EVERYTHING YOU NEED TO KNOW ABOUT ASHP’S HOUSE OF DELEGATES

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April 2016
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BRIEF OVERVIEW OF THE ASHP POLICY PROCESS

Dmitry Romanenko, Wikimedia Commons
What Is ASHP Policy?

ASHP policy expresses the Society's stance on important issues related to pharmacy practice and medication use.
The Policy Process Starts with You!

• Delegate Recommendations
• Council Agenda Recommendations
• Open Forum at Summer Meetings
• Section/Forum Networking Meetings
• Editorials/Letters to AJHP
• ASHP Connect
The Policy Process Starts with You!

http://www.ashp.org/menu/PracticePolicy/PolicyPositionsGuidelinesBestPractices/SuggestPolicy
ASHP Councils and Commissions

• **Responsibility**
  – Recommend ASHP policies on professional issues

• **Five Councils:**
  – Education and Workforce Development
  – Pharmacy Management
  – Pharmacy Practice
  – Public Policy
  – Therapeutics

• **One Commission:**
  – Affiliate Relations
Annual ASHP Council Cycle

February

June

September (Policy Week)
ASHP House of Delegates
ASHP Meeting, 1949
Delegates Elected and Seated in January

Virtual HOD Meeting in November

Virtual HOD Meeting in March

Live HOD Meeting in June

Annual ASHP House of Delegates Cycle
House of Delegates

- **Responsibility**
  - Debate, amend, and approve professional policies of ASHP

- **Includes:**
  - 163 voting state delegates
  - Officers and directors of ASHP
  - Past presidents
  - Chairs of sections and forums
  - Five fraternal delegates

- **Elected and seated each January**
ASHP House of Delegates
Responsibilities of Delegates

1. Understand the issues on the House agendas.
2. Actively participate in the deliberations on these issues, online (via ASHPConnect) and in person (RDCs and Summer Meetings).
3. Collect input from and provide the perspective of ASHP members you represent.
4. Provide feedback to ASHP members after meetings.
# Key Dates for the House of Delegates

<table>
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<tr>
<th>Date</th>
<th>Event Description</th>
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<td>Deadline for State Delegate Certification</td>
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<tr>
<td>late January</td>
<td>Regional Delegate Conference Information Available</td>
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<td>March 17</td>
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<td>March 25 - April 1</td>
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<td>April 30 - May 1</td>
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<td>May 2 - 3</td>
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<tr>
<td>May 2 - 3</td>
<td>Baltimore, Phoenix, Rosemont, Atlanta</td>
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<td>June 11 - 12</td>
<td>House of Delegates at Summer Meetings in Baltimore</td>
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<td>June 11</td>
<td>Delegate Registration</td>
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<tr>
<td>June 11</td>
<td>Open Forum, Delegate Primer, Caucuses</td>
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<td>June 12</td>
<td>First Meeting of the House</td>
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<td>June 14</td>
<td>Second Meeting of the House</td>
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<td>October 10</td>
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<td>October 11</td>
<td>Policies Posted on Connect for Debate</td>
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<td>November 11-18</td>
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<tr>
<td>November 11-18</td>
<td>Voting in November Virtual House</td>
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The Delegate Selection Process

- There is an ASHP-affiliated organization in each state.
- Part of the “ASHP Guidelines for Affiliation with State Organizations” outlines the responsibility of each organization to carry out the nomination and election of delegates and alternates for that state.
- Each ASHP member in the state should be invited to nominate and elect delegates and alternates.
- Delegates and alternates must be CURRENT, ACTIVE members of ASHP.
- Delegates and alternates serve for one year from January – December, but their term may be longer per state policies.
Some numbers...

- There are 163 delegates in each House representing the states.
- These delegates are apportioned every 4 years based on the number of ASHP members in the state.
- The House was apportioned in 2016 with two states gaining a delegate and two states losing a delegate.
- The current apportionment period runs from July 1, 2015 – June 30, 2019.
- The number of delegates is defined by apportionment, but the number of alternates varies among states, based on their policies.
Each year...

• In mid-November, after the virtual House meeting, ASHP sends each state a notice of the need to hold elections for their delegates and alternates for the following year.
• Each state organization is sent a listing of active, current members in their state in order to execute the election process.
• State policies on who can serve as a delegate or alternate and the terms of their service vary.
• ...but, each delegate and alternate must be an active, current ASHP member.
• And, the state organization should notify each delegate and alternate that they have been elected to serve.
After the delegate election...

- Each state is requested to submit the names and best email addresses for each of their delegates and alternates by MID-JANUARY each year.
- These names must be submitted by the organization’s President or Executive.
- Then, ASHP validates their membership.
- Then, their names are submitted as official.
- Both delegates and alternates will begin receiving emails from the Chair of the House and the ASHP office. These communications inform them of upcoming actions, meetings and provides information on policies being considered.
- The delegates and alternates should work with the state organization to facilitate communication of these policies to members and to collect input.
Regional Delegate Conference [RDC] Information

• Each delegate and alternate is invited to participate in an RDC.
• These occur between April 30 – May 3 in 4 cities; twice in Baltimore, Chicago and Phoenix and once in Atlanta.
• Information on RDCs is available at http://www.ashp.org/menu/PracticePolicy/HOD/RDC-Info
• These meetings are a vital way to learn about and discuss the policies to be considered at the June meetings. Also, ASHP Connect is an excellent mode of learning and discussing policies.
• Delegate and alternate attendance should be coordinated by either the Affiliate President or Executive.
If a state delegate is not able to attend the RDC, an alternate delegate should be considered to ensure coverage and receipt of information about proposed policies.

ASHP will provide $300 for each certified delegate who attends the RDC. These funds will be sent directly to the affiliated state society for disbursement.

This amount is being evaluated currently.

Affiliates have a variety of policies outlining how and how much delegates are reimbursed.
What if a delegate cannot serve?

- This is when having alternates is helpful.
- If a delegate cannot participate in a virtual House meeting or either face-to-face meeting, then the Affiliate President or Executive needs to notify ASHP of the name of the substituted member.
- That potential replacement is why it is important for alternate delegates to be well-informed.
- That replacement delegate serves continuously until ASHP IS NOTIFIED of a change back to the original delegate.
As part of the process....

• Affiliate Relations staff will notify the Affiliate President and Executive of the names of each delegate after the spring virtual meeting of the House and after the face-to-face meetings in June.

• Validation of that delegate continuing to serve will be requested.

• IF YOU HAVE QUESTIONS ABOUT ANY OF THESE DETAILS, PLEASE FEEL FREE TO CONTACT THE AFFILIATE RELATIONS DIVISION.
Election Process

• States will be receive the official “Call for Delegates” email from Paul Abramowitz, ASHP CEO, in late November.

• A follow-up email from the Affiliate Relations Division will be sent to each state outlining details, deadlines and state specific information for the HOD submission process.

• Each state will conduct their own delegates and alternates elections.

• For states using Qualtrics, there is a recorded webinar on the State Affiliate website with step-by-step instructions on how to use the Qualtrics system (a PDF guide can also be downloaded from the site). Included in the follow up email will be the user ID and password for states with a Qualtrics account.
For states not using Qualtrics, included in your email will be a list of the current active ASHP members in your state.

- Please note, the list of current active ASHP members in your state will include email addresses or mailing addresses for those individuals that have opted not to receive emailed information. It is the responsibility of the state to communicate with these members [without emails] for their voting submissions.

- The following software systems have utilized and recommended by Affiliates for conducting their election process: Survey Monkey, ZoHo, Survey Planet are a few.
Election Process & Additional Info.

• Once the delegates and alternates have been elected, it is the responsibility of the states to inform and confirm the individuals before they are submitted to ASHP. (Please be sure the email addresses submitted for individuals are accurate and actively utilized).

• If a delegate or alternate has not received any HOD information, first check to be sure the communication has not been sent to the spam/junk mailbox of your account before requesting assistance.
Officially Submitting Delegates and Alternates Names

Please submit the names of the delegates and alternates from your state via the Qualtrics survey link below, no later than January XX, 201X. They are considered certified only if the survey is submitted by a President or Executive of an ASHP-Affiliated State Society.

http://ashp.az1.qualtrics.com/SE/?SID=SV_djvmRZJvZ3cHGFj
Confirmation of Delegates and Alternates

• **Delegates and Alternates can ONLY serve if they are current members of ASHP.** [If they are not current members, they will receive the following email.]

• **Dear**

Thank you for your interest in serving as a Delegate at the 20XX ASHP House of Delegates for your state. Our records indicate that your ASHP membership has expired as of 06/30/20XX for ID # XXXXXXXX. You must be a current member of ASHP to serve as a delegate.

You may join/renew your membership online at the following link:  [http://www.ashp.org/menu/MemberCenter/Join.aspx](http://www.ashp.org/menu/MemberCenter/Join.aspx)

• If you need assistance with your membership renewal, please contact our Customer Service Center:

• **Toll Free**: (866) 279-0681 **Hours**: 8:00 am to 6:00 pm Eastern Standard Time, Monday through Friday. **Email**: custserv@ashp.org
Affiliate Relations Staff

• Beverly Black:  bblack@ashp.org or 301-664-8864

• Kimberlee Berry:  kberry@ashp.org or 301-664-8779

• Traci Bush:  tbush@ashp.org or 301-664-8837

Any questions about delegates, please contact us.
Questions?

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