

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



## **2009 House of Delegates Information**

*June 14 and 16, 2009  
Rosemont, Illinois*

### **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:** Chair Hudson strongly encourages you 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: (a) [Board of Directors Reports on Councils](#) (consisting of 22 policy proposals from the five councils), (b) the [proposed resolution](#), and (c) the [agenda for the 2009 House of Delegates](#).
- ◆ **REGIONAL DELEGATE CONFERENCES:** You have already received an invitation to participate in the [2009 Regional Delegate Conferences](#) (RDCs). For more information, see the "2009 Regional Delegates Conferences Information" section of the [ASHP House of Delegates Web site](#). We will send delegates information via e-mail about a "virtual" orientation to the ASHP policy process, which we encourage delegates to participate in before the RDCs.
- ◆ **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](http://www.ashp.org) and click on "[ASHP Connect](#)" in the list of Popular Links on the right side 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. *Please include your name and professional affiliation in your comments.*

- ◆ **RESOLUTIONS FOR THE 2009 HOUSE OF DELEGATES SESSION:** The deadline for submission of resolutions for consideration by the House of Delegates was **March 13, 2009**. One [proposed resolution](#) was 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.ashp.org/summermeeting> or contact the **Executive Office** at **301-664-8725**.
- ◆ **ADDITIONAL POSTINGS:** An updated link to the House of Delegates Web site will be sent in early May 2009 following the meeting of the Committee on Nominations.

### **IMPORTANT EVENTS AT THE SUMMER MEETING**

- ◆ **OPEN FORUM FOR MEMBERS: Saturday, June 13, 2:30-4:30 p.m., in Room 25, Level 2.**

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 in Exhibit Hall G, Level 2:**

|                          |                            |
|--------------------------|----------------------------|
| <b>Saturday, June 13</b> | <b>1 p.m. to 5:30 p.m.</b> |
| <b>Sunday, June 14</b>   | <b>7:30 a.m. to noon*</b>  |

**\*After Sunday, delegates can register in the Executive Office in Room 60, Level 2.**

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

- ◆ **DELEGATE PRIMER ON HOD PROCESSES: Saturday, June 13, 4:30-5:30 p.m., in Room 5, Level 1.**

Previously known as the “Orientation /Refresher Session for Delegates,” 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 2009 House of Delegates. Delegates will have the opportunity to “role play” a brief mock House of Delegates and discuss process issues with the 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 Teresa J. Hudson at [HUDSONTERESAJ@UAMS.EDU](mailto:HUDSONTERESAJ@UAMS.EDU).

◆ **CAUCUSES in Room 5, Level 1:**

**Sunday, June 14, 8 – 10 a.m.**

**Tuesday, June 16, 11 a.m. – noon**

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 the proposed resolution, 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, 10 a.m. – 1:30 p.m.**

**Tuesday, noon – 1 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 24, 2009**, 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 publicized at the Summer Meeting.

## **HOUSE OF DELEGATES PROCEDURES**

- ◆ **OVERVIEW OF HOUSE OF DELEGATES PROCEDURES:** Please view the slide presentation “[Orientation to ASHP House of Delegates Procedures](#)” for an overview that will help you understand the procedures of the House of Delegates.
- ◆ **SEATING OF DELEGATES (ARTICLE 3, RULES OF PROCEDURE FOR THE HOUSE):** After a delegate is duly recognized and enrolled, a procedure that occurs early in the first meeting of the House of Delegates, the delegate's place cannot be taken by any other

person unless the House votes to recognize and enroll an alternate, which customarily occurs at the beginning of the second meeting of the House. (There are two meetings to the session.) The significance of this procedure is that if a recognized delegate is not present for a vote, no one else can vote in the recognized delegate's place.

- ◆ **RECOMMENDATIONS OF DELEGATES (ARTICLE 7.3.1.2, BYLAWS):** During both meetings of the House, delegates have an opportunity to make recommendations regarding matters that should be considered by ASHP. The House does not take any action on the recommendations; rather, these are assessed by the ASHP Board for action or referral. The [Recommendation Submission Form](#) permits delegates to submit supplementary information to ASHP after the House session. The background information on a recommendation that is published in the official proceedings is limited to five typewritten lines.
- ◆ **MODIFICATIONS OF BOARD-APPROVED PROPOSALS (ARTICLES 7.3.1.1 AND 7.3.1.3, BYLAWS):** If the House amends a professional policy proposal presented to it by the Board, the Board must reconsider the matter before it becomes official policy. This step is required in the ASHP Bylaws and ensures that policies adopted by the House meet legal requirements, are consistent with existing policies and organizational commitments, and are financially feasible. Typically, the Board schedules a brief meeting between the first and second meeting of a House session for purposes of “duly considering” any amended proposals. Occasionally, an issue may require more time for due consideration than is available between meetings of the House, in which case the matter will be referred by the Board to a council or other body for further study. The Board reports the results of its due consideration of amended proposals during the second meeting of the House.

After hearing the Board’s report on due consideration of amendments, the House has the option of reconsidering a matter, which requires the approval of two-thirds of delegates. This option is raised if the Board does not accept an amendment and the House wishes to reconsider the original language approved by the Board.

The ASHP Bylaws permit the House of Delegates to take final action on any matter placed before it if the Board of Directors rules that bona fide extraordinary circumstances require immediate action, and if a majority of delegates concur.

The official ASHP Bylaws language for these procedures is as follows:

"ASHP professional policy, as approved by the Board of Directors, shall be submitted to the House of Delegates for its review, consideration, modification, approval or disapproval. In the event the House of Delegates fails to approve a matter as submitted to it, the House shall note the reason in its proceedings and return the matter to the Board of Directors for review, modification, or other action. The Board of Directors shall consider, during its interim meeting between meetings of a House of Delegates session, action of the House of Delegates that resulted in amendment or modification of an issue presented in the first House meeting. The Board shall report its recommendations pertaining to these amendments or modifications during its report in the second meeting

of the House session. If, after Board reconsideration, the House disagrees with the Board recommendation pertaining to disposal of an issue, the House may, by two-thirds vote of certified and registered delegates, reconsider the issue for approval. If, on reconsideration, the House fails to approve the matter as previously amended or modified, the House shall note the reason in its proceedings and return the matter to the Board of Directors for review, modification, or other action. The Board of Directors shall then duly report its action thereon at the next session of the House of Delegates."

Also, "As to any resolution or item of business presented to the House, the Board shall normally certify that it has duly considered the matter. However, if the House of Delegates should debate a matter that the Board of Directors has not so considered, action taken by the House will be by vote to refer the proposed matter to the Board of Directors for review before the House of Delegates takes action on that matter or to reject the issue. The Board shall report on that matter for consideration by the House at the next session of the House of Delegates. If the Board of Directors rules that bona fide extraordinary circumstances require immediate action and if a majority of the delegates present and voting concur, the House of Delegates may exercise extraordinary authority and amend, modify, or substitute any matter placed before it."

- ◆ **INTRODUCTION OF NEW BUSINESS (ARTICLE 7.2.1, RULES OF PROCEDURE FOR THE HOUSE):** New business must be presented to the Chair of the House in writing no later than 4 p.m. preceding the day of the meeting in which new business is on the agenda, except when presented by the Board of Directors. This allows time to ensure that motions are as clear as possible and for copies of the motions to be distributed to the delegates. The Chair and Parliamentarian will be available to assist delegates in preparing motions using the [New Business Submission Form](#). Items of new business are not duly considered by the Board before they come to the House. Hence, the House of Delegates has two options in dealing with them: vote to refer the proposal to the Board for review or vote to reject the proposal. **Items of new business can be filed in Room 60, Level 2 by 4 p.m., Monday, June 15.**
- ◆ **THE PARLIAMENTARY PROCESS:** The House is governed by the ASHP Charter and Bylaws, ASHP Rules of Procedure for House of Delegates, and the latest edition of Robert's Rules of Order. Mrs. Joy Myers will serve as Parliamentarian again this year. The Chair of the House and Mrs. Myers will be available to assist delegates throughout the meeting.

#### **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 Hudson, Vice Chair Silvester, President Colgan, and other members of the Board of Directors look forward to working with you in Rosemont, Illinois.