STUDENT’S GUIDE to CPhA POLICY and the CPhA HOUSE OF DELEGATES

How to get the most out of the CPhA HOUSE OF DELEGATES and the ALL SCHOOL CAUCUS meeting...


The Policy Committee reports make recommendations for updating current Association Policy, repealing outdated Policies and adoption of new Policies.


The CPhA Policy Manual contains over 280 policies ranging from the Board of Pharmacy and Licensing to Employee/Employer Relations to Legal, Legislative and Regulatory issues to Scope of Practice to Waste and Drug Disposal.

Discuss the Policy Committee Reports with your school’s Academy of Student Pharmacists (ASP) Officers and Committee members. Be ready to make recommendations at the Reference Committee hearing and All School Caucus.

Attend the Opening Session of the House of Delegates – hear the Annual Report of the Association. Find out how the Association has been working on your behalf.

Attend the Reference Committee hearings – make your voice heard. Let the Reference Committee know what you and your delegation think about the policy proposals.

Attend the All School Caucus meeting – Review the Reference Committee Report and help the Student Delegates come to a consensus on the issues

Attend the Final Session of the House of Delegates – if you are a Delegate be ready to debate the issues and vote on Association Policy.

The Speaker and Speaker-elect of the House of Delegates as well as the Parliamentarian are available to you throughout the meeting to answer your questions.

**Association Policy**

Association policies codify the opinions and beliefs of our members. These policies are used to develop the Association’s position on various issues and direct the Association’s actions on legislation, regulations and any other issue that affect pharmacists and the profession of pharmacy. The House of Delegates is the policy making body of CPhA.

**The Policy Making Process**

**Step 1**  Throughout the year CPhA members identify issues important to the profession and practice of Pharmacy and forward these issues to their CPhA Officers, Trustees or association staff.

**Step 2**  The proposals are then submitted to the appropriate Policy Committee, where they are discussed as potential policy statements during the Policy Committee meetings held in the Fall each year.

**Step 3**  The Policy Committee reviews, debates and refines the policy and background statements, which are then sent to all Delegates prior to the Annual Meeting as part of their Policy Committee Reports.

**Step 4**  Prior to the Annual Meeting, Delegates discuss the proposed policies within their respective Local Association, Academy or Student Organization and develop arguments for or against the proposed policies or suggestions for language changes to improve the proposed policy.

**Step 5**  Delegates and Members present comments and any suggested changes to the proposed policies during the Reference Committee hearings held at the Annual Meeting.
The Policy Making Process...cont’d

Step 6  After the Reference Committee hearings, the Reference Committees meet separately in executive session to discuss the comments received and any amendment language proposed for the policies. The committees then present their recommendations in their Reference Committee Reports.

Step 7  Prior to the final session of the House of Delegates, Delegates meet with their constituents to review and discuss the Reference Committees reports in order to determine their position on each proposed policy.

Step 8  During the Final Session of the House of Delegates, Delegates vote to adopt or reject the recommendations made by the Reference Committees on the proposed policies. Adopted policies become an official part of the CPhA House of Delegates Policy Manual. Some policy proposals may be referred back to the Policy Committees or Board of Trustees for further consideration. Other policies may be repealed as part of the Policy Committee review process.

Step 9  The Board of Trustees meets in the spring to review and prioritize Association policies and to act upon them.

New Business Items

The House of Delegates has a process to allow urgent and other proposals to be heard even though they were not submitted in time to be reviewed by a Policy Committee at its regular Fall meeting. These “items of new business” will be reviewed at the Reference Committee hearings if they are submitted prior to the Opening Session of the House of Delegates. Any other “items of new business” submitted after the Opening Session but prior to 4pm on the Saturday before the Final Session of the House will be heard in the final session without any committee recommendation.


**HOW CPhA POLICY IS MADE**

A CPhA Member suggests an idea for new policy

The idea is forwarded to a CPhA Policy Committee

The Policy Committee drafts the idea into a proposed policy with background information

Reference Committees meet in executive session to formalize their recommendation regarding the policy based on the hearings’ outcome

During the final session of the House of Delegates, Delegates vote on the Reference Committee’s recommendations regarding the proposed policy

If adopted, the proposed policy becomes official policy of CPhA

At the annual meeting at Outlook, Reference Committees conduct hearings to discuss the proposed policy with Delegates and Members

Delegates are sent copies of the proposed policy

Delegates discuss the proposed policy with their organizations prior to Outlook