

**SAMPLE AGENDA**

American Society of Health-System Pharmacists  
House of Delegates  
Convention Center

Presiding: \_\_\_\_\_  
Chair, House of Delegates

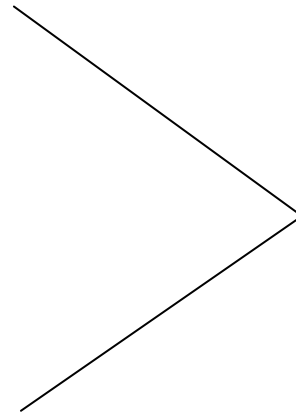
**FIRST MEETING**

1. CALL TO ORDER
2. INVOCATION
3. ROLL CALL OF DELEGATES..... (Review "Seating of Delegates," page 2.)
4. REPORT OF PREVIOUS SESSION
5. COMMITTEES OF THE HOUSE
  - a. REPORT ON RESOLUTIONS..... (Introduced here, but House action is in second meeting.)
  - b. REPORT OF COMMITTEE ON NOMINATIONS..... (Candidates announced here. Election takes place in second meeting.)
6. REPORT OF OFFICERS
  - a. PRESIDENT AND CHAIR OF THE BOARD..... (Discussion, submitted for House acceptance.)
  - b. TREASURER..... (Discussion, submitted for House acceptance.)
  - c. EXECUTIVE VICE PRESIDENT..... (Discussion, FYI only.)
7. RECOMMENDATIONS OF DELEGATES..... (No discussion, no House action, automatically referred.)

**APPENDIX B/2**

8. BOARD OF DIRECTORS REPORTS ON COUNCILS

- a. COUNCIL ON EDUCATION AND WORKFORCE DEVELOPMENT
- b. COUNCIL ON PHARMACY MANAGEMENT
- c. COUNCIL ON PHARMACY PRACTICE
- d. COUNCIL ON PUBLIC POLICY
- e. COUNCIL ON THERAPEUTICS



House action on Policy recommendations only; discussion may occur on full report.

9. STATEMENTS OF CANDIDATES, HOUSE OF DELEGATES CHAIR

10. ANNOUNCEMENTS

11. ADJOURNMENT OF FIRST MEETING

**SECOND MEETING**

1. CALL TO ORDER

2. QUORUM CALL.....

(Review replacement procedure for delegates by alternates, page 2.)

3. ELECTION OF CHAIR OF THE HOUSE OF DELEGATES (AND TREASURER OF ASHP, occurs every 3 years).....

(Secret ballot)

4. COMMITTEES OF THE HOUSE

a. REPORT ON RESOLUTIONS.....

(Discussion, House action.)

5. RECOMMENDATIONS OF DELEGATES.....

(No, discussion, no House action, automatically referred.)

6. UNFINISHED AND NEW BUSINESS.....

(Discussion, House action. Items not duly considered by the Board are referred to the Board or rejected by the House.)

7. INSTALLATION OF OFFICERS AND DIRECTORS

8. ANNOUNCEMENTS

9. ADJOURNMENT OF SESSION