



# Delegate Primer

Jesse H. Hogue  
Chair, ASHP House of Delegates  
June 7, 2025



**Transforming Pharmacy Practice**  
TODAY AND TOMORROW

#ASHPFUTURES25

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## Objectives

- Review Delegate’s Role and House Agenda
- Review Common Parliamentary Procedures
- Review House Processes
- Describe House Etiquette
- Describe Electronic Voting Procedure
- Conduct Role Playing of House Processes
- Review Important Events for Delegates



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## Your Role as a Delegate

- Review and Oversee Professional Policy
- Understand Issues on House Agenda
- Provide Perspective of ASHP Members
- Report Outcomes to ASHP Members



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## House Agenda - Sunday

- Call to Order, Roll Call, Establishment of Quorum
- Report on Previous Session
- Ratification of Previous Actions
- Reports of Committees on Nominations
- Report of Committee on Resolutions
- Report of the Board of Directors on Policy Recommendations
  - 18 Proposed Policy Actions
- Report of the Treasurer
- Recommendations of Delegates
- Announcements
- Adjournment of First Meeting



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## House Agenda - Tuesday

- Call to Order and Establishment of Quorum
- Report of the Committee on Resolutions
- Unfinished Business (amended policies)
- New Business (if submitted)
- Report of the President and the Chief Executive Officer
- Recommendations of Delegates
- Installation of Officers and Directors
- Announcements
- Adjournment of Second Meeting



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## Commonly Used Parliamentary Procedures

- **Unanimous Consent**
  - “Without objection” or “If there is no objection,” or “Is there any objection to...?”
  - Examples: considering the proposed policies in the order presented in the Board Reports on Councils; minor editorial change
- **Amend**
  - Motion used to propose language changes to a policy



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## Commonly Used Parliamentary Procedures

- **Point of Order**
  - Motion used to call a violation of the rules to Chair's attention
- **Parliamentary Inquiry**
  - Motion used to request Chair's opinion on a matter of House procedure as it relates to business at hand



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## House Actions on Policy Proposals

- House will approve, amend, refer, or defeat each proposed policy
- If a proposed policy is approved, with no amendments, it becomes ASHP policy
- If a policy is referred or defeated, the reason shall be noted, and the item will be returned to the Board of Directors for further review



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## House Actions on Policy Proposals

- If a policy is amended, the Board of Directors must “duly consider” any amendments during its Tuesday morning meeting
- The Board of Directors reports on its “due consideration” at the Tuesday meeting of the House (“Unfinished Business”)
- Amendments accepted by the Board are reported but no action is required – “Unanimous Consent” procedure utilized
- For amendments not accepted by the Board, for which revised language is offered, House then votes to adopt, not adopt, or reconsider the Board of Directors’ actions on amended policies



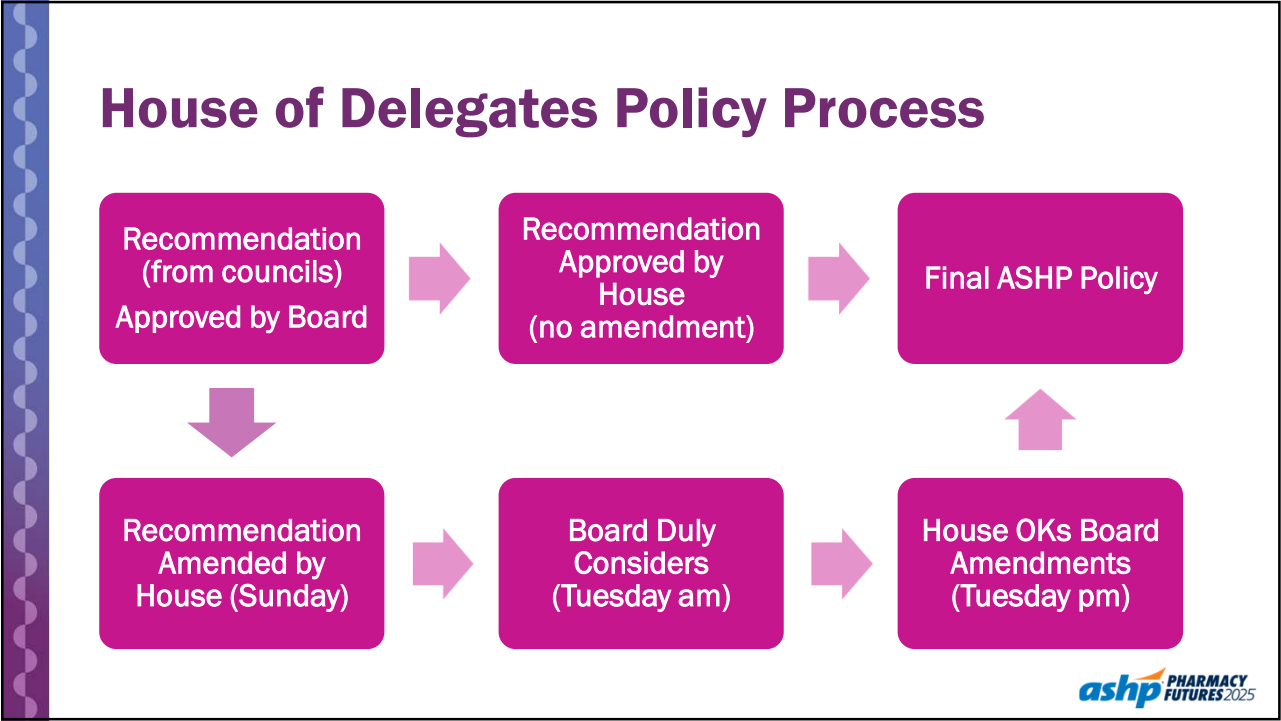
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## Board-Revised Policies

- Board-revised policies presented as a block for discussion
- Chair may ask if any delegate wants to separate an item for consideration and voting (motion to “Divide the Question”)
  - Chair may propose separation using “Unanimous Consent” to avoid this process
- Board-revised policies not separated are voted on “en bloc” (all together) first (voice vote)
- Separated policies then acted upon individually



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### How to Amend a Policy Proposal

- Collaborate at first caucus (or earlier) to arrive at consensus amending language (!)
- Use amending language form found on computers in delegate workroom (Room W201B) and on Connect and ASHP websites
- Submit proposed amendments:
  - To staff at First Caucus or in delegate workroom (printed or email), or
  - If within 1 hour of the first meeting, to staff at side table (printed only)

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## How to Amend a Policy Proposal

- When Chair asks if any delegate wishes to discuss or amend a recommendation:
  - go to microphone, identify yourself, and state the policy you propose to amend
  - describe your amendment
  - text of amendment will be projected based on form submitted
  - motion to amend requires a second
- Each amendment is debated and voted on separately
- The policy, as amended, is then voted on



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**Any questions so far?**

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## What is a Recommendation?

- Submitted using Recommendation Form on HOD website or workroom computers; printed copy submitted at meeting
- A topic identified by the delegate for further review and possible policy development
- Received during both meetings of the House (if time allows)
- Delegate reads only the title of the recommendation
- No action by the House this year
- Automatic referral to the relevant group in ASHP



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## What is a New Business Item?

- Submitted using New Business Item Form on HOD website or workroom computers, or using paper form in delegate workroom, to the onsite ASHP Executive Office (Room W204B) by 4 p.m. ET Monday
- House decides whether any further action or review should take place (approves or defeats)
- Automatic referral to the Board of Directors (report to House at next session)
- Debatable and amendable



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## How to Research ASHP Policy Positions

- Review existing policy when drafting an amendment, a recommendation, or new business
- Policy positions posted on ASHP website: “Policy Positions and Guidelines”
- Browse by topic or download and search Word file of all policy positions



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## Electronic Voting

- Chair will usually begin with a voice vote
- Electronic voting used at Chair's discretion
- Individual keypads for each delegate
- Results will be projected on the center screen
- Red voting cards may be used as an alternative



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## Delegate Etiquette (Do's)

- Provide amendments before the meeting begins!
  - By 12:30 p.m. on Sunday
- Come to a microphone to be recognized by the Chair
- When recognized, state your name, constituency represented, and purpose



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## Delegate Etiquette (Do's)

- If responding to a motion on the floor (e.g., an amendment) state:
  - "I support..." and provide additional information; or
  - "I do not support..." and provide information
- Delegate may only speak on the same motion twice and cannot speak a second time so long as another delegate who has not spoken on that motion desires the floor



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## Delegate Etiquette (Do's)

- Ask questions if you're confused!
- Approach microphone with parliamentary inquiry



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## Delegate Etiquette (Don'ts)

- Don't forget to identify yourself
- Don't move to amend another part of recommendation than the one being considered
- Don't state anything other than the title when making a recommendation
- Don't be afraid to ask questions!



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## Overview of Role Play

- Chair convenes House
- Several nonpolicy-related actions take place (reports, etc.)
- Policy recommendations in reports on CPM moved:
  1. All recommendations moved en bloc
  2. Chair requests unanimous consent to consider in order they appear in Board Report
  3. Recommendations considered in order



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## Overview of Role Play

- Amendment to policy recommendation 1 proposed
- Note regarding amendments:
  - Changes projected (always check for accuracy!)
  - Second required
  - Amendment(s) voted on, then
  - Amended version (main motion) voted on



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## Overview of Role Play

- Point of order when unrelated amendment offered
  - New amendments must relate to current amendment
- Electronic voting used when voice outcome not clear
- Policy 1 (as amended) approved by voice vote
- Policy 2 not amended, approved as submitted
- Proposed amendment to policy 3 ruled nonsubstantive
- Delegates offer recommendations




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## Role Play



(See Script)



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To support drug distribution business models that meet the requirements of hospitals and health systems with respect to availability and timely delivery of products, minimizing short-term outages and long-term product shortages, managing and responding to product recalls, fostering product-handling and transaction efficiency, preserving the integrity of products as they move through the supply chain, and maintaining affordable service costs; further,

To oppose manufacturers, distributors, and wholesalers making availability of drug products contingent on how those products are used; further,

To encourage selection of a wholesale distributor that (1) purchases products only from a manufacturer before distribution to the purchasing end user; (2) is licensed in the state where it is conducting business; (3) complies with the requirements of all applicable laws; ~~the Drug Supply Chain Security Act;~~ and (4) is accredited under the National Association of Boards of Pharmacy Verified-Accredited Wholesale Distributors program.




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To oppose manufacturers, distributors, and wholesalers making availability of drug products contingent on how those products are used by patients; further,

To encourage selection of a wholesale distributor that (1) purchases products only from a manufacturer before distribution to the purchasing end user; (2) is licensed in the state where it is conducting business; (3) complies with the requirements of all applicable laws; ~~the Drug Supply Chain Security Act;~~ and (4) is accredited under the National Association of Boards of Pharmacy Verified-Accredited Wholesale Distributors program.




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To support drug distribution business models that meet the requirements of ~~hospitals and~~ health systems with respect to availability and timely delivery of products, minimizing short-term outages and long-term product shortages, managing and responding to product recalls, fostering product-handling and transaction efficiency, preserving the integrity of products as they move through the supply chain, and maintaining affordable service costs; further,

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To encourage selection of a wholesale distributor that (1) purchases products only from a manufacturer before distribution to the purchasing end user; (2) is licensed in the state where it is conducting business; (3) complies with the requirements of ~~all applicable laws; the Drug Supply Chain Security Act;~~ and (4) is accredited under the National Association of Boards of Pharmacy Verified-Accredited Wholesale Distributors program.




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To recognize that a key objective of pharmacy departments is to provide medication management services across the continuum of patient care, and that pharmacy leaders should proactively evaluate potential business partnerships against this objective; further,

To recognize that hospitals and health-system pharmacy leaders must ensure that business partners meet all applicable patient safety and accountability standards; further,

To provide education and tools for pharmacy leaders to aid in the evaluation of and development of business partnerships; further,

To educate health-system administrators on the importance of pharmacy leadership in evaluating and developing pharmacy-related business partnerships; further,

To encourage health-system pharmacy leaders to consider evolving healthcare financing systems when evaluating and developing business partnerships.



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To affirm the professional responsibility of the pharmacist to ensure patient safety by communicating with other healthcare personnel to clarify and improve medication management; further,

To advocate that hospitals and health systems adopt zero-tolerance policies for intimidating or disruptive behaviors; further,

To encourage hospitals and health systems to develop and implement education and training programs for all healthcare personnel to encourage effective communication and discourage intimidating or disruptive behaviors; further,

To encourage colleges of pharmacy and residency training programs to incorporate training in communications and managing intimidating or disruptive behaviors; further,

To collaborate with other organizations to advocate codes of conduct that minimize intimidating or disruptive behavior in hospitals and health systems.



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# Report of the Treasurer

Report of the ASHP Treasurer

2025 Report of the ASHP Treasurer

Christene M. Jolowsky

The Treasurer has the responsibility to report annually on ASHP’s financial condition to the membership. ASHP’s fiscal year is from June 1 through May 31, coinciding with our policy development process and timetable. This report describes ASHP’s actual financial performance for fiscal year FY2024, projected financial performance for FY2025, and an FY2026 budget status update.

**Fiscal Year 2024 Ending May 31, 2024—Actual**  
ASHP’s FY2024 financial statement audit for the year ending May 31, 2024, was performed by Aprio, LLP. The audit resulted in ASHP receiving the best opinion available, an unmodified opinion.

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# Recommendations of Delegates

Documents for Delegates

House of Delegates Calls

Call for Delegates

Call for Resolutions

House of Delegates Forms

Amending Language Form

Recommendation Submission Form

New Business Submission Form

Caucus Request

- Use form on HOD website (print out!) or on table (write in!)
- Purpose is to request ASHP further examine an issue
- Not a time to debate issues
- Approach microphone, read only the title
- Turn in printed copy at front of room

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## End of Role Play



Thank You, Delegate Thespians!



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## Other Important Events for Delegates


- Caucuses (Sunday 9:30 a.m. and Tuesday 12:15 p.m., Room W206B) – MUST ATTEND!
  - Sunday: Get feedback and collaborate on potential amendments
  - Tuesday: Discuss Resolution, Unfinished Business, and New Business
- ASHP-PAC Luncheon – Monday 11:15 a.m., Room W209F (must contribute in competition)



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## Other Important Events for Delegates

- Meet the Candidates Session – Monday 12:15 p.m., Room W206B
- Delegate Reception – Monday 5:30 p.m., Grand Ballroom C, the Westin Charlotte
  - New Business items will be available
  - Opportunity to discuss business of the House
  - Mostly a social event



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## Questions/Comments



**Please fill out survey!**



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