



House of Delegates Rules (Adopted 6/75; Amended 6/82, 6/84, 6,93, 6/03, 5/16)

Rule I

Component Organizations

Any organization of Pharmacists in Minnesota must have among its membership fifteen or more persons who are members of the Minnesota Pharmacists Association before it will be considered by the House for component organization status.

Rule II

Determination of Delegate Strength

1. Each year, at least 60 days prior to the Annual Meeting of the Districts, the Secretary of the House shall notify the Chairman of each District as to the number of Delegates to which such District is entitled for the coming year. This number will be based upon membership data compiled following the July billing cycle prior to the annual meeting.
2. Each year, at least 60 days prior to any meeting of the House of Delegates, the Secretary of the House shall notify the President of the Minnesota Student Affiliate and any other recognized affiliate as to the number of delegates to which the group is entitled.

Rule III

Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order shall govern the House in all cases to which they are applicable and in which they are not inconsistent with the Bylaws of the association and any special rules of order the House may adopt.

Rule IV

Consideration of Committee Reports

1. All reports submitted to the House of Delegates by policy committees shall be received at the first session of the House.

Rule V

New Business

1. Any matter to be presented as new business shall be presented to the Secretary of the House in writing not less than 24 hours before the final session.

Rule VI

Final Report of the House of Delegates

The final report of the House of Delegates will be approved by the MPhA Board of Directors.

Rule VII

Policy Categorization

1. Policy adopted by the MPhA House of Delegates shall be categorized into one of the three categories through an Archiving Process administered by the Policy Committee(s):
 - a. **ACTIVE:** policies currently supported by MPhA
 - b. **INACTIVE:** policies supported by MPhA that: 1) call for a specific action that has been completed; OR 2) have been rendered moot by historical distance or reference.



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- c. **REPEALED/AMENDED:** policies that: 1) are no longer supported by MPhA; OR 2) have been amended; OR 3) have effectively been replaced by a more recent policy which directly contradicts a previous policy.
Once assigned to this category, these items shall no longer constitute Association policy and shall be maintained by the Association as a matter of historical record only.
2. Until such time that it has been considered at least once through the Archiving Process, a policy shall be categorized as "EXISTING." At such time that all "EXISTING" Policy items passed before 2004 have been reviewed through the Archiving Process, this policy category shall cease to exist and any "EXISTING" policy that may remain at that time shall be automatically categorized as "ACTIVE."

Rule VIII

Archiving Process

1. Each year, the Policy Committee(s) shall prepare a report recommending to the House of Delegates categorization of policies that have been passed in the previous year(s). House deliberation and action on this report shall be limited to the proposed categorizations only; referral or amendment of the proposed categorizations shall not be in order. Amendments to original policy language shall not be allowed during consideration of this report.
2. The report shall be considered and voted on in its entirety. A simple majority shall be required to approve the recommendations contained in the report
3. In advance of final House acceptance of the report, a delegate who disagrees with proposed categorization of any particular policy item in the report may take motion to remove an individual policy item from the report. A second to this motion shall not be required. After limited debate, a vote shall be taken. A simple majority removes the item in question from the report, effectively referring that time back to the Policy Committee for future consideration.
4. All "active" and "inactive" policy shall be reviewed through the Archiving Process at least once every three years. New policies adopted during a particular year shall be reviewed annually for two years and then at least once every three years thereafter.
5. Policies that are amended through House action at any time shall automatically pass into the "Repealed/Amended" category by virtue of majority vote to amend. In these cases, reference to the succeeding policy shall be maintained for the historical record.

Process for Submitting New Business



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New Business Item Submitted

New business items are submitted by individual members, MPhA Districts, or MPhA Academies. New business items submitted prior to the session of the House are then re-directed to one of the two MPhA policy committees for recommendation. New business items can also be brought directly to the House as long as they are received at least 24 hours prior to the session.

<p style="text-align: center;">Professional & Organizational Affairs</p> <p>The Professional & Organizational Affairs Committee deals primarily with issues related to the administration and operation of the association. The committee also addresses issues related to the professional education and advancement of pharmacists.</p>	<p style="text-align: center;">Public Affairs</p> <p>The Public Affairs Committee is a combined committee that deals with legislative and regulatory issues and policy implementation.</p>
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House of Delegates Session

New business is considered, acted upon, and entered into the Formal Record of the House. House reviews all actions by the Board of Directors since the last session.

Designation, Board Review, and Implementation

Speaker of the House and President designate a path of implementation / initial review for each new passed resolution depending on the nature / wording of the statement or as designated by the House.

Policy	Board Directives	Administrative/Operational	Recognition & Acknowledgement
<ul style="list-style-type: none"> ■ House identifies general position statement based on background through passage of resolution. ↓ ■ President refers to committee to further develop background & rationale. ↓ ■ Committee reports back to Board a recommended policy supporting the House of Delegates position. ↓ ■ Once approved by Board, the position statement is added to the MPhA Policy Manual and reported back to the House of Delegates. 	<ul style="list-style-type: none"> ■ President brings directives to the Board of Directors. ↓ ■ Board of Directors reviews directive and determines appropriate course of action. ↓ ■ Board reports back to the House of Delegates on action taken. 	<ul style="list-style-type: none"> ■ House identifies recommended changes to Constitution and Bylaws, or internal structure or function of MPhA. ■ President and/or board reviews recommended changes and determines appropriate course of action (e.g., vote of membership for Bylaw change). ■ President/Board reports back to the House of Delegates on action taken. 	<ul style="list-style-type: none"> ■ Letter of recognition/ acknowledgement sent by Speaker of the House or other MPhA official as appropriate.

Policy Review / Archiving Process

Policy committee[s] review all items in the Formal Record of the House at least once every three years and recommend categorization to the House as “active”, “inactive”, or “repealed” as defined by House Rules.