

TIPS ON HOW TO MAXIMIZE YOUR PARTICIPATION IN THE CSHP HOUSE OF DELEGATES

I. To assist you in understanding the roles and responsibilities of delegates and the California Society of Health-System Pharmacists House of Delegates, please review the CSHP *Bylaws* and the *Rules of Procedure for the CSHP House of Delegates*, especially the following sections:

A. *Bylaws*

- (1) Article V--Meetings of the Society
- (2) Article VI--Directors
- (3) Article VII--Officers
- (4) Article VIII--House of Delegates
- (5) Article XVII--Parliamentary Procedure

B. *Rules of Procedure for the House of Delegates*

- (1) Article V--Privilege of the Floor
- (2) Article X--Action on Reports and Recommendations
- (3) Article XI--Introduction of New Business
- (4) Article XII--Motions and Resolutions

II. Addressing the House

- A. See Article II, V and VIII, *Rules of Procedure for the House*
- B. Go to a microphone and wait to be recognized by the Chairperson.
- C. State your name and the name of the regional chapter you represent.
State your business or question.

III. Introduction of Items for Consideration

A. Resolutions--see *Rules of Procedure for the House*, Article XII

- (1) A resolution can be submitted by any two active members of CSHP. You don't have to be a delegate. Resolutions for modifications to the *Bylaws*, although usually introduced by the Board of Directors, may be introduced by any two active members (see *Bylaws*, Article XVIII).
- (2) Requirements:
 - a. Must be written.
 - b. **Two active members'** signatures must be on the resolution.

- c. Must be received by the Secretary of the House (the CSHP chief executive officer) 30 days in advance of the meeting of the House.
- (3) The Board of Directors will review and make a recommendation to the House on the proposed resolution.
- (4) The resolution will be read at the meeting of the House by the Chairperson of the CSHP Board of Directors. Further discussion can occur at the meeting of the House.
- (5) The resolution will be read at the meeting of the House and the Board of Directors' position presented at this time. The Board may recommend any of the following positions:
 - adopt
 - not to adopt
 - referral to an appropriate council or
 - committee for further study
 - present without a recommendation
- (6) Following discussion, a voice vote will be taken.

B. Recommendations (see Article X of the *Rules of Procedure for the House*)

- (1) Recommendations may be made during the meeting of the House.
- (2) A recommendation can be made by a delegate (as an individual) or on behalf of a delegation.
- (3) The recommendation must be submitted by the delegate in writing to the Chairperson or Secretary (Chief Executive Officer) of the House immediately after (s)he makes the recommendation. This is based solely on the need for accuracy of the minutes and to ensure clarity of the recommendation.
- (4) Since the presentation of a recommendation is simply a request by a delegate for the Board of Directors to address an issue, need, problem, etc., during the coming year, no discussion, debate or vote takes place.

C. New Business (see Article XI of the *Rules of Procedure for the House*)

- (1) Any delegate may submit an item(s) of new business.
- (2) Items must be submitted in writing to the Chairperson or the Secretary of the House in writing no later than 5:00 p.m. on the day before the meeting of the House.
- (3) During the meeting of the House, the Chairperson will call for the presentation of items new business. At that time, the delegate who submitted the item of new business (or a representative of the individuals/delegation who submitted the item) will read the motion and background to the motion.
- (4) The motion must be seconded, or no further action on it takes place.
- (5) If the motion is seconded, the floor is open for discussion/debate.
- (6) A voice vote is taken on the motion.

IV. VOTING

As a delegate, you will be asked to vote on a number of items during the course of the meeting. The major items for which a vote will be necessary include ratification of the report of the Committee on Nominations, approval of the appointees to the Committee on Nominations for the next year, proposals from the Board (includes policy proposals from councils, committees and task forces), new business, and resolutions.

A. Ratification of the Report of the Committee on Nominations (the meeting of the House.)

- (1) This report will be presented at the meeting of the House by the chairperson of the Nominating Committee.
- (2) A second is required.
- (3) Following discussion, a voice vote will be taken.

B. Approval of new Committee on Nominations (the meeting of the House.)

- (1) The Chairperson of the House of Delegates will present the proposed Committee on Nominations appointments for ratification.

- (2) A second is required.
- (3) Following discussion, a voice vote will be taken.

C. Officers' Reports

- (1) President and Treasurer
 - a. Each of these officers will present a report on his/her year.
 - b. Each report will be followed by a request for a motion to accept the report and a second to such motion.
 - c. Following discussion, a voice vote will be taken.

- (2) Chief Executive Officer

This report is for the delegates' information and no vote is taken. However, questions and discussion are in order at the conclusion of the report.

CI. Action on Proposals -- (see Article X of the *Rules of Procedure for the House*)

- (1) Proposals before the House of Delegates will be summarized by the Chairperson of the Board of Directors at the first meeting of the House.
- (2) No discussion of the report or vote will occur at this time. Clarification and discussion should take place at the Open Forum.
- (3) Policy proposals will be reintroduced during the meeting of the House. The Chairperson of the Board of Directors will move for adoption. No second is required. The floor will be open for discussion/debate.
- (4) A voice vote will be taken on each proposal presented.

CII. Action on Resolutions -- (meeting of the House)

(see Article XII of the *Rules of Procedure for the House*)

- (1) Resolutions before the House of Delegates will be presented by the Chairperson of the Board of Directors (acting as the Committee on Resolutions) along with the Board's recommended position, at the meeting of the House.
- (2) No discussion of the report or vote will occur at this time. Clarification and discussion should take place at the Open Forum.

- (3) Resolutions will be reintroduced during the meeting of the House. The Chairperson of the Board of Directors will move as recommended by the Committee on Resolutions (Board). No second is required. The floor will be open for discussion/debate.
- (4) A voice vote will be taken on each resolution presented.

V. Amendments

A delegate can request that a resolution or policy proposal be amended. Some basic rules:

- A. A motion to amend is a motion to modify. At the time the motion to amend is made, background should also be provided.
- B. The amendment must be germane to the original motion and may take the form of an insertion or addition; a deletion of wording; or a substitution. Any insertion, addition or substitution must be explicitly worded. It would be helpful if the presenter provided the Chairperson of the House with a written version of the amendment.
- C. The amendment, once moved and seconded, is open for discussion/debate followed by a vote.
- D. Following a vote on the amendment, a vote on the entire amended motion will be taken.

**CALIFORNIA SOCIETY OF HEALTH-SYSTEM PHARMACISTS
HOUSE OF DELEGATES**

**UNDERSTANDING THE DIFFERENCE BETWEEN
POLICY PROPOSALS,
RESOLUTIONS, NEW BUSINESS ITEMS,
AND RECOMMENDATIONS**

POLICY PROPOSALS

Many of the proposals that come before the House of Delegates and ultimately result in new CSHP policy originate from council, committee and task force deliberations and **are forwarded to the House of Delegates for action by the Board of Directors**. CSHP councils, committees and task forces are appointed by the president with approval of the Board of Directors to fulfill specific charges and pursue activities based on the strategic plan.

RESOLUTIONS

An avenue for **individual members** to introduce proposals for adopting or changing policy is through the **resolution** process. This process is especially good for addressing emerging issues that were not considered by the Board or councils, committees or task forces during the year. It can also be used as an “appeal” to the House of Delegates to act on proposals that are rejected by the Board. It requires only two active members (they don’t have to be delegates) to initiate the resolution process.

To be acted on at the House of Delegates, **resolutions must be submitted in writing (in STP format) to the chair of the House or the secretary of the House (CEO) at least 30 days before the House convenes**. This allows time for resolutions to be distributed to all delegates in advance of the House of Delegates meeting so that they may be duly considered by delegates and regional chapter members. The Board of Directors will also consider each resolution and submit it to the House with a recommended course of action, although the House’s action is on the resolution itself. The House may adopt, amend, reject, or refer the resolution. If a resolution is passed with amendments that have financial implications, the resolution is referred to the Board for review and possible modification.

ITEMS OF NEW BUSINESS

New business items may be submitted only by delegates, (a non-delegate member of CSHP may request a delegate to introduce the measure on his/her behalf, or may request the House's permission to submit an item of new business). **Any matter to be presented as new business must be presented to the Chairperson or Secretary of the House, in writing (in STP format), no later than 5:00 p.m. on the day before the meeting of the House of Delegates.**

RECOMMENDATIONS

Recommendations constitute the simplest and most direct way for a delegate to identify topics for further review and policy development by CSHP. **At the designated point in the House agenda, any delegate is entitled to present a recommendation by simply approaching a microphone and voicing it.** To help achieve the desired outcome,

recommendations should make clear what the recommender is requesting. A written copy of the recommendation (in STP format) should also be presented to the Chairperson for the record. Recommendations do not require a second, are not debatable, and are received without a vote. Thus, no recommendation can be voted down or dismissed by the House. All recommendations are considered by the Board of Directors for action or referral to an appropriate CSHP body - a council, committee or task force- for consideration. The outcome of each recommendation is reported both to the originator and to the House.

IN SUMMARY:

POLICY PROPOSALS

1. Originate with councils, committees, task forces or the Board of Directors and will be presented to the House by the Board of Directors.
2. Will be voted on by the House of Delegates.

RESOLUTIONS

1. May be submitted by any two active members.
2. Must be submitted in writing 30 days in advance of the meeting.
3. Shall be presented in STP format.
4. Will be duly considered and presented to the House of Delegates with a recommendation for action from the Board of Directors.
5. Will be voted on by the House of Delegates.

ITEMS OF NEW BUSINESS

1. May be submitted by any delegate.
2. Must be submitted no later than 5:00 p.m. the day before the meeting of the House of Delegates.
3. Shall be presented in STP format.
4. Will be duly considered by the Board of Directors and presented to the House of Delegates with a recommendation for action from the Board of Directors.
5. Will be voted on by the House of Delegates.

RECOMMENDATIONS

1. May only be presented by delegates.
2. Shall be presented in STP format.
3. Will not be voted on by the House, but rather, considered by the Board of Directors for action or referral to a CSHP council, committee or task force for consideration.