Welcome Webinar from the Chair

Casey White, House of Delegates Chair

March 2, 2021
ASHP House of Delegates

ASHP Meeting 1949
ASHP House of Delegates

ASHP House of Delegates Present Day
House of Delegates

1. Review, amend, and approve professional policies of ASHP

2. 163 voting state delegates from 50 states, District of Columbia, and Puerto Rico

Additional delegates:
- Officers and directors of ASHP
- Past presidents
- Chairs of sections and forums
- Five fraternal delegates

3. Elected and seated in January and serve for an entire year
Shaping Professional Policy

Purview over ASHP professional policies
Policy Cycle for House of Delegates

- January: House of Delegates Seated
- March: Virtual House of Delegates
- April: Regional Delegate Conferences
- June: House of Delegates Meeting
- November: Virtual House of Delegates
Policy Cycle for Boards and Councils

- September Board of Directors and Council Meetings
- January Board of Directors Meeting
- Late June Councils Meet
- February Councils Meet
- June Board of Directors Meeting
- April Board of Directors Meeting
ASHP
Policy Cycle for
Board, Council, and Delegates

- **JANUARY**
  - Board of Directors Meeting

- **FEBRUARY**
  - Councils Meet

- **MARCH**
  - Virtual House of Delegates

- **MID-APRIL**
  - Board of Directors Meeting

- **LATE APRIL**
  - Regional Delegate Conferences

- **EARLY JUNE**
  - House of Delegates Meeting
  - Board of Directors Meeting

- **LATE JUNE**
  - Councils Meet

- **SEPTEMBER**
  - Board of Directors Meeting
  - Council Meetings

- **NOVEMBER**
  - Virtual House of Delegates
House of Delegates

1. Understand the issues on the House agendas.

2. Actively participate in the deliberations on these issues, online (via ASHP Connect) and in person (RDCs and Summer Meetings).

3. Provide the perspective of ASHP members you represent.

4. Provide feedback to ASHP members after meetings.
73rd Annual Session

1. 2021 Session of House of Delegates
   - Two meetings (June)
   - Three virtual (March, May, November)

2. Regional Delegate Conferences
   - Discussion of proposed policies
     (RDCs late April)

3. Report back to state constituents
   - Outcomes of the House meetings
The Nuts and Bolts of Delegate Service
## Key Dates for the House of Delegates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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</thead>
<tbody>
<tr>
<td>January 24</td>
<td>Deadline for State Delegate Certification</td>
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<tr>
<td>Early February</td>
<td>Welcome Message from the Chair</td>
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<tr>
<td>Mid-February</td>
<td>March vHOD Policies Posted on Connect for Debate</td>
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<tr>
<td>Late February</td>
<td>Regional Delegate Conference Information Available</td>
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<tr>
<td>March 1</td>
<td>Delegate Status Change Deadline (March Virtual House)</td>
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<tr>
<td>March 2</td>
<td>Delegate Welcome Webinar (2:00 ET)</td>
</tr>
<tr>
<td>March 8</td>
<td>Resolutions Submission Deadline</td>
</tr>
<tr>
<td>March 15</td>
<td>Online Voting Instructions Sent to Delegates</td>
</tr>
<tr>
<td>March 19</td>
<td>Voting Opens 12:01 a.m. ET</td>
</tr>
<tr>
<td>March 26</td>
<td>Voting Closes 5:00 p.m. ET</td>
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Add to contacts: hodchair@ashp.mmsend.com
Preparing for the March Virtual House

1. Familiarize yourself with the 21 policies being considered by reading the Board Reports and Connect posts.

Board Reports

Connect Posts
Preparing for the March Virtual House

2. Solicit input on the proposed policies from your constituents.
Preparing for the March Virtual House

3. Participate in online discussion of the policies being considered on ASHP Connect
Preparing for the March Virtual House

4. Prepare for online voting:

add vote@simplyvoting.com to your contacts – IMPORTANT!

Try out the online voting process at:
https://demo.simplyvoting.com
Preparing for the March Virtual House

5. Results posted to HOD Website: March 29, 2021

>85% of votes: approval

<85% of votes: policies presented at the June House

If you feel that a policy recommendation on the March ballot should be amended, you should vote against it and encourage other delegates to do so as well.
Questions About the March Virtual House?
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<td>April 24-27</td>
<td>Virtual Regional Delegate Conferences</td>
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<td>May 10</td>
<td>Virtual RDCs</td>
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<td>May 13</td>
<td>May Virtual House of Delegates</td>
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<td>June 4</td>
<td>June Online House of Delegates</td>
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<td>June 6</td>
<td>First Delegate Caucus</td>
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<td>First Meeting of the House</td>
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<td>June 7</td>
<td>Deadline for New Business Items</td>
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<td>June 8</td>
<td>Second Delegate Caucus, Second Meeting of the House</td>
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RDC Attendance

1. Register to attend one of the virtual RDCs.

   • [http://ashp.az1.qualtrics.com/jfe/form/SV_4GHu1Ip99e8cc2W](http://ashp.az1.qualtrics.com/jfe/form/SV_4GHu1Ip99e8cc2W)
RDC Attendance

2. Familiarize yourself with the items being considered at the June Meetings of the House:
   1. June House of Delegates Agenda (available in early April)
   2. Board Reports (available in early April)
   3. Bylaws Changes
   4. Proposed Resolutions (if any)
   5. Treasurer’s Report

3. Download these documents and the RDC Agenda
4. Solicit input on the proposed policies and other issues from your constituents.
RDC Attendance

5. At the RDC...
RDC Attendance

6. After the RDC...
Preparing for the June Meetings

1. Delegates will be registered for attendance at the online June Meetings by ASHP staff.

2. Download (or print) the items that will be considered:
   - Policy Recommendations (Board Reports)
   - Bylaws Changes
   - Resolutions (if any)
   - Treasurer’s Report

A consolidated PDF will be available on the HOD website
<table>
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<th><strong>Friday, June 4</strong></th>
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<td>Delegate-Organized Caucuses, TBD</td>
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<td>First Delegate Caucus, 3:00-5:00 p.m.</td>
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</table>
First Delegate Caucus (June 4, 3–5 pm EDT)

• Brief orientation to review meeting procedures.
• Delegates who have submitted proposed amendments to policy recommendations will be recognized, proceeding in the order of the Board Reports.
• Delegates may request to be recognized to speak about the proposed amendments, or to offer their own.
• If consensus is reached on amending language, the Chair may ask that it be retained for display at the First Meeting.
• Delegates may submit amending language through the amending language form on the Calls, Forms, and Rosters page of the HOD website by 9 am EDT June 3 for discussion at the First Caucus.
Submitting Amending Language

Delegates may submit proposed amendments using the Amending Language Form on the Calls, Forms, and Rosters page of the House of Delegates website:

https://www.ashp.org/House-of-Delegates/HOD-Calls-Forms-and-Rosters

Deadlines to submit proposed amendments:
• 9 am EDT June 3 for discussion at the First Caucus
• 10 am EDT June 6 for First Meeting of the House
## Sunday at the June Meetings

<table>
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<th>Sunday, June 6</th>
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<tr>
<td><strong>First Meeting of the House, 1:00-6:00 p.m.</strong></td>
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<tr>
<td><strong>Deadline for submitting New Business, 11:59 p.m.</strong></td>
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## Understanding the HOD Agenda

**First Meeting of the June House (tentative)**  
Sunday, June 6  
1:00-6:00 p.m.

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<tr>
<th>AGENDA ITEM</th>
<th>YOUR ROLE</th>
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<tbody>
<tr>
<td>1. Call to Order</td>
<td>Come to order</td>
</tr>
<tr>
<td>2. Report on Previous Session</td>
<td>Listen</td>
</tr>
<tr>
<td>3. Ratification of Previous Actions</td>
<td>Vote to ratify actions taken in March and May</td>
</tr>
<tr>
<td>4. Report of Committee on Resolutions</td>
<td>Receive report (if there is one)</td>
</tr>
<tr>
<td>5. Report of Committee on Nominations</td>
<td>Listen</td>
</tr>
<tr>
<td>6. Bylaws Changes</td>
<td>Proposed changes presented by the President for a VOTE</td>
</tr>
<tr>
<td>7. Policy Recommendations</td>
<td>This is the POLICY PORTION of the AGENDA</td>
</tr>
<tr>
<td>8. Statement of Candidates for Chair</td>
<td>Come prepared to deliberate, contribute, and VOTE</td>
</tr>
<tr>
<td>9. Reports of the President and the CEO*</td>
<td>Listen carefully, you will vote before Tuesday’s meeting</td>
</tr>
<tr>
<td>10. Report of the Treasurer*</td>
<td>Read in advance, listen, ask questions, vote to accept</td>
</tr>
<tr>
<td>11. Announcements</td>
<td>Read in advance, listen, ask questions, vote to accept</td>
</tr>
<tr>
<td>12. Adjournment</td>
<td>Pretend to listen</td>
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*Item may be moved to second meeting in the interest of devoting time to policy deliberations.*
How Policy Recommendations are Debated

1. All policy recommendations from each council introduced en bloc
2. Each policy recommendation is considered in order
3. Each amendment considered separately
4. After all amendments are voted on, the policy as amended is approved in its entirety
Submitting New Business

Delegates may submit New Business using the New Business Form on the Calls, Forms, and Rosters page of the House of Delegates website:

https://www.ashp.org/House-of-Delegates/HOD-Calls-Forms-and-Rosters

Deadline to submit New Business is 11:59 p.m. EDT Sunday, June 6
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Understanding the HOD Agenda

Second Meeting of the House
Tuesday, June 8
1:00 - 4:00 p.m.

AGENDA ITEM
1. Call to Order
2. Quorum Call
3. Election of Chair of the House
4. Report of Committee on Resolutions
5. Unfinished and New Business
6. Installation of Officers and Directors
7. Announcements
8. Adjournment of Session

YOUR ROLE
Come to order
Identify changes in delegates from Sunday’s meeting
Vote for your choice of nominees
Debate and vote on Resolution(s) (if any)
Discuss and vote on New Business Items (if any)
Enthusiastically applaud
Pretend to listen
Congratulate yourself on a job well done!
Submitting a Recommendation

Delegates may submit Recommendations using the Recommendation Form on the Calls, Forms, and Rosters page of the House of Delegates website:

https://www.ashp.org/House-of-Delegates/HOD-Calls-Forms-and-Rosters

Deadline to submit Recommendations is 11:59 p.m. Tuesday, June 8
After the House Meetings...
Questions?
Thanks, and I look forward to working with you the RDCs and the House!

Casey White, Chair
ASHP House of Delegates
hodchair@ashp.org