**Dear Delegates and Past Presidents,**

I am writing to inform you that due to the extraordinary circumstances of cancelling the NYSCHP Annual Assembly in Saratoga this year, which included our annual in-person House of Delegates (HOD), we will be conducting the HOD as two virtual meetings in May. In addition, some activities which are usually conducted at our Annual Meeting but are not generally included in the HOD (i.e., installation of NYSCHP President and Board of Directors) will also be included. Details of each virtual meeting are provided below and a calendar invitation will be sent out to delegates with the login information. Roll call will be conducted at the beginning of each session and each participating member of the HOD will need to have access to the internet for electronic voting. A revised timeline and list of FAQs are attached. If you have any further questions, please contact myself or Shaun Flynn. Thank you.

**HOD Session 1 – May 5, 4-6 PM**

1. Call to Order
2. Greetings
3. Roll call of the delegates
4. Minutes of the previous meeting
5. Preliminary report of the Committee on Resolutions
6. Report of the Committee on Nominations
7. Electronic voting for Chair, House of Delegates
8. REF Report and Announcement of Awards
9. Report of the Executive Director
10. Report of the Treasurer
11. Report, Director of Chapter Services
12. Report, Director, Education and Professional Development
13. Report, Director, Pharmacy Practice
14. Unfinished Business – Announcement of the voting results for Chair, House of Delegates
15. Outgoing Presidential Address
16. Installation of Officers
17. Announcement of Incoming Chapter Presidents
18. Adjournment of Session 1

**HOD Session 2 – May 19, 4-6 PM**

1. Call to Order
2. Greetings
3. Roll call of the delegates
4. Report of the Vice President, Public Policy
5. Report, Director, Pharmacy Management
	1. Bylaws change regarding dues
	2. Bylaws change regarding pharmacy technicians
6. Report, Director, Industry Affairs
7. Report, Director, Communication Services
8. Report of the Committee on Resolutions
9. Recommendations of the Delegates
10. Presidential Address
11. Adjournment of Session 2

Frequently Asked Questions:

1. How will roll call be conducted for the HOD sessions?
	1. AnyMeeting software will enable us to identify most of who are attending the session. For those delegates, past presidents and board members names that are not visible through AnyMeeting, a verbal roll call will be conducted.
2. What if I cannot attend one or both sessions?
	1. If you are a delegate who cannot attend one or both scheduled sessions, please notify your chapter president so that an alternate delegate can be identified for the session(s)
3. Can I participate in the session in a room with other delegates?
	1. Yes, you can participate in a room with multiple delegates however each delegate must have access to their email in order to participate in the electronic officer voting taking place during the first HOD session on May 5th.
	2. Each delegate should have access to the internet on their own computer or laptop because voting through AnyMeeting will be done electronically for the resolutions and bylaws during the second HOD session on May 19th.
4. Will non-delegate members be able to participate in the HOD sessions? Will they be able to listen to the presidential speech or board of directors installation?
	1. No, in order to make sure that voting during the two sessions is limited to voting members only, we find it necessary to limit attendance at the virtual HOD sessions to delegates, past presidents and board of directors. The incoming Presidential speech, new board members and a listing of awards winners will be published in the NYSCHP News Brief.
5. Will the chapter presidents be installed during the installation of officers in the first HOD session?
	1. Incoming Chapter Presidents will be announced at the first session of the HOD, however, due to time limitations, the Chapter Presidents will not be installed.