

ABHP Rules of Procedure for the Member Forum

1. Resolutions to be considered by the Member Forum must be presented in writing to the Secretary of the ABHP at least 60 days in advance of the session and be signed by at least two active members of ABHP.
2. Resolutions not voluntarily withdrawn by the submitter that meet the requirements of the governing documents shall be presented to the Member Forum by the Committee on Resolutions. They shall be submitted to attendees with one of the following recommendations:
 - (a) recommend adoption,
 - (b) do not recommend adoption,
 - (c) recommend referral for further study, or
 - (d) presented with no recommendation of the Committee on Resolutions.
3. Action by the Member Forum shall be on the substance of the resolutions and not on the recommendation of the Committee on Resolutions.
4. The Member Forum shall be informed of resolutions not presented to it and the reasons therefore.

Guidelines for Submitting Resolutions to the ABHP Member Forum

A Resolution may be defined as a "...declaration submitted to an assembly for adoption...a formal expression of opinion, will or intent by an official body or assembled group." The Resolutions process relates to an earlier time and place that required the offering of formal motions to a seated body followed by an open debate, amendments and action. ABHP's Resolution process offers a mechanism for Association members to have input into the Member Forum.

Resolutions require sponsorship by two active members and must be submitted in writing 60 days in advance of the Member Forum Session where they are to be considered. The time between submission of the resolution and consideration by the Forum is allocated for:

- a. Review and discussion between the Chair of the Member Forum and the submitters of the Resolution with respect to language, intent, duplication of policy, etc.;
- b. Review of the Resolution by the Board of Directors, serving in the capacity of the Committee on Resolutions. (It is at this time that the Board "duly considers" Resolutions, permitting the Forum to take final action on the Resolution(s) placed before it; and,
- c. Review and comments by active members

Submitters of Resolutions are encouraged to follow the format on the attached form when submitting a Resolution for consideration by the Association:

1. *Motion:* The Resolution should be stated as a formal motion for introduction to the Member Forum. This motion should be carefully worded to express the exact intent of the submitters (e.g., to study, to review, to support).
2. *Background:* There should also be a brief background statement in support of the issue under consideration. The following chart illustrates the resolutions process from the time of submission by two ABHP active members to final consideration by the Member Forum.

Resolutions Process

The following steps attempt to outline the resolution process. Resolutions are to be submitted by any two (2) active members in a standard written format to the Chair of the Member Forum at ABHP at least 60 days in advance of the Forum session.

Submitted Resolutions are reviewed by the Chair of the Forum to assure compliance with the Rules of Procedure and appropriateness. (e.g., no existing policies on same issue, clear language and motion, appropriate signatures, deadlines)

Criteria Met

Board of Directors (March Meeting) serving as Committee on Resolutions, reviews and discusses the resolution(s) but takes no action.

Resolutions, as received, with all correspondence and rewording, if any occurs, are mailed to all active ABHP members (April).

Board of Directors (April Meeting) considers members comments and concerns, discusses and debates Resolutions, and submits report (approve, not approve, refer, or no recommendation) to the Forum for consideration.

Member Forum receives Resolutions report at meeting of Forum on Friday.

Member Forum discusses and debates Resolutions at the meeting of the Forum and then takes action to approve, disapprove, or modify. If the Forum fails to approve a matter submitted to it, the Forum shall note the reason in its proceedings and return the matter to the Board for review, modification, or other action. The Board shall duly report its action thereon at the next session of the Member Forum.

If approved or modified, the Resolution returns to the Board for action required.

Criteria Not Met

Chair of the Forum contacts the submitters of the Resolution to discuss any problems and suggest ways to correct any deficiency in the language, intent of the Resolution, duplication of previous policy action, etc.

When changes are completed, the final language is transmitted to Member Forum and the Board of Directors.

If the original Resolution is withdrawn by the submitters, the letter of withdrawal is distributed to Member Forum.

Resolution Submission Form

ASSOCIATION OF BLACK HEALTH-SYSTEM PHARMACISTS

RESOLUTION SUBMISSION FORM

SUBJECT:

RECOMMENDATION/Motion:

BRIEF BACKGROUND:

Name:	Title:
Address:	
Email:	
Telephone:	
ABHP Active Member: <input type="checkbox"/> YES <input type="checkbox"/> NO	

Return this form by ***February 15, 2010***:

E-Mail To: burnettnelson@yahoo.com

FAX To: (850) 512-1821