

House of Delegates 2024

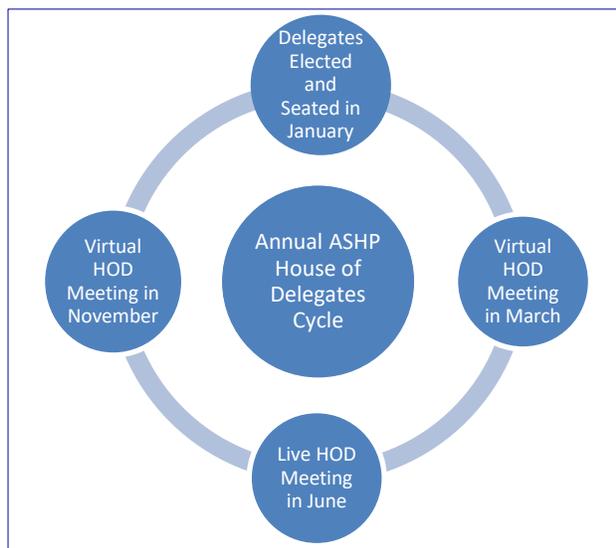
Welcome to the ASHP House of Delegates

Congratulations on your election to the House of Delegates (HOD)! 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. These virtual House sessions are flexible and are based on

organizational need. Historically, virtual House of Delegates sessions have been held in November, March, and May. Delegates are typically elected and expected to serve an entire calendar year – for virtual meetings as scheduled and two live meetings in June (i.e., January–December). If a delegate is not available to serve for a given virtual or live House of Delegate meeting, they are asked to work with their state affiliate or ASHP to arrange for an alternate to serve in their place at that meeting. If an alternate delegate has not already been certified by the state affiliate, any alternate delegate will need to be certified by the state affiliate prior to serving.

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 HOD Connect Community	Delegate Checklist: June Meeting
Roster, Reports, and Forms	Resolutions	Register and Attend RDCs

- ◆ **Messages from the Chair of the House:** The Chair of the House of Delegates, Melanie Dodd, 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.org as well as vote@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.
- ◆ **Webinar by the Chair of the House:** In addition to periodic email messages, the Chair of the House presents a [welcome webinar](#) each year, typically in late February or early March. 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 creating ASHP professional policy, please read the [ASHP Policy Development Process](#).
- ◆ **ASHP Policy Positions 1982-2023:** A [catalog of current professional policy positions](#) adopted by the House of Delegates, organized by year back to 1982, is available to delegates for reference when drafting language for proposed professional positions.

- ◆ **Regional Delegate Conferences:** Delegates are strongly encouraged to participate in the [Regional Delegate Conferences](#) (RDCs). At these conferences, held online and 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 for the virtual and in-person meetings, and reduced hotel rates are available with advance registration for in-person meetings.
- ◆ **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 their constituents. 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 11, 2024.
- ◆ **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.
- ◆ **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. A template PowerPoint presentation of policies approved at each meeting of the House is available on the House of Delegates website soon after the meeting.

Key Dates for 2024 House of Delegates

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	March Virtual House of Delegates
January 19	Deadline for State Delegate Certification
Early February	Welcome Message from the Chair
Early February	March vHOD Policies Posted on Connect for Debate
Early February	Regional Delegate Conference Information Available
February 28	Delegate Welcome Webinar (1:00 p.m. ET)
March 8	Delegate Status Change Deadline (March vHOD)
March 11	Resolutions Submission Deadline
March 14	Online Voting Instructions Sent to Delegates
March 15	Voting Opens 12:01 a.m. ET
March 22	Voting Closes 5:00 p.m. ET
	Regional Delegate Conferences
April 27-30	Live and Virtual Regional Delegate Conferences
	May Virtual House of Delegates (tentative)
May 3	Delegate Status Change Deadline (May Virtual House)
May 9	Online Voting Instructions Sent to Delegates
May 10	Voting Opens 12:01 a.m. ET
May 16	Voting Closes 5:00 p.m. ET
	June House of Delegates
June 8-9	Delegate Registration
June 8	Open Forum, Delegate Primer
June 9	First Delegate Caucus, First Meeting of the House
June 10	Deadline for New Business Items
June 11	Second Delegate Caucus, Second Meeting of the House
	November Virtual House of Delegates
Mid-October	November House Message from the Chair
October	November vHOD Policies Posted on Connect for Debate
November 1	Delegate Status Change Deadline (Nov. Virtual House)
November 7	Online Voting Instructions Sent to Delegates
November 8	Voting Opens 12:01 a.m. ET
November 15	Voting Closes 5:00 p.m. ET