



October 27, 2011

MEMORANDUM

TO: Executives and Presidents, ASHP Affiliated State Societies

FROM: Henri R. Manasse, Jr., Ph.D., Sc.D.
Executive Vice President and Chief Executive Officer

SUBJECT: **Official Call for Resolutions for the 2012 House of Delegates Session**

In preparation for the 2012 House of Delegates Session, members of the American Society of Health-System Pharmacists are invited to submit policy Resolutions.

In handling Resolutions to be considered by the House of Delegates, we will follow the procedure described in Article 7.2.2 of the *Rules of Procedure for the House of Delegates*, attached as **Appendix A**. See also the "Guidelines for Submitting Resolutions to the ASHP House of Delegates" (**Appendix B**), the "Resolutions Process" (**Appendix C**), and the Resolution Submission Form (**Appendix D**).

Since the House of Delegates will meet on June 10 and 12, 2012, all Resolutions must be submitted no later than **March 12, 2012**. Submit Resolutions to:

ASHP Board of Directors (Resolutions)
Paul W. Abramowitz, Secretary
7272 Wisconsin Avenue
Bethesda, MD 20814
E-mail: ASHPEVP@ashp.org
Fax: 301-634-5768

Please bear in mind that most official ASHP professional policies originate with the ASHP councils. These groups hold their annual meetings in September. Some policies also originate with the executive committees of sections and forums. Resolutions submitted directly by members are a third source of new ASHP professional policy. Before submitting Resolutions, members are encouraged to familiarize themselves with topics currently in the policy-development process. The new professional policies adopted by the 63rd annual session of the House were published on the ASHP Web site (www.ashp.org/menu/PracticePolicy/HOD.aspx). For background and detailed information on these policies, refer to the reports on the policy proposals on the ASHP Web site (type in "Reports to the House" in the search box).

Additionally, policy committee reports, including new policy recommendations, will appear on the ASHP Web site in early April for review, approximately two months in advance of the House of Delegates session where they will be voted on. All Resolutions as originally submitted and all related correspondence will be distributed to delegates, alternate delegates, and affiliated state societies approximately two months in advance of the House of Delegates session. The Chair of the House of Delegates serves as liaison between submitters of Resolutions and the Committee on Resolutions, which is comprised of the Board of Directors.

We appreciate your interest and participation in the policy-making process of ASHP.

cc: Board of Directors
ASHP Past Presidents

APPENDIX A

EXCERPT

ASHP Rules of Procedure for the House of Delegates

7.2.2. Resolutions to be considered by the House of Delegates must be presented in writing to the Secretary of the House of Delegates at least 90 days in advance of the session and be signed by at least two active members of ASHP.

7.2.2.1 Resolutions not voluntarily withdrawn by the submitter that meet the requirements of the governing documents shall be presented to the House of Delegates by the Committee on Resolutions at the first meeting and acted upon at the second meeting. They shall be submitted to delegates with one of the following recommendations:

- (a) recommend adoption,
- (b) do not recommend adoption,
- (c) recommend referral for further study, or
- (d) presented with no recommendation of the Committee on Resolutions.

Action by the House of Delegates shall be on the substance of the resolutions and not on the recommendation of the Committee on Resolutions.

7.2.2.2 The House shall be informed of resolutions not presented to it and the reasons therefore.

APPENDIX B

Guidelines for Submitting Resolutions to the ASHP House of Delegates

Approved by the Board of Directors
November 16, 1989

A Resolution may be defined as a "...declaration submitted to an assembly for adoption...a formal expression of opinion, will or intent by an official body or assembled group." The Resolutions process relates to an earlier time and place that required the offering of formal motions to a seated body followed by an open debate, amendments and action.

Resolution to the House for action in June.

ASHP's Resolution process offers a mechanism for Society members to have input into the House of Delegates. Resolutions require sponsorship by two active members and must be submitted in writing 90 days in advance of the House of Delegates Session where they are to be considered. The time between submission of the resolution and consideration by the House is allocated for:

- a. Review and discussion between the Chair of the House of Delegates and the submitters of the Resolution with respect to language, intent, duplication of policy, etc.;
- b. Review of the Resolution by the Board of Directors, serving in the capacity of the Committee on Resolutions. (It is at this time that the Board "duly considers" Resolutions, permitting the House to take final action on the Resolution(s) placed before it. (Bylaws 7.3.1.3)); and,
- c. Review and discussion by Delegates, Alternates and others during the Regional Delegate Conferences in early May before final submission of the

In the early development of the Resolutions process, Resolutions were submitted using a series of “whereas” and “be it resolved” clauses to state the issues and why they should be considered. Such language frequently resulted in confusion as to the actual intent of the Resolution. Today, there is a specific format for the submission of Resolutions to simplify the process and to make the language and intent more easily understood.

Submitters of Resolutions are encouraged to follow the format on the attached form when submitting a Resolution for consideration by the Society:

1. *Motion:* The Resolution should be

stated as a formal motion for introduction to the House of Delegates. This motion should be carefully worded to express the exact intent of the submitters (e.g., to study, to review, to support).

2. *Background:* There should also be a brief background statement in support of the issue under consideration.

The following chart illustrates the resolutions process from the time of submission by two ASHP active members to final consideration by the House of Delegates.

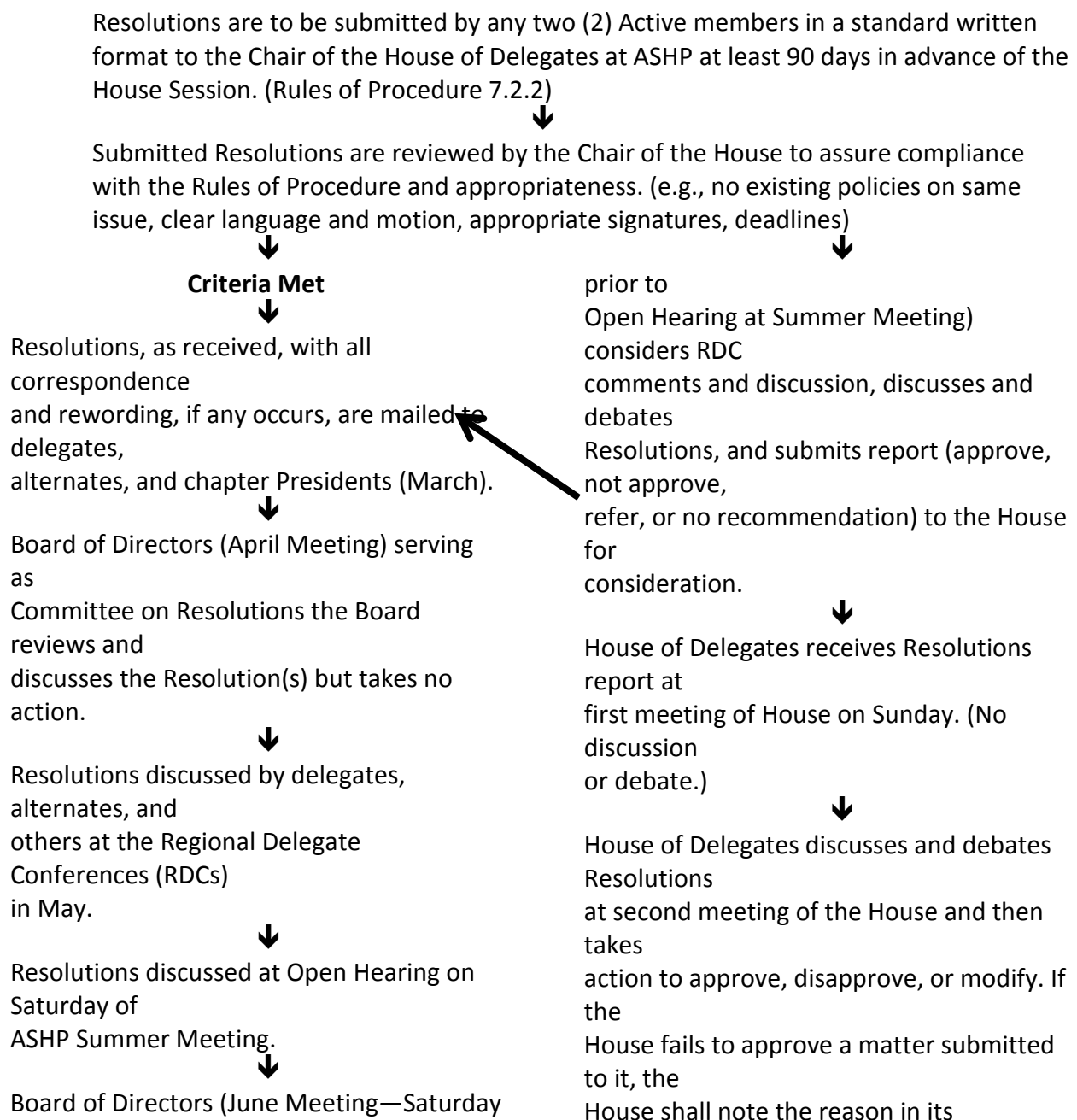
APPENDIX C

Resolutions Process

The Study Group on Organization Structure and Governing Process recommended development of

"explanation of the Resolutions process, from the time of submission through review and discussion with the Chair of the House, review by the Board of Directors, and discussion at the RDCs and open hearing, and to include the options available to the House of Delegates for action on the proposed Resolution."

The following diagram attempts to complete this task.



proceedings and return the matter to the Board for review, modification, or other action. The Board shall duly report its action thereon at the next session of the House of Delegates. (Bylaws 7.3.1.1)



If approved or modified, the Resolution returns to the Board for action required.

Criteria Not Met



Chair of the House contacts the submitters of the Resolution to discuss any problems and suggest ways to correct any deficiency in the language, intent of the Resolution, duplication of previous policy action, etc.



When changes are completed, the final language is transmitted to delegates and the Board of Directors.



If the original Resolution is withdrawn by the submitters, the letter of withdrawal is distributed to delegates.

(Note: All actions that transpire prior to the March mailings to delegates will be included in those mailings. Actions that occur after the mailing dates will be distributed through the RDCs and at the first meeting of the House.)