

BYLAWS OF THE VIRGINIA BOARD OF PHARMACY

ARTICLE I: GENERAL

The organizational year for the Board shall be from July 1st through June 30th. At the last meeting before July 1, the Board shall elect from its members, a chairman and a vice chairman. The term of office shall be one year and shall begin on July 1. A person shall not serve as chairman or vice chairman for more than two consecutive terms.

For purposes of these Bylaws, the Board schedules full board meetings four times a year, with the right to change the dates, schedule additional meetings as needed, or cancel any board meeting, with the exception that one meeting shall take place annually. Board members shall attend all board meetings in person, unless prevented by illness or similar unavoidable cause. A majority of the members of the Board shall constitute a quorum for the transaction of business. The current edition of *Robert's Rules of Order*, revised, shall apply unless overruled by law, regulation, or these bylaws, or when otherwise agreed.

ARTICLE II: OFFICERS OF THE BOARD

- A. The officers of the Board shall be the chairman and the vice chairman.
- B. The chairman presides at all meetings and formal administrative hearings in accordance with parliamentary rules and the Administrative Process Act, and requires adherence of same on the part of the board members. The chairman shall appoint all committees unless otherwise ordered by the Board.
- C. The vice chairman shall act as chairman in the absence of the chairman.
- D. In the absence, or inability to serve, of both the chairman and vice chairman, the chairman shall appoint another board member to preside at the meeting and/or formal administrative hearing.
- E. The executive director shall be the custodian of all Board records and all papers of value. She/he shall preserve a correct list of all applicants and licensees. She/he shall manage the correspondence of the Board and shall perform all such other duties as naturally pertain to this position.

ARTICLE III: ORDER OF BUSINESS MEETINGS

The order of business shall be as follows:

1. Call to order with statement made for the record of how many board members are present and that it constitutes a quorum.
2. Approval of Agenda
3. Public comment received
4. Approval of Minutes
5. The remainder of the agenda shall be established by the executive director in consultation with the chairman.

ARTICLE IV: COMMITTEES

A. There shall be the following standing committees:

Special Conference Committees

Inspection Special Conference Committee

Examination Committee

Item Review Committee

Regulation Committee

Pilot Committees

1. Special Conference Committees. These committees shall consist of two board members who shall review information regarding alleged violations of the pharmacy laws and regulations and determine if probable cause exists to proceed with possible disciplinary action. A special conference committee may also review information regarding a non-routine applicant for whom there may be cause to deny or restrict and may issue a final Order to grant or deny the application or to issue a license, registration or permit with terms and conditions. The special conference committees shall meet as necessary to adjudicate cases in a timely manner in accordance with agency standards for case resolution. The chairman may designate board members as alternates on these committees in the event one of the standing committee members is unable to attend for all or part of a scheduled conference date. The chairman shall appoint committees as needed to expedite the adjudication of cases.
2. Examination Administrator Selection Committee. This committee shall consist of three board members, the deputy executive director supervising the examination contracts, and the executive director. The Committee shall meet as required to review proposals and select the administrators of the Pharmacy Technician Examination.
3. Item Review Committee. This committee shall consist of at least six pharmacists, to include one board member and the executive director, holding current and unrestricted licenses to practice pharmacy in the Commonwealth of Virginia. The Item Review Committee shall meet as required for the purpose of approving content to assemble the Virginia Multistate Pharmacy Jurisprudence Examination (MPJE) form(s) which shall be accomplished through writing, reviewing, and selecting items for the VA MPJE item pool.
4. Regulation Committee. This committee shall consist of five Board members. The Board delegates to the Regulation Committee the authority to consider and respond to petitions for rulemaking. This committee is responsible for the development of proposals for new regulations or amendments to existing regulations with all required accompanying documentation; the development of proposals for legislative initiatives of the Board; the drafting of Board responses to public comment as required in conjunction with rulemaking; conducting the required review of all existing regulations as required by the Board's Public Participation Guidelines and any Executive Order of the Governor, and any other required tasks related to regulations. In accordance with the Administrative Process Act, any proposed draft regulation and response to public comment shall be reviewed and approved by the full Board prior to publication.
5. Pilot Committees. These committees shall consist of two board members who review applications for approval of innovative programs and any matters related to such programs.

B. Ad Hoc Committees.

The chairman shall also name such other committees as may be deemed necessary.

- C. A majority of a committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall constitute the act of the committee.

ARTICLE V: GENERAL DELEGATION OF AUTHORITY

The Board delegates the following functions:

1. The Board delegates to Board staff the authority to issue and renew licenses, permits, registrations and certificates where minimum qualifications have been met.
2. The Board delegates to the executive director the authority to reinstate licenses, permits, registrations and certificates when the reinstatement is due to the lapse of the license, permit, registration or certificate and not due to Board disciplinary action.
3. The Board delegates to Board staff the authority to develop and approve any and all forms used in the daily operations of Board business, to include, but not be limited to, licensure applications, renewal forms and documents used in the disciplinary process.
4. The Board delegates to the Department of Health Professions' inspectors the authority to issue summaries of inspection deficiencies upon completion of an inspection, and the Board delegates to the executive director the authority to issue letters regarding reported deficiencies to the facilities or licensee.
5. The Board delegates to the executive director the authority to sign as entered any Order or Consent Order resulting from the disciplinary process or other administrative proceeding.
6. The Board delegates to the executive director, who may consult with a special conference committee member, the authority to provide guidance to the agency's Enforcement Division in situations wherein a complaint is of questionable jurisdiction and an investigation may not be necessary.
7. The Board delegates to the executive director, in consultation with the chairman, the review and approval of applications for special or limited use pharmacy permits. If the executive director and chairman do not reach consensus regarding the issuance of a permit, or if the requested waivers are unusual or different from those routinely approved, the review and approval may be referred to an informal conference committee.
8. The Board delegates to the executive director, in consultation with the chairman, the review and approval, in accordance with regulations, for exceptions to the notice requirements for pharmacies going out of business and for exceptions to notice requirements for pharmacies changing hours of business for more than one week. Should the executive director and the chairman not reach consensus, or if the request for exception is unusual or questionable, the review and approval may be referred to a special conference committee.
9. The Board delegates to the executive director the authority to grant extensions for continuing education on a one-time basis upon written request of the licensee prior to the renewal date in accordance with regulations. Approval of any request for an extension where the licensee must show good cause or approval of any request for an exemption is delegated to the executive director in consultation with the chairman. Should the executive director and chairman not reach agreement, the matter shall be referred to a special conference committee.
10. The Board delegates to the chairman, the authority to represent the Board in instances where Board "consultation" or "review" may be requested, but where a vote of the Board is not required and a meeting is not feasible.

11. The Board delegates the approval of continuing education programs to the executive director in consultation with one member of the Board.
12. The Board delegates the convening of a quorum of the Board by telephone conference call, for the purpose of considering the summary suspension of a license in accordance with § 54.1-2408.1, to the executive director or deputy executive director. The Board delegates the convening of a meeting by telephone conference call, for the purpose of considering settlement proposals in accordance with § 54.1-2400 (13), to the executive director or deputy executive director. The Board delegates the determination of probable cause for disciplinary action to a special conference committee of the Board, wherein the committee may offer a confidential consent agreement, offer a pre-hearing consent order, cause the scheduling of an informal conference, request additional information, or close the case. The Board further delegates the determination of probable cause, for the purpose of offering a confidential consent agreement or a pre-hearing consent order or for scheduling an informal conference in accordance with established Board guidelines, to the executive director or deputy executive director.
13. The Board delegates to the chairman, or the vice chairman in his absence, the approval of waivers in declared disasters or states of emergency in accordance with § 54.1-3307.3.
14. The Board delegates to the executive director, in accordance with § 54.1-3434.1(A)(2), the authority to accept an inspection report or other documentation for a non-resident pharmacy from an entity that may not be listed on the Board's guidance document, or to request an inspection by an agent of the Board.
15. The Board delegates to the executive director the authority to grant an accommodation of additional testing time, up to a maximum of double time, to candidates for Board required examinations pursuant to the Americans with Disabilities Act provided the candidate provides documentation that supports such an accommodation as required by Board regulation or guidance document. Any other requests for accommodation beyond additional testing time shall be reviewed by the Board at the next available Board meeting.
16. The Board delegates to the executive director, in consultation with the chairman, the authority to review and approve applications for limited-use practitioner of the healing arts to sell controlled substances licenses. A waiver of the square footage requirement for the controlled substances selling and storage area may be provided. Additionally, a waiver of the security system may be provided when storing and selling multiple strengths and formulations of no more than five different topical Schedule VI drugs intended for cosmetic use.

ARTICLE VI: AMENDMENTS

Amendments to these Bylaws may be proposed by a board member or staff personnel by presenting the amendment in writing to all Board members prior to any scheduled meeting of the Board. Upon favorable vote of at least two-thirds of the Board members present at said meeting, such proposed amendment shall be adopted. If notice is given to the Board members at the previously held board meeting, a favorable vote of a majority of the Board members present at the current board meeting is required to adopt the amendment.

Effective Date: July 1, 1997
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