American Pharmacists Association

2015 House of Delegates
Report of the House Rules Review Committee

Committee Members
Bethany Boyd, Chair
Vibhuti Arya
Katherine Hale
Macary Weck Marciniak
Daniel Zlott

Ex Officio Members
William Riffee, Speaker of the House
Theresa Tolle, Speaker-elect of the House
2014-2015
APhA House Rules Review Committee Report

The 2014-2015 APhA House Rules Review Committee (HRRC) consists of the following APhA members and long-time delegates:

Bethany Boyd, Chair
Allen, TX

Vibhuti Arya
Brooklyn, NY

Macary Weck Marciniak
Chapel Hill, NC

Katherine Hale
Missoula, MT

Daniel Zlott
Lovettsville, VA

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.

2014-2015 Specific Charges / Work Plan

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

1. Observe the 2014 APhA House of Delegates proceedings, review House-related feedback, and make recommendations for improvement.
2. Review and approve, from a grammatical and copy-editing perspective, adopted policy from the 2014 APhA House of Delegates.
3. Review and approve the 2015 APhA House of Delegates schedule and make recommendations for improvement.

The HRRC met via conference call on May 1, 2014, June 19, 2014, and August 15, 2014, and made the following recommendations.

1. Observation of the 2014 APhA House of Delegates

Upon completing its review of the proceedings of the 2014 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 2014 APhA House of Delegates. The Committee observed, reviewed, and discussed challenges and opportunities to maximize the efficiency of House operations. One change to the APhA House of Delegates Rules was suggested for consideration by Delegates (see Sections 3 and 5).

The HRRC reviewed, from a grammatical and copy-editing perspective, the policy language approved by the 2014 House of Delegates. Upon completing its review, the HRRC took the following action:

**By CONSENT, the House Rules Review Committee approved the 2014 Report of the APhA House of Delegates Report 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.

- **Delegate Education**
  - The HRRC recommends the continued use of webinars to educate and engage APhA members in the Association’s policy development process. The HRRC recommends additional marketing to members and Delegates regarding upcoming webinars, the scheduling of webinars outside of normal business hours, and the availability of webinars on-demand.
  - The HRRC recommends the inclusion of Committee of the Whole and general parliamentary procedure information in Delegate orientation materials and in related webinars. The HRRC recommends the continued use of Delegate “testing” related to House procedures and Robert’s Rules of Order during routine testing of the electronic keypads.

- **New Business Items**
  - The HRRC recommends that Delegates who submit new business items, within the prescribed deadline prior to the APhA Annual Meeting, be strongly encouraged to present the item during the New Business Open Hearing.
  - The HRRC agreed that the new process of submitting items 30 days in advance worked well. House rules may be suspended for the purpose of considering urgent items not submitted 30 days in advance.

- **Consideration of New Business Items**
  - The HRRC recommends that each New Business Item whole-numbered statement be considered and voted on separately, similar to the process used for the consideration of the Report of the APhA Policy Committee. Delegates may move to suspend house rules in order to consider all whole number statements under a policy topic as one vote.

- **Delegate Registration**
  - The HRRC recommends clarification of Delegate registration procedures with respect to the posted and printed “office hours” of the House of Delegates Office.

- **House of Delegates Materials**
  - The HRRC recommends that all Delegate materials be provided electronically unless otherwise requested by a Delegate. A limited number of Delegate materials will be made available onsite.
Unfilled Delegation Seats
- The HRRC reviewed and approved the process by which APhA House of Delegates staff will track unfilled seats in accordance with the 2013 APhA Bylaws change. The process is as follows: *APhA Staff will calculate the number of unfilled seats in each delegation for each Session of the House. The number officially recorded will reflect the Session in which a delegation had the lowest number of unfilled seats. For example, a delegation with one unfilled seat during the First Session and two unfilled seats during the Final Session will be recorded as having one unfilled seat for that year’s House of Delegates.*

The HRRC reviewed and evaluated the 2015 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 schedule and Delegate materials for the 2015 APhA House of Delegates.**

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 additions are underlined.

**Rule 4 – 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. Consideration of urgent items can be done 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. Re-statements of existing policy are discouraged.

The New Business Review Committee’s report to the 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

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.
By CONSENT, the House Rules Review Committee approves the APhA House of Delegates Rules of Procedure as proposed and recommends these revisions to be effective immediately upon adoption by the House of Delegates.

This report is presented for approval by the APhA House of Delegates by Bethany Boyd, Chair of the House Rules Review Committee.