



Guidelines for Submitting Resolutions to the ASHP House of Delegates

A Resolution may be defined as a “...declaration submitted to an assembly for adoption...a formal expression of opinion, will or intent by an official body or assembled group.” The Resolutions process relates to an earlier time and place that required the offering of formal motions to a seated body followed by an open debate, amendments and action.

ASHP's Resolution process offers a mechanism for Society members to have input into the House of Delegates. Resolutions require sponsorship by two active members and must be submitted in writing 90 days in advance of the House of Delegates Session where they are to be considered. The time between submission of the resolution and consideration by the House is allocated for:

- a. Review and discussion between the Chair of the House of Delegates and the submitters of the Resolution with respect to language, intent, duplication of policy, etc.;
- b. Review of the Resolution by the Board of Directors, serving in the capacity of the Committee on Resolutions. (It is at this time that the Board “duly considers” Resolutions, permitting the House to take final action on the Resolution(s) placed before it. (Bylaws 7.3.1.3)); and,
- c. Review and discussion by Delegates, Alternates and others during the Regional Delegate Conferences in early May before final submission of the Resolution to the House for action in June.

In the early development of the Resolutions process, Resolutions were submitted using a series of “whereas” and “be it resolved” clauses to state the issues and why they should be considered. Such language frequently resulted in confusion as to the actual intent of the Resolution. Today, there is a specific format for the submission of Resolutions to simplify the process and to make the language and intent more easily understood.

Submitters of Resolutions are encouraged to follow the format on the attached form when submitting a Resolution for consideration by the Society:

1. *Submitting member information:* This information is needed to confirm ASHP membership.
2. *Subject:* This will serve as the working title of the Resolution.
3. *Motion:* The Resolution should be stated as a formal motion for introduction to the House of Delegates. The motion should be carefully worded to express the exact intent of the submitters (e.g., to advocate, to support, to educate, to study, to review) and should follow the format of [ASHP policy positions](#).
4. *Background:* This should be a brief background statement that provides a rationale for ASHP adoption of the proposed policy.
5. *Suggested Outcome:* This should be a brief summary of the intended outcome (e.g., changes in pharmacy practice, changes in law or regulations) that would result from ASHP adoption of the proposed policy.

The following chart illustrates the resolutions process from the time of submission by two ASHP active members to final consideration by the House of Delegates.

Resolutions Process

Resolutions are to be submitted by any two (2) Active members in a standard written format to the Chair of the House of Delegates at ASHP at least 90 days in advance of the House Session. (Rules of Procedure 7.2.2)



Submitted Resolutions are reviewed by the Chair of the House to assure compliance with the Rules of Procedure and appropriateness. (e.g., no existing policies on same issue, clear language and motion, appropriate signatures, deadlines)



Criteria Met



Resolutions, as received, with all correspondence and rewording, if any occurs, are communicated to delegates and the Board of Directors.



Board of Directors (April Meeting), serving as Committee on Resolutions, reviews and discusses the Resolution(s), and makes recommendation (approve, not approve, refer, or no recommendation) to the House for consideration.



Resolutions discussed by delegates, alternates, and others at the Regional Delegate Conferences (RDCs) in May.



Resolutions discussed at Open Hearing on Saturday of ASHP Summer Meetings.



House of Delegates receives Resolutions report at first meeting of House on Sunday. (No discussion or debate.)



House of Delegates discusses and debates Resolutions at second meeting of the House and then takes action to approve, disapprove, or modify. If the House fails to approve a matter submitted to it, the House shall note the reason in its proceedings and return the matter to the Board for review, modification, or other action. The Board shall duly report its action thereon at the next session of the House of Delegates. (Bylaws 7.3.1.1)



If approved or modified, the Resolution returns to the Board for action required.



Criteria Not Met



Chair of the House contacts the submitters of the Resolution to discuss any problems and suggest ways to correct any deficiency in the language, intent of the Resolution, duplication of previous policy action, etc.



When changes are completed, the final language is transmitted to delegates and the Board of Directors.



If the original Resolution is withdrawn by the submitters, the letter of withdrawal is distributed to delegates.



Resolution Submission Form

ASHP HOUSE OF DELEGATES June 9 and 11, 2024

The Call for Resolutions for the 2024 House of Delegates Session is now open. ASHP members are encouraged to participate in the policymaking activities of the organization. In advance of completing this online form, members are asked to familiarize themselves with the [Call for Resolutions](#), the [Guidelines for Submitting Resolutions](#), and [existing and proposed ASHP policy](#) on the topic.

PLEASE NOTE THAT THE DEADLINE FOR SUBMISSION IS MARCH 11, 2024

Please provide the information required below for Submitter # 1.

Name	<input type="text"/>
Address 1	<input type="text"/>
Address 2	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Postal Code	<input type="text"/>
Telephone Number	<input type="text"/>
ASHP Membership Number	<input type="text"/>
Email Address	<input type="text"/>

Please provide the information required below for Submitter # 2.

Name	<input type="text"/>
Address 1	<input type="text"/>
Address 2	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Postal Code	<input type="text"/>
Telephone Number	<input type="text"/>
ASHP Membership Number	<input type="text"/>
Email Address	<input type="text"/>

Subject:

Motion:

Background:

Suggested Outcome:

>> Submit