

*This information relates to your responsibilities as an ASHP delegate and requires your **immediate attention**.*



2012 House of Delegates Information

*June 10 and 12, 2012
Baltimore, Maryland*

INTRODUCTION

The ASHP House of Delegates establishes the professional policies of the organization. We encourage you to take this responsibility seriously and to prepare thoroughly and effectively for participating in ASHP's democratic policy process. The following information will assist you in performing your delegate responsibilities.

PREPARING FOR THE HOUSE OF DELEGATES SESSION

- ◆ **OVERVIEW OF THE ASHP POLICY PROCESS:** Please read "[The ASHP Policy Development Process](#)" for an overview that will help you understand the role of the House of Delegates in the formation of ASHP professional policy.
- ◆ **PROPOSED PROFESSIONAL POLICIES:** Before attending the Regional Delegate Conferences and the House, you will need to review the following items carefully and discuss them with other ASHP members, because House action on these matters will guide ASHP's advocacy efforts in the coming years: the [Board of Directors Reports on Councils](#) (available in early April, these reports contain the policy proposals from the five councils) and the [agenda for the 2012 House of Delegates](#) (which will be available in early April as well).
- ◆ **REGIONAL DELEGATE CONFERENCES:** Delegates are strongly encouraged to participate in the [2012 Regional Delegate Conferences](#) (RDCs). For more information, see the [Regional Delegates Conferences Information](#) section of the [ASHP House of Delegates Web site](#). We also invite delegates to participate in a [webinar](#) about the ASHP policy process on planned for April 10.
- ◆ **MEMBER COMMENTS ON PROPOSED POLICIES:** All ASHP members, including delegates, are encouraged to use [ASHP Connect](#), the ASHP online discussion forum, to comment on proposed policies. This is an important opportunity for any member to help shape what ASHP stands for on professional issues. Web-based discussion in advance of the House session may influence how delegates vote on the proposals; it may also lead delegates to propose amendments during House debate. Go to www.ashp.org and click on "[ASHP Connect](#)" in at the bottom of the page. After registering to use ASHP Connect, you can review and comment on any of the proposed policies in the "House of Delegates" category, share documents related to the policy recommendations, and view a calendar of events for delegates.

- ◆ **RESOLUTIONS FOR THE 2012 HOUSE OF DELEGATES SESSION:** The deadline for submission of resolutions for consideration by the House of Delegates was **March 12, 2012**. No resolutions were received.
- ◆ **SUMMER MEETING REGISTRATION:** Delegates and alternates registered for the House of Delegates must register separately to attend the Summer Meeting and **you must be registered for the Summer Meeting to participate as a Delegate**. If you have not already received your meeting brochure/registration form, please visit our Web site at <http://www.ashpmedia.org/sm12/> or contact the **Executive Office** at **301-664-8725**.
- ◆ **ADDITIONAL POSTINGS:** You will receive periodic emails from the Chair of the House as information is updated on the House of Delegates Web site.

IMPORTANT EVENTS AT THE SUMMER MEETING

- ◆ **OPEN FORUM FOR MEMBERS: Saturday, June 9, 2:30-4:30 p.m., Room 341**

This session is both the “Open Hearing of the House of Delegates,” at which items scheduled for action by the House may be discussed, and a time for discussion of any matter of concern to ASHP members related to pharmacy practice in hospitals and health systems. Discussion will be facilitated by the Chair of the House of Delegates, and the session will be attended by ASHP officers, members of the Board of Directors, and ASHP staff. The Open Forum is an excellent opportunity for practitioners to bring emerging issues to the attention of ASHP leaders.

- ◆ **REGISTRATION OF DELEGATES (Pratt Street Lobby, Level 300)**

Saturday, June 9	7:30 a.m. to 5:00 p.m.
Sunday, June 10	7:30 a.m. to noon*

Your cooperation in registering as soon as possible upon arrival will be appreciated. If designated delegates cannot attend, notify the ASHP Executive Office immediately. (Note: Designated alternate delegates are also receiving this information.)

***After Sunday, delegates can register in the Executive Office (Room 333).** If a state wishes to credential a new delegate or alternate delegate other than those previously registered with ASHP, proper procedures must be followed. State delegates and alternates must be active members of ASHP. Delegates and alternate delegates are considered certified only if the communication is sent to ASHP from a President, Secretary, or Executive of an ASHP Affiliated State Society. Credentials must be received by 1 p.m. in advance of the first House meeting on Sunday and 3:30 p.m. in advance of the second House meeting on Tuesday.

◆ **DELEGATE PRIMER ON HOD PROCESSES: Saturday, June 9, 4:30 – 5:30 p.m., Room 337**

This orientation/refresher session for delegates and alternate delegates is designed to answer basic questions about the operation of the ASHP House of Delegates and review parliamentary procedures. The session **will not discuss issues** that are on the agenda of the 2012 House of Delegates. Delegates will have the opportunity to “role play” a brief mock House of Delegates and discuss process issues with the Vice Chair of the ASHP House and the Parliamentarian. More information about House of Delegates procedures is available in the slide presentation “[Orientation to HOD Procedures](#).” If you have questions about the House of Delegates process before this meeting, please contact House Chair Gerald E. Meyer at hodchair@ashp.org.

◆ **CAUCUSES FACILITATED BY THE CHAIR (Room 337)**

Sunday, June 10, 9:30 – 11:30 a.m.

Tuesday, June 12, 12:15 – 2:00 p.m.

Two caucus sessions will be facilitated by the Chair of the House. **All delegates are strongly encouraged to attend these caucus sessions.**

During the first caucus session, all policy proposals will be covered, offering an opportunity for delegates to discuss whether any item could be improved through amendment. Ad hoc groups of delegates may be formed at the session to refine proposed amendments before they are introduced during the first meeting of the House.

A second caucus session will be held for the purpose of discussing any new business that is introduced, and any recommendations that delegates wish to discuss before they are presented at the second meeting of the House. Although this caucus session will also be facilitated by the Chair of the House, the discussion will be led by the delegates who have written the proposed resolution, any new business items, or recommendations.

In addition to the two caucuses, individual state delegations or groups of delegations may convene separate caucuses during the following periods:

Sunday, June 10, 7:30 – 9:30 a.m.

Tuesday, June 12, 8:00 a.m. – 9:30 p.m.

These caucuses will be held in rooms throughout the Convention Center. Please use the [Caucus Room Request Form](#) on the House of Delegates Web site for scheduling such caucuses. Caucuses scheduled before **April 23, 2012**, will be included in the Schedule of Caucuses that will be posted on the House of Delegates Web site in early May. A list of all caucuses, including any scheduled after this deadline, will be posted in the Delegate Workroom (Room 334) and publicized at the Summer Meeting.

◆ **FIRST AND SECOND MEETINGS OF THE HOUSE (Ballroom I, Level 400)**

Sunday, June 10, 1:30 – 4:00 p.m.

Tuesday, June 12, 4:30 – 6:00 p.m.

To ensure a prompt start to the meetings, you should arrive at least 15 minutes prior to the start time. An agenda for the entire House of Delegates session with hyperlinked supporting documents will be available in early May. If you plan to use a laptop during the House session, please copy the necessary files to your computer and ensure that it has sufficient battery capacity. Laptops can be charged in the Delegates workroom (Room 334) or the Executive Office (Room 333). There will also be charging stations set up at the back of the session room if you need them during the meetings.

DELEGATE WORKROOM (Room 334)

ASHP provides a workroom for delegate-related activities. This unsecured room is equipped with conference tables for ad hoc meetings; a bulletin board to post communications; computers loaded with templates for preparing amendments, recommendations, and new business items; and power outlets for charging laptops and other electronic devices.

BOARD OF DIRECTORS AND OFFICER AVAILABILITY

ASHP officers and members of the Board of Directors will be available during the Summer Meeting to meet with delegates regarding proposed policy recommendations, motions to be introduced under new business, and other matters as they may arise.

CONCLUSION

Chair Meyer, Vice Chair Ginsburg, President Kent, and other members of the Board of Directors look forward to working with you in Baltimore, Maryland.