

# *Agenda*

## **2009 ASHP Regional Delegate Conferences**

Note: **Day One** runs from 1:30 to 5:30 p.m. followed by a reception and dinner from 6:00 to 9:00 p.m.; we will discuss a professional topic after the dinner. The agenda is completed on **Day Two**, which runs from 8:30 to 11:00 a.m.

### **A. Welcome and Introductions**

- Participants are invited to introduce themselves, offering a brief description on their roles in the profession and their levels of experience with the ASHP policy process.
- Each RDC participant is requested to sign the attendance roster, which is the basis for ASHP reimbursement to state societies of state-delegate expenses.

### **B. RDC Objectives**

1. Ensure that delegates have all the information they need to make decisions on the policy issues coming before the House of Delegates.
2. Build delegate knowledge of House procedures to help ensure an effective session of the House.
3. Offer a forum for exchange of information among delegates and ASHP officials.
4. Identify important issues that merit ASHP's attention.

### **C. Responsibilities of Delegates**

- Study the policy proposals.
- Gauge opinions of colleagues, including state society leaders, on the issues.
- Decide what is the “right” thing to do—for patients, for the profession.
- Mentor new delegates.
- Be engaged, via RDC, Web discussion, Open Forum for Members, caucuses, candidate forum, HOD meetings, etc.
- Report back to ASHP members in the state.

### **D. Review of House of Delegates Agenda**

- Review the [agenda for the entire House of Delegates session](#), note the time frame for each meeting of the session, and note the specific business that is scheduled for each

meeting of the House session. (*See the document titled “Agenda” under the “Agenda and Action Items” heading on the HOD Web site: <http://www.ashp.org/hod>.*)

## **E. Report of Committee on Nominations**

- The slates of candidates for President-Elect, Members of the Board, and Chair of the House of Delegates will be distributed at the RDC. These slates will be presented at the first meeting of the House of Delegates session. At the end of the first meeting, candidates for Chair of the House of Delegates will make brief statements. In the second meeting of the session, delegates will vote for Chair of the House of Delegates. (ASHP members will vote by mail ballot for President-Elect and Members of the Board.) (*See the document titled “Report of Committee on Nominations” under the “Agenda and Action Items” heading on the HOD Web site; the report should be available by mid-May.*)

## **F. Reports of Officers**

### **1. Reports of Board Chair and of Executive Vice President/Chief Executive Officer**

- There are two aspects to these reports: (a) the [2008 ASHP Annual Report](#) and (b) [summaries of actions taken by the Board](#) at its April 2008, June 2008, September 2008, and January 2009 meetings. (*See the documents titled “2008 Annual Report” and “Actions of the ASHP Board of Directors (Apr 2008 - Jan 2009)” under the “Reports” heading on the HOD Web site.*)
- A delegate has been invited to comment on the highlights of the Annual Report, and an ASHP representative may add additional comments.
- At the first meeting of the House session, the Chair of the Board and Executive Vice President/Chief Executive Officer will each present a brief oral report.
- Delegates will vote to accept the oral report of the Chair of the Board, which includes the summaries of recent Board meetings. The report of the CEO/EVP is informational only and is not voted on. Both reports will subsequently be published in the *American Journal of Health-System Pharmacy* and posted on the ASHP Web site.

### **2. Report of the Treasurer**

- The Report of the Treasurer will be distributed at the RDC. An ASHP representative at the RDC will draw attention to key aspects of the report and invite discussion.
- At the House session, delegates will be asked to vote to accept the Report of the Treasurer. (*See the document titled “Report of the Treasurer” under the “Reports” heading on the HOD Web site; the report should be available by mid-May.*)

## G. Characteristics of Good Professional Policy

- Before covering the policy proposals, we will review the document titled “[Characteristics of Good ASHP Professional Policy](http://www.ashp.org/DocLibrary/Policy/HOD/AppendixB.aspx).” (*This document is available on the HOD Web site at: <http://www.ashp.org/DocLibrary/Policy/HOD/AppendixB.aspx>.*) The points in this document have guided councils, staff, and the Board in crafting the language of policy proposals.
- Note the definition of *professional policy*: “ASHP’s official stance on an issue related to pharmacy practice or use of medications in society.”
- Please see the chart on the “[ASHP Policy Development Process](http://www.ashp.org/DocLibrary/Policy/HOD/AppendixA.aspx),” which diagrams the steps in ASHP policy development. (*This document is available on the HOD Web site at: <http://www.ashp.org/DocLibrary/Policy/HOD/AppendixA.aspx>.*)
- Keep in mind that ASHP professional policy is the foundation for ASHP advocacy. “Advocacy” is the work that ASHP does to persuade individuals or groups to take action or make a change that is desired by ASHP members. Groups that are targets for ASHP advocacy include quality improvement organizations such as The Joint Commission, Congress, federal regulatory agencies, state government, and health care organizations.
- Please be aware that the language of policy proposals has been carefully developed to articulate the principles that the originating body (council or executive committee of a section) wished to express, taking into account
  - existing ASHP policy,
  - relevant background and context, and
  - any unique considerations related to how ASHP would advocate for the policy if it is approved.

## H. Review of Policy Proposals

- *This is the heart of the RDC and will consume most of the time.*
- In advance of the RDC, ASHP staff members contacted selected delegates and asked them to come prepared to facilitate discussion of policy recommendations assigned to them.
- The discussion facilitator will introduce an item, explain the key aspects of the background, discuss implications of the proposed policy, and invite comments and questions from other delegates. *The RDC chair and other ASHP representatives will ensure that discussion of each item is sufficient for delegates to understand the proposal thoroughly.*
- The proposed resolution (“[Workload Monitoring and Reporting](#)”) will be discussed first at the RDC, followed by the policy proposals that originated with councils, which may be found in the [Board of Directors Reports on Councils](#). (*See the documents titled “Proposed Resolution” and “Board of Directors Reports on Councils” under the “Agenda and Action Items” heading on the HOD Web site.*)

- The proposed resolution will be officially presented at the first meeting of the House and debated at the second meeting. The Board of Directors will state one of the following recommendations on the resolution: (a) recommend adoption, (b) do not recommend adoption, (c) recommend referral for further study, or (d) presented with no recommendation. The House of Delegates' vote at the second meeting is on the substance of the resolution, not on the Board's recommendation. The voting options for delegates are to approve, defeat, or refer the resolution back to the Board. If the resolution is amended, it is automatically referred back to the Board. *A delegate has been invited to lead discussion of the proposed resolution at the RDC.*

#### **I. Substantive versus Non-Substantive Amendments**

- The Chair of the House of Delegates encourages members of the House to focus on the substance of policy proposals rather than on wording preferences. (*Examples of substantive and non-substantive amendments may be found on the HOD Web site at: <http://www.ashp.org/DocLibrary/Policy/HOD/SubstAmend.aspx>.)*
- In the interest of efficient proceedings, the Chair will invite delegates, during debate at the first meeting of the session, to simply request the Board of Directors to consider any minor editorial or wording changes in a policy proposal; no formal amendment will be required to make such a request. The Board will report its decision on such requests at the second meeting of the session.

#### **J. Keep the Discussion Going: ASHP Connect Discussion Forum on ASHP Web Site**

- There are two easy ways to navigate to the [ASHP Connect Discussion Forum](#) on the ASHP Web site. Click on "ASHP Connect" under the "Popular Links" heading in the right column of the ASHP home page, or type "<http://www.ashp.org/ashpconnect>" into your Internet browser. ASHP members who are logged on to the ASHP Web site will be able to access the "House of Delegates" category to discuss policy proposals and the proposed resolution.
- Delegates and other ASHP members are encouraged to use this service to comment on the policy proposals slated for House action; post-RDC discussion can be particularly lively.
- Delegates considering proposing an amendment to a policy proposal can test ASHP member response to their idea by initiating discussion there.
- A report on the discussions at the RDCs will be posted to the ASHP HOD Web site after the RDCs have concluded. (*See the document titled "Summary of 2009 RDC Discussion" under the "2009 Regional Delegates Conferences Information" heading on the HOD Web site; the document should be available by mid-May.*)

## K. HOD Rules and Parliamentary Procedure: Exercising the Will of Delegates during the House of Delegates Session

- ASHP representatives will lead discussion of [selected key procedures](#) associated with the House of Delegates.
- **Discussion** of a policy proposal in a council report.
  - Any policy proposal in a council report may be discussed after the report is introduced.
  - It is not necessary to “divide the question” simply for the purpose of discussing a proposed policy.
  - Delegates may suggest minor wording changes to proposed policies without asking to “divide the question” and without formally proposing an amendment (see *item I* above).
- **Urging defeat** of one policy proposal in a multi-part council report.
  - Request the chair to separate the policy proposal in question for purposes of voting on it alone. (The request will be granted automatically unless a delegate objects.)
  - Make your argument for defeat.
- **Amending** a policy proposal.
  - Test support for an amendment at the [Sunday morning caucus](#).
  - Develop proposed language; give it to staff (staff table, side of House of Delegates room) before the meeting convenes, to allow staff time to prepare the amendment for screen-projection during debate.
  - When the report on the council is introduced, ask the Chair to separate the proposed policy for purposes of amendment. (The request will be granted automatically unless a delegate objects.)
  - Introduce your amendment and state your reason for it.
- Board of Directors “**due consideration**” of amended policy proposals.
  - Any policy proposal coming before the House must be first considered and approved by the Board of Directors.
  - Policy proposals that are amended at the first meeting (Sunday) go back to the Board for “due consideration” (Tuesday morning).
    - If the Board accepts the amended language, it becomes ASHP policy.
    - If the Board does not accept the amended language, it does not become policy.
      - At the Tuesday afternoon meeting of the House, the Board will report its reasons for not accepting the amendment and give the House an opportunity to reconsider the original policy proposal.
    - Among the factors the Board considers when assessing amendments are (1) legal issues, (2) existing policies and organizational commitments, and (3) financial implications.

- Request for **consultation** on HOD procedures.
  - The Chair of the House of Delegates, the Parliamentarian, ASHP officers, and staff are available to answer questions about the HOD process and to offer guidance on how a delegate may pursue his or her objectives related to a policy proposal.
- ASHP is interested in the comments of delegates regarding the session titled “[Delegate Primer on HOD Processes](#)” that is held on Saturday, before the first meeting of the House.
  - Does this session continue to serve a useful purpose?
  - Do you have any thoughts for improving this session?

#### **L. Recommendations**

- HOD recommendations are suggestions by delegates that ASHP take a particular action or consider a particular issue.
- Delegates state the recommendation during the designated periods on the HOD agenda and give the Secretary the written recommendation using the [Recommendation Submission Form](#). (*See the document titled “Recommendation Submission Form” under the “Forms and Calls” heading on the HOD Web site.*)
- No vote is taken on recommendations.
- Every recommendation is forwarded to the appropriate component of ASHP for consideration.
- Recommendations often result in new policy proposals for consideration the following year.

#### **M. New Business**

- Delegates may submit an item for HOD consideration as new business using the [New Business Submission Form](#). The deadline for submitting new business is 4 p.m. on the day before the final meeting of the HOD session (Monday). (*See the document titled “New Business Submission Form” under the “Forms and Calls” heading on the HOD Web site.*)
- New business items are debated and voted on by the HOD; the options in the vote are to (1) refer for review or (2) defeat.

#### **N. Open Forum for Members**

- This session (Saturday, June 13, 2:30 – 4:30 p.m.) 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. The forum will be facilitated by the Chair of the House of Delegates. This is an excellent opportunity for practitioners to bring emerging issues of the attention of ASHP leaders.

## O. Caucuses

- The Chair of the House will facilitate caucus periods on Sunday, June 14 (8 – 10 a.m.) and on Tuesday, June 16 (11 a.m. – noon). *All delegates are strongly encouraged to attend both caucus sessions.*
- At the Sunday session, the professional policy proposals that emanated from councils will be considered. If delegates are interested in crafting amendments to any proposal, ad hoc groups of delegates may be formed to refine amending language at this session.
- The proposed resolution and any new business items will be discussed at the Tuesday caucus.
- The Chair-facilitated caucuses may obviate the need for additional caucuses. However, individual state delegations or groups of delegations have the privilege of convening separate caucuses during the following periods: Sunday, June 24 (10 a.m. – 1:30 p.m.) and Tuesday (noon – 1 p.m.). Caucuses scheduled **before April 24** will be included in a Schedule of Caucuses that will be posted on the HOD Web site in early May. A list of all caucuses, including those scheduled after April 24, will be publicized at the Summer Meeting. (*See the document titled “Schedule of Caucuses” under the “2009 House of Delegates Session Information” heading on the HOD Web site; the schedule should be available by early May.*)

## P. Review the Document Titled “The ASHP Policy Development Process.”

- [This document](#) provides a useful overview of House of Delegates procedures on matters such as the following:
  - Registration of Delegates
  - Seating of Delegates
  - Caucuses
  - Discussion of Issues by the House of Delegates
  - Due Consideration of Amendments of Professional Policy Proposals
  - Recommendations
  - New Business
  - Resolutions
  - Rules of Order

*(See the document titled “Overview of ASHP Policy Development Process” under the “Role of Delegates” heading on the HOD Web site.)*

## Q. Implementation of Last Year's House Actions

- A [Report on Implementation of Actions Taken by 2008 HOD](#) and [Proceedings of the 60th Annual Session of the ASHP House of Delegates](#) are available on the HOD Web site. (*See the documents titled “Report on Implementation of Actions Taken by 2008 HOD” and “Past Proceedings” under the “Previous HOD Sessions” heading on the HOD Web site.*)

## R. Miscellaneous Points

- Summer Meeting Registration
  - To participate as a delegate, you must be registered for the Summer Meeting. [Registration as a Delegate](#) or [Alternate Delegate](#) to the House of Delegates is a separate process from registration for the Summer Meeting. Appropriate registration forms for each process were sent to delegates. The ASHP Web site contains the program for the [Summer Meeting](#), including registration and hotel forms.
  - Encourage your colleagues to attend!
- Important Events for Delegates
  - The document titled “[Meetings at a Glance](#)” contains the schedule for the following events:
    - Delegate Registration
    - Open Forum for ASHP Members
    - Delegate Primer on HOD Processes (open to all delegates)
    - Meet the Candidates
    - Delegate Reception (for both delegates and alternate delegates)*(See the document titled “Meetings at a Glance” under the “2009 House of Delegates Session Information” heading on the HOD Web site.)*
- Delegate Expense Formula for RDC Attendance
  - ASHP [will provide \\$300 for each certified state delegate](#) who attends an RDC. These funds will be transmitted directly to the affiliated state society. Reimbursement of delegates other than state delegates is handled directly between ASHP and the delegate. *(See the document titled “2009 RDC Memo (with Hotel Information)” under the “2009 Regional Delegates Conferences Information” heading on the HOD Web site.)*
- Reports on the RDCs
  - ASHP staff members will be posting a consolidated report on the RDCs on the ASHP Web site in mid-May. Individual delegates are also welcome to post their comments on the RDC discussions to [ASHP Connect](#). *(See the document titled “Summary of 2009 RDC Discussion” under the “2009 Regional Delegates Conferences Information” heading on the HOD Web site; the document should be available by mid-May.)*

## S. Open Discussion of Issues

- The first topic for after-dinner discussion will be the impact of the recession on pharmacy departments in hospitals and health systems. The [ASHP Survey on Impact of the Current Economy on Pharmacy Services in Hospitals and Health Systems](#) provides important background information. *(The survey report is available on the ASHP Web site at: <http://www.ashp.org/economy-survey>.)*
- The second topic for after-dinner discussion will be feedback from delegates on the new RDC model and ways that it could be improved.

- Discussion of issues suggested by delegates.

**T. Evaluation of the RDC**

**U. Adjournment**