

**IMPORTANT**

**DEADLINE FOR RESPONSE:  
JANUARY 5, 2007**



**American Society of  
Health-System Pharmacists®**

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October 10, 2006

**MEMORANDUM**

**TO:** Presidents, Secretaries, and Chief Executive Officers, ASHP Affiliated State Societies

**FROM:** Henri R. Manasse, Jr., Ph.D., Sc.D.  
Secretary, House of Delegates

**SUBJECT:** 2007 ASHP Delegate Election

This is the official call for delegates and alternate delegates to the 2007 session of the ASHP House of Delegates. **The deadline for receipt of credentials is January 5, 2007.**

Early return of delegate and alternate delegate credentials will allow ASHP to publish delegate names on the ASHP website (www.ashp.org) along with the complete policy committee reports. This will allow members reading the reports to know the names of their state delegates, so they can contact them with questions, comments, etc., about the pending issues. ASHP values the important role of state affiliates in selecting delegates to the House of Delegates, the ultimate authority in establishing the professional policies of the organization, and we thank you in advance for your work related to the 2007 session.

In accordance with the attached ASHP Election Procedure Bylaws document, state affiliates are requested to cooperate with the Executive Office during the process of selecting state delegates from among all ASHP active members in individual states. No exceptions to the provisions in the Society's Bylaws or Rules of Procedure for the House of Delegates are permitted. For a complete set of Bylaws, a link to the Governing Documents of ASHP is being sent with this mailing.

It should be noted that delegates and alternate delegates represent the ASHP active members in a given state. "Selection" of state delegates and alternates shall be in accordance with the bylaws of the affiliated state society or in accordance with accepted procedure, but the "eligibility" of delegates and voters in the delegate election shall be in accordance with the ASHP Bylaws. All ASHP active members in each state, regardless of their membership status in the state society, are eligible to participate in the selection of delegates and to serve as delegates or alternates.

While there is a limitation set forth in the Bylaws on the number of delegates from a state, there is no limitation on the number of alternate delegates a state may designate. **We recommend, however, that the number of alternate delegates not exceed the allowable number of delegates.**

Included in this mailing, is the ASHP House of Delegates Apportionment document for the Period July 1, 2003, to June 30, 2007 (as approved by the Board of Directors), which sets forth the number of delegates to be elected from among ASHP members in each state.

Enclosed (in mailings to Executives only) is an electronic data file of ASHP active members in your state (as of September 30, 2006). Should you prefer mailing labels sent to you, please contact Carolyn Corkery at 301-664-8725 or via e-mail at [ccorkery@ashp.org](mailto:ccorkery@ashp.org).

Again, bear in mind that state delegates and alternates must be active members of ASHP. The names and addresses of delegates and alternates should be forwarded to this office no later than **January 5, 2007**. The enclosed credential forms (included in mailings to Executives only) must be signed by a state society officer and can be returned to ASHP via mail or fax to 301-634-5825. (Also included is a separate form to be sent to the selected Delegate.)

In addition, Names and addresses of delegates and alternates can be transmitted to the ASHP Executive Office via e-mail to [ashp\\_evp@ashp.org](mailto:ashp_evp@ashp.org), but are considered certified only if the communication is sent from a President, Secretary, or Chief Executive Officer of an ASHP Affiliated State Chapter.

The House of Delegates will meet on two separate occasions at the 2007 ASHP Summer Meeting in San Diego, California. The tentative schedule is:

1. First Meeting  
**Sunday, June 25, 2007, 2-4:30 p.m.**
  
2. Final Meeting  
**Tuesday, June 27, 2007, 4:30-6 p.m.**

If you should have any questions pertaining to the information given in this memorandum, please feel free to contact the ASHP Executive Office at 301-664-8668 or 301-664-8725.

cc: Board of Directors

# ASHP House of Delegates

## *Election Procedure Bylaws*



### Section 3.1.1.

*Active Members:* Pharmacists licensed by any state, district, or territory of the United States who have paid dues as established by ASHP and who support the purposes of ASHP as stated in the Article Third of the ASHP Charter.

**3.1.1.1.** Only active members may vote on amendment to the Charter, serve as state delegates, and elect or serve as a Director of ASHP.

### Section 7.1.

The House of Delegates shall consist of 163 voting state delegates, who shall represent a proportionate number of active members in each state; plus all Directors of ASHP; plus Past Presidents (if active members) after completing the term of office of Immediate Past President; plus five (voting) fraternal delegates; plus the (voting) chair of each Section and Forum. Each delegate shall have one vote, and no delegate may have more than one vote by virtue of any dual capacity in the House of Delegates.

**7.1.1.** Delegates shall be chosen as follows:

**7.1.1.1.** As soon as convenient after July 1 in every fourth year beginning with the year 1983, the Board of Directors shall apportion 163 delegates among the states in proportion, as nearly as can be, to the total of active ASHP members in each state as recorded. Each state shall have at least two delegates. For the purpose of computing the reapportionment, the Board of Directors shall use the total number of active members during the immediately preceding year. This apportionment shall prevail until the next quadrennial apportionment, whether the ASHP membership from a particular state increases or decreases.

**7.1.1.2.** Affiliated state chapters shall administer the election of voting state delegates for the House of Delegates. The chapter shall conduct an election to elect voting state delegates from among the active members of ASHP within that state; only active members shall vote in that election. Each state shall certify and transmit, to the Executive Vice President of ASHP, the names and addresses of the elected delegates, and such delegates shall be deemed thereupon to be duly qualified. Delegates shall continue in office until the next election and certification. Any issue or question relating to qualification or eligibility of any delegate or alternate shall be referred to and resolved by the ASHP Board of Directors.

**7.1.1.3.** In those states where no affiliated state chapter exists, the President of ASHP shall appoint, from among the active members of ASHP in the state, a committee of three, designating a Chair and a Secretary, for the purpose of conducting an election for delegates and alternates from active members in the state.

**7.1.1.4.** The United States Army, Navy, Air Force, Public Health Service, and Veterans Administration shall each be entitled to designate one voting fraternal delegate.

**7.1.1.5.** Alternates for voting state delegates shall be chosen in the same manner as that designated for choosing voting state delegates. Alternates shall not be entitled to any of the rights or privileges for delegates until, pursuant to the Rules of Procedure of the House of Delegates, the alternate replaces a voting state delegate.

### Section 8.2.4

"Affiliated state chapters shall administer the election of voting state delegates to the House of Delegates."

October 31, 2003

MEMORANDUM

To: Henri R. Manasse, Jr., Ph.D., Sc.D.  
Executive Vice President and Chief Executive Officer

From: Hannah K. Vanderpool, Pharm.D., Director  
Member and Affiliate Relations and Forums Division

Subject: House of Delegates Apportionment for the Period of July 1, 2003 to  
June 30, 2007

According to the ASHP Bylaws, the House of Delegates must be reapportioned on a quadrennial basis. The last one covered the period July 1, 1999 through June 30, 2003. Each affiliate is entitled to two (2) delegates and the remaining 59 delegates apportioned according to the ASHP Bylaws:

Article 7.1.1.1. As soon as convenient after July 1, in every fourth year beginning with the year 1983, the Board of Directors shall apportion 163 delegates among the states in proportion as nearly as can be, to the total of active ASHP members in each state as recorded. Each state shall have at least two delegates. For the purpose of computing reapportionment, the Board of Directors shall use the total of active members during the immediately preceding year.

The accompanying information was based on membership information available through June 30, 2003. With each state receiving two delegates (52 affiliates). The balance (59 delegates) were apportioned by dividing the number of ASHP members per state by the total ASHP active membership and multiplying by the number of seats to be apportioned.

As the result of these calculations, two affiliates (Ohio and Wisconsin) gained one seat each and two affiliates (Indiana and Arkansas) lost one seat each.

A complete listing of affiliates and their number of delegates is attached for your reference.

AMERICAN SOCIETY OF HEALTH-SYSTEM PHARMACISTS  
HOUSE OF DELEGATES APPORTIONMENT  
FOR THE PERIOD JULY 1, 2003 TO JUNE 30, 2007

Complete listing of delegate numbers for each of the 52 state affiliates for 2004

<u>State</u>	<u># of Delegates</u>	<u>State</u>	<u># of Delegates</u>
Alabama	3	Nebraska	3
Alaska	2	Nevada	2
Arizona	3	New Hampshire	2
Arkansas	2	New Jersey	4
California	8	New Mexico	3
Colorado	3	New York	5
Connecticut	3	North Carolina	4
Delaware	2	North Dakota	2
Florida	5	Ohio	5
Georgia	4	Oklahoma	3
Hawaii	2	Oregon	3
Idaho	2	Pennsylvania	5
Illinois	5	Puerto Rico	2
Indiana	3	Rhode Island	2
Iowa	3	South Carolina	3
Kansas	3	South Dakota	2
Kentucky	3	Tennessee	3
Louisiana	3	Texas	6
Maine	2	Utah	2
Maryland	4	Vermont	2
Massachusetts	3	Virginia	4
Michigan	4	Washington Metro	2
Minnesota	3	Washington State	3
Mississippi	2	West Virginia	3
Missouri	3	Wisconsin	4
Montana	2	Wyoming	2

Total Delegates = 163

Ohio and Wisconsin each gained a seat and Indiana and Arkansas lost one seat each.