

AMERICAN SOCIETY OF HEALTH-SYSTEM PHARMACISTS HOUSE OF DELEGATES POSITIONS

POLICY: Delegates to the American Society of Health-System Pharmacists (ASHP) House shall be chosen by the ASHP Membership residing in South Dakota. Delegates shall represent those South Dakota Society of Health-System Pharmacists (SDSHP)/ASHP members living in South Dakota at the ASHP Regional Delegate Conference (RDC) and at the ASHP Annual Summer Meeting. Each term shall be four years in length as described below and each delegate shall be a member of ASHP.

PROCEDURE:

1. ASHP will notify SDSHP of delegate elections, this notification will include all ASHP members' names and addresses living in South Dakota. Elections for delegate(s) shall occur on a yearly basis. The election process each year will replace the Senior Alternate Delegate.
2. The SDSHP Board shall solicit names of potential delegates from the membership of SDSHP and ASHP membership residing in South Dakota. Willing candidates must submit a statement of intent for this position prior to the election.
4. The SDSHP Board will prepare an electronic ballot including each candidate's statement of intent. This ballot will be e-mailed to all ASHP members. Three weeks will be allowed for completion of the ballots.
5. The candidate receiving the most votes will be declared the delegate. The President of SDSHP will notify all candidates of the results as well as provide election results on the SDSHP webpage.
6. The SDSHP Board shall notify ASHP of the election results and complete the appropriate credential forms which are found on the ASHP webpage. These shall be forwarded to ASHP prior to the deadline specified by ASHP.
7. The term of office of each delegate will be as follows:
 - a. Each term is four years and will begin at each calendar year
 - b. The 1st year the delegate will serve as the Junior Alternate Delegate
 - c. During the 2nd year, the delegate will serve as a Junior Full Delegate, and the 3rd year the delegate will serve as a Senior Full Delegate to ASHP
 - d. The 4th year, the delegate will serve as the Senior Alternate Delegate
8. The two full delegates should attend the RDC each spring and will also represent South Dakota at the ASHP Annual Summer Meeting. If the full delegates are unable to attend, the alternate delegates will be expected to attend (Junior Alternate would attend in place of the Junior Delegate, and the Senior Alternate delegate would attend in place of the Senior Delegate.) Two delegates must attend the RDC and ASHP Annual Summer Meeting every year. The two delegates who are attending the RDC are expected to attend the ASHP Annual Summer Meeting.
9. Delegates attending the ASHP Annual Summer Meeting are expected to provide written and verbal updates to the Board of Directors. Summative information will be provided to the SDSHP membership at the SDSHP Annual Meeting and will be posted on the SDSHP Website.

10. Reimbursement for the Delegates attending the RDC and the ASHP Annual Summer Meeting will follow the SDSHP Travel and Expense Reimbursement Policy and the following procedure:
 - a. Candidates must be members of ASHP and SDSHP to receive any travel reimbursement.
 - b. SDSHP will only provide funding for two delegates to attend the RDC and ASHP Annual Summer Meeting.

Originally Developed by: D Sission 9/2001

Approved by: SDSHP Board of Directors 10/02/01

Revised/Amended: E Kutscher 9/2005

Approved by: SDSHP Board of Directors 8/27/07

Reviewed and Revised: J Opperman, J Kappes 6/2011

Approved by: SDSHP Board of Directors 6/23/2011

Reviewed and Revised: T Hellwig, R Hammerquist 7/2016

Approved by: SDSHP Board of Directors 11/01/2016

Reviewed and Revised: A Larson, J Harris 5/2018

Approved by: SDSHP Board of Directors 5/23/2018