House of Delegates 2017

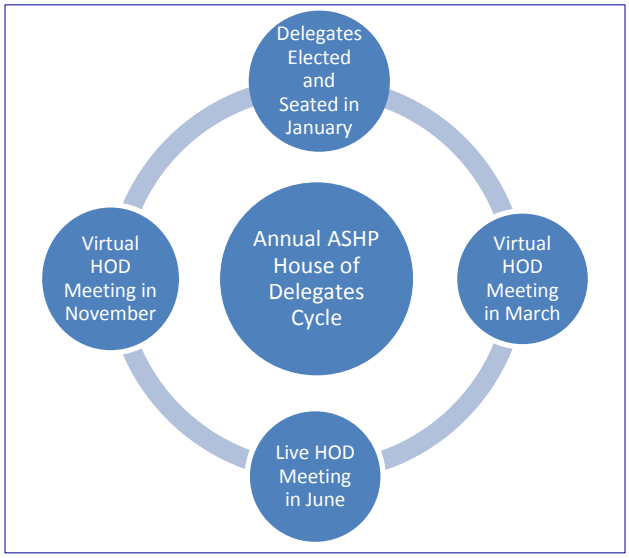
Welcome to the ASHP House of Delegates

Congratulations on your election to the House of Delegates! Delegates are encouraged to prepare thoroughly and effectively for participating in ASHP's democratic policy process. The following information will assist you in performing your delegate responsibilities.

ULTIMATE POLICY-SETTING BODY

The House of Delegates is the ultimate authority over ASHP professional policies, which express the Society's stance on important issues related to health-system pharmacy practice and medication use. As a delegate, you are one of about 200 ASHP leaders who have the responsibility to establish the ASHP policy that keeps ASHP and our members at the forefront of healthcare.

PARTICIPATION AND ENGAGEMENT – ONSITE AND VIRTUAL



Traditionally, the House of Delegates has met in person during the ASHP Summer Meetings in June, where policy proposals that have been approved by the Board of Directors are debated and voted upon. Beginning in 2015, as recommended by the Task Force on Organizational Structure, ASHP included two semi-annual virtual House of Delegates meetings in the annual House of Delegates session. These meetings, in the spring and fall, provide an opportunity for delegates to debate and vote on policy recommendations in a more timely fashion, making the ASHP policy process more responsive. Delegates are expected to serve an entire calendar year – two virtual meetings and two live meetings in June – or work with their state affiliate to arrange for an alternate to serve in their place at any meetings they cannot participate in.

PREPARING FOR THE HOUSE OF DELEGATES SESSION

- **House of Delegates Website:** The ASHP House of Delegates website contains a wealth of information and is continually updated with critical policy and logistical information as the annual cycle progresses. Delegates should bookmark and regularly visit the website to prepare for meetings throughout the year.

Overview and Background	Policy Language	Important Dates
ASHP Policy Development Process	Policy Recommendations: Board of Directors Reports on Councils	Delegate Checklist: Virtual Meetings
House of Delegates Role	Member Comments on Connect	Delegate Checklist: June Meeting
Roster, Reports, Forms, and Governing Documents	Resolutions	Register and Attend RDCs and Summer Meetings

- **Messages from the Chair of the House:** The Chair of the House of Delegates, Amber Lucas, serves as an active leader to guide, inform, and engage delegates. The Chair's periodic email messages provide essential information and reminders about deadlines and necessary actions. Please ensure that your email address on file with ASHP is accurate and regularly accessed so that important messages and reminders are not missed. Please also be certain to add hodchair@ashp.mmsend.com as well as voting@simplyvoting.com to your approved email contacts. The messages from the Chair are posted to the House of Delegates website for later reference. The Chair can always be reached at HODChair@ashp.org.

- **Webinars by the Chair of the House:** In addition to periodic email messages, the Chair of the House presents several webinars per annual cycle, typically in March and October. Information about dates and registration is available in the Chair's email messages and on the House of Delegates website.

- **Overview of the ASHP Policy Process:** To understand the role of the House of Delegates in the formation of ASHP professional policy, please read the ASHP Policy Development Process.

- **Regional Delegate Conferences:** Delegates are strongly encouraged to participate in the Regional Delegate Conferences (RDCs). At these two-day conferences, held in cities across the U.S. in late April or early May, delegates gather to discuss the proposed professional policies before the June House, potential amendments, and areas of unmet policy need. Registration is required, and reduced hotel rates are available with advance registration.

- **Proposed Professional Policies:** Before participating in virtual or live House meetings or the Regional Delegate Conferences, delegates will need to review proposed policies on the meeting agenda carefully and discuss them with other ASHP members in their state. Proposed policies are found on the House of Delegates website and are debated on the ASHP House of Delegates Connect community by delegates and other ASHP members. As outlined in the ASHP Policy Development Process, professional policy may come from ASHP councils or sections, or directly from ASHP members in the form of a resolution. The deadline for submitting a resolution for consideration by the June House of Delegates is March 6, 2017.

- **Member Comments on Proposed Policies:** All ASHP members, including delegates, are encouraged to use the ASHP House of Delegates Connect community to review and comment on any of the proposed policies. Web-based discussion in advance of a House meeting may influence how delegates vote, and it also permits delegates to discuss potential amendments before the June House.

- **Summer Meetings Registration:** Delegates and alternate delegates must register separately to attend one of the four Summer Meetings in order to serve in the June House of Delegates.

- **Responsibilities of Delegates after House Meetings:** Delegates should provide reports and feedback to their constituents at the conclusion of each House meeting. The goal is to inform members about new policies, provide insights into the deliberations of the House, and answer questions about the policies or deliberations.

Key Dates for 2017 House of Delegates

	March Virtual House of Delegates
late January	Deadline for State Delegate Certification
late January	Regional Delegate Conference Information Available
early February	Welcome Message from the Chair
mid-February	Policies Posted on Connect for Debate
March 6	Resolutions Submission Deadline
March 9	Delegate Webinar (1:00 pm ET)
March 17	Delegate Status Change Deadline (March Virtual House)
March 22	Online Voting Instructions Sent to Delegates
March 24	Voting Opens 12:01 a.m. ET
March 31	Voting Closes 5:00 p.m. ET
	Regional Delegate Conferences
April 29 - 30	Baltimore, Phoenix, Rosemont
May 1 - 2	Baltimore, Phoenix, Rosemont, Atlanta
mid-May	Message from the Chair
	House of Delegates at Summer Meetings in Minneapolis
June 3 - 4	Delegate Registration
June 3	Open Forum, Delegate Primer, Caucuses
June 4	First Meeting of the House
June 5	Deadline for New Business Items
June 6	Second Meeting of the House
	November Virtual House of Delegates
late August	Message from the Chair
October 10	Policies Posted on Connect for Debate
mid-October	Delegate Webinar
October 25	Delegate Status Change Deadline (Nov. Virtual House)
November 6	Online Voting Instructions Sent to Delegates
November 10	Voting Opens 12:01 a.m. ET
November 17	Voting Closes 5:00 p.m. ET