

(DRAFT/UNAPPROVED)

**VIRGINIA BOARD OF PHARMACY  
MINUTES OF AD HOC COMMITTEE ON BYLAWS**

Tuesday, March 17, 2026

Department of Health Professions  
Perimeter Center  
9960 Mayland Drive  
Henrico, Virginia 23233

**CALL TO ORDER:** A meeting of an Ad Hoc Committee on Bylaws was called to order at 1:05 PM.

**PRESIDING:** **Derek Webb**, PharmD, Chair

**MEMBERS PRESENT:** **Larry Kocot**, JD  
**Kristopher Ratliff**, DPh  
**Michelle Wilgus**, JD

**STAFF PRESENT:** **Erin Barrett**, JD, DHP Director of Legislative and Regulatory Affairs  
**David E. Brown**, DC, DHP Agency Director  
**Sorayah Haden**, Executive Assistant  
**Caroline Juran**, RPh, Executive Director  
**Ryan Logan**, RPh, Deputy Executive Director  
**Beth O'Halloran**, RPh, Deputy Executive Director  
**James Rutkowski**, JD, Senior Assistant Attorney General  
**Ellen Shinaberry**, PharmD, Deputy Executive Director

**PHARMACISTS AWARDED 1-HOUR OF LIVE OR REAL-TIME INTERACTIVE CONTINUING EDUCATION FOR ATTENDING MEETING:** None.

**QUORUM** With all members of the committee present, a quorum was established.

**APPROVAL OF AGENDA:** Agenda was approved as presented.

PUBLIC COMMENTS: No public comments were provided.

DISCUSSION: The committee reviewed the Board Bylaws in the agenda packet and discussed the following matters:

Article I: General

- Mr. Kocot suggested amending the organizational year of the board from July 1 through June 30<sup>th</sup> to January 1<sup>st</sup> through December 31<sup>st</sup>.
- With the amended organizational year, the position of Chairman and Vice-Chairman would be elected by vote of the board members at the last full board business meeting of the calendar year. He referenced the difficulty for running for chairman in June without knowing if he would be reappointed by July 1.
- Ms. Juran indicated that she had reviewed the bylaws for the Boards of Medicine, Nursing, Dentistry, Physical Therapy, and Veterinary Medicine. Officer terms for Medicine begin at the conclusion of the June board meeting; January 1 for Nursing; at the conclusion of the fall board meeting for Dentistry; July 1 for Physical Therapy; and, at the conclusion of the last regularly scheduled meeting of the calendar year for Veterinary Medicine.
- In addition to the current allowance for the Board to schedule “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”, Mr. Kocot suggested inserting an allowance for the chairman to convene additional full board meetings. There was some discussion regarding whether this should be capped at two additional meetings and if such allowance should be in consultation with the executive director to ensure the board has sufficient operational revenue.

Article II: Officers of the Board

- Mr. Kocot requested clarification of the expectations and duties of the role of Chairman. Ms. Juran commented that specific duties were outlined in the delegation of authorities within Article V.
- Mr. Kocot recommended that the Bylaws be amended to allow the board to elect two vice-chairmen to serve in a tiered capacity noting that the Code only requires the Board to elect a chairman. Ms. Juran and Ms. Barrett commented that the Board of Nursing bylaws allow for the election of a First Vice-President and Second Vice-President. There appeared to be agreement that the bylaws should delineate the roles of the two vice-chairmen.
- Mr. Kocot recommended inserting an allowance for the board officers to meet with the agency director annually to provide feedback on the Executive Director’s performance. Ms. Juran indicated that nothing precludes the board currently from providing such feedback and that it

is always welcomed, however, staff would need to research state employment laws regarding the appropriateness of formalizing a process to provide feedback on the performance of a state employee. She noted that no other board references this subject in its bylaws. There was some discussion regarding the legal role of the agency director and that of the board.

#### Article III: Order of Business Meetings

- Mr. Kocot recommended amending #5 regarding the order of a business meeting by inserting “and approval by” after “with” so it would read “The remainder of the agenda shall be established by the executive director in consultation with and approval by the chairman.”

#### Article IV: Committees

- It was recommended to strike reference to the Item Review Committee and Inspection Special Conference Committee as they are no longer needed and have not been used recently.
- Regarding the Pilot Committees, Mr. Kocot recommended changing the current requirement that it shall consist of “two board members” to “not less than two members”. There was discussion that any more than three members may complicate the board’s ability to convene a formal hearing should the pilot applicant appeal the committee’s decision to a formal hearing. Staff suggested amending it to read “two or three” to prevent future staff from failing to caution future chairs to not appoint more than three, but this suggestion did not appear to be supported by the committee.
- Mr. Kocot recommended inserting a statement that the chairman shall appoint a chair for each of the committees.

#### Article V: General Delegation of Authority

- There was discussion of pulling all delegated authorities out of the bylaws and into a separate document maintained by the executive director. Ms. Barrett commented that Board of Nursing uses this model.
- Mr. Kocot recommended inserting a requirement that the Board shall review and vote to approve the bylaws and delegated authorities annually.

#### Article VI: Amendments

- Mr. Kocot recommended to strike “or staff personnel” from the statement, “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.” Ms. Wilgus questioned why it was problematic for staff to make such recommendations, recognizing that the board must vote on the suggested amendment.

MEETING ADJOURNED:

Having completed all business on the agenda, the meeting was adjourned at 3:16 PM.

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Caroline Juran, RPh  
Executive Director

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DATE:

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