



MICHIGAN PHARMACISTS ASSOCIATION

HOUSE OF DELEGATES

RULE I

OPERATIONAL PROCEDURES

PREAMBLE

The annual operational cycle for the conduct of House of Delegates business, consistent with Chapter VIII of the MPA Bylaws, shall be incorporated into one Session.

The House Session shall be convened in conjunction with the MPA Annual Convention & Exposition.

The House Session shall provide the opportunity for delegate input of the issues, policies and programs which shall be considered by MPA committees, task forces, Sections, or the Executive Board. Delegates shall adopt, reject or refer the reports on issues, policies, and programs which were adopted for consideration at the previous House Session. Delegates shall elect the house officers for Speaker and Vice Speaker during the House Session. Delegates shall also act on the report from the MPA Executive Board.

It is the authority of the House of Delegates to adopt policies, programs and recommend planning to the Executive Board. It is the responsibility of the Board to administer and implement the positions of the House of Delegates to the best of its ability within the scope of the Association's organizational resources.

This operational cycle for the House of Delegates shall be conducted according to the following rule of procedure:

I. INTRODUCTION OF RESOLUTIONS

1. Any MPA member in good standing may submit topics, issues, policies and programs to the MPA House of Delegates which, if adopted by the House, shall be considered by an MPA organizational unit (committee, task force, Section, or the Executive Board itself) and then reported with a recommendation of House position at the following Session.
2. The Resolution Process shall be utilized to offer this input.
 - A. At least 90 days prior to the Session, the MPA membership shall be invited to submit a Resolution for consideration by the delegates.

(Adopted by MPA House of Delegates, August 15, 1979)

(Revised, August 20, 1980)

(Revised February 20, 1988)

(Revised February 24, 1996)

(Revised February 19, 2000)

(Revised February 26, 2017)

(Revised February 28, 2021)

- (1) Resolutions for consideration at the House Session must be filed with the Secretary of the House of Delegates no later than January 15.
 - (2) Resolutions so received from the membership shall be distributed to delegates no later than February 1, assuming the component organizations and affiliated chapters have certified their delegates to the MPA office.
3. The Delegate Assembly shall act on all Resolutions appropriately submitted according to this rule.
 - A. Delegates shall either: (1) adopt, (2) adopt as amended in the resolved portion, or (3) reject a Resolution.
 - B. Delegates have the responsibility to exercise discretion and good management principles for effective planning knowing that Resolutions adopted will require Association resources to study.
 - C. In matters having adverse legal connotations or ramifications, the positions of the House shall not be binding on the Board nor considered as policies of the Association.
 - D. The Speaker and Vice Speaker of the House, who are ex officio voting members of the MPA Executive Board, shall support and advocate appropriate action by the Executive Board on the Resolutions adopted by the House of Delegates.
6. All Resolutions so adopted by the House of Delegates shall be scheduled by the Executive Board for consideration and study by an MPA organizational unit, and reported to delegates with a recommendation for action.

II. ACTION ON RESOLUTIONS

1. The House shall receive the reports of the MPA organizational units which were assigned Resolutions adopted at the previous Session along with the Executive Board's recommendation for action.
 - A. These reports shall be distributed in conjunction with distribution of the report of the nominations committee to the delegates, as outlined in rule IV.
2. The delegates shall vote on the Executive Board's recommendation for each resolution.
 - A. The options, requiring a majority vote, are:
 - (1) Approval of the executive board's recommendation.
 - (2) Rejection of the executive board's recommendation. if this option is selected, delegates will have the ability to include a comment with rationale or proposed amending language for future consideration.

3. Executive Board recommendations on resolutions that are rejected by a majority of delegates will undergo further consideration by the Executive Board and assigned MPA organizational units, and reported to delegates with an updated recommendation for action. The House of Delegates shall act on these reports at the session during the Delegate Assembly.

A. The primary options, requiring a majority vote, are:

- (1) adoption of the entire report as submitted;
- (2) adoption of specific numbered sections of the report;
- (3) referral of the entire report (as submitted) to the Executive Board with recommendation(s);
- (4) referral of specific numbered sections of the report to the Executive Board with recommendation(s);
- (5) rejection of entire report as submitted;
- (6) rejection of specific numbered sections of the report.

(Referral or rejection of specific numbered report sections shall be consistent with reasonable and logical separation of the text of any such report.)

B. A motion to amend is a secondary option requiring a two-thirds vote.

III. REPORT FROM THE EXECUTIVE BOARD

1. The House at the Session shall also act on the Report from the MPA Executive Board.

A. House action on the Executive Board Report shall be either to adopt or reconsider, in part or in total.

IV. GENERAL BUSINESS

1. A portion of the House Agenda at the Session shall include the opportunity for General Business, or general remarks. Matters offered by a delegate during General Business which otherwise should have been submitted by Resolution shall be received by the House on the record. It shall be received without discussion or debate and administered according to the discretion of the Executive Board.

S U P P L E M E N T A L R U L E S

RULE A: VOTE OF ABSTENTION

The Speaker of the House of Delegates shall recognize an individual delegate desiring to

register an abstention vote. (Adopted 8/15/79)

RULE B: SMOKING DURING SESSIONS

Smoking shall not be permitted in any part of the meeting room during official sessions (including Reference Council meetings) of the House of Delegates. (Adopted 8/15/79)

(Adopted by MPA House of Delegates, August 15, 1979)

(Revised, August 20, 1980)

(Revised February 20, 1988)

(Revised February 24, 1996)

(Revised February 19, 2000)

(Revised February 26, 2017)

(Revised February 28, 2021)



HOUSE OF DELEGATES

RULE II

COMPONENT ORGANIZATION SYSTEM

FOR

LOCAL ASSOCIATIONS

In accordance with the provisions of the MPA Bylaws for recognition of local associations through a component organization system, an allocation formula policy and procedure are hereby adopted by the House of Delegates and subsequently ratified by the Executive Board of the MICHIGAN PHARMACISTS ASSOCIATION.

POLICY #1: ALLOCATION FORMULA (See Chapter III, Section 2. A of the Model Local Bylaws)

Local associations adopting the component organization system model bylaws or an approved version thereof and maintaining a compliant status are eligible for all privileges and services of an affiliated local association and will receive operational funding from MPA at the rate of 8.9% of each MPA annual membership dues category per MPA member in the local association designated by the member.

POLICY #2: MINIMUM CRITERIA FOR COMPLIANT STATUS

A local association in order to be a compliant component organization of the MICHIGAN PHARMACISTS ASSOCIATION, thereby entitled to certain financial and service rights and privileges, must annually perform the specific mandatory activities as follows:

- (Adopted by MPA House of Delegates, August 22, 1983)
- (Revised by the House of Delegates, September 26, 1996)
- (Revised by the House of Delegates, February 17, 2001)
- (Revised by the House of Delegates, February 18, 2006)
- (Revised by the House of Delegates, March 1, 2008)
- (Revised by the House of Delegates, March 1, 2009)
- (Revised by the House of Delegates, March 2, 2014)
- (Revised by the House of Delegates, February 28, 2021)

I. MANDATORY ACTIVITIES

1. Submit list of the new officers for the new operational year.
2. Submit proof of one general membership meeting.
3. Submit proof of one meeting of the local association Executive Board.
4. Submit one current banking statement for all account(s) held by the local association and the current financial statement.
5. Have one delegate representative at the February Annual Convention & Exposition. (Monitored by MPA)
6. Submit proof of incorporation.
7. Submit proof of 501c(6)/501c(3) status
8. Submit proof of filing 990 Tax Form

II. SUPPLEMENTAL ACTIVITIES

POINTS ALLOCATION

- | | |
|--|---|
| 1. Participate at MPA/PAC Legislative event. (Monitored by MPA) | 10 points |
| 2. Sponsor a local legislative function, coordinated with Pharmacy PAC. | 30 points |
| 3. Coordinate/host continuing education session(s) | 10 points per CEU Provided |
| 4. Participate at an LADC-sponsored Leadership event. (Monitored by MPA) | 10 points per event |
| 5. Conduct a membership recruitment activity. | 15 points per activity |
| 6. Participate in professional, public, & community activities. | 10 points per project |
| 7. Submit a resolution to the MPA House of Delegates from your local association (Monitored by MPA). | 5 points per resolution (Maximum 10 points) |
| 8. Maintain a communication system. | 5 points per system (Maximum 20 points) |
| 9. Sponsor social function(s). | 5 points per function |
| 10. Submit a nomination to the MPA awards committee for an MPA award (monitored by MPA) | 5 points per nomination (maximum 10 points) |

Note: LADC reserves the right to determine activity qualifications.

PROCEDURE

A Local Association Development Committee (LADC), a joint committee of the House of Delegates, and the Executive Board is established to administer these policies and to make recommendations to the House of Delegates and/or to the Executive Board as appropriate.

Composition: The Local Association Development Committee shall be composed of the Vice Speaker serving as Chairperson, and a minimum of six delegates with a maximum of one delegate from each active local association appointed by the Speaker.

Functions: The Local Association Development Committee shall (1) monitor the minimum criteria for compliant local association status as adopted by the House of Delegates; (2) determine the compliant or non-compliant status of the local association according to the criteria established by the House of Delegates; (3) recommend to the Executive Board any action or changes in the allocation formula as may be adopted by the House of Delegates; and (4) administer the Local Association Development Fund.



HOUSE OF DELEGATES

RULE III

NOMINATION AND ELECTION

OF

HOUSE OFFICERS

Article II of Chapter VIII of the MPA Bylaws identifies the responsibilities and terms of office for the Officers of the House of Delegates. The Officers of the House consist of the Speaker, Vice Speaker and Secretary. The Speaker and Vice Speaker are elected for a two-year term every other year (even numbered years) by the House of Delegates and serve as ex officio, voting members of the MPA Executive Board. The speaker and vice speaker shall be limited to two, consecutive, elected terms and one partial, appointed term in each office. The speaker and vice speaker shall be installed prior to the adjournment of the session during which they are elected.

Section 2, Article II, Chapter VIII of the MPA Bylaws defines the responsibilities of the elected officers as follows:

A. Speaker

The Speaker shall preside at all meetings of the House of Delegates. The Speaker shall appoint a parliamentarian at meetings of the House of Delegates. The Speaker may appoint committees of the House of Delegates as deemed necessary. The Speaker shall present a report to the delegates at each meeting of the House of Delegates.

B. Vice Speaker

The Vice Speaker shall preside and perform the responsibilities in the absence of the Speaker.

In accordance with the provisions in the MPA Bylaws for the election of the House Speaker and Vice Speaker, these election procedures are hereby adopted by the House of Delegates:

1. Elections for Speaker and Vice Speaker of the House of Delegates will occur during the House of Delegates at the annual meeting.

(Adopted by the MPA House of Delegates, February 20, 1988)

(Revised by the House of Delegates, February 1993)

(Revised by the House of Delegates, February 24, 1996)

(Revised by the House of Delegates, March 1, 2008)

2. Only delegates may be nominated for the offices of Speaker and Vice Speaker.
3. Any delegate may nominate himself or herself, or another delegate with the delegate's permission, for the position of Speaker or Vice Speaker of the House of Delegates.
4. Nomination Forms will be available at the MPA Registration Desk prior to the House Session and will be provided with the delegate packet.
5. All delegates who wish to nominate themselves or another delegate for the offices of Speaker or Vice Speaker must submit to the MPA Registration Desk the completed Nomination Form by noon the day prior to the House Session.
6. A final list of all candidates nominated for the offices of Speaker and Vice Speaker will be posted on the Announcement Board at the MPA Registration Desk by 12:30 p.m. one day prior to the House Session.
7. Delegates nominated for the offices of Speaker and Vice Speaker will be announced during the House Session.
8. The election of Speaker and Vice Speaker shall be by written ballot.
9. A majority vote of ballots cast is required to be elected. In the event that more than two (2) candidates are nominated for a House Officer position and a majority vote of the ballots cast is not achieved on the first ballot, subsequent written ballots shall be cast with the elimination of the candidate with the lowest number of votes cast until a majority vote is achieved.
10. The Speaker and Vice Speaker will be installed prior to the adjournment of the house session during which they are elected.

(Adopted by the MPA House of Delegates, February 20, 1988)
(Revised by the House of Delegates, February 1993)
(Revised by the House of Delegates, February 24, 1996)
(Revised by the House of Delegates, March 1, 2008)



HOUSE OF DELEGATES

RULE IV

APPROVAL OF THE NOMINATIONS COMMITTEE REPORT

Article III of Chapter IV of the MPA Bylaws requires that the Report of the Nominations Committee for nominations for the MPA Executive Board be presented to the House of Delegates for approval. This Rule clarifies the process by which the Report of the Nominations Committee will be acted upon by the House of Delegates.

1. The approval of the Report of Nominations Committee shall be consistent with Chapter IV, Article III, of the MPA Bylaws.
2. For the purpose of this Rule, “delegates” are defined as individuals in attendance at the Annual Meeting of the House of Delegates, or those individuals not in attendance at the Annual Meeting of the House of Delegates, but authorized by the component organizations as a delegate to conduct the business of the House.
3. The Approval of the Report of the Nominations Committee may be conducted by the most efficient means of communication that assures the opportunity of participation by all delegates in the process. Forms of communication may include, but are not limited to, the U.S. Postal Service, electronic transmission, and/or facsimile.
4. A majority vote of ballots cast is required for approval of the Report of the Nominations Committee.
5. The MPA Bylaws (Chapter IV, Article III, Section 2) allows additional nominations from the floor of the House of Delegates for the at-large Board member position. Additional nominations are treated as amendments to the Report of the Nominations Committee. A delegate wishing to propose additional nominations must assure that the person being nominated is willing to serve and must provide a brief biographical sketch of the candidate. Additionally, the delegate must secure the name of the delegate who is seconding the motion to amend the Report.
6. If an amendment(s) is proposed to the Report of the Nominations Committee, all delegates will receive a second ballot to be returned to MPA. Each proposed amendment will be voted on individually with a majority of ballots cast required for approval. Amendments approved by the delegates will be added to the Report of the Nominations Committee, which will then be considered approved as amended. If no amendments are proposed or approved, the Report of the Nominations Committee will be considered approved as originally presented.

(Adopted by the MPA House of Delegates, February 17, 2001)



HOUSE OF DELEGATES

RULE V

PROCESS FOR ADOPTION OF, REVISIONS TO AND SUSPENSION OF THE HOUSE RULES

PREAMBLE

The House of Delegates, as the legislative division of the Michigan Pharmacists Association (MPA), shall establish operational rules to ensure the orderly transaction of business during House Sessions. This Rule establishes the process by which adoption of, revisions to and the suspension of the House Rules will be acted upon by the House of Delegates.

I. RULES OF THE HOUSE OF DELEGATES

The House of Delegates shall adopt rules for the operations of the House of Delegates that do not conflict with the Mission and Bylaws of the Association.

II. ADOPTION OF HOUSE RULES

Any delegate in good standing may submit a proposed House Rule for consideration by the MPA House of Delegates by submitting the rule to the Secretary of the House of Delegates by noon the day prior to the House Session.

The delegates shall act on all proposed House Rules once an official quorum is established for the House of Delegates.

A proper motion must be made by a delegate to introduce the proposed House Rule, and the motion must be properly seconded. The motion is debatable and amendable.

In order to adopt the proposed House Rule, the motion must receive an affirmative vote of two-thirds of the delegates present and voting.

III. REVISIONS TO HOUSE RULES

Any delegate in good standing may submit a revision to an existing House Rule for consideration by the MPA House of Delegates by submitting the revision to the Secretary of the House of Delegates by noon the day prior to the House Session.

The delegates shall act on all proposed revisions to House Rules once an official quorum is established for the House of Delegates.

A proper motion must be made by a delegate to introduce the revised House Rule, and the motion must be properly seconded. The motion is debatable and amendable.

In order to adopt the revised House Rule, the motion must receive an affirmative vote of two-thirds of the delegates present and voting.

IV. SUSPENSION OF HOUSE RULES

Any authorized delegate may move to suspend the rules of the House of Delegates.

The motion to suspend must be for a specific rule for one, specific purpose.

The motion to suspend must be properly seconded and is not debatable or amendable.

In order to pass, the motion requires an affirmative vote of two-thirds of the delegates present and voting.