



M I C H I G A N S O C I E T Y O F P H A R M A C Y T E C H N I C I A N S

CHAPTER MANUAL

2016

408 Kalamazoo Plaza
Lansing, MI 48933

MICHIGAN SOCIETY OF PHARMACY TECHNICIANS
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2016

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MICHIGAN SOCIETY OF PHARMACY TECHNICIANS

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INTRODUCTION AND PURPOSE

This Chapter Manual is a reference to the operations of MSPT. 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.

MSPT MISSION AND VISION STATEMENTS

THE MISSION OF THE MICHIGAN SOCIETY OF PHARMACY TECHNICIANS EXECUTIVE COMMITTEE

The mission of the Michigan Society of Pharmacy Technicians (MSPT) Executive Committee is to increase recognition from allied health professionals and the general public; to assist pharmacists in providing patient-focused care; to promote greater use of pharmacy technicians through a system of educational advancement; to foster and encourage interprofessional relations with the state professional association of pharmacists and to establish positive dialogue with pharmacy practitioners; and to establish and maintain guidelines for the use and training of pharmacy technicians.

THE MISSION OF THE MEMBERS OF THE MICHIGAN SOCIETY OF PHARMACY TECHNICIANS

The mission of the MSPT members is to work with pharmacists and the public to provide quality care and education to patients, and promote utilization of technicians by establishing certain guidelines.

THE VISION OF THE MICHIGAN SOCIETY OF PHARMACY TECHNICIANS

The vision of the Michigan Society of Pharmacy Technicians is to be the professional organization that is an influencing force in Michigan to help facilitate mandatory certification and establish pharmacy technicians as a recognized and valued profession.

MSPT CODE OF CONDUCT

Preamble

These principles of conduct are established to guide pharmacy technicians in relationships with pharmacists, pharmacist interns, other health professionals, other pharmacy technicians, patients and the public.

All functions requiring professional advice and judgment must be performed by a pharmacist.

A **PHARMACY TECHNICIAN** has the duty to abide by all rules and regulations pertaining to the practice of pharmacy and the organizational bylaws of the Michigan Society of Pharmacy Technicians.

A **PHARMACY TECHNICIAN** must perform specifically defined, assigned tasks under the personal charge or direction of a pharmacist.

A **PHARMACY TECHNICIAN** has the responsibility to protect the health and safety of patients against the incompetent, unethical or illegal practice of any person.

A **PHARMACY TECHNICIAN** must keep information about patients in strict confidence.

A **PHARMACY TECHNICIAN** must be courteous in providing service to patients and always attempt to foster a good working relationship with fellow employees and other health professionals.

A **PHARMACY TECHNICIAN** must be neat and clean in physical appearance and should maintain a positive attitude appropriate to maintaining standards of employment conducive to high quality pharmacy care.

A **PHARMACY TECHNICIAN** should strive to keep current on new developments and changes in pharmacy practice.

A **PHARMACY TECHNICIAN** should associate with organizations that have as an objective the development and betterment of pharmacy practice and should contribute time and energy working for the success of these organizations.

DEFINITIONS OF THE “CODE OF CONDUCT”

Personal Charge means the immediate physical presence of a pharmacist or dispensing prescriber.

Direction/Supervision means approval of completed work by a licensed healthcare professional.

Pharmacist means an individual licensed by the Board of Pharmacy to engage in the practice of pharmacy.

Pharmacist Intern means an individual licensed by the Board of Pharmacy for the purpose of obtaining instruction in the practice of pharmacy from a preceptor approved by the Board of Pharmacy.

Pharmacy means a building or part thereof where the practice of pharmacy is conducted.

Pharmacy Technician means an individual who assists the pharmacist by performing certain technical functions in accordance with specified provisions and standards developed by the pharmacist.

BYLAWS

Michigan Society of Pharmacy Technicians

PHARMACY ACT No. 16

An Official Action of the
MICHIGAN PHARMACISTS ASSOCIATION
Enacted November 22, 1984
Amended July 1999
Amended March 2003
Amended March 2007

An ACT to establish the Michigan Society of Pharmacy Technicians, an affiliated chapter of the Michigan Pharmacists Association (MPA), for the following purpose and objectives:

- (A) To increase recognition from allied health professionals and the general public
- (B) To assist pharmacists in providing patient-focused care
- (C) To promote greater use of pharmacy technicians through a system of educational advancement
- (D) To foster and encourage interprofessional relations with the state professional society of pharmacists and to establish positive dialogue with pharmacy practitioners
- (E) To establish and maintain guidelines for the use of training of pharmacy technicians
- (F) To increase social awareness among pharmacy technicians (The Society shall conduct its activities and functions in coordination with MPA.)
- (G) To promote certification and support continuing education

CHAPTER 1 – MEMBERSHIP

ARTICLE 1 - MEMBERSHIP CLASSIFICATIONS

Sec. 161101—A Member of the Michigan Society of Pharmacy Technicians is a member of the Michigan Pharmacists Association. Membership is dependent upon payment of annual dues.

Sec. 161102—Membership classifications of the Society shall include:

A. TECHNICIAN

A certified pharmacy technician or person working, educating, training and/or involved in a pharmacy-related field is eligible for active membership.

B. STUDENT TECHNICIAN

A student regularly enrolled in a technician training program at an academic institution is eligible for a one-year student membership. A student member shall be eligible for services of the Society. A student member is entitled to voting privileges and positions on the Executive Committee (excluding Officer positions).

ARTICLE 2 - MEMBERSHIP DUES

Sec. 161201—A person shall remit such dues as determined by the MPA Executive Board with concurrent approval of the Society Executive Committee for the membership classification to which he or she is eligible and applies or renews.

Sec. 161202—A member shall be suspended and all benefits, privileges and services terminated, when annual dues are in arrears.

CHAPTER 2 – EXECUTIVE COMMITTEE

ARTICLE 1 - ORGANIZATION

Sec. 162101—The Executive Committee is the executive governing body of the Society. The Executive Committee shall consist of four (4) Officers of the Society and six (6) Executive Committee members.

Sec. 162102—The Executive Committee shall be vested with the authority and responsibility of conducting the business, determining the operational periods, administering the finances and adopting the positions of the Society. It shall adopt an annual budget for the Society and approve the time and place for the Annual Meeting and other business meetings of the Society. The Executive Committee shall approve the committees and task forces of the Society. It shall fill all vacancies that may occur on the Executive Committee and may establish policy for the termination of a member of the Executive Committee who is absent from meetings. It shall act on applications for membership in the Society. The

Executive Committee shall report at each business meeting of the Society its actions and the positions of the Society since its last report.

Sec. 162103—As an affiliated Chapter of the Michigan Pharmacists Association, the Society shall make an annual report on its activities and functions to the MPA Executive Board.

Sec. 162104—A majority of the members of the Executive Committee shall constitute a quorum.

ARTICLE 2 - OFFICERS AND MEMBERS

Sec. 162201—The Officers of the Society shall be the President of the Society, President-elect, Immediate Past President and Secretary/Treasurer.

Sec. 162202—The responsibilities of the respective officers shall include:

- 1) PRESIDENT—The President of the Society shall preside at the meetings of the Executive Committee. The President shall assume the responsibilities of the office according to the Society's operational year. The President shall be responsible for presenting the annual report of the Society to the MPA Executive Board. The President shall preside at meetings of the membership and present a report of the actions of the Executive Committee at meetings of the membership. The President shall appoint, with the consent of the Executive Committee, the Committees and Task Forces of the Society, and represent the Society at requested MPA functions. The President shall assume the office of immediate past president the next operational year of the society.
- 2) PRESIDENT-ELECT—The President-elect shall assume all powers and duties of the President in the absence of the President. The President-elect for the following operational year shall be elected from among the members of the Executive Committee at the Executive Committee's annual strategic planning session or at the executive committee's fall meeting. The President-elect shall serve as a chairperson of the committee on nominations. At the beginning of the operational year following the end of their term, the President-Elect will assume the powers and duties of the President.
- 3) IMMEDIATE PAST PRESIDENT—The immediate past president shall preside at meetings of the executive committee and represent the society at requested MPA functions in the absence of the president.
- 4) SECRETARY/TREASURER—The Secretary/Treasurer shall be the Michigan Pharmacists Association assigned staff liaison to the Executive Committee. The Secretary shall coordinate the activities, communications, records and management of the Executive Committee and the Society. The Secretary/Treasurer shall present a financial report at all meetings of the Executive Committee. The Secretary/Treasurer shall be a voting member of the Executive Committee.

Sec. 162203—There shall be six (6) Executive Committee member positions elected at-large from the membership.

ARTICLE 3 - NOMINATIONS, ELECTIONS, TERMS OF OFFICE

Sec. 162301—The President, with the approval of the Executive Committee, will appoint a Nominations Committee. The President-elect will serve as Chairperson of the Nominations Committee. Those eligible to serve on the Nominations Committee will be members of the Executive Committee who are not in the final year of their respective term. It shall be the responsibility of the Nominations Committee to select nominees for Executive Committee positions to be voted upon by members of the Society.

Sec. 162302—The Nominations Committee shall submit from the members in good standing nominees for vacant positions on the executive committee and candidates for the officer position of President-elect from the Board members who are in their final year of office.

Sec. 162303—The number of Executive Committee members elected each year shall be the number needed to maintain the Executive Committee at six (6) members. Ballots shall be mailed and/or electronically distributed to every member no later than sixty (60) days prior to the end of the operational year. The ballots returned by the membership shall be tallied and the results announced in Society publications.

Sec. 162304—No elected officer of the Society shall hold the same officer position for consecutive terms. Elected officers will advance to the next officer position or be up for re-election. Executive Committee member positions shall be for three-year terms.

CHAPTER 3 – MEETINGS AND OPERATIONS

ARTICLE 1 - OFFICIAL MEETINGS

Sec. 163101—The Society shall convene an annual meeting or special meetings as necessary to conduct the business of the Society at the call of the Executive Committee.

Sec. 163102—The membership shall be notified at least thirty (30) days in advance of an annual or special meeting of the Society.

Sec. 163103—Upon written request to the Executive Committee by at least 20 percent of the active membership, a special meeting of the Society shall be convened.

ARTICLE 2 - QUORUM AND VOTING

Sec. 163201—Every active member of the Society in good standing is entitled to vote at any official meeting of the Society.

Sec. 163202—At least 20 percent of the active members in attendance shall constitute a quorum and motions receiving an affirmative vote of the majority present and voting shall be considered adopted.

ARTICLE 3 - AUTHORITIES AND RESPONSIBILITIES

Sec. 163301—Authority to make and interpret Society objectives and policy decisions shall be vested in the members at a meeting of the Society.

Sec. 163302—Members at a meeting of the Society shall have the responsibility and authority to approve, modify or disapprove such recommendations, reports, actions or resolutions as may be placed before them by a member of the Society or the Executive Committee.

Sec. 163303—If the members at a meeting of the Society modify a recommendation, report, action or resolution, the action of the members shall be returned to the Executive Committee, who shall have the authority and responsibility to implement or postpone the effect of the action of the members, pending study and, if necessary, to resubmit it to the membership. The Executive Committee shall place this old business before the membership at the next meeting of the Society for final action.

Sec. 163304. All recommendations or resolutions of the members at a meeting of the Society pertaining to the expenditure of monies must also be approved by the Executive Committee.

ARTICLE 4 - ORDER OF BUSINESS

Sec. 163401—The rules of order for the conduct of Society business at an official meeting shall be according to Robert's Rules of Order, as revised, or Standing Rules. The order of business for official Society meetings shall be established by the presiding officer.

CHAPTER 4 – DISCIPLINARY ACTIONS

ARTICLE 1 - DISCIPLINARY ACTION AGAINST A MEMBER

Sec. 164101—A complaint against a member of the Society shall be referred to the MPA Ethics & Practice Commission for judicial review or hearing according to established due process procedures. All decisions of the Ethics & Practice Commission shall be final unless appealed to the Society's Executive Committee within sixty (60) days from the date on which the member received notification of the decision by the Ethics & Practice Commission. A second appeal may be made to the MPA Executive Board within sixty (60) days of appellate decision which, on cases of appeal, the majority decision shall be final and binding.

CHAPTER 5 – BYLAWS AMENDMENTS

ARTICLE 1 - AMENDMENTS

Sec. 165101—A proposal to amend this Act shall be submitted in writing to the Executive Committee at least ninety (90) days in advance of an official meeting. The proposal shall be considered by a Committee on Amendments appointed by the President. The Committee on Amendments shall report the proposed bylaw amendments for action at the next official meeting of the society. Upon receiving two-thirds (2/3) vote of the members present at the official meeting and voting, the proposed bylaw amendments shall be submitted to the membership with the next regularly-scheduled election

ballot of the society. The bylaw amendment(s) shall be considered adopted upon receipt of a two-thirds (2/3) vote of those voting on the bylaw amendment(s).

CHAPTER 6 – DELEGATES TO THE MPA HOUSE OF DELEGATES

ARTICLE 1 - DELEGATE SELECTION AND RESPONSIBILITIES

Sec 166101—The President, with the concurrent approval of the Executive Committee, shall appoint the authorized number of delegates to the MPA House of Delegates, as provided in the MPA Bylaws for Affiliated Chapters.

Sec. 166102—The appointed delegates act as official representatives and spokespersons for the Society in the MPA House of Delegates. The Secretary/Treasurer shall certify with the Secretary of the House of Delegates the name and address of each delegate. The Secretary/Treasurer shall submit a written report immediately following each Session of the House of Delegates to the Executive Committee.

EXECUTIVE COMMITTEE

IMMEDIATE PAST PRESIDENT

- Serves as Chair of the Executive Committee and presiding officer at all business meetings of the Society in the absence of the president.
- Represents the Society at requested MPA Executive Board functions in the absence of the president.

PRESIDENT

Serves as Chair of the Executive Committee and presiding officer at all business meetings of the Society.

- Attends all scheduled meetings of the Executive Committee.
- Appoints the MSPT Boards of Canvassers.
- Appoints special committees and task forces as deemed necessary by the Committee.
- Establishes the agenda for meetings of the Executive Committee.
- Responsible for all official communications to MPA.
- Represents the Society at requested MPA Executive Board functions

PRESIDENT-ELECT

- Attends all scheduled meetings of the Executive Committee.
- Serves as Chair of the Nominations Committee.
- The President-elect shall assume the office of President the next operational year of the Association following election to the office of President-Elect.

EXECUTIVE COMMITTEE MEMBER

- Attends all scheduled Executive Committee meetings. If unable to attend, contacts the President and secretary/treasurer (MPA Staff Liaison) both in advance and after the meeting to provide input and receive feedback and any assignments.

MPA STAFF LIAISON

- Coordinates activities, communications, records and manages the Executive Committee and the Society.
- Presents financial report at all meetings.
- Communicates issues between MSPT/MPA.
- Attends all Executive Committee 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 MSPT needs.

ATTENDANCE POLICY

(Approved by the MSPT Executive Committee—January 20, 2006)

If a member of the MSPT Executive Committee fails to attend two meetings of the Executive Committee without a valid excuse, the current President shall issue a warning letter to the offending individual(s). If a third offense occurs, the individual(s) will be excused from the MSPT Executive Committee. The MSPT Executive Committee determines the validity of an excuse.

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 to be sure the minutes of the meeting are posted to the MPA Executive Board section of the Web site and sent to all MSPT Executive Committee 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

Questions to Open Discussion:

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

Questions to Encourage Discussion:

- 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?

Questions to Limit the Overactive Participants:

- 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?

Questions to Keep Discussion to the Problem:

- 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?

Questions to Help the Group Move to a Decision

- 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

MSPT EXECUTIVE COMMITTEE MEETING
Day, Date – Time
Diplomat Specialty Pharmacy, Flint

- 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 MSPT Annual Meeting and Luncheon
 - 4.2 MSPT Programming
- 5.0 MSPT Articles
 - 5.1 *Tech Connect* (June, September)
 - 5.2 Journal
- 6.0 New Business
 - 6.1 MSPT Candidates for Executive Committee
 - 6.2 MSPT Pharmacy Technician of the Year Award
 - 6.3 MSPT Service Award
 - 6.4 Legislative Update
 - 6.5 Miscellaneous
- 7.0 Old Business
- 8.0 Meeting Schedule for 2015
- 9.0 For the Good & Welfare
- 10.0 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 chairman 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 chairman 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 chairman 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 chairman 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: “Chairman, 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 chairman then puts whatever motion was being discussed to an immediate vote. Just shouting, “question” at the chairman 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 chairmen for the information of the general membership. As long as these are just information, no motion is required, since no action is involved. The chairman 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 chairman 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 chairman 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 chairman rules “The point is not well taken,” business goes on as before. If the chairman rules “The point is well taken,” then the chairman allows for the admission of the issue. Before ruling, the chairman 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 chairman 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 chairman 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 chairman 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 chairman ahead of time if there is intention to bring up some major item of business. The chairman may then put that item on the agenda. Long and important motions should be written out and copies given to the chairman 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 chairman 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 chairman before engaging in debate.
- As far as possible, chairman 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 chairman 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 chairman 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

<i>Motion</i>	<i>Debatable</i>	<i>Amendable</i>	<i>Requires a Second</i>	<i>Vote Required</i>	<i>In Order When Another is Speaking</i>	<i>Can Be Reconsidered</i>	<i>Motions to Which it Applies</i>	<i>Motions Which Apply to It</i>
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 MSPT Executive Committee traditionally meets six times per year: in January, February, April, August and October in Lansing at the MPA Headquarters or at another convenient location that works for the majority of Executive Committee members; and via conference call in December.

MSPT holds an Annual Meeting and Luncheon during the MPA Annual Convention & Exposition, held the last weekend in February each year.

NOMINATIONS COMMITTEE

STATEMENT OF PURPOSE

The Nominations Committee will prepare a slate of candidates for recommendation to the Executive Committee for approval for the Michigan Society of Pharmacy Technicians' offices.

MEMBERSHIP

The Immediate Past President will serve as Chairman.

MSPT Offices

MAY-SEPTEMBER	Initial call for nominations
SEPTEMBER	Presentation of recommended slate of candidates to the Executive Committee for approval; election of the following operational year's President-elect
OCTOBER	Ballot prepared and mailed
NOVEMBER	Election results announced and reported to MPA/MSPT

AWARDS

MSPT PHARMACY TECHNICIAN OF THE YEAR AWARD

Statement of Purpose

The MSPT Technician of the Year Award is the highest honor presented to a member of MSPT to recognize a deserving technician who is a credit to his/her workplace and also a good representative of a pharmacy technician.

Award

The MSPT Technician 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 MSPT Executive Committee selects the recipient of this award. The award shall be given to a MSPT member who is employed as a pharmacy technician in a professional practice setting, and one who has not received the award in the past five years. The recipient may be nominated by a co-worker, manager or pharmacist.

Procedure

- The MPA/MSPT membership at large may nominate eligible persons for consideration for the MSPT Technician of the Year award.
- The nominator shall provide a resume and a completed nomination form, along with a brief written support statement for the nominee.
- The nominator (if not the employer of the candidate) shall contact the employer of the candidate to write a statement of support on behalf of the employee.
- All nomination forms and supporting documents must be submitted no later than Oct. 1 of each year.

MSPT SERVICE AWARD

The MSPT Service Award is presented annually to an organization or individual who has supported MSPT or pharmacy technicians in the area of overall service and support. The MSPT Executive Committee determines the recipient of this award.



MICHIGAN SOCIETY OF PHARMACY TECHNICIANS

MSPT PHARMACY TECHNICIAN OF THE YEAR AWARD NOMINATION FORM

Each year, Michigan Society of Pharmacy Technicians has the honor of recognizing a pharmacy technician who is a credit to his or her workplace in addition to a good representative of a pharmacy technician. The award is presented during the MSPT Annual Meeting and Luncheon, held during the MPA Annual Convention & Exposition in February. **All nominations must be submitted by Oct. 1**

Criteria:

- The individual must be employed as a pharmacy technician in a professional practice setting.
- The individual must not have received this award in the past five (5) years.
- The individual may be nominated by a co-worker, manager or pharmacist.

Nominee Information

Full Name: _____

Employer: _____

Home Address: _____

City: _____ State: _____ Zip: _____

E-mail Address: _____

Home Phone Number: _____

Supporting Data

Please describe why this nominee is deserving of the MSPT Pharmacy Technician of the Year Award. Include any programs/activities in which the nominee is directly involved in that showcases their value as a pharmacy technician. Please submit nominee's CV or bio if available. Additional information may be included by attachment.

Nominator's Full Name: _____

Nominator's Phone Number: _____

Nominator's E-mail Address: _____

Is the nominee aware of your nomination? Yes No

Please return this nomination form by Oct. 1 to: MSPT, 408 Kalamazoo Plaza, Lansing, MI 48933; e-mail to Larry@MichiganPharmacists.org; or fax to (517) 484-4893.

MPA AWARDS

The following MPA awards are presented at the Annual Banquet & Awards Ceremony during the MPA Annual Convention & Exposition the last weekend in February. Nominations are due Oct. 1 of each year. A nomination form is available following the award descriptions.

Pharmacist of the Year Award

The Pharmacist of the Year Award is presented annually to a member of Michigan Pharmacists Association as the highest honor in Michigan pharmacy. The recipient of this lifetime achievement award is selected for his or her professional excellence, exemplary service and dedication to advancing the profession and public health. This award is given for the culmination of achievements over the career of the individual.

It takes into consideration:

- long-term, consistent dedication and outstanding achievements that have led to the advancement of the profession of pharmacy, public health and MPA.
- a large variety of skills, attributes and accomplishments are combined to determine who is most qualified to win this award.
- an individual strong in character, cumulative professional accomplishments and the ability to properly represent and model what pharmacy as a profession encompasses.
- understanding the goals of pharmacy, and significantly contributes to how these goals may be accomplished.

Bowl of Hygeia Award

Sponsored by American Pharmacists Association and the National Alliance of State Pharmacy Associations, with support from Boehringer-Ingelheim

The Bowl of Hygeia Award is presented annually to a pharmacist who has made outstanding professional contributions and has participated in community or governmental activities that reflect well on the pharmacy profession. The Bowl of Hygeia derives its name from the Greek goddess, Hygeia, who was the guardian over the healing potion contained in the bowl.

It takes into consideration:

- recognized activities that contribute to building stronger or more successful communities.
- the amount of time given and difference that the individual makes within the community (or government).
- service activities that do not necessarily promote the profession of pharmacy, such as involvement in food banks, community parks and recreation, youth activities, efforts to support the needy in the community, schools, etc.
- governmental activities such as contributions to policy and decision making within the political arena, increasing pharmacy's visibility by working with various government representatives or legislators, or focusing attention on the health and well-being of the public in public policy, etc.

Executive Board Medal Award

The Executive Board Medal Award is presented annually to an individual who has demonstrated an extraordinary personal commitment to MPA. The award was developed to recognize individuals who have been instrumental to the Executive Board and to the Association in advancing pharmacy's agenda.

It takes into consideration:

- cumulative service over the span of the individual's advisory period.
- contributions that help advance the profession of pharmacy.
- leadership qualities such as vision for the advancement of the profession, problem-solving, strategic planning and implementation, ability to motivate, adaptability and perseverance, ability to oversee and manage projects, and selflessness and cooperation.

Excellence in Innovation Award

Sponsored by Upsher-Smith Laboratories, Inc.

The Excellence in Innovation Award is presented annually to an individual or team who has demonstrated an innovative pharmacy practice program, resulting in improved patient care or safety, advancement of the profession, enhanced pharmacy systems or other professional development.

It takes into consideration:

- activities that may involve pioneering new models or systems that improve pharmacists' impact as members of the health care team; patient safety and outcomes; patient care in general; pharmacy systems or processes; and other professional development.
- a system or tool for pharmacy professionals that will directly or immediately impact care or the profession and/or serve as an example or template for other pharmacy professionals to follow.
- cumulative achievements or a single, outstanding program/project completed or conducted over time.

Distinguished New Pharmacist Practitioner Award

Sponsored by Pharmacy Services Inc.

The Distinguished New Pharmacist Practitioner Award is presented annually to an MPA member pharmacist who has been licensed to practice for less than 10 years and participates in local, state and national pharmacy associations, professional programs and/or community service.

It takes into consideration:

- licensure for less than 10 years.
- cumulative contributions over the course of one's early pharmacy career (10 years or less) or a significant achievement (within 10 years or less of licensure).
- any area of practice, such as research, long-term care, health systems, community, nuclear pharmacy, home infusion, hospice, etc.
- accomplishments or participation in local, state or national pharmacy associations, including involvement in committees, boards, projects, etc.
- involvement in professional programs.
- contributions in the workplace that improve patient care and/or safety, pharmacy systems, increasing or enhancing the pharmacist's role(s) in providing health care.
- an apparent desire and dedication to the advancement of the profession of pharmacy.

Generation Rx Champions Award

Sponsored by Cardinal Health Foundation

The Generation Rx Champions Award recognizes a pharmacist who has demonstrated excellence in community-based prescription drug abuse prevention. The award is intended to recognize outstanding efforts within the pharmacy community to raise awareness of this serious public health problem. It is also intended to encourage educational prevention efforts aimed at patients, youth, and other members of the community. The award recipient receives a \$500 donation to the charity of his/her choice.

It takes into consideration:

- Impact on the profession through commitment to prescription drug abuse and misuse education that is targeted toward youth, their parents and the elderly
- Implementation of prescription drug abuse and misuse education programs at their practice site and/or in their community that are impacted by evidence-based research
- Innovation and creativity in the development and implementation of prevention activities
- Community service efforts
- Participation in other professional activities, including those that demonstrate the impact of prescription drug abuse prevention efforts

Fred W. Arnold Public Relations Award

Sponsored by Michigan Pharmacy Foundation

The Fred W. Arnold Public Relations Award is presented annually to an MPA member or team of MPA members who have shown outstanding achievement and dedication to the pharmacy profession through community education and awareness.

It takes into consideration:

- cumulative events throughout the course of a career or for specific activity(s) that promotes the profession of pharmacy to the community and increases the visibility of pharmacy professionals.
- education and awareness activities that convey information with the goal of positively impacting a person's health and/or decision-making through information, screening, improved prevention or treatment.”
- reaching out to positively influence health and lifestyle by acting as the patient's partner or mentor.
- community education and awareness involving public speaking, presentations, ad campaigns, health screenings, various drives and fundraisers, etc.
- smaller endeavors that have a high impact on a specific segment of the population. Examples include, but are not limited to, assisting small groups with understanding Medicare Part D, focused specialty counseling for diabetics in Asheville-like programs, etc.
- qualities such as originality, creativity, the ability to assess and address the most pressing health issues currently facing a given population or group, effectiveness in connecting and relating healthcare information to the audience, and excellent public speaking and group facilitating abilities.

Fellow of Michigan Pharmacists Association

This is the only award that requires the potential recipient to complete the application. The designation Fellow of the Michigan Pharmacists Association recognizes achievements and dedication to the practice of pharmacy and the community. This distinction signifies the recipients' actions well beyond regular pharmacy practice.

It takes into consideration:

- three areas: professional actions in practice, public service and pharmacy association participation, all of which help define a well-rounded pharmacist.
- Student MPA and/or MPA membership for a minimum of five years.
- a minimum of 25 points in each of three categories, with a total of 100 points needed overall, to earn the fellowship (points may be retroactively added from the beginning of an applicant's pharmacy career).

Pharmacy Hall of Honor

The Pharmacy Hall of Honor was established by Michigan Pharmacists Association in 1986 to recognize members who have provided volunteer leadership in service to the Association by participating on Committees and in designated Association programs. Each year, qualifying members who have accumulated 500 points for their volunteer activities are inducted into the Hall of Honor.



MICHIGAN PHARMACISTS ASSOCIATION

MPA AWARDS NOMINATION FORM

Each year, Michigan Pharmacists Association has the honor of recognizing individual pharmacists for their personal and professional achievements. Awards are presented during the MPA Annual Convention & Exposition, held the last weekend in February. **All nominations must be submitted by Oct. 1.**

Nominating for:

- | | |
|---|--|
| <input type="checkbox"/> Pharmacist of the Year Award | <input type="checkbox"/> Executive Board Medal Award |
| <input type="checkbox"/> Bowl of Hygeia Award | <input type="checkbox"/> Distinguished New Pharmacist Practitioner Award |
| <input type="checkbox"/> Excellence in Innovation Award | <input type="checkbox"/> Fred W. Arnold Public Relations Award |
| <input type="checkbox"/> Generation Rx Champions Award | |

Nominee Information

Full Name: _____

Employer: _____

Home Address: _____

City: _____ State: _____ Zip: _____

E-mail Address: _____

Home Phone Number: _____

Supporting Data

Please describe how the nominee has contributed significantly to the advancement of pharmacy or the programs/activities in which the nominee is directly involved in that have benefited pharmacy for the award you are nominating them for. Please submit nominee's CV or bio if available. Additional information may be included by attachment.

Nominator's Full Name: _____

Nominator's Phone Number: _____

Nominator's E-mail Address: _____

Is the nominee aware of your nomination? Yes No

Please return this nomination form by Oct. 1 to: MPA, 408 Kalamazoo Plaza, Lansing, MI 48933; e-mail to Melody@MichiganPharmacists.org; or fax to (517) 484-4893. Nominations can also be made online at MichiganPharmacists.org/awards

APPENDIX

MPA MISSION STATEMENT

Our Mission

The mission of MPA is to serve members by providing support, advocacy and resources that ultimately improve patient care, safety, health, and the practice of pharmacy.

Our Vision

MPA, as the leader of pharmacy professionals in Michigan, is the premier source of professional development, information and practice innovations. Through the active involvement of its diverse members, MPA is an influential force in developing health policy and optimizing patient health, safety, and medication management.

MPA CODE OF ETHICS

Adopted by the MPA Membership | November 1996

PREAMBLE

Pharmacists are health professionals who assist individuals in making the best use of medications. This Code, prepared and supported by pharmacists, is intended to state publicly the principles that form the fundamental basis of the roles and responsibilities of pharmacists. These principles, based on moral obligations and virtues, are established to guide pharmacists in relationships with patients, health professionals and society.

- I. **A PHARMACIST** respects the covenantal relationship between the patient and pharmacist.

Considering the patient-pharmacist relationship as a covenant means that a pharmacist has moral obligations in response to the gift of trust received from society. In return for this gift, a pharmacist promises to help individuals achieve optimum benefit from their medications, to be committed to their welfare, and to maintain their trust.

- II. **A PHARMACIST** promotes the good of every patient in a caring, compassionate and confidential manner.

A pharmacist places concern for the well-being of the patient at the center of professional practice. In doing so, a pharmacist considers needs stated by the patient as well as those defined by health science. A pharmacist is dedicated to protecting the dignity of the patient. With a caring attitude and a compassionate spirit, a pharmacist focuses on serving the patient in a private and confidential manner.

- III. **A PHARMACIST** respects the autonomy and dignity of each patient.

A pharmacist promotes the right of self-determination and recognizes individual self-worth by encouraging patients to participate in decisions about their health. A pharmacist communicates with patients in terms that are understandable. In all cases, a pharmacist respects personal and cultural differences among patients.

- IV. **A PHARMACIST** acts with honesty and integrity in professional relationships.

A pharmacist has a duty to tell the truth and to act with conviction of conscience. A pharmacist avoids discriminatory practices, behavior or work conditions that impair professional judgment, and actions that compromise dedication to the best interests of patients.

- V. **A PHARMACIST** maintains professional competence.

A pharmacist has a duty to maintain knowledge and abilities as new medications, devices and technologies become available and as health information advances.

- VI. **A PHARMACIST** respects the values and abilities of colleagues and other health professionals.

When appropriate, a pharmacist asks for the consultation of colleagues or other health professionals or refers the patient. A pharmacist acknowledges that colleagues and other health professionals may differ in the beliefs and values they apply to the care of the patient.

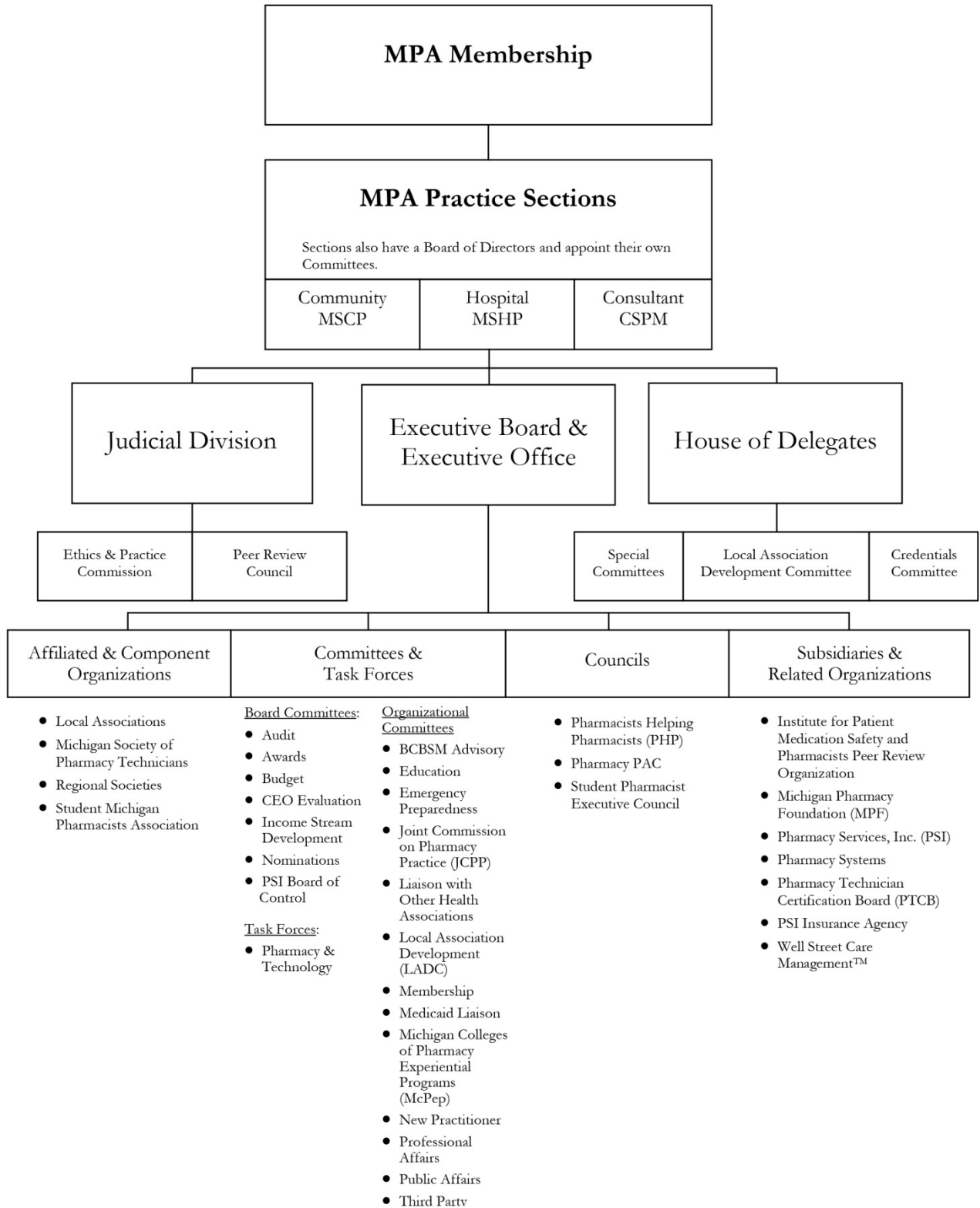
- VII. **A PHARMACIST** serves individual, community and societal needs.

The primary obligation of a pharmacist is to individual patients. However, the obligations of a pharmacist may at times extend beyond the individual to the community and society. In these situations, a pharmacist recognizes the responsibilities that accompany these obligations and acts accordingly.

- VIII. **A PHARMACIST** seeks justice in the distribution of health resources.

When health resources are allocated, a pharmacist is fair and equitable, balancing the needs of patients and society.

MPA Organizational Chart (Divisions)



MICHIGAN PHARMACISTS ASSOCIATION BYLAWS

The Michigan Pharmacists Association is a nonprofit corporation organized in 1883; incorporated under the provisions of Act 327 of the Public Acts of 1931, as amended. The Bylaws of the Association are as follows:

CHAPTER I — ORGANIZATION

ARTICLE I — NAME

Section 1. — NAME — The name of this organization shall be the Michigan Pharmacists Association.

ARTICLE II — PURPOSE & OBJECTIVES

Section 1. — PURPOSE — The Association is the state professional society of pharmacists, representing the pharmacy profession in Michigan, united for the common good to advance public health and patient care and the interests of the pharmacy profession.

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

- A. to advance the art and science of the profession of pharmacy through organizational functions associated with economics, education, governmental affairs, and professional standards.
- B. to adopt and enforce a Code of Professional Ethics to provide the highest standards of professional practice in advancing quality pharmacy care of patients.
- C. to support a system of professional licensure of pharmacists to advance public health and welfare.
- D. to assist members of the Association or a component organization in achieving economic, educational, governmental, and professional goals.
- E. to provide services to members of the Association and to pharmacies.
- F. to conduct organizational activities and research in advancing public health education and professional roles of pharmacists.
- G. to promote the safe, effective and rational use of medications, therapeutic agents and medical devices issued or dispensed by pharmacists for the prevention of illness, treatment of a medical condition or maintenance of health.
- H. to encourage interprofessional relations.

ARTICLE III — GOVERNMENT

Section 1. — GOVERNMENT — The Association shall be governed by the executive, the legislative and the judicial divisions of the Association, according to the Bylaws of the Association.

- A. The Executive Board is the executive division of the Association.
- B. The House of Delegates is the legislative division of the Association.
- C. The Ethics and Practice Commission is the judicial division of the Association.

CHAPTER II — CODE OF PROFESSIONAL ETHICS

ARTICLE I — CODE OF PROFESSIONAL ETHICS

Section 1. — CODE OF PROFESSIONAL ETHICS — The Association shall adopt a Code of Professional Ethics, the purpose of which is to elevate the standards of the professional practice of pharmacy and serve as a guide for the conduct and application of professional judgment by pharmacy practitioners. All applicants for active membership shall subscribe to the Association's Code of Professional Ethics and continue to do so upon renewal of membership.

Section 2. — ETHICS & PRACTICE COMMISSION — The Ethics & Practice Commission is the judicial division of the Association. It shall be the primary responsibility of the Ethics & Practice Commission to interpret and enforce the Association's Code of Professional Ethics according to the provisions of the Bylaws and procedures duly adopted by the Commission. The Commission shall also serve to advance the practice standards of the pharmacy profession.

Section 3. — PROCEDURES, PENALTIES & APPEAL — An active member may be reprimanded, fined, suspended, or expelled from membership for violation of the obligations of the Code of Professional Ethics or for a criminal law conviction or violation of civil law relating to professional competency. An active member against whom a complaint for violation of the Code of Professional Ethics, criminal law, or civil law related to professional competency has been received shall be provided written notice of charges and an opportunity for a judicial review or hearing by the Ethics & Practice commission according to established due process procedures. All decisions of the Ethics & Practice Commission shall be final unless appealed to the Executive Board within sixty (60) days from the date on which the member received notification of the decision by the Ethics & Practice Commission. The majority decision of the Executive Board of cases on appeal shall be final and binding.

CHAPTER III — MEMBERSHIP

ARTICLE I — MEMBERSHIP PRINCIPLE

Section 1. — MEMBERSHIP PRINCIPLE — Every pharmacist in Michigan is considered a citizen of the profession and a candidate for professional standing as an active member of the Michigan Pharmacists Association. A pharmacist who is a member of the Association shall be entitled to be recognized in good professional standing, eligible for all membership rights, privileges, and services. Persons other than pharmacists may be eligible for other classifications of membership.

ARTICLE II — MEMBERSHIP CLASSIFICATIONS

Section 1. — MEMBERSHIP CLASSIFICATIONS — Membership classifications of the Association shall include:

A. ACTIVE MEMBER

A person who has completed the educational requirements to be a pharmacist is eligible for active membership within the Association; an active member shall be entitled to all rights and privileges, and eligible for the services of the Association.

- B. ASSOCIATE MEMBER
A person not eligible for active membership who is interested in advancing the profession of pharmacy is eligible for associate membership. An associate member shall be eligible for the services of the Association. An associate member may not vote or hold office in the Association.
- C. HONORARY MEMBER
A person who has achieved exemplary distinction for accomplishments in or for pharmacy or the health sciences may be elected an honorary member by the Executive Board. An honorary member shall be eligible for the services of the Association. An honorary member, unless otherwise eligible for active membership, may not vote or hold office in the Association. An honorary member shall be exempt from payment of annual dues.
- D. STUDENT PHARMACIST MEMBER
A student enrolled in an accredited Doctor of Pharmacy program is eligible for student pharmacist membership. A student pharmacist member shall be entitled to selected rights and privileges, and eligible for the services of the Association.
- E. PHARMACY TECHNICIAN MEMBER
A PTCB certified pharmacy technician is eligible for pharmacy technician membership within the Association. A pharmacy technician member shall be entitled to selected rights and privileges, and eligible for the services of the Association.

ARTICLE III— ELECTION TO MEMBERSHIP

Section 1. — ELECTION TO MEMBERSHIP — By appropriate application or recommendation to the Association and an affirmative vote of two-thirds of the Executive Board, an eligible and qualified applicant shall be deemed elected to the appropriate membership classification.

ARTICLE IV — MEMBERSHIP DUES

Section 1. — PAYMENT OF DUES — A person shall remit such dues as determined by the Executive Board for the membership classification to which he or she is eligible and applies or renews.

Section 2. — ARREARS AND SUSPENSIONS — A member in a membership classification not exempt from the payment of dues shall be suspended, and membership benefits, privileges and services terminated when annual dues are in arrears.

Section 3. — REINSTATEMENT — A member suspended from a membership classification under this Article may be readmitted upon compliance with either of the following requirements:

- submission of an application for membership classification, as if the person was a new member, accompanied by payment of the appropriate dues. In such case, the membership classification shall date from the time of the reinstatement.
- submission of all dues and assessments in arrears. In such case, the membership classification shall date from the original date elected to the membership classification.

Section 4. — CONSECUTIVE YEARS OF MEMBERSHIP — A person in a membership classification for the consecutive years established by the Executive Board shall be eligible for special recognitions.

Section 5. — RECORDED YEARS OF MEMBERSHIP — A person in a membership classification obtaining the recorded years of membership established by the Executive Board shall be eligible for special recognitions.

CHAPTER IV — THE EXECUTIVE BOARD

ARTICLE I — ORGANIZATION OF THE BOARD

Section 1. — COMPOSITION — The Executive Board is the executive governing division of the Association. The Executive Board shall consist of the officers of the Association, Board members, and the Speaker and Vice Speaker of the House of Delegates.

Section 2. — RESPONSIBILITIES OF THE BOARD — The Executive Board shall be vested with the authority and responsibility of conducting the business and administering the finances of the Association. It shall adopt an annual budget for the Association. The Executive Board shall appoint and annually review the Director. It shall approve the time and place for the Annual Convention & Exposition and other business meetings of the Association, and determine the fiscal year and operational year for the financial and functional activities of the Association. The Executive Board shall approve the committees and commissions of the Association, such other organizational units deemed necessary for the conduct of Association affairs, and the committees and task forces of the Board. It shall fill all vacancies which may occur on the Board and it shall act on applications for membership in the Association and shall perform other functions as may be designated in the Bylaws or by the House of Delegates. The Executive Board shall act on appeals from members emanating from decisions of the Ethics & Practice Commission wherein sanctions are imposed for violation of the Code of Professional Ethics of the Association. It shall establish and maintain an organizational relationship with the American Pharmacists Association. The Executive Board shall report at each business meeting of the Association the actions of the Board and positions of the Association since its last report.

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

ARTICLE II — OFFICERS & MEMBERS OF THE BOARD

Section 1. — OFFICERS — The officers of the Association shall be the Director, Chairman of the Board, President, President-Elect, and the Treasurer.

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

A. DIRECTOR AND CHIEF EXECUTIVE OFFICER

The Director shall be appointed by the Executive Board and will serve as chief executive officer of the Association. The Director shall serve as editor of the Association's official journal, the *Michigan Pharmacist*, and serve as secretary of the Executive Board and the House of Delegates. The Director shall have executive supervision over Association activities and operations, and its headquarters and staff. The Director shall give appropriate notice to the membership of all business meetings of the Association and report at the meetings of the House of Delegates. The Director shall direct financial affairs of the Association as established by policies and procedures of the Executive Board. The Director shall be under bond as established by the Executive Board. The Director shall serve such other functions as may be directed by the Executive Board. The Director shall be a voting member of the Executive Board.

B. CHAIRMAN OF THE BOARD

The Chairman of the Board shall preside at meetings of the Executive Board. The Chairman shall assume the responsibilities of the office according to the Association's operational year as established by the Executive Board.

C. PRESIDENT

The President shall preside at meetings of the membership. The President shall present a report of the actions of the Executive Board at meetings of the House of Delegates. The President shall appoint, with the consent of the Executive Board, the committees, commissions, and organizational units of the Association and the committees and task forces of the Executive Board. The President shall assume the office of Chairman the next operational year of the Association.

D. PRESIDENT-ELECT

The President-Elect shall assume all powers and duties of the President in the absence of the President. The President-Elect shall serve as Chairman of the Budget Committee of the Executive Board. The President-Elect shall assume the office of President the next operational year of the Association following election to the office of President-Elect.

E. TREASURER

The Treasurer shall present a financial report at all meetings of the Executive Board and at meetings of the House of Delegates. The Treasurer shall be under bond as established by the Executive Board. The Treasurer shall be a member of the Budget Committee of the Executive Board.

Section 3. — MEMBERS OF THE BOARD — The Board member positions shall include two positions assigned to members in good standing of the Consultant Pharmacists Society of Michigan, two positions assigned to members of good standing of the Michigan Society of Community Pharmacists, two positions to members of good standing of the Michigan Society of Health-System Pharmacists, three at-large positions, and the Chairman of the Student Pharmacist Executive Council. At least one Board member shall be from the Upper Peninsula. In the event the Executive Board approves an additional section(s), two Board member positions shall be added to the Executive Board for the approved sections.

Section 4. — LIABILITY OF MEMBERS OF EXECUTIVE BOARD —

A. DEFINITION

The members of the Executive Board shall be construed to be “Volunteer Directors” as defined in the Michigan Nonprofit Corporation Act, as amended. They shall not receive anything of value from the corporation for serving as Board members other than reasonable per diem compensation and reimbursement for actual, reasonable, and necessary expenses incurred in their capacity as members of said Board.

B. LIMITATION OF LIABILITY

Members of the Executive Board shall not be personally liable to the corporation or its members for monetary damages for a breach of their fiduciary duty. However, said Board members shall be liable for any of the following:

- (1) A breach of the duty of loyalty to the corporation or its members
- (2) Acts or omissions not in good faith or that involve intentional misconduct or a knowing violation of the law
- (3) Unauthorized dividend distributions or any other act in violation of Section 551(1) of the Michigan Nonprofit Corporation Act (MCLA 450.2551)
- (4) A transaction from which the Board member derived an improper personal benefit
- (5) An act or omission occurring before January 1, 1988
- (6) An act or omission that is grossly negligent

C. CORPORATE LIABILITY TO THIRD PARTIES

The corporation assumes all liability to any person other than the corporation or its members for all acts or omissions of a Board member occurring on or after January 1, 1988

D. EXTENT OF LIABILITY

The power of the corporation to eliminate or limit the personal liability of Board members shall exist to the fullest extent permitted by the Michigan Nonprofit Corporation Act, as amended, and any other applicable law.

ARTICLE III — NOMINATIONS, ELECTIONS AND TERMS OF OFFICE

Section 1. — NOMINATIONS COMMITTEE — The President shall appoint, with the consent of the Executive Board, a Committee on Nominations. The Committee on Nominations shall consist of the number of members determined by the Executive Board. Membership of the Nominations Committee shall include at least one person from each approved section and at least one at-large member. It shall be the responsibility of the Nominations Committee to select nominees for each officer, at-large board member position, and board member position submitted by the sections to be voted upon, with due consideration to the area of practice and geographic distribution of the candidates and the members of the Executive Board. The Committee shall present a slate of candidates for approval at a House of Delegates session.

Section 2. — NOMINATIONS — The Nominations Committee shall submit, from the active members in good standing, nominees for the officer positions of President-Elect and Treasurer (when applicable), and nominees for Board member positions at a session of the House of Delegates meeting. Additional nominations for the at-large Board member positions may

be made from the floor under applicable Rules of Order. The nominations approved at the session shall constitute the complete slate of nominations.

Section 3. — ELECTIONS — Every active member of the Association shall be provided with the opportunity to vote for the candidates for the positions of President-Elect, Treasurer and Executive Board Member. Every pharmacy technician member of the Association shall be provided with the opportunity to vote for the candidates for the position of Executive Board Member excluding President-elect and Treasurer. The Director shall mail ballots to every active member of the Association at least sixty days prior to the end of the Association's operational year. The ballots returned by the membership shall be tallied by a Board of Canvassers, according to procedures established by the Executive Board. The candidate receiving the largest number of votes cast for a given position shall be elected to that position. The results of the election shall be announced in the next regularly-published journal of the Association.

Section 4. — TERMS OF OFFICE — The term of office for the Chairman, President and President-Elect shall be one year. The officer position of Treasurer and Board member positions shall be for three-year terms. No person shall hold two elective offices during the same operational year. The number of successive terms of office for each officer, except the Treasurer, shall be limited to one full elected term and one partial appointed term. The number of successive terms for a person holding the office of Treasurer shall be limited to two full elected terms and one partial appointed term.

CHAPTER V — STANDING COMMITTEES

ARTICLE I — STANDING COMMITTEES

Section 1. — STANDING COMMITTEES — The President shall appoint, with the consent of the Executive Board, the following standing committees of the association:

- A. Committee on Professional Affairs
- B. Committee on Public Affairs

Section 2. — COMPOSITION AND RESPONSIBILITIES — The composition and responsibilities of the standing committees shall be as follows:

A. COMMITTEE ON PROFESSIONAL AFFAIRS

The Committee on Professional Affairs shall consist of the number of members determined by the Executive Board, at least one of whom shall be a student pharmacist member. It shall be the primary responsibility of the Professional Affairs Committee to develop policies, projects and programs for the advancement of the professional practice of pharmacy.

B. COMMITTEE ON PUBLIC AFFAIRS

The Committee on Public Affairs shall consist of the number of members determined by the Executive Board, at least one of whom shall be a student pharmacist member. It shall be the primary responsibility of the Public Affairs Committee to develop policies, projects and programs for the advancement of public awareness and education related to health care, with particular focus on pharmacy care services.

ARTICLE II—STUDENT PHARMACIST EXECUTIVE COUNCIL

Section 1. — COMPOSITION AND RESPONSIBILITIES — The Student Michigan Pharmacists Association students of each college of pharmacy located in Michigan shall each elect no more than three representatives to serve on the Council. The Council shall serve to communicate the actions of the Association to the students at each college of pharmacy, to communicate the will of the students at each college of pharmacy to the Executive Board, to promote engagement in the Association, and to promote community service with the collaborative participation of student pharmacists, pharmacy technicians, and pharmacists.

Section 2. — COUNCIL CHAIRMAN AND COUNCIL VICE CHAIRMAN — The Council Chairman and Council Vice Chairman shall be elected by the representatives on the Council. The Council Chairman and Council Vice Chairman may not represent the same College of Pharmacy. The Council Chairman shall be a member of the Executive Board; the Council Vice Chairman shall direct the business of the Council.

Section 3. — TERM OF OFFICE — The term of office for a representative shall be one year from July 1 to June 30 the following year. No one may be a representative for more than four years. No one may hold the office of Council Chairman for more than one term. No one may hold the office of Council Vice Chairman for more than one term.

CHAPTER VI—GENERAL OPERATIONAL PROVISIONS

ARTICLE I—OFFICIAL MEETINGS

Section 1. — OFFICIAL MEETINGS — The Association shall convene an annual meeting each year and such interim or special meetings as necessary to conduct the business of the Association. The membership shall be notified in the Association journal at least sixty (60) days in advance of an Annual Meeting and at least thirty (30) days in advance of an interim or special meeting of the Association.

ARTICLE II—QUORUM AND VOTING

Section 1. — QUORUM AND VOTING — Every active member of the Association in good standing is entitled to vote at any official meeting of the Association. Fifty (50) active members in attendance at an official meeting of the Association shall constitute a quorum.

ARTICLE III—ORDER OF BUSINESS

Section 1. — ORDER OF BUSINESS — The rules of order for the conduct of Association business at an official meeting shall be Robert’s Rules of Order, as revised. The order of business for official Association meetings shall be established by the presiding officer.

ARTICLE IV—
ASSOCIATION FINANCES AND PROPERTIES

Section 1. — ASSOCIATION FINANCES AND PROPERTIES — All Association monies, except a petty cash allowance, shall be deposited in financial institutions incorporated under the laws of Michigan or invested in such manner as determined by the Executive Board. All properties of the Association shall be under the direction and supervision of the Executive Board. The Association may receive grants from any source to conduct studies or programs to advance the objectives of the Association.

CHAPTER VII — ASSOCIATED ORGANIZATIONS

ARTICLE I—PETITION AND RECOGNITION

Section 1. — ELIGIBILITY — An organization of pharmacists in Michigan may petition in writing to the Executive Board for status as a component organization of the Michigan Pharmacists Association. A student pharmacy chapter, regional organization, or organization of persons having an associate relationship to the practice of pharmacy may petition in writing to the Executive Board for status as an affiliated chapter of the Michigan Pharmacists Association.

Section 2. — RECOGNITION — An organization petitioning for status as a component organization, or as an affiliated chapter, shall do so according to written criteria and procedures for official recognition as established by the Executive Board and approved by the House of Delegates.

ARTICLE II—PRIVILEGES

Section 1. — PRIVILEGE — Official recognition by the Executive Board as a component organization or an affiliated chapter is a privilege. The bylaws of a component organization or affiliated chapter shall not be in conflict with the Bylaws of the Michigan Pharmacists Association.

Section 2. — PRIVILEGES — A component organization of pharmacists or an affiliated chapter accorded official recognition in accordance with this Chapter will thereafter be granted recognition status in the House of Delegates in accordance with the provisions of Chapter VII; and, shall be eligible for special organizational services available to recognized component organizations and affiliated chapters.

ARTICLE III—DISCLAIMER PROVISION

Section 1. — DISCLAIMER — Recognized component organizations and affiliated chapters when acting in other than an official meeting of the Association are considered activities independent of the Association.

ARTICLE IV—
TERMINATION OF RECOGNITION

Section 1. — TERMINATION OF RECOGNITION — Recognition status as a component organization or an affiliated chapter may be terminated by the Executive Board for noncompliance with the Bylaws, for violation of the provisions of this Chapter, or for failure to meet such additional procedures and standards established by the Executive Board and approved by the House of Delegates.

CHAPTER VIII — HOUSE OF DELEGATES

ARTICLE I — HOUSE OF DELEGATES ORGANIZATION

Section 1. — COMPOSITION — The House of Delegates is the legislative division of the Association, composed of representatives of the following organizations and of certain ex officio members enumerated below. All delegates shall be members of the Association in good standing.

A. RECOGNIZED COMPONENTS

Each recognized component organization of pharmacists shall be entitled to three delegates for the first fifty dues-paid active members and one additional delegate for each additional fifty dues-paid active members or major fraction thereof, designating membership in the recognized component organization.

B. AFFILIATED CHAPTERS

Each recognized affiliated chapter of the Association, including student chapters, is entitled to three delegates for the first fifty dues-paid active, associate, pharmacy technician or student members, and one additional delegate for each additional fifty dues-paid active, associate, pharmacy technician or student member or major fraction thereof, designating membership in the affiliated chapter.

C. EXECUTIVE BOARD

The Executive Board members, during their term of office, shall serve as ex officio voting members of the House of Delegates.

D. MEMBERS FROM NON-LOCAL COUNTIES

Active members residing in counties without local associations shall collectively be entitled up to three delegates for the first fifty dues-paid active members and one additional delegate for each additional fifty dues-paid members or major fraction thereof, designating membership in non-local counties of the Association. Delegates will be appointed and/or selected from member applications by the Speaker of the House.

Section 2. — SEATING AND TENURE — The secretary of each organization represented in the House of Delegates shall certify to the Secretary of the House of Delegates the names and addresses of each appointed or elected delegate. Each delegate shall be elected or appointed for a term of one year. Each organization represented in the House of Delegates shall also name an equal number of alternate delegates who shall serve in the absence of a delegate.

Section 3. — RESPONSIBILITIES OF THE HOUSE — It shall be the responsibility of the House of Delegates to interpret the objectives of the Association as stated in the Bylaws and to serve as the policy-forming body of the Association. The House of Delegates shall act on all policy reports and adopt resolutions of policy directed to the Executive Board. The House of Delegates shall act on all proposals for amendment of the Bylaws. The House of Delegates may adopt rules of procedures, consistent with the provisions of these Bylaws, for the governing and administration of the House of Delegates.

ARTICLE II — OFFICERS OF THE HOUSE

Section 1. — OFFICERS OF THE HOUSE — The officers of the House of Delegates shall be the Speaker, Vice Speaker and the Secretary. The Director of the Association shall serve as Secretary of the House of Delegates.

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

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.

C. SECRETARY

The Secretary shall administer the procedures for delegate certification. The Secretary shall also prepare and submit the minutes of the House of Delegates to the delegates.

Section 3. — TERMS OF OFFICE — The Speaker and the Vice Speaker shall be elected at the House of Delegates Session during the annual meeting. The term of office for the Speaker and Vice Speaker shall be two years. 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.

ARTICLE III — NOMINATIONS AND ELECTIONS

Section 1. — NOMINATIONS AND ELECTIONS — The House of Delegates shall adopt a standing rule of procedures for the open nomination and the election for the offices of the Speaker and the Vice Speaker.

ARTICLE IV — COMMITTEES OF THE HOUSE OF DELEGATES

Section 1. — COMMITTEES — The Committees of the House of Delegates appointed by the Speaker shall submit a final written report of their recommendations to the delegates.

ARTICLE V — GENERAL OPERATIONAL PROVISIONS

Section 1. — MEETINGS — The House of Delegates shall meet at least annually. The House of Delegates may be convened for such interim or special meetings as necessary to conduct the business of the House of Delegates.

Section 2. — QUORUM AND VOTING — Each delegate shall be entitled to one vote. A delegate shall not act as a proxy of another delegate, nor as a delegate for more than one organization. A member of the Association may attend any session of the House of Delegates and shall have the privilege of the floor, but shall not be allowed to vote if not serving as a delegate. Fifty-one (51) percent of the authorized delegates of the House of Delegates shall constitute a quorum.

Section 3. — ORDER OF BUSINESS — The rules of order for the conduct of House of Delegates business at an official meeting shall be Robert's Rules of Order, as revised; or, the rules of procedures as may have been adopted by the House of Delegates. The order of business for official meetings and sessions shall be established by the Speaker.

Section 4. — MOTIONS — Motions receiving the affirmative vote of the majority of the delegates present and voting shall be considered adopted by the House of Delegates.

CHAPTER IX — AMENDMENT

ARTICLE I — AMENDMENT

Section 1. — AMENDMENT — A proposal to amend the Bylaws shall be submitted in writing at the association headquarters office, by an Active Member, at least one-hundred eighty (180) days in advance of a meeting of the House of Delegates. The proposed amendment shall be referred to a committee on Bylaws appointed by the Executive Board. The Committee on Bylaws shall submit a report with a recommendation to the House of Delegates on the proposed amendment at least thirty (30) days in advance of a meeting of the House of Delegates. Upon receiving two thirds (2/3) vote of the delegates present and voting, the proposed Bylaws amendment shall be submitted to the membership with the next regularly-scheduled Association election ballot. The Bylaws amendment shall be adopted upon receipt of a majority vote of those voting on the Bylaws amendment.