

The Ohio Society of Health-System Pharmacists Guidelines for Ohio Delegation to the ASHP House of Delegates

Composition:

The delegation shall be comprised of junior and senior delegates, split roughly 50/50. All delegates shall be members of the ASHP for whom Ohio is the designated state of record, and membership in OSHP is preferred. Delegates shall be actively practicing or otherwise employed as a pharmacist in the State of Ohio

The composition of the delegation shall be reassessed by the OSHP Board of Directors upon reapportionment of the ASHP House, which occurs every four years.

Should an elected delegate become unable to serve during the elected term, the OSHP President shall notify and appoint an alternate as determined by the election results, of the year in question.

Nominations:

Each fall, nominations will be accepted for election as those to serve as the junior and, subsequently, senior delegates to the ASHP House. It is desirable that members of the OSHP Board of Directors be available as nominated candidates. Nominees shall be required to submit a resume or CV and a brief (250 words or less) statement on why the candidate is seeking the position and/or why the candidate is qualified to serve. The Presidential Officers and Executive Vice President will review nomination materials and select up to three (3) for each delegate position to be slated for the election. If an interested member is not selected, the Presidential Officers and Executive Vice President will inform the interested member in writing prior to the election. Selection of candidates is based on ongoing contributions to ASHP and/or OSHP. Decisions of the Presidential Officers and Executive Vice President are final and may not be appealed.

Election:

Elections shall be conducted during the fall as OSHP must report delegates to ASHP in January. Balloting can occur either electronically or through the United States Postal Service, as determined by the OSHP Board of Directors. Ballots will be prepared by the Executive Vice President of OSHP or a designee. Ballots shall be supplied to all known active members of ASHP for whom Ohio is the designated state of record. Once it has been determined how many delegates are needed, that number of individuals with the highest number of votes received will serve as junior delegates. The next two highest number of votes will be designated the first alternate and second alternate, respectively. The first alternate followed by the second alternate shall be contacted in the event a replacement is necessary. Alternates shall serve for one year.

Delegates will serve in office for two years, the first year as a junior delegate and the second year as a senior delegate. Alternates shall not be entitled to the rights and privileges of a delegate until, pursuant to the rules and procedures of the ASHP House, the alternate replaces a voting delegate. Delegates may

serve a maximum of two (2) consecutive terms unless otherwise decided by the OSHP Board of Directors.

Responsibilities:

The delegation as elected shall be encouraged to provide all pertinent information to the President of OSHP or designee.

Representatives of the delegation are expected to attend a Regional Delegate Conference (RDC) as scheduled. It is desired that a report on this conference be presented to the President of OSHP within 14 days. OSHP will provide its perspective on pertinent voting issues to be used at the discretion of the delegates

Elected delegates shall attend all meetings of the ASHP House, be engaged in House activities/discussion and, at all times, exercise their best judgment in any votes required. Senior delegates are expected to educate incoming delegates and alternates regarding how the ASHP House of Delegates operates, parliamentary procedure, and the role and responsibilities of an ASHP delegate.

It is desired that within 45 days of adjournment of the House, the delegation report to the President of OSHP a summary of actions taken at the meetings. A summary of pertinent actions should be prepared by the Executive Vice President or designee and published on the OSHP Bulletin within 90 days.

Financial Assistance:

OSHP shall pay the registration fee for all delegates to the ASHP Summer Meeting provided that they are OSHP members. Any funds provided by ASHP to OSHP to offset expenses for the RDC will be equally divided between the Ohio delegates attending the RDC. Additionally, OSHP may fund attendance at the RDC up to an amount determined by the OSHP Finance Committee

Alternate delegates attending the RDC in lieu of a delegate will be eligible for this reimbursement.

Adopted by the OSHP House of Delegates April 30, 2018