



Delegate Primer about HOD Processes and Parliamentary Procedure

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●●● | ROLE OF DELEGATES

- Review and Oversee Professional Policy
- Understand Issues on HOD Agenda
- Provide Perspective of ASHP Members
- Report Back to ASHP Members

HOUSE BUSINESS - Overview

(1 SESSION, 2 MEETINGS)

- REPORT OF OFFICERS (1st meeting)
- BOARD REPORTS ON COUNCILS (1st meeting)
- REPORT ON RESOLUTIONS (2nd meeting)
- RECOMMENDATIONS (Both meetings)
- ELECTION OF HOD CHAIR (2nd meeting)
- NEW BUSINESS ITEM(S) (2nd meeting)

Important Events for Delegates

- Open Forum
- Caucuses – ATTEND!
- Meet the Candidates
- HOD Reception
 - New Business items will be posted
 - Opportunity to discuss business of the house
 - Excellent networking opportunity



A Word About Caucuses!

- Less formal setting to discuss the issues
- Delegates who are thinking of amending policies should propose this during Caucuses to get feedback
- When delegate proposes amendment, other delegates should respond:
 - I support the amendment & why
 - I do not support the amendment & why
 - I need more information

HOD “Etiquette” for Delegates

- Come to microphone to be recognized
- When recognized, give name, state, and purpose
- If amendment is on the floor, **RESPOND!**
 - I support
 - I do not support
 - Additional information
- When offering amending language, provide language to staff at computer before the meeting begins!

MOST COMMONLY USED HOD PARLIAMENTARY PROCEDURES

- General Consent
- Division of a Question
- Amendments
- Point of Order
- Parliamentary Inquiry

BOARD OF DIRECTORS REPORTS ON COUNCILS

- Council on Education and Workforce Development
- Council on Pharmacy Management
- Council on Pharmacy Practice
- Council on Public Policy
- Council on Therapeutics

(Handled on a rotating basis.)

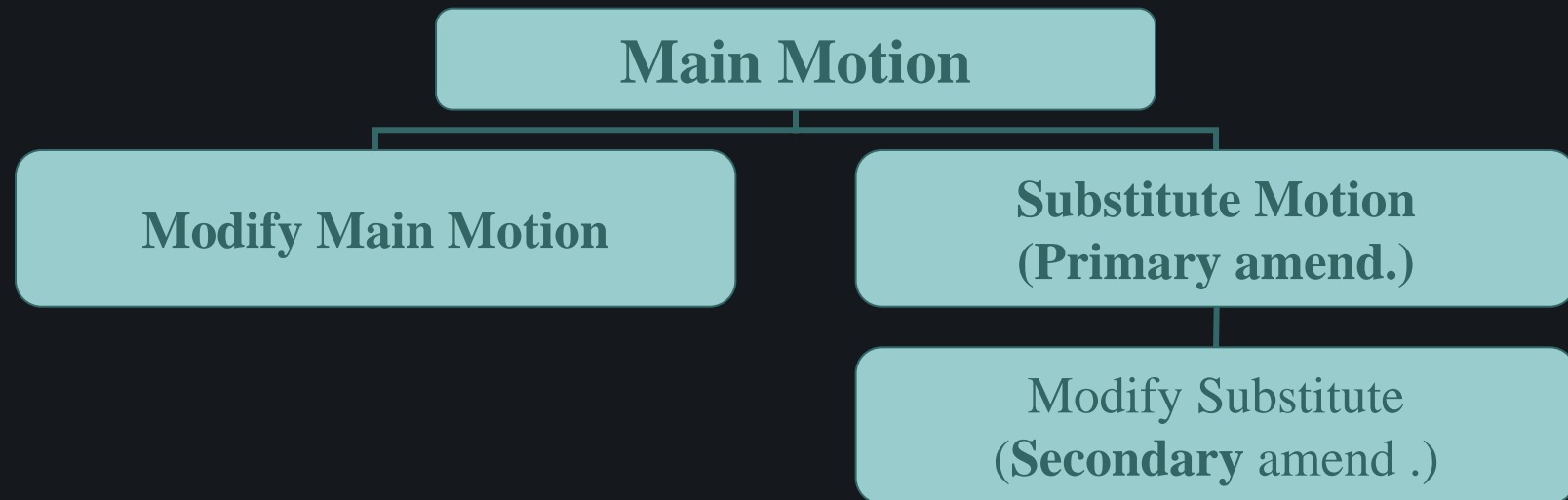
HOD PROCESS ON POLICY PROPOSALS FROM COUNCILS

- Policies from each Council are presented in one block
- At the request of any Delegate, any one policy in the block can be voted on separately (division of the question)
- Policy proposals not extracted from the series shall be voted on “en bloc”
- No amendment needed for minor word changes

●●● | HOD PROCESS (con't)

- House amends, approves, refers, or rejects the policy
- If rejected by the House, the reason shall be noted, and the item returned to the Board for future review
- If policy amended, the Board must “duly consider” any amendments during the Tuesday Board meeting

Processing a Main Motion



RECOMMENDATIONS

- Identify topics for further review and policy development
- Automatically referred to appropriate ASHP body.
 - Council, Section, Committee, Board of Directors
- Received at both meetings of the House
- Delegate reads only policy recommendation, not background
- Does not require further action by the house during that session

RESOLUTIONS

- Requires two ASHP members as sponsors
- Must be submitted 90 days in advance of House Session
- Introduced during the first meeting of the House
- Action on the Resolution is considered at second meeting of the House

NEW BUSINESS

- Must be submitted in writing by Delegate with background material by 4:00 p.m. Monday, the day before the second meeting
- Amendable and Debatable
- House approval refers the business to the Board of Directors (report at next session)
- HOD rejection of new business ends action on the business



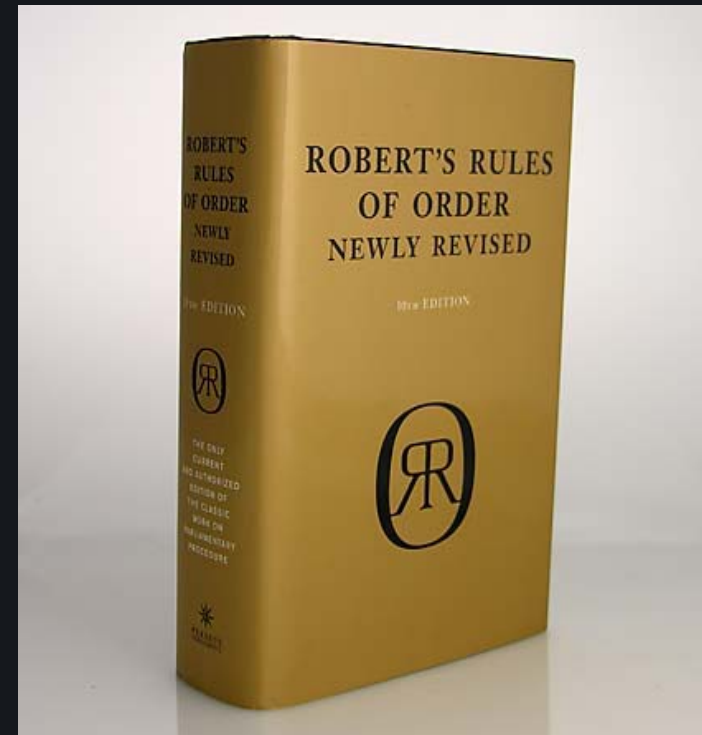


ROLE PLAY

(See sample script)

OTHER PARLIAMENTARY PROCEDURES

- REFER OR COMMIT
- PREVIOUS QUESTION
- RECONSIDERATION



... | **QUESTIONS FROM
DELEGATES**

