

HOUSE OF DELEGATES BYLAWS



2017

FLORIDA PHARMACY ASSOCIATION HOUSE OF DELEGATES BYLAWS

ARTICLE I

Name: The name of this body, as an official arm of the Florida Pharmacy Association, shall be the House of Delegates to the Florida Pharmacy Association, and shall hereinafter be referred to as the House of Delegates.

ARTICLE II

Objectives:

- a) To establish policy positions for the Florida Pharmacy Association.
- b) To develop for ratification by delegates policy/position statements of the Florida Pharmacy Association.
- c) To establish better communications between all persons affiliated with the profession of pharmacy in the State of Florida.
- d) To provide a forum in which persons affiliated with the profession of pharmacy in the state of Florida may find expression on a state level through their local pharmacy associations.

ARTICLE III

Section 1. Officers and Qualifications - The officers of the House of Delegates shall be a speaker, vice-speaker, secretary three directors, and immediate past speaker. The FPA President-Elect shall serve as an ex-officio member of the Board.

- A. Each person elected as vice-speaker by the House of Delegates must meet the same qualifications of membership in the FPA as required of the delegates to the House of Delegates and must either
 - a. be a Florida licensed pharmacist in good standing with Florida Board of Pharmacy and
 - b. be actively involved in the pharmacy profession in Florida and be a resident of the State of Florida.
- B. Each person elected as a director by the House of Delegates must meet the same qualifications of membership in the FPA as required of the delegates to the House of Delegates.

Section 2. Selection of Officers - The Chairperson of the Board of Directors will be the immediate past speaker of the House of Delegates. The Executive Vice President of the Florida Pharmacy Association will assume the office of secretary of the House of Delegates. The vice-speaker and one director will be elected each year at the annual meeting of the House of Delegates, by plurality vote of the delegates present.

Section 3. Term of office - The usual term of office of the speaker shall be for one year and coincide with the usual term of the office of the President of the Florida Pharmacy Association. The usual term of office for the vice-speaker shall be for one year and coincide with the usual term of the office of the president-elect of the Florida Pharmacy Association. The usual term of

office for the director shall be three years. The term of office for each director shall be such that one director will finish his term of office each year and one director elected each year.

Section 4. Assumption of Office - All newly elected officers shall take office at the last session of the House of Delegates Annual Meeting. The vice-speaker shall assume the duties of the speaker at the end of the last session of the House of Delegates of the year following election as vice speaker.

Section 5. Duties of Officers

- A. The chairperson shall preside over all meetings of the Board of directors and such other duties as are normally incident to such office.
- B. The speaker shall preside over all the meetings of the House of Delegates and all meetings of the Board of Directors in the absence of the chairperson. The speaker shall be the spokesperson for the House of Delegates and shall advocate all positions adopted by the House before the Executive Committee. The speaker shall appoint any committee needed to carry on the work of the House of Delegates and shall function as an ex-officio member of each committee. The speaker shall perform all other duties normally incident to such office. The speaker has the ability to select a parliamentarian.
- C. The vice-speaker shall preside at the meetings of the House of Delegates in the absence or inability of the speaker. The vice-speaker shall perform all other duties normally incident to such office.
- D. The secretary shall keep a record of the minutes of the meetings of the House of Delegates, a roll of all delegates, and a record of all information and applications from organizations applying for representation in the House of Delegates. The secretary shall keep a record of any funds of the House of Delegates and shall keep any other records and perform such other duties as are normally incident to such an office.
- E. The directors shall attend all sessions of the House of Delegates unless excused by the Speaker. The directors shall be responsible for monitoring progress on all adopted directives of the House of Delegates; shall assist in the development of policy/position statements of the Florida Pharmacy Association; shall supervise the annual maintenance of the Policy Manual of the House of Delegates; shall oversee the dissemination of all materials relevant to the business of the House of Delegates and other duties as specified by the speaker of the House of Delegates.
- F. The directors shall meet before the Annual Meeting to accept, accept with modifications, or return the proposed resolutions:
 - 1.) proposed resolutions accepted with modifications by the directors shall be sent to the sponsors(s). The sponsor(s) shall have thirty days within which to respond whether they disagree with the modifications. The sponsor(s), should they disagree with the modification shall indicate in writing their disagreement where upon the proposed resolution as originally submitted shall be introduced. Should the sponsor(s) fail to respond the proposed resolution as modified by the board of directors shall be introduced.

2) proposed resolutions returned by the directors to the sponsors shall state the reasons for such return and shall not include such resolution on the House agenda for the consideration of resolutions. Notwithstanding such return the sponsor(s) may introduce the resolution as new business. Items of new business require the consent of a 2/3 majority of the House of Delegates.

Section 6. Replacement of Directors – In the event of vacancy due to death, resignation, or lapse of FPA membership the unexpired term of a directorship shall be filled by election at the next annual meeting of the House of Delegates. The unexpired term of a directorship may also be filled by election upon the recommendation of the House of Delegates Board of Directors for an unexcused absence from a session or sessions of the House of Delegates and approval by the House of Delegates or by interim appointment by the Speaker of the House until the next annual meeting of the Delegates.

ARTICLE IV

House Rules:

1. A resolution may be withdrawn without reading of the resolution into business.
2. The reading of the resolution does not require a second.
3. A motion to refer is debatable.
4. No motion to table will be entertained at the final session of the House.
5. The recognition of non-delegates to speak before the House will be at the discretion of the speaker.
6. Candidates for House Board of Directors seats and Vice-Speaker will be given two minutes to "introduce" themselves to the House before voting at the final session of the House.
7. If unit associations or affiliated organizations do not notify the FPA of the number of their membership in order to determine the number of delegates no later than one month before the annual meeting only two delegates will be seated.
8. All delegates must register for the House of Delegates at least 30 days prior to the meeting start date.
9. Amendments must be presented in writing to the Speaker. There are no friendly amendments.
10. Sponsors of items of New Business shall provide copies of the new business item in sufficient quantities for distribution to each delegation of the House prior to the last day of the session.
11. A motion "To Call the Question" will be considered a "vote" unless someone objects. If there is an objection, the motion will be voted on and

will require a 2/3 vote to pass.

ARTICLE V

Procedural Guidelines:

1. The speaker will make a report on the most recent action of the previous year(s) resolutions at the first session of the House.
2. The speaker will follow-up on the most recent action of passed resolutions and provide a progress report to each association 60 days prior to the next year's resolution deadline.
3. 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 - Affiliated and Invited Organizations

Organizations entitled to representation in the House of Delegates include affiliated unit associations and invited organizations. These organizations are entitled to voting privileges as defined by Article V, Section 2 of the Florida Pharmacy Association Bylaws.

Should an affiliated unit association fail to send delegates to the House of Delegates for two consecutive years, the House of Delegates Board of Directors shall make a determination of the unit association affiliation status. Upon completion of this determination, the House of Delegates Board of Directors may suspend the unit association's affiliation agreement. A suspended unit association will be recognized as an invited organization and therefore receive correspondence from the Florida Pharmacy Association and be entitled to voting rights.

Any unit association which has had its affiliation with the FPA suspended may submit a written statement expressing its desire to reactivate its affiliation with the FPA at which time the unit association shall revert to affiliated status automatically.

Should an invited organization fail to send delegates to the House of Delegates for two consecutive years, the House of Delegates Board of Directors may suspend the organization. A suspended organization will no longer receive correspondence from the Florida Pharmacy Association and will not be entitled to voting rights.

Any invited organization which has had its voting rights suspended may submit a written statement expressing its desire to be re-seated in the House of Delegates. Those voting rights will automatically be restored if it sends at least one delegate to the next scheduled session of the House of Delegates.

Article VII – Ex-officio Delegation

An ex-officio delegate as defined in this section is entitled to a seat with voting privileges in the House of Delegates and will not be counted in defining the number needed for a quorum.

Ex-officio delegates are not seated as part of the invited or affiliated organization

delegations

Ex-officio delegates shall provide to the Speaker of the House of Delegates their name and address at least 30 days prior to the Annual Conference

Any past president of the Florida Pharmacy Association who is a member in good standing may qualify as an ex-officio delegate

Updated: 2003, 2006, 2010, 2013, 2017