

## CHAPTER VI.

ARTICLE I. *Order of Business.* The following shall be the order of business unless otherwise determined:

1. Call to order.
2. Roll call of delegates.
3. Reading and adopting of the minutes.
4. Appointment of committees.
5. Ratification of Special Committees of the ASSOCIATION.
6. Receipt of reports and other communications from the ASSOCIATION, the Council and Sections, all of which shall be in writing.
7. Receipt of resolutions, reports and other communications, all of which shall be in writing.
8. Unfinished business.
9. New business.
10. Nomination of officers of the ASSOCIATION to be elected by mail ballot, and election of officers of the ASSOCIATION upon nomination by the Council.
11. Election and installation of officers of the House.
12. Adjournment to a certain time.

## CHAPTER VII.

ARTICLE I. *Rules of Order.* The procedure of the House of Delegates shall be governed by Robert's Rules of Order, Revised, when not in conflict with these By-Laws or with any rules adopted by the House.

---

**BY-LAWS OF THE SECTIONS****BY-LAWS OF THE SCIENTIFIC SECTION OF THE  
AMERICAN PHARMACEUTICAL ASSOCIATION**

## CHAPTER I.

ARTICLE I. *Name.* This organization shall be known as the Scientific Section of the AMERICAN PHARMACEUTICAL ASSOCIATION.

## CHAPTER II.

ARTICLE I. *Membership.* All members of the AMERICAN PHARMACEUTICAL ASSOCIATION in good standing, who express a desire to do so, by registering their names with the Secretary of the Section, shall become members of the Section.

## CHAPTER III.

ARTICLE I. *Officers.* The officers of the Section shall be a Chairman, a First Vice-Chairman, a Second Vice-Chairman, a Secretary and a Delegate to the House of Delegates, selected from members of the Section.

## CHAPTER IV.

ARTICLE I. *Election of Officers.* The Chairman of the Section shall at the First Session appoint a committee of three, who shall report to the Section at the last session one name for each office, selected from the members of this Section; in addition, any member has the privilege of making further nominations from the floor of the meeting. At the final session of the Section all names placed in nomination shall be balloted upon. The one receiving a majority for that particular office shall be declared elected. These shall then be installed and shall hold office for one year or until their successors are duly elected.

ARTICLE II. *Term of Office.* Officers may be reelected, but with the exception of the Secretary shall not hold the same office for more than two consecutive years.

*Note.*—At the Des Moines meeting of the A. P. H. A., and with the approval of the Council, the closing sentence of ARTICLE I of CHAPTER IV was amended to read:

“These officers shall then be installed and, with the exception of the Secretary, shall hold office for one year, or until their successors are duly elected.”

and ARTICLE II of CHAPTER IV was amended to read:

“ARTICLE II. The officers with the exception of the Secretary, shall not hold the same office for more than two consecutive years; the term of office of the Secretary shall be for a period of three years and he shall be eligible for reelection.”

ARTICLE III. *Vacancies.* The Council of the ASSOCIATION shall fill any vacancies that may occur among the officers.

ARTICLE IV. *Presiding Officer.* In the absence of the Chairman and the First Vice-Chairman the Second Vice-Chairman shall preside and exercise all the functions of the Chairman.

ARTICLE V. *Temporary Chairman.* In the absence of all three of these officers, the Section shall elect a temporary Chairman.

## CHAPTER V.

### *Duties of the Secretary.*

ARTICLE I. *Recording—Notices.* The Secretary shall keep a record of the proceedings of the Section, and shall transmit current records to the incoming Secretary of the Section and records of permanent value to the Historian of the ASSOCIATION. He shall send to the members such notice as the business of the Section may require, shall transmit to the House of Delegates the names of the officers elected and the committees appointed, as well as any changes in the personnel of the committees. He shall furnish the House of Delegates a report of the sessions held at the annual meeting. The Secretary, at least two months in advance, shall write to each member of this Section, giving notice of the latest date upon which papers can be accepted for the program.

ARTICLE II. *Custodian.* The Secretary shall be custodian of the records and documents of the Section, and shall transmit records to the incoming Secretary of the Section and records of permanent value to the Historian of the ASSOCIATION.

ARTICLE III. *Program.* The Secretary shall furnish the Editor of the JOURNAL OF THE ASSOCIATION the program for inclusion in the number just preceding the annual meeting.

ARTICLE IV. *Annual Report.* The Secretary shall at each annual meeting present a brief report to the ASSOCIATION of the condition within the Section.

ARTICLE V. *Temporary Secretary.* In case the Secretary is unable to attend the annual meeting, he shall notify the Council to that effect and the Council shall then appoint a temporary Secretary.

## CHAPTER VI.

### *Meetings.*

ARTICLE I. *Sessions.* At least three sessions of the Section shall be held at each annual meeting of the ASSOCIATION. Additional sessions may be held at any time during the meeting when the officers of the Section may see fit, and by consent of the Council; provided, however, that these sessions shall be so arranged that they will conflict as little as possible with sessions of other Sections, and that no session be held simultaneously with the general sessions of the ASSOCIATION or the House of Delegates.

ARTICLE II. *Special Sessions.* Special sessions may be held at the discretion of the officers for the purpose of permitting lectures which will require more time than allowed in Chapter IX, ARTICLE III. These special sessions may be held simultaneously with the regular meetings of this Section.

ARTICLE III. *Joint Sessions.* Joint sessions of this Section with other Sections may be held, due arrangements having been made by the officers.

## CHAPTER VII.

*Order of Business.*

ARTICLE I. *At First Session.* The order of business at the First Session shall be as follows: (1) Call to Order; (2) Chairman's Address; (3) Secretary's Report; (4) Reports of Standing Committees and Committees of the ASSOCIATION which report to this Section; (5) Appointment Committee on Nominations; (6) Miscellaneous Business; (7) Reading of Papers.

ARTICLE II. *Other Sessions.* The time of the other sessions shall be taken up with the reading of papers, excepting as provided for in CHAPTER IV (Election of Officers) and Chapter X (Amendments), or to hear the reports of special committees.

ARTICLE III. *Referred Business.* Provided, however, that discussion of papers may be interrupted at any time to consider matters referred to the Section by the ASSOCIATION in general session or by the Council or by the House of Delegates.

ARTICLE IV. *Suspension of Order.* This regular order of business may be suspended at any time during a session, for that particular session, by a three-fourths vote of those present.

## CHAPTER VIII.

*Expenses.*

ARTICLE I. *Appropriations for Regular.* The expense of printing, postage and stationery shall be paid from the ASSOCIATION treasury, but in no case to exceed \$25.00 for one year.

ARTICLE II. *Appropriations for Additional.* Appropriations for expenses other than those named here must be procured by authority of the Council through its Chairman of the Section.

## CHAPTER IX.

*Papers.*

ARTICLE I. *Acceptance of.* Original papers on any subject of scientific interest may be accepted at the discretion of the officers of the Section.

ARTICLE II. *Title and Abstract.* The complete title and a brief abstract of all papers, not to exceed 250 words, must be in the hands of the Secretary in time for inclusion in the program, which is published as provided in CHAPTER V, ARTICLE III.

ARTICLE III. *Time for Reading.* Ten minutes shall be allowed for the reading of a paper. If the paper is too lengthy to be read in detail within this space of time, it shall be presented in abstract.

ARTICLE IV. *Maximum Time.* The maximum time for the presentation of a paper may be reduced at any session by a majority of the members present.

ARTICLE V. *Discussion.* Each speaker in the discussion of a paper shall be allowed five minutes, but the total time allowed for the discussion of any one paper shall not exceed 10 minutes.

ARTICLE VI. *Maximum Time.* The maximum time for the discussion of any papers may be reduced at any session by a majority vote of the members present.

ARTICLE VII. *Extension of Time.* The time allowed for presenting a paper or discussion may be extended by unanimous consent of those present.

ARTICLE VIII. *Disposal of Papers and Reports.* All papers and reports presented to the Section become the property of the ASSOCIATION and shall be forwarded to the Editor of the JOURNAL immediately following the annual meeting by the Secretary of the Section.

## CHAPTER X.

ARTICLE I. *Amendments.* These By-Laws may be amended at any session of any annual meeting by a two-thirds vote of those present, provided notice of such amendment is given together with the text thereof at any previous session held at that meeting. Amendments must finally be accepted by the Council as not in conflict with the Constitution and By-Laws of the ASSOCIATION.

## CHAPTER XI.

ARTICLE I. *Miscellaneous.* Questions not specifically covered by these By-Laws shall always be decided in accord with the Constitution and By-Laws of the ASSOCIATION.