

# **APhA House of Delegates Toolkit**



## Toolkit Purpose

This delegate toolkit is a resource to provide easy access to the most current and relevant information a delegate will need to prepare for his/her role as a delegate. This toolkit has been developed to help ensure delegates/alternates understand the delegate's role and provide the resources delegates need to prepare and carry out that role.

## Delegates Represent

Every APhA member has the opportunity to serve in the House of Delegates, as long as you are a member in good standing. Individual members can become a delegate by appointment through a recognized entity such as a state delegation or national recognized organization. APhA's House of Delegates consists of delegates from all fifty states, along with the District of Columbia, Guam, and Puerto Rico.

Other organizational groups entitled to seat(s) consist of the APhA Academies, the federal pharmacy groups, and Delegate ex-officios. ([See a list of recognized member groups](#))

## House Composition

The House is composed of approximately 400+ members representing state pharmacy associations, recognized national and federal organizations, APhA's Academies and Board of Trustees, former APhA Presidents, and former Speakers of the APhA House. Each state-affiliated organization appoints two Delegates, plus one additional Delegate for each 200 APhA Members residing in the state.

Each of the recognized national organizations and recognized Federal organizations appoints two Delegates. The Association's three Academies appoint 28 Delegates each. Every member of the current APhA Board is a Delegate.

States	(2) Delegates plus (1) delegate for each two hundred (200), or a major fraction thereof. Fifty states are represented in the House, along with the District of Columbia, Guam, and Puerto Rico.
National Recognized Organizations	(2) Delegates per 13 national recognized organizations (26)
Ex Officio (Leadership)	Board of Trustees and Speaker-elect (16), Former Presidents, Former Speakers (unlimited number).
Association Membership Groups	(28 ea.) APhA-APPM, APhA-APRS, APhA-ASP (84), 2 Delegates per 5 federal pharmacy (10).
Speaker Appointed	Up to 10 Delegates from various House Committees who could obtain an appointment.

House of Delegates officers consist of the Speaker of the House, the Secretary and Parliamentarian. All serve as voting Delegates within the House, with the exception of the Parliamentarian. Elections for Speaker-elect occurs on even numbered years.

## **Delegate's Responsibility**

Delegates serve a one-year term starting June 1 through May 31 of the following year, virtually working year round advocating for the profession, the members, and the Association. Delegate activities consist of participating in debate and discussions, advocating for the profession, and vetting professional practice content.

Delegates are also responsible for attending and participating in HOD meetings during the APhA Annual Meeting and Exposition and attending and participating in informed open policy hearings.

*Delegates and Alternate Delegates should meet the following qualifications and responsibilities:*

### *Qualifications:*

- Be an APhA Member
- Be appointed or selected by the membership of the sponsoring organization
- Be accessible by phone or email
- Be available and active when necessary

### *Duties and Responsibilities:*

- A delegate should be familiar with all materials provided in the Delegate Reference booklet prior to attending the meeting of the HOD at annual meeting.
- A delegate attends the meeting and reports the actions to members and constituents.
- A delegate serves as an advocate for patients to improve public health and the health care system.
- A delegate participates in education webinar sessions to bring awareness of the issues.
- A delegate represents and votes on behalf of state and other national organizations during the APhA House of Delegates meeting.
- A delegate solicits feedback from representing delegations on issues impacting the pharmacy profession.
- A delegate coordinates with delegation representatives on potential policy amendments for submission.
- A delegate follows the basic principles of parliamentary procedure as set forth in Robert's Rules of Order.

The delegate/alternate delegates serve as a direct contact with members and serve as the voice of reason when providing input on APhA policy.

## **Role of the APhA Alternate Delegate**

Members of the APhA House of Delegates serve as the primary link between APhA and its members. The delegate is the key source of information on activities, programs, and policies. Therefore, when the delegate is unable to fulfill his/her responsibilities, the alternate delegate will stand in to assume the responsibility in the delegate's absence. The qualifications and responsibilities of the alternate delegate are the same as identified for the delegate.

A seating area is provided in the back of the HOD meeting room for alternates and all other APhA members to listen to the proceedings.

### **Role of the APhA Board of Directors in the House of Delegates**

Members of the APhA Board of Directors participate in the APhA House of Delegates as delegates. The Board's primary responsibility is governing the association oversight for APhA. The Board is not representing his/her home state association or national recognized organization when serving in the HOD as a Board member. He or she, is elected by the APhA membership, and is acting on behalf of the entire APhA membership whereas the HOD is acting on behalf of the States and other national recognized groups. The Board's participation is important in ensuring the HOD, as a unit with APhA, is working in a coordinated effort with the association and is in alignment with APhA's strategic priorities.

### **Year-Round Activities**

After the Annual Meeting, volunteer leaders from APhA's three Academies participate in the Joint Policy Standing Committee Meeting as part of the Academy Leadership Meeting. The Joint Policy Standing Committee serves an important role in the development APhA policy. The Committee reviews, evaluates, and recommends emerging policy topics to the Board of Trustees for assignment to the APhA House of Delegates Policy Committee. The Committee also reviews, evaluates and recommends specific follow-up activities for policies adopted by the House of Delegates. The Committee may also consider, whether an issue should be addressed by the APhA Policy or Policy Review Committee, an Academy (or individual section), a new committee, or directly by the Board/staff. These recommendations are then forwarded to the APhA Board of Trustees for review, revision, and implementation.

Below is a description of APhA Committee charges and responsibilities. All committee appointments are made at the discretion of the Speaker. Committee members are expected to participate in various committee conference calls and meetings throughout the year as scheduled by the APhA Speaker of the House and Committee Chair.

There are a number of opportunities for delegates to be involved in the process of developing policy that influences the organizations initiative while increasing your professional knowledge base such as:

- Serving on one of APhA's House committees ([description of committee charges and responsibilities](#))
  - Policy Committee
  - Policy Review Committee
  - Policy Reference Committee
  - Rules Review Committee
  - New Business Committee
  - Committee on Nominations
  - Committee on Canvassers
- Participating in educational webinars
  - Policy Topic Idea solicitation
  - Proposed Policy Discussion
  - New Delegate Orientation
  - Policy Review Committee
  - New Business Review Discussion

Please be sure to check <http://www.pharmacist.com/apha-house-delegates> for APhA Committee and webinar announcements.

### **What to Do at the Annual Meeting**

Delegates are to report to the Delegate registration area during scheduled registration times. (Please remember to carry your Delegate Reference Materials and your name badge with you to registration).

- Have your name badge scanned and pick up your Delegate ribbon (if needed), and pick up your electronic voter keypad. Note: you must return the keypad to staff at the conclusion of each House session.
- Delegates are expected to attend the entire HOD Meeting and must be seated before roll call to establish a quorum.

If delegates have specific questions regarding the policy development process or general House procedures, it is encouraged that an appointment be scheduled to speak with the Speaker or the Parliamentarian during the Annual Meeting. If there is an immediate need to speak with someone prior to the meeting, send an email to contact APhA staff at [hod@aphanet.org](mailto:hod@aphanet.org) for further information.

### **Speaker of the House**

The Speaker-elect of the APhA House of Delegates is elected every even numbered year by the APhA House of Delegates. This position carries a three-year term, beginning the first year as Speaker-elect until the end of the Annual Meeting following his/her election, at which time he/she is installed as the Speaker and serves for two additional years as Speaker and APhA Trustee.

#### Responsibilities/Duties

##### Speaker-elect

- Serves as an Officer of the APhA House of Delegates
- Assumes the office of APhA Speaker of the House and Trustee should the Speaker be unable to complete his/her term
- Assists the APhA Speaker in the direction of the APhA Policy Process, including but not limited to: participating in the APhA Policy and Policy Review Committee meetings and participating in the Academies' Joint Policy Standing Committee Meeting

##### Speaker

- Serves as an Officer of the APhA House of Delegates
- Serves as a Delegate to the APhA House of Delegates
- Presides over the APhA House of Delegates
- Directs the APhA Policy Process, including but not limited to, participating in the APhA Policy and Policy Review Committee meetings and participating in the Academies' Joint Policy Standing Committee Meeting
- Appoints the APhA House of Delegates Committee(s)
- Serves as a Trustee and follows the duties/responsibilities of a Trustee
- Serves on assigned APhA Board Committee(s)

- Presides over all meetings of the Association and Board
- Appoints Association and Board Committee(s)
- Serves as the media spokesperson for APhA when needed
- Represents the Association at assigned national/state pharmacy and other healthcare organization meetings

### House Voting Procedures

- Delegates cast votes for action on Association policy and items of new business by using voice votes as a primary means, the electronic voting system as a secondary means, and standing votes (tally cards) as a tertiary means (back-up to the electronic voting system).
- Delegate's casting votes for the selection of the Speaker-elect will use the electronic voting system as a primary means and written ballots as a secondary means (back-up to the electronic voting system).
- The tabulation of election ballots cast electronically will be observed by the House Canvassing Committee and that the results be reported as soon as possible. If a second ballot is required, voting shall commence shortly after the initial ballot results have been reported to the House.
- The House will use and report the actual number of votes cast versus a percentage of votes cast to determine vote results.
- The House will use a time of 10 seconds for delegates to cast an electronic vote and all votes cast by delegates will not be readily identifiable.

### Engage (e-Communities Platform)

Connect with colleagues online to discuss proposed policy statements being considered by House. All APhA members have the opportunity to express their opinions. If you have an idea or perspective, SHARE IT! Have a suggested amendment...network with other delegates and collaborate in your thinking. Engage was developed to expand opportunities for discussion and input.

[APhA Engage](#) makes joining the conversation easy!

1. Visit [engage.pharmacist.com](http://engage.pharmacist.com)
2. Login using your APhA username and password
3. Click "Participate" then "Join a Community"
4. Find an "HOD Issue" communities
5. Click "Join" and follow the prompts on your screen

Engage is the place where you can find the following: meeting announcements, information about action items and voting, training, discussions amongst delegates, House leaders and members, etc. Be sure to take some time to build your profile and connect with other APhA members. For more information on Engage, please email [hod@aphanet.org](mailto:hod@aphanet.org).

## **Resources**

[\*Speaker Reports\*](#)

[\*APhA Bylaws\*](#)

[\*General Information\*](#)