

**REGULATIONS OF THE HOUSE OF DELEGATES  
Amended 5/1/2014**

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

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:

**1. 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.

**2. Seating of Delegates**

At the First Session of the House 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.

**3. 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.

**4. 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.

**5. 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.

**6. Order of Business**

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

*First Session*

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. Preliminary 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. Address of the President
18. Announcements
19. End of First Session

*Second Session*

1. Call to order
2. Roll call of the delegates
3. Report of the Committee on Resolutions
4. Report of the Committee on Nominations
5. Recommendations of the Delegates
6. Election of Officers
7. Unfinished Business
8. New Business
9. Announcements
10. Adjournment

**7. 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.

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 chair 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.

**8. Introduction of New Business at Formal Sessions**

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

**9. 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 Chair of the House of Delegates to use a voice vote or voting card. When voting for the Chair of the House of Delegates, Vice President of Public Policy and Treasurer, it shall be the prerogative of the Chair of the House of Delegates to use a paper ballot or a voice vote.

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

- A. 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.

#### **10. Nominations**

Nominations for officers may not be made from the floor.

#### **11. Committees**

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

#### **12. Open Hearings**

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

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

#### **13. Amendments**

Every proposition to amend the Regulations of the House of Delegates shall be submitted in writing at one session of the House of Delegates and may be acted upon at the next 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.\*\*\*\***