at each House of Delegates (House) session (Adopted 1995). The APhA Speaker may assign year-specific charges to the HRRC as warranted. Acceptance of this report will record these recommendations in the actions of the House Session and be retained for future reference by the Speaker, APhA staff, and members.

The HRRC met via web conference call on May 23, May 24, June 12, June 29, and July 18, 2023, and made the following recommendations.

Guidance to the APhA House of Delegates

After thorough consideration, and in conjunction with the feedback received from Delegates, members, leaders, and staff (via surveys, live discussions, and other mechanisms regarding the activities of the House over the past year), the HRRC

unanimously recommends the following guidance be accepted by the APhA House of Delegates.

- Process and criteria for future parliamentary selection
 - The recent departure of APhA's longtime parliamentary introduces an opportunity for the Committee to evaluate existing procedures and specifications of appointing parliamentarians in the future.
 - The Committee reviewed existing processes as specified in the APhA Bylaws and reflected on variables that might be relevant to consider in selection of future parliamentarians.
 - Upon reflection of existing APhA Bylaws, the Committee recommended handling of this process as a Board Policy.
- Best practice for taking actions on Committee recommendations to proposed policy statements
 - The Committee reflected on the actions of the previous House of Delegates and observed opportunities to standardize and streamline the handling of proposed amendments to committee reports.
 - Related to this guidance, the proposed changes to Rules 10, 11, 15, and 17 are intended to alleviate confusion that was noted during the 2023 House of Delegates, and perceptions of secondary amendments.
 - The Committee recommends language in Rule 15 – New Business and Rule 17 – Policy Reference Committee to specify that all recommendations presented in these committees' reports should be to either adopt or reject an individual policy statement.
 - Recommendations made by the Policy Reference and New Business Review Committees may be adopted, rejected, amended, or referred by the House of Delegates once introduced.
 - The Committee also noted the opportunity, during development of committee reports, for the Policy Reference and New Business Review committees to work with original authors and potentially integrate recommended edits where appropriate. This opportunity occurs prior to the introduction of reports to the House or to the development of a consent agenda. In doing so, this revised language replaces the original language submitted for consideration by the Policy Reference and New Business Review Committee.
 - Should there be a desire to revert to the originally submitted language, a motion to amend must be made to amend the statement on the floor accordingly.
- Unfilled delegate seats
 - The Committee reviewed the current history of unfilled delegate seats per a standard annual review process following March 2023 House sessions. The Committee noted the continued impact of the COVID-19 pandemic on delegations and delegates. Similar to what was approved in 2020, there

was agreement not to inactivate any delegate seats due to the pandemic and external strains put on delegates that may have prevented them from attending House-related sessions.

- Any existing inactivated delegate seats prior to March 2020 will remain in effect, and delegation coordinators are able to follow the existing processes to reactivate those seats upon request. Additionally, the Committee reviewed and confirmed that no updates are needed to the process for requesting reactivation of an inactivated delegate seat.
- The Committee contemplated the practice of auditing unfilled seats annually, noting a general desire to fill as many seats as possible in the House rather than remove seats.
- Existing language in the APhA Bylaws and House Rules (Rule 2 – Unfilled Delegate Seats and Rule 3 – Speaker Appointment of Unfilled Delegate Seats) regarding delegate appointment timelines was reviewed, reaffirming the Speaker of the House’s right to directly appoint unfilled delegate seats, should Affiliated State Organizations (ASOs) be unable to appoint their delegates by the requested due date. The proposed deadline for consideration, before Speaker appointments are made on behalf of the ASOs is October 1.
- In this reflection, the Committee noted an opportunity to consider engaging ASOs of the same region to socialize delegate appointment reminders among themselves and their neighboring states.
- Consent agenda processes and procedures
 - During the 2022 and 2023 House of Delegates policy cycles, a consent agenda process was trialed through guidance provided by prior House Rules Review Committees. Guidance is not yet codified with the House rules.
 - After reflecting on these prior trials, the Committee determined it would be appropriate for the consent agenda process to be outlined and codified in the House rules at this time (Rule 7 – Consent Agenda).
 - The committee recommends continuation of existing guidance to conduct an electronic poll in advance of an in-person March House session to encompass policy recommendations from both the Policy Reference and New Business Review Committees.
 - The Committee emphasized the importance of delegate education on House procedures, and opportunities for delegate input on proposed policies being considered.
 - The Speaker, Committee Chairs, and APhA staff should continue to provide clear guidance during webinars and delegate orientation materials to ensure clarity on the electronic poll and consent agenda processes. Additionally, clear guidance should be provided during ongoing and new caucus events.

- The Committee noted that special attention should be given to how any delegate may make a motion for the removal of a section from the consent agenda for further discussion. It was determined that a “second” to the motion would be required, so that there would not be too great of a barrier for removal, while still maintaining a level of diligence.
- Best practice for handling abstention votes
 - The Committee reflected on the inclusion of “Abstain” as a voting option on the electronic poll sent to members to determine what committee recommendations are included in a consent agenda.
 - During the prior cycles, delegates who selected "Abstain" as their vote for an individual item were counted as abstention and removed from the denominator in each vote's final count.
 - While this calculation breakdown was explained during live webinars, and within the public report of consent agenda poll results itself, there was still a notable amount of delegate questions raised; in particular, questions to determine how these calculations may have influenced whether an individual item met the threshold for inclusion in the consent agenda.
 - As a result, the Committee recommended removal of “Abstain” as an option on the electronic poll, to accomplish the same result, while eliminating unnecessary confusion.
- Timeline for acceptance and review of Speaker-elect candidate applications
 - The Committee reviewed the processes for reviewing and slating Speaker-elect candidates during election years (Rule 9 – Nomination and Election of Speaker-elect).
 - The Committee remarked that the current practice of interviewing prospective Speaker-elect candidates by the Committee on Nominations onsite the day of the first House session can pose challenges to candidates, committee members, and staff involved.
 - The Committee identified an opportunity for added flexibility by requiring that these interviews take place no later than one day before the first House session at which election-related activities shall occur.
 - Furthermore, the Committee discussed the timeline for accepting applications for consideration to be slated as a candidate for Speaker-elect, noting that this should be an intentional decision that candidates are aware of well in advance. As a result, the Committee recommends specifying that all applications be submitted no later than 30 days before the upcoming House session at which election-related activities shall occur.
 - Regardless of when the Committee on Nominations determines its recommended slate of candidates, it is recommended that formal campaigning shall not begin until the start of the Annual Meeting & Exposition at which a Speaker-elect is to be elected.

- Recommendations to refer items to the APhA Board of Trustees
 - The Committee noted many delegates have inquired about next steps, after an item from a House session is referred to the APhA Board of Trustees for further action. There is a general sense of confusion as to how follow-up occurs for these items.
 - Recognizing that processes for following up on these items exist, the Committee recommends more explicit mention in the rules (Rule 19 – Unfinished and Referred Business Items), for referred items of business to be included in a Speaker’s Report to the House, to inform the House of any action taken regarding such referral. This should occur no later than the conclusion of the subsequent Annual Meeting & Exposition.
- Renumbering of the Rules
 - As a result of the preceding guidance, the Committee recommends revisions to the existing House of Delegates Rules of Procedure, as well as the addition of two net new rules of procedure.
 - Two additional rules, “Consent Agenda” and “Motion to Reject,” have been drafted by the Committee.
 - The Committee recommends integrating these rules within the existing numbering, in accordance with the overall sequential order of rules. This proposed order of rules would be as follows:
 - Rule 1 – Delegate Appointment
 - Rule 2 – Unfilled Delegate Seats
 - Rule 3 – Speaker Appointment of Unfilled Delegate Seats
 - Rule 4 – Delegates and Voting
 - Rule 5 – Delegate Identification
 - Rule 6 – Consideration of Committee Reports
 - Rule 7 – Consent Agenda
 - Rule 8 – Privilege of the Floor
 - Rule 9 – Nomination and Election of Speaker-elect
 - Rule 10 – Amendments to Resolutions
 - Rule 11 – Motion to Reject
 - Rule 12 – Rules of Order
 - Rule 13 – Amendments to House of Delegates Rules of Procedure
 - Rule 14 – Grammar/Punctuation Corrections
 - Rule 15 – New Business
 - Rule 16 – Policy Review Committee
 - Rule 17 – Policy Reference Committee
 - Rule 18 – Virtual House of Delegates
 - Rule 19 – Unfinished and Referred Business Items

APhA House of Delegates Rules of Procedure

After thorough consideration, and in conjunction with the feedback received from Delegates, members, and staff, the HRRRC unanimously recommends the following revisions to the APhA House of Delegates Rules of Procedure. Note: proposed amendments are in **red font**, deletions are ~~struck through~~, and proposed additions are underlined.

Rule 3 Speaker Appointment of Unfilled Delegate Seats

Per APhA Bylaws Article VI, Section 2, subsection A.i, the Speaker may appoint delegates to unfilled delegate seats of Affiliated State Organizations (ASO). The Speaker will give preference to appointing delegates who served the delegation in previous House sessions. The Speaker must select an individual who resides or works within the state represented by the ASO and ~~for~~ which they will represent in the House. This process also applies to delegations ~~who~~ that have an inactive delegate seat per APhA Bylaws Article VI, Section 2, Subsection G. The Speaker will ~~make a reasonable attempt to~~ notify the ASO executive staff of the Speaker appointment. ~~In the event the ASO has a preferred individual to serve in the House after the Speaker has made the appointment, then the ASO's choice will take precedence if it is received not less than 30 days prior to any House session.~~ All individuals appointed under this rule will be seated with their ASO's delegation, irrespective of whether the ASO or the Speaker appointed them into the seat.

Rule 7 Consent Agenda

The House of Delegates may use electronic methods to conduct business by Consent.

The items of House business that may be considered by Consent shall be:

1. Policy Reference Committee Report (PRefC) and
2. New Business Review Committee Report (NBRC)

Delegates will be presented with the PRefC and the NBRC Reports not later than thirty (30) days before commencement of the first session of the House of Delegates. Delegates will have not less than ten (10) business days within which to designate their support for or against each whole-numbered section of the PRefC and NBRC Reports. Delegates will vote to either "agree" or "disagree" with the inclusion of each whole number section of the PRefC and NBRC reports in a consent agenda. Amendments will not be considered in the electronic consent process.

A quorum consisting of 80% or more of registered Delegates voting shall be required for any whole-numbered sections of the PRefC or NBRC to be added to the Consent Agenda. The Consent Agenda shall be further comprised of any whole-numbered section of the PRefC or NBRC reports that receive votes of approval of 75% or more. Any whole-numbered section of the PRefC or NBRC report that has not received a quorum of votes or fails to reach a 75% approval vote shall be included on the regular House Agenda for individual consideration.

The House of Delegates will receive an electronic report that contains the entire subject matter of the recommendations including the whole-numbered items approved for placement on the Consent Agenda, and those for individual consideration that have not been included on the Consent Agenda.

At the House of Delegates session where the Consent Agenda is considered, any Delegate may make a motion for the removal of any whole-numbered section(s) contained on the Consent Agenda for separate debate and voting by Delegates. Once a second is received, the item will be considered separately.

Rule 9 Nomination and Election of Speaker-elect

The House of Delegates Committee on Nominations shall consist of five Delegates, including the Chair, and shall be appointed by the Immediate Past (non-incumbent) Speaker of the House of Delegates, ~~and that The~~ Committee shall meet either in person or using technology assisted meeting platforms no later than one day before the first preceding the House session at which election-related activities shall occur to interview and slate select up to two (2) candidates for the office of Speaker-elect of the House of Delegates.

Nominees for the office of Speaker-elect of the House of Delegates shall submit or shall cause to be submitted a declaration of intent to be nominated for the office of Speaker-elect not less than thirty (30) days preceding the House session at which election-related activities of the Speaker-elect occur. The declaration of intent shall be made on forms electronically available on the House of Delegates web page. Incomplete or late forms will not be considered by the Committee on Nominations.

Elections for Speaker-elect will occur every even-numbered year. ~~Only~~ Up to two (2) candidates for the office of Speaker-elect of the House of Delegates shall be ~~slated nominated~~ by the Committee on Nominations, and this report shall be presented prior to the House session at which election-related activities shall occur. No member of the Committee on Nominations shall be nominated by that Committee. All ~~candidates nominees examined interviewed~~ by the Committee shall be notified of the results as soon as possible after the ~~nominees candidates~~ have been ~~selected slated~~ by the Committee on Nominations.

Formal campaigning for the office of Speaker-elect shall be in accordance with APhA's campaign guidance and rules and shall not begin until the start of the Annual Meeting at which a Speaker-elect is to be elected.

All candidates must be an APhA member as defined in Article III, Section 2, of the APhA Bylaws, and a seated delegate in the House of Delegates. During in-person House sessions,

candidates will be introduced and permitted to speak to the House for no more than two (2) minutes following announcements of the slate of candidates. Candidates will then be permitted to address the House for a maximum of three (3) minutes at the House session at which election-related activities shall occur. Candidates shall be listed in alphabetical order on the ballot, regardless of whether they were slated by the Committee on Nominations or nominated from the floor of the House. A majority vote of delegates present and voting is required for election. If no majority is obtained on the first ballot, a second ballot shall be cast for the two candidates who received the ~~largest vote~~ most votes on the first ballot. If electronic voting mechanisms are available, then the election shall be conducted utilizing the technology, with the results not publicly displayed. During extenuating circumstances where a vote for Speaker-elect cannot occur during an in-person House session, the Speaker and Secretary of the House, in consultation with the House Rules Review Committee, may recommend alternative methods to collect vote tallies.

If a vacancy occurs in the office of Speaker, the vacancy process detailed in Article VI, Section 5, of the APhA Bylaws shall be followed.

Rule 10 Amendments to Resolutions

All amendments to Motions to Adopt made by the Policy Reference Committee or Motions to Adopt made by the New Business Review Committee ~~recommendations or New Business Item Statements~~ shall be submitted in writing, handwritten or provided electronically, to the Secretary through a designated process confirmed by the Speaker for each House session. There are no secondary amendments or “friendly” amendments. The Speaker will rule any delegates out of order who express a desire to make a secondary amendment or “friendly” amendment.

Rule 11 Motion to Reject

A Motion to Reject made by a Committee in its Report shall be considered the same priority as a Motion to Adopt and shall be subject to all other Robert’s Rules, except for those that conflict with these House Rules of Procedure.

Upon ADOPTION of the Motion to Reject, the item is no longer in business and can only be subject to a successful Motion to Reconsider, properly made, seconded, and adopted. Whereupon the Motion to Reject remains the status of the action before the House. The Motion to Reject must be defeated before a motion to Adopt is in order.

Upon DEFEAT of the Motion to Reject, the item reverts to any original language of the Delegate or Committee and is considered in business when a Delegate makes a Motion to Adopt and it is properly seconded, whereupon the item is subject to all other Robert’s Rules except those that conflict with these House Rules of Procedure.

Rule 15 New Business

The New Business Review Committee shall consist of 7–10 delegates, including the Chair, and are appointed by the Speaker. The Committee members should be present for open forum sessions held in person or virtually. After reviewing feedback provided from APhA members, the Committee will meet in executive session to ~~propose motions to the House of Delegates on develop recommendations on assigned~~ New Business Items. New Business Items are due to the Speaker of the House no later than 60 days before the start of any House session where regular action on New Business Items (not urgent items) is scheduled to take place. An urgent item can be considered, ~~without a suspension of the House rules~~, if presented to the Speaker, with necessary background information, at least 24 hours prior to the beginning of any House session. Urgent items are defined as matters that, due to the nature of their content, must be considered by the House outside of the normal policy processes. The House leadership (Speaker, Speaker-elect [when present], and Secretary) will evaluate submitted urgent items based on the timely and impactful nature of the presented item and determine if the urgent item is to be ~~agendaed approved~~ as New Business. The House shall then be informed of any approved urgent items to be ~~considered agendaed by the House~~ as soon as is possible by the Speaker. ~~Approved Agendaed~~ urgent items shall be considered with other New Business Items and discussed during the New Business Open Hearing, if one is scheduled to take place. No immediate action shall be taken on urgent new business items without prior review of proposed statements and background information by all delegates. ~~Appropriate action will be recommended by~~ The New Business Review Committee shall consider the urgent new business item in the same manner as other New Business Items. Urgent items denied consideration by House Officers may still be addressed by the House, with a suspension of House rules at the House session where New Business will be acted upon.

Delegates wishing to amend existing APhA policy on topics not covered within the Policy Committee or Policy Review Committee agenda may submit proposed policy statements through the New Business Review Process. Restatements of existing policy are discouraged and should be included only as background information.

The New Business Review Committee's report to the House of Delegates shall be either a

Motion to:

A. Adopt, or

B. Reject.

C. ~~include one of the following recommended actions for each New Business Item considered:-~~

a) ~~Adoption of the New Business Item-~~

b) ~~Rejection of the New Business Item-~~

c) ~~Referral of the New Business Item-~~

d) ~~Adoption of the New Business Item as amended by the committee~~

~~e) No action~~

The New Business Review Committee's ~~recommendations~~ motions will be addressed by the House of Delegates in the following order:

1. New Items submitted by the Policy Review Committee
2. General New Business Items
3. Urgent New Business Items

~~If the New Business Review Committee recommends no action on a New Business Item, the Speaker of the House shall place the New Business Item before the House of Delegates for consideration and action.~~ Each whole-numbered statement within the New Business Item ~~should~~ will be considered separately, unless a Motion to consider all whole-numbered statements as a single item is properly made, seconded and agreed to by the House ~~A consent agenda process may be used to consider multiple recommendations within a single New Business Item,~~ in accordance with Robert's Rules of Order. New Business Items can be considered at a virtual session of the House of Delegates at the discretion of the Speaker, in accordance with these rules of procedure. Debate on new business items in a virtual session will be time limited. At the Speaker's discretion, proposed New Business items may be referred to the next session of the House for further deliberation.

Rule 17 Policy Reference Committee

The House of Delegates Policy Reference Committee shall consist of the chair of the Policy Committee, two or three members of the Policy Committee, and three or four new members appointed by the Speaker of the House. Members of the Committee must be delegates and should be present for open forum sessions held in person or virtually. The Policy Reference Committee shall consider delegate comments received through open forums, webinars, and other communication means and meet in executive session to issue their report and recommendations prior to the House session where those recommendations would be considered by the House.

The Policy Reference Committee's report to the House of Delegates shall be either a Motion to:

- A. Adopt, or
- B. Reject.

Rule 19 Unfinished and Referred Business Items

Debate in any session of the House may be time limited, as designated by the Speaker. If the Speaker, the Committee chair, or any Delegates feel additional debate on the policy statement is warranted, the item may be carried over to an open hearing or a future session of the House. The remaining items requiring action will be brought back for final consideration at the next House session as "Unfinished Business."

Upon confirmation of an “Unfinished Business Item”, the Speaker must clearly identify within the “Actions of the House Report” how Unfinished Business Items will receive further action. Unless defined within a motion from a Delegate, the Speaker, in consultation with the Secretary of the House, has the authority to assign “Unfinished Business Items” to an appropriate House Committee, the Board of Trustees, or a future session of House business for further action. An update on “Unfinished Business Items” ~~or any “Referred Business Items”~~ from any prior House session should be provided by the Speaker at future House sessions until action has been taken by the House ~~on that item. or no further action is recommended on the item.~~

Where a motion is made to refer an item of business and properly passed by delegates during a House of Delegates session, the Speaker shall in a Speaker’s Report to the House inform the House of any action taken regarding such referral, no later than the conclusion of the subsequent Annual Meeting.