



National Association of Boards of Pharmacy Foundation

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TO: EXECUTIVE OFFICERS – STATE BOARDS OF PHARMACY

FROM: Carmen A. Catizone, MS, RPh, DPh, Executive Director/Secretary

DATE: January 6, 2011

RE: Official Delegate Certificate and Travel Grant Program for NABP's 107th Annual Meeting, May 21-24, 2011, San Antonio, Texas

NABP BYLAWS

ARTICLE I, Section 3. – Credentialing Delegates

“Each active and associate member shall furnish credentials for the delegate and alternate delegates of the board to the Annual Meeting of this Association on a blank furnished by the Executive Director/Secretary and returned to the Association at least thirty (30) days prior to the Annual Meeting.”

In accordance with the above stated bylaw, attached is your 2011 Official Delegate's Certificate form. We ask that you list the name of the person who will serve as the official delegate for your Board and the name of the person who will serve as the official alternate delegate.

Also attached are the Procedures for Delegates and Alternates information sheet, which should be reviewed with your board's official delegate and alternate delegate. Please remember that the official delegate is the voting delegate and is responsible for voting at the Association's business sessions and transmitting your board's position on all matters brought before the convention. Each active member board of pharmacy in good standing represented at the annual meeting shall have one vote. No voting by proxy shall be permitted.

Only affiliated members of NABP, pharmacy board members or administrative officers, may be listed as delegates or alternate delegates. Further, only affiliated members may participate in the discussions during the business sessions.

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All official-voting delegates will be identified by a special **red** ribbon attached to their badge. Alternate delegates will be identified by a **white** ribbon and will be authorized to act and vote for the official delegate (in his or her absence) if so authorized in writing and official recognition of this fact is conveyed to the chair. An **orange** ribbon will identify non-voting delegates (associate members).

Procedures for delegate acknowledgment will be announced at the start of the Business sessions at the Meeting. *Robert's Rules of Order*, current edition, and the *NABP Constitution and Bylaws* will be in effect for the business sessions.

Travel Grant Program

NABP is pleased to once again offer the Annual Meeting Travel Grant Program. Available funding offered this year is \$1500.00 to the voting delegate of the member boards of pharmacy needing financial assistance to attend NABP's Annual Meeting in San Antonio, TX. For further information on the Annual Meeting Travel Grant Program, please refer to the attached information.

I am looking forward to a successful convention in San Antonio and working with your board in furthering the objectives of the Association. Please mail the completed Delegate Certificate and the Annual Meeting Travel Grant Application to Dana Oberman, at NABP Headquarters or via fax at 847/391-4500.

PROCEDURES FOR DELEGATES AND ALTERNATES

Annual Meeting National Association of Boards of Pharmacy

1. Each delegate and alternate(s) will receive a nomination booklet which will include a ribbon indicating that they are the official voting delegate for their state.
2. Each official voting delegate will receive a **RED** ribbon to be attached to his or her badge.
3. The designated alternate delegate will receive a **WHITE** ribbon to be attached to his or her badge.
4. Voting will take place at the business sessions designated in the program.
5. During the business sessions, delegates should sit in the aisle seats next to their designated state sign.
6. Delegates and alternates are responsible for keeping order during meetings.
7. All affiliated members in attendance may participate in the discussions of any subject considered by this Association. However, **only the official voting delegate can vote** on issues put to a vote of the members of the Annual Meeting of this Association.
8. Each associate member will receive an **ORANGE** ribbon to be attached to his or her badge. Associate members may not vote.

NABP is a professional organization whose members will want to conduct business in a professional manner. Procedures and protocol are in place to see that all members are treated equally, that all members will be heard, that due process will be served, and that the Association is informed to make the proper decisions in the interest of its members and the public we serve.

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