

**CALIFORNIA SOCIETY OF HEALTH-SYSTEM PHARMACISTS
PROPOSAL IN STP FORMAT**

PROPOSAL A

PROPOSAL: To Modify CSHP Bylaws for Executive Committee of the Technician Division to include Technician Director

SUBMITTED BY: Maria Serpa, President

DATE: June 2, 2011

SITUATION:

1. CSHP Bylaws currently state there are 2 pharmacists members on the Executive Committee of the Technician Division. One of which is the Board Liaison.
2. There is no mention of the Technician Director as a member of the Executive Committee of the Technician Division.

TARGET:

1. Technician Director to be a member of the Executive Committee of the Technician Division and liaison to the Board of Directors.

PROPOSAL:

1. Bylaws changes as below

**ARTICLE VI
*DIRECTORS***

SECTION 1. POWERS

(b) (ix) Directors shall serve as members of the Board of Directors of the Society. A Director shall be appointed by the President as a liaison to Councils, Committees, and/or Task Forces as described in Article IX, Section 3 (d) of these Bylaws. A Director shall also be appointed by the President as a liaison to each Regional Chapter. [A The Technician Director](#) shall also be appointed to serve as a liaison to the Executive Committee of the Technician Division.

**ARTICLE XIV
*TECHNICIAN DIVISION***

SECTION 1. MEMBERSHIP

The membership of the Technician Division (hereafter referred to as "the Division") shall consist of all technician members of the California Society of Health-System Pharmacists.

SECTION 2. RESPONSIBILITIES

The responsibilities of the Division shall be to:

- (a) Plan and implement continuing education programs for technicians.
- (b) Expand and maintain membership recruitment services for technicians.

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- (c) Provide guidance, and make proposals to the Board of Directors on policy issues involving technicians.
- (d) Develop guidelines and practice standards for pharmacy technicians.
- (e) Promote and foster the standards and objectives of the Society.
- (f) Participate in activities for the advancement of the profession of pharmacy.
- (g) Report, consolidate and delineate problems, issues and programs of general importance to the profession of pharmacy and pharmacy technicians through its representation of the House of Delegates.

SECTION 3. RESTRICTIONS

- (a) The Division shall not make political contributions of any kind to federal, state or local candidates or campaigns.
- (b) The Division may have the privilege of using the insignia of the Society in accordance with guidelines established by the Board of Directors.
- (c) Acts of the Division shall in no way commit or bind the Society.

SECTION 4. OPERATIONAL STRUCTURE

(a) Officers.

- (i) The Officers of the Division shall be members of the Division.
- (ii) The elected Officers of the Division shall be a Chairperson, a Chairperson-Elect, an Immediate Past Chairperson, and a Secretary. The Chairperson-Elect shall be elected annually and shall ascend successively to the offices of Chairperson and Immediate Past Chairperson, serving one (1) year in each of these positions. The Secretary shall be elected every two (2) years.
- (iii) Duties of the Officers.
 - (A) Chairperson: The Chairperson shall be the principal elected official of the Division. With approval of the Executive Committee, the Chairperson shall appoint committees as needed; shall be a member of the Division's Executive Committee and shall serve as its Chairperson; shall serve as one of the technician delegates; and shall report at least annually on the Division activities to the Board of Directors.
 - (B) Chairperson-Elect: The Chairperson-Elect shall be a member of the Division Executive Committee and shall perform the duties of the office of Chairperson whenever the Chairperson is unable to do so.
 - (C) Immediate Past Chairperson: The Immediate Past Chairperson shall be a member of the Division Executive Committee and shall serve as Chairperson of the Executive Committee in the absence of both the Chairperson and the Chairperson-Elect.
 - (D) Secretary: The Secretary shall be a member of the Division Executive Committee; and shall serve as Secretary of the Executive Committee.

- (b) Executive Committee. There shall be an Executive Committee of the Division consisting of the officers, one technician member at-large, ~~and onetwo~~ active pharmacist-~~member-at-large,~~s as appointed by the President, ~~and the Technician Director, who-~~One of the pharmacist members must also be on the Board of Directors and shall serve as liaison to the Board of Directors.

The pharmacist ~~member at-large~~Executive Committee members and Technician Director shall be voting members of the Committee.

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- (c) Elections. A Committee on Nominations, appointed by the Chairperson, shall select two (2) candidates for Chairperson-Elect and two (2) candidates for each Delegate position other than the Chairperson each year. The Committee shall select two (2) candidates for Secretary every two (2) years and two (2) candidates for the at-large technician member of the Executive Committee on alternating two years. The at-large technician member would be elected for a one year term in 1990 and then for two year terms beginning in 1991.

The Chairperson-Elect and Delegates shall be elected by the Division members. The ballots shall be mailed to all Division members in conjunction with established election procedures for other Society Officers and Directors. The results of the election shall be certified by the Secretary of the Society.

Persons nominated as delegates but not elected will serve as alternate delegates.

- (d) Vacancies. If the office of an elected member of the Division Executive Committee becomes vacant, the Executive Committee shall fill such vacancy until such time as a duly elected replacement is installed. During its next annual nomination cycle, the Committee on Nominations of the Division shall present candidates for election to serve the remaining portion of the unexpired term.
- (e) Meetings. The Division Executive Committee shall meet at least four (4) times per year.

SECTION 5. AUTHORITY

- (a) The Division may not adopt, publicize, promote or otherwise convey any policy or principle in the name of the Society which has not been approved by the Board of Directors.
- (b) The Division may pursue any activity that is authorized by the Society.
- (c) The Board of Directors shall have authority to assign a specific matter to the Division for its consideration.
- (d) Any matter presented for consideration directly to the Board of Directors may, prior to action by the Board of Directors, be referred for consideration and recommendation to the Division. In the event the Board of Directors does not act favorably upon a recommendation received from the Division, the matter shall be returned with explanation to the Division for its further consideration.
- (e) The Board of Directors shall approve an annual Division budget and have authority to establish guidelines for the expenditure of Division funds.
- (f) The Board of Directors shall have final authority over the proposals of the Division and the determination of which proposals require approval by the House of Delegates.
- (g) The Division shall not secure nor attempt to secure funds independently from sources outside the Society without prior approval from the Board of Directors.
- (h) The Division shall not independently contact other organizations unless authorized by the Board of Directors or the President.
- (i) If a matter is presented to the Division, in a called meeting, merely for the information of the Division, only acknowledgment of the information in the form of informal statements or suggestions shall be required in the records of the meeting.

RESOURCES REQUIRED FOR PROPOSED ACTION(S)

Financial: none

EVP time: 0 hours

Staff time: 5 hours (to take to HOD and add to elections; update bylaws document)

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CSHP BOARD ACTION:

At its July 8-9, 2011 meeting, the board approved the proposal.