



C A P S I • A C E I P

Unity – Professionalism – Advocacy – Academics – Excellence

Spring Teleconference 2017

CAPSI National Council

Wednesday, March 29th 2017

1. Call to Order

C. McGrath

C McGrath called the meeting to order at 7:02 PM EST.

2. Attendance

R. St. Croix

C. McGrath	President
P. Thabet	President-Elect
R. St. Croix	Executive Secretary
N. Szabolcs	VP Communications
S. Chatillon	Finance Officer
S. Saunders	VP Education
M. James	VP Professional Affairs
D. Reithmeier	CAPSIL Editor
J. Yu	IPSF Liaison
P. Hsu	Student Exchange Officer
H. Chan	Webmaster
S. Song	UBC Senior Representative
J. Chu	UBC Junior Representative
M. Aizouki	Alberta Senior Representative
H. Kaliel	Alberta Junior Representative
K. Tress	Saskatchewan Senior Representative
S. Trivedi	Saskatchewan Junior Representative
J. Butler	Manitoba Senior Representative
K. Yeo	Manitoba Junior Representative
M. Eisa	Waterloo Senior Representative
E. Cowley	Waterloo Junior Representative
M. Moreno	Toronto Senior Representative
N. Gajaria	Toronto Junior Representative
J. Côté	Montréal Senior Representative
R. Hui	Laval Junior Representative
N. Sholten	Dalhousie Senior Representative
C. Caron	Dalhousie Junior Representative
K. Hynes	MUN Senior Representative
R. Ward	MUN Junior Representative:
G. Anhoury-Sauvé	Incoming IPSF Liaison
I. Yang	Incoming Webmaster
D. Shymanski	Incoming Saskatchewan Junior Representative
Regrets:	
K. Selva	Past President
S. Cunningham	CSHP Representative
K. Vo	Montréal Junior Representative
K. Youssefain	Laval Senior Representative

3. Position Updates

University of British Columbia

See Annex

University of Alberta

See Annex

University of Saskatchewan

See Annex

University of Manitoba

See Annex

University of Waterloo

See Annex

University of Toronto

See Annex

Université de Montréal

See Annex

Université Laval

See Annex

Dalhousie University

See Annex

Memorial University of Newfoundland and Labrador

See Annex

4. Executive Reports

President

See Annex

President-Elect

See Annex

Past President

See Annex

VP Communications

See Annex

VP Professional Affairs

See Annex

VP Education

See Annex

Finance Officer

See Annex

VP Professional Affairs

See Annex

Executive Secretary

See Annex

CAPSIL Editor

See Annex

IPSF Liaison

See Annex

Student Exchange Officer

See Annex

Webmaster

See Annex

5. PARS 2017 Update

C. McGrath

Item for Discussion: Due to unforeseen circumstances and an extreme lack of sponsorship acquisition, CAPSI was forced to make the difficult decision to cancel PARS 2017. Due to the timing of the cancellation, Mexico has graciously taken on PARS 2017 and the CAPSI chair remains the head for the conference organization. Since the decision to cancel the conference has been made, contract cancellations have been in progress.

C McGrath explained the process of PARS being cancelled, and how it will instead be held in Mexico this year. There were cancellation fees that were not well communicated to CAPSI National. At this time, the Shaw center has responded positively after CAPSI explained their financial situation. We currently owe \$20000 - which is a fee we were aware of - and this may be forgiven if another booking is made for the space. At this time we have not heard a final response from the hotel and may owe cancellation fees there.

P Thabet agreed, and emphasized that it is important that by cancelling at this time the conference was able to go ahead in Mexico. Had we chosen to hold the conference without adequate sponsorship, there would be a much larger bill associated than with cancelling the conference at this time.

M Moreno joined the call at 7:15 PM.

6. PAM Interprofessional Event

M. James

Question: Should CAPSI continue to have a national interprofessional event during PAM 2018? Is there anything you would change about the current structure to improve it in the future?

Background: PAM 2017 marked the first year CAPSI committed to running a national interprofessional event across all universities. The event was run this year by 7-8 schools during PAM in March. The event was structured as an informal interprofessional case study related to the topic of Schizophrenia. Local schools were given the option of adjusting the case study to meet the format of their specific event. Feedback from individual schools has yet to be obtained.

M James listed the schools who ran the interprofessional event this year, and requested feedback from the schools who did hold the event.

M Moreno explained that the event has been held twice in Toronto. They felt the case was more complex this year and that received positive feedback. It was also good that there was a new topic this year, as many of the students attended both events.

H Kaliel noted that their event received very good feedback, both from students and the professional panel. They intend to hold the event in the future.

E Cowley explained that Waterloo had a challenging time to hold the case this year. They tried to collaborate with another organization, but as all of the professions this organization represents were not represented in the case they were not interested. When they held the case they altered the questions slightly, and it did turn out well, however as it was very challenging to organize the event they are not sure they will be able to hold it in the future.

M Eisa explained that they also reached out through faculty. Unfortunately, they were not able to reach as many health professionals as they would have liked.

C McGrath noted that Saskatchewan will be holding the event tomorrow. From her perspective, she felt this was a very unifying event and that it is adaptable to each of the ten schools. Having a standardized event, even if it is not a case, helps to show unity in CAPSI.

C Caron explained that this was the first year that Dal held this event and it went really well. She noted that due to the topic, they had a professor they could work closely with. The topic of choice should be considered in future years, as this will impact who you can network with.

P Thabet agreed that the event went very well, however in future years getting students from more health care professions would be beneficial. It was also raised to them by one of their panelists that the involvement of a patient advocate would be beneficial.

K Yeo agreed that the event went well and that the case itself is important to consider in the future.

R Ward explained that the case fit her school well. Other health care students were invited, but it was primarily pharmacy students that attended.

S Song exited the call at 7:28 PM EST.

J Chu explained the event was successful. They were not able to provide as much food as they would like due to expense.

M James explained that in the interest of time she will send out a form to seek further detailed feedback.

C McGrath explained that at CPhA 2017 the next year's council will vote whether they want to continue this event.

7. PDW Delegate Registration

J. Butler

For PDW 2017, 5/10 schools' delegate registration was not received prior to PDW. The final delegate registration cheque was received 2 months after PDW. J. Butler takes some responsibility by not enforcing a deadline, however Juniors should know for PDW 2018 that registration cheques should be sent as early as possible (or in divided cheques, if necessary). Much of PDW's funding does not arrive until several weeks after PDW, while payment deadlines occur during or immediately following the conference. In the fall, PDWPC 2018 and Alberta Senior Rep should discuss a deadline with CAPSI National to avoid this problem occurring again.

J Butler explained the above. She emphasized that next year registration should be sent in late November or early December.

C McGrath noted that this will be added to the PDW turnover document for 2018 and 2019.

8. CAPSI Website - Local Chapter link to local content

J. Butler

I have discussed this somewhat with H. Chan. As Manitoba is always working to improve their local CAPSI council, we would like to provide an easy to access place for our members to access our local meeting minutes, as well as our constitution and operating manual (pending completion). As we do not have a website locally, we hoped to include a link on the Local Chapter page linked to the CAPSI MB Senior gmail account, allowing access to a google folder containing said items. If privacy/security is a concern, another potential option would be to include this in the members only portal. We thought this might be something other schools might be interested in as well.

J Butler explained she wanted to make the minutes for her local minutes more accessible to members. She would like them to be available on the website. She is wondering if anyone else is interested in this and if anyone sees any potential issues (and if these issues could be rectified by using the members only portal).

J. Cote thinks it is great to provide transparency and it will help other local councils.

P Thabet agreed that making the minutes public would be positive. He noted that from a local perspective, he doesn't see a need to post them on the national website as currently as Dal they are posted on their school's website.

C McGrath clarified that Manitoba does not have their own website.

J Butler clarified that the reason behind a google drive link on the website would pot less burden on the webmaster for uploading.

C Caron noted that the only benefit of Dal posting their minutes nationally would be for other schools to view them.

J. Chu noted that UBC also has their own website. They would be open to posting them nationally.

C McGrath clarified that other schools have hyperlinks to their own website and they would not need to post their minutes.

M. Moreno explained that the school society posts their minutes, and suggested minutes be posted in PDF format.

H. Chan reiterated that this would just be for schools who need it and it would be completely managed by local council. She also explained that going through the members' portal would be challenging due to the nature of the website. At this time, the minutes would need to be public.

9. CAPSI National Elections – Voting Protocol

R. St Croix

Background: This item was referred to the Ad-Hoc Elections Committee at PDW 2017 to determine a policy for selecting a proxy voter in the event neither the Junior nor Senior representative can vote on behalf of their school due to absence OR a personal conflict of interest.

Motion: BIRT CAPSI National change the operating manual from:

In the event that a Senior (Junior) Representative on the current CAPSI National Council is running for a position, he or she must delegate the voting responsibility to the their Junior (Senior) Representative for that particular position. If the Junior (Senior) Representative cannot be present, then an appointed voting delegate from that university must be chosen. The choice will require approval by the Executive Secretary forty-eight (48) hours prior to the Elections to ensure that

CAPSI's interests are best represented. The Senior (Junior) Representatives may not be present for the speeches or open forum for the position for which they are running. Senior (Junior) Representatives, however, may be present for the speeches and closed session discussion for the other positions.

To:

In the event that a Senior (Junior) Representative on the current CAPSI National Council is running for a position, he or she must delegate the voting responsibility to ~~the~~ their Junior (Senior) Representative for that particular position. If the Junior (Senior) Representative cannot be present or declares a conflict of interest, then an appointed voting delegate who is a student leader at their university ~~from that university~~ must be chosen. The choice will require approval by the Executive Secretary forty-eight (48) hours prior to the Elections to ensure that CAPSI's interests are best represented. The Senior (Junior) Representatives may not be present for the speeches or open forum for the position for which they are running or declare a conflict of interest. Senior (Junior) Representatives, however, may be present for the speeches and closed session discussion for the other positions.

R St Croix explained the above information.

C McGrath noted that the conflict of interest would covered scenarios such as two siblings or two people in a relationship.

BIRT CAPSI National change the operating manual from:

In the event that a Senior (Junior) Representative on the current CAPSI National Council is running for a position, he or she must delegate the voting responsibility to the their Junior (Senior) Representative for that particular position. If the Junior (Senior) Representative cannot be present, then an appointed voting delegate from that university must be chosen. The choice will require approval by the Executive Secretary forty-eight (48) hours prior to the Elections to ensure that CAPSI's interests are best represented. The Senior (Junior) Representatives may not be present for the speeches or open forum for the position for which they are running. Senior (Junior) Representatives, however, may be present for the speeches and closed session discussion for the other positions.

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C McGrath/D Reithmeire

S Trivedi and T Saunders joined the call at 7:45 PM EST.

J Cote inquired about letting local representatives attend speeches and open forum for positions for which they have a conflict of interest.

C McGrath suggested removing the highlighted portion from the google document.

BIRT the motion be amended to:

BIRT CAPSI National change the operating manual from:

In the event that a Senior (Junior) Representative on the current CAPSI National Council is running for a position, he or she must delegate the voting responsibility to the their Junior (Senior) Representative for that particular position. If the Junior (Senior) Representative cannot be present,

then an appointed voting delegate from that university must be chosen. The choice will require approval by the Executive Secretary forty-eight (48) hours prior to the Elections to ensure that CAPSI's interests are best represented. The Senior (Junior) Representatives may not be present for the speeches or open forum for the position for which they are running. Senior (Junior) Representatives, however, may be present for the speeches and closed session discussion for the other positions.

To:

*In the event that a Senior (Junior) Representative on the current CAPSI National Council is running for a position, he or she must delegate the voting responsibility to ~~the~~ their Junior (Senior) Representative for that particular position. If the Junior (Senior) Representative cannot be present or declares a conflict of interest, then an appointed voting delegate **who is a student leader at their university** ~~from that university~~ must be chosen. The choice will require approval by the Executive Secretary forty-eight (48) hours prior to the Elections to ensure that CAPSI's interests are best represented. The Senior (Junior) Representatives may not be present for the speeches or open forum for the position for which they are running. Senior (Junior) Representatives, however, may be present for the speeches and closed session discussion for the other positions.*

C McGrath/D Reithmeire

Motion Amended

BIRT CAPSI National change the operating manual from:

In the event that a Senior (Junior) Representative on the current CAPSI National Council is running for a position, he or she must delegate the voting responsibility to the their Junior (Senior) Representative for that particular position. If the Junior (Senior) Representative cannot be present, then an appointed voting delegate from that university must be chosen. The choice will require approval by the Executive Secretary forty-eight (48) hours prior to the Elections to ensure that CAPSI's interests are best represented. The Senior (Junior) Representatives may not be present for the speeches or open forum for the position for which they are running. Senior (Junior) Representatives, however, may be present for the speeches and closed session discussion for the other positions.

To:

In the event that a Senior (Junior) Representative on the current CAPSI National Council is running for a position, he or she must delegate the voting responsibility to ~~the~~ their Junior (Senior) Representative for that particular position. If the Junior (Senior) Representative cannot be present or declares a conflict of interest, then an appointed voting delegate **who is a student leader at their university** ~~from that university~~ must be chosen. The choice will require approval by the Executive Secretary forty-eight (48) hours prior to the Elections to ensure that CAPSI's interests are best represented. The Senior (Junior) Representatives may not be present for the speeches or open forum for the position for which they are running. Senior (Junior) Representatives, however, may be present for the speeches and closed session discussion for the other positions.

C McGrath/K Tress

Motion Carried

10. CAPSI Elections – Candidate Campaigns

R. St Croix

Background: This item was referred to the Ad-Hoc Elections Committee at PDW 2017 to determine if changes should be made to the current policy preventing promotion by candidates and whether the Member's Only Portal violates this policy. After discussion, the committee does not believe the Member's Only Portal is in violation and proposes the following change to the operating manual.

Motion: BIRT CAPSI National change the operating manual from:

No promotional material may be used during the candidate speeches (posters, props, etc.).

To:

No **self**-promotional material may be used during the candidate's speeches **campaign** (posters,

props, **social media**, etc.).

R St Croix explained the discussion that occurred at PDW and the conclusion from the Ad- Hoc Elections committee.

BIRT CAPSI National change the operating manual from:

No promotional material may be used during the candidate speeches (posters, props, etc.).

To:

No self-promotional material may be used during the candidate's speeches campaign (posters, props, **social media, etc.).**

R St Croix/J Cote

Motion Carried

11. Operating Manual Chapter 4

R. St Croix

Please see *Appendix A* for the proposed changes to Chapter 4 of the Operating Manual. To note, text that has a strikethrough is original that is proposed to be removed and red text is that which has been inserted.

R St Croix explained the changes are to reflect what the council is currently doing, with the exception of the addition of a final time card.

C McGrath reviewed each changed section in the order they appear in the text.

BIRT CAPSI National accept the proposed changes outlined in Appendix A to Chapter 4 of the Operating Manual.

C McGrath/K Tress

Motion Carried.

12. Student of the Month Award

P. Thabet

Idea: Showcase 1 deserving student from any of the ten Canadian faculties of pharmacy, as selected by council members, on a monthly basis.

P Thabet explained that through social media he noted that other student organizations have student of the month awards. He feels it would be a good idea to showcase one student each month nationally. This may affect the new council more, however he wanted to introduce the idea now. At this time he does not have specific ideas with regarding to selecting a student. However it could be advertised on our website and social media.

J. Butler commented that this is a good idea and she would like to use this as a tool to increase student involvement at Manitoba. She questioned if there would be an incentive for students and if CAPSI National council would be eligible for this.

P Thabet noted that at this time he does not have answers for either of those questions. He would lean towards "no" for CAPSI National being eligible, but can see the argument for both sides. In regards to a prize, CAPSI is not likely able to give any funding - however we could possibly suggest something creative.

N. Gajaria explained they have a local student of the month award. There was interest last year when it first started, but interest has since declined. Students receive points and a medal.

H. Chan agrees that it is a good idea. The website and social media are the easiest way to recognize students for these awards.

**BIRT CAPSI National table this item until CPhA 2017.
K Tress/P Thabet
Motion Tabled.**

13. PDW Slide-Share

P. Thabet

PDW Slide-Share on website and how else can we optimize the use of our members only portal?

P Thabet explained that he was wondering if we could approach speakers to provide slides in advance to be posted in the members only portion of the website.

J. Butler noted that at PDW 2017 a lot of locals approached her for copies of slides, planning for this would be beneficial.

K Tress agreed and believes there would be benefit.

R St Croix noted that all uploads to the members only portal would need to go through CPhA, so they should ideally be organized to provide them with a single upload.

14. Feedback on Evidence Based Practice Competition

S. Saunders

S Saunders asked for comments regarding the competition. Hearing none she will seek electronic feedback.

**15. Feedback on Symposia Topics/Events
Saunders**

S.

S Saunders sought feedback.

C McGrath noted a call would be sent for electronic feedback.

16. Additions to our CAPSI Club Membership

16.1 New Club Member: Jones Packaging

N. Szabolcs

N Szabolcs noted the addition of this new member.

16.2 Recommendations for leads to solicit

N. Szabolcs

N Szabolcs explained that if anyone knows any large companies in their province (including companies who have been interested in sponsoring local events). She has exhausted her lists, and would like to provide direction to the incoming VP Communications.

C McGrath noted that at PDW 2017 she spoke with the CAPSI President from 2005, who provided interesting suggestions for sponsorship. Including ideas such as Kroll or insurance companies, if anyone has any connections they would be beneficial.

17. Apotex Backpack Update for Sept 2017

N. Szabolcs

N Szabolcs explained that backpacks will no longer be provided by Apotex, though it has not been confirmed if this is fall of 2017 or 2018.

C McGrath asked N Szabolcs to provide background information.

N Szabolcs explained she has been in the process of ensuring contracts are in place for all membership benefits. She was in the process of developing contracts for all sponsors, though

Apotex did not have a contract at this time. Although this helps to resolve some of the ethical concern around the backpack, it is a large membership benefit that is being lost to members. This provides an opportunity to seek new sponsorship, potentially we could try to partner with provincial bodies.

S Trivedi explained that at the University of Saskatchewan they charge a \$80 membership fee, some students paid this fee late and were promised backpacks for September.

N Szabolcs noted that she is still waiting on the response regarding when backpacks will be discontinued, however it should be planned for them to be discontinued this year.

C McGrath requested ULaval look further into what they were proposing regarding backpacks at PDW 2017. It is definitely a difficult position to be in, however we can look at this as an opportunity.

M Moreno suggested we make a google form to indicate how many backpacks a school has versus how many other schools need (based on current promises to students).

N Szabolcs agreed with making a google form.

J Cote agreed with Maria's point. Montreal has extra backpacks currently. He questioned if Apotex would be interested in alternative sponsorship.

D Shymanski joined the call at 8:26 PM EST.

N Szabolcs noted that the conversation has not occurred at this time, though she will be following up with them further.

18. Agenda Poll Results and comments

N. Szabolcs

N Szabolcs tallied the agenda polls, in total there were over 500 responses - though some students may have voted up to 3 times. Most students report that they do not use the agenda, however they also report that the agenda should be continued.

K Tress exited the meeting at 8:30 PM EST.

S. Trivedi noted that if we are not receiving backpacks any longer, this may sway students to wanting to receive an agenda. Losing two membership benefits would be negative for CAPSI.

N Szabolcs agreed and clarified that if the agenda was to be discontinued it would not be until 2018.

S Trivedi noted that their local council just increased their membership fees, this increase and not having backpacks could affect membership numbers.

N Szabolcs noted that this is likely a decision that could be referred to the agenda committee.

C McGrath noted that next year's council will need to make this decision.

19. 2017 Handbook Cover competition

N. Szabolcs

N Szabolcs noted that this was not in her turnover document and was unfortunately missed. Should CAPSI National send out a message through social media, or would the locals prefer to advertise it locally.

C McGrath noted that the locals can continue after brief discussion.

20. Clipboard sale information

N. Szabolcs

M Lu joined the call at 8:38 PM EST.

N Szabolcs explained that at this time there is no method for payment on the members only portal. Currently the timeline will not allow for students to receive their clipboards prior to exams, due to this it should be reassessed next year by the new council.

C Caron noted there was a lot of interest at Dal and they would be interested in doing this in the fall.

N Szabolcs noted that if this is something a school would be interested in doing locally, she can help facilitate this, it just is not something they can do on a nationwide level at this time.

J Butler and S Chatillon exited the call at 8:44 PM EST.

21. Public Pill Drop

R. Ward

R. Ward received questions from other schools this year about how to host the Pill Drop. Did any other schools host a pill drop for PAM this year, and how did it go?

S Trivedi explained that logistically it could not be organized for this year, though it is something they are interested in pursuing next year. She will likely follow up with specific questions.

K Yeo noted that they were interested in holding this event, however they were not able to find any partners to work with (e.g. the rcmp).

J Chu noted he was not aware of a pill drop, though UBC would be interested in the future.

C McGrath requested R Ward distribute some information if possible regarding the Public Pill Drop.

22. World Congress 2017 Official Canadian Delegate Selection

C. McGrath

Item for Discussion: During PDW 2017 the following item was brought forward by K. Tress. Should CAPSI National instate a policy regarding Official Delegate applications for the General Assembly to take place during IPSF's annual World Congress conference?

BIRT CAPSI National implement a policy allowing prior Official Canadian Delegates to be given priority for subsequent World Congress General Assembly meetings.

Item for Discussion: I intend to go and I would like to be one of the General Assembly Representatives. I have expressed my passion for representing Canada in international pharmacy endeavors, I am confident that to uphold the experience, passion, and knowledge that Canada has demonstrated to have over the past years, that it is key that a previous GA Representative attend the conference to allow for the mentoring of future representatives.

K Tress spoke to Canada's leadership skills the General Assembly and the importance of continuity of members attending.

P Hsu explained that IPSF chooses their delegates for General Assembly. Canada has 3 official delegates.

C McGrath explained the financial implications of funding an IPSF member versus another member of council and for the potential for funding to not be provided in the coming year.

K Tress clarified that she is not seeking funding.

J Côté asked what the responsibility of those at world congress was in terms of our official delegates versus general students attending the conference.

P Hsu explained that the official delegates have voting privileges.

C Caron asked for clarification about the application process.

P Hsu clarified that in the past an email was sent to solicit interest in our membership.

C McGrath noted that it seems fair for K Tress to apply to be a delegate at the conference.

J Côté asked if need to pass a motion.

K Selva clarified that there was no need for a formal motion as there is no change to current operation.

M Moreno questioned how people apply to go to World Congress.

C McGrath and P Hsu clarified the difference between a world conference attendee and an official Canadian delegate.

K Tress clarified that she is requesting a guarantee for one of the spots, due to her history of attending World Congress this past year.

C McGrath requested we table this item until J Yu is available to review the topic.

BIRT CAPSI National table this agenda item until the winter TC.

*C McGrath/J Butler
Motion Tabled.*

C McGrath explained the above.

K Hynes exited the call at 8:50 PM EST.

J Yu explained that typically the IPSF Liaison and SEO serve as two of the official delegates, and then a third is chosen. This past year neither herself nor P Hsu were able to attend. K Tress was one of the delegates that attended.

C McGrath explained that as K Tress has attended before, she could help to provide direction at this year's World Congress.

BIRT CAPSI National implement a policy allowing prior Official Canadian Delegates to be given priority for subsequent World Congress General Assembly meetings.

**C McGrath/D Reithmeier
Motion Carried.**

23. Extending CAPSI National's Subcommittee Composition

C. McGrath

Item for Discussion: Currently, CAPSI National's subcommittees are composed solely of members of the National Council (with the exception of the translation committee). During this Council year, CAPSI was efficient in running meetings by utilizing committee referrals more frequently. Many organizations open their subcommittees or working groups to members outside of the board/council. As our efforts and ambitions increase so does the volume of work referred to each subcommittee. Should CAPSI National trial extending its subcommittee composition beyond the 33 Council members to general student members?

C McGrath explained that many organizations allow general members to serve on subcommittees. By doing this we could potentially lessen individual workload and involve more members. She is wondering if other members of council think this would be possible.

S Saunders believes this would be a good opportunity for student involvement, though that her committees would likely not be appropriate due to concerns with confidentiality.

S Trivedi noted that this would be more appropriate for some committees over others.

D Reithmeier noted that his committee does have general members and they are very valuable. He noted that quality control is a concern and an application process could be valuable.

J Cote agreed with the application process.

R St Croix agrees with the application process though is concerned with potential level of interest. Believes the membership committee would be an option for trialing this idea.

N Szabolcs agrees with previous comments. The communications and marketing committee would be a great option for this potential trial.

M Lu requested clarification on a subcommittee already having general members.

C McGrath explained that currently it is just the translation committee that has general members, as CAPSI National is limited in their translation capacity.

H Chan noted that the website committee would be a good way to trial this. Noted that a lot of work is done at the break out sessions during conferences and this should be considered.

C McGrath requested further comments be sent to the president's.

24. Spring Members' Satisfaction Survey Reminder

R. St Croix

R St Croix requested local council members post the link for the survey a final time.

25. Executive Position Turnover Documents

C. McGrath

C McGrath emphasized the importance of local representatives uploading their turnover documents.

N Scholten exited the meeting at 9:10 PM EST.

26. Discussion of By-Election Candidates McGrath

C.

*BIRT CAPSI National move in camera at 9:11 PM EST.
C McGrath/P Thabet*

Motion Carried.

BIRT CAPSI National move out of camera at 9:41 PM EST.

C McGrath/P Thabet

Motion Carried.

27. New Business

C McGrath noted she had intended to plan a succession planning survey during PDW but was unable to during PDW but was unable to due to time constraints. She will be sending an email to everyone and ask they participate at their earliest convenience. She requested that when emails are changed over they let herself and P Thabet know. She concluded by discussing the mission and values of CAPSI.

H Chan spoke to her length of time on council and how proud she is of the organization.

S Saunders noted she has also been on council for 3 years and the hard work and dedication has been inspiring.

28. Adjournment

BIRT CAPSI National adjourn the meeting at 9:47 PM EST.

C McGrath/D Reithmeire

Motion Carried

Appendix A

CHAPTER 4.0 ELECTIONS

4.1 Election Protocol: CAPSI National Council Executive Positions

4.1.1 Call for Nominations

The Executive Secretary will conduct the election procedures. The Executive Secretary will publish a call for nominations in the **Fall issue of the CAPSIL and on the CAPSI Facebook page** three (3) months prior to Professional Development Week (PDW). As well, the Executive Secretary shall distribute nomination forms, position descriptions, position promotional videos and election procedures to each school's Senior Representative and the executive council members three (3) months prior to the Professional Development Week (PDW) conference. The elections will occur annually at the PDW conference each January.

Senior Representatives at each school are responsible for publicizing and soliciting qualified applicants for the positions, and subsequently submitting candidate's application to the Executive Secretary.

4.1.2 Eligibility

General Student Members who will be full-time undergraduate students in a Canadian faculty of pharmacy for the duration of the term of office will be eligible for nomination for the following positions:

- President-Elect
- Executive Secretary
- Vice President, Education
- Vice President, Communication
- Finance Officer
- Vice President, Professional Affairs
- CAPSIL Editor
- International Pharmaceutical Students' Federation (IPSF) Liaison
- Webmaster

The President-Elect position is a three-year commitment (sequential one-year terms as President-Elect, President, and Past-President) for which at least two of the three years must be served as an undergraduate student. Progression for a term as President-Elect to a term as President is subject to at least a two-thirds (2/3) majority vote of confidence by the National Council at the CAPSI PDW National Council Meetings. Progression for a term as President to a term as Past-President is subject to at least two-thirds (2/3) majority vote of confidence by the National Council at the CAPSI PDW National Council Meetings.

IPSF Liaison is a two-year commitment (sequential one-year terms as IPSF Liaison and Student Exchange Officer) for which both years must be served by an undergraduate student. Progression for a term as IPSF Liaison to one (1) term as SEO is subject to at least two-thirds (2/3) majority vote of confidence by the National Council at the CAPSI PDW National Council Meetings.

No person may be a nominee for more than one (1) vacant position in a given election.

4.1.3 Nomination Procedure

Nomination applications will be accompanied by a curriculum vitae and a letter of intent indicating:

- 1) Qualifications for the position

- 2) Reasons for seeking the position
- 3) Position goals of the nominee
- 4) CAPSIL Editor and Webmaster positions only: Optional Portfolio containing a 1-2 page sample layout created from the applicant's choice of software program

The candidates will also be required to prepare a speech (maximum five (5) minutes) to be presented in front of the CAPSI National Council and CAPSI members during the election process. Any candidates unable to attend PDW shall submit a video recording in place of a speech. The deadline for submission of the application, curriculum vitae, letter of intent and videotape (if applicable) will be **a specified time on the day prior to the elections, usually exactly 24 hours prior to the start of the elections.** However, CAPSI National may establish a tentative deadline prior to PDW for CAPSI members who will not be in conference attendance. ~~This early deadline is~~ to encourage these members to film their videos with their local representatives or an executive council member prior to the PDW conference. Despite this tentative deadline for CAPSI members who are not PDW delegates, all CAPSI members eligible to run in elections have the final deadline of 24 hours prior to the start of elections. No late submissions will be accepted. If there are positions left unfilled, the protocol for by-elections (Section 4.1.12) will ensue for those particular positions.

The candidates should inform their Senior Representative regarding their decision to apply so that they can videotape the candidate before the deadline of the application in the case of by-elections. The candidate is to be made aware that three (3) questions will be asked at the end of the speech by the outgoing National Executive member at PDW or by the Senior/Junior Representative or National Executive member, if being videotaped. If a member who is not a PDW delegate for that year decides to apply for a position during the conference, while all executive members and local representatives are in the host city, they should notify their local representatives. Once notified, the local representatives must **inform the delegated an alternate CAPSI member for to conducting the videotaping process while all CAPSI representatives are attending PDW. Local representatives must appoint a trustworthy CAPSI member as the alternate video recording party prior to PDW. The member who videotapes is recommended to be unbiased, and is subject to signing a confidentiality agreement as well.**

4.1.4 CAPSI National Council Responsibilities

The Executive Secretary shall collect all the applications in preparation for the election process. For candidates unable to attend PDW, the candidate's video will be uploaded into a private YouTube account by the Executive Secretary to be viewed securely by the members and the National Council.

Each outgoing Executive member will be responsible for the development of three (3) questions about their respective positions and any general questions relating to their role in the Association. These three (3) questions will be sent to the Executive Secretary prior to the application deadline for the elections. During the election speeches at PDW, the outgoing Executive member will ask the three (3) questions to the election candidates. In the absence of the Executive member, a randomly appointed Executive or General Council member who is not a candidate in the election will be chosen at this time to asked the approved questions to the election candidates.

Prior to the elections, the room where the election shall be held will be broken up into eleven (11) spaces by the Executive Secretary, one (1) for each school, and one (1) for the National Council executive members. The Executive Secretary shall prepare election packages, the candidate's submission will be copied accordingly based on the number of delegates present from each school to allow for enough copies to be shared among delegates. Copies will also be ~~provided to be shared~~ **distributed** among Executive members. All of the packages are to be distributed by the Executive Secretary. The Senior and Junior Representatives of each school will be responsible to collect these packages and return them to the Executive Secretary for destruction after the elections. During package viewing time, the executive position portfolio information shall be displayed on the large screens, so the membership may view the duties of each respective position, which can also be made available through a printed copy for each school. The Executive Secretary shall also prepare timing cards, for one (1) minute, and 30 second warnings, **as well as for when time has expired**, to be used during the candidate speeches.

There will be a minimum of one (1) hour total allotted (5-10 minutes per candidate approximately) for all eligible voting members of the CAPSI National Council to view curriculum vitae and letters of intent from all candidates, scheduled after the election speeches for all positions. The actual allotted time will be to the discretion of the PDW Planning Committee in collaboration with the CAPSI National Executive Secretary and President. A list of the speaking order of the election candidates must also be given to all attending Council members who are eligible to vote.

The Senior Representatives shall inform the candidates from their respective schools of the time, place and details of the election procedures at PDW. An announcement during the Opening Ceremonies and AGM should be made by the President to remind all CAPSI members of the time and location of the Elections and ~~extending the invitation~~ remind all delegates to attend due to their agreement to the Educational Policy.

4.1.5 Election Procedure Guidelines

The room where the elections are to be held is to be opened 30 minutes prior to the beginning of the elections. The speeches for the elections will begin no later than 30 minutes after the doors are opened.

All candidates and CAPSI members are required to attend the election speeches. Before the election procedures begin, all candidates for the initial position to be assessed must leave the room and be accompanied by the Past-President. All position elections will proceed in the same manner.

A copy of the election procedures must be available during the election process for reference. All candidates will give a five (5) minute speech and will be asked to answer three (3) required questions by the respective outgoing executive member. The candidates will have the option of having each question repeated **once**, if needed. Once asked the question, the candidate will have one (1) minute to answer. The five (5) minute time limit of the presentation should be strictly enforced, through timing cards (at one (1) minute, ~~and 30 seconds~~ and when time has expired) prepared by the Executive Secretary to warn candidates of the time as it approaches the five (5) minute point. The one (1) minute time limit for question answers should be strictly enforced through a timing card (at 30 seconds, ~~and 10 seconds~~ and when time has expired) prepared by the Executive Secretary to warn candidates of the time as it approaches the one (1) minute point. No self-promotional material may be used during the candidate's speeches campaign (posters, props, social media, etc.)

After all of the candidates for all of the positions have made their presentations and answered the required questions, ALL of the candidates running for that position will be asked to leave the room. Once ALL of the candidates for that one position have left the room, five (5) minutes are allotted for the voting delegates (Senior or Junior Representative or otherwise approved delegate) from each university to gather concerns and opinions regarding the candidates from their respective universities and generate discussion. This will be repeated for candidates of the other positions. After all the candidates of all the positions have been discussed, only the National Council may be present for the closed session discussion and voting process. Therefore, the National Council will return to a private meeting room to conduct the in-camera discussion and voting process.

4.1.6 Candidates Who Are Current CAPSI National Council Members

In the event that a Senior (Junior) Representative on the current CAPSI National Council is running for a position, he or she must delegate the voting responsibility to ~~the~~ their Junior (Senior) Representative for that particular position. If the Junior (Senior) Representative cannot be present or declares a conflict of interest, then an appointed voting delegate who is a student leader at their university from that university must be chosen. The choice will require approval by the Executive Secretary forty-eight (48) hours prior to the Elections to ensure that CAPSI's interests are best represented. The Senior (Junior) Representatives may not be present for the speeches or open forum for the position for which they are

running. Senior (Junior) Representatives, however, may be present for the speeches and closed session discussion for the other positions.

In the event that an executive member is running for a position he/she also must be absent from the room for the closed session discussion and voting process for the particular position for which he/she is running. The executive member agrees to give up his/her vote for that position but may be present for the closed session discussion and vote for all other positions.

4.1.7 Closed Session Discussion

The President leads the closed in-camera session discussion. Each position is discussed and a vote is conducted independent of all other positions. Before any of the candidates are discussed, all electronic devices must be turned off and the closed in-camera session discussion process shall be read to the National Council. Each voting National Council member will have been given access to the Position Description for each position. The President will present the question to the voting Council as to whether any factual concerns exist with any of the candidates meeting the Position Descriptions. Before any National Council member enters into discussion regarding each of the positions, the outgoing executive of the position being discussed will have the chance to present their concerns or strengths existing with any of the candidates first. Then, only after each National Council member has been given the opportunity to voice concerns, the outgoing executive shall close the discussion session, being mindful of time and at the discretion of the Chair/President. Under no circumstances shall personal judgments and opinions enter the discussion. The voting Council will address only comments relating to the candidate's ability to comply with the Position Descriptions. A candidate's previous professional, but not personal, experience may be considered during elections deliberations if it remains professional and is relevant to the portfolio, at the discretion of the Chair/President.

4.1.8 Scrutineer

The Executive Secretary will have appointed a neutral party who is not a voting member of the National Council and is not a candidate to be the Scrutineer to oversee the election procedure. The Scrutineer must be proven neutral by satisfying these above terms and his/her identity will not be disclosed until the election.

4.1.9 Voting

The Executive Secretary will explain the voting procedure to all voting members and to the Scrutineer. Each current executive member of council (with the exception of the President and the Past President) will be granted one (1) vote. A Senior Representative, Junior Representative or appointed delegate will be granted two (2) votes, plus one (1) additional vote for every two-hundred (200) CAPSI General Student Members at their respective faculty of pharmacy. In the event of a tie vote, the President will vote to reach a majority (greater than 50%) decision.

Prior to the Elections, the Executive Secretary will have consulted with each Senior or Junior Representative and/or the current CSHP Student Delegate calculate the number of votes each university is entitled to. The Executive Secretary will create the correct number of ballots for each university. The distribution of these validated secret ballots will ensure that each voting delegate is casting the correct number of votes.

The Scrutineer and/or the Executive Secretary will distribute the correct number of ballots to each voting member. The President will call out the position and the names of the candidates running for that specific position and will clearly indicate to the General Council that the ballot must read either the:

- Name of the preferred candidate or
- In the case of only one candidate running, a "FOR" or "AGAINST" or
- In the case of more than one candidate running, a "NEITHER" option must be made available.

Where more than two individuals are nominated for a given position, a preliminary vote will determine the

two candidates receiving the greatest number of votes. A second vote will be conducted to determine a majority (greater than 50%) decision between these two candidates. (If, in the preliminary vote, a unanimous decision for one candidate is realized, a second vote will not be conducted).

If the ballot reads anything other than one of the above terms, the vote is spoiled and the procedure for spoiled ballots (Section 4.1.10) will ensue.

If the ballots comply with the above terms, the Scrutineer and the ~~President~~ **Executive Secretary** will perform the count and ensure that all members have voted. ~~The totals must be held in confidence. The Scrutineer and President will reveal the results of the vote to the Executive Secretary and allow the Executive Secretary to confirm that all members did indeed vote and that the vote was not spoiled. The~~ **totals must be held in confidence**

No National Council member may abstain from the voting process, unless the member feels there is a conflict of interest that prevents the individual from making an appropriate decision. Local Representatives may abstain from voting if they feel something discussed during the in-camera discussion would impact their membership's opinions and cannot make a proper decision in the best interest of their members.

The voting delegates from each university may not split their entitled votes amongst more than one candidate.

~~The Executive Secretary, after confirmation with the Scrutineer and President will announce the result to the National Council for that particular position without stating actual vote counts.~~

This above voting process will occur for each position.

The President will notify the candidates of the results of the election after Council's vote is completed. The President will either meet with each candidate individually in-person at staggered meeting times or by telephone call no later than a day after the elections, before the PDW closing gala. The National Executive Secretary will inform election candidates of their meeting with the President. Candidates will be informed of the results of their candidacy ONLY and not the name of the successful candidate. Candidates will be asked to keep the results confidential until the official announcement of the results at the Final Night Banquet.

Any National Executive position(s) remaining unfilled following the aforementioned election will be considered in a By-Election process (Section 4.1.12)

Results of the elections are final and are not open to further discussion or appeal.

4.1.10 Spoiled Ballot

In the event of a spoiled ballot, the President will call a new vote for that particular position and the above process will begin again with the distribution of new ballots to the voting members.

4.1.11 "Tie" and "Against" Votes

In the event of a "tie", the President will vote. Only the scrutineer **and the Executive Secretary** will be aware of the "tie" status in order to preserve the confidentiality of the President's vote. In the event of an "AGAINST" vote, the position will be reopened and ~~a call for nominations will occur at the final banquet.~~ ~~T~~he procedures at that point will follow the By-Elections protocol as listed below.

4.1.12 By-Elections Procedure

Senior Representatives are to promote unfilled positions at their respective schools upon return from PDW. ~~The deadline at each school will close exactly two (2) weeks after the last day of the preceding PDW. The Executive Secretary will distribute the election materials (nomination forms and regulations regarding the positions) to the Senior and Junior Representatives of each school within two (2) days of return from PDW and will make these materials available on the CAPSI website. Candidates will submit a letter of intent, curriculum vitae, video (maximum five (5) minutes), nomination form and letter of confidentiality that must reach the Executive Secretary. The Executive Secretary shall choose a deadline for video submissions such that at least one (1) week will be given to allow these videos to be viewed by the CAPSI members at each school before discussion and voting takes place at the subsequent teleconference.~~ The Executive Secretary will distribute the election materials (nomination forms and regulations regarding the positions) to the Senior and Junior Representatives of each school within two (2) weeks of return from PDW and will make these materials available on the CAPSI website. Candidates will submit a letter of intent, curriculum vitae, video (maximum five (5) minutes plus one (1) minute for each of the three (3) questions), nomination form and letter of confidentiality that must reach the Executive Secretary. The Executive Secretary shall choose a deadline for video submissions such that at least one (1) week will be given to allow these videos to be viewed by the CAPSI members at each school before discussion and voting takes place at the subsequent teleconference.

The Senior or Junior CAPSI representative should be present at the videotaping of the candidate's speech. **The candidate will be allotted one (1) opportunity only to record their speech.** In case the Junior or Senior representative cannot be present, a National Executive member not running for the same position will be present at the videotaping. The videotaping of the speech will be open to view for all CAPSI members. The same three (3) questions will be posed to the candidates running for the same position during the videotaping of their speech. The questions to be used during the by-election process will be different from those used during the election procedures during PDW. In the event that a council member is running for an executive position, the executive currently holding that position will select questions not known to the running council member for reasons of confidentiality. ~~In the case where a position is being re-contested (a previous majority "AGAINST" vote for the same position), new questions should be selected for reasons of confidentiality.~~

The Executive Secretary is given ~~two~~ **one** week from the deadline to upload video and submission files and distribute them to all **Local Representatives and Executive members** via electronic mail (e-mail). Upon receipt of these submissions by all schools, which must be confirmed by the Executive Secretary, Senior Representatives will arrange for a viewing of the video recordings by their school's CAPSI members. The Local Representatives and executive members are given one week to vote via e-mail for the positions. The Executive Secretary will send out an e-mail prior to the vote explaining the procedures that will take place for the vote and the exact deadline for the votes, including reference to specific time zones. Executive members are granted one vote and Local Representatives are granted two votes plus one additional vote for every 200 members at their respective universities. E-mailed votes must go to the Executive Secretary and the **President Scrutineer**. The deadline will be strictly enforced; any school that does not vote by the deadline will not be given an extension and the schools that do not vote will be documented. As soon as a winner is identified, the Executive Secretary will inform the ~~National Council~~ **President** of the results. All election materials received via email must be destroyed after the elections.

The President will make a personal phone call to all candidates informing them of the outcome of their candidacy. ~~Results of the by-elections are not to be discussed outside of council until the president informs council that all candidates have been spoken to and are aware of the results.~~ **Once all candidates have been notified of their results, the President should announce the results to council via electronic mail (e-mail).**

Results of the by-elections are final and are not open to further discussion or appeal. **In the event all positions are not filled following a by-election, the process should be repeated until all council positions are filled."**

4.2 Election Protocol: Senior and Junior Representatives

Senior and Junior Representative are elected or appointed according to the procedures and protocol of their respective pharmacy student organization.