

House of Delegates

Frequently Asked Questions

2021 ASHP

May and June Meetings of the House of Delegates

Will ASHP hold the House of Delegates meetings in May and June 2021?

Yes. But to protect the health of attendees and promote public health efforts to mitigate the spread of COVID-19, ASHP will replace the face-to-face meetings with virtual conferences.

What is the difference between the May virtual House of Delegates and the June online House of Delegates?

In May, delegates will participate in a virtual House similar to the one in March. In the virtual House, delegates can vote for or against a policy recommendation, and those receiving $\geq 85\%$ of votes are approved. No amendments are allowed. Policy recommendations not receiving that level of support will be considered during the June meetings. The June online meetings of the House approximate a live meeting, with the Chair and delegates interacting live via online meeting technology. Amendments to policy recommendations will be introduced and debated, new business may be introduced and considered, and reports are delivered to and received by the House.

When will the House of Delegates meetings be held?

Delegates will vote in the virtual House May 13-19. Online meetings of the House will be held June 4-8:

First Delegate Caucus	June 4, 3–5 p.m. EDT
First Meeting of the House	June 6, 1–6 p.m. EDT
Second Caucus & Meeting	June 8, 1–4 p.m. EDT

Who may participate in the voting in the virtual House in May?

Only certified delegates will be allowed to participate. As was done for the March virtual House, certified delegates will receive voting instructions by email from Simply Voting, our virtual House voting vendor.

Who may participate in the June House of Delegates meetings?

Only certified delegates will be allowed to participate.

Do I need to register for the June House of Delegates meetings?

No. All certified delegates will be registered for these House of Delegates meetings. If you are a state delegate who will not be able to serve for these meetings, please contact your [state affiliate](#) as soon as possible so an alternate can be appointed. Delegates are considered certified only if the communication is sent to ASHP (affiliates@ashp.org) from a president or executive of an ASHP-affiliated state society. Other delegates who are unable to participate should contact ASHP directly. Any changes must be conveyed to ASHP by state affiliates by June 1 in order to ensure participation in these four House meetings.

How do I log in to the June House of Delegates meetings?

The week of May 24-28, delegates will be emailed a unique GoToWebinar link from ASHP Affiliates Webinar that allows access to the meetings. Please do not share your link. Please follow the instructions in the email to participate in the webinars, and add them to your calendar. Delegates are asked to log in to the webinars a half hour in advance of the meetings so all delegates can be logged in and have their audio checked. If you do not receive an email, please contact Kathy Hemming at khemming@ashp.org.

What if I am not familiar with GoToWebinar or want to try it out prior to the live meeting?

You can join a GoToWebinar by simply following the instructions in the registration email, but the [GoToWebinar website](#) offers instructions as well. In addition, ASHP will provide written instructions and a brief orientation on the [House of Delegates website](#) in May.

How will delegates interact at the June House of Delegates meetings?

After logging in and having their audio checked, delegates will receive a brief orientation from the Chair of the House on how the House will proceed. In short, delegates will use the Questions Box to ask for recognition to speak or to make other motions. When recognized, delegates will be unmuted to speak. Proposed amendments and other items to be considered will be displayed on the webinar screen, and voting will take place through GoToWebinar polling.

How should I prepare for the June House of Delegates meetings?

Delegates should review the following documents before the meetings:

- [Agenda for the June Meetings](#)*
- [Board Reports on Policy Recommendations for the June Meetings](#)*
- [Proposed Bylaws Amendments](#)*
- [Report on the Previous Session](#)*
- [Report on the March and May Virtual House](#)*
- [Report of the Treasurer](#)*
- [Chair Election FAQs](#)*
- Report of the Committee on Nominations (available week of May 24)
- Report on Proposed Amendments (available June 3)

Asterisked reports are available in a consolidated document after the May virtual House. Delegates are urged to review the [ASHP Connect](#) discussions regarding amendments to the policy recommendations. On June 3, a report on proposed amendments will be posted to the [House of Delegates website](#) for discussion at the First Delegate Caucus.

How do I replace a delegate?

If you are a state delegate who will not be able to serve for the online meetings in June, please contact your [state affiliate](#) as soon as possible so an alternate can be appointed. Please note that delegates are considered certified only if the communication is sent to ASHP (affiliates@ashp.org) from a president or executive of an ASHP-affiliated state society. Other delegates who are unable to participate should contact ASHP directly. State affiliates are asked to convey any changes to ASHP for the May virtual House by May 10 and for the June online meetings by June 1 to ensure delegates may participate.

How do I submit proposed amendments, recommendations, or new business?

Delegates may submit those items through forms on the [Calls, Forms, and Rosters](#) page of the House of Delegates website:

[Amending Language Form](#)

[Recommendation Form](#)

[New Business Form](#)

Delegates are requested to submit proposed amendments by 9 a.m. EDT June 3 for discussion at the First Caucus, and by 10 a.m. EDT June 6 for the First Meeting of the House. The deadline for new business is 11:59 p.m. EDT June 6, and recommendations may be submitted until 11:59 p.m. EDT June 8.

Will any member-organized caucuses be held?

Delegates may register for either of the two member-organized caucuses to be held on June 3:

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| Federal Pharmacists Caucus | June 3, 3–4 p.m. EDT |
| Small & Rural Hospital Pharmacists Caucus | June 3, 3–4 p.m. EDT |