



APhA-ASP POLICY PROCESS: MRM GUIDE FOR CHAPTER DELEGATES AND ATTENDEES

APhA-ASP Mission

The mission of the American Pharmacists Association Academy of Student Pharmacists is **to be the collective voice of student pharmacists**, to provide opportunities for professional growth, to improve patient care, and to envision and advance the future of pharmacy.

APhA-ASP Policy Development Process at Midyear Regional Meetings

- A final copy of the proposed resolutions will have been sent to all of the chapters no later than the Friday, one (1) week prior to the start of the MRM. Chapters should plan on having a general meeting to discuss the proposed resolutions with chapter members to decide on how the chapter should vote during the MRM.
- Chapters and chapter members have an opportunity to discuss their thoughts on each of the proposed resolutions and develop comments and questions to be brought forth during the Policy Proposal Forum.
- Any new proposed resolutions developed after the two-week deadline shall be considered a New Business Item. All New Business Items are due to the APhA-ASP Regional Delegate by the start of the first session on Saturday of the MRM.
- The APhA-ASP Policy Proposal Forum (Policy Town Hall) is conducted on Saturday of the MRM. Each proposed resolution is read aloud and then can be discussed by anyone (members and non-members) during the Forum.
- When approaching a microphone to speak during the Policy Proposal Forum or the Regional Business Forum, state your name and school and whether you support, oppose, or are asking a question about the proposed resolution. Direct all of your comments to the Regional Delegate or National Officer presiding over the Forum or Regional Closing Forum.
- On Saturday evening of the MRM, following the discussion during the Policy Proposal Forum, chapters should meet briefly to make a decision on how they will vote on each of the proposed resolutions and provide their Chapter Delegate with discussion points.
- If your chapter would like to suggest any amendments to the proposed resolutions, each amendment should be written out on its own amendment form and returned to a member of APhA staff Saturday evening or early Sunday morning prior to the start of the Regional Closing Forum.
- On Sunday morning of the MRM, the Regional Business Forum is conducted. Elections for Regional Office will be conducted first, then voting on the proposed resolutions. During the Regional Business Forum, the region will vote on whether to “pass” or “fail” each Proposed Resolution. Each proposed resolution and any proposed amendments will be addressed, debated, and then the vote will occur. Chapter Delegates will vote on behalf of the school.
- Remember, the work you do at MRM is really important! The proposed resolutions passed at MRM will go on to be discussed by the APhA-ASP Resolutions Committee, which is comprised of the eight Regional Delegates

that YOU elect at MRM. They will decide which proposed resolutions will be presented to the APhA-ASP House of Delegates at the APhA Annual Meeting and Exposition.

- If you feel strongly about a particular proposed resolution that passes at the MRM, tell your Regional Delegate about it! They are responsible for representing the region and deciding what is addressed on a national level at the APhA-ASP House of Delegates.
- If you want to learn more about the APhA-ASP Policy Process, please visit the ***Policy and Advocacy portal on pharmacist.com/APhA-ASP*** and see ***The Capsule, an Introduction and Orientation to the APhA-ASP Policy Process***, for a complete listing of all the steps of the APhA-ASP Policy Process.

COMMON TERMS AND DEFINITIONS

Proposed Resolution: an idea or concept that a student pharmacist brings to the attention of their region for discussion at the Policy Proposal Forum. The region will vote on each proposed resolution during the Regional Closing Forum.

Policy Proposal Forum: the forum that occurs on Saturday afternoon of the MRM. All proposed resolutions will be introduced to the region. During this forum, ANYONE may address the audience and state their opinion about a proposed resolution. This session is traditionally run by the Regional Delegate.

Regional Closing Forum: the session that occurs on Sunday morning of the MRM. All proposed resolutions from the Policy Proposal Forum are voted upon by the Chapter Delegates. The purpose of this session is not to write or wordsmith the actual language. During this session, ONLY Chapter Delegates can address the assembly. This session is traditionally run by a member of the APhA-ASP National Executive Committee.

Chapter Delegate: a representative from each chapter to the region. The chapter delegate will vote on each proposed resolution during the Closing Business Session on Sunday morning. Individual chapter members may not vote or address the House during the Closing Business Session.

Amendment: altering the proposed resolution. At the MRMs, the focus should be more on amending content rather than grammar.

Suspend House Rules: allows a violation of the house rules. The object of the suspension must be specified. For our purposes, suspension of house rules is primarily requested for the purpose of an amendment. For instance you might hear: "I would like to suspend the house rules for the purpose of an amendment."

Previous Question: this motion calls for an end to the debate on a given proposed resolution or amendment. If a 2/3 majority is reached on a motion to call the previous question, all discussion on the previous motion stops, and the vote is conducted.

Division: this is called to recount the votes. If it seems as though there may be a tie in the voting, a division may be called and a recount will be conducted.

Caucus: a break in the Regional Closing Forum that allows the Chapter Delegate to consult the chapter before a vote. Caucuses are often called before the Regional Officer Candidate elections and when an amendment has been proposed that will significantly change the intent of the proposed resolution.

Yield the Floor: in order for anyone other than a Chapter Delegate to address the House at the Closing Business Session, the chapter delegate must yield the floor to that person.

PARLIAMENTARY PROCEDURE AT A GLANCE

- **When Approaching the Microphone – (from mic)** *“Madam/Mister Speaker, (First and Last Name), (Chapter Name) speaking on behalf of (myself or my Chapter),”*
- **To Support a Proposed Resolution – (from mic)** *“My Chapter rises in support of this proposed resolution...(explain why),”*
- **To Oppose a Proposed Resolution – (from mic)** *“My Chapter rises in opposition of this proposed resolution...(explain why),”*
- **To End Debate and Amendments – (from mic)** *“I move the previous question,”*
- **To Verify a Voice Vote – (from seat)** *“I call for a division,” or “Division!”*
- **To Request a Caucus – (from mic)** *“Madam/Mister Speaker, (First and Last Name), (Chapter Name), I would like to request a two-minute caucus...”*
- **To Request Info – (from mic)** *“I rise to a point of information.”*
- **To Protest Rules – (from mic)** *“I rise to a point of order.”*
- **To Second a Motion – (from seat)** *“Second!”*
- **Example of Suspending House Rules – (from mic)**
 - Delegate:** *“Madam Speaker, Andrew Ferguson, University of Florida. I would like to suspend House rules for the purpose of an amendment.”*
 - Speaker:** *“Does staff have the wording for your amendment?”*
 - Delegate:** *“Yes.”*
 - Speaker:** *“Would you please read the amended proposed resolution.”*
 - Delegate:** *Chapter Delegate reads amendment.*
 - Speaker:** *“Is there a second?”*
 - House:** *“Second...”*
 - Speaker:** *“Prior to voting to suspend House rules, you may state your reasons for the amendment at this time.”*
 - Delegate:** *Chapter Delegate explains reasons for amendment.*
 - Speaker:** *“Thank you. We will now vote to suspend House rules for the purpose of an amendment.”*

AMENDING PROPOSED RESOLUTIONS

- APhA-ASP House of Delegates Rules of Procedure do not allow delegates to make amendments to proposed resolutions. Therefore, House Rules must be "suspended" in order to change the wording of a proposed resolution by adding, deleting, or substituting new language. An amendment must be proposed after the House rules have been suspended.
- A second is required. Suspending house rules requires a 2/3 vote. Once House Rules are suspended, discussion on the alternative wording (amendment) can take place.
- The amendment itself must be voted upon (and passed) before the amended resolution can be considered for adoption. Therefore, you could vote in favor of an amendment and then in opposition to the resolution as amended.
- Roberts Rules only allows two pending amendments on a single resolution at any one time. The first amendment is typically called the primary amendment while the second is referred to as the secondary amendment. Secondary amendments must relate to the primary amendment. A secondary amendment not relating to the primary amendment will be out of order and should be proposed as a separate primary amendment.
- Motions to suspend house rules for the purpose of amendment are not debatable. However, the proposing delegate may state his/her reasons for the proposed amendment before the House votes on the motion to suspend house rules.
- It is inappropriate to debate the proposed resolution immediately prior to making a motion to suspend house rules for the purpose of an amendment. Delegates who wish to propose an amendment may only speak to make the motion to suspend house rules.