Chair Report for the Bylaws and Policy Development Committee

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The Committee’s agenda consisted of three parts:

A. review and recommend for House of Delegates’ action, resolutions received by the Committee from all sources;
B. review and recommend for House of Delegates’ action, proposed policy statements including those developed during 1993/94 by each of the Association’s three major committees; and
C. consider proposed Bylaws changes brought before the House of Delegates by the Board of Directors and other sources.

RESOLUTIONS

The following resolution was received from the Board of Directors and tabled until the 1993 House of Delegates:

1. WHEREAS the American Association of Colleges of Pharmacy, Inc. has no provision for policy development or participatory governance under the NABP district structure, and
WHEREAS NABP develops association policy primarily through its district structure, and
WHEREAS NABP supports AACP’s desire to remove any confusion that may result between and among internal and external audiences relative to AACP policy development and governance.

THEREFORE, BE IT RESOLVED that the American Association of Colleges of Pharmacy, Inc. will remove its corporate name from the NABP district meetings, and
WHEREAS individual schools with NABP districts share significant collegial and professional relationships with state boards of pharmacy.
BE IT FURTHER RESOLVED that AACP member schools are encouraged to continue or increase their individual commitments and participation in NABP districts, and
BE IT FURTHER RESOLVED that AACP endorses the NABP district meetings as an important forum for discussions of mutual concern to occur between local schools and local state boards of pharmacy.

(The Board of Directors withdrew this resolution.)

The following resolution was received by NABP/AACP Districts 2, 5 and 7.

2. WHEREAS AACP has proposed that it remove its corporate name from the NABP/AACP District Meetings since it has no provision for policy development or participatory governance under the NABP/AACP District structure, and
WHEREAS District meetings of boards of pharmacy and colleges/schools of pharmacy have historically provided valuable opportunities for discussions on topics of mutual interest, and
WHEREAS there continue to be areas of mutual concern for better communication, dialogue, and cooperation between the boards and colleges/schools, and
WHEREAS health care reform issues are presenting challenges and opportunities which require coordinated assessment, response and planning.

THEREFORE, BE IT RESOLVED that AACP not remove its corporate name from NABP/AACP District meetings, and
BE IT FURTHER RESOLVED that AACP develop policies and procedures for participatory governance under the NABP/AACP District structure.

(The Committee returned this resolution to its originators under the provisions of Article XVI, Section 1, C (1) of the Association’s Bylaws. Specifically, the action suggested by the first “resolved” is duplicative since the Board of Directors withdrew Resolution A (above). The second “resolved” is also duplicative since processes already exist for AACP members to propose policy at NABP/AACP District meetings; these processes are clarified in the proposed modifications to the Rules of Procedure for the House of Delegates (attached), and are specified in governing documents and practices of each individual district.)

Additionally, the Committee made the following recommendations:

• The AACP Board of Directors should work with the NABP Executive Committee to annually identify and recommend program ideas and discussion topics of mutual interest to educators and board members; and
• the AACP President and/or Executive Director should make every possible effort to represent the Association at the district meetings.

The following resolutions were received from the Board of Directors:

3. WHEREAS the Bylaws of the American Association of Colleges of Pharmacy, Inc. allow for establishment of affiliate institutional members, and
WHEREAS Texas Tech University has embarked on a planning process to begin a new school of pharmacy, and
WHEREAS Texas Tech University has requested affiliate institutional membership in AACP,
THEREFORE, BE IT RESOLVED that Texas Tech University be received into the Association as an affiliate institutional member.

(The Committee recommended acceptance of this resolution; the House of Delegates voted to accept this resolution.)

4. WHEREAS the Bylaws of the American Association of Colleges of Pharmacy, Inc. allow for establishment of affiliate institutional members, and
WHEREAS the American Managed Care Pharmacy Association has requested affiliate institutional membership in AACP,
THEREFORE, BE IT RESOLVED that the American Man
The following resolution was received from the Academic Sections Coordinating Committee:

5. WHEREAS the AACP Board of Directors function optimally when appointed to terms longer than one year, and WHEREAS it is envisioned that Academic Sections Coordinating Committee (ASCC) will assume greater significance in the future,

THEREFORE, BE IT RESOLVED that the chair and immediate past chair of the ASCC represent the Committee’s constituencies on the AACP Board of Directors.

(The Committee referred this resolution to the 1994/95 Argus Commission.)

The following resolution was received from eight individuals from the Biological Sciences Section:

6. WHEREAS the major health care bills being considered in Congress have language proposing funding for academic medicine, dentistry and nursing, and WHEREAS the bills provide for direct funding to graduate medical education, graduate nursing education, dental education, undergraduate medical education and medical research, and WHEREAS this is a critical time in pharmaceutical education and development of pharmaceutical care is crucial to the health care of the nation.

THEREFORE, BE IT RESOLVED that AACP increase its advocacy efforts to educate the Congress on the benefits of pharmaceutical care to the nation’s health care and the role of pharmaceutical education in preparing pharmacists to assume this role; and

BE IT FURTHER RESOLVED that AACP target the national academic medical trust fund as an accessible source of funding for professional pharmaceutical education, graduate pharmaceutical education, and pharmaceutical research; and

BE IT FURTHER RESOLVED that AACP keep member colleges and schools informed about their opportunities to compete for these funds.

(The Committee recommended acceptance of this resolution; the House of Delegates voted to accept this resolution.)

POLICY STATEMENTS

Please refer to the original reports of the Professional Affairs and Research and Graduate Affairs Committees published elsewhere in this Journal for a summary statement of the Bylaws and Policy Development Committee’s recommendations and subsequent House of Delegates’ actions.

ASSOCIATION BYLAWS

Committee reviewed the following:

ARTICLE VII-HOUSE OF DELEGATES

SECTION 6. DUTIES OF THE HOUSE OF DELEGATES

The statement, “to ratify all appointments made under Article XI, Section 2 [Board of Directors, Duties] and Article XII [appointees to the American Council on Pharmaceutical Education]” was remanded by the 1993 Committee to the 1994 Bylaws and Policy Development Committee for further study.

(The Committee recommended rejection of this proposed Bylaws change; the House of Delegates voted to reject this Bylaws change.)

ARTICLE V-ORGANIZATION

SECTION 3. FINANCING OF THE COUNCILS.

Councils shall not assess or collect dues from their members. An annual budget for each Council will be prepared by the Executive Director, as part of the Association’s annual budget, at the request of, and in cooperation with the chair and/or chair-elect of the Council. Disbursements.

SECTION 5. ORGANIZING AND FINANCING OF THE ACADEMIC SECTIONS.

Each Academic Section shall organize itself, but may not assess or collect dues from its members. A portion of the dues collected by the Association from institutional and individual members will be made available to each Academic Section from the Association’s annual budget to defray expenses of the Academic Sections incident to the conduct of their annual meetings and their activities during the year. Each Academic Section shall submit a proposed budget according to the guidelines established by the Finance Committee. The Executive Director shall take action on all Academic Section budget requests and report these actions to the Finance Committee and Board of Directors. Disbursements.

SECTION 7. ORGANIZING AND FINANCING OF THE SPECIAL INTEREST GROUPS.

To establish a Special Interest Group, interested active members shall submit a proposal to the Board of Directors with a statement of mission for the SIG. The SIG shall organize itself, but may not assess or collect dues from its members. The Association does not routinely provide resources to support activities of SIG’s, but a SIG may petition the Executive Director for special project funds using guidelines established by the Finance Committee. A SIG may apply for Academic Section status to the Board of Directors. A SIG that is inactive for three years will be dissolved.

(The Committee recommended acceptance of these proposed Bylaws changes; the House of Delegates voted to accept these Bylaws changes.)

* * *


Proposed modifications to the Rules of Procedure are attached to this report. Of particular interest is the clarifying preamble, changes in Procedures 6, 10, and 11, and the addition of the Appendix.

(The Committee proposed these changes as both clarifying and correcting language to reflect the actual practices of the House. The Committee recommended acceptance of the attached document; the House of Delegates voted to accept these Bylaws changes.)

AACP HOUSE OF DELEGATES

RULES OF PROCEDURE FOR THE HOUSE OF DELEGATES OF THE AMERICAN ASSOCIATION OF COLLEGES OF PHARMACY

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RULES OF PROCEDURE FOR THE HOUSE OF DELEGATES OF THE AMERICAN ASSOCIATION OF COLLEGES OF PHARMACY

According to Article VII. Section 5 of the Association’s Bylaws, the House of Delegates shall adopt its own standing Rules of Procedure. Appended to these Rules is the resource document, Responsibilities of Individual Administrative and Faculty Delegates.

1. Authority to Adopt Rules
The House of Delegates shall adopt its own standing Rules of Procedure under authority of the Bylaws of the AACP. The latest edition of Robert’s Rules of Order shall govern all points of order not covered by these Rules of Procedure or the Association’s Bylaws.

2. Adoption and Suspension of Rules
Rules of Procedure may be adopted by majority vote of the House of Delegates. Should the House desire to suspend a Rule, a two-thirds vote of the delegates present and voting shall prevail on motion without debate, amendment, or any subsidiary motion. Rules of Procedure may not be suspended for amendments to the Bylaws or to the House Rules of Procedure.

3. Motion to Table
A motion to lay on the table is debatable in the House of Delegates.

4. Gaining the Floor
Any member of the Association may gain the floor to address the House with the indulgence of the House, but only a Delegate may vote. The presiding officer of the session shall recognize non-delegate Association members who desire to speak on a topic following debate or discussion of all Delegates present who desire to do so. Guests of the House who are not members may be recognized under the same Rule at the discretion of the presiding officer.

5. Time Limits
A reasonable time limit for presentations on the floor may be established by the presiding officer. This time limit will pertain to Delegates and to non-delegates.

6. Composition of the House of Delegates
Following the selection process for Delegates, the Credentials Committee shall receive a report from the Executive Director naming the Delegates and alternates from each institution. The report shall be delivered prior to the opening of the first session. Then, the Credentials Committee will authorize the seating of the Delegate, or, in their absence, the designated alternate. The Credentials Committee may authorize changes in the Delegate list only upon receipt of authorizing credentials from the institution one week prior to the opening session. No other person shall have the authority to assume the seat of an authorized delegate or authorized alternate delegate. The designated individual who establishes a record of attendance with the Credentials Committee at the first session, will carry the delegated vote for the entire meeting of the House unless the Credentials Committee approves the change to the other authorized person (under the above procedures) during the meeting of the House. In the absence of a Delegate or alternate delegate at a session, the Credentials Committee will declare the voting seat vacant for that session.

7. Credentials Committee
A Credentials Committee of a sufficient number of persons shall be appointed by the President prior to each meeting of the Association and shall serve until the end of that meeting. It shall be the responsibility of the Committee to seat the voting Delegates to each business session of the House where votes are to be taken. The Chairperson of the Committee will report the attendance of delegates to the presiding officer immediately after the opening session to determine the quorum.

8. Voting Responsibilities
Frequently Delegates are instructed by the faculties to vote a particular way on issues presented to the House. This practice is in keeping with the election of faculty Delegates. However, since open discussion may shed new meaning onto debated issues and amendments may alter meanings in the resolutions or motion, Delegates are encouraged to consider these changes when preparing to vote on a specific question.

9. No Smoking
The person directed to make local arrangements for a Meeting of the House of Delegates is directed to establish the entire meeting room a non-smoking area during the entire session. Persons wishing to partake, Delegates and non-delegates, must leave the meeting room to do so.

10. Receiving Reports
Reports to the House from the Committees and Councils shall be in a form designated by the President for presentation to the Delegates with provisions for both majority and minority opinions of the reporting body. The full written report shall be available to Delegates in accordance with the Bylaws. A verbal synopsis of the full written report may be extracted at the discretion of the President. Each report shall be acted upon by the Delegates in the following manner: first, each report will be received by the House. Then, the House by a majority vote will accept, reject, or re-arrange elements of the report (e.g., policy statements) back to the reporting body.

11. Report Content and Disposition
Reports to the House containing policy statements, resolutions or recommendations for action by Councils or Committees shall be acted upon in accordance with Rule 10. If the House votes to receive the report presented, such proposed action shall be referred immediately to the Bylaws and Policy Development Committee. This Committee will prepare the report for action by the House at the next available session. A majority vote of the Delegates present and voting, unless otherwise specified in the Bylaws, shall dispose of each proposed action.

12. Special Reports
Actions recommended to the House by the Bylaws and Policy Development Committee shall be voted upon in a manner determined by the presiding officer as prescribed in the Bylaws.

13. Executive Sessions
At an Executive Session only the authorized Delegate (or their alternate) and officers of the Association may be present. Records maintained by the Executive Director concerning the session will be designated from the Executive Session for use only within the Association and not for publication, except that the results of the Session may be reported in brief to the reassembled House and in the official minutes of the Association. The President shall be the presiding officer for consideration of the topic in question and shall set time limits for debate of the topic. Any motion shall be made by a voting Delegate, seconded by a voting Delegate, and discussed in accordance with usual procedures. Discussion will include time for alternating viewpoints. Particular care by the Chair will be taken to allow for the views of the individual or institution whose membership or standing is under question. This individual or institution will be entitled to closing remarks after all the Delegates have been heard. The final motion shall be decided by a two-thirds majority vote of Delegates present at the Executive Session.
14. Voting
A voice vote shall be satisfactory to settle issues put to motion before the House (unless specified otherwise) unless the Chair or a voting Delegate has a doubt as to the results, in which case a division of the House may be requested and a rising vote for yeas and nays shall be used. The resulting count will be recorded in the minutes of the motion.

Motions requesting roll call ballots will be determined by the affirmative vote of a majority of the Delegates present and voting. Role call votes shall be in alphabetical order by school with the faculty delegate vote to precede the administrative delegate vote.

The presiding officer shall grant a request from a voting Delegate for a secret ballot on any issue upon confirmation by a majority of the voting Delegates present.

On questions arising between meetings of the House, mail ballots will be authorized by two-thirds affirmative vote of the Board of Directors. Mail ballots to all active members may also be authorized by two-thirds affirmative vote of the House of Delegates to ratify a question or item of business not in conflict with the Bylaws or the Articles of Incorporation.

Voting to amend the Bylaws requires two-thirds majority of those present and voting.

15. Minutes of the House
The Executive Director shall be responsible for the preparation of a report of business transacted at each meeting of the House of Delegates which shall be called the Minutes of the House of Delegates Meeting. Such reports will be duly retained and published at the discretion of the Board of Directors. The Executive Director serves as the Secretary, ex-officio, of the House. The Minutes shall include actions taken on all reports, resolutions, old business, new business, and motions in each session of the House. The Minutes shall be prepared and distributed to each Delegate and alternate Delegate within 90 days after a meeting of the House. Delegates will have a maximum of 30 days to comment on the minutes after which they will be deemed approved unless comment is received.

16. Order of Business
The House of Delegates will follow an agenda known as the Order of Business which will be published in advance of any meeting of the House to inform Delegates and other interested parties of the approximate timetable when items of business will be put before the House. This Order of Business may be changed at any meeting by suspending this Rule in accord with Rule of Procedure 2.

The Order of Business of The House of Delegates:

**FIRST SESSION**
1. Call to Order
2. Report of the Credentials Committee
3. Greetings from Other Associations
4. President’s Address
5. Report of the Executive Director
6. In Memoria
7. Recognition of New Deans and New Faculty
9. Report of the Editor
11. Report of the American Foundation for Pharmaceutical Education
12. Committee Reports
13. Other Business
14. Adjournment until Final Session

**FINAL SESSION**
1. Call to Order
2. Report of the Credentials Committee
3. Report of Council Chairpersons
4. Recognition of the President
5. Address of the President-Elect
7. Report of the Nominating Committee
8. Unfinished Business
9. New Business
10. Installation of Officers and New Members of the Board of Directors
11. Recognition of Retiring Board Members
12. Adjournment

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**APPENDIX**

**Responsibilities of Individual Administrative and Faculty Delegates**

**Selection of Delegates**
The House of Delegates (House, HOD) consists of 150 voting individuals. According to Article VII of the Association’s Bylaws, each regular institutional member (i.e., school or college of pharmacy with an ACPE-accredited pharmacy program) is entitled to two voting delegates and two alternates appointed to the House Delegates:

- one administrative delegate and one alternate administrative delegate selected by the administrative staff of the regular institutional member (i.e., school or college of pharmacy) from active individual members of the Association who are deans, associate deans, assistant deans, or administrative heads of the institution (interpreted to include presidents and vice presidents of the school or college of pharmacy; exclude deans and other heads of other units of the university; exclude department chairs/heads unless they hold the rank of dean, associate dean, or assistant dean);

- one faculty delegate and one alternate faculty delegate elected by the faculty of the regular institutional member (i.e., school or college of pharmacy) from active individual members of the Association who are members of the faculty of the school or college and who are not eligible for membership in the Council of Deans (i.e., do not hold the rank of dean, associate dean, or assistant dean).

On or before October 1 each year, the Executive Director sends to the dean of each regular institutional member a not requesting the reporting of the delegates. Delegates officially recognized serve until a successor is named.

**Role of the Delegate**
As a member of the House of Delegates, you will work with fellow members of the Association and your colleagues at your own school or college, and will be asked to represent the ideas and concerns of colleagues at your school:

“Besides the important role of officially representing either the faculty or the administration of the school during the annual meeting of the House of Delegates, it is the goal of the Board of Directors and staff to use each delegate as a communication link between the school and the Association throughout the year. This communication is two-way by nature: delegates will receive bulletins, Association reports, and advance mailings from the Association; delegates are expected to share this information with their institutional colleagues; respond to information requests and forward to the Association those pharmaceutical education issues of importance for study and appropriate action.”

1. **Review the Association’s Bylaws**
The duties of the House are:

- to determine the educational policies of the Association
• to approve the Association’s strategic plan as developed by the Board of Directors.
• to approve institutional memberships,
• to review programs established by the Board of Directors,
• to set annual dues for the members of the Association as described in Article IV, and
• to adopt and amend the Bylaws of this Association.

2. Review the Rules of Procedure for the House of Delegates
These Rules, subject to AACP Bylaws and established by the House via majority vote, establish the guidelines under which the House operates and conducts its business. The latest edition of Robert’s Rules of Order governs all points of order not covered by the Rules or Bylaws.

3. Review the Association’s strategic plan.

4. Understand how Association policy is determined.

Resolutions: A resolution is a statement of a specific decision requiring a particular action by the Association.
• A resolution must be approved by the House and/or the Board of Directors. Because it deals only with the specific decision included, resolutions may be generated more quickly than policy statements, and may emanate from Association subunits, from delegate petitions during HOD meetings, and from deliberations of interest to educators occurring in other forums (e.g., national meetings of other pharmacy associations). The resolution mechanism permits the Association to react quickly to a short-term problem, while reserving the policy statement route for the more measured consideration of long-term guiding principles.
• Resolutions may be brought before the House through the Bylaws and Policy Development Committee (BPDC) in the following manner:
  • Individual Members/Council of Deans/Council of Faculties: Any individual, active AACP member may submit resolutions. Five signatures of AACP members, in addition to the originator, are required for consideration by the Bylaws and Policy Development Committee. To ensure the opportunity for adequate school discussions, resolutions should be sent to the Committee by April 15. Proposals from individual members which seek to establish a position of policy from either the Council of Deans or Council of Faculties should submit resolutions through that particular body.
  • Academic Sections and Special Interest Groups (SIGs): Members of Sections and SIGs wishing to introduce a resolution for consideration by the House are encouraged to use the method outlined above.
  • Association Committees: Standing and Special Committees of the Association also may submit resolutions. These should be submitted to the Bylaws and Policy Development Committee no later than April 15. Under normal circumstances, committees will not offer resolutions for consideration.

Policy Statements: A policy statement is one or more guiding principles for the Association, supported by a suitable rationale.
• Policy statements may be adopted by the Association through two mechanisms: action by the House pursuant to statements prepared and submitted by Association committees, and action by the Board of Directors. Because a policy statement contains guiding principles, it necessarily deals with continuing, long-term matters.

Recommendations: A recommendation is a formal statement from any component of the Association suggesting that another component consider a particular action.
• Recommendations reflect the sense of an Association component (committees, other Association subunits, or ad hoc units) and do not require action by the HOD. They are forwarded to the target subunit of the Association for consideration and disposition. They need not be considered by the Bylaws and Policy Development Committee unless the Committee wishes to add its endorsement (which itself does not require HOD action). If the BPDC, the HOD, or anybody else wishes to ask the HOD to take action on a recommendation, the appropriate way to do it would be to change the recommendation into a resolution and follow the procedures for resolutions.

You are expected to be knowledgeable about the Association, including current Association policy, Association structure and governance, and membership opportunities. Your House of Delegates notebook, sent in April each year, contains valuable information in this regard.

Read carefully the AACP NEWS, News Releases, and special mailings and announcements. You are the communication link between the Association and faculty and administrators at your school or college.

Read carefully all items included in the regular mailings to Delegates (i.e., weekly mail pouch, House of Delegates Bulletins) and share with faculty, as necessary. These mailings contain information specific to the roles and responsibilities of Delegates.

Become familiar with AACP member services (including grant programs, resource materials, etc.) and keep your constituency informed of the activities and programs of the Association.

Speak with colleagues at your institution to obtain their valuable perspectives on items of business facing the Association.

Do your homework and keep informed. Come to the annual meeting prepared to discuss items of business before the House of Delegates.

Strive to build a stronger AACP which reflects current and future needs of its members.

Responsibilities of the Delegate During the Annual Meeting
The Association holds one regular meeting of the House at a time and place (i.e., Annual Meeting) determined by the Board of Directors. A House meeting is composed of two sessions: The first session occurs on Sunday morning; the second session is scheduled for Wednesday morning. When the need arises, the Board of Directors shall have the authority to convene special meetings of the House. The President of the Association shall call a special meeting of the House upon the written application of a majority of the members of the House.

Participate in the First House of Delegates session (held on Sunday during the Annual Meeting) during which reports of Association committees are received by the HOD, unless there are objections (minority reports are taken up here), after so moved by the chair. Committee reports without policy statements or calls for action require no further action by the HOD.

Attend the Open Hearing held by the Bylaws and Policy Development Committee (held on Tuesday during the Annual Meeting), which offers the opportunity to listen to and participate in discussion related to policy recommendations and resolutions under consideration by the BPDC for action by the House of Delegates.

Resolutions or calls for action can emanate from the Councils, the Board of Directors or individual members in accordance with these guidelines and the Rules of Procedure for the House of Delegates. These positions are forwarded directly to the BPDC in accordance with published deadlines.

Committee reports containing policy statements or calls for
action are presented to the BPDC. The first task of that Committee is to determine if the action is appropriate for AACP to consider. If yes, the BPDC reviews each proposed action and recommends its disposition to the HOD (Accept, Reject, Remand to appropriate committee). If no, there can be no further action.

*Participate in the Final House of Delegates session* on Wednesday during the Annual Meeting where business of the Association is conducted (i.e., voting on policy recommendations and resolutions). It is the responsibility of the delegate officially recognized and seated to participate in the entire session.

The HOD votes on the desired action itself (not on the BPDC recommendation), taking into account school and delegate discussion, and BPDC recommendations.

A resolution or policy statement is ACCEPTED when the HOD approves it.

Accepted resolutions or policy statements are then put into action by the Board of Directors and/or other appropriate Association groups.

**Scheduling Attendance at the AACP Annual Meeting**

Delegates must sign in for both sessions. The designated delegates from each school will be officially received by the Credentials Committee prior to each session. Delegates should sign in as described in the Bulletins and final meeting program prior to the starting time of each session. The Credentials Committee may authorize changes in the Delegate list only upon receipt of authorizing credentials in writing (delivered to the AACP Office via U.S. mail, express delivery service, or FAX) from the institution one week prior to the first session. No other person shall have the authority to assume the seat of an authorized delegate or authorized alternate delegate.

The designated individual who establishes a record of attendance with the Credentials Committee at the first session will carry the delegated vote for the entire meeting of the House unless the Credentials Committee approves the change to the other authorized (alternate) person (under the above procedures) during the meeting of the House. In the absence of a delegate or alternate delegate at the first session, the voting seat will be declared vacant for that session.

**Arrival**—Delegates should plan to arrive in the host city for the Annual Meeting no later than the Saturday prior to the start of the Annual Meeting. Delegates must officially sign-in with the Credentials Committee on Sunday morning prior to the First House of Delegates session.

**Departure**—Departures from the host city should be scheduled for after 2:00 PM on Wednesday of the Annual Meeting to allow the delegate sufficient time to participate in the entire Final House of Delegates session.