



california pharmacists association

HOUSE OF DELEGATES STANDING RULES

STANDING RULE I

CPHA Policy and Standards of Practice Adoption Procedures

Section 1 – Policy Committees

A. Proposed Policies and Standards of Practice

1. Policy Committees shall consider proposed policies and Standards of Practice from ASSOCIATION Officers, Trustees, Committees and Special Interest Groups of the ASSOCIATION, Official Delegates, Affiliated Associations, and Members of the ASSOCIATION.
2. Policies shall use the term "California Pharmacists Association," NOT "House of Delegates" when presented to the Policy Committee(s) for consideration. To all extent possible, CPhA policies shall be expressed as "The California Pharmacists Association supports (or opposes)" a particular issue.
3. Policies shall not refer to a specifically numbered or titled legislative bill. Rather, the subject matter embodied in that legislation shall be addressed as a policy statement.
4. The subject of any policy statement or Standard of Practice shall be clearly indicated within the body of the statement and shall not be dependent upon the title of the policy or Standard of Practice. The title of any policy or Standard of Practice shall be determined by the Secretary of the House of Delegates in such manner and language as to facilitate its easy identification and ready retrieval.
5. Policies and Standards of Practice shall utilize gender-neutral language whenever possible.
6. Policies and Standards of Practice shall not be written in a manner that directs ASSOCIATION staff or commits ASSOCIATION resources to particular strategies or tactics. Rather, the concept(s) embodied in the policy statement or Standard of Practice shall be addressed as a statement of the ASSOCIATION'S position on that issue.

B. Policy Committee Reports

All Policy Committees shall submit a report to the House of Delegates at the first session of the House of Delegates. Each report shall be referred to a Reference Committee by the Speaker of the House of Delegates.

Section 2 – Reference Committees

A. Composition

The Speaker shall appoint one or more Reference Committees consisting of at least seven (7) persons and shall include one (1) member from each of the Policy Committees whose report is being considered by that Reference Committee and the remainder consisting of delegates, of which one is a student pharmacist delegate. The member(s) appointed from the Policy Committee(s) shall be charged with the responsibility of

advocating and supporting the recommendations of their Policy Committee. The Speaker shall designate a Chair for each Reference Committee.

B. Reference Committee Hearings

- A. The Speaker shall schedule one or more Reference Committee hearings and announce such hearing(s) as part of the official agenda of the House. The Chair of each Reference Committee shall then assemble its members at a time and place appointed by the Speaker. These meeting(s) shall be open to any member of the ASSOCIATION and to any interested persons in attendance.
- B. The Chair of each Reference Committee shall call for a summary presentation from each Policy Committee assigned to report. The Chair shall then permit other members of the Reference Committee to comment on the reports and then shall give members of the ASSOCIATION and interested persons in attendance an opportunity to discuss the report and recommend action for consideration by the Reference Committee.

C. New Business Items

1. The Speaker may refer any New Business Items that are submitted prior to the Opening Session of the Annual Meeting to a Reference Committee. All other items of New Business shall be handled in accordance with the House of Delegates Bylaws.
2. Any New Business Item that is submitted must include background information. Items submitted without background information will be considered incomplete and will not be forwarded to a Reference Committee or the House of Delegates for consideration.
3. The Chair of each Reference Committee shall call for a presentation of New Business Items during a Reference Committee hearing. The Chair shall then permit other members of the Reference Committee to comment on the New Business Item and then shall give members of the ASSOCIATION and interested persons in attendance an opportunity to discuss the New Business Item and recommend action for consideration by the Reference Committee.

Section 3 –Reference Committee Recommendations

After the Policy Committee reports and New Business Items have been discussed during the Reference Committee hearing(s), the Reference Committee(s) shall meet in executive sessions to consider recommendations to the House of Delegates. The Reference Committee(s) may recommend:

- A. Adoption of the entire report, specific whole numbered sections of the report or New Business Items as submitted.
- B. Referral of the entire report, specific whole sections of the report or New Business Items to committee for further consideration.
- C. Rejection of the entire report, specific whole number sections of the report or New Business Items.
- D. Repeal of any existing policy or Standard of Practice.
- E. Amendment of the entire report, specific whole number sections of the report or New Business Items. In order to adopt a policy as amended by a Reference Committee, a two-thirds (2/3) majority vote by the delegates present and voting is required. Any

amendment proposed by the Reference Committee shall be considered prior to action on the whole number section or New Business Item. If the amendment fails, the delegates shall then consider the whole number section or New Business Item as originally submitted.

- F. Archiving of policy. If the Reference Committee recommends archiving of newly adopted policy, it shall be presented as a separate motion to archive. A Policy Committee recommendation to amend and archive shall not require a separate motion to archive.

Section 4 – Action by the House of Delegates

The Chair of each Reference Committee shall present recommendations at the final session of the House of Delegates. Any delegate may make a motion for "a division of the question" which requires each whole number section of the report, as submitted by the Reference Committee, be considered separately and be put to a separate vote.

The House of Delegates may adopt or reject the recommendations of a Reference Committee on any report or New Business Item.

- A. If the House of Delegates refuses the recommendation of the Reference Committee to adopt a Policy Committee report, any section of the report or any New Business Item, that report, section or New Business Item is then considered to be defeated unless a motion to refer is presented and approved by a majority of the delegates present and voting.
- B. If the House of Delegates refuses the recommendation of the Reference Committee to reject a Policy Committee report, any section thereof or New Business Item, that report, section thereof or New Business Item is considered adopted unless a motion to refer is presented and approved by a majority vote of the delegates present and voting.
- C. If the House of Delegates refuses the recommendation of the Reference Committee to refer a report, any section thereof or New Business Item, the delegates shall then consider a motion to adopt the report, section thereof or New Business Item as originally submitted. If the motion to adopt is defeated, the report, section thereof, or New Business Item, is considered rejected.
- D. If the House of Delegates refuses the Reference Committee's recommended amendments to a report, section thereof or New Business Item, the delegates shall then proceed to vote on the report, section thereof, or New Business Item as originally submitted. The delegates may adopt, reject or refer the report, section thereof or New Business Item.
- E. If the House of Delegates refuses the recommendation of the Reference Committee to repeal existing policy, the policy remains in place.
- F. If the House of Delegates refuses the recommendation of the Reference Committee to archive policy, the policy remains in place and continues to be subject to the housekeeping provisions of the House of Delegates Standing Rules.
- G. If a Reference Committee fails or refuses to recommend action on a Policy Committee report, any section of the report or New Business Item, the Speaker of the House shall put the question of adoption of the report, section of the report or New Business Item before the delegates without debate. The delegates may adopt, reject or refer the report, any section of the report or the New Business Item.

STANDING RULE II

Nomination and Election of House Officers

Section 1 – House of Delegates Nominating Committee

The Speaker of the House of Delegates shall appoint a House of Delegates Nominating Committee consisting of seven (7) Delegates.

Section 2 – Desire to Serve

Individuals wishing to run for House office shall submit a desire to serve form to the Secretary of the House. The Secretary of the House shall present to the House of Delegates Nominating Committee a list of active members of the Association who have been members of the Association for at least one (1) year.

Section 3 – Slating of Candidates

The House of Delegates Nominating Committee shall consider all names received and slate at least two (2) nominees, who shall be or shall have served as member of the House of Delegates, for the office of Speaker-elect of the House of Delegates.

Section 4 – Nomination and Election

A. Nomination

The House of Delegates Nominating Committee shall present its nominees for Speaker-elect of the House of Delegates at the first session of the House of Delegates.

B. Voting

The voting will take place during the final session of the House of Delegates. The House of Delegates Nominating Committee shall oversee the voting procedures.

C. Election

The candidate receiving the majority vote of the Delegates voting shall be declared duly elected. In the event no candidate receives a majority of the votes cast, a run-off election shall be held between the two candidates who receive the highest number of votes. The House of Delegates Nominating Committee shall present the results of the elections at the end of the final session of the House of Delegates.

STANDING RULE III

Election of Delegates to the APhA and NCPA House of Delegates

Section 1 – Desire to Serve

Individuals wishing to serve as California Pharmacists Association's (CPhA's) Delegate to the American Pharmacists Association (APhA) House of Delegates or National Community Pharmacists Association (NCPA) House of Delegates shall submit a desire to serve form to the Secretary of the House. The Secretary of the House shall present to the House of Delegates Nominating Committee a list of active members of the Association who have been members of the Association for at least one (1) year. All candidates must agree to serve for the full term to which they are nominated.

Section 2 – Slating of Candidates

The House of Delegates Nominating Committee shall slate candidates for all but five (5) of the APhA delegate positions. The remaining five (5) delegates shall be appointed by the CPhA Board of Trustees. All alternate delegates shall be appointed by the Board of Trustees. All candidates must be Active members of both CPhA and APhA.

The House of Delegates Nominating Committee shall slate candidates for all but five (5) of the NCPA delegate positions. The remaining five (5) delegates shall be appointed by the CPhA Pharmacy Ownership Special Interest Group. All alternate delegates shall be appointed by the Ownership SIG. All candidates must be Active members of both CPhA and NCPA and meet the requirements of a voting member of the NCPA House of Delegates.

Section 3 – Duties and Terms

A. Duties

APhA and NCPA Delegates are required to attend all sessions of the APhA and NCPA House of Delegates, respectively, during their term of office. If a delegate is unable to fulfill this obligation, an alternate delegate shall be appointed by the Chair of the delegation for the remainder of the term. The President of the ASSOCIATION shall be appointed by the Board of Trustees as one of the delegates to APhA and shall serve as the Chair of the delegation to APhA. The Chair of the Ownership SIG shall be one of the delegates to NCPA and shall serve as the Chair of the delegation to NCPA.

Notwithstanding the above, a delegate unable to attend a session of the APhA or NCPA House of Delegates may be excused from that session provided the Chair of the delegation is given advance notification as to the reason for such absence and the remaining delegation deems such reasons sufficient. In no instance shall a delegate failing to attend any two sessions of the APhA or NCPA House of Delegates during the elected term be permitted to serve the remainder of his or her term.

APhA and NCPA delegates shall vote consistent with existing CPhA policies and shall be guided by the decision reached by the California caucus which shall convene at least once during annual meeting of the APhA and NCPA House of Delegates.

B. Terms

Elected delegates to the APhA and NCPA House of Delegates shall serve a three (3) year term. No elected delegate shall serve more than two (2) consecutive terms. Delegates appointed by the Board of Trustees or Ownership SIG shall serve a single one (1) year term.

Section 4 - Election

The CPhA House of Delegates shall elect from the candidates slated by the House of Delegates Nominating Committee the total number of APhA and NCPA delegates needed to fill the allotted seats in the APhA and NCPA House of Delegates, as determined by APhA and NCPA, respectively. The candidates receiving the greatest number of votes cast by the CPhA Delegates present and voting shall be declared duly elected.

In the event the CPhA House of Delegates fails to elect the total number of APhA delegates needed, the Board of Trustees shall appoint the unfilled APhA delegate seat(s) for a one (1) year term. In the event the CPhA House of Delegates fails to elect the total number of NCPA delegates needed, the Ownership SIG shall appoint the unfilled NCPA delegate seat(s) for a one (1) year term.

Section 5 – Funding for APhA and NCPA Delegates

The CPhA Board of Trustees shall determine if funds can be appropriated to defray expenses, or any portion thereof, of delegates to APhA and/or NCPA.

STANDING RULE IV Housekeeping

Section 1 – Review of Policies

All non-archived policies shall be reviewed at least every five (5) years. On an annual basis, the Speaker shall compile a list of policies, organized by subject matter, which shall be reviewed by Policy Committee(s). Policy Committee(s) shall determine which policies are to be retained and shall recommend which policies are to be amended, amended and archived, or repealed by the House of Delegates.

- A. Policies determined as valid shall be retained without further action by the House of Delegates.
- B. Policies determined as valid and of such significance as to preclude the need for regular review on a five (5) year basis shall be retained and archived without further action by the House of Delegates. All such archived policies shall be so designated in the Association Policy Manual.

While archived policies are not required to be reviewed on a regular basis, they may be reviewed at any time by Policy Committees as part of their normal policy review process.

- C. Policy Committees may propose amendments to existing policy by recommending a repeal of the original policy and proposing new language. The amended policy statement shall not contain language referring to another policy by number or title.

Section 2 – Update of Policy Manual

- A. All existing policies shall, upon publishing annually, be updated with any changes in organizational names that may have occurred since the last publishing.
- B. Policies shall be organized by subject matter.
- C. An action that repeals an existing policy shall not be expressed as a new policy.

Section 3 – Standards of Practice

All Standards of Practice shall be reviewed at least every five (5) years. On an annual basis, the Speaker shall compile a list of Standards of Practice, organized by subject matter, which shall be reviewed by Policy Committees. Policy Committees shall determine which Standards of Practice are to be retained and shall recommend which policies are to be amended or repealed by the House of Delegates. Policy Committees may seek the input of ASSOCIATION Special Interest Groups and Committees to assist with determining recommendations regarding Standards of Practice.

- A. Standards of Practice determined as valid shall be retained without further action by the House of Delegates.
- B. Standards of Practice shall be organized by subject matter.
- C. An action that repeals an existing Standard of Practice shall not be expressed as a new policy nor shall it be expressed as a new Standard of Practice.

Section 4 – Correction of Punctuation and Grammar

The Secretary of the House of Delegates, with the concurrence of the Speaker and Speaker-elect, may correct the title, punctuation and grammar of an item adopted by the House of Delegates, provided there is no change to the intent or meaning of the item.