

**230 Washington Ave Extension, Albany NY 12203 - 518-456-8819**

# REGULATIONS OF THE HOUSE OF DELEGATES

**Amended April 2021**

**(Adopted 1972; amended 1975, 1980, 1987, 1995, 2005, 2006, 2007, 2014, 2018, 2019, 2021)**

The Constitution (Article VI) and Bylaws (Chapter VI, Articles I-X) of the New York State Council of Health-system Pharmacists outline the basic structure and protocol for the House of Delegates.

The following regulations have been adopted to supplement and further define these articles:

# Establishment of Regulations

The House of Delegates shall be governed by the Council’s Constitution and Bylaws and Regulations adopted by a majority of votes cast at a regularly called meeting of the House.

# Meetings: The House of Delegates shall meet during the Annual Meetings of the Council and at such other times and places as it may determine. Meetings of the House of Delegates may also be called by the Chairperson of the House of Delegates or upon written request of a majority of the members of the House of Delegates. At least thirty days notice of the time and place for holding meetings of the House of Delegates shall be given. When it is not possible to physically hold a meeting of the House of Delegates, such meetings may be held by conference call, provided that each member of the House of Delegates shall receive notice of such meeting, either in writing, by electronic transmission or by no less than seven days prior to the meeting. Written minutes of such conference calls shall be distributed to the entire House of Delegates and shall be subject to review and adoption at the next regular meeting of the House of Delegates

# Seating of Delegates

The Secretary shall recognize the accredited representatives who shall then compose the House of Delegates.

Each delegate or alternate whose credentials have been accepted and whose name has been placed on the roll of the House of Delegates shall remain as a representative until final adjournment of the Session, and his/her place shall not be taken by any other delegate or alternate, except by a majority vote of the House of Delegates. When a delegate advises that a delay in his/her appearance is unavoidable, an alternate delegate will be seated. The secretary shall be authorized to seat in the place of the missing delegate the first alternate from such chapter who shall present himself/herself with proper credentials.

# Attendance at the Meeting

All sessions of the House of Delegates shall be open sessions unless the House of Delegates votes to go into closed session. When in closed session, the following only shall be admitted to the room in which the meeting is held: voting delegates, officers of the House of Delegates, reporting committee chairperson and the parliamentarian.

# Privilege of the Floor

The privilege of the floor during a meeting of the House of Delegates may be extended to all members of the New York State Council of Health-system Pharmacists. In addition, the House of Delegates, by a majority vote or common consent, may grant the privilege of the floor to other persons.

# Rules of Order

The House of Delegates shall be governed by the latest edition of Robert’s Rules of Order when they are not in conflict with the Constitution and Bylaws of the New York State Council of Health-system Pharmacists or with the Regulations of the House of Delegates. A parliamentarian shall be appointed by the Chairperson of the House of Delegates in advance of any meeting of the House.

7. **Order of Business**

The following shall be the order of business – unless otherwise determined:

* 1. Call to Order
  2. Greetings
  3. Roll call of the delegates
  4. Minutes of previous meeting
  5. Preliminary report of the Committee on Resolutions
  6. Report of the Committee on Nominations
  7. Report of the Vice President, Public Policy
  8. Report of the Executive Director
  9. Report of the Treasurer
  10. Report, Director of Chapter Services
  11. Report, Director, Education and Workforce Development
  12. Report, Director, Pharmacy Practice
  13. Report, Director, Pharmacy Management
  14. Report, Director, Industry Affairs
  15. Report, Director, Communication Services
  16. Recommendations of the Delegates
  17. Break
  18. Report of the Committee on Resolutions
  19. Recommendations of the Delegates
  20. Election of Officers
  21. Unfinished Business
  22. New Business
  23. Presidential Address
  24. Announcements
  25. Adjournment

# 8. Action on Reports, Resolutions and Recommendations

Any report, recommendation or other matter upon which action is taken by the House of Delegates will be presented to delegates in writing and, if practical, in advance of meetings. The Secretary will distribute copies of such materials to members of the House of Delegates. (This provision is designated to assure that delegates will be fully informed on all matters to be considered and to encourage judicious action).

This shall not preclude consideration, debate and reference to an appropriate body within the Council by the delegates of proposals or recommendations which are presented to the House of Delegates from other sources.

All reports will be considered received once presented with only action items that require a Vote To Recommend will be voted on by the delegates.

Any amendment that has been presented to the delegates from the floor of the house and will require a change to a report, resolution or recommendation must be submitted in writing to the chairperson of the house (immediately after presentation) for its consideration.

All NYSCHP Position Statements included in Board Reports being considered for sunset or revision shall be separated from the primary Board Report for separate consideration.

Previously approved Position Statements will be reviewed on a five year basis starting from five years before the current HOD (i.e., HOD in 2021 will review position statements from 2016, 2011, 2006, etc.)

Any Recommendations of the Delegates must be verbally announced during the HOD and then submitted to HOD Chairperson electronically.

# 9. Introduction of New Business at Formal Sessions

Majority approval will be required for the introduction of new business, except when presented by the Board of Directors or the Chairperson of any committee authorized to report to the House of Delegates.

# 10. Motions and Resolutions

All motions and resolutions shall be received for adoption by the majority of votes cast. Secret ballots shall not be permitted

in voting. It shall be the prerogative of the Chairperson of the House of Delegates to use a voice vote or voting card. When voting for the Chairperson of the House of Delegates it shall be the prerogative of the Chairperson of the House of Delegates to use a paper/electronic ballot or a voice vote.

Resolutions submitted to the Council for consideration by the House of Delegates will be handled in the following manner:

* 1. The Committee on Resolutions will consider all proposed resolutions from the Board of Directors, Affiliated Chapters and members of the NYSCHP.
     1. Resolutions must be received 60 days prior to the meeting of the House of Delegates for review of content and format by the Parliamentarian. This will allow sufficient time for possible revisions prior to the 2nd mailing (30 days prior) to the delegates.
     2. Proposed resolutions submitted after a specific date will be considered at the next House of Delegates meeting; except as provided in number three (3) below.
     3. Resolutions which because of an emergent nature of their content or intent require immediate action, may be processed provided that approval of a majority of the members of the Committee on Resolutions is obtained, or as required by the Board of Directors of the NYSCHP.
     4. Resolutions submitted to the committee on Resolutions must bear the signature of at least two (2) active members of the NYSCHP.
     5. All resolutions not voluntarily withdrawn by the originators shall be presented at the first meeting of the House of Delegates and shall be submitted to the delegates as follows:
        1. Recommend Adoption
        2. Not Recommend Adoption
        3. Recommend Referral to a Committee for Further Study
        4. Present with No Recommendations
     6. In order for a resolution to be considered by the house, one of the signatories must be present at the house for the resolution to be considered, so that if questions arise to the intent, purpose or direction of the resolution they are present to explain and/or expand upon the information that was presented.

# 11. Committees

The Committees of the House of Delegates shall be the Committee on Nominations and the Committee on Resolutions. The Chairperson of the House of Delegates may appoint, in accordance with the NYSCHP Constitution and Bylaws, such other

committees as may be necessary.

Committee on Nominations

1. The Committee on Nominations shall consist of at least five members whose duty is shall be to nominate candidates for the offices of President-Elect, Treasurer, Directors and Chairperson of the House of Delegates.
2. The Chair of the Committee on Nominations is the Past President immediately completing the Presidential offices.
3. The members of the Nominations will come from the pool of Past Presidents starting with the five most recent Past Presidents, at least two other Council members and the previous year’s Chair of the committee. The presidential officers or current board members will not be members of this committee. The Chairperson of the House of Delegates will be a non-voting Ex-Officio member of this committee.
4. The report of the Committee on Nominations shall be presented to the House of Delegates
5. Nominations for officers, Directors or Chairperson of the House of Delegates may not be made from the floor.

Committee on Resolutions

1. The Committee on Resolutions shall consist of a Chairperson and one representative from each Affiliated Chapter.
2. The Chair of the Committee on Resolutions is the Immediate Past President.
3. The Committee shall be responsible for drafting statements in resolution form which shall reflect the official policy of the Council and for reviewing resolutions submitted by Affiliated Chapters and from individual members of the Council.
4. The report of the Committee on Resolutions shall be presented to the House of Delegates.

# 12. Open Hearings

1. An open hearing shall be held via telecommunications conference call 21 days prior to the 1st Session of the House of Delegates.
2. A second Open Hearing shall be held just prior to the seating of the House of Delegates.

The Open Hearings are open and available to all members to voice their opinion or questions to the Board of Directors.

**13. Amendments**

Every proposition to amend the Regulations of the House of Delegates shall be submitted in writing at the beginning of the session of the House of Delegates and may be acted upon during the new business session, when upon receiving a majority of votes cast, it shall become part of these regulations.

# \*\*\*\*Note: pagers, cell phones, or any other electronic device which may interrupt the House, must be in the off position. Thank you.\*\*\*\*