

16.00 PARLIAMENTARY PROCEDURE

16.01 OPERATING PROCEDURES OF THE BOARD OF DIRECTORS

- a. The ICHP Board, Divisions and Committees will follow the most recent copy of "Roberts Rules of Order when conducting any business of the Council. Except as indicated below.

16.02 OPERATING PROCEDURES FOR COMMITTEES

16.02.01 Organization

- a. Committees of the Board
 1. Committees and Divisions of Service of ICHP are made up of volunteer members of ICHP. All membership categories are eligible for participation on a committee or division unless specified by the Board of Directors.
 2. All Committees of the Board meet at least once quarterly and present a report at the Annual Meeting as specified in the Bylaws.
- b. Committees of the Divisions
 1. The Director of each division shall appoint members to such committees as may be required to conduct the business of the division. Chairman of these committees are also appointed by the Director of that division.
- c. All Committees
 1. All members of the Divisions and Committees of the Board must be members of the Illinois Council of Health-System Pharmacists.
 2. The Director of each Division and the Chairman of each Committee of the Board shall submit to the ICHP Executive Director a current list of the members of the Division or Committee and the members of such subcommittees as may be established.

16.02.02 Reporting

- a. Minutes
 1. Each Division, committee or subcommittee that meets must maintain minutes of each meeting.
 2. Minutes of Committees of the Board and of Divisions of Service must be submitted to the Executive Vice President of the Council within ten (10) days of the approval.
 3. Minutes of Committees of the Divisions and Subcommittees of Committees of the Board are submitted to the Directors of the Divisions and the Chairman of the Committees of the Board (respectively). Such minutes must be summarized in the

minutes of the meetings of the Division and of the Committees of the Board (respectively) as reports of Committees of Divisions and Subcommittees of Committees of the Board (respectively).

4. Minutes of Committees of the Board must contain the following:

- a. time, date and place of meeting
- b. name of committee
- c. members present
- d. approval of previous minutes
- e. reports of the Chairman
- f. reports of the subcommittees
- g. old business
- h. new business

5. Minutes of Divisions of Service must contain the following:

- a. name of division of service
- b. time, date and place of meeting
- c. members present
- d. approval of previous minutes
- e. report of the Director of the Division
- f. reports of Committees of the Division
- g. old business
- h. new business

6. Minutes of Committees of Divisions of Service must contain the following:

- a. name of the division of service
- b. name of the committee
- c. time, date and place of meeting
- d. members present
- e. report of the Chairman
- f. old business
- g. new business
- h. approval of previous minutes

7. Minutes of Subcommittees of Committees of the Board must contain the following:

- a. name of the Committee of the Board
- b. name of the Subcommittee, with time, date and place of meeting.
- c. members present
- d. approval of previous minutes
- e. report of the chairman
- f. old business
- g. new business

b. Annual Reports

Each Director of a Division of Service and Chairman of a Committee of the Board must submit an Annual Report as specified by the Bylaws. The Annual Report must be submitted to the Executive Vice President no later than ten (30) days prior to the distribution of the ICHP's Annual Report.

- a. Divisions of Service and Committees of the Board
 - 1. Annual Report due thirty (30) days prior to distribution of the ICHP Annual Report.
 - 2. Minutes of meeting are due to the Executive Vice President ten (10) days after approval.