

House of Delegates 2023

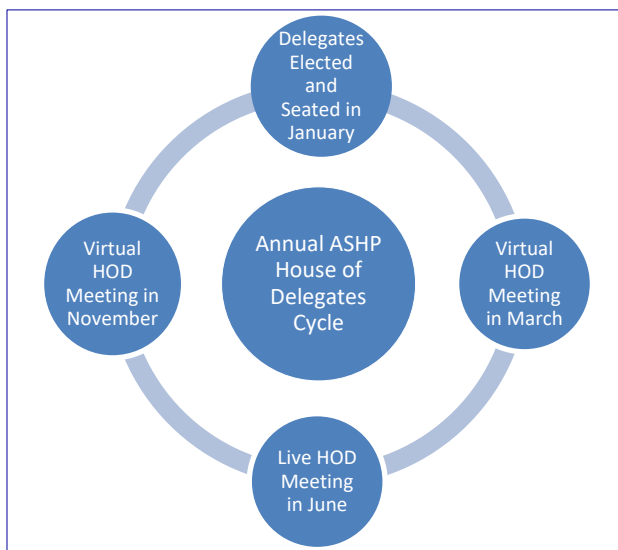
Welcome to the ASHP House of Delegates

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. In response to the COVID-19 pandemic-related need for

online meetings of the House, ASHP added a virtual meeting in May; that meeting is tentative for 2023. Delegates are expected to serve an entire calendar year – for virtual meetings as scheduled 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, 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 1982-2022:** A [catalog of professional policy positions](#), adopted by the House of Delegates, organized by the current year, 2022, 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 two-day 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 13, 2023.

- ◆ **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.

Key Dates for 2023 House of Delegates	
	March Virtual House of Delegates
January 20	Deadline for State Delegate Certification
early February	Welcome Message from the Chair
mid-February	March vHOD Policies Posted on Connect for Debate
late February	Regional Delegate Conference Information Available
March 1	Delegate Welcome Webinar (1:00 ET)
March 7	Delegate Status Change Deadline (March Virtual House)
March 13	Resolutions Submission Deadline
March 16	Online Voting Instructions Sent to Delegates
March 17	Voting Opens 12:01 a.m. ET
March 24	Voting Closes 5:00 p.m. ET
	Regional Delegate Conferences
April 29-May 2	Live and Virtual Regional Delegate Conferences
	May Virtual House of Delegates (tentative)
May 1	Delegate Status Change Deadline (May Virtual House)
May 11	Online Voting Instructions Sent to Delegates
May 12	Voting Opens 12:01 a.m. ET
May 18	Voting Closes 5:00 p.m. ET
	June House of Delegates
June 10-11	Delegate Registration
June 10	Open Forum, Delegate Primer
June 11	First Meeting of the House
June 12	Deadline for New Business Items
June 13	Second Meeting of the House
	November Virtual House of Delegates
early October	November House Message from the Chair
October 11	November vHOD Policies Posted on Connect for Debate
October 30	Delegate Status Change Deadline (Nov. Virtual House)
November 8	Online Voting Instructions Sent to Delegates
November 9	Voting Opens 12:01 a.m. ET
November 17	Voting Closes 5:00 p.m. ET