



## APhA-ASP POLICY PROCESS: MRM GUIDE FOR CHAPTER DELEGATES AND ATTENDEES

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### APhA-ASP Policy Development Process at Midyear Regional Meetings (MRMs)

The APhA-ASP Policy Process is one of the most important activities that a student pharmacist member can participate in, because it provides an opportunity to influence the direction of the Academy, the Association and the profession. Policy development is how APhA-ASP creates common goals that advance our profession and ultimately better serve our patients.

All APhA-ASP Adopted Resolutions began as an idea brought forth by an individual student pharmacist member. In the past, APhA-ASP chapters were not limited in the number of proposed resolutions presented at the APhA-ASP MRM. However, due to the increase in the number of schools and colleges of pharmacy, the APhA-ASP National Executive Committee and APhA Student Development Staff developed the *One Chapter...One Resolution* process to streamline the number of proposed resolutions brought forth to the APhA-ASP MRMs. A pilot program was conducted for three (3) years and was finalized by the APhA-ASP National Executive Committee in January 2019.

### MRM Policy Process Timeline

- **August & September – Idea Generating & Policy Development:** Although just one proposed resolution will be finalized for discussion at MRM, chapters can submit two (2) ranked proposed resolutions to the APhA-ASP Regional Delegate four (4) weeks prior to the start of their MRM. The secondary proposed resolution will serve as an alternate proposal, to be used if the primary proposal is too similar to another chapter's proposed resolution, or if it is already (or too similar to) an APhA-ASP Adopted Resolutions on the books. The APhA-ASP Chapter Policy Vice President and any interested student pharmacist members should review APhA-ASP's Adopted Resolutions Book and begin developing ideas for proposed resolutions. Proposed ideas should be reviewed, debated and voted upon by the APhA-ASP Chapter or Chapter Executive Committee prior to submitting them to the APhA-ASP Regional Delegate.
- **Four Weeks Prior to MRM – Submit Proposed Resolutions:** Each APhA-ASP Chapter submits two (2) ranked proposed resolutions to the APhA-ASP Regional Delegate. The deadline is the Friday four (4) weeks prior to the start of the region's MRM. A list of the deadlines and regional officer contact information can be found on the APhA-ASP MRM website ([mrm.pharmacist.com](http://mrm.pharmacist.com)).
- **Three Weeks Prior to MRM – Regional Webinar:** A webinar will be conducted by the APhA-ASP Regional Delegate three (3) weeks prior to MRM to discuss the proposed resolutions and identify opportunities for collaboration within the region. Each chapter will have the opportunity to present their two (2) ranked proposed resolutions to the region for a period of two minutes per resolution. Attendees will then be provided an opportunity to comment, ask questions, and discuss any potential collaborative opportunities between chapters. After the webinar, the APhA-ASP Regional Delegate will help organize collaborations and assist with finalizing the proposed resolutions for MRM. Each chapter shall designate at least one student member to attend the webinar (usually the Chapter Policy Vice President, MRM Chapter Delegate, or Chapter President). However, the webinar is open all chapter members that would like to participate. A link to the webinar registration can be found on the APhA-ASP MRM website ([mrm.pharmacist.com](http://mrm.pharmacist.com)).
- **Two Weeks Prior to MRM – Final Proposed Resolution Due:** After attending the regional webinar and potentially combining proposed resolutions with other chapters within your region, each chapter shall submit their one (1) final proposed resolution to the APhA-ASP Regional Delegate by the Friday two (2) weeks prior to the region's MRM.

- **The Week Before MRM:** The APhA-ASP Regional Delegate will send a final list of proposed resolutions, background statements and contact information to all chapters no later than the Friday one (1) week prior to the start of MRM. Chapters should conduct a general meeting to discuss the proposed resolutions with all chapter members so that those unable to attend MRM still have an opportunity to ask questions and voice their opinions on the proposed resolutions. The Chapter Policy Vice President shall develop a list of comments and questions to be brought forth during the MRM Policy Proposal Forum.
- **APhA-ASP New Business Items:** Any new ideas developed after the two (2) week deadline shall be considered new business. All new business items are due to the APhA-ASP Regional Delegate by the start of the first session on Saturday of the MRM using the official APhA-ASP New Business Item Form. ***Once submitted, all new business items will be considered proposed resolutions and will be addressed during the APhA-ASP Policy Proposal Forum and the chapter online voting form.***
- **APhA-ASP Policy Proposal Forum – Saturday Morning:** This is an open forum/session (chaired by the APhA-ASP Regional Delegate) where each proposed resolution is read aloud and anyone in attendance (members and non-members) may discuss the proposed resolutions, make comments and ask questions of the proposing chapter. When approaching a microphone to speak during the Policy Proposal Forum, attendees are asked to state their name, their school/organization, whether they support or oppose the proposed resolution, and then make their comment or ask a question about the proposed resolution. All comments and questions shall be directed to the APhA-ASP Regional Delegate presiding over the Policy Proposal Forum. In addition, it is customary to identify if you are “speaking on behalf of yourself” or “speaking on behalf of your chapter/organization”. This is your time to make your voice heard. Don’t miss this opportunity!
- **Chapter Discusses Proposed Resolutions – Saturday Afternoon:** After the Policy Proposal Forum, chapters should meet and discuss the results of Forum and decide how the chapter wants to vote on each proposed resolution. Chapters will not be voting on the proposed resolutions during the MRM Regional Closing Session on Sunday morning. Instead, chapters will have until midnight on Saturday to vote on the proposed resolutions online. A link to the region's online voting form will be available at the MRM following the Policy Proposal Forum. If chapters would like to suggest any amendments to the proposed resolutions, they will vote in favor of the proposed resolution and complete the amendment section of the online voting form.
- **MRM Regional Closing Session – Sunday Morning:** During the Closing Session, chapter delegates will participate in the regional officer election process and receive an official report of the proposed resolutions online voting process from the previous evening. All proposed resolutions that pass will be forwarded to the APhA-ASP Resolutions Committee.
- **After the MRM – Regional Delegates Meet in Washington, DC:** All eight (8) APhA-ASP Regional Delegates comprise the APhA-ASP Resolutions Committee. The Committee receives all the passed proposed resolutions from the eight (8) MRMs in early-December. The Committee meets via several webinars in late-December and an in-person meeting in Washington, DC (January) to determine the proposed resolutions that will be presented at the APhA-ASP House of Delegates during the APhA Annual Meeting. If chapters feel strongly about a proposed resolution that passed at the MRM, tell the APhA-ASP Regional Delegate about it! They are responsible for representing the region and bringing the resolutions from the regional level to the national level.
- **APhA-ASP House of Delegates & Board of Trustee Approval:** Once proposed resolutions are passed by the APhA-ASP House of Delegates they are sent to the APhA-ASP National Policy Standing Committee and APhA-ASP National Executive Committee. The APhA-ASP National Policy Standing Committee develops an implementation plan and submits the adopted resolutions, plan and any resource or budgetary requests to the APhA Board of Trustees for final approval. Once approved by the APhA Board of Trustees, the resolutions become the adopted policy of the Academy, representing the collective voice of student pharmacists.

- **APhA-ASP Policy Development Forms, Resources, Links and Dates/Deadlines:** For more information on the APhA-ASP Policy Process and forms for the APhA-ASP MRMs, please visit the APhA-ASP Policy and Advocacy webpage ([pharmacist.com/APhA-ASP](http://pharmacist.com/APhA-ASP)) or the MRM website ([mrm.pharmacist.com](http://mrm.pharmacist.com)). In addition, it is recommended to review *The Capsule, an Introduction and Orientation to the APhA-ASP Policy Process*, for a complete list and description of all the steps of the APhA-ASP Policy Process.

## COMMON TERMS AND DEFINITIONS

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**Proposed Resolution:** an idea or concept that a student pharmacist/chapter bring to the attention of their region for discussion at the MRM Policy Proposal Forum. In addition, the APhA-ASP Resolutions Committee develops proposed resolutions for the APhA-ASP House of Delegates Session at the APhA Annual Meeting.

**Policy Proposal Forum:** the open session that occurs on Saturday of the MRM. All proposed resolutions (and new business items) will be read aloud, and ANYONE may address the audience and state their opinion about a proposed resolution. This session is traditionally run by the APhA-ASP Regional Delegate.

**Regional Closing Session:** the session that occurs on Sunday morning of the MRM. A report detailing the results of the chapter voting on the proposed resolutions (and new business items) will take place. In addition, chapter delegates will elect the three (3) APhA-ASP Regional Officers (Regional Delegate, Regional Member-at-large and Midyear Regional Meeting Coordinator). During this session, ONLY chapter delegates can address the assembly. This session is traditionally run by a member of the APhA-ASP National Executive Committee.

**Chapter Delegate:** a representative from each chapter to the region. The chapter delegate will vote on each of the candidates running for APhA-ASP Regional Office and any additional business of the region. Individual chapter members may not vote or address the House during the Regional Closing Session.

**Amendment:** altering the proposed resolution or new business item. At the MRMs, the focus has been placed upon amending content rather than grammar. Suggested amendments for proposed resolutions (and new business items) can be made via the online voting form. The APhA-ASP Resolutions Committee will take the suggested amendments into consideration when developing proposed resolutions for the APhA-ASP House of Delegates to address.

**Suspend House Rules:** allows a violation of the house rules. The object of the suspension must be specified. For our purposes, suspension of house rules is primarily requested for the purpose of an amendment during the APhA House of Delegates at Annual Meeting.

**Previous Question:** this motion calls for an end to the debate on a given business item or discussion. If a 2/3 majority is reached on a motion to call the previous question, all discussion on the previous motion stops, and the vote is conducted.

**Division:** this is called to recount the votes. If it seems as though there may be a tie in the voting, a division may be called, and a recount will be conducted.

**Caucus:** a break in the MRM Regional Closing Session that allows the chapter delegate to consult the chapter before a vote. Caucuses are often called before the regional officer candidate elections.

**Yield the Floor:** in order for anyone other than a chapter delegate to address the House at the MRM Regional Closing Session, the chapter delegate must yield the floor to that person, and this must be approved by the officer presiding over the session.

## PARLIAMENTARY PROCEDURE AT THE MICROPHONE

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- **When Approaching the Microphone** – *(from mic)*      *“Madam/Mister Speaker, (First and Last Name), (Chapter Name) speaking on behalf of (myself or my Chapter),”*
- **To Support a Proposed Resolution** – *(from mic)*      *“My Chapter rises in support of this proposed resolution...(explain why),”*
- **To Oppose a Proposed Resolution** – *(from mic)*      *“My Chapter rises in opposition of this proposed resolution...(explain why),”*
- **To End Debate and Amendments** – *(from mic)*      *“I move the previous question,”*
- **To Verify a Voice Vote** – *(from seat)*      *“I call for a division,” or “Division!”*
- **To Request a Caucus** – *(from mic)*      *“Madam/Mister Speaker, (First and Last Name), (Chapter Name), I would like to request a two-minute caucus...”*
- **To Request Info** – *(from mic)*      *“I rise to a point of information.”*
- **To Protest Rules** – *(from mic)*      *“I rise to a point of order.”*
- **To Second a Motion** – *(from seat)*      *“Second!”*

## OUR MISSION

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### **APhA-ASP Mission**

The mission of the American Pharmacists Association Academy of Student Pharmacists (APhA-ASP) is **to be the collective voice of student pharmacists**, to provide opportunities for professional growth, to improve patient care, and to envision and advance the future of pharmacy.