

PharmPAC Operating Guidelines

Mission

To maximize the “pharmacy friendliness” of Minnesota state government.

Purpose

To promote the profession of pharmacy in the Minnesota political arena through direct strategic support of electoral politics.

Methods

- 1) Working within Minnesota state campaign finance laws to effectively collect and utilize financial contributions to support incumbents, challengers, or political parties, or caucuses deemed to be - or targeted to become - “pharmacy friendly”
 - 2) Promoting involvement of Minnesota pharmacists and their associates in democratic and legislative processes, with an emphasis on participation in electoral politics
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Composition of PharmPAC

PharmPAC is composed of a Volunteer Committee consisting of at least eight members. Four of these members shall have the titles of Chair, Vice Chair, Treasurer, and Deputy Treasurer.

Requirements of Volunteer Committee Members

Each PharmPAC volunteer committee member must:

- 1) be an annual contributor to PharmPAC at the time of appointment and during term(s) as a committee member
- 2) honor Minnesota state campaign finance laws

Responsibilities of Volunteer Committee Members

Consistently contribute in substantive ways to the mission, purpose, and methods of PharmPAC by:

- a. attending and providing input during meetings
- b. proactively contributing ideas and initiatives for advancement of the PAC
- c. actively engaging in fundraising activities
- d. serving as a role model and spokesperson for the importance of involvement in electoral politics through the contribution of financial, time and energy resources

Appointment and Terms of Volunteer Committee Members

- The Chair and Vice Chair in concert shall appoint committee members on an annual basis in June.

- Consideration for appointment will be made on factors such as contribution history, involvement in electoral politics, fundraising ability, and geographic location within Minnesota.
- Committee members shall serve a one-year term, with the exception of the Chair, who shall serve a two-year term.
- Committee members may be reappointed.

Removal and Replacement of Volunteer Committee Members

- The Chair and Vice Chair in concert may remove and replace other members of the Committee for cause at any time.
- The Chair may remove and replace the Vice Chair for cause at any time.
- The Volunteer Committee may remove and replace the Chair for cause at any time by majority vote.

Role, Powers, and Decision-making of the Volunteer Committee

The Volunteer Committee reviews and approves broad planning for PharmPAC to include:

- PharmPAC operating guidelines
- Budget
- Fundraising strategies
- Criteria and strategy for contributions
- Communication strategies

Volunteer Committee approval is achieved by majority vote of members present at a meeting identified at least 7 days in advance as one in which items requiring approval of the Committee will be discussed and potentially voted on.

For time-sensitive issues planning or policy issues that may arise in the course of events, the Chair, Vice Chair, Treasurer and Deputy Treasurer are empowered to set interim policy by unanimous vote, subject to subsequent review by the Volunteer Committee.

The Chair, in collaboration with the Vice Chair, Treasurer, and Deputy Treasurer has discretion in the implementation of Volunteer Committee planning, subject to review by the Volunteer Committee.

The Role of PharmPAC Chair

A. Selection and Requirements

- The PharmPAC Chair shall be elected by majority vote of the Volunteer Committee every two years in June.

- The Chair will typically be selected from among members of the Volunteer Committee; however, this is not an absolute requirement provided the prospective Chair is an annual contributor at the time of selection.

B. Duties, Responsibilities, and Privileges

- Provides oversight of all PharmPAC activities, including final approval of all disbursements, except as expressly delegated to the Vice Chair
- Has signatory authority and access to financial information.

The Role of PharmPAC Vice Chair

A. Selection and Requirements

- The Vice Chair is appointed by the Chair annually in June.

B. Duties, Responsibilities, and Privileges

- Serves as acting chair in the absence of the Chair during meetings of the Volunteer Committee
- May be granted final approval power by the Chair for specific decisions or periods of time in which the Chair will be out of contact
- Assumes the role of interim Chair after resignation or other reason for vacancy of the Chair position until such time that the Volunteer Committee can convene to select a new Chair
- Does not have signatory authority

The Role of PharmPAC Treasurer

A. Selection and Requirements

- The Chair and Vice Chair in concert shall appoint the Treasurer on an annual basis in June.
- A prospective Treasurer must have demonstrable bookkeeping skills and familiarity with applicable Minnesota campaign finance laws and reporting procedures
- Preference will be given to lobbyists or a person with a strong government affairs background

B. Duties, Responsibilities, and Privileges

- Bears official liability for compliance with Minnesota campaign finance laws and reporting procedures
- Responsible for maintenance of all financial administrative functions
- Has signatory authority, utilized as approved by the Chair or Vice Chair (as delegated)

The Role of PharmPAC Deputy Treasurer

A. Selection and Requirements

- The Chair and Vice Chair in concert shall appoint the Deputy Treasurer on an annual basis in June.
- A prospective Deputy Treasurer must have demonstrable administrative skills and familiarity with applicable Minnesota campaign finance laws and reporting procedures
- Preference will be given to lobbyists or a person with a strong government affairs background

B. Duties, Responsibilities, and Privileges

- Oversight of administrative functions of the PAC as determined by the Chair or Treasurer such as coordination of fundraising and other communications, bookkeeping, assistance with budgetary oversight, etc.
- Assumes the role of interim Treasurer after resignation or other reason for vacancy of the Treasurer position until such time that the Chair and Vice Chair appoint a new Treasurer
- Does not have signatory authority

PharmPAC Processes and Policies

A. Decision-making with respect to fundraising

Fundraising goals shall be determined by the Chair, Treasurer and Deputy Treasurer.

The Volunteer committee is charged with helping the PAC implement the fundraising goals.

Fundraising Goals shall be determined each June. In an election year fundraising efforts and goals can be modified at any time.

B. Decision-making with respect to budget / contribution philosophy

Costs associated with administration of the PAC shall be kept as low as possible. Invoices for PharmPAC mailings, printings, etc. are paid by MPhA and subsequently billed to PharmPAC.

The budget is to be developed by the Treasurer and Deputy Treasurer with approval from the Volunteer Committee.

The Chair has ultimate authority to authorize expenses as they are incurred with respect to fundraising or expenditures.

Historical precedence and direction from the Volunteer Committee will be used to make decisions.

C. Decision-making with respect to specific contributions

Contribution recommendations will be entertained by the Chair, Treasurer and Deputy Treasurer from the Volunteer Committee, contributors, and others.

Caucus contributions will be determined based on how many candidates or officials from the caucus attend the event, timing and effectiveness of contribution amount.

Factors used to determine “pharmacy friendly” include but are not limited to:

- Elected officials who have sponsored or authored legislation for pharmacists or pharmacy

- Chair persons of committees which deliberate issues relevant to pharmacy

- Elected officials who made difficult votes in favor of pharmacy initiatives

- Elected officials who attend or speak at pharmacy events

- Elected officials or challengers who pledge support and demonstrate willingness to sponsor pharmacy initiatives.

D. Disbursement of checks for contributions and administrative purposes

All contributions shall be according to campaign finance contribution limits.

Caucuses- \$5,000 in election year and \$1,000 in non-election year

Individual Candidates- \$500 in election year and \$100 in non-election year.

Contributions shall be determined by the Treasurer and Deputy Treasurer with approval from the Chair.

Administrative disbursements other than the operating expenses billed to PharmPAC from MPhA will be approved by the Chair.

E. Thanking, communicating with, and reporting to contributors

Bi-Annual newsletter- May and November/October

Thank you letters to contributors shall be sent in April, July and November of each year.

A list serv shall be developed to communicate with PharmPAC contributors.

A feedback form to PharmPAC shall be available on the website link.

Campaign Finance Reports shall be available to contributors at all times.