**House of Delegates Timeline 2021**

|  |  |  |
| --- | --- | --- |
| **Date** | **Event** | **Attention** |
| Week of 1/4/2021 | Complete chapter delegate apportionment; review and send to Chapter Presidents | NYSCHP Office |
| 1/11/2021 | Internal conf call to discuss resolutions process @ 2-3pm | HOD Chair, Resolutions Committee Chair, President, Parliamentarian, Exec Dir |
| 2/5/21 | Deadline for submission of delegate names | Chapter Presidents, Dir Chapter Service (Student delegates), Dir Pharmacy Practice (Technician delegates) |
| 2/10/2021 | Deadline for resolutions | Delegates |
| 2/11/2021 | First mailing to delegates | NYSCHP Office |
| 2/25/2021 | Internal conf call to pre-review submitted resolutions @ 1-2 pm | HOD Chair, Resolutions Committee Chair, President, Parliamentarian, Exec Dir |
| 3/5/2021 | Deadline for board reports | Board of Directors |

|  |  |  |
| --- | --- | --- |
| 3/11/2021 | BOD Conf Call @ 3-4pm * to approve board reports for HOD
* to review Resolutions
 | Board of Directors, Resolutions Committee Chair, Parliamentarian |
| 3/14/2021 | Second mailing to delegates | NYSCHP Office |
| 3/24/2021 | Open Hearing @ 5-6pm*Note: takes place 21 days before the HOD* | HOD Chair, Delegates, Board of Directors, Parliamentarian |
| 4/6/2021 | Resolutions Committee Call @ 12-1pm | Resolutions Committee Chair, HOD Chair, Representative from each Chapter, Authors of Resolutions, Exec Dir, Parliamentarian |
| 4/14/2021 | Open Hearing @ 6-7pm  | HOD Chair, Delegates and Past Presidents, Board of Directors, Parliamentarian, Office |
| 4/14/2021 &4/28/2021 | HOD at Annual Assembly @ 7-9pm | HOD Chair, Delegates and Past Presidents, Board of Directors, Parliamentarian, Office |