

Appendix B

APhA-ASP Midyear Regional Meeting Rules of Procedure

**As amended by the APhA-ASP National Executive Committee
January 8, 2015**



APhA - ASP MIDYEAR REGIONAL MEETING RULES OF PROCEDURE

APhA-ASP MRM RULE 1:

Composition of the APhA-ASP MRM Regional Business Forum and Voting Privileges

- 1.1 One (1) Chapter Delegate or Alternate Chapter Delegate from the APhA-ASP chapter at each school or college of pharmacy in the region shall serve as the official voting representative of the chapter's membership during the MRM Regional Business Forum.
 - a. Each chapter shall elect or appoint one Chapter Delegate and one Alternate Chapter Delegate. Chapters with satellite campuses shall elect or appoint one Chapter Delegate and one Alternate Chapter Delegate if their main campus is located in a different APhA-ASP Region than the satellite campus.
 - b. New schools and colleges of pharmacy in the process of chartering an APhA-ASP Chapter shall elect or appoint one Chapter Delegate and one Alternate Chapter Delegate. These new schools and colleges of pharmacy will be granted voting privileges upon receiving a majority vote from the Chapter Delegates present during the beginning of the MRM Regional Business Forum.
 - c. Each Chapter Delegate or Alternate Chapter Delegate shall complete the Credentials Form. The form shall be submitted to APhA staff by the start of the first session on Saturday of the meeting.
 - d. Only the properly authorized Chapter Delegate or Alternate Chapter Delegate shall be entitled to one (1) vote on behalf of the APhA-ASP chapter of which he or she is a member. The Chapter Delegate or Alternate Chapter Delegate must be present at the MRM Regional Business Forum in which voting is held. No proxy voting shall be allowed.
- 1.2 Should a Credentials Form be lost or misplaced by the Chapter Delegates or Alternate Chapter Delegate, he or she may be seated if verbal or written evidence is provided that he or she is a member in good standing of APhA-ASP, and that he or she has been authorized to vote on behalf of the chapter. This verification and authorization must be provided by the Chapter President, Chapter Advisor, or Dean from the school or college of pharmacy.
- 1.3 Members of the APhA-ASP National Executive Committee and student pharmacist representatives for the pharmacy organizations listed in the APhA-ASP House of Delegates Rules of Procedures shall not have a seat during the MRM Regional Business Forum.

APhA-ASP MRM RULE 2:

Development of Proposed Resolutions

- 2.1 The "APhA-ASP Policy Process: MRM Guide for Chapter Delegates and Attendees" will serve as guidance for chapters to develop proposed resolutions. The document shall be updated each year by the APhA-ASP National Executive Committee prior to the start of the Midyear Regional

Meeting. No guidance contained within the document will conflict with any APhA-ASP MRM Rules of Procedure.

- 2.2 One (1) Chapter shall be permitted to submit one (1) proposed resolution at the Midyear Regional Meeting. Chapters with satellite campuses or multiple campuses will only be allowed to submit one (1) proposed resolution per accreditation.

**APhA-ASP MRM RULE 3:
Consideration of Proposed Resolutions**

- 3.1 All proposed resolutions must be submitted by the Chapter.
- 3.2 The Chapter shall submit proposed resolutions using the APhA-ASP MRM Proposed Resolutions Form to the APhA-ASP Regional Delegate prior to start of the Midyear Regional Meeting. Dates and deadlines will be established annually via the “APhA-ASP Policy Process: MRM Guide for Chapter Delegates and Attendees” will serve as guidance for chapters to develop proposed resolutions.
- 3.3 All proposed resolutions will be disseminated by the APhA-ASP Regional Delegate to each APhA-ASP Chapter at least one week prior to the start of the Midyear Regional Meeting to allow for discussion of the proposed resolutions at the chapter level.
- 3.4 The APhA-ASP Regional Delegate shall hold an open session at a time and place announced in the Midyear Regional Meeting program at which all APhA-ASP members and any other interested persons may testify in support of, or in opposition to, the proposed resolutions.
- 3.5 At the MRM Regional Business Forum, Chapter Delegates and Alternate Chapter Delegates may vote to refer each proposed resolution to the APhA-ASP Resolutions Committee for their consideration.
- 3.6 No resolution may be amended during the MRM Regional Business Forum unless the rules of the House are suspended for that purpose. Such suspension shall require a two thirds (2/3) vote and the amendment procedure shall be as follows:
 - a. Any matter to be presented as an amendment shall be presented to the Chair or Presiding National Officer of the MRM Regional Business Forum or APhA staff on an official amendment form.
 - b. Chapter Delegates may move to suspend House rules for the purpose of an amendment. Once the House has had an opportunity to hear the proposed amendment, a second is required to consider the motion. If the motion receives a second, the proposing Chapter Delegate will be granted the floor to briefly state his or her reasoning for the proposed amendment. After comments from the proposing Chapter Delegate, the House shall vote on the motion to suspend House rules for the purpose of considering the amendment.
- 3.7 In the case of a proposed resolution that requires immediate attention, or if the proposal is not consistent with the format of existing APhA-ASP Resolutions, Chapter Delegates may request that the proposal be addressed by the APhA-ASP National Executive Committee.

**APhA-ASP MRM RULE 4:
New Business**

- 4.1 All new business items must be submitted by the Chapter.
- 4.2 The Chapter shall submit new business items on the APhA-ASP MRM New Business Item Form to the APhA-ASP Regional Delegate by the start of the first session on Saturday of the meeting. If any subject matter will include offering of a motion, the writing shall include the motion to be offered.
- 4.3 New business shall be discussed during an open session at a time and place announced in the Midyear Regional Meeting program at which all APhA-ASP members and any other interested persons may testify in support of, or in opposition to, the new business.
- 4.4 Once discussed during the open session, new business items shall be considered proposed resolutions and shall follow the rules outlined in APhA-ASP MRM Rule 3: Consideration of Proposed Resolutions.
- 4.5 Any new business submitted after the open session shall not be considered during the MRM Regional Business Forum.

**APhA-ASP MRM RULE 5:
Regional Officer Election Procedure**

- 5.1 All candidates for regional offices to be filled at the APhA-ASP Midyear Regional Meeting shall fulfill the responsibilities as established by the APhA-ASP National Executive Committee.
- 5.2 Each APhA-ASP Chapter within the region shall appoint one individual to serve on the APhA-ASP Regional Nominating Committee by the start of the first session on Saturday of the meeting. All representatives to the APhA-ASP Regional Nominating Committee must be APhA-ASP members.
- 5.3 The APhA-ASP Regional Nominating Committee shall be chaired by the APhA-ASP Regional Delegate. If the APhA-ASP Regional Delegate is unable to fulfill the duties as chair, an APhA-ASP National Officer shall appoint a chair or serve in this role.
- 5.4 The APhA-ASP Regional Nominating Committee may slate up to two (2) candidates for the offices of Regional Delegate, Regional Member-at-large, and Midyear Regional Meeting Coordinator. An informal announcement of the slate may be made at any time after the Committee's selection of candidates.
- 5.5 The Nominating Committee is bound by the eligibility and election procedures of the APhA-ASP Regional Officer Application and the Nominating Committee Guidelines.
- 5.6 The Nominating Committee shall report its slate separately for each office. Following the Report of the Committee, nominations for that same office may be made from the floor. Only those candidates who have fulfilled the requirement of candidacy may be nominated. Nominations shall require a second. Candidates who are placed on the ballot for any office shall not be eligible for nomination from the floor in subsequent nominations for other offices.
- 5.7 In the case that there is no candidate eligible for election, the APhA-ASP National Executive Committee Member present may select at least one (1) member, and no more than two (2) members, to be placed on the ballot for that office. First consideration shall be given to candidates

who have fulfilled the responsibilities of candidacy. The candidate(s) nominated for the office by the APhA-ASP National Executive Committee Member shall then be elected by the Delegates. In the case that there are no candidates for election, the APhA-ASP National Executive Committee shall meet following the meeting, and appoint a member to the regional office.

- 5.8 Elections for each office shall be held separately. Each candidate for the office undergoing election shall be allowed four (4) minutes in which he or she may address the Chapter Delegates or Alternate Chapter Delegates of the MRM Regional Business Forum in support of his or her candidacy. Time shall be calculated from the moment the candidate begins his or her presentation. Candidates shall be granted the privilege of the podium in alphabetical order by slate and then by the same order as placed on the ballot.
- 5.9 Voting shall be by written or electronic ballot, and the results of each election shall be disclosed at the end of elections for all offices.
- 5.10 A majority vote shall be required for election of APhA-ASP Regional Delegate, Regional Member-at-large, and Midyear Regional Meeting Coordinator. Should no candidate receive a majority vote on the first ballot, the following procedure shall be followed:
- a. The name of the candidate with the least number of votes or in the case of a tie, the names of candidates tied with the least number of votes on the first ballot shall be omitted from a second ballot. However, if dropping the lowest vote recipient(s) would result in the remaining candidate(s) being elected by default, the lowest vote recipient(s) would not be dropped. The same procedure shall be followed if a third ballot is required.
 - b. If voting on a third ballot does not result in the election of an officer, the election shall be decided by a plurality vote on that ballot. In the case of a tie, the APhA-ASP National Officer shall cast the deciding vote.
- 5.11 In the event that any elected office is vacated, the APhA-ASP National Executive Committee shall appoint a replacement for that office for the remainder of the term. First consideration will be given to candidates who have fulfilled the responsibilities of running for office.

**APhA-ASP MRM RULE 6:
Voting Procedure and Rules of Order**

- 6.1 With the exception of voting by ballot for officers, voting in the MRM Regional Business Forum shall be by voice.
- 6.2 If the result of a voice vote is uncertain, or if a division of the House is called for, a standing, show of hands, written, or electronic ballot vote will be taken. If the results are not conclusive, the vote will be retaken and a count made.
- 6.3 The procedure of the APhA-ASP MRM Regional Business Forum shall be governed by the latest edition of Robert's Rules of Order Newly Revised unless they are inconsistent with the APhA Bylaws or APhA-ASP Midyear Regional Meeting Rules of Procedures.

**APhA-ASP MRM RULE 7:
Adoption or Amendment of APhA-ASP MRM Rules of Procedure**

- 7.1 The procedure for adopting or amending these rules will be as follows:

- a. Any APhA-ASP Chapter Delegate or Alternate Chapter Delegate can recommend an amendment or adoption of a new rule to the APhA-ASP MRM Rules of Procedure.
- b. Any suggested amendments or adoption of new rules must be approved by the APhA-ASP National Executive Committee.