

THE APhA-ASP POLICY PROCESS (STEPS 1 - 14)

1. APhA-ASP MEMBER

- This is where the process begins. A member develops an idea on how to change or improve the profession of pharmacy.

2. APhA-ASP CHAPTER

- APhA-ASP Member takes his/her idea to their chapter for discussion.
- Other chapter members are informed, and support is generated for the idea.
- Chapter works together to formulate the two best ideas into proposed resolutions.
- Chapter submits the two best proposed resolutions to the APhA-ASP Regional Delegate for discussion during the Regional Proposed Resolution Webinar one month prior to the Midyear Regional Meeting (MRM).

3. APhA-ASP REGIONAL WEBINAR

- Regional Delegate conducts the Regional Proposed Resolutions Webinar three weeks prior to the MRM.
- Chapter representatives propose their best two proposed resolutions to the other chapter representatives in the region and discuss/debate the ideas.
- Following the Regional Proposed Resolutions Webinar, the Chapter discusses the conversation and then submits their one final proposed resolution to the APhA-ASP Regional Delegate for discussion during the MRM.

4. MIDYEAR REGIONAL MEETING (MRM) POLICY PROPOSAL FORUM

- Chaired by the Regional Delegate.
- Proposed resolutions are presented to the floor based upon discussion during the Regional Webinar.
- All members and non-members may comment on the proposed resolutions.

5. CHAPTERS VOTE AT THE MRM

- Proposed resolutions from the Policy Proposal Forum are discussed by the Chapter at the MRM.
- Chapter Delegates vote on the proposed resolutions electronically and results of the voting are announced during the Regional Closing Business Session.
- Proposed resolutions that pass are forwarded to the APhA-ASP Resolutions Committee.

6. APhA-ASP RESOLUTIONS COMMITTEE

- Chaired by the Speaker of the APhA-ASP House of Delegates.
- Members include the eight Regional Delegates.
- This committee chooses what it believes are the most important ideas and formulates proposed resolutions and background statements that will be presented to the APhA-ASP House of Delegates at the APhA Annual Meeting.

7. PROPOSED RESOLUTIONS SENT TO ALL APhA-ASP CHAPTERS

- Proposed resolutions and background statements are sent to chapters and should be discussed/debated by chapter members.
- A consensus on how your chapter feels about each resolution could be reached at this point, until further discussion at the Open Hearing on Proposed Resolutions and the APhA-ASP House of Delegates Session during the APhA Annual Meeting.

8. APhA-ASP OPEN HEARING ON RESOLUTIONS AT THE APhA ANNUAL MEETING

- Chaired by the Speaker of the APhA-ASP House of Delegates.
- Anyone, including non-APhA-ASP members, may voice their opinions on proposed resolutions.

- Changes, whether they are additions, deletions or wording changes, are proposed at this time by anyone who feels there is a need.
- The APhA-ASP Reference Committee is present at this time taking note of any changes that are suggested.

9. APhA-ASP REFERENCE COMMITTEE

- Chaired by the Speaker of the APhA-ASP House of Delegates.
- Members include the eight Regional Members-at-large or other APhA-ASP members appointed by the APhA-ASP National Executive Committee.
- This is a closed session where all the proposed changes from the Open Hearing on Resolutions are discussed.

10. REFERENCE COMMITTEE MAKES RECOMMENDATIONS TO THE APhA-ASP HOUSE OF DELEGATES

- May recommend the adoption of the resolution.
- May recommend the rejection of the resolution.
- May recommend the referral of the resolution to the APhA-ASP National Executive Committee.
- May recommend the adoption of the resolution as amended by the Committee.

11. APhA-ASP HOUSE OF DELEGATES

- Chaired by the Speaker of the APhA-ASP House of Delegates.
- Voting Members are 140 chapter delegates + 4 APhA-ASP National Executive Committee members = 144 total delegates for 2025 APhA-ASP House of Delegates.
- One student representative from each of the following pharmacy organizations is invited to participate as an *observer* to the APhA-ASP House of Delegates: Academy of Managed Care Pharmacy (AMCP), American Society of Consultant Pharmacists (ASCP), American Society of Health-Systems Pharmacists (ASHP), Christian Pharmacists Fellowship International (CPFI), International Pharmaceutical Students' Federation (IPSF), National Community Pharmacists Association (NCPA), and the

National Pharmaceutical Association - Student National Pharmaceutical Association (NPhA-SNPhA). The APhA-ASP National Executive Committee may also invite a student representative from health professional or other organizations to participate as an *observer* to the APhA-ASP House of Delegates.

- The APhA-ASP House of Delegates votes on the recommendations of the APhA-ASP Reference Committees regarding each proposed resolution submitted by the APhA-ASP Resolutions Committee. The APhA-ASP House does NOT vote directly on the proposed resolution statements.
- Any new resolutions are presented as New Business during the final APhA-ASP House of Delegates Session.
- APhA-ASP House of Delegates also elects the APhA-ASP National Executive Committee offices of National President-elect (2-year term), two National Members-at-large (1-year term) and the Speaker of the APhA-ASP House of Delegates (1-year term).

12. APhA-ASP POLICY STANDING COMMITTEE

- APhA-ASP National Policy Standing Committee solicits comments from chapters on proposed actions to be taken on passed resolutions from the APhA-ASP House of Delegates.
- APhA-ASP National Policy Standing Committee convenes to determine an implementation plan for the passed resolutions from the House.

13. APPROVAL BY APhA BOARD OF TRUSTEES

- APhA Board of Trustees reviews and approves the Report of the APhA-ASP House Delegates Session and the Report of the APhA-ASP National Policy Standing Committee on recommendations to implement the resolutions.

14. ACTION ON RESOLUTIONS IMPLEMENTED

- APhA-ASP National Policy Standing Committee acts on resolutions and encourages chapters to implement resolutions on local levels where applicable.
- Yearly report on the status of passed resolutions is presented at following Annual Meeting.

APhA POLICY-RELATED COMMITTEES/ACTIONS

APhA-ASP POLICY STANDING COMMITTEE

- May recommend an APhA-ASP adopted resolution be forwarded to the APhA Board of Trustees to be assigned to the APhA Policy Committee or APhA Staff for action.
- May recommend specific action be taken or refer the resolution to the APhA-ASP National Executive Committee for action.

APhA BOARD OF TRUSTEES

- APhA Board of Trustees selects the issues that will be considered by the APhA Policy Committees.

APhA POLICY COMMITTEE

- The Speaker of the APhA House of Delegates appoints this committee. An APhA-ASP member serves on this committee.
- The APhA Policy Committee develops proposed policy statements, which are forwarded to the APhA House of Delegates.

APhA HOUSE OF DELEGATES

- The APhA House of Delegates votes on the recommendations of the APhA Policy Committee.
- The APhA House of Delegates elects the Speaker of the APhA House of Delegates.

APhA STRUCTURE

APhA ACADEMIES

- The American Pharmacists Association is divided into three Academies:
 - Academy of Pharmacy Practice and Management (APhA-APPM) - serves those members of APhA whose primary focus is the practice and management of pharmacy.
 - Academy of Pharmaceutical Research and Science (APhA-APRS) - serves the needs of pharmacist's science and research interests.
 - Academy of Student Pharmacists (APhA-ASP) - serves the student pharmacist members at the schools and colleges of pharmacy as their primary voice in their chosen profession.
- Each APhA Academy has 28 delegates in the APhA House of Delegates. APhA-ASP's delegates to the APhA House are as follows ($16 + 8 + 4 = 28$ Delegates):
 - *16 Members of the APhA-ASP Standing Committees (4 Standing Committees x 4 members each = 16)
 - 8 APhA-ASP Regional Delegates
 - 4 Members of the APhA-ASP National Executive Committee: National President-elect, two National Members-at-large, and the Speaker of the APhA-ASP House of Delegates

NOTE: the APhA-ASP National President serves as a delegate; however, the National President is seated as a member of the APhA Board of Trustees.

** Please note the additional standing committee members serve as alternate delegates for the APhA-ASP delegation. The International Committee serves as APhA-ASP's official delegates at the IPSF World Congress.*

APhA-ASP NATIONAL STANDING COMMITTEES

AWARDS STANDING COMMITTEE

Reviews the annual Chapter Achievement Award reports submitted by the chapters and selects the winners of the individual APhA-ASP Awards. These awards include: APhA Student Leadership Awards, APhA-ASP Outstanding Chapter Advisor Award, APhA-ASP Outstanding Dean Award and the Linwood F. Tice Friend of APhA-ASP Award. The Committee also participates in the review of the APhA-ASP patient care awards, develops new awards for the Academy, and recommends new awards to the APhA Board of Trustees.

COMMUNICATIONS STANDING COMMITTEE

Reviews existing Association publications, communications and newsletters to recommend revisions and provide suggestions for future publications or initiatives. This includes: *Student Pharmacist*, *Pharmacy Today*, *JAPhA*, *the APhA-ASP Web site* and *all e-communications*. The Committee also serves as the administrators of APhA-ASP's social media accounts (*Facebook*, *Twitter*, *Instagram* and *YouTube*) and develops/implements daily content for each site.

INTERNATIONAL STANDING COMMITTEE

Serves as the official representatives from the United States to the International Pharmaceutical Students' Federation (IPSF) and coordinates activities and programming related to the Student Exchange Program, Tobacco Alert Campaign, HIV/AIDS Awareness Campaign, Healthy Living and Diabetes Campaign, Tuberculosis Campaign, Anti-Counterfeit Drug Campaign, Humanitarian Campaign and the Vampire Cup. Members of the Committee also serve as the official delegates to the IPSF World Congress held annually in the summer.

MEMBER ENGAGEMENT STANDING COMMITTEE

Evaluates the value of member benefits for student pharmacists including the APhA-ASP patient care projects, community outreach programs, leadership/professional development initiatives and other tangible benefits. The Committee provides suggestions for improvements and the development of new projects/programs when necessary. The Committee also works in collaboration with the APhA New Practitioner Network to bridge the transition from student pharmacist to new practitioner member.

POLICY STANDING COMMITTEE

Reviews resolutions passed by the APhA-ASP House of Delegates and takes appropriate action for their implementation. The Committee reviews resolutions from previous years to ensure continued action on appropriate issues (this is also known as the sun-setting process) and recommends policy suggestions to the APhA Board of Trustees according to the Academy's views.

- To be eligible for an APhA-ASP National Standing Committee appointment, students must demonstrate leadership qualities within their own chapter and remain a student pharmacist member throughout the Committee's term. The committees are appointed by the APhA-ASP National Executive Committee during their January Business Meeting. The APhA-ASP National Executive Committee also appoints the chair of each Committee.

For further information regarding the APhA-ASP Policy Process, APhA-ASP Structure, or student programming at the American Pharmacist Association, please contact a member of the APhA Student Development Staff or visit our website.

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