



**APhA**

AMERICAN PHARMACISTS ASSOCIATION

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**2020 House of Delegates**  
*Report of the House Rules Review Committee*

**Committee Members**

Valerie Prince, Chair  
Heather Free  
Kimberly Sasser Croley  
Larry Wagenknecht  
May Woo

*Ex Officio Members*

Joey Mattingly, Speaker of the House

2019-2020  
**APhA House Rules Review Committee Report**

The 2019-2020 APhA House Rules Review Committee (HRRC) consists of the following APhA members and long-time Delegates:

**Valerie Prince, Chair**  
*Springville, AL*

**Heather Free**  
*Hilliard, OH*

**Kimberly Sasser Croley**  
*Corbin, KY*

**Larry Wagenknecht**  
*Haslett, MI*

**May J. Woo**  
*Houston, TX*

**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.

**2019-2020 Specific Charges / Work Plan**

This year, the following charges were assigned to the HRRC:

The HRRC met via conference call on May 10, 2019, June 18, 2019, August 13, 2019, and February 6, 2020 and made the following recommendations.

**1. Observation of the 2019 APhA House of Delegates**

Upon completing its review of the proceedings of the 2019 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 2019 APhA House of Delegates. The Committee observed, reviewed, and discussed challenges and opportunities to maximize the efficiency of House operations. Changes to the APhA House of Delegates Rules are suggested for consideration by Delegates (see Sections 3 and 5).**

**2. Review of Policy Adopted by the 2019 APhA House of Delegates**

The HRRC reviewed, from a grammatical and copy-editing perspective, the policy language approved by the 2019 House of Delegates. Upon completing its review, the HRRC took the following action:

**By CONSENT, the House Rules Review Committee approved the 2019 Report of the APhA House of Delegates as prepared by APhA staff.**

### **3. Recommendations to the APhA House of Delegates**

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.

- Unfilled Delegate Seats
  - The HRRC reviewed the procedures for tracking unfilled delegate seats and does not recommend any immediate changes to this process for 2020.
  - The HRRC did note that additional notes within the current tracking documents will need to be included to track delegate spots related to House Rule 3 where the Speaker of the House appoints an individual to an open Affiliated State Organization position.
  - The HRRC agreed that the determination of unfilled delegate seats would solely be based on participation in the Annual Meeting House sessions.
- Electronic Voting
  - The HRRC recommends that the electronic keypads continue to be used as the primary method of voting for votes requiring a 2/3 majority during House proceedings. It is also recommended that the Speaker should have the latitude to allow a voice vote in according with Robert's Rules of Order and there should not be a mandate to always use electronic keypad voting.
- Delegate Education
  - The HRRC reviewed feedback on the House webinar sessions and associated Delegate education materials. The HRRC recommends continuation of the webinar schedule used in preparation for the 2019 House session. Additionally, it is recommended that the schedule for House of Delegate webinars be released as soon as it is available to ensure delegates add these dates to their calendars in advance of the event.
- Committee of the Whole
  - The HRRC reviewed the schedule used in the 2019 House session that excluded the Committee of the Whole session and recommends continuing without a Committee of the Whole session in the 2020 House sessions.
- House of Delegate Materials
  - The HRRC recommends that all Delegate materials continue to be provided electronically unless otherwise requested by a Delegate. A limited number of Delegate materials will be available onsite.
- New Business Items
  - The HRRC recommends continuation of the existing process described in the House Rules of Procedure for submission and review of all New Business Items during the 2020 House sessions.
  - The HRRC recommends additional training webinars or education be provided to ensure delegates understand the purpose of New Business Items and provide necessary background information to educate delegates on the subject matter to be debated.
- Board of Trustee Speeches
  - The HRRC recommends that APhA staff consider other venues during the APhA Annual Meeting and Exposition for speeches from Board of Trustee candidates. The HRRC agreed to keep time allotted for these speeches in the 2020 House of Delegates agenda.

- The HRRC encourages APhA staff to provide additional opportunities to hear Board of Trustee candidate information including improved use of the meet the candidate's area, video formats, and organized caucus information.
  - The HRRC encourages APhA staff to continue allotting time during the Opening General Session for the Presidential Candidate Speeches.
- Process for Amendment Development During Debate
  - The HRRC reviewed the existing process for developing and submitting an amendment to policy being debated in the House. The HRRC recommends that APhA staff review different options for an electronic format for submitting amendments.
  - The HRRC recommends that the 2020 House sessions continue to use the paper amendment forms while (if possible) testing electronic submission methods as a pilot project.
- Length of House Sessions
  - The HRRC reviewed the overall length and associated scheduling conflicts of the two-House sessions during the APhA Annual Meeting and Exposition. The HRRC recommends maintaining the existing timeframes and encourages staff to increase the Friday House session by 30 minutes to allow for additional discussion time on Policy Committee or New Business Item statements.
- Block Voting
  - The HRRC reviewed the process, through suspension of House Rules, used to combine multiple items for a single vote and recommends continued usage in order to streamline the work of the House, when applicable.
- Delegate Caucus Events
  - The HRRC discussed the engagement of delegates in caucus events and encouraged APhA staff to streamline the process and assist in facilitating broader engagement in caucus events.
- Virtual House of Delegates Session (VHOD)
  - The HRRC discussed the importance of the Annual Meeting face-to-face House sessions. By developing additional rules, guidelines, and processes for a Virtual House of Delegates Session, the HRRC does not intend to limit the important discussions that occur during the Annual Meeting House sessions.
  - The HRRC completed a review of the newly updated House Rules of Procedures and APhA Bylaws before considering modifications to the process.
  - A VHOD should be used to streamline the activities of the Annual Meeting House sessions and provide additional opportunities for delegates to debate issues in a timely manner.
  - The HRRC considered a different level of participation to achieve quorum compared to the Annual Meeting House sessions, but refrained from adjusting these existing rules so as to maintain the quality of decisions made by the overall House of Delegates. Should a VHOD be conducted and a quorum is not achieved, then the discussion that takes place can be used as background information for the Annual Meeting House sessions where any actions would then be considered.
- Policy Review Process
  - The HRRC reviewed the existing Policy Review Process and noted the reduced workload for the Policy Review Committee compared to prior years. The HRRC recommends maintaining the current process.

#### **4. Review of 2020 APhA House of Delegates Activities Schedule**

The HRRC reviewed and evaluated the 2020 APhA House of Delegates Schedule and other newly revised Delegate materials. Upon completing its review, the HRRC took the following action:

**By CONSENT, the House Rules Review Committee approved the recommendations for the 2020 APhA House of Delegates schedule and associated Delegate materials. [Attachment A]**

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

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

##### **Rule 2 Unfilled Delegate Seats**

Unfilled delegate seats at the Annual Meeting House of Delegates of any delegation as defined by APhA Bylaws Article VI, Section 2, Subsection G, shall become inactive if unfilled during both Annual Meeting House sessions for 3 consecutive years. This historical information shall be reported annually to the House Rules Review Committee and the APhA Board of Trustees, in addition to being made available to the representative of any delegation being impacted. Delegates shall be notified 60 days prior to the inactivation of delegate seats and may petition the Secretary of the House for reappointment of any inactive seats.

##### **Rule 4 Delegates and Voting**

At the first session of a meeting of the House of Delegates, the Secretary shall report the number of ~~accredited~~ authorized delegates who shall then compose the House of Delegates. Each delegate shall be entitled to one (1) vote. No delegate shall act as proxy of another delegate nor as delegate for more than one (1) association or organization. A member registered as an alternate may, upon proper clearance by the Credentials Committee, be transferred from alternate to delegate at any time during the continuance of business meetings.

##### **Rule 5 Delegate Identification**

Each delegate is required to wear a delegate ribbon attached to the convention name badge while seated in a session of the Annual Meeting House of Delegates. Delegates shall affirm their identity when participating in delegate sessions where votes will occur

##### **Rule 6 Consideration of Committee Reports**

The House shall receive and consider the recommendations of each Association Policy Committee on each whole-number section of a Policy Committee report during the first session of the APhA House of Delegates at each Association Annual Meeting. The Committee chair will recommend adoption of policy statements and preside over the debate. Action on the report will be governed by Robert's Rules of Order (current edition). Other House Committee reports (New Business Review Committee and Policy Review Committee) can be considered during a Virtual House of Delegates session.

Debate in the first session of the [Annual Meeting](#) House will be time limited. 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 at which the Policy Reference Committee will preside. The remaining items requiring action will be brought back to the final session of the [Annual Meeting](#) House of Delegates for action. The Policy Reference Committee may recommend adoption, referral, rejection, or amendments to the original Policy Committee report. Action requires a majority vote.

### **Rule 9 Amendments to Resolutions**

All amendments to Policy Committee recommendations or New Business Resolutions shall be submitted in writing to the Secretary on a form provided to Delegates. 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. [No amendments will be considered during a Virtual House of Delegates session.](#)

### **Rule 13 New Business**

Items of New Business are due to the Speaker of the House no later than 30 days before the start of the first House of Delegates session [with the exception of items to be considered at a Virtual House of Delegates \(VHOD\) session.](#)

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 the first session of the House. 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 approved as new business. The House shall then be informed during the first House session of any approved urgent items to be considered by the House. Approved urgent items shall be included with other New Business Items and discussed during the New Business Open Hearing. Appropriate action will then be recommended by the New Business Review Committee in the same manner as other New Business Items and acted upon during the second House session. 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.

[New Business Items can be considered at a special session of the APhA Virtual House of Delegates at the discretion of the Speaker in accordance with APhA Bylaws.](#)

[Debate in the VHOD sessions will be time limited. At the Speaker’s discretion proposed New Business items may be referred to the Annual Meeting House of Delegates.](#)

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.

The New Business Review Committee’s report to the [Annual Meeting](#) House of Delegates shall 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 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 shall be considered separately. Consideration of the New Business Item in its entirety requires suspension of House rules.

The VHOD process for consideration of NBI shall not include a New Business Review Committee. Acceptable motions to address VHOD NBI are as follows:

- (a) Adoption of the New Business Item
- (b) Rejection of the New Business Item
- (c) Referral of the New Business Item to the Speaker of the House

#### **Rule 14 Policy Review Committee**

The House shall receive and consider the recommendations of the House Policy Review Committee to archive, rescind, retain, or amend existing policy at each Annual Meeting of the Association. A singular motion to archive, rescind, retain, or amend, all such existing policy, with limited debate, shall be in order. Items identified by the Policy Review Committee as needing amendment shall be reviewed by the Committee and Speaker of the House to determine that the amendment does not change the intent of the original policy and included in a separate section of the Policy Review Committee report provided to Delegates at the Annual Meeting. Any substantive amendments or those that change the intent of the original policy should be submitted by the Policy Review Committee to the New Business Review Committee for consideration. The Policy Review Committee shall meet annually and review any policy that has (1) not been reviewed or revised in the past 10 years; (2) policy related to statements adopted in the most recent House session; and (3) if applicable, contemporary issues identified by the Speaker.

If the Policy Review Committee Report is considered in a Virtual House of Delegates session the debate will be time limited. At the Speaker's discretion recommendations of the Policy Review Committee may be referred to the Annual Meeting House of Delegates session for further deliberation.

#### **Rule 15 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 three or 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 Annual Meeting 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.

**Rule 16 Virtual House of Delegates (VHOD) Special Session Process**

The Speaker of the House shall have 45 days to respond to a delegate request to call a special session of the House for the purpose of considering a New Business Item. The time and mechanism for conducting the virtual house is at the discretion of the Speaker. Delegates must be provided a 10-day notification prior to convening the session.