Frequently Asked Questions

2020 ASHP

June Online Meetings of the House of Delegates

Will ASHP hold the House of Delegates meetings in June 2020?
Yes. 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 online meetings of the House of Delegates.

When will the House of Delegates meetings be held?
The meetings will be held June 5-9, 2020:

- First Delegate Caucus: June 5, 3–5 p.m. EDT
- First Meeting of the House: June 7, 1–6 p.m. EDT
- Second Delegate Caucus: June 9, 12–1 p.m. EDT*
- Second Meeting of the House: June 9, 2–4 p.m. EDT*

*These two meetings will appear as one meeting in your GoToWebinar invitation so that delegates who attend the Second Delegate Caucus do not need to check in again for the Second Meeting.

Who may participate in these House of Delegates meetings?
Only certified delegates will be allowed to participate.

Do I need to register for these 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...
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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 these meetings?
The week of May 25-29, delegates will be emailed a unique GoToWebinar link from ASHP Affiliates Webinar that allows access to the four 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 one 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 has prepared written instructions and a brief orientation.

What is on the agenda for these meetings, and what will I vote on?
The agenda includes the following:

- **Board of Directors Reports:** Delegates vote on policy recommendations and amendments
- **Report of the President and the CEO:** Motion to accept, second, and vote required
- **Report of the Treasurer:** For information only, no action required
- **Report on the Previous Session:** For information only, no action required
- **Report of the Committee on Nominations:** For information only, no action required

How will delegates interact at these 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:

- To request recognition to speak, type: **Recognize** (e.g., to propose an amendment)
- To be recognized to ask a question, type: **Request Information** or **Parliamentary Inquiry** *
  (Do not type question in box; when recognized, ask your question)
- To be recognized to make a point of parliamentary order, type: **Point of Order** *
- To be recognized to state an objection, type: **Objection** *

*These are “interrupting motions” that get priority

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 these meetings?
Delegates should review the following documents before the meetings:

- [Agenda for the June Meetings](#)
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Board Reports on Policy Recommendations for the June Meetings
Report on the Previous Session
Report of the Committee on Nominations
Report of the President and the CEO (available June 1)
Report of the Treasurer

Delegates are urged to review the ASHP Connect discussions regarding amendments to the policy recommendations. On June 4, 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 by June 1 in order to ensure delegates may vote in the online meetings of the House.

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**: Due by 9 a.m. EDT for June 4 for discussion at the First Delegate Caucus and by 10 a.m. EDT June 7 for the First Meeting of the House
- **New Business Form**: Due by 11:59 p.m. EDT June 7
- **Recommendation Form**: Due by 11:59 p.m. EDT June 9

Will any member-organized caucuses be held?
Delegates may register for either of the two member-organized caucuses to be held on June 4 and June 7:

- **Federal Pharmacists Caucus**: June 4, 3-4 p.m. EDT
- **Small and Rural Hospital Pharmacists Caucus**: June 7, 10-11 a.m. EDT