

# **RULES OF PROCEDURE FOR THE CSHP HOUSE OF DELEGATES**

PURSUANT TO ARTICLE VIII, OF THE  
BYLAWS OF CSHP AS AMENDED

JANUARY 2017

## **ARTICLE I ESTABLISHMENT OF REGULATIONS**

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

## **ARTICLE II SEATING OF DELEGATES**

After the session of the House of Delegates has been called to order, the Secretary shall recognize and enroll the duly certified delegates who shall then compose the House of Delegates.

Any elected delegate or alternate delegate who appears at the meeting of the House of Delegates Session to be recognized and enrolled as a delegate of the House shall remain a delegate of the House until such time as s/he is replaced. The place of a recognized and enrolled delegate will not be taken by any other person, except that at the commencement of each meeting, the House may, by majority vote, recognize and enroll an alternate delegate who shall then remain a delegate (in place of the replaced delegate).

## **ARTICLE III ATTENDANCE AT MEETINGS**

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

## **ARTICLE IV OPEN FORUM**

An Open Forum is an open hearing for all members. The Open Forum shall be conducted in conjunction with any House of Delegates session to provide a forum for members to express their opinions on matters of concern to them and on matters to be considered by the House of Delegates. The Open Forum shall be scheduled to be completed prior to the deadline for submission of new business

The Chairperson of the House of Delegates shall preside at the Open Forum and may request assistance from members of the Board of Directors and Committee, Council and Task Force (CCTF) Chairpersons.

#### **ARTICLE V            PRIVILEGE OF THE FLOOR**

The privilege of the floor during a meeting of the House of Delegates may be extended to any members of the California Society 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 attending the meeting.

#### **ARTICLE VI           OFFICERS**

The Chairperson of the House of Delegates shall preside at all meetings. The Chairperson shall be elected as described in Section 2 of Article VI of the Bylaws. The Secretary of the Society shall serve as Secretary of the House of Delegates and shall keep a roster of its members and shall keep and be custodian of its minutes and records.

#### **ARTICLE VII          COMMITTEES**

There shall be a Committee on Nominations appointed annually by the Chairperson of the House of Delegates.

#### **ARTICLE VIII        RULES OF ORDER**

The House of Delegates shall be governed by the latest edition of Roberts Rules of Order when they are not in conflict with the Bylaws of the California Society of Health- System Pharmacists or with the Rules of Procedure for the CSHP House of Delegates.

#### **ARTICLE IX          ORDER OF BUSINESS**

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

1. Call to Order
2. Roll call of delegates
3. Reports of officers
4. Recommendations of delegates
5. Recognition of councils, committees and task forces
6. Report of the Committee on Nominations
7. Unfinished business
8. New business
9. Election of the Chairperson of the House

10. Installation of the Chairperson of the House and President.
11. Adjournment

## **ARTICLE X            ACTION ON REPORTS AND RECOMMENDATIONS**

At least one author or author's representative of the proposal, resolution or recommendation should be present at the Open Forum to speak on the issue.

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

## **ARTICLE XI           INTRODUCTION OF NEW BUSINESS**

Any matter to be presented as new business shall be presented to the Chairperson of the House on the proper form in writing or other method determined by the Board of Directors no later than 5:00 p.m. on the day before the meeting in which new business is on the agenda, except when presented by the Board of Directors or the chairperson of any council or committee authorized to report to the House of Delegates. If any such matter will include the offering of a motion, the method of submission required by this rule shall state explicitly the motion to be offered.

## **ARTICLE XII          MOTIONS AND RESOLUTIONS**

All motions and resolutions shall receive for adoption the majority of votes cast. Secret ballots shall not be permitted in voting.

Resolutions submitted to the California Society of Health-System Pharmacists for consideration by the House of Delegates will be handled in the following manner:

1. The Board of Directors will consider all proposed resolutions.
  - a. Proposed resolutions must be presented to the Board of Directors on the proper form in writing or other method determined by the Board of Directors thirty (30) days prior to the House of Delegates session to allow time for preparation and presentation.
  - b. Proposed resolutions submitted after a specific date will be considered at the next House of Delegates session, except as provided in "c" below.

- c. Resolutions that, because of the emergent nature of their content or intent require immediate action, may be processed provided that approval of a majority of the members of the Board of Directors is obtained.
2. Resolutions submitted to the Board of Directors must bear the signature of at least two active members of the Society.
3. All resolutions not voluntarily withdrawn by the originators shall be presented and acted upon at the meeting of the House of Delegates and shall be submitted to the delegates with a recommendation for action from the Board of Directors as follows:
  - a. Recommend adoption.
  - b. Not recommend adoption.
  - c. Recommend referral to a committee for further study, or
  - d. Present with no recommendation.

### **ARTICLE XIII        NOMINATIONS**

All nominations for office will be made by the Committee on Nominations, or as otherwise provided in Sections 3 and 4 of Article VI of the Bylaws.

### **ARTICLE XIV        AMENDMENTS**

Every proposal to amend the Rules of Procedure for the CSHP House of Delegates shall be submitted in writing at least 30 days prior to the Regional Delegates Conference and may be enacted upon at the annual meeting, when upon receiving a majority of votes cast, it shall become a part of these regulations.