

Proposed Changes to the FPA Bylaws 2020 - DRAFT

Article I - NAME & ~~Location~~ and AFFILIATION

Section 1 - NAME. The name of the Association shall be the Florida Pharmacy Association hereinafter referred to as the Association.

~~Section 2 - Location. Offices for transaction of business of the Association shall be located at such places as the Board of Directors shall from time to time determine and direct.~~

AFFILIATION. The Florida Pharmacy Association is an affiliated association of the American Pharmacist Association and will send delegates to its annual meeting and the Association will maintain affiliate agreements with approved local unit associations located in the State of Florida.

Article II – DEFINITIONS

Section 1. Where it appears in these bylaws, the word “his” or other uses of the masculine gender are intended to imply both male and female members of the Association.

Section 2. The term “Board” shall refer to the Board of Directors of the Association.

Section 3. The term “House” shall refer to the House of Delegates.

Section 4. The term “Articles” shall refer to the Articles of Incorporation as filed with the State of Florida.

Article III – PURPOSE AND SUPPORTING DOCUMENTS

Section 1. PURPOSE. The Association shall unite persons interested in the profession of pharmacy for education, advancing relationships, improving healthcare quality, upholding patient safety and to advance the practice of pharmacy in the state of Florida.

Section 2. VISION, MISSION, and CORE VALUES. The Association shall have Vision, Mission and Core Values statements, which shall be maintained and implemented by the Board.

Section 3. POLICIES AND PROCEDURES MANUAL. There shall be an Association Policies and Procedures Manual to accompany the bylaws, which shall be maintained and implemented by the Board.

Section 4. STRATEGIC PLAN. The Association shall maintain a Strategic Plan that provides guidance to the FPA Staff and Leadership, which shall be maintained and implemented by the Board.

Article #IV - MEMBERSHIP

Section 1 – QUALIFICATIONS. Any person may be admitted to membership of the Association, who shall qualify for membership pursuant to the ~~Constitution~~ Articles and by making application to the Executive Vice President of the Association, together with the appropriate annual dues.

~~Section 2 – Certificates. A suitable certificate showing the member’s name, membership classification and a membership card showing the term for which membership fee has been paid shall be furnished to all members by the Executive Vice President.~~

CLASSES OF MEMBERSHIP. In accordance with the Articles the Association shall have REGULAR MEMBERS, ASSOCIATE MEMBERS, PHARMACY TECHNICIAN MEMBERS, STUDENT MEMBERS, LIFETIME MEMBERS, HONORARY MEMBERS and such other classes of membership as may be established from time to time by the Board.

- A. REGULAR MEMBER. Regular member shall be those persons who otherwise qualify as members in good standing and who are licensed pharmacist entitled to practice pharmacy.
- B. ASSOCIATE MEMBER. Associate members shall be those persons who otherwise qualify as members in good standing, and are interested in pharmacy or are associated with a business or profession related to the pharmaceutical profession. Associate members shall submit an application for membership and shall comply with such requirements as may be established by the Association and its Bylaws.
- C. PHARMACY TECHNICIAN MEMBER. Pharmacy Technician members shall be those persons who assist licensed pharmacists in performing their professional duties as defined in F.S. 465 and are registered with the State of Florida accordingly. Pharmacy Technician members shall submit an application for membership and shall comply with such requirements as may be established by the association and its bylaws.
- D. STUDENT MEMBER. Student members shall be those persons who otherwise qualify as members in good standing and are students in good standing, matriculated in a college or school of pharmacy or a Board of Pharmacy approved school or technician training program.
- E. LIFETIME MEMBER. Current Association Regular members receiving the Florida Board of Pharmacy 50-year certificate shall receive Lifetime membership in the Association.
- F. HONORARY MEMBERS. The Association may elect to honorary membership any person interested in pharmacy or its related sciences, at any annual meeting or special meeting of the Association called for such purpose.

Section 3. - AUTHORIZATION TO SPEAK. No member of the Florida Pharmacy Association is authorized to speak on behalf of the Association, either verbally or in writing, without the approval of the Board of Directors.

Article XII Expulsion or Removal of Members or Officers

Section 4. EXPULSION. Any member may be expelled from membership or removed from office for conduct which adversely affects the pharmacy profession, the Association or the professional standing of a colleague, or for violating the Constitution Articles or Bylaws. Any officer may be removed from office for non-residence, inability or unwillingness to perform his duties of office. (moved to Article VI Section 6 dealing with board issues). No person shall be expelled or removed except by a two-thirds vote of all members of the Board of Directors present at a regular meeting or a special meeting called for such purpose and after ~~he~~ they shall be given an opportunity to be heard in ~~his~~ their own defense.

Section 5. VOTING RIGHTS. Any member of a category of membership listed above has one vote at a business meeting or special called meeting of the membership.

Section 2, B: ASSOCIATE MEMBER. Associate members shall be those persons who otherwise qualify as members in good standing and are interested in pharmacy or are associated with a business or profession related to the pharmaceutical profession. Associate members shall complete an application for membership and shall comply with such requirements as may be established by the Association and its Bylaws.

Article III-V - Annual Membership FEES

Section 1 – DUE DATE.

The annual membership fee shall be an amount as hereinafter set forth and shall be due and payable on ~~January 1 or July 1~~ of each calendar year a date specified in accordance with the appropriate membership cycle.

Section 2 – DUES AMOUNT.

A. The dues for ~~Regular Members~~ all memberships shall be determined by the Budget and Finance Committee and shall be approved by the Board of Directors.

~~B. The dues for Regular Associate Members shall be the same as dues for Regular Members.~~

~~C. The dues for Associate Pharmacy Technician Members shall be determined by the Budget and Finance Committee and shall be approved by the Board of Directors.~~

~~D. The dues for Student Members shall be determined by the Budget and Finance Committee and shall be approved by the Board of Directors.~~

~~E. The dues for Retired Pharmacists shall be one half the dues for Regular Members.~~

~~F. The dues for Joint Membership with a spouse paying the Regular Member rate shall be one half the dues for Regular Members.~~

~~G. The dues for New Practitioners following graduation from pharmacy school shall be one half the dues fee for Regular Members for the first year out of school and the Regular Members rate the second year after graduation from pharmacy school.~~

~~H. The dues for Honorary or Lifetime members shall be waived.~~

Section 3 – GRACE PERIOD.

Any member not paying their annual dues within ninety (90) days after the due date shall have their services discontinued until said annual dues are paid in full. During times of national military service, established members shall have no less than a six (6) month grace period upon return to civilian status to pay their annual dues. Such members shall retain all rights and privileges of membership during the service and grace periods.

~~Section 4 – Joint Billing of Membership Fees. The Association shall bill jointly for the membership fee of the Association, as defined in these Bylaws, and for the membership fee of each affiliated county or local Association, hereinafter referred to as Unit Associations, if so requested. The membership fee for each Unit Association shall be determined by their own membership, and the amount collected shall be returned to the Unit Association.~~

~~Section 5 – Budget Related Increases. The Association with the recommendation of the Budget and Finance Committee may increase the dues amount in any or all membership categories, as listed in Section 2, by an amount not to exceed 3% annually. Any dues increase greater than 3% must be approved by the House of Delegates.~~

~~Article IV (edited and moved to Article IX)~~

~~Subdivisions~~

~~Section 1—Unit Associations. The term Unit Associations shall be the term used to describe all local or county associations. The Unit Associations can best represent the local pharmacists in items of local interest and concern but should also be the means of communication with pharmacy, state and nationwide.~~

~~Any organized group of pharmacists within Florida may request to be designated an affiliated unit association of the Florida Pharmacy Association. Any such request must be made in writing and must be accompanied by the following: 1) a copy of the organization's current constitution and bylaws 2) a list of the names, addresses and phone numbers of the organization's officers—
3) a list of the organization's members of which no fewer than 10 must be FPA members 4) a written statement signed by the officers of the association, which documents the organization's support for the FPA Mission Statement and the organizations' desire to participate fully and actively in the FPA House of Delegates. The Organizational Affairs Council shall certify in writing to the Board of Directors that the unit associations' constitution and bylaws are consistent with the objectives and organizational characteristics of the Florida Pharmacy Association. Upon a majority vote by the Board of Directors the unit association may become affiliated. The Board of Directors shall establish geographical areas comprised of approximately equal numbers of pharmacists within the State to be termed Regions, and will periodically reevaluate the number and size of these Regions. Each region will have an elected regional director that will serve on the Board of Directors of the Association.~~

~~Section 2—Advisory Council on Pharmacy Practice. There shall be an Advisory Council on Pharmacy Practice which should educate the FPA Board of Directors on emerging issues impacting pharmacy through written communications, formal presentations and discussion of these issues. The Advisory Council on Pharmacy Practice should meet with the FPA Board of Directors at some specified point in time in conjunction with a planned weekend gathering of the FPA Councils and Committees, as well as the FPA Board of Directors, so that presentation of issues (and any recommendations for action pertaining thereto) can be presented to the FPA Board of Directors and other interested FPA Councils and Committees.~~

~~(Section 3 and 4 moved to Article XIV)~~

~~Section 3—Foundation. There shall be a foundation, the purpose and functioning of which shall be as described in the foundation's constitution and bylaws. The Chief Executive Officer of the foundation shall report on the foundation's activities at each meeting of the Board of Directors.~~

~~Section 4—Florida Pharmacy Today Corporation. There shall be a Florida Pharmacy Today Corporation, the purpose and functioning of which shall be as described in the Florida Pharmacy Today Corporation constitution and bylaws. The Chairperson of the Florida Pharmacy Today Corporation shall report on the Journal Board's activities at each meeting of the Board of Directors.~~

~~Article V House of Delegates- (moved to Article X)~~

~~Section 1—Establishment of Rules.~~

~~The Association shall recognize, through its Board of Directors, all organizations entitled to representation in the House of Delegates.~~

~~Section 2—Apportionment.~~

~~Each organization officially recognized by the Association as being entitled to representation in the House of Delegates shall be entitled to two (2) delegates. Each affiliated Unit Association shall be entitled to these two (2) delegates plus one (1) additional delegate for each fifty (50) members or major fraction thereof, provided that no such association may be entitled to more than seven (7) delegates. The officers of each individual organization shall make a report to the Speaker of the House of Delegates once each year in order to verify the identity and address of the officers and number of members in each organization. An amended report may be made up to thirty (30) days prior to the Annual Conference if a change in membership will change the number of delegates to which the organization is entitled.~~

~~Section 3—Delegates. The name and address of each official delegate shall be sent to the Speaker of the House of Delegates by the officers of the organization he represents. Each official delegate shall be a member in good standing of the Florida Pharmacy Association. Each delegate shall maintain their membership in the Association during their term of service as a delegate. The usual term of service of all delegates shall coincide with the usual term of office of the President of the Association.~~

~~Section 4—Meetings.~~

~~The House of Delegates shall meet during a meeting of the Association in order to act upon resolutions presented to the Association.~~

~~Section 5—Rules of the House of Delegates.~~

~~The House of Delegates shall adopt rules and regulations for the functioning of the House of Delegates which shall not conflict with the Constitution and Bylaws of the Association.~~

~~Section 6—Association Policy.~~

~~The official policy positions of the Florida Pharmacy Association shall be determined by the House of Delegates. Interim policy decisions may be made by the Board of Directors of the Association or the President's Committee, subject to review and approval at the next meeting of the House of Delegates.~~

~~Section 7—Who May Submit a Resolution.~~

~~All resolutions emanating from an individual member or group of members must conform to the resolutions format prescribed by the House of Delegates and bear the name(s) of the sponsor(s) at least one (1) of whom must be present at the House of Delegates session to introduce their resolution by reading.~~

Article VI

~~Quorum & Proxy Vote (moved to Article XI sections 7 and 8)~~

~~Section 1 – Annual and Special Meetings of the Association.~~

~~Fifty (50) voting members shall constitute a quorum for the transaction of business at any annual or special meeting of the Association.~~

~~Section 2 – Board of Directors Meetings. Attendance by more than 50% of the voting members of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board of Directors.~~

~~Section 3 – Proxy Vote. Any member of the Board of Directors who is unable to attend a meeting of said Board of Directors may, by giving written notice to the chairman of the Board of Directors, specify a proxy to cast his vote at the meeting. Regional Directors must designate as proxy an FPA member in good standing from the same region. Organization directors must designate another FPA member from the same organization. The Chairman must inform the membership present of all written notices of proxy he has received as the first order of business. Representation by proxy may not be counted to make a quorum.~~

Article VI - LEADERSHIP

Section 1. RESPONSIBILITIES OF LEADERSHIP. The function, responsibilities and duties of Leadership are to carry out the purpose and strategic plan of the Association and will be stated in the policy and procedure manual.

Section 2. EXECUTIVE VICE PRESIDENT. The Board shall employ an Executive Vice President who shall manage and account for all finances and property of the Association in accordance with the budget and policies adopted by the Board; implement Board approved policies, programs, projects and other directives; manage all aspects and expectations necessary for the efficient operation of the association; Employ and oversee Association staff and accomplish the purpose of the association as detailed in the strategic plan.

Section 3. OFFICERS. The Association shall have elected officers which will conduct the business matters of the Association in accordance to the strategic plan. The Officers will include PRESIDENT-ELECT, PRESIDENT, CHAIRMAN OF THE BOARD, TREASURER, SPEAKER AND VICE-SPEAKER

A. PRESIDENT. The President shall be a pharmacist from the ASSOCIATION's Member category and the principal elected officer of the ASSOCIATION. The President shall first be elected as President-elect, and the year thereafter shall serve as President with the third year of service as Chairman of the Board. A vacancy in the office of President shall be filled by the President-Elect. A vacancy in the office of President-Elect or Chairman of the Board may be filled by a pharmacist from the ASSOCIATION's Member category appointed by the Board of Directors, except that any appointment of a President-elect will be effective only until the next regular election at which time the membership shall elect both a President-Elect and a President. The President shall

preside over all meetings of the membership and preside at meetings of the Board in the absence of the Chairman.

- B. PRESIDENT-ELECT. The President-Elect shall assist the President in carrying out the business of the Association. The President-Elect shall preside over meetings in the absence of the Chairman and/or the President.
- C. CHAIRMAN OF THE BOARD. The Chairman of the Board will preside over all Board of Director meetings.
- D. TREASURER. The Treasurer shall be a Member elected by the membership and shall serve for a term of two (2) year. A vacancy in the office of Treasurer shall be filled for the unexpired term by a Member appointed by the Board of directors.
- E. SPEAKER. The Speaker of the House of Delegates will preside and perform the duties of that office.
- F. VICE SPEAKER. The Vice Speaker of the House shall assist the Speaker and shall preside at meetings in the Speaker's absence or at the Speaker's request. The Vice speaker shall serve as the Speaker the year immediately following his/her term as Speaker-Elect.
- G. SECRETARY. The Chairman of the Board shall appoint a Regular Member to serve as Secretary to perform the duties of that office as defined by the policies and procedures. The Secretary shall not have voting rights during any regular or special meeting called by the Board of Directors.

Section 4. REGIONAL DIRECTORS. The Association shall have Regional Directors which will conduct the business matters of the Association in accordance to the strategic plan. The Regional Directors shall be elected to serve designated regions defined by the Board, to represent the local unit(s) and Association members residing in their designated region. Regional Directors will be elected for a 2-year staggered term.

Section 5. BOARD OF DIRECTORS. The Board will include the EVP, Officers, Regional Directors, along with a Technician Director, the FSHP President and 1 elected representative from the Academy of Pharmacy Practice. (subject to approval of Academies at House of Delegates)

- A. TECHNICIAN DIRECTOR. A Technician Director shall be an elected member of the Association for a 2-year term.
- B. FSHP PRESIDENT. The Florida Society of Health-Systems Pharmacist President shall be granted a seat on the Board of this Association.
- C. SECRETARY. A Secretary shall provide support to the Chairman to conduct the meeting of the Board of Directors.

Section 6. REMOVAL FROM OFFICE. Anyone in leadership may be removed from office for non-residence in the state of Florida, inability or unwillingness to perform their duties of office, or lack of engagement. No person shall be expelled or removed except by a two-thirds vote of all members of the Board of Directors present at a regular meeting or a special meeting called for such purpose and after they shall be given an opportunity to be heard in their own defense.

In the event that the Board of Directors Regional Director cannot fulfill the duties of the office, the President will appoint a replacement with the approval of the Board of Directors to complete the Director's term of office or until an election is held.

~~Article VII Committees/Councils (moved to Article VIII)~~

~~Section 1—Appointment of Committees/Councils.~~

~~The President shall appoint committees/councils as listed in this article unless otherwise provided and such other committees/councils as the President shall deem necessary. The President shall appoint only members in good standing as members of all committees/councils and shall serve as an exofficio member of each committee/council he appoints. The chairs of the standing councils should file reports with the President and President-elect. Any recommendations contained in those reports must include an indication of how many committee members were present.~~

~~Any member of a Florida Pharmacy Association Council or Committee is not authorized to speak on behalf of the Association, either verbally or in writing without the approval of the Board of Directors.~~

~~Section 2—President's Committee. There shall be a President's Committee composed of the President, as Chairman, the President-Elect, the Treasurer, the Immediate Past President, the Speaker of the House of Delegates, Vice Speaker of the House of Delegates and the Executive Vice President.~~

~~This committee shall be charged with making the decisions required to implement the actions of the Board of Directors. The President's Committee may take actions on behalf of the Association and may make interim decisions between meetings of the Board of Directors, subject to review and approval by the Board of Directors. The President will report to the Board of Directors, at its regular meeting, the actions taken on their behalf, for their approval.~~

~~Section 3—Budget and Finance Committee.~~

~~The President's Committee shall appoint a Budget and Finance Committee composed of the:~~

- ~~1. Treasurer who shall serve as Chair~~
- ~~2. Immediate Past Treasurer, who shall serve as Vice Chair~~
- ~~3. President of the Association~~
- ~~4. Immediate Past President~~
- ~~5. Speaker of the House of Delegates~~
- ~~6. Two (2) members selected by the President as At-Large members who shall serve staggered terms of two (2) years and may be selected for reappointment; and~~
- ~~7. President-Elect~~
- ~~8. Executive Vice President~~
- ~~9. Vice Speaker of the House of Delegates~~

~~All members of the Budget & Finance Committee shall be voting members, except for the position of Immediate Past Treasurer.~~

The Budget and Finance Committee shall be responsible for the:

1. investment policy of the Association
2. preparation of an annual budget; and
3. development of reimbursement policies for travel and per diem expenses of representatives of the Association. The Board of Directors shall ratify all decisions of the Budget and Finance Committee; however, the Executive Vice President may obtain approval of the President's Committee to implement decisions of the Budget and Finance Committee in the interim between meetings of the Board of Directors. The members of the Budget & Finance Committee and the President's Committee will be indemnified for all investment decisions made within the parameters of the financial guidelines approved by the Board of Directors.

Section 4—Governmental Affairs Committee.

A Governmental Affairs Committee shall be formed to consider any matters or issues pertaining to rules and regulations affecting the profession of pharmacy, or any other matters referred to it for consideration. This committee shall meet at least once a year or more often as the legislative environment mandates. The membership of the Governmental Affairs Committee should consist of the following:

1. Chair, appointed by the President
2. The elected officers of the Association
3. The Executive Vice President of the Association, as secretary
4. FPA's governmental Affairs Advisor/Lobbyist, as a non-voting member
5. At large members (not to exceed 5), appointed by the President including at least one student.
6. Past Chair
7. Political Committee Chair
8. FSHP Liaison

Section 5—Standing Councils.

A. Public Affairs. A Public Affairs Council shall be formed to consider matters or issues inherent in or arising from the interface of the profession with the public, or any other matters referred to it for consideration.

B. Professional Affairs. A Professional Affairs Council shall be formed to consider matters or issues of interest to the pharmacy profession and arising from or inherent in the interface of the pharmacy profession with other professions, or any other matters referred to it for consideration.

C. Organizational Affairs. An Organizational Affairs Council shall be formed to consider matters and issues pertaining to the structure, function and development of the Association, or any other matters referred to it for consideration.

D. Educational Affairs. An Educational Affairs Council shall be formed to consider any matters or issues pertaining to the pharmacy education, or any other matters referred to it for consideration.

~~E. Advisory Council on Pharmacy Practice. An Advisory Council on Pharmacy Practice shall be formed and should educate the FPA Board of Directors on emerging issues impacting pharmacy through written communications, formal presentations and discussion of these issues.~~

~~F. Membership Council — A Membership Council shall be formed to facilitate the Association's membership recruitment and retention programs as well as to oversee the activities of the #1 Club or any other matters referred to it for consideration.~~

~~G. Student Affairs Council — A student Affairs Council shall be formed to promote and encourage student involvement in the FPA, and to serve as a liaison between the FPA and Florida Colleges of Pharmacy.~~

~~Section 6 — Council Membership.~~

~~A. With the exception of the Advisory Council on Pharmacy Practice and the Student Affairs Council, standing councils shall be composed of seven (7) members, one of shall be the chairman and one shall be a Pharmacy Technician. The term of office for each council member shall be for two (2) years. The terms of membership shall be staggered so that at least three (3) members will be appointed each year. In addition to the above, there will be no more than three (3) invited Student representatives from Florida schools/colleges of Pharmacy for a one year term. The chairman, members and invited Student representative shall be selected by the President.~~

~~B. The Advisory Council on Pharmacy Practice shall consist of, but not limited to, the following:~~

- ~~1. The President's Committee of the FPA Board of Directors consisting of the President-elect (as Chair of the Advisory Council on Pharmacy Practice), President, Immediate Past President, Treasurer, Speaker of the House of Delegates, Vice Speaker of the House of Delegates, Executive Vice President of the Association (as Secretary of the Advisory Council on Pharmacy Practice);~~
- ~~2. The Deans of Florida's Colleges of Pharmacy or their designees;~~
- ~~3. The ASP Chapter Presidents from Florida's Colleges of Pharmacy or their designees;~~
- ~~4. An FPA member representing each a community, institutional, and a nontraditional pharmacy practice area;~~
- ~~5. An invited representative of the Florida Chapter of the American Society of Consultant Pharmacists;~~
- ~~6. An invited representative of any independent pharmacist organization in Florida;~~
- ~~7. An invited representative of any pharmacy technician organization in Florida;~~
- ~~8. The President of the Florida Society of Health System Pharmacists; and~~
- ~~9. Depending on the pharmacy issues under consideration, the Advisory Council's Chair may invite additional representatives whose expertise in other areas of pharmacy practice, not otherwise noted above, is deemed of value to the discussions, with such invitations based upon the budgetary constraints of the Florida Pharmacy Association.~~

~~C. The Student Affairs Council shall be composed of the following:~~

- ~~1. Two (2) students from each Florida College of Pharmacy (to include the student chair).~~
- ~~2. Three (3) pharmacists (to include the pharmacist co-chair).~~
- ~~3. The term of office for each council member shall be for two (2) years.~~

4. The terms of membership shall be staggered so that at least one student from each school is appointed each year.
5. P4 students serving on the council would be encouraged to serve as a pharmacist on the council for the next year.
6. The chairman, co-chair, and council members shall be selected by the FPA President.

Article XIV VII DUTIES OF OFFICERS.

Job description and other duties for Officers, Regional Directors, and the EVP are to be described in the Policy and Procedure Manual.

Section 1. PRESIDENT. The President of the Florida Pharmacy Association:

- I. Sets goals, themes and topics to be addressed by the councils/committees and chairs.
- II. Announces appointments of council/committee members and chairs for standing councils/committees.
- III. Chairs a leadership retreat, if funding allows, with incoming council/committee chairs and leadership to serve as an introduction to the President's theme and goals for the year.
- IV. Chairs the President's Committee that reviews and decides on issues in between Board of Directors meetings
- V. Shall form and appoint members to ad hoc committees, on an as needed basis, to address topics of concern to the profession.
- VI. Participate in the Budget and Finance Committee and appoints the one at-large member, in coordination with the President's Committee.
- VII. May appoint delegates to represent the FPA and Florida Pharmacy to other state or national associations, governmental and/or other commercial bodies.
- VIII. Represents the FPA by attending appropriate pharmacy-related events and activities.
- IX. Uses all forms of communication to relate issues and topics to FPA membership and stakeholders. This communication includes contributions to the Florida Pharmacy Today Journal, STAT newsletter, website, or other media as issues require.
- X. Appoints the Nominating Committee.
- XI. Appoints the Canvassing Committee.
- XII. Presides and Chairs the annual business meeting at the convention.
- XIII. Presides over and inducts the Board of Directors at the President's breakfast.

shall direct the business of the Association by providing leadership and guidance to the Board and its Committees and Councils. The President will choose committee chairs and any vacant seats on the committees and sits on all committees ex-officio. The President will preside over any business meetings of the Association.

Section 2. PRESIDENT-ELECT.

The President-Elect of the Florida Pharmacy Association: shall

- I. Chairs the Advisory Council on Pharmacy Practice meeting.
- II. Substitutes for the President in the event the President is unable to participate in activities.
- III. Reviews and approves the slate of officers of the political action committee Board of Directors.
- IV. Considers selection of upcoming council/committee members and chairs for standing councils/committees.

Section 3. CHAIRMAN OF THE BOARD.

The Chairman of the Board of the Florida Pharmacy Association: shall

- I. ~~Coordinates recommendations from Advisory Council on Pharmacy Practice.~~
- II. Chairs the Board of Directors' meeting or any Special called meetings of the Board.
- III. Ensures the President-Elect reaches out to the chairs of FSHP L & R Committee and the FPA GAC and invites them to attend each meeting.

Section 4. TREASURER.

The Treasurer of the Florida Pharmacy Association: shall

I. Will work with the Executive Vice President and President to develop an annual budget for presentation to the Budget and Finance Committee and/or President's Committee; and report important financial information as requested to the Board and membership as defined in the Policy and Procedure Manual.

~~II. Will review the Association's expenditures and receipts prior to each Board of Directors meeting;~~

~~III. Has oversight authority of the Budget and Finance Committee and will provide written certification to the Board of Directors during each Board of Directors Meeting;~~

~~IV. Will as immediate past treasurer, serve on the Nominating Committee as an Ex Officio member to screen nominees for the position of Treasurer and President-Elect;~~

~~V. Will make a written Annual Report to the membership and present an oral report at the Annual Business meeting and be prepared to respond to questions;~~

Section 5. Speaker. Speaker of the House of Delegates of the Florida Pharmacy Association

~~I. Will preside over the meetings of the House of Delegates~~

~~II. Will ensure a quorum is established, call the meeting to order, maintain proper decorum, and proceed under Roberts Rules of Order~~

~~III. Will be a delegate in case there is a tie breaker situation~~

~~IV. Will be responsible for producing a report of the actions of the House of Delegates to the members of the Florida Pharmacy Association~~

Section 6. Vice Speaker. Vice Speaker of the House of Delegates of the Florida Pharmacy Association

~~I. Will assist the Speaker in the performance of the Speaker's duties and/or perform such as specified by the House of Delegates.~~

~~II. In the event of a vacancy in the position of Speaker of the House, or in the event the Speaker is unable to perform the duties of the office during a meeting of the House of Delegates, the Vice Speaker shall assume the duties of the Speaker.~~

~~III. Will be the FPA liason to local affiliated units and conduct their meeting at the FPA Annual Meeting.~~

~~IV. Will be elected during the FPA Annual Meeting by the House of Delegate~~

From Article VIII Section 5 Delegates DELEGATION

~~Section 1—Appointment.~~ The President may appoint such delegates to commercial bodies, medical societies, state associations or like gatherings as he they may deem necessary and shall appoint delegates and alternates to attend the annual meeting of the American Pharmacists Association as well as delegates and alternates to the annual meeting of the and National Community Pharmacists

Association or other national pharmacy associations as needed with preference being for Officers and other leadership or APhA House of Delegate Committee member being able to attend before members will be considered. The priority of these appointments by the President of the

aforementioned delegates shall be as follows:

1. The current seated President and President-elect
2. Members of the President's Committee
3. Members of the Board of Directors, and
4. Members of any Standing Council

Section 2—Expenses. The actual expenses incurred for transportation, lodging and meals by the President, the President-Elect and the Executive Vice President while attending the annual meeting of the American Pharmacists Association and National Community Pharmacists Association shall be paid by the Association upon presentation of proper itemized statements of expenses to the Executive Vice President and approval by the Board of Directors. All money advanced to any delegates to these meetings must be accounted for by an itemized statement or returned to the general fund of the Association. The President and President-Elect of the Florida Pharmacy Association, who are in office on the first day of January shall be the proper officers to attend the annual meeting of the APhA which falls within that year. Expenses to be reimbursed will be considered by the Budget and Finance committee and covered by such policy.

Section 3 - Reports of Meetings. Officers Delegates will attending said meetings shall produce a full report of the meetings of the national bodies to this Association in person or by written report filed with to the Executive Vice President to be published in the Journal. to the membership.

Article VIII (moved to article VII section 5)

Delegates

Section 1—Appointment. The President may appoint such delegates to commercial bodies, medical societies, state associations or like gatherings as he may deem necessary and shall appoint delegates and alternates to attend the annual meeting of the American Pharmacists Association as well as delegates and alternates to the annual meeting of the National Community Pharmacists Association. The priority of these appointments by the President of the aforementioned delegates shall be as follows:

1. The current seated President and President-elect
2. Members of the President's Committee
3. Members of the Board of Directors, and
4. Members of any Standing Council

Section 2—Expenses. The actual expenses incurred for transportation, lodging and meals by the President, the President-Elect and the Executive Vice President while attending the annual meeting of the American Pharmacists Association and National Community Pharmacists Association shall be paid by the Association upon presentation of proper itemized statements of expenses to the Executive Vice President and approval by the Board of Directors. All money advanced to any delegates to these meetings must be accounted for by an itemized statement or returned to the general fund of the Association. The President and President-Elect of the Florida Pharmacy

Association, who are in office on the first day of January shall be the proper officers to attend the annual meeting of the APhA which falls within that year.

~~Section 3—Reports of Meetings. Officers attending said meetings shall make a full report of the meetings of the national bodies to this Association in person or by written report filed with the Executive Vice President to be published in the Journal.~~

~~Article VII~~ VIII Committees/Councils **COUNCILS AND COMMITTEES**

Section 1 - AUTHORIZATION TO SPEAK. Any member of a Florida Pharmacy Association Council or Committee is not authorized to speak on behalf of the Association, either verbally or in writing without the approval of the Board of Directors. (moved up from end of Section 1 to be its own section)

Section 2- APPOINTMENT OF COMMITTEES/COUNCILS.

The President shall appoint committees/councils as listed in this article unless otherwise provided and such other committees/councils as the President shall deem necessary. The President shall appoint only members in good standing as members of all committees/councils and shall serve as an ex-officio member of each committee/council ~~he~~ they appoint. The Chairs of the standing councils should file reports with the President and President-elect after each meeting. Any recommendations contained in those reports must include an indication of how many committee members were present.

AD HOC COMMITTEES. The President and/or the Board may establish any necessary Ad Hoc Committees formed for a specific task or to achieve an objective of the Strategic Plan. The Board will dissolve the Ad Hoc Committee after the completion of the task or achievement of the objective and a report is received. The President will dissolve any Ad Hoc Committee at the end of his term. All Ad Hoc Committees will be required to provide information to the Board of Directors for purposes of transparency in accordance with the Policy and Procedures Manual. Any member of a Florida Pharmacy Association Council or Committee is not authorized to speak on behalf of the Association, either verbally or in writing without the approval of the Board of Directors.

Section 3- PRESIDENT'S COMMITTEE. There shall be a President's Committee convened when the Board is unable to meet for a time sensitive matter, composed of the President, as Chairman, the President-Elect, the Treasurer, the Immediate Past President, the Speaker of the House of Delegates, Vice Speaker of the House of Delegates and the Executive Vice President.

This committee shall be charged with making the interim decisions required to implement the actions of the Board of Directors according to the Strategic Plan. The President's Committee may take actions on behalf of the Association and may make interim decisions between meetings of the Board of Directors, subject to review and approval by the Board of Directors. The President will

report to the Board of Directors, at its next regular meeting, the actions taken on their behalf, for their approval.

Section 3 - BUDGET AND FINANCE COMMITTEE COUNCIL.

The President's Committee shall appoint a Budget and Finance Council to conduct the fiscal matters of the Association including assisting the Treasurer in composing the Annual Budget and any financial reports. Duties and descriptions shall be detailed in the Policy and Procedures Manual. The committee will be composed of the:

1. Treasurer who shall serve as Chair
2. Immediate Past Treasurer, who shall serve as Vice Chair
3. President of the Association
4. Immediate Past President
5. Speaker of the House of Delegates
6. Two (2) members selected by the President as At-Large members who shall serve staggered terms of two (2) years and may be selected for reappointment; and
7. President-Elect
8. Executive Vice President
9. Vice Speaker of the House of Delegates

All members of the Budget & Finance Committee shall be voting members, except for the position of Immediate Past Treasurer.

~~The Budget and Finance Committee shall be responsible for the:~~

- ~~1. investment policy of the Association~~
- ~~2. preparation of an annual budget; and~~
- ~~3. development of reimbursement policies for travel and per diem expenses of representatives of the Association. The Board of Directors shall ratify all decisions of the Budget and Finance Committee; however, the Executive Vice President may obtain approval of the President's Committee to implement decisions of the Budget and Finance Committee in the interim between meetings of the Board of Directors. The members of the Budget & Finance Committee and the President's Committee will be indemnified for all investment decisions made within the parameters of the financial guidelines approved by the Board of Directors.~~

Section 6 4 - NOMINATING COMMITTEE. A Nominating Committee shall be formed at least 30 days prior to the deadline for nominations. The Nominating Committee is chaired by the previous year's Chairman of the Board, and has 1 representative from each standing council. The committee will assist in finding candidates to slate, review the candidate packages received and evaluate the candidates for fitness to run for FPA elected office. The committee will submit a report to the Board of Directors for their final slate of candidates as defined in the Policy Manual.

Section 7 5 – CANVASSING COMMITTEE. A Canvassing committee will be formed to count and verify the ballots of the annual election. The canvassing committee will be 3 past presidents of the Association with the EVP. The process for elections, duties and descriptions shall be detailed in the Policy and Procedures Manual.

Section 5 6 – STANDING COUNCILS.

Duties and descriptions for the purpose of each Standing Council and Committee shall be aligned to achieve the goals and objectives as defined by the Strategic Plan and detailed in the Policy and Procedures Manual.

A. GOVERNMENTAL AFFAIRS COMMITTEE COUNCIL.

A Governmental Affairs Council (GAC) shall be formed to consider any matters or issues pertaining to rules and regulations advocacy, legislation, and interactions with the Board that impact policy or affecting the profession of pharmacy, or any other matters referred to it by the Association leadership. The President will be encouraged to choose officers and an FSHP liaison to be included in this committee. The FPA lobbyist will be considered a non-voting member of this committee.

STUDENT ADVOCACY OUTREACH TEAM. A Student Advocacy Outreach Team as set forth by the enacted Resolutions, shall reside under the GAC to coordinate student involvement in Legislative Days and concurrent Health Fair events and activities. The Student Advocacy Outreach Team will include students from a variety of Florida Colleges of Pharmacy and coordinate efforts with the Student Affairs Council.

LEGISLATIVE DAYS AND HEALTH FAIR COMMITTEE. A Legislative Days and Health Fair Committee shall be formed to organize and execute the annual event at the State Legislature. This committee will work on alternate funding for the event as well as planning the details for a successful annual event and coordinate efforts with the GAC and Student Affairs Council.

~~for consideration. This committee shall meet at least once a year or more often as the legislative environment mandates. The~~

~~membership of the Governmental Affairs Committee should consist of the following:~~

- ~~1. Chair, appointed by the President~~
- ~~2. The elected officers of the Association~~
- ~~3. The Executive Vice President of the Association, as secretary~~
- ~~4. FPA's governmental Affairs Advisor/Lobbyist, as a non-voting member~~
- ~~5. At-large members (not to exceed 5), appointed by the President including at least one student.~~
- ~~6. Past Chair~~
- ~~7. Political Committee Chair~~
- ~~8. FSHP Liaison~~

B. PUBLIC AFFAIRS COUNCIL. A Public Affairs Council shall be formed to consider matters or issues inherent in or arising from the interface of the Association and the profession with the public, including contributions to Association communication on the website or through social media, or any other matters referred to it for consideration.

B. PROFESSIONAL AFFAIRS COUNCIL. A Professional Affairs Council shall be formed to consider matters or issues of interest to the pharmacy profession and arising from or inherent in the interface

of the pharmacy profession with other professions, organizations, entities, or any other matters referred to it for consideration.

C. ORGANIZATIONAL AFFAIRS COUNCIL. An Organizational Affairs Council shall be formed to consider matters and issues pertaining to the Governance Documents, Policy and Procedure Manual, structure, function and ongoing development of the Association, or any other matters referred to it for consideration.

D. EDUCATIONAL AFFAIRS COUNCIL. An Educational Affairs Council shall be formed to consider any matters or issues pertaining to the development of programming to address the education, training, and advancement of the members of the Association to meet the ongoing demands the pharmacy profession and pharmacy education, or any other matters referred to it for consideration.

~~E. Advisory Council on Pharmacy Practice. An Advisory Council on Pharmacy Practice shall be formed and should educate the FPA Board of Directors on emerging issues impacting pharmacy through written communications, formal presentations and discussion of these issues.~~

E. MEMBERSHIP COUNCIL – A Membership Council shall be formed to facilitate the development and implementation of the Association’s membership recruitment and retention programs as well as to oversee the activities of the #1 Club or any other matters referred to it for consideration.

F. STUDENT AFFAIRS COUNCIL – A Student Affairs Council shall be formed to promote and encourage student membership and involvement in the FPA Association, and to serve as a liaison on priority issues related to student pharmacists between APhA, the FPA Association and Florida Colleges of Pharmacy, or any other matters referred to it for consideration.

Section 6 10 - COUNCIL AND COMMITTEE MEMBERSHIP.

A. ~~With the exception of the Advisory Council on Pharmacy Practice and~~ Except for the Student Affairs Council and Student Advocacy Outreach Team, standing councils shall be composed of seven (7) members, one of shall be the chairman and one shall be a Pharmacy Technician. The term of office for each council member shall be for two (2) years. The terms of membership shall be staggered so that at least three (3) members will be appointed each year. In addition to the above, there will be no more than three (3) invited Student representatives from Florida schools/colleges of Pharmacy for a one-year term. The chairman, members and invited Student representative shall be selected by the President. The Student Affairs Council is encouraged to have 2 students from each APhA-ASP Chapter of the Florida Colleges of Pharmacy as their President and VP of Policy and 2 pharmacists including the Chair and Co-Chair. The Student Advocacy Outreach Team is encouraged to represent Student representative and coordinate with the GAC as described in the Policy and Procedures Manual.

B. ~~The Advisory Council on Pharmacy Practice shall consist of, but not limited to, the following:~~

~~1. The President’s Committee of the FPA Board of Directors consisting of the President-elect (as Chair of the Advisory Council on Pharmacy Practice),~~

~~President, Immediate Past President, Treasurer, Speaker of the House of Delegates, Vice Speaker of the House of Delegates, Executive Vice President of the Association (as Secretary of the Advisory Council on Pharmacy Practice);~~

~~2. The Deans of Florida's Colleges of Pharmacy or their designees;~~

~~3. The ASP Chapter Presidents from Florida's Colleges of Pharmacy or their designees;~~

~~4. An FPA member representing each a community, institutional, and a nontraditional pharmacy practice area;~~

~~5. An invited representative of the Florida Chapter of the American Society of Consultant Pharmacists;~~

~~6. An invited representative of any independent pharmacist organization in Florida;~~

~~7. An invited representative of any pharmacy technician organization in Florida;~~

~~8. The President of the Florida Society of Health System Pharmacists; and~~

~~9. Depending on the pharmacy issues under consideration, the Advisory Council's Chair may invite additional representatives whose expertise in other areas of pharmacy practice, not otherwise noted above, is deemed of value to the discussions, with such invitations based upon the budgetary constraints of the Florida Pharmacy Association.~~

~~C. The Student Affairs Council shall be composed of the following:~~

~~1. Two (2) students from each Florida College of Pharmacy (to include the student chair).~~

~~2. Three (3) pharmacists (to include the pharmacist co-chair).~~

~~3. The term of office for each council member shall be for two (2) years.~~

~~4. The terms of membership shall be staggered so that at least one student from each school is appointed each year.~~

~~5. P4 students serving on the council would be encouraged to serve as a pharmacist on the council for the next year.~~

~~6. The chairman, co-chair, and council members shall be selected by the FPA President.~~

~~Article IX (moved to Article XV) Rules of Order~~

~~Robert's Rules of Order shall be the authority on all points of order in the conduct of meetings of the Association. These Bylaws shall not be suspended without the consent of two thirds of the members present.~~

Article IX – UNIT ASSOCIATIONS

Section 1 – UNIT ASSOCIATIONS. Local Units will be recognized as affiliated organizations by the Association based on completion of the criteria as defined in the Policy and Procedure Manual.

Section 2 – REGIONS

The Board of Directors shall establish geographical areas comprised of approximately equal numbers of pharmacists within the State to be termed Regions and will periodically reevaluate the number and size of these Regions. Each region will have an elected Regional Director that will serve on the Board of Directors of the Association.

~~Article X (moved to Article XVI)~~

~~Amendments to Bylaws~~

Amendments to these Bylaws shall be approved by the Board of Directors and proposed by them to the House of Delegates and approved by a two-thirds vote of those voting members present at a regular meeting or special meeting called for that purpose; provided, however, that thirty (30) days notice of that meeting shall be given by the House of Delegates in a manner approved by the Board of Directors.

Article ~~V~~ X - HOUSE OF DELEGATES

Section 1. ESTABLISHMENT OF RULES.

The Association shall recognize, through its Board of Directors, all organizations entitled to representation in the House of Delegates.

The House of Delegates shall adopt rules and regulations for the functioning of the House of Delegates which shall not conflict with the Articles and Bylaws of the Association.

Section 2. OFFICERS. The elected Officers for the House of Delegates (HOD) shall preside over the business of the HOD during the Annual Convention. The Officers will coordinate with FPA staff and Board and House of Delegates Board of Directors to fulfill their function, responsibilities and duties as stated in their policy and procedure manual. Vice Speaker will be elected each year during the meeting of the House.

Section ~~2~~ 3- APPORTIONMENT.

Each organization officially recognized by the Association as being entitled to representation in the House of Delegates shall be entitled to two (2) delegates. Each affiliated Unit Association shall be entitled to these two (2) delegates plus one (1) additional delegate for each fifty (50) members or major fraction thereof, provided that no such association may be entitled to more than seven (7) delegates. ~~The officers of each individual organization shall make a report to the Speaker of the House of Delegates once each year in order to verify the identity and address of the officers and number of members in each organization. An amended report may be made up to thirty (30) days prior to the Annual Conference if a change in membership will change the number of delegates to which the organization is entitled.~~

~~Section 3 - Delegates. The name and address of each official delegate shall be sent to the Speaker of the House of Delegates by the officers of the organization he represents. Each official delegate shall be a member in good standing of the Florida Pharmacy Association. Each delegate shall maintain their membership in the Association during their term of service as a delegate. The usual term of service of all delegates shall coincide with the usual term of office of the President of the Association.~~

Section 4 - MEETINGS.

The House of Delegates shall meet during a the annual meeting of the Association in order to act upon resolutions presented to the Association.

Section 5 - RULES of the House of Delegates.

The House of Delegates shall adopt rules and regulations for the functioning of the House of Delegates which shall not conflict with the Constitution and Bylaws of the Association.

Section 6 - ASSOCIATION POLICY.

The official policy positions of the Florida Pharmacy Association shall be determined by the House of Delegates. Interim policy decisions may be made by the Board of Directors of the Association or the President's Committee, subject to review and approval at the next meeting of the House of Delegates.

Section 7 – ~~Who May Submit a Resolution.~~ RESOLUTIONS.

All resolutions emanating from an individual member or group of members must conform to the resolutions format prescribed by the House of Delegates and bear the name(s) of the sponsor(s) at least one (1) of whom must be present at the House of Delegates session to introduce their resolution by reading. Resolutions must be submitted to the identified FPA staff member and Speaker of the House by the established deadline.

~~Article XI Publishing of Proceedings~~

~~Section 1 – What to be Published.~~

~~The proceedings of the Association, the roll of officers, committees, and members shall be published annually under the supervision of the Executive Vice President and the Board of Directors and a copy of the proceedings sent to each member of the Association not in arrears for membership fees.~~

~~Section 2 – When Published. The Publication of the Proceedings shall be made and copies thereof mailed to members within two months after the close of the annual meeting.~~

Article XI - MEETINGS AND CONFERENCES

Section 1. BOARD OF DIRECTORS MEETINGS. The Chairman of the Board will notify the Board at the annual conference beginning of the year of the scheduled meetings of the Board. There will be a minimum of 4 board meetings per year to conduct Association business. Special Called Business Meetings of the Board can be called in between regular Board Meetings if requested by 5 members of the Board of Directors (Officials and/or Directors). Description of the processes and duties of the Board of Directors Meetings shall be detailed in the Policy and Procedures Manual.

Section 2. PRESIDENT'S COMMITTEE MEETINGS. The President's Committee will meet between Board scheduled meetings to conduct urgent or time-sensitive business of the Association in the event the Board of Directors cannot be convened. Reports of any decisions from this meeting will be made to the Board of Directors at their next scheduled meeting.

Section 3. COUNCIL AND COMMITTEE MEETINGS. Council and Committee meetings will meet regularly throughout the year at the discretion of the chair of each committee to accomplish the objectives set out for that committee. The Association should be encouraged to host a minimum of 2 in person meetings per year and other meetings via telephone or electronically as needed.

Section 4. SPECIAL MEETINGS. Special meetings of the Association may be held from time to time as the business of the Association may require. In order to call a special meeting written request of fifty (50) Regular Members of the Association. Description of the processes and purpose shall be detailed in the Policy and Procedures Manual.

Section 5. CONTINUING EDUCATION CONFERENCE. Continuing Education Conferences shall be scheduled on topics important to membership and the profession of pharmacy in accordance to the vision, mission and core values. Additional educational tracks, special trainings, and programming shall be detailed in the Policy and Procedures Manual.

Section 6. ANNUAL CONVENTION AND EXPO. An annual conference of the Association will be held which will include at a minimum the House of Delegates meeting, business meetings, and introduction and installation for incoming officers. Additional educational tracks, special trainings, and programming shall be detailed in the Policy and Procedures Manual.

~~Article VI Quorum & Proxy Vote~~

~~Section 1 Section 2 -~~

Section 7 QUORUM.

A. Board of Directors Meetings. Attendance by more than 50% of the voting members of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board of Directors.

B. Annual and Special Meetings of the Association. Fifty (50) voting members shall constitute a quorum for the transaction of business at any annual or special meeting of the Association.

~~Section 3 g -~~ PROXY Vote. Any member of the Board of Directors who is unable to attend a meeting of said Board of Directors may, members of the Board of Directors are required to have a proxy present for regular or special Board meetings. If they cannot attend, by giving written notice to the Chairman of the Board of Directors, they shall specify a proxy to cast his their vote at the meeting. Regional Directors Board members must designate as proxy an FPA member in good standing from the same region. Organization directors must designate another FPA member from the same organization. The Chairman must inform the membership present of all written notices of proxy he they has have received as the first order of business. Representation by proxy may not be counted to make a quorum.

~~Article XII~~

~~Expulsion or Removal of Members or Officers~~

~~Any member may be expelled from membership or removed from office for conduct which adversely affects the pharmacy profession the Association or the professional standing of a colleague, or for violating the Constitution or Bylaws. Any officer may be removed from office for non residence, inability or unwillingness to perform his duties of office. No person shall be expelled or removed except by a two thirds vote of all members of the Board of Directors present at a regular meeting or~~

a special meeting called for such purpose and after he shall be given an opportunity to be heard in his own defense.

Article XI XII - PUBLISHING OF PROCEEDINGS

Section 1 - What to be Published. CONTENT.

The proceedings from all Board and Council meetings of the Association, the roll of officers, committees, and members shall be recorded and the minutes published and made available to the membership annually under the supervision of the Executive Vice President and the Board of Directors and a copy of the proceedings sent to each member of the Association not in arrears for membership fees.

Section 2 - REPORTS. Proceedings of the Annual Conference, Annual Report, Budget and Finance Report, and actions on policy from House of Delegates shall be recorded and made available to the membership following the Annual Conference.

Section 2—When Published.3 – DEADLINE. The Publication of the Proceedings shall be made and copies thereof mailed available to members within two months after the close of the annual meeting.

Article XIII - NOMINATIONS AND ELECTION

Section 1 –Procedure for NOMINATIONS.

Members in good standing may be nominated for office by any other Association member. No member may nominate more than 1 person per position. Regional Directors must be nominated by a member from the same region vetted by their Local Unit Association. All proceedings and requirements of the positions and the process by which the nominations and elections shall be conducted will be described in the Policy and Procedures Manual.

A Nominating Committee will be appointed by the President by September 1st of each year. The committee will consist of the immediate Past Chairman of the Board of Directors, who will serve as Chairman, and a representative from each FPA standing council. No member serving on the committee shall be eligible to run for office. The committee will establish guidelines. Subdivisions or any FPA member in good standing may nominate one person for the office of President Elect and one person for the office of Treasurer and one person for the office of Regional Director and one person for the office of Student Director and one person for the office of Technician Director. The Treasurer shall serve a two year term and may succeed to one consecutive term of office in that capacity. With the exception of the Student Director and Technician Director, a nominee must be a Florida licensed pharmacist. The Student Director must be a licensed Florida Pharmacy Intern. The Technician Director must be a registered Florida Pharmacy Technician. All nominees must be in good standing with the Florida Pharmacy Association and the Florida Board of Pharmacy. The election process will be conducted by mail or electronic balloting. A Board of Canvassers composed of three (3) Past Presidents of the Florida Pharmacy Association appointed by the President, together with the Executive Vice President, shall tally the ballots. Balloting will be according to the following time schedule.

Nominations shall be received at the Association headquarters not later than September 1st of each year together with a biographical sketch and a picture.

Section 2—Procedures for Election

Section 2. ELECTION. There shall be an election held for the positions President-Elect, Regional Directors, Treasurer, Technician Director as needed based on appropriate terms.

With the exception of Student Director, the Executive Vice President of the Association shall determine every active member of the Association who, as defined in the Constitution, is qualified to vote by November 30, and shall issue to every active voting member a ballot which will contain the names of the nominees for President-Elect, Treasurer, Regional Directors, and Technician Director together with a biographical sketch and a picture, no later than January 1. The ballot for the position of Student Director shall be issued to every active Florida College of Pharmacy student FPA voting member.

A. The qualified membership shall submit an electronic ballot or mark, seal and mail a paper ballot to the address specified on the ballot by January 31.

B. With the exception of the Student Director, by the end of February the Board of Canvassers shall open and tally the ballots. The nominees receiving the majority of the votes shall be declared elected. If no single nominee shall receive a majority of the votes cast for the office, a run-off election shall be held between the nominees receiving the two highest number of votes for each office in the following manner.

(1) A second ballot shall be prepared containing the names of the nominees receiving the two highest number of votes for each office affected, together with biographical sketch and a picture. The Executive Vice President shall issue these ballots to every active member of the Association who is qualified to vote, at least thirty (30) days in advance of the annual meeting.

(2) The active qualified membership shall submit an electronic ballot or mark, seal and mail an approved paper ballot to the address specified on the ballot by seven (7) days prior to the annual meeting.

(3) The ballots cast in the run-off election shall be tallied no later than the close of the first general session of the annual meeting by the Board of Canvassers. The nominee receiving the majority of votes shall be declared elected.

(4) If a tie vote should occur in the run-off election, a general election will be held at the last general session of the annual meeting with a majority vote deciding the winner.

C. For the position of Student Director by the end of February, the Board of Canvassers shall tally the ballots submitted by students from each Florida College of Pharmacy. Each College of Pharmacy will have one collective vote for the Student Director as determined by majority vote from each respective school. In the event a nominee does not receive the majority of votes, the Student Affairs Council will make a recommendation to the FPA

President to cast the tie-breaking vote after the ballots were counted.

Section 3—Elections of Board of Directors Regional Directors.

Section 3. BALLOTS. The names included on the ballot will be reviewed by the Nominating Committee and presented to the Board of Directors for approval. Ballots will be mailed or electronically sent to every member eligible to vote which will include the slate of candidates and indicate the last date ballots will be accepted as valid. The Canvassing Committee shall count the

ballots and determine the successful candidate for each position. Details on the balloting and elections process shall be described in the Policy and Procedures Manual.

~~Nine Board of Directors shall be elected according to regional requirements and shall serve a two-year staggered term. A Nominee must be a Florida licensed pharmacist in good standing with the Florida Pharmacy Association and the Florida Board of Pharmacy. In the event that the Board of Directors Regional Director cannot fulfill the duties of the office, the President will appoint a replacement with the approval of the Board of Directors to complete the Director's term of office or until an election is held. Elections for regional directors shall be held such that directors representing even numbered regions shall be elected in even number years, and directors representing odd numbered regions shall be elected in odd number years. All newly elected Board of Directors Regional Directors shall take office on the last day of the annual meeting and shall continue in office until the last day of the annual meeting of the second ensuing year.~~

~~Section 4— Elections of Student Director. The Student Director shall be elected according to Article VIII Section 2 Subsection C requirements and shall serve a two-year term.~~

~~A Nominee must be a Florida licensed pharmacy intern in good standing with the Florida Pharmacy Association and the Florida Board of Pharmacy.~~

~~Section 5— Elections of Technician Director. The Technician Director shall be elected according to Article VIII Section 2 Subsection B requirements and shall serve a two-year term.~~

~~A Nominee must be a Florida Licensed Pharmacy Technician in good standing with the Florida Pharmacy Association and the Florida Board of Pharmacy.~~

Section 6 4. ASSUMPTION OF OFFICE.

Candidates chosen by the membership and verified by the Canvassing committee will assume the office they have been elected for at the Annual Conference during a ceremony to swear in Officers and Directors or at the next opportunity for such meeting to take place as described in the Policy and Procedures Manual.

~~All newly elected officers shall take office on the last day of the annual meeting, and shall continue in office until the last day of the annual meeting of the next ensuing year. All newly elected Board of Directors Regional Directors shall take office on the last day of the annual meeting, and shall continue in office until the last day of annual meeting of the second ensuing year. The President-Elect shall assume the duties of the President on the last day of the annual meeting of the year following his election as President-Elect.~~

Article XIV

Duties of Officers.

Section 1. President. The President of the Florida Pharmacy Association:

- I. Sets goals, themes and topics to be addressed by the councils/committees and chairs.
- II. Announces appointments of council/committee members and chairs for standing councils/committees.
- III. Chairs a leadership retreat, if funding allows, with incoming council/committee chairs and leadership to serve as an introduction to the President's theme and goals for the year.

~~IV. Chairs the President's Committee that reviews and decides on issues in between Board of Directors meetings~~

~~V. Shall form and appoint members to ad hoc committees, on an as needed basis, to address topics of concern to the profession.~~

~~VI. Participate in the Budget and Finance Committee and appoints the one at-large member, in coordination with the President's Committee.~~

~~VII. May appoint delegates to represent the FPA and Florida Pharmacy to other state or national associations, governmental and/or other commercial bodies.~~

~~VIII. Represents the FPA by attending appropriate pharmacy-related events and activities.~~

~~IX. Uses all forms of communication to relate issues and topics to FPA membership and stakeholders. This communication includes contributions to the Florida Pharmacy Today Journal, STAT newsletter, website, or other media as issues require.~~

~~X. Appoints the Nominating Committee.~~

~~XI. Appoints the Canvassing Committee.~~

~~XII. Presides and Chairs the annual business meeting at the convention.~~

~~XIII. Presides over and inducts the Board of Directors at the President's breakfast.~~

~~Section 2. President Elect. The President Elect of the Florida Pharmacy Association:~~

~~I. Chairs the Advisory Council on Pharmacy Practice meeting.~~

~~II. Substitutes for the President in the event the President is unable to participate in activities.~~

~~III. Reviews and approves the slate of officers of the political action committee Board of Directors.~~

~~IV. Considers selection of upcoming council/committee members and chairs for standing councils/committees.~~

~~Section 3. Chairman of the Board. The Chairman of the Board of the Florida Pharmacy Association:~~

~~I. Coordinates recommendations from Advisory Council on Pharmacy Practice.~~

~~II. Chairs the Board of Directors meeting.~~

~~III. Ensures the President Elect reaches out to the chairs of FSHP L & R Committee and the FPA GAC and invites them to attend each meeting.~~

~~Section 4. Treasurer. The Treasurer of the Florida Pharmacy Association:~~

~~I. Will work with the Executive Vice President and President to develop an annual budget for presentation to the Budget and Finance Committee and/or President's Committee;~~

~~II. Will review the Association's expenditures and receipts prior to each Board of Directors meeting;~~

~~III. Has oversight authority of the Budget and Finance Committee and will provide written certification to the Board of Directors during each Board of Directors Meeting;~~

~~IV. Will as immediate past treasurer, serve on the Nominating Committee as an Ex-Officio member to screen nominees for the position of Treasurer and President Elect;~~

~~V. Will make a written Annual Report to the membership and present an oral report at the Annual Business meeting and be prepared to respond to questions;~~

~~Section 5. Speaker. Speaker of the House of Delegates of the Florida Pharmacy Association~~

~~I. Will preside over the meetings of the House of Delegates~~

~~II. Will ensure a quorum is established, call the meeting to order, maintain proper decorum, and proceed under Roberts Rules of Order~~

~~III. Will be a delegate in case there is a tie breaker situation~~

~~IV. Will be responsible for producing a report of the actions of the House of Delegates to the members of the Florida Pharmacy Association~~

- ~~Section 6. Vice Speaker. Vice Speaker of the House of Delegates of the Florida Pharmacy Association~~
- ~~I. Will assist the Speaker in the performance of the Speaker's duties and/or perform such as specified by the House of Delegates.~~
 - ~~II. In the event of a vacancy in the position of Speaker of the House, or in the event the Speaker is unable to perform the duties of the office during a meeting of the House of Delegates, the Vice Speaker shall assume the duties of the Speaker.~~
 - ~~III. Will be the FPA liason to local affiliated units and conduct their meeting at the FPA Annual Meeting.~~
 - ~~IV. Will be elected during the FPA Annual Meeting by the House of Delegates~~

Article ~~IV~~ XIV – AFFILIATED CORPORATIONS

Section ~~3~~ 1- FOUNDATION.

There shall be a foundation, the purpose and functioning of which shall be as described in the foundation's constitution and bylaws. The Chief Executive Officer of the foundation shall report on the foundation's activities at each meeting of the Board of Directors.

Section ~~4~~ 2- Florida Pharmacy Today Corporation. There shall be a Florida Pharmacy Today Corporation, the purpose and functioning of which shall be as described in the Florida Pharmacy Today Corporation constitution and bylaws. The Chairperson of the Florida Pharmacy Today Corporation shall report on the Journal Board's activities at each meeting of the Board of Directors.

Article XV – Academy of Pharmacy Practice

Section 1 – Academy of Pharmacy Practice. There shall be an Academy of Pharmacy Practice developed for each individual practice setting. These Academies shall be recommended and approved by the Board of Directors for inception. The purpose of these sections of the Academy is to provide a forum for the exchange of ideas and to provide representation for Association members with differentiated pharmacy practice and business interests. The Academy is entitled to 2 delegates per section, to the FPA House of Delegates.

Section 2 - The Academy of Pharmacy Practice shall have a Board of Directors composed of the Chairperson and Chairperson-elect of each section. The Academy shall establish their bylaws, dues structure and process for election of officers to be presented to the Board of Directors for approval. The Academy bylaws shall not conflict with the constitution and bylaws of the Association.

Section 3 - Each Academy may elect to develop an account within the FPPC. Contributions from Academy members, if specified, shall be placed into their respective accounts. The Academy Board of Directors shall be responsible for allocation of funds.

Section 4 - Members of the Academy shall be members in good standing with the Florida Pharmacy Association

Article ~~X~~ XVI – RULES OF ORDER

Robert's Rules of Order shall be the authority on all points of order in the conduct of meetings of the Association. These Bylaws shall not be suspended without the consent of two-thirds of the members present.

Article ~~X~~ XVI - AMENDMENTS TO BYLAWS

Amendments to these Bylaws shall be approved by the Board of Directors and proposed by them to the House of Delegates and approved by a two-thirds vote of those voting members present at a regular meeting or special meeting called for that purpose; provided, however, that thirty (30) day notice of that meeting shall be given by the House of Delegates in a manner approved by the Board of Directors.