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MICHIGAN SOCIETY OF COMMUNITY PHARMACISTS

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CHAPTER MANUAL

2025

INTRODUCTION AND PURPOSE

This Chapter Manual is a reference to the operations of MSCP. It is intended to serve as a guide to those leading the Society to facilitate effective and efficient annual transition and operation of the Society. To provide this organization with a foundation, an annual review and revision of this Manual are required.

This Manual is dedicated to the individuals who have contributed over the years to the development of the Society and those who will shape its future.

BYLAWS

Michigan Society of Community Pharmacists

CHAPTER I – ORGANIZATION..

ARTICLE I - NAME

Section 1.—NAME -- The name of this organization shall be the Michigan Society of Community Pharmacists.

ARTICLE II - PURPOSE & OBJECTIVES

Section 1.—PURPOSE -- The Society is the state professional organization of community pharmacists, representing pharmacists practicing in Michigan, cooperating to advance public health, increase access to pharmacist services and improve patient care.

Section 2.—OBJECTIVES -- The objectives of the Society shall be:

A. To provide an opportunity to share information and increase communication between community pharmacists, other healthcare professionals and the public.

B. To develop and conduct programs for the progression of community pharmacy practice and disseminate information to community pharmacists, pharmacy technicians and other support personnel as appropriate.

C. To assist members of the Society in achieving economic, educational, regulatory and professional goals.

D. To advance the professional image of community pharmacists and promote public awareness of the practice of community pharmacy.

CHAPTER II – MEMBERSHIP

ARTICLE I - MEMBERSHIP

Section 1.–MEMBERSHIP CLASSIFICATIONS -- The membership of the Society shall consist of the following members:

A. "PHARMACIST" MEMBER

A pharmacist member shall be an individual who is in active standing with the Michigan Pharmacists Association, has completed the educational requirements to be a pharmacist and provides pharmacy services to patients in community and outpatient practice settings and has identified MSCP as their practice section.

A pharmacist member may vote or hold office.

B. “STUDENT PHARMACIST” MEMBER

A student pharmacist member shall be an individual who is in active standing with the Michigan Pharmacists Association, is a student enrolled in an accredited Doctor of Pharmacy program and identifies with the MSCP practice section.

A student pharmacist member may not vote or hold office.

C. “PHARMACY TECHNICIAN” MEMBER

A pharmacy technician member shall be an individual who is in active standing with the Michigan Pharmacists Association, is licensed or has current PTCB certification and identifies with the MSCP practice section.

Other than the MSPT board representative, a pharmacy technician member may not vote or hold office.

D. "ASSOCIATE" MEMBER

A person not eligible for active membership who is interested in advancing the objectives of the Society is eligible for associate membership.

An associate member may not vote or hold office.

E. “HONORARY” MEMBER

An honorary member is a person who has achieved exemplary distinction for accomplishments in or for pharmacy or the health sciences and elected as an honorary member by the Michigan Pharmacists Association Executive Board and has identified MSCP as their practice section.

An honorary member may not vote or hold office.

CHAPTER III – THE BOARD OF DIRECTORS

ARTICLE I - ORGANIZATION OF THE BOARD

Section 1.—COMPOSITION -- The Board of Directors is the executive governing division of the Society. The Board shall consist of the Chair, President and President-Elect of the Society, eleven (11) at-large Board members, and one pharmacy technician liaison from the Michigan Society of Pharmacy Technicians (MSPT) Board for a total of fifteen (15) voting members.

Section 2.—RESPONSIBILITIES OF THE BOARD -- The Board of Directors shall be vested with the authority and responsibility of conducting the business, administering the finances, holding annual recognition of MSCP members and adopting the positions of the Society. The Board shall appoint other positions necessary to conduct business meetings and functional activities of the Society. The Board shall approve the committees and task forces of the Board. The Board shall establish an attendance and termination policy for members of the Board. It shall fill all vacancies that may occur on the Board. The Board shall report at each business meeting of the Society the actions of the Board and positions of the Society since its last report.

Section 3.—QUORUM OF THE BOARD -- A majority of the members of the Board of Directors shall constitute a quorum.

ARTICLE II - OFFICERS & MEMBERS OF THE BOARD

Section 1.—OFFICERS -- The officers of the Society shall be the Chair of the Board, President, President-elect and the Secretary/Treasurer.

Section 2.—RESPONSIBILITIES OF OFFICERS -- The responsibilities of the respective officers shall include:

A. Chair of the Board – The Chairperson of the Board shall preside at the MSCP Board of Directors meetings; attend all scheduled meetings of the Board of Directors; establish the agenda with input from the President, President-elect, and Secretary/Treasurer. The Chair shall appoint, with the consent of the Board, all committees and task forces of the Board. The term of office for the Chairperson of the Board is one (1) year.

B. President - The President shall preside at meetings of the membership and shall present a report of the actions of the Board at meetings of the membership. The President shall assume responsibilities and duties of the Chair in the absence of the Chair; attends all scheduled meetings of the Board of Directors; serves as Chair of the Nominations Committee. The President shall act as liaison with the Michigan Pharmacists Association and other professional organizations. The President shall serve as MSCP's representative on the MPA Budgeting committee. The President shall assume the office of Chair in the next operational year of the Society.

C. President-elect - The President-elect shall assume all responsibilities and duties of the President in the absence of the President. The President-elect shall serve as an MSCP representative to the MPA Education Committee.; attend all scheduled meetings of the Board of Directors. The President-elect is to be elected by the Board of Directors the fall preceding term of office. The President-elect shall assume the office of the President the next operational year of the Society. The President-elect shall serve as MSCP's representative at the MPA Strategic Planning discussions.

D. Secretary/Treasurer - The MPA staff liaison shall serve as the Secretary/Treasurer. The Secretary/Treasurer shall coordinate the activities, communications, records and management of the Board and Society in consultation with the Board officers; attends all scheduled meetings of the Board of Directors. The Secretary/Treasurer shall not be a voting member of the Board of Directors. The Secretary/Treasurer shall also provide the Board with an update related to MSCP budgetary items at each Board meeting.

Section 3.—MEMBERS OF THE BOARD -- There shall be eleven (11) at-large Board member positions and a Michigan Society of Pharmacy Technicians (MSPT) liaison to the Board of Directors. The MSPT liaison shall be a voting member of the Board. Members of the Board shall attend all scheduled meetings of the Board of Directors.

ARTICLE III - NOMINATIONS, ELECTIONS & TERMS OF OFFICE

Section 1.—NOMINATIONS COMMITTEE -- The President shall appoint, with the consent of the Board of Directors, a Committee on Nominations. The immediate President shall serve as Chair of the Committee on Nominations. It shall be the responsibility of the Nominations Committee to select nominees for each officer and board member position to be voted upon. The membership shall be invited to submit nominees prior to the meeting of the Nominations Committee.

Section 2.—NOMINATIONS -- The Nominations Committee shall submit from the members in good standing nominees for vacant positions on the Board of Directors and two (2) candidates for the officer position of President-elect from the Board members. The Board of Directors shall approve the slate of candidates. The Board of Directors shall elect the office of President-elect.

Section 3.—ELECTIONS -- The Secretary/Treasurer shall distribute ballots to every member of the Society at least sixty (60) days prior to the end of the Society's operational year. The results of the election shall be announced in the next regularly published communication of the Society.

Section 4.—TERM OF OFFICES -- No officer of the Society shall hold the same officer position for more than one term and a partial term if necessary, and no person shall hold two elective offices during the same operational year. Board member positions shall be for three-year terms, with at least three (3) Board vacancies to be filled each year.

CHAPTER IV – GENERAL OPERATIONAL PROVISIONS

ARTICLE I – OFFICIAL SOCIETY MEMBERSHIP MEETING

Section 1.—OFFICIAL SOCIETY MEMBERSHIP MEETING -- The Society shall convene an Annual Meeting each year to conduct the business of the Society. Upon written request to the Board by active membership, a special meeting of the Society may be convened. A special meeting may also be convened at the request of a majority of the Board of Directors, providing notification to the membership occurs at least sixty (60) days in advance of the special Society Membership meeting.

ARTICLE II - VOTING

Section 1.—VOTING -- Voting members of the Society are entitled to vote at any official Society membership meeting(s) of the Society. Motions receiving the affirmative vote of the majority present and voting shall be considered adopted, except as otherwise defined in these Bylaws.

ARTICLE III - ORDER OF BUSINESS

Section 1.–ORDER OF BUSINESS -- The rules of the order for the conduct of the Society's business at an official meeting shall be according to Standing Rules or Robert's Rules of Order, as revised. The presiding officer shall establish the order of business for official Society meetings.

ARTICLE IV - AMENDMENT

Section 1.—AMENDMENT -- A proposal to amend the Bylaws by the membership shall be submitted in writing to the Board of Directors by at least two active members at least ninety (90) days in advance of an official Society membership meeting. The membership shall be notified of the proposed amendment via a general correspondence or notice in an official publication of the Society or the Michigan Pharmacists Association not less than 30 days prior to the next official Society membership meeting. The proposed amendment must be presented at an official Society membership meeting and receive a two-thirds vote of the active members voting to be considered approved and adopted.

Adopted (Feb. 25, 2023)

BOARD OF DIRECTORS

CHAIR

- Serves as Chair of the Board of Directors and presiding officer at all business meetings of the Society.
- Attends all scheduled meetings of the Board of Directors.
- Appoints the Boards of Canvassers.
- Appoints special committees and task forces as deemed necessary by the Board.
- Establishes the agenda for meetings of the Board of Directors.
- Prepares the President for the office of Chair.
- Responsible for all official communications to MPA.

PRESIDENT

- Serves as Chair of the Board of Directors and presiding officer at all business meetings of the Society in the absence of the Chair.
- Attends all scheduled meetings of the Board of Directors.
- Serves as Chair of the Nominations Committee.
- Serve as the Society's representative on the MPA Budgeting committee

PRESIDENT-ELECT

- Attends all scheduled meetings of the Board of Directors.
- Attends the annual Strategic Planning Retreat of MPA

BOARD MEMBER

- Attends all scheduled Board of Directors meetings. If unable to attend, contacts the Chair and Staff Liaison both in advance and after the meeting to provide input and receive feedback and any assignments.

SECRTARY/TREASURER

- Communicates issues between MSCP/MPA.
- Attends all Board meetings and provides MPA representation.
- Coordinates internal mailings/assists in the preparation of agendas, minutes meeting packets, etc.
- Interfaces between other MPA staff members for MSCP needs.

PLANNING A MEETING

BEFORE THE MEETING

- Prepare an agenda (see a sample agenda at the end of this section.)
- Talk over some of the points with members most concerned with the problem—this gives time for thorough review.
- Send out the agenda ahead of time or distribute it at the beginning of the meeting.
- Invite qualified participants to discuss certain areas of the problem prior to group consideration.

DURING THE MEETING

- Call the meeting to order on time.
- See to it that the discussion moves ahead smoothly.
- Speak so that everyone understands.
- Keep order and avoid confusion.
- Address yourself to the group, not to an individual.
- Check temperature, acoustics, etc., of the meeting site.
- Highlight the speaker's remarks and then ask for action.
- Whenever the discussion becomes too complex, refer it to a Committee.
- Ask for free comment, yet politely work away from long opinions.
- If you have a comment, ask for the floor as a participant.
- See that conclusive action is taken on the subjects considered.

AFTER THE MEETING

- Check with the Secretary/Treasurer to be sure the minutes of the meeting are posted to the MPA Executive Board section of the Web site and sent to all MSCP Board members.
- If a topic remains unsolved, be sure an appropriate Committee receives it for further study.

COMMON PROBLEMS IN GROUP DISCUSSION

- Lack of direction
- Repeating points already covered
- Domination by one or two individuals
- Failure to arrive at any conclusion
- Lack of participation on the part of all members
- Emphasis on personalities rather than problems

SOLUTIONS TO SUCCESSFUL GROUP DISCUSSION

<u>Questions to Open Discussion</u>:

- Have we clearly stated the problem?
- Are there any additional facts which we need so that all members will understand the problem?

<u>Questions to Encourage Discussion</u>:

- What other parts of the problem do we need to discuss?
- Even though we have heard from several members, do those who have not spoken wish to add their ideas?

<u>Questions to Limit the Overactive Participants:</u>

- In order that all members may speak, would all members please limit their comments to three minutes?
- You have made some fine contributions. Would someone else like to speak in regard to the problem?

<u>Questions to Keep Discussion to the Problem:</u>

- Your comments are interesting, but I wonder if it is related to the major problem under discussion?
- Where are we now in regard to the major issue under discussion?

<u>Questions to Help the Group Move to a Decision</u>

- Shall we summarize what we have accomplished in our discussion so far?
- Am I correct in stating that we have reached an agreement on the following points (summarize)?

PLANNING THE EFFECTIVE COMMITTEE MEETING

The environment of the Committee meeting, as well as the background materials necessary for good decision-making, contributes to the Committee's ability to carry out its mission.

Here are some points to keep in mind about logistics:

- The meeting place should be conveniently located for all Committee members.
- The agenda should be sent out well in advance of the meeting (10 days to two weeks).
- Whenever possible, the group should act by consensus.

MEETING ETIQUETTE

It is recommended that MPA Section Boards meet four times a year at the MPA headquarters in Lansing and, most likely, not during the months of June, July and August. It is a good practice to hold the meeting at the same time each month, e.g., the first Wednesday of each month, and the suggested start time is 10 a.m. Meetings include lunch for the group and usually adjourn by 3 p.m.

SAMPLE

AGENDA

MSCP BOARD OF DIRECTORS MEETING
Day, Date – Time
Virtual

1.0 Call to Order/Roll Call/Introductions

2.0 Additions to/Approval of Agenda

3.0 Approval of Previous Meeting Minutes

4.0 MPA Annual Convention & Exposition
  4.1 MSCP Annual Meeting and Luncheon
  4.2 MSCP Programming

5.0 MSCP Articles
  5.1 *The Community Connection* (June, October)
  5.2 Journal

6.0 New Business
  6.1 MSCP Candidates for MPA Executive Board
  6.2 MSCP Pharmacist of the Year Award
  6.3 House of Delegates Resolutions
  6.4 Legislative Update
  6.5 E-prescribing Update
  6.6 Community Pharmacy Accreditation Update
  6.7 PBM Discussion
  6.8 Miscellaneous

7.0 Annual Convention & Exposition

8.0 Old Business

9.0 Meeting Schedule for 2014

10.0 For the Good & Welfare

11.0 Adjournment

PARLIAMENTARY PROCEDURE

The rules of parliamentary procedure can hardly be condensed to a few pages, but what follows at least defines a few terms and outlines some common sequences in meetings. It is based on *Robert's Rules of Order*, which is the most familiar manual of procedure in the country. Knowledge of parliamentary procedure cannot take the place of a thorough understanding of the bylaws, which should be studied by the members as well as by the officers.

USAGE

Parliamentary procedure is traditional; it helps large groups of strangers arrive at decisions intelligently and fairly and in accordance with their own previously decided rules. Small groups (boards, committees) can usually gloss over many formalities with little loss, except where important decisions are to be made or where the law is involved. Large groups can hardly avoid procedure without the danger of either tyranny or anarchy. Some people use parliamentary rules to confuse and delay a meeting out of malice, special interest, or simple self-importance. Rules, however, are for the protection of the individual, the minority, and even the majority against unfairness.

MAKING A MOTION

A motion says that the group should do something and defines it. Any member, after being recognized by the chair, may make a motion at a proper time. For example: "I move that the Society buy a typewriter." Most motions require a second by someone who agrees with the action suggested. He/she says: "second." The chair usually restates the motion as soon as it has been seconded. Most motions are open for discussion. The member making the motion has the floor first.

Don't allow anyone to make a rambling speech ending with a motion. The chair will not be able to tell where remarks stop and the motion begins. If someone seconds a motion, there will be plenty of time to explain the idea after the motion is formally placed before the group.

Discussion starts most important motions. This discussion is likely to revolve around three questions:

- Is the action suggested a good one?
- Is the action as defined in the motion exactly the one wanted to be discussed and decided upon?
- Does the group really want to decide this now?

Discussion of above:

- The first question is easy to deal with. When discussion seems to have stopped, the chair says: "Are you ready for the question?" If no one shows signs of wanting to discuss the matter further, he/she says: "Those in favor say 'aye', those opposed say 'no'." He/she listens for volume and number of voices and decides what the majority wants and states "the motion is carried," or "the motion is lost." If the chair is not sure of the majority, he/she can ask for a show of hands; if any member doubts his/her decision, he/she can get a show of hands by asking—immediately—for a division: "Chair, I request a division of the house."

- Suppose someone isn't satisfied with the way the motion is stated. He/she may think it's too general or too specific or in some fashion not quite right. He/she can (before the motion is put to a vote) move to amend it; for example: "I move to add the words 'for not more than one hundred twenty-five dollars' to the motion to buy a typewriter." This motion requires a second too, and it can be discussed. That discussion should be limited to whether the change is a good one and whether it makes the motion nearer to what the group wants to decide.

  - When the group votes on the amendment, they're voting on that change, not on the basic action. If they vote "yes," then the question to be discussed and voted on is the motion with the change made in it; if they vote "no," then they still have to vote on the original motion just as if the change had never been suggested. In small groups, if nobody objects, the person making the original motion often accepts the change, and it gets written in without the formality of a motion to amend. In large groups this informal procedure can be confusing – especially to the secretary – and voting on the motion to amend may be wiser.

- If someone doesn't want the matter decided right away—he/she may think it is too complicated or too special or that he/she needs more information—he/she can then move to refer the motion. For example: "I move that this matter be referred to the finance Committee." This motion must have a second; discussion can only be on whether referring it is a good idea. If it carries, the main motion is off the floor until the Committee reports on it.

TABLING A MOTION

If the motion is a waste of time due to a lack of information or whatever, and the meeting should go on to something else, move to lay the motion on the table. For example: "I move that the motion be tabled." This motion to table requires a second; it can't be debated and must be voted on right away. If a majority votes for it, the motion is off the floor and the meeting group is ready to discuss other issues. A motion that has been tabled can be taken off the table and put before the group again if somebody moves to do it, and the majority votes in favor of it—but this never seems to happen.

POSTPONING A MOTION

When it's too early to make a decision or something more important is being delayed by the discussion, move to postpone until some definite time—such as the next meeting. This motion must be seconded; it may be discussed only on its own merits, and it requires a majority. Both these "avoiding" motions apply to the main motion and whatever motions to amend are going with it at the time. An amendment cannot be tabled.

MOVING THE PREVIOUS QUESTION

Occasionally discussion will delay the meeting. If getting rid of the question by moving to table is not the desired action—usually, in fact, the desire is to pass the motion—the debate ended with a vote being taken—this is the motion to be made: "I move the previous question." This motion requires a second; it may not be debated at all and it requires a two-thirds majority, since it interferes with the normal right of members to be heard on the subject. If it passes, the chair then puts whatever motion was being discussed to an immediate vote. Just shouting, "question" at the chair when debate becomes tiresome, is not the way to end the debate. It has no parliamentary force, and although it may intimidate another member with something important to say, it never really impedes the long-winded. The person desiring to stop debate should get on his/her feet and move the previous question.

REPORTS

Most meetings include a series of reports by Committee chairs for the information of the general membership. As long as these are just information, no motion is required, since no action is involved. The chair usually thanks the Committee for its work and simply goes on to the next report. When a recommendation for action is included in the report, the chair of the Committee usually moves it specifically as he/she finishes. This motion is handled like any other main motion.

POINTS OF ORDER

A point of order may be raised if a member feels that the chair has forgotten something, or that an incorrect action has been taken, or that an attack is being made on a member's motives. A point of order must be raised immediately or not at all. For example: "Chairman, I rise to a point of order …we've skipped the treasurer's report." The point of order requires no second and is not normally debatable. If the chair rules "The point is not well taken," business goes on as before. If the chair rules "The point is well taken," then the chair allows for the admission of the issue. Before ruling, the chair may consult someone if the question is of procedure, commonly the parliamentarian. Anyone not satisfied with the chairman's ruling – either way – may appeal; "I appeal the ruling of the chair." The appeal does require a second and may be debated. Usually the chair explains why he/she ruled as he/she did without leaving the chair. The group then votes on the appeal, majority vote deciding.

Points of order should be raised with great discretion. The raising of points of order and making appeals is the natural weapon of those who wish to disrupt. Anyone using this weapon continually will find it difficult to dispel belief that his/her real purpose is to harass the chair and prevent the group from deciding anything.

THE ORDER OF BUSINESS

The order in which items are to be taken up appears on the agenda, which is either printed or in the chairman's notes. What motions are in order at various times is difficult to explain in general terms. If there is a doubt, the chair should be asked if this is the time to bring up a particular subject. He/she will advise members appropriately. Since the last item on the agenda is usually "new business," and since this term covers almost anything, it's unlikely that change will be shut out.

It is a courtesy to notify the chair ahead of time if there is intention to bring up some major item of business. The chair may then put that item on the agenda. Long and important motions should be written out and copies given to the chair and the secretary. The same is true of resolutions.

ADJOURNMENT

Although a motion to adjourn is technically in order at almost any time, ordinarily groups wait until the chair has finished the agenda. He/she may then say, "If there is no further business, the meeting is adjourned," or require a motion to adjourn. Nevertheless, if "new business" seems to be dragging on forever, it is a member's right to move for adjournment. If enough people agree, the group can vote it and the meeting will be adjourned.

SUMMARY OF PARLIAMENTARY PROCEDURE

I. Debate in a Parliamentary Session

A. Rules Governing Debate

- Speaker must be recognized by chair before engaging in debate.
- As far as possible, the chair will recognize, alternately, speakers representing differing points of view.
- Debate must be applicable to the pending question.
- Debate is closed only on passage of previous question, motion, or when no one wishes to speak, or when limits set by motion to limit debate have arrived.
- Debate is not in order until motion has been made and seconded and (usually) restated by the chair.

B. Hints for Debaters in a Parliamentary Session

- Address remarks to the chair.
- Be brief and to the point.
- Be sure to confine your remarks carefully to the pending question.

II. Voting

A. Methods of Voting

- Voice vote—this is the most usual method
- Show of hands
- Rising
- Ballot
- Roll call
- General consent
- Mail vote

B. Pluralities and Majorities

- Pluralities—the greatest number of votes received
- Simple majority—one-half plus one
- Two-thirds majority
- Unanimous

C. The chair can vote in any case where vote is by ballot.

D. Some General Rules about Voting

- Members are not required to vote.
- Votes may be registered by members as either "yes," "no" or "abstaining."
- Results of votes are determined by the number of people actually voting, not by total membership or the number of people present, unless specifically stated otherwise.
- A vote is not officially completed until the chair announces the decision.
- The following commonly used motions require two-thirds majority vote for passage:
    - Suspend the rules
    - Make a special order
    - Previous question
    - Limit, or extend the limits of debate
    - Close nominations

PARLIAMENTARY PROCEDURE RESOURCE TABLE

Privileged Motions

Motion	*Debatable*	*Amendable*	*Requires a Second*	*Vote Required*	*In Order When Another is Speaking*	*Can Be Reconsidered*	*Motions to Which it Applies*	*Motions Which Apply to It*
Limit or Extend Limits (when privileged)	No	Yes	Yes	Majority	No	No	None	Amend
Adjourn	No	No	Yes	Majority	No	No	None	None
Recess	No	Yes	Yes	Majority	No	No	None	None
Questions of Privilege (treat as Main Motion)	Yes	Yes	Yes	Majority	Yes	Yes	None	All
Orders of the Day	No	No	No	None; it takes 2/3 to postpone special order	Yes	No	Any special order	None; except to postpone orders

Incidental Motions

Appeal	No	No	Yes	Majority	Yes	Yes	Any decision of the chair	Lay on table, close debate, reconsider
Point of Order	No	No	No	None, unless appealed then majority	Yes	No	Any motion or act	None
Objection to Consideration of Question	No	No	No	2/3	Yes	Yes	Main question and questions or privilege	Reconsider
Reading Papers	No	No	Yes	Majority	No	Yes	None	None
Withdrawal of Motion	No	No	No	Majority	No	Yes	Any motion	Reconsider
Suspension of Rules	No	No	Yes	2/3	No	No	Any motion where needed	None

Subsidiary Motions

Lay on the Table	No	No	Yes	Majority	No	No	Main question, appeals question of privilege, reconsider.	None
Previous Question (close debate)	No	No	Yes	2/3	No	Yes	Any debatable motion	Reconsider
Limit or Extend Limits of Debate	No	Yes	Yes	2/3	No	Yes	Any debatable motion	Reconsider
Postpone to a Definite Time	Yes	Yes	Yes	Majority	No	Yes	Main motion, question of privilege	Amend, reconsider, limit or close debate
Refer or Committee	Yes	Yes	Yes	Majority	No	Yes	Main motion, question of privilege	Amend, reconsider, limit or close debate
Amend	Yes	Yes	Yes	Majority	No	Yes	Main motion, question of privilege	Amend, reconsider, limit or close debate
Postpone Indefinitely	Yes	No	Yes	Majority	No	Yes	Main motion, question of privilege	Limit or close debate, reconsider
MAIN MOTION	Yes	Yes	Yes	Majority	No	Yes	None	All
Reconsideration	Yes, if motion to which it applies is debatable	No	Yes	Majority	Yes	No	Any motion except adjourn, suspend rules, lay on table	Limit debate, lay on table, postpone indefinitely
Rescind*	Yes	Yes	Yes	2/3 of members present; majority when notice to rescind was given at previous meeting	No	Yes	Main motions, appeals, question of privilege	All

**These are treated as if they were main motions*

ANNUAL SOCIETY PLANNING CALENDAR

The MSCP Board of Directors traditionally meets virtually four times per year. Additional meetings may be scheduled at the request of the Chair. Board members are encouraged to attend all board meetings.

MSCP also holds an Annual Meeting and Luncheon during the MPA Annual Convention & Exposition, held in April each year.

NOMINATIONS COMMITTEE

STATEMENT OF PURPOSE
The Nominations Committee will prepare a slate of candidates for recommendation to the Board for approval for the Michigan Society of Community Pharmacists' offices and propose the format for the election of individuals to fill vacant positions on the Board of Directors each year.

MEMBERSHIP
The President will serve as Chair.

MSCP Board of Directors

MAY-SEPTEMBER	Initial call for nominations
SEPTEMBER	Presentation of recommended slate of candidates to the Board for approval
OCTOBER	Ballot prepared and mailed or sent electronically
NOVEMBER	Election results announced and reported to MPA

MSCP Candidates for MPA Executive Board

JANUARY-MARCH	Initial call for nominations
APRIL	Presentation of recommended slate of candidates to the Board for approval
JULY	MPA Nominations committee meets
SEPTEMBER	Ballot prepared and mailed
NOVEMBER	Election results announced and reported to MSCP

MSCP Pharmacist of the Year Award
The Nominations Committee shall offer and solicit for nominations for the MSCP Pharmacist of the Year Award. The Nominations Committee shall be responsible ensuring that each nominee submit a CV and current contact information to the Board prior to the selection of the award recipient during the final meeting of the Board for the calendar year.

MEMBER EDUCATION AND COMMUNICATION COMMITTEE

STATEMENT OF PURPOSE

The Committee will work to foster improved communication between the MSCP Board of Directors and its members as well as to assist with the development of MSCP continuing education programs and publications.

Responsibilities and activities:

1. Assist in the creation/determination of programming for the MPA Annual Convention & Exposition, including the MSCP Annual Meeting and Luncheon.
2. Coordinate the publication of the MSCP newsletter.
3. Create continuing education offerings to be issued outside of programming sponsored by MSCP at the Annual Convention.
4. Develop and implement new communication strategies to improve the dialogue between the MSCP board , local associations, and individual members

AWARDS

SERVICE RECOGNITION AWARDS

Board Member

- Engraved plaque at the completion of term

Chair

- Engraved gavel plaque at the conclusion of his/her year as Chair

MSCP PHARMACIST OF THE YEAR AWARD

Statement of Purpose

The MSCP Pharmacist of the Year Award is the highest honor presented to a member of MSCP. The recipient of this award is selected by the MSCP Board of Directors for professional excellence and/or exemplary service to the profession toward advancing patient care in the community setting. The individual's accomplishments may occur at either the local or state level.

Award

The MSCP Pharmacist of the Year Award shall consist of an engraved plaque presented to the recipient at the MPA Annual Convention & Exposition in February. In addition, a special write-up will appear in a subsequent issue of the *Michigan Pharmacist*. Copies of this recognition article shall be provided to the recipient upon request. A press release announcing the award will also be mailed to various publications by MPA staff on behalf of the recipient.

Criteria for Consideration

The MSCP Board of Directors selects the recipient of this award. The award shall be given to a MSCP member who displays professional excellence and/or exemplary service to the community profession of pharmacy. The recipient must have practiced in community pharmacy for a minimum of five (5) years; be a current member of MPA/MSCP; and the recipient may not be a current member of the MSCP Board of Directors.

Procedure

- The Board or individual members may nominate eligible persons for consideration as the MSCP Pharmacist of the Year.
- Nominations for the award shall be submitted no later than the date listed on the official nomination form (see next page).
- The MSCP Board shall select the recipient of the Award. Although established as an annual award, the MSCP Pharmacist of the Year Award, at the discretion of the Board, need not be awarded every year.
- The MSCP Chair or MPA Staff Liaison will notify the winner and present the award at an MSCP-sponsored event during the MPA Annual Convention & Exposition.