



OPERATING GUIDELINES 2008

ARTICLE 1. NAME

The name of the organization shall be "**The Nova Scotia Branch of the Canadian Society of Hospital Pharmacists**" and as such shall function according to the By-laws of the Canadian Society of Hospital Pharmacists.

ARTICLE 2. DEFINITIONS

- 2.1 Annual General Meeting (AGM) means the Annual General Meeting of the Nova Scotia Branch.
- 2.2 Branch means the Nova Scotia Branch established by Article 7 of National CSHP By-laws.
- 2.3 Chapter means a Chapter established by Article 7 of National CSHP By-laws.
- 2.4 Delegate means the Nova Scotia Branch Delegate elected under Article 6 of the National CSHP By-laws.
- 2.5 Executive Committee means the Executive Committee of the Nova Scotia Branch.
- 2.6 Nominating Committee means the Nominating Committee established by Article 9 of the National CSHP By-laws.
- 2.7 Society means the Canadian Society of Hospital Pharmacists.
- 2.8 Active members include the following: active, active in-training and honorary life as defined by CSHP

ARTICLE 3. FEES

- 3.1 Branch Fees
The Branch Executive may set such annual fees as required. Notice of intent to change the Branch Fee will be distributed to members with notice of a general meeting.



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3.2 Method of Payment

All fees of members shall be paid to the National Office of the CSHP. Branch fees shall be forwarded to the Branch by National.

ARTICLE 4. EXECUTIVE COMMITTEE

4.1 Composition

The Executive Committee shall consist of:

President, President-Elect, Past-President, Secretary, Treasurer, Branch Delegate and the Branch representative to the Board of Directors of the Pharmacy Association of Nova Scotia. In addition, the following shall be ex-officio members:

- I) The Zone 5 representative of the Nova Scotia College of Pharmacists
- II) CSHP Student Liaison.

4.2 Quorum

A majority of the members of the Executive Committee shall constitute a quorum at any meeting thereof.

4.3 Voting

Every member of the Executive Committee shall have a vote. Proxy votes cannot be used at meetings of the Executive Committee. Voting rights of all members shall be equal. Ex-officio members do not have a vote, with the exception of the Nova Scotia College of Pharmacists representative, who may vote if they are also a CSHP member.

4.4 Meetings

The Executive Committee shall hold a meeting at any time called by the president or by a majority of the members of the Executive Committee. The meeting may be conducted by teleconference.

The Executive Committee shall make available the minutes of all Executive meetings and report at each Branch meeting. At the AGM, the Executive Committee shall ask for confirmation for their acts and proceedings since the last Branch AGM. In default of such confirmation, such acts and proceedings from time to time cease to have further effect except to the extent they have already been carried out.



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4.5 Vacancies

Any vacancy in the Executive Committee by reason of death, resignation, or any other circumstances, may be filled by the Executive Committee at any meeting thereof, and such member shall hold office for all or part of the unexpired term of the member being replaced.

4.6 Duties and Responsibilities

4.6.1 The Executive Committee shall manage, operate and govern the Branch, and may do all things not otherwise prohibited, which in their opinion will best carry out the objectives of the Branch.

4.6.2 Members of the Executive Committee are designated as officers of the Branch and shall perform the duties as defined in the position descriptions including:

The President shall:

- a) Preside at all meetings of the Branch.
- b) Supervise the affairs of the Branch.
- c) Be ex-officio, a member of all committees except the Nominating Committee.
- d) As required, conduct meetings according to the current edition of Robert's Rules of Order.

The President-Elect shall:

- a) In the absence of the President, carry out the duties of the President.
- b) Assist the President in the performance of duties.

The Past-President shall:

- a) In the absence of the President and President-Elect, carry out the duties of the President.
- b) Chair the Nominating Committee.

The Secretary shall:

- a) Call all meetings of the Branch on the authority of the President.
- b) Make and retain full and accurate minutes of all meetings.
- c) Conduct and be responsible for all correspondence of the Branch.
- d) Keep a current list of the members of the Branch.
- e) On the request of a member, provide a copy of the minutes of a specific meeting(s).



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The Branch-Delegate shall:

- a) Represent the Branch on the Council of the Society.
- b) Keep the Branch fully informed as to the activities, goals and objectives of the Society.
- c) Prepare and submit reports to the Council of the Society as requested.

The Treasurer shall:

- a) Keep full and accurate accounts of receipts and disbursements.
- b) Prepare and present current financial status at each General and every second Executive meeting of the Branch.

The PANS representative shall:

- a) Facilitate the flow of information between the PANS Board and the Branch.

The NSCP representative shall:

- a) Facilitate the flow of information between the NSCP Council and the Branch.

The CSHP Student Liaison shall:

- a) Facilitate the flow of information between the DSPS/CSHP Committee and the Branch.

4.7 Term of Office

4.7.1 The President, President-Elect, and the Past-President shall be elected and hold office for at least a one-year term, and may be re-elected for one consecutive additional one-year term.

4.7.2 The President-Elect shall succeed the President at the completion of the President's term.

4.7.3 The Branch Delegate, Secretary and Treasurer shall be elected and hold office for a two-year term and may be re-elected for one consecutive additional two-year term.

4.7.4 The Branch Representative to the Board of the Pharmacy Association of Nova Scotia shall be elected and hold office for a two-year term and be re-elected for two more consecutive terms, as per the By-laws of PANS.



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4.7.5 The *Zone 5* Councillor of the Nova Scotia College of Pharmacists shall be elected and serve a two-year term, and if re-elected serve an unlimited number of two-year terms, as per the By-laws of the Nova Scotia College of Pharmacists.

ARTICLE 5. BRANCH MEETINGS

5.1 General Meeting

At least two general meetings shall be held annually. Additional meetings may be held at the discretion of the President of the Branch.

The President shall instruct the Secretary to notify all members of the Branch, via Email and/or in writing, as appropriate, of all general meetings no less than 14 days prior to the meeting date.

The time and place of meetings shall, if not decided on the previous meeting, be specified by the President.

5.2 Annual General Meeting (AGM)

The Branch shall convene a meeting of its members annually, and this meeting shall be called the Annual General Meeting. The President shall designate the date, time and place and shall instruct the Secretary to so notify all members via Email and/or in writing no less than 14 days prior to the meeting date.

5.3 Special Meeting

The President shall be empowered to call special meetings at any time and shall instruct the Secretary to notify all members of the Branch, no less than 14 days prior to the meeting date, informing them of time and place.

On receipt of a written demand by 5 active members stating the business to be transacted, special meetings of the Branch may be called at any time by the President, with the approval of the Executive. Notice of special meetings shall state the purpose of the meeting and shall be sent via Email and/or in writing to all voting members no less than 14 days prior to the meeting.



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5.4 Voting

Voting either in person or by proxy, shall be conducted according to the By-laws of the Society.

EXCEPT:

When voting by proxy, each member shall be entitled to one vote and he may vote by proxy. Such proxy must be a voting member and before voting, must produce and deposit with the Secretary or President of the Branch a sufficient appointment in writing from his constituent or constituents. A reminder of the right to use a proxy shall be attached to the notice of any meeting of the Branch.

5.5 Quorum

At any meeting of the Branch, 10 of the total Active members present or represented by proxy shall constitute a quorum. The majority of the 10 members must be present in person. Where no quorum is present, notice of a further meeting shall be mailed/emailed to all active members, giving no less than 14 days notice and no quorum shall be necessary.

ARTICLE 6. NOMINATIONS

6.1 Nominating Committee

There shall be a Nominating Committee, composed of not less than three members, one of whom shall be the most recent Past President available. The Chairperson shall be the current Past-President. If the current Past-President cannot fulfill this duty, then the President shall appoint another Past-President.

A Past-President cannot act as chairperson of the Nominating Committee if they are seeking election to an Executive Officer position.

6.1.1 The Chairperson and members of the Nominating Committee shall be appointed by the Executive Committee at the first meeting after September.

6.1.2 Offices for which nominations may be sought are:
President-Elect, Treasurer, Secretary, Delegate to CSHP,
Representative to the Board of Directors of the Pharmacy
Association of Nova Scotia.



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- 6.1.3 The Nominating Committee shall, without restricting the right of members to make other nominations, recommend and submit nominations of candidates for election according to the Terms of Reference for the Nominating Committee which include:
- a) Call for nominations by Branch mailing, Email and/or in writing for all vacant executive positions.
 - b) Conduct the election of officers, by Email and/or in writing, 30 days prior to the AGM.

ARTICLE 7. ELECTIONS

7.1 Election Procedures

- 7.1.1 The Chairperson of the Nominating Committee shall conduct the election.
- 7.1.2 The Nominating Committee shall send a call for nominations to all Active Members not less than 60 days prior to the AGM.
- 7.1.3 A written nomination for the office shall be signed by not less than two active Members of the Branch and shall be forwarded to the Chairperson of the Nominating Committee not less than 40 days prior to the AGM. Written acceptance by the Nominee must be received by the same date.
- 7.1.4 The names of those Active Members duly nominated shall be sent in alphabetical order to the Active Members of the Branch via email/mail not less than 30 days prior to the AGM.
- 7.1.5 Each member voting for a Nominee must indicate his/her candidate of choice as per instructions and return same via email/mail to the Chairperson of the Nominating Committee no later than noon on the 7th day prior to the AGM.
- 7.1.6 No later than 4 days prior to the AGM, one member of the Nominating Committee shall be responsible for counting the ballots received, in the presence of two scrutineers, and declare the nominee with the greatest number of votes to be duly elected. Individual election ballots will be kept confidential by the Nominating Committee.
- 7.1.7 If there is only one valid nominee for any position sought, the nominee will be declared elected by acclamation.



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- 7.1.8 The Chairperson of the Nominating Committee shall notify the President and each nominee, of the outcome of the election, not less than 3 days prior to the AGM.
- 7.1.9 The Chairperson of the Nominating Committee shall announce the outcome of the election at the AGM.
- 7.1.10 In the event of a tie vote, a secret ballot shall be cast by all Active Members in attendance at the AGM.
- 7.1.11 If the call for nominations fails to produce at least one nominee for each vacancy, nominations of any Active Member shall be accepted from the floor of the AGM by the Chairperson of the Nominating Committee.
- 7.1.12 The Chairperson shall conduct an election, which shall be by secret ballot and the candidate receiving a majority of the cast ballots shall be declared elected.
- 7.1.13 In the event that there are more than two candidates and following the initial vote, no one candidate receives the majority of votes, the candidate receiving the lowest number of votes shall be eliminated and a second round of voting shall be held. In the event that none of the remaining candidates receive a majority of votes, this procedure shall be repeated until a candidate receives a majority of votes.

Vacancies due to acclamations

- 7.1.14 .If due to an election by acclamation an elected position becomes vacant, a second call for nominations for the vacated position shall be sent to all Active Members not less than 30 days prior to the AGM.
- 7.1.15 A written nomination for the office shall be signed by not less than two Active Members of the Branch and shall be forwarded to the Chairperson of the Nominating Committee not less than 14 days prior to the AGM. Written acceptance by the Nominee must be received by the same date.
- 7.1.16 If there is more than one person nominated for the sought position, the names of those Active Members duly nominated shall be sent in alphabetical order to the Active Members of the Branch via email/mail not less than 7 days prior to the AGM
- 7.1.17 The Chairperson of the Nominating Committee shall conduct an election, which shall be by secret ballot from the floor of the AGM and the



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candidate receiving a majority of the cast ballots shall be declared elected; otherwise, if there is only one candidate then this person shall be declared elected by acclamation at the AGM.

7.1.18 Where a question arises with regard to the election of officers (including validity of the election) that is not provided for in Society By-laws or the Branch Operating Guidelines, the Chairperson of the Nominating Committee shall render a decision.

7.1.19 If for any reason the President-Elect is unable to assume the office of President, an election for President must be held. The current President shall remain in office until the election has been held.

7.1.20 If for any reason, the President is unable to assume the office of Past President, the most recent Past President available shall assume the position.

7.1.21 Members so elected to office, shall hold office for a term as defined in Section 4.7.

ARTICLE 8. FINANCES

8.1 Fiscal Year

The fiscal year of the Branch shall be June 1 - May 31

8.2 Signing Authority

Contracts and documents requiring execution by the Branch shall be signed by the President or President-Elect or by such persons as may from time to time be designated by the Executive Committee.

8.3 Audit

An internal audit of the Branch should be conducted by two members (one Executive and one at large) at the changeover of treasurer. The internal auditors shall have access to all books, accounts and ledgers of the Society, and shall make a report to the members stating whether the books are adequately maintained and showing the financial position of the Society.



ARTICLE 9. AMENDMENTS TO OPERATING GUIDELINES

- 9.1. The Executive of the Branch may repeal, amend or re-enact the Operating Guidelines of the Branch, but such repeal, amendment or re-enactment shall remain in force only until a general meeting is called for the purpose of considering the same. If the said change is not then adopted and confirmed by a vote of a quorum of Active Members present, it shall cease to be in force from the date of such meeting.
- 9.2. Notice in writing of any proposed change in the Operating Guidelines of the Branch at any regular, special or AGM, must be circulated to the members of the Branch with the Notice of no less than 14 days in advance.

**ARTICLE 10. AMENDMENTS TO BRANCH COMMITTEE OR COORDINATOR
TERMS OF REFERENCE**

- 10.1 The Executive of the Branch may repeal, amend, re-enact or approve revisions to Branch committee or coordinator Terms of Reference.
- 10.2 Notice in writing of any proposed changes to the Branch committee or coordinator Terms of Reference should be circulated to the Executive Committee and the current committee chairs or coordinators no less than 14 days prior a scheduled executive meeting.