**Dear Delegates and Past Presidents,**

I am writing to inform you that we will again be holding two virtual House of Delegates (HOD) meetings in April since the Annual Assembly will also be held virtually this year. 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 again take place during the HOD. 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 – April 14, 7-9 PM**

1. Call to Order
2. Greetings
3. Roll call of the delegates
4. Rules of the House of Delegates
5. Minutes of the previous meeting
6. Preliminary report of the Committee on Resolutions
7. Report of the Committee on Nominations
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
15. Outgoing Presidential Address
16. Installation of Officers
17. Announcement of Incoming Chapter Presidents
18. Adjournment of Session 1

**HOD Session 2 – April 28, 7-9 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
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. Webex 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 Webex, 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.
	2. Each delegate must have access to the internet on their own computer or laptop because voting through Webex will be done electronically for the resolutions and any other items that come up for a vote.
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.