



california **pharmacists** association

HOUSE OF DELEGATES BYLAWS

CHAPTER I. PROCEDURE

- Section 1. **Meetings.** The House of Delegates shall meet annually at the time and place of the Annual Meeting of the California Pharmacists Association and at such Interim Meetings as determined by the officers of the House and Board of Trustees of the California Pharmacists Association.
- Section 2. **Call to Order.** The first session of the House of Delegates shall be called to order by the Speaker, Speaker-elect or Secretary.
- Section 3. **Accreditation of Delegates.** After the first session of the House of Delegates has been called to order, the Secretary shall report the accredited representatives, who shall then compose the House of Delegates. In the event a delegate fails to appear or qualify at any session of the House of Delegates, the Secretary shall be authorized to seat the alternate in place of such missing delegate.
- Section 4. **Delegate Term of Office.** Following election or appointment of a delegate, the delegate's term of office shall be for one (1) year or until a successor is appointed.
- Section 5. **Voting.** Each delegate shall be entitled to one (1) vote. No delegate shall act as proxy for another delegate, nor as delegate for more than one association or Special Interest Group.
- Section 6. **Attendance at Meetings.** All sessions of the House of Delegates shall be open sessions unless the House of Delegates votes by a two-thirds (2/3) majority of those present and voting to go into Executive Session.
- Section 7. **Privilege of the Floor.** Any member of the California Pharmacists Association may have the privilege of the floor. The member shall not be allowed to vote unless serving as an official delegate.

CHAPTER II. OFFICERS

- Section 1. **Officers of the House.** The Officers of the House of Delegates shall be the Speaker, Speaker-elect and Secretary. Chief Executive Officer of the California Pharmacists Association shall serve as Secretary of the House. The officers of the House shall be voting members of the House of Delegates.

- Section 2. **Election and Installation.** The Speaker-elect shall be elected at the final session of the Annual Meeting of the House of Delegates, subsequent to the report of the House of Delegates Nominating Committee. The Speaker and Speaker-elect shall be installed at the close of the final session of the House of Delegates at which the Speaker-elect is elected.
- Section 3. **Term of Office.** The term of office of the Speaker and Speaker-elect shall be one (1) year beginning with the Annual Meeting at which they are installed and terminating with the next Annual Meeting or until their successors are installed.
- Section 4. **Vacancy.** A vacancy in the office of Speaker shall be filled by the Speaker-elect. In the event of the inability of both the Speaker and Speaker-elect to preside, an interim Speaker and Speaker-elect shall be elected according to Board of Trustees policy.

CHAPTER III. DUTIES OF OFFICERS

- Section 1. **Speaker.** The Speaker shall preside at all meetings of the House of Delegates. The Speaker shall appoint a parliamentarian to serve as advisor on all questions of parliamentary procedure. The Speaker shall appoint the House of Delegates Nominating Committee and Reference Committees and any other Committees as deemed necessary and as approved by the Board of Trustees. The Speaker shall serve as a Voting Member of the Executive Committee of the Board of Trustees of the California Pharmacists Association.
- Section 2. **Speaker-elect.** The Speaker-elect shall serve as the Board of Trustee liaison to all Special Interest Groups and shall preside in the absence of the Speaker at all House of Delegates proceedings.
- Section 3. **Secretary.** The Secretary shall perform the duties as specified in the Bylaws of the House. The Secretary shall be responsible for the Roll Call of the House and shall record the votes taken by the House and shall notify Committees of the House of Delegates of their appointment, stating the business on which respective committees are to act. With respect to the verification of credentials of the members of the House of Delegates, the Secretary shall, prior to the Annual or Interim Meetings, send appropriate credential forms to the associations of the time when the credentials, properly filled out, shall be returned. The Secretary shall report the verified credentials to the House of Delegates at the first session. The Secretary shall submit the proceedings of the House of Delegates to the members of the House.
- Section 4. **Removal.** An officer of the House of Delegates may be removed for cause upon a two-thirds (2/3) majority vote of the Board of Trustees.

CHAPTER IV. COMMITTEES AND THEIR DUTIES

- Section 1. **House of Delegates Nominating Committee.** The speaker shall appoint a House of Delegates nominating committee consisting of seven (7) members. It shall be the duty of this committee to nominate at least two (2) candidates for the office of speaker-elect of the House of Delegates. The committee shall also nominate candidates for delegates to the APhA and NCPA House of Delegates in accordance with the standing rules of the CPhA House of Delegates. The report of the House of Delegates nominating committee shall be received and acted upon as directed in these bylaws.
- Section 2. **Reference Committees.** The Reference Committees shall be appointed by the Speaker for the purpose of receiving and acting upon the reports of the Committees of the Association and such items of new business that may be referred by the Speaker. The Reference Committees will function in accordance with the Standing Rules of the House.
- Section 3. **Other Committees.** The Speaker shall appoint such other Committees of the House of Delegates as deemed necessary by a two-thirds (2/3) majority vote of the House of Delegates. Such Committees shall consist of a Chair and at least four (4) Delegates unless otherwise provided and shall carry out the duties for which they are appointed. If the House of Delegates is not in session, approval of such committees shall come from the Board of Trustees.

CHAPTER V. STANDING RULES AND AMENDMENTS

- Section 1. **Standing Rules.** All Standing Rules shall receive for adoption the affirmative vote of the majority of the delegates present and voting at a meeting of the House.
- Section 2. **Amendments.** Every proposition to amend these Bylaws shall be submitted in writing at one session of the House and shall be acted upon at the next session. When upon receiving a two-thirds (2/3) majority vote of the delegates present and voting, the amendments shall be declared adopted and shall take effect immediately unless otherwise stated.
- Section 3. **Suspension of House Rules.** The Rules of the House may be suspended by a two-thirds (2/3) majority vote of the delegates present and voting. The suspension shall apply only to the specific purpose for which requested. Upon completion of that matter, the suspension shall terminate.

All amendments offered from the floor of the House on items of business before the House shall require a two-thirds (2/3) majority vote of the delegates present and voting.

CHAPTER VI. RULES OF ORDER

- Section 1. **Rules of Order.** The House of Delegates shall be governed by the Constitution and Bylaws of the California Pharmacists Association; The Rules of Order for the House of Delegates not otherwise provided for in these Bylaws, Standing Rules of the House or Constitution and Bylaws of the California Pharmacists Association shall be Robert's Rules of Order (newly revised).
- Section 2. **Order of Business.** The Order of Business shall be such as prescribed by the officers of the House of Delegates.
- Section 3. **Roll Call Vote.** A Roll Call Vote shall be taken upon the request and affirmative vote of one-third (1/3) of the delegates present and voting.
- Section 4. **New Business.** Items to be considered under new business shall be submitted in writing no later than 4:00 p.m. on the day prior to the session at which new business may be considered.