APhA-ASP Chapter Delegate Orientation Webinar

Jason Gaines
APhA-ASP Speaker of the House
March 8, 2018
Agenda

- Role of the APhA-ASP House of Delegates
- Your Role as Chapter Delegate
- APhA-ASP Policy Events at Annual Meeting
- Robert’s Rules Overview
  - Voting
  - Amendments
  - Call the Previous Question
  - Other helpful tips
- Mock Resolutions Debate Script
- Elections
- Q&A

Poll Question

How many years have you served as an APhA-ASP Chapter Delegate in the APhA-ASP House of Delegates?

1. This is my first year.
2. This will be my second year.
3. This will be my third year.
4. I have served for 4+ years.
Role of the APhA-ASP House of Delegates

APhA-ASP Mission

“...To be the collective voice of student pharmacists, to provide opportunities for professional growth, to improve patient care, and to envision and advance the future of pharmacy.”
Policy Process

Review of Delegate Materials (Electronic / Onsite)
- Proposed Resolutions
- Resolutions Book (Policy Book)
- APhA-ASP HOD Guide
- APhA-ASP HOD Rules of Procedure
- APhA-ASP HOD Agenda
- How do I approach the Mic?
- *Robert's Rules Cheat Sheet*
- APhA-ASP New Business Item Form
- APhA-ASP Mock Debate Scripts

Your Role as Chapter Delegate
Your Role as Delegate

- Help facilitate discussion among the chapter before and at APhA2018
- Encourage chapter participation in the Open Hearing on Proposed Resolutions and New Business Items
- Submit desired amendments and new business items
- Represent your chapter in the APhA-ASP House of Delegates
  - **Serve as your chapter’s voice!**
- Have fun, get engaged in the process, and get others engaged!

First Things First...

- Sign up online as your chapter’s delegate
- Complete the “Chapter Delegate and Alternate Delegate Credentials Form” online
  - Best completed online prior to the meeting.
  - **Forms due by 11:59pm PT on Wednesday, March 14th**
    - Student section of the APhA2018 website: http://aphameeting.pharmacist.com/APhA2018/student-pharmacists
APhA-ASP Policy Events at Annual Meeting

APhA-ASP Policy Process Timeline at Annual

Friday, March 16
New Business Items Due by 8:30AM
Open Hearing on Proposed Resolutions and New Business Items 1:00PM – 2:00PM

Saturday, March 17
Reference Committee Meets and Reports
House of Delegates Frist Session (Resolutions) 3:00PM – 5:00PM

Sunday, March 18
House of Delegates Final Session (National Officer Elections) 3:00PM – 5:30PM
Open Hearing

APhA-ASP Open Hearing on Proposed Resolutions and New Business
Friday, 1:00pm – 2:00pm – Legends Ballroom A-D

• “Open microphone”
  • All student pharmacists, pharmacists, members, and even non-members have the opportunity to share their opinion on proposed resolutions and new business items.
  • Let your voice be heard!

APhA-ASP Reference Committee

• Comprised of the 8 Regional Members-at-large and chaired by the APhA-ASP Speaker of the House
• Meets in a closed session on Saturday morning:
  • Discusses comments made during the Open Hearing on Proposed Resolutions and New Business Items
  • Makes recommendations to the APhA-ASP House of Delegates
    • Adoption of the resolution
    • Rejection of the resolution
    • Adoption of the resolution as amended
    • Referral of the resolution to the National Executive Committee
• Report will be available by Saturday at 12:00pm via the APhA2018 Meeting App and Student section of the APhA2018 website
APhA-ASP New Business Review Committee

- Composed of 8 regional representatives, and an ex-officio chair that are appointed by the APhA-ASP National Executive Committee
- Meets in a closed session on Saturday morning:
  - Discusses comments made during the Open Hearing on New Business Items
  - Makes recommendations to the APhA-ASP House of Delegates
    - Adoption of the new business item
    - Rejection of the new business item
    - Adoption of the new business item as amended
    - Referral of the new business item to the National Executive Committee
- Report will be available by Saturday at 12:00 pm via the APhA2018 Meeting App and Student section of the APhA2018 website

New Business Items

- All new business items must be filed by Friday, March 16th at 8:30 am ET, which is 48 hours before the APhA-ASP House of Delegates Final Session per the APhA-ASP HOD Rules of Procedure
- Please submit your APhA-ASP New Business Item Form to the APhA-ASP Speaker of the House via email Jason.e.gaines@gmail.com
- New Business Item Forms can be found on the Student section of the APhA2018 website
- Bring an electronic copy up to the stage by 12:00 pm on Friday prior to the Open Hearing on New Business Items to confirm receipt
**APhA-ASP House of Delegates Ground Rules**

- Chapter Delegates must be present to vote in both sessions
- Only Chapter Delegates are allowed to debate and vote on the proposed resolutions and new business items
- The Alternate Delegate can serve in place of the Chapter Delegate when needed...but need to check-in at the Credentials Committee table
- Vote on the recommendations of the APhA-ASP Reference Committee

**APhA-ASP House of Delegates First Session**

**Saturday, March 17, 2018 3:00pm - 5:00pm**

**Music City Center, Davidson Ballroom**

*Delegate registration begins at 2:15pm. All Delegates must be seated by 2:55pm.*

- Recognition of new APhA-ASP Chapters and Charter Presentation
- APhA-**ASP National President**'s Address
- Presentation of the Dennis and Patricia Worthen APhA-ASP Presidential Award
- Reports from the APhA-ASP Standing Committees
  - Vote on the Proposed Sunsetting Changes
- Report of the APhA-ASP Reference Committee
APhA-ASP House of Delegates Final Session

Sunday, March 18, 2018 3:00 pm - 5:30 pm
Music City Center, Davidson Ballroom

Delegate registration begins at 2:15 pm. All Delegates must be seated by 2:55 pm.

- APhA Government Affairs Report – APhA-ASP Back the PAC Honorees
- Presentation of the APhA Good Government Student Pharmacist of the Year Award
- Report of the APhA-ASP New Business Review Committee
- Selection of the APhA-ASP PharmFlix Video Contest Award Winning Chapters
- Election and installment of the 2018-2019 APhA-ASP National Officers
- APhA-ASP National President's Inaugural Address
Purpose of Robert’s Rules

Promote fairness, orderliness, and respect among individuals even in disagreement so that a collective voice may be formed.

• Fairness: by ensuring who wants to speak can (requires 2/3 vote to end debate)
• Orderliness: by discussing only one issue (motion) at a time
• Respect: by always addressing comments to the Chair, never another delegate

Actions as Chapter Delegate

• Approaching the microphone
• Proposing an amendment
• Seconding a motion
• Moving to end debate
• Requesting a caucus
• Requesting information
• Nominating a candidate for national office from the floor
• Voting
  • Voice votes on business items (resolutions)
  • Electronic voting for National Officer Elections
Approaching the Microphone

- Wait to be acknowledged by microphone number
- *Mister Speaker, (First and Last Name), (Chapter Name), speaking on behalf of (myself or chapter)*
- *My chapter rises in support of this resolution because...*
  - *I rise in support...*
- *My chapter rises in opposition of this resolution because...*
  - *I rise in opposition...*
- Be brief to ensure everyone has a chance to speak
- See handout for further information on how to approach the microphone

Amendments

- Changes the wording of a resolution
- May or may not change the intent of the resolution
- Fill out an Amendment Form and turn it into staff by 2:00pm Saturday
- Hand in forms before the session...it makes it easier for staff and helps with time during the session
- Amendments are only truly necessary if they are to change the intent of the resolution.
Amendments

- *Mister Speaker, (First and Last Name), (Chapter Name), I move to suspend house rules for the purpose of an amendment*
- Requires a second
  - If you want to provide the second, yell "Second!" from your seat
- Suspending House rules requires a 2/3 vote
- If the motion to suspend house rules passes, debate and vote on the amendment

Step-Wise Process

1. Vote to Suspend House Rules
2. Vote on the amendment
3. Return to vote on the original motion
Amendment Process Continued

If the Amendment Passes

• Debate and vote on the original resolution as amended

If the Amendment Does NOT Pass

• Return to debate on the original wording of the resolution

Ending Debate

• *Mister Speaker, (First and Last Name), (Chapter Name), I move to call the previous question*
• Requires a second
• Calling the previous question requires a 2/3 vote
• Must be at a microphone
• Stops debate and leads to an immediate vote
Other Actions From the Microphone

• To Request a Caucus
  • *Mister Speaker, (First and Last Name), (Chapter Name), I would like to request a two minute caucus...*

• To Request Info
  • ...*I rise to a point of information*

• To Protest Rules
  • ... *I rise to a point of order*

Voting

• Electronic vote for elections
• Voice vote everything else
• Majority vote
  • Most of the time
• 2/3 vote
  • Suspending House rules
  • Call the previous question

If you think the voice vote was too close to call, yell “Division!” from your seat and the vote will be repeated by electronic ballot
Resources

- APhA-ASP Regional Delegates and Policy Standing Committee members
- Robert’s Rules of Order Cheat Sheet
- APhA-ASP House of Delegates Guide
  Attendees guide to the APhA-ASP HOD

Questions?
Mock Proposed Resolution Script

APhA-ASP recommends that pharmacists wear lab coats in a pharmacy practice setting.

Speakers:
Jason Gaines – Speaker
Andy Stone – Mic #1
Mock Proposed Resolution Script

APhA-ASP recommends that only pharmacists wear lab coats in a pharmacy practice setting.

Speakers:
Jason Gaines – Speaker
Andy Stone – Mic #1
Dan Galipeau – Delegate #1
Meryam Gharbi – Mic #2

Mock Proposed Resolution Script

APhA-ASP recommends that only pharmacists and student pharmacists wear lab coats in a pharmacy practice setting.

Speakers:
Jason Gaines – Speaker
Meryam Gharbi – Mic #2
Michael Murphy – Delegate #2
Adrienne Simmons – Mic #3
APhA-ASP recommends that only pharmacists and student pharmacists wear lab coats in a pharmacy practice setting.

Speakers:
Jason Gaines – Speaker
Adrienne Simmons – Mic #3
Mock Proposed Resolution Script

APhA-ASP recommends that only pharmacists and student pharmacists wear lab white coats in a pharmacy practice setting.

Speakers:
Jason Gaines – Speaker
Andy Stone – Mic #1
Meryam Gharbi – Mic #2
Dan Galipeau – Delegate #1
Michael Murphy – Delegate #2
Adrienne Simmons – Mic #3

Mock Proposed Resolution Script

Electronic Results posted...

Speakers:
Jason Gaines – Speaker
Mock Proposed Resolution Script

APhA-ASP recommends that only pharmacists and student pharmacists wear white coats in a pharmacy practice setting.

Speakers:
Jason Gaines – Speaker

Resolution Passed as Amended
Elections - Overview

- Will elect the 2018-2019 APhA-ASP National Executive Committee:
  - National President-elect
  - National Member-at-large (2)
  - National Speaker of the House
- Opportunities to learn about the candidates:
  - APhA-ASP Meet the Candidates Sessions
  - APhA-ASP Open Candidate Review
    - View Candidate Video and Ask Questions from the Audience
  - APhA-ASP House of Delegates
  - Encourage feedback from chapter members
Elections - Nominations

• Nominating Committee determines the slate

• The slate consists of:
  • 2 candidates for National President-elect
  • 4 candidates for National Member-at-large
  • 2 candidates for Speaker of the House

• Report of the Nominating Committee will be available by **Saturday at 10:00pm** via the APhA2018 Meeting App and Student Section of the Annual Meeting web page

Elections - Nominations

• Nominations from the floor
  • **Mister Speaker, (First and Last Name), (Chapter Name), I would like to nominate (First and Last Name) for the office of (National President-elect, National Member-at-large, Speaker of the House)**
  • Requires a second
  • Requires a majority vote
Elections – Voting Process

• National President-elect and Speaker of the House
  • Majority vote required for election
  • Should no candidate receive a majority on the 1st ballot
    • The name of the candidate with the least number of votes on the first ballot shall be omitted from a 2nd ballot
  • Same procedure for 2nd ballot
  • Should no candidate receive a majority on the 3rd ballot
    • The election shall be decided by a plurality vote
    • In the case of a tie, the APhA-ASP Speaker of the House shall cast the deciding vote

Elections – Voting Process

• National Members-at-large (similar procedure, except electing 2 positions)
  • A majority vote shall be required for election. If no two candidates receive a majority vote on the first ballot, the following procedure shall be followed:
  • If one (1) candidate has received a majority, that candidate shall be declared elected. Names of candidates who were not elected on the first ballot shall remain on a second ballot, except as stipulated below:
  • The name of the candidate with the least number of votes or in the case of a tie, the names of candidates tied with the least number of votes on the first ballot shall be omitted from a second ballot. However, if dropping the lowest vote recipient(s) would result in the remaining candidate(s) being elected by default, the lowest vote recipient(s) would not be dropped. The same procedure shall be followed if a third ballot is required.
  • If voting on a third ballot does not result in the election of the required number of APhA-ASP National Member-at-large, the election shall be decided by a plurality vote on that ballot, and in the case of a tie, the APhA-ASP Speaker of the House shall cast the deciding vote.
Required Events for Chapter Delegates

APhA-ASP House of Delegates First Session
• Saturday, March 17, 3:00 pm - 5:00 pm
• Music City Center, Davidson Ballroom

APhA-ASP House of Delegates Final Session
• Sunday, March 18, 3:00 pm - 5:30 pm
• Music City Center, Davidson Ballroom

Encouraged Events for Chapter Delegates

APhA-ASP Open Hearing on Proposed Resolutions & New Business
• Friday, March 16, 1:00 pm - 2:00 pm
• Nashville Omni, Legends Ballroom A-D

APhA-ASP Meet the Candidates Sessions (at least one):
• Friday, March 16, 5:00 pm - 5:45 pm
• Music City Center, Karl Dean Grand Ballroom

APhA-ASP Open Candidate Review
• Saturday, March 17, 12:30 pm - 2:00 pm
• Music City Center, Davidson Ballroom

• Saturday, March 17, 2:00 pm - 3:00 pm
• Music City Center, Davidson Ballroom

• Sunday, March 18, 2:15 pm - 2:45 pm
• Music City Center, Davidson Ballroom
Resources

- APhA-ASP Regional Delegates and Policy Standing Committee members
- Robert’s Rules of Order Cheat Sheet
- APhA-ASP House of Delegates Guide
  Attendees guide to the APhA-ASP HOD

Questions?