

Delegate Primer

Jesse Hogue
Chair, ASHP House of Delegates
June 13, 2026



TRANSFORMING PHARMACY PRACTICE
TODAY AND TOMORROW

ashp PHARMACY
FUTURES 2026

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Objectives

- Review Delegate's Role and House Agenda
- Review Common Parliamentary Procedures
- Review House Processes
- Describe House Etiquette
- Describe Electronic Voting Procedure
- Conduct Role Playing of House Processes
- Review Important Events for Delegates

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Your Role as a Delegate

- Review and Oversee Professional Policy
- Understand Issues on House Agenda
- Provide Prospective of ASHP Members
- Report Outcomes to ASHP Members

House Agenda - Sunday

- Call to Order, Roll Call, Establishment of Quorum
- Report on Previous Session
- Ratification of Previous Actions
- Report of Committee on Nominations
- Report of Committee on Resolutions
- Report of the Board of Directors on Policy Recommendations
 - 16 Proposed Policy Actions
- Report of the Treasurer
- Recommendations of Delegates
- Announcements
- Adjournment of First Meeting

House Agenda - Tuesday

- Call to Order and Establishment of Quorum
- Report of the Committee on Resolutions
- Unfinished Business (amended policies)
- New Business (if submitted)
- Report of the President and the Chief Executive Officer
- Recommendations of Delegates
- Installation of Officers and Directors
- Announcements
- Adjournment of Second Meeting

Commonly Used Parliamentary Procedures

- Unanimous Consent
 - “Without objection” or “If there is no objection,” or “Is there any objection to...?”
 - Examples: considering the proposed policies in the order presented in the Board Reports on Councils; minor editorial change
- Amend
 - Motion used to propose language changes to a policy

Commonly Used Parliamentary Procedures

- Point of Order
 - Motion used to call a violation of the rules to Chair's attention
- Parliamentary Inquiry
 - Motion used to request Chair's opinion on a matter of House procedure as it relates to business at hand

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House Actions on Policy Proposals

- House will approve, amend, refer, or defeat each proposed policy
- If a proposed policy is **approved** with no amendments, it becomes ASHP policy.
- If a policy is **referred** or **defeated** the reason shall be noted and the item will be returned to the Board of Directors for further review.

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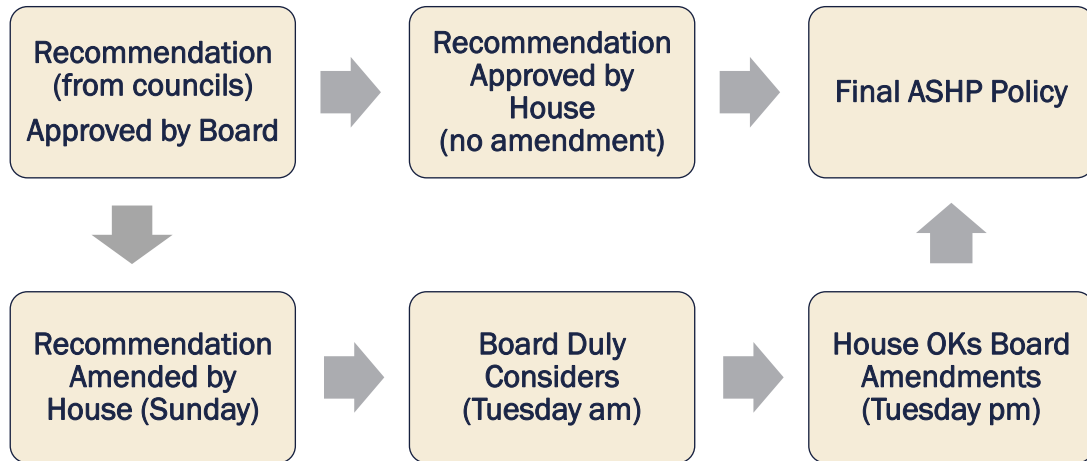
House Actions on Policy Proposals

- If a proposed policy is amended, the Board of Directors must “duly consider” any amendments during its Tuesday morning meeting.
- The Board of Directors reports on its “due consideration” at the Tuesday meeting of the House (“Unfinished Business”).
- Amendments accepted by the Board are reported but no action is required – “Unanimous Consent” procedure utilized
- For amendments not accepted by the Board for which revised language is offered, House then votes to adopt, not adopt, or reconsider the Board of Directors’ actions on amended policies.

Board-Revised Policies

- Board-revised policies presented as a block for discussion
- Chair may ask if any delegate wants to separate an item for consideration and voting (motion to “divide the question”)
 - Chair may propose separation using “unanimous consent” to avoid this process
- Board-revised policies not separated are voted “en bloc” (all together first (voice vote))
- Separated policies then acted upon individually

House of Delegates Policy Process



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How to Amend a Policy Proposal

- Collaborate at first caucus (or earlier) to arrive at consensus amending language
- Use amending language form found on computers in delegate workroom (Room 105) and on Connect and ASHP websites
- Submit proposed amendments:
 - To staff at First Caucus or in delegate workroom (printed or email), or
 - If within one hour of first meeting, to staff at side table (printed only)

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How to Amend a Policy Proposal

- When Chair asks if any delegate wishes to discuss or amend a recommendation:
 - Go to microphone, identify yourself and the constituency you represent, and state the policy you propose to amend
 - Describe your amendment
 - Text of amendment will be projected based on form submitted
 - Motion to amend requires a second
- Each amendment is debated and voted on separately
- The policy, as amended is then voted on



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Any questions so far?

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What is a Recommendation?

- A topic identified by the delegate for further review and possible policy development
- Received during both meetings of the House (if time allows)
- Submitted using Recommendation Form on HOD website or workroom computers; printed copy submitted at meeting
- Delegate reads only the title of the recommendation
- No action by the House this year
- Automatic referral to the relevant group in ASHP



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What is a New Business Item?

- Topic/stance raised by delegates for consideration by House of Delegates and Board to become ASHP policy.
- Submit via online New Business Item form or submit paper form (delegate workroom) to the onsite ASHP Executive Office (Level 3 Executive Conference Center, Room 360). **Deadline 4 p.m. CT Monday**
- House decides whether any further action or review should take place (approves or defeats)
- Approval means automatic referral to the Board of Directors (report to House at next session)
- Debatable and amendable



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How to Research ASHP Policy Positions

- Review existing policy when drafting an amendment, a recommendation, or new business
- Policy positions posted on ASHP website: “Policy Positions & Guidelines”
- Browse by topic or download and search Word file of all policy positions



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Electronic Voting

- Chair will usually begin with a voice vote
- Electronic voting used at Chair’s discretion
- Individual keypads for each delegate
- Results will be projected on the center screen
- Red voting cards may be used as an alternative

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Delegate Etiquette (Do's)

- Provide amendments before the meeting begins!
 - By 12:30 p.m. on Sunday
- Come to a microphone to be recognized by the Chair
- When recognized, state your name, constituency represented, and purpose

Delegate Etiquette (Do's)

- If responding to a motion on the floor (e.g., an amendment) state:
 - “I support...” and provide additional information; or
 - “I do not support...” and provide information
- Delegate may only speak on the same motion twice and cannot speak a second time so long as another delegate who has not spoken on that motion desires the floor

Delegate Etiquette (Do's)

- Ask questions if you're confused!
- Approach microphone with parliamentary inquiry

Delegate Etiquette (Don'ts)

- Don't forget to identify yourself
- Don't move to amend another part of recommendation than the one being considered
- Don't state anything other than the title when making a recommendation
- Don't be afraid to ask questions!

Overview of Role Play

- Chair convenes House
- Several nonpolicy-related actions take place (reports, etc.)
- Consideration of several policy recommendations
- Include procedures such as unanimous consent, points of order, nonsubstantive changes

Role Play



(See script)

To support drug distribution business models that meet the requirements of hospitals and health systems with respect to availability and timely delivery of products, ~~minimizing short-term outages and long term product shortages, managing and responding to product recalls, fostering product handling and transaction efficiency, preserving the integrity of products as they move through the supply chain, and maintaining affordable service costs;~~ further,

To oppose manufacturers, distributors, and wholesalers restricting or making availability of drug products contingent on how those products are used; further,

To oppose manufacturers, distributors, and wholesalers restricting or making availability of drug products contingent on how those products are used; further,

To encourage selection of a wholesale distributor that (1) purchases products only from a manufacturer before distribution to the purchasing end user; (2) is licensed in the state where it is conducting business; (3) complies with all applicable laws the Drug Supply Chain Security Act; (4) is accredited under the National Association of Boards of Pharmacy Verified-Accredited Wholesale Distributors program; and (5) uses information systems that are interoperable with common types of pharmacy systems.



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To oppose manufacturers, distributors, and wholesalers restricting or making availability of drug products contingent on how those products are used by patients; further,

To encourage selection of a wholesale distributor that (1) purchases products only from a manufacturer before distribution to the purchasing end user; (2) is licensed in the state where it is conducting business; (3) complies with all applicable laws the Drug Supply Chain Security Act; (4) is accredited under the National Association of Boards of Pharmacy Verified-Accredited Wholesale Distributors program; and (5) uses information systems that are interoperable with common types of pharmacy systems.



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To support drug distribution business models that meet the requirements of ~~hospitals and~~ health systems with respect to availability and timely delivery of products, ~~minimizing short term outages and long term product shortages, managing and responding to product recalls, fostering product handling and transaction efficiency, preserving the integrity of products as they move through the supply chain, and maintaining affordable service costs~~; further,

To oppose manufacturers, distributors, and wholesalers restricting or making availability of drug products contingent on how those products are used by patients; further,

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To recognize that a key objective of pharmacy departments is to provide medication management services across the continuum of patient care, and that pharmacy leaders should proactively evaluate potential business partnerships against this objective; further,

To recognize that hospitals and health-system pharmacy leaders must ensure that business partners meet all applicable patient safety and accountability standards; further,

To provide education and tools for pharmacy leaders to aid in the evaluation of and development of business partnerships; further,

To educate health-system administrators on the importance of pharmacy leadership in evaluating and developing pharmacy-related business partnerships; further,

To encourage health-system pharmacy leaders to consider evolving healthcare financing systems when evaluating and developing business partnerships.



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To affirm the professional responsibility of the pharmacist to ensure patient safety by communicating with other healthcare personnel to clarify and improve medication management; further,

To advocate that hospitals and health systems adopt zero-tolerance policies for intimidating or disruptive behaviors; further,

To encourage hospitals and health systems to develop and implement education and training programs for all healthcare personnel to encourage effective communication and discourage intimidating or disruptive behaviors; further,

To encourage colleges of pharmacy and residency training programs to incorporate training in communications and managing intimidating or disruptive behaviors; further,

To collaborate with other organizations to advocate codes of conduct that minimize intimidating or disruptive behavior in hospitals and health systems.



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Report of the Treasurer

Report of the ASHP Treasurer

2026 Report of the ASHP Treasurer

Lisa M. Gersema

The Treasurer is responsible for reporting annually on ASHP's financial condition to the membership. ASHP's fiscal year (FY) is from June 1 through May 31, aligned with our policy development process and timetable. This report describes ASHP's actual financial performance for FY2025, projected financial performance for FY2026, and highlights of FY2027 budget planning and outlook.

Fiscal Year 2025 Ending May 31, 2025—Actual

ASHP's FY2025 financial statement audit for the year ending May 31, 2025, was performed by Aprio, LLP. The audit resulted in ASHP receiving the best opinion available, an unmodified opinion.



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Recommendations of Delegates

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Recommendation Submission Form
ASHP HOUSE OF DELEGATES
June 2026

The official proceedings of the House of Delegates session will include the name(s) and state(s) or entity (e.g., section, past president) represented by submitter(s), the title of the Recommendation, and the text of the Recommendation. The brief background information may be used by ASHP staff, a council, or other body that is considering the Recommendation. After the House session, the submitter(s) may supply additional background information to aid in their consideration of the Recommendation.

Please provide the information required below:

Name

State or Entity Represented

Email Address

- Use online form (HOD website) or paper form (workroom or seat)
- Purpose: to request ASHP further examine an issue
- Not a time to debate issues
- Approach microphone, say name and constituency, read only title
- Turn in (if printed) at front of room



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End of Role Play



Thank you, Delegate Thespians!



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Other Important Events for Delegates

- **Caucuses: Sunday 9:30 a.m. and Tuesday 12:15 p.m. Room 231 – Must Attend!**
 - Sunday: Get feedback and collaborate on potential amendments
 - Tuesday: Discuss resolutions, unfinished business, and new business
- **ASHP-PAC Luncheon: Monday 11:15 a.m., Room 240 (for contributors)**



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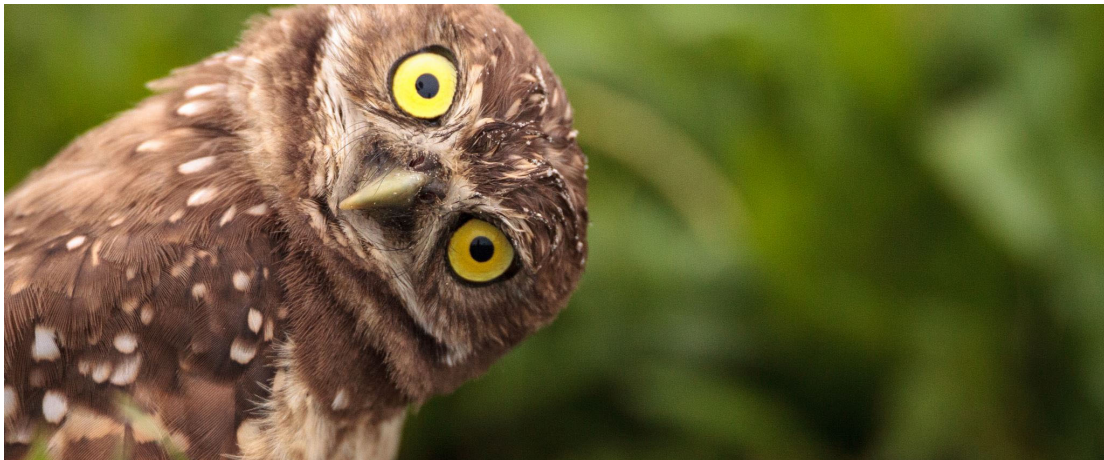
Other Important Events for Delegates

- Meet the Candidates Session: Monday 12:15 p.m., Room 231
- Delegate Reception: Monday 5:30 p.m., Majestic Ballroom D, Marriott St. Louis Grand
 - New Business items will be available
 - Opportunity to discuss business of the House
 - Mostly a social event



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Questions/Comments



Please complete the survey!



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