APhA-ASP
Chapter Delegate Orientation Webinar

Dylan Atkinson
APhA-ASP Speaker of the House
March 16, 2017
Webinar Procedures

You will see the Audio Mode menu screen.

1. Please Click – “Use Telephone” if you would like to dial-in to listen to the webinar. Dial the number listed on the screen. Once you have been connected, follow the prompts which will ask you to enter the Access Code followed by the Audio Pin.

2. Please Click – “Use Mic & Speakers” if you would like to listen to the webinar through your computer speakers.

3. To be respectful of others, please mute your telephone or microphone until you would like to speak or ask a question.
Webinar Procedures

Follow along with the PowerPoint displayed on the screen.

1. In order to ask an audio question during the Q&A portion, you should scroll over the icons and find the “Raised Hand” icon. Once you have found the “Raised Hand” icon, the organizer will unmute your line, and you will be able to ask a question.

2. In order to ask a written question during the Q&A portion, you should type a question in the question box of your control panel.
Agenda

• Role of the APhA-ASP House of Delegates
• Your Role as Chapter Delegate
• APhA-ASP Policy Events at Annual Meeting
• Robert’s Rules Overview
  • Voting
  • Amendments
  • Call the Previous Question
  • Other helpful tips
• Tips / General Procedures & Activities
• Mock Resolutions Debate Script
• Mock Elections Debate Script
• Time for Questions and Discussion
APhA-ASP Mission

“...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.”
Policy Process

Review of Delegate Materials (Electronic / Onsite)

- Proposed Resolutions
- Resolutions Book (Policy Book)
- APhA-ASP HOD Guide
- APhA-ASP HOD Rules of Procedure
- APhA-ASP HOD Agenda
- How do I approach the Mic?
- Robert’s Rules Cheat Sheet
- APhA-ASP New Business Item Form
- APhA-ASP Mock Debate Scripts

APhA2017 Annual Meeting Web site: www.aphameeting.org, Academies, APhA-ASP
Your Role as Delegate

• Represent your chapter in the APhA-ASP House of Delegates

  • **Serve as your chapter’s voice!**

• Help facilitate discussion among the chapter before and at APhA2017

• Encourage chapter participation in the Open Hearing on Proposed Resolutions and New Business Items

• Submit desired amendments and new business items

• Have fun, get engaged in the process, and get others engaged!
First Things First...

• Sign up online as your chapter’s delegate

• Complete the “Chapter Delegate and Alternate Delegate Credentials Form” online
  • Best completed online prior to the meeting.
  • **Forms due by 11:59pm PT on Wednesday, March 22**

  • APhA-ASP House of Delegates page:
    www.pharmacist.com/apha-asp-house-delegates

  • APhA2017 Annual Meeting Web site:
    www.aphameeting.org, Academies, APhA-ASP
APhA-ASP Policy Process Timeline at Annual

**Friday March 24th**
New Business Items
Due by 3:00pm

**Saturday March 25th**
Open Hearing on Proposed Resolutions and New Business
Reference Committee Meets and Reports

**Sunday March 26th**
Final House of Delegates Session
(National Officer Elections)
Open Hearing

APhA-ASP Open Hearing on Proposed Resolutions and New Business

Saturday, 7:30am – 8:45am
Moscone Convention Center – Gateway Ballroom

• “Open microphone”
  • All student pharmacists, pharmacists, members, and even non-members have the opportunity to share their opinion on proposed resolutions and new business items.

• Let your voice be heard!


**APhA-ASP Reference Committee**

- Comprised of the 8 Regional Members-at-large and chaired by the APhA-ASP Speaker of the House
- Meets in a closed session on Saturday morning:
  - Discusses comments made during the Open Hearing on Proposed Resolutions and New Business Items
  - Makes recommendations to the APhA-ASP House of Delegates
    - *Adoption* of the resolution
    - *Rejection* of the resolution
    - *Adoption of the resolution as amended*
    - *Referral* of the resolution to the National Executive Committee

- Reports will be available by Saturday at 12:00pm via the APhA2017 Meeting App and APhA-ASP House of Delegates web page
APhA-ASP New Business Review Committee

• Composed of the 8 regional representatives, and an ex-officio chair that are appointed by the APhA-ASP National Executive Committee

• Meets in a closed session on Saturday morning:
  • Discusses comments made during the Open Hearing on New Business Items
  • Makes recommendations to the APhA-ASP House of Delegates
    • Adoption of the new business item
    • Rejection of the new business item
    • Adoption of the new business item as amended
    • Referral of the new business item to the National Executive Committee

• Reports will be available by Saturday at 12:00pm via the APhA2017 Meeting App and APhA-ASP House of Delegates web page
New Business Items

• All new business items must be filed by **Friday, March 24 at 3:00pm PT**, which is 48 hours before the APhA-ASP House of Delegates Final Session per the APhA-ASP HOD Rules of Procedure

• Please submit your **APhA-ASP New Business Item Form** to the APhA-ASP Speaker of the House via email DylanAtkinson2017@gmail.com

• New Business Item Forms can be found on the APhA-ASP House of Delegates web page

• Bring an electronic copy up to the stage by **7:00am** on Saturday prior to the Open Hearing on New Business Items to confirm receipt
APhA-ASP House of Delegates
Ground Rules

• Chapter Delegates must be present to vote in both sessions.
• Only Chapter Delegates are allowed to debate and vote on the proposed resolutions and new business items.
• The Alternate Delegate can serve in place of the Chapter Delegate when needed... but need to check-in at the Credentials Committee table.
• Vote on the recommendations of the APhA-ASP Reference Committee.
APhA-ASP House of Delegates
First Session

Saturday, March 25, 2017  3:00pm - 5:00pm
Moscone Convention Center – Gateway Ballroom

Delegate registration begins at 2:15pm.
All Delegates must be seated by 2:55pm.

• Recognition of new APhA-ASP Chapters and Charter Presentation
• APhA-ASP National President’s Address
• Selection of the APhA-ASP PharmFlix Video Contest Award Winning Chapters
• Updates from the APhA-ASP Standing Committees
• Debate and vote on the resolutions
APhA-ASP House of Delegates
Final Session

Sunday, March 26, 2017 3:00pm - 5:30pm
Moscone Convention Center – Gateway Ballroom

Delegate registration begins at 2:15pm

All Delegates must be seated by 2:55pm

• Continue discussion on proposed resolutions (if necessary)
• APhA Government Affairs Report
• Presentation of the APhA Good Government Student Pharmacist of the Year Award
• Discuss and vote on any new business items
• Election and installment of the 2017-2018 APhA-ASP National Officers
• APhA-ASP National President’s Inaugural Address
Questions About the Events of APhA2017?
Purpose of Robert’s Rules

Promote fairness, orderliness, and respect among individuals even in disagreement so that a collective voice may be formed.

- Fairness: by ensuring who wants to speak can (requires 2/3 vote to end debate)
- Orderliness: by discussing only one issue (motion) at a time
- Respect: by always addressing comments to the Chair, never another delegate
Actions as Chapter Delegate

- Approaching the microphone
- Proposing an amendment
- Seconding a motion
- Moving to end debate
- Requesting a caucus
- Requesting information
- Nominating a candidate for national office from the floor
- Voting
  - Voice votes on business items (resolutions)
  - Electronic voting for National Officer Elections
Approaching the Microphone

• Wait to be acknowledged by microphone number
• **Mister Speaker, (First and Last Name), (Chapter Name), speaking on behalf of (myself or chapter)**
• **My chapter rises in support of this resolution because...**
  • I rise in support...
• **My chapter rises in opposition of this resolution because...**
  • I rise in opposition...
• Be brief to ensure everyone has a chance to speak
• See handout for further information on how to approach the microphone
Amendments

• Changes the wording of a resolution
• May or may not change the intent of the resolution
• Fill out an Amendment Form and turn it into staff by 2:00pm Saturday
• Hand in forms before the session...it makes it easier for staff and helps with time during the session
• Amendments are only truly necessary if they are to change the intent of the resolution.
Amendments

• *Mister Speaker, (First and Last Name), (Chapter Name), I move to suspend house rules for the purpose of an amendment*

• Requires a second
  • If you want to provide the second, yell “Second!” from your seat

• Suspending House rules requires a 2/3 vote

• If motion to suspend house rules passes, debate and vote on the amendment
Step-Wise Process

1. Vote to Suspend House Rules
2. Vote on the amendment
3. Return to vote on the original motion
Amendment Process Continued

If the Amendment Passes

• Debate and vote on the original resolution as amended

If the Amendment Does NOT Pass

• Return to debate on the original wording of the resolution
Ending Debate

• *Mister Speaker, (First and Last Name), (Chapter Name), I move to call the previous question*

• Requires a second

• Calling the previous question requires a *2/3 vote*

• Must be at a microphone

• Stops debate and leads to an immediate vote
Other Actions From the Microphone

• To Request a Caucus
  • *Mister Speaker, (First and Last Name), (Chapter Name), I would like to request a two minute caucus...*

• To Request Info
  • *...I rise to a point of information*

• To Protest Rules
  • *... I rise to a point of order*
Voting

• Electronic vote for elections
• Voice vote everything else

• Majority vote
  • Most of the time
  • 2/3 vote
  • Suspending House rules
  • Call the previous question

If you think the voice vote was too close to call, yell “Division!” from your seat and the vote will be repeated by electronic ballot
Resources

• APhA-ASP Regional Delegates and Policy Standing Committee members
• Robert’s Rules of Order Cheat Sheet
• APhA-ASP House of Delegates Guide
• Attendees guide to the APhA-ASP HOD
  • Keep your Chapter Engaged!
Mock Proposed Resolutions Script
Chapter Delegate Orientation

APhA-ASP recommends that pharmacists wear lab coats in a pharmacy practice setting.

Speakers:
Dylan Atkinson – Speaker
Jared Frye – Mic #1
Chapter Delegate Orientation

APhA-ASP recommends that only pharmacists wear lab coats in a pharmacy practice setting.

Speakers:
Dylan Atkinson – Speaker
Jared Frye – Mic #1
Evan Colmenares – Delegate 1
Mary Bradley – Mic #2
Chapter Delegate Orientation

APhA-ASP recommends that only pharmacists and student pharmacists wear lab coats in a pharmacy practice setting.

Speakers:
Dylan Atkinson – Speaker
Mary Bradley – Mic #2
Kelsea Gallegos – Delegate 2
Adrienne Simmons – Mic #3
Chapter Delegate Orientation

APhA-ASP recommends that only pharmacists and student pharmacists wear lab coats in a pharmacy practice setting.

Speakers:
Dylan Atkinson – Speaker
Chapter Delegate Orientation

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Speakers:
Dylan Atkinson – Speaker
Adrienne Simmons – Mic #3
Chapter Delegate Orientation

APhA-ASP recommends that only pharmacists and student pharmacists wear lab white coats in a pharmacy practice setting.

Speakers:
Dylan Atkinson – Speaker
Jared Frye – Mic #1
Evan Colmenares – Delegate 1
Mary Bradley – Mic #2
Kelsea Gallegos – Delegate 2
Adrienne Simmons – Mic #3
Chapter Delegate Orientation

APhA-ASP recommends that only pharmacists and student pharmacists wear white coats in a pharmacy practice setting.

Speakers:
Dylan Atkinson – Speaker
Chapter Delegate Orientation

APhA-ASP recommends that only pharmacists and student pharmacists wear white coats in a pharmacy practice setting.

Resolution Passed as Amended
Elections – Overview

• Will elect the 2017-2018 APhA-ASP National Executive Committee:
  • National President-elect
  • National Member-at-large (2)
  • National Speaker of the House

• Opportunities to learn about the candidates:
  • www.pharmacist.com/apha-asp-house-delegates
  • APhA-ASP Meet the Candidates Sessions
  • APhA-ASP Open Candidate Review
    • View Candidate Video and Ask Questions from the Audience
  • APhA-ASP House of Delegates
  • Encourage feedback from chapter members
Elections – Nominations

• Nominating Committee determines the slate

• The slate consists of:
  • 2 candidates for National President-elect
  • 4 candidates for National Member-at-large
  • 2 candidates for Speaker of the House

• Report of the Nominating Committee will be available by Saturday at 10:00pm via the APhA2017 Meeting App and APhA-ASP House of Delegates web page
Elections – Nominations

• Nominations from the floor
  • Mister Speaker, (First and Last Name), (Chapter Name), I would like to nominate (First and Last Name) for the office of (National President-elect, National Member-at-large, Speaker of the House)
  • Requires a second
  • Requires a majority vote
Elections – Voting Process

• National President-elect and Speaker of the House
  • Majority vote required for election
  • Should no candidate receive a majority on the 1\textsuperscript{st} ballot
    • The name of the candidate with the least number of votes on the first ballot shall be omitted from a 2\textsuperscript{nd} ballot
  • Same procedure for 2\textsuperscript{nd} ballot
  • Should no candidate receive a majority on the 3\textsuperscript{rd} ballot
    • The election shall be decided by a plurality vote
    • In the case of a tie, the APhA-ASP Speaker of the House shall cast the deciding vote
Elections – Voting Process

• National Members-at-large
  (similar procedure, except electing 2 positions)
  • A majority vote shall be required for election. If no two candidates receive a majority vote on the first ballot, the following procedure shall be followed:
  • If one (1) candidate has received a majority, that candidate shall be declared elected. Names of candidates who were not elected on the first ballot shall remain on a second ballot, except as stipulated below:
    • 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.
  • If voting on a third ballot does not result in the election of the required number of APhA-ASP National Member-at-large, the election shall be decided by a plurality vote on that ballot, and in the case of a tie, the APhA-ASP Speaker of the House shall cast the deciding vote.
Questions?
Mock National Officer Election Script
APhA-ASP National Officer Elections

Slate for the Office of
APhA-ASP National President-elect:

Kelsea Gallegos
The University of New Mexico

Michael Murphy
The Ohio State University
APhA-ASP National Officer Elections

APhA-ASP National President-elect:

Kelsea Gallegos
The University of New Mexico

Michael Murphy
The Ohio State University

Jared Frye
Wingate University
APhA-ASP National Officer Elections

APhA-ASP National President-elect:

Kelsea Gallegos #1
The University of New Mexico

Michael Murphy #2
The Ohio State University

Jared Frye #3
Wingate University
Resources

• APhA-ASP Regional Delegates and Policy Standing Committee members
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• APhA-ASP House of Delegates Guide
• Attendees guide to the APhA-ASP HOD
• http://www.pharmacist.com/apha-asp-house-delegates
PAWS for Vets Annual Fundraiser

• T-Shirts are $19.00 at the APhA Bookstore
• 100 % of the profits goes to Paws for Vets
• Paws for Veterans provides our nations combat injured Heroes that suffer with Post-Traumatic Stress Disorder, Traumatic Brain Injury, and affiliated physical disabilities with task trained medical service dogs as well as supplies, therapeutic group sessions, and natural treatment alternatives.
Join us for – Career Conversations

• Pharmacy leaders & innovators from all parts of the profession
• 20 minute conversations with an opportunity to have your questions answered
• Stay for any or all presenters

Come discover where your pharmacy career can take you!

Career Conversation Schedule

Friday, March 24  1:00pm - 4:00pm
Saturday, March 25  1:00pm - 4:00pm
Sunday, March 26  10:00am - 2:00pm

Located in the Career Booth
North Lobby Moscone Convention Center
Questions?

See You in San Francisco!