

The Nova Scotia Branch of the Canadian Society of Hospital Pharmacists

A Branch Operating Guideline

Approved by:
Branch Council, April 11, 2014
NS Branch Members May 3, 2014

OPERATING GUIDELINES 2014

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1. NAME

- 1.1. The name of the organization shall be:
"The Nova Scotia Branch of the Canadian Society of Hospital Pharmacists".

The Branch derives its existence, authority and fiscal tax status from the Articles of Incorporation and the Bylaws of the Canadian Society of Hospital Pharmacists.

2. DEFINITIONS

Annual General Meeting (AGM)	Annual General Meeting of the Nova Scotia Branch
Branch	Nova Scotia Branch established by Article 8 of the Bylaws
Bylaws	National Bylaws of the Canadian Society of Hospital Pharmacists
Chapter	Established by Article 9 of the Bylaws
CSHP	Canadian Society of Hospital Pharmacists
Delegate	Nova Scotia member elected by Nova Scotia Branch members, subsequently nominated by the National Nominating Committee and elected by the Members as a Director to the National Board under Article 6 of the Bylaws
Branch Council	That of the Nova Scotia Branch established by article 8.4 of the Bylaws and further defined in Article 4 of the Branch Operating Guidelines
Branch Council Executive	That of the Nova Scotia Branch defined in Article 4.2.1 of the Branch Operating Guidelines
Members	Defined by Article 3.1 of the Bylaws

National Board	Established by Article 6 of the Bylaws
NSCP	Nova Scotia College of Pharmacists
Nominating Committee	Branch Nominating Committee established by Article 6 of the Branch Operating Guidelines
PANS	Pharmacy Association of Nova Scotia

3. **BRANCH**

3.1. Duties and Responsibilities

- 3.1.1. A Branch shall carry on activities consistent with CSHP's mission, vision, values and strategic plan. In addition, all Branch activities must be conducted in accordance with the Policies of CSHP.
- 3.1.2. Each Branch shall ensure that its Branch Delegate (or Branch Delegates or alternate) is (are) in attendance at all National Board meetings.
- 3.1.3. Each Branch shall report the results of its work to the National Board in the form and on a schedule set by the National Board.

3.2. Dissolution

- 3.2.1. At its own initiative or upon the request of a Branch Council Executive, as set out below, the National Board may, by resolution, combine, divide or dissolve a Branch. Before such action, the National Board or Branch Council Executive, as the case may be, must consult with Branch Members, in order to inform the decision of Branch Council Executive or the National Board. Unanimous agreement of Branch Council Executive is required to submit a recommendation to the National Board to combine, divide or dissolve a Branch.
- 3.2.2. In the event of a request for combination or division, Branch Council Executive should agree on the disposition of rights, title, assets and liabilities of the Branch, before the request is made to the National Board.
- 3.2.3. Upon dissolution, all rights, title, assets and liabilities of the Branch shall revert to CSHP.

4. **BRANCH COUNCIL**

4.1. Duties and Responsibilities

- 4.1.1. Branch Council is responsible for the overall management of the Branch and is accountable to CSHP for the work performed by the Branch and its Chapters. Branches are financially accountable to CSHP.
- 4.1.2. Branch Council shall oversee the activities of the Nova Scotia Branch and may do all things not otherwise prohibited which, in its opinion, will best carry out the purpose of CSHP, in keeping with the Branch's fiduciary duty.
- 4.1.3. Branch Council may interpret the intent of this Branch Operating Guideline and any Policy, motion, resolution or report in connection with the Nova Scotia Branch and determine any dispute in that regard.

4.2. Composition

- 4.2.1. Branch Council Executive shall consist of: President, President-Elect, Past-President, Secretary, Treasurer and Branch Delegate. The following shall be ex-officio Members of Branch Council:
- a. CSHP representative to the Board of Directors of the Pharmacy Association of Nova Scotia
 - b. The Zone 5 representative of the Nova Scotia College of Pharmacists
 - c. Nova Scotia Branch Advocacy representative
 - d. CSHP Student Liaison

4.3. Branch Council Member Duties

- 4.3.1. Members of Branch Council Executive are designated as officers of the Branch and shall perform the duties as defined in their Terms of Reference. In addition:

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 and Past-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, carry out the duties of the President.
- b. Chair the Nominating Committee.

- 4.3.2. Ex-officio Branch Council Members shall perform duties mutually agreed upon by Branch Council Executive and the Ex-officio members. These duties shall be set out in a policy.

4.4. Terms of Office

- 4.4.1. The President, President-Elect, and Past-President shall be elected by Branch Members and hold office for a one-year term. They may serve two additional consecutive one year terms if all presidential officers are in agreement. The President, President-Elect and Past President may serve a maximum of three (3) consecutive years in a single role.
- 4.4.2. The President-Elect shall succeed the President at the completion of the President's term and the President assumes the office of Past President.
- 4.4.3. The Secretary and Treasurer shall be elected by Branch Members and hold office for a two-year term. Secretary and Treasurer may serve a maximum of six (6) consecutive years in a single role.
- 4.4.4. Branch Delegate shall be elected by Branch Members and hold office for a two year term. A Branch delegate may serve a maximum of six (6) consecutive years.
- 4.4.5. The CSHP Representative to the Board of PANS shall be elected by PANS members who are also CSHP members and hold office pursuant to the PANS Bylaws

- 4.4.6. The Zone 5 Councilor of NSCP shall be elected by Zone 5 NSCP members and hold office pursuant to the NSCP Bylaws.
- 4.4.7. The NS Branch Advocacy representative is the Nova Scotia Branch member who sits as a member on the CSHP National Advocacy Committee and holds office pursuant to the Advocacy Committee Terms of Reference.
- 4.4.8. The CSHP Student Liaison shall be elected by members of the Dalhousie Student Pharmacy Society (DSPS) and hold office pursuant to the DSPS Bylaws.
- 4.4.9. The terms of office for President, President-Elect, Past President, Treasurer and Secretary shall commence immediately following and shall end immediately before the AGM. The terms for other positions are determined by the Bylaws or Terms of Reference of the respective organizations/committees.

4.5. Resignation and Removal of Branch Council Executive Members

- 4.5.1. A Branch Council Executive member who ceases to be a Member shall be deemed to have resigned as a Branch Council Executive member on the date the Branch Council Executive member ceased to be a Member.
- 4.5.2. A Branch Council Executive member may resign by delivering written notice thereof to the Branch President, effective as of the date of delivery or on a date specified in the notice, whichever is later.
- 4.5.3. A Branch Council Executive member who has been inactive for a continuous period of six (6) months shall be deemed to have resigned.
- 4.5.4. Branch Council may, by resolution, remove and replace a Branch Council Executive member, other than a Branch Delegate. Branch Council shall remove and replace a Branch Delegate when required to do so by the National Board. The decision of Branch Council shall be ratified at the Branch AGM or any Meeting of Branch Members. The decision of the Branch Members in this regard is final and cannot be appealed.

4.6. Vacancies

- 4.6.1. Branch Council, drawing from Branch Members, shall fill mid-term vacancies of Branch Council Executive Members, except for the Branch Delegate, on an interim basis. The vacated position shall be filled during the next nomination and election cycle.

4.7. Quorum

- 4.7.1. A majority of voting members shall constitute a quorum at any Branch Council meeting. If the number of Branch Council members present initially constitutes a quorum, but the number falls below quorum at some time after Branch Council meeting begins, issues that require a decision of Branch Council will be carried to the next meeting of Branch Council.

4.8. Voting

- 4.8.1. Ex-officio members do not have a vote, with the exception of the CSHP representative to the Board of Directors of PANS.
- 4.8.2. Each Branch Council member with voting rights shall be entitled to one (1) vote per motion, and all votes shall be considered equal. At any meeting of Branch Council, every motion shall be decided by a majority of the votes, unless otherwise required by this Branch

Operating Guideline or by National Bylaws. In the event of a tie vote, the motion shall be deemed to have been defeated.

4.8.3. Branch Council members may meet by any electronic means that permits each member to communicate adequately with all others, provided that Branch Council has passed a resolution addressing the mechanics of holding such a meeting, specifically, the handling of security issues and the procedures for establishing a quorum and recording votes. Each Council member must have equal access to the specific means of communication to be used. A Council member participating in such meeting by electronic means shall be deemed to be present at such meeting. If the majority of Council members participating in a meeting held pursuant to this article are then in Nova Scotia, the meeting shall be deemed to have been held in Nova Scotia.

4.8.4. Every motion shall be decided by a show of hands or its electronic equivalent, unless one or more members present at the meeting demand a ballot. A declaration by the Chair that a resolution has been passed or not passed and an entry to that effect in the minutes of the meeting shall be sufficient evidence of the fact, without proof of the number or proportion of the votes recorded in favour of and against such motion. All motions passed by electronic means are considered valid.

4.8.5. Voting by proxy is not permitted at any Branch Council meeting.

4.9. Meetings

4.9.1. Branch Council shall hold no fewer than three (3) regular meetings each year between consecutive AGMs. Meetings may be called by the President or by the majority of Branch Council members, at any time.

4.10. Minutes

4.10.1. Branch Council shall keep minutes of all Branch Council meetings. Branch Council shall make available, on request, the minutes of all Branch Council meetings to Branch Members or the National Board. Branch Council shall also keep minutes of all General Meetings, AGMs and any Special Meeting of Branch Members which shall be provided, on request, to the National Board.

4.11. AGM

4.11.1. At the AGM, Branch Council shall report to Members on the business transacted since the last AGM and ask for confirmation for their acts and proceedings since the last AGM. In default of such confirmation, such acts and proceedings cease to have further effect except to the extent they have already been carried out. Branch Council shall communicate the financial position against plans for the prior year at the AGM.

5. BRANCH MEETINGS

5.1. General Meeting

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

5.1.2. The President shall instruct the Secretary to notify all members of the Branch, via email/mail, of all general meetings no less than 2 weeks prior to the meeting date.

5.1.3. 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)

- 5.2.1. On an annual basis, each Branch shall hold a meeting of Members (AGM) residing in the geographical district of the Branch. Branch Members shall elect the members of Branch Council who are to be elected at such AGM. The AGM shall also include the communication of progress and financial position against plans for the prior year. The President shall designate the date, time and place and shall instruct the Secretary to notify all members via email/mail no less than 2 weeks prior to the meeting date.
- 5.2.2. The AGM may be held by any electronic means that permits each Branch Member to communicate adequately with all others, provided that Branch Council has passed a resolution addressing the mechanics of holding such a meeting, specifically, the handling of security issues and the procedures for establishing a quorum and recording votes. Each Branch Member must have equal access to the specific means of communication to be used. A Branch Member participating in such meeting by electronic means shall be deemed to be present at such meeting. If the majority of Branch Members participating in a meeting held pursuant to this article are then within Nova Scotia, the meeting shall be deemed to have been held in Nova Scotia.

5.3. Special Meeting

- 5.3.1. 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 2 weeks prior to the meeting date, informing them of time and place.
- 5.3.2. On receipt of a written demand by 5 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 Branch Council. Notice of special meetings shall state the purpose of the meeting and shall be sent via email/mail to all members of the Branch no less than 2 weeks prior to the meeting.

5.4. Voting

- 5.4.1. Each Branch Member shall be entitled to one (1) vote per motion, and all votes shall be considered equal. At any meeting of the Branch, every motion shall be decided by a majority of the votes, unless otherwise required by this Branch Operating Guideline or by National Bylaws. In the event of a tie vote, the motion shall be deemed to have been defeated.
- 5.4.2. Every motion shall be decided by a show of hands or its electronic equivalent, unless one or more members present at the meeting demand a ballot. A declaration by the Chair that a resolution has been passed or not passed and an entry to that effect in the minutes of the meeting shall be sufficient evidence of the fact, without proof of the number or proportion of the votes recorded in favour of and against such motion. All motions passed by electronic means are considered valid.
- 5.4.3. Voting by proxy is not permitted at any Branch meeting.

5.5. Quorum

- 5.5.1. At any meeting of the Branch, ten (10) branch members shall constitute a quorum. The majority of the 10 members must be present in person. Where no quorum is present, notice of a future meeting shall be emailed/mailed to all members, giving no less than 2 weeks' notice and no quorum shall be necessary.

6. NOMINATIONS

6.1. *Nominating Committee*

- 6.1.1. There shall be a Nominating Committee, composed of not less than three members. 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.
- 6.1.2. The second member shall be the most recent Past President available.
- 6.1.3. A Past-President cannot act as chairperson of the Nominating Committee if they are seeking election to a Branch Council position.
- 6.1.4. The Chairperson and members of the Nominating Committee shall be identified by Branch Council and their willingness to serve on the committee verified in February of each year.
- 6.1.5. Offices for which nominations may be sought are: President-Elect, Treasurer, Secretary, Delegate.
- 6.1.6. 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 email/mail for all vacant Branch Council positions.
 - b. Conduct the election of officers, by email/mail, 4 weeks prior to the AGM.

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 Members not less than 8 weeks prior to the AGM.
- 7.1.3. A written nomination for the office shall be signed by not less than two Members of the Branch and shall be forwarded to the Chairperson of the Nominating Committee not less than 6 weeks prior to the AGM. Written acceptance by the Nominee must be received by the same date.
- 7.1.4. If there is more than one person nominated for a position, the names of those Members duly nominated shall be sent in alphabetical order to the Members of the Branch via email/mail not less than 4 weeks 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.
- 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 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 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.

Branch Council Vacancies due to acclamation of a Branch Council Member into another elected position

- 7.1.14. If due to election by acclamation, an elected position becomes vacant, a call for nominations for the vacated position shall be sent to all Members not less than 4 weeks prior to the AGM.
- 7.1.15. A written nomination for the office shall be signed by not less than two Members of the Branch and shall be forwarded to the Chairperson of the Nominating Committee not less than 2 weeks 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 a position, the names of those Members duly nominated shall be sent in alphabetical order to the Members of the Branch via email/mail not less than 1 week 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 candidate receiving a majority of the cast ballots shall be declared elected. If there is only one valid nominee for any position sought, the nominee will be declared elected by acclamation at the AGM.
- 7.1.18. When a question arises with regard to the election of officers (including validity of the election) that is not provided for in 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 4.4.

8. FINANCES

8.1. *Monies*

- 8.1.1. Monies belonging to the Branch are managed by the National Office under the Branch's direction. Branches have decision-making authority for Branch Funds but are accountable to the National Board for their financial decisions. The National Board cannot access Branch Funds without the approval of Branch Council.

8.2. *Fiscal Year*

- 8.2.1. The fiscal year shall be May 1- April 30

8.3. *Signing Authority*

- 8.3.1. All cheques and payment orders issued in the name of the Branch shall be signed by two (2) authorized persons.

8.4. *Branch Fees*

- 8.4.1. The National Board shall set all national membership and supporter fees. Branch Council shall set Branch fees. Notice of intent to change the Branch fee will be distributed to members and supporters with notice of a general meeting.

8.5. *Member and Supporter Fee Payment*

- 8.5.1. All member and supporter fees shall be paid to the National Office of CSHP. Branch fees shall be forwarded to the Branch by National.

9. COMMITTEES AND TASK FORCES

9.1. *Formation*

- 9.1.1. Branch Council may establish a Committee or Task Force to carry out specified activities that comply with the mission, vision, values, strategic plan and Policies of CSHP.

9.2. *Standing Committees*

- 9.2.1. The Nominating Committee is a permanent standing committee of the Branch.

9.3. *Governance Relationship*

- 9.3.1. Branch Council shall appoint the chairs of Committees and Task Forces. Other Committee or Task Force members shall be appointed by the particular Committee or Task Force chair. Committees and Task Forces are accountable to Branch Council.

9.4. *Duties and Responsibilities*

- 9.4.1. Each Committee and Task Force will have terms of reference, approved by Branch Council, which will define its duties and responsibilities.

9.5. *Meetings*

- 9.5.1. Committees and Task Forces may meet by any electronic means that permits each member of the particular Committee or Task Force to communicate adequately with all others. Each Committee or Task Force member must have equal access to the specific means of communication to be used. Any Committee or Task Force member participating in such

meeting by electronic means shall be deemed to be present at such meeting.

- 9.5.2. Each Committee and Task Force shall keep minutes of all its meetings, which shall be provided, on request, to Branch Council.

9.6. Quorum

- 9.6.1. A majority of Committee or Task Force members shall constitute a quorum at a meeting of the particular Committee or Task Force. If the number of members of the Committee or Task Force present initially constitutes a quorum, but the number falls below quorum at some time after the Committee or Task Force meeting begins, issues that require a decision of the Committee or Task Force will be carried to the next scheduled meeting of the Committee or Task Force.

9.7. Voting

- 9.7.1. Each Committee or Task Force member shall be entitled to one (1) vote per motion, and all votes shall be considered equal. At any meeting of a Committee or Task Force, every motion shall be decided by a majority of the votes, unless otherwise required by this Operating Guideline or by National Bylaws. In the event of a tie vote, the motion shall be deemed to have been defeated.
- 9.7.2. Every motion shall be decided by a show of hands or its electronic equivalent, unless one or more Committee or Task Force members present at the meeting demand a ballot. A declaration by the chair that a resolution has been passed or not passed and an entry to that effect in the minutes of the meeting shall be sufficient evidence of the fact, without proof of the number or proportion of the votes recorded in favour of and against such motion.
- 9.7.3. All motions passed by electronic means are considered valid.
- 9.7.4. Voting by proxy is not permitted at any Committee or Task Force meeting.

9.8. Terms of Office

- 9.8.1. Branch Council will define in the Committee Terms of Reference a customary term of office for Committee and Task Force chairs and members.

9.9. Resignation and Removal

- 9.9.1. A Committee or Task Force chair or member who ceases to be a Member, Student Pharmacist Supporter or individual Supporter shall be deemed to have resigned on the date the person ceased to be a Member or Supporter.
- 9.9.2. A Committee or Task Force member may resign by delivering written notice thereof to the chair, effective as of the date of delivery or on a date specified in the notice, whichever is later.
- 9.9.3. A Committee or Task Force member who has been inactive for a continuous period of six (6) months shall be deemed to have resigned.
- 9.9.4. Branch Council may, by resolution, remove a Committee or Task Force member. The decision of Branch Council in this regard is final and cannot be appealed.

9.10. Dissolution

- 9.10.1. With the exception of the Standing Committee, Branch Council may, by resolution, combine, divide or dissolve a Committee or Task Force as the need arises. The decision of Branch Council in this regard is final and cannot be appealed.

10. DIRECTORS' AND OFFICERS' LIABILITY INSURANCE

- 10.1. CSHP shall, at all times, maintain in force directors' and officers' liability insurance, which will apply and provide coverage to any individual at the National, Branch or Chapter levels who was, now is or shall be a Director, Officer, trustee, employee, volunteer or fiduciary of CSHP, or member of any Committee or Task Force of CSHP, including the estate, heirs, legal representatives or assigns of any said deceased, incompetent, insolvent or bankrupt individual.

11. PARLIAMENTARY AUTHORITY

- 11.1. At all meetings of CSHP, the parliamentary authority shall be the current edition of Robert's Rules of Order Newly Revised.

12. AMENDMENTS TO OPERATING GUIDELINES

- 12.1. Branch Council 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 approving the same. If the said change is not then adopted and confirmed by a vote of a quorum of Members present, it shall cease to be in force from the date of such meeting.
- 12.2. Notice in writing of any proposed change in the Operating Guidelines of the Branch at any regular, special or Annual General Meeting, must be circulated to all members of the Branch no less than 2 weeks in advance.
- 12.3. The effective date of this Operating Guideline shall be the date of the AGM or General Meeting or Special Meeting at which this Operating Guideline was passed.

13. AMENDMENTS TO BRANCH COMMITTEES', TASK FORCES' OR COORDINATORS' TERMS OF REFERENCE

- 13.1. Branch Council may repeal, amend, re-enact or approve revisions to Terms of Reference for Branch committees, task forces or coordinators.
- 13.2. Notice in writing of any proposed changes to the Branch committee, task force or coordinator Terms of Reference should be circulated to Branch Council and the current committee or task force chairs or coordinators no less than 2 weeks prior to a scheduled Branch Council meeting.

14. AMENDMENTS TO BRANCH COUNCIL EXECUTIVE MEMBERS' TERMS OF REFERENCE

- 14.1. Branch Council may repeal, amend or re-enact the Terms of Reference for Branch Council Executive members, but such repeal, amendment or re-enactment shall remain in force only until a general meeting is called for the purpose of approving the same. If the said change is not then adopted and confirmed by a vote of a quorum of Members present, it shall cease to be in force from the date of such meeting.
- 14.2. Notice in writing of any proposed change in the Terms of Reference for Branch Council Executive members at any regular, special or Annual General meeting, must be circulated to all members of the Branch no less than 2 weeks in advance.