



PHARMACEUTICAL FORUM OF THE AMERICAS

STATUTES



PAN AMERICAN HEALTH ORGANIZATION (PAHO) /
REGIONAL OFFICE OF THE WORLD HEALTH ORGANIZATION (WHO)

INTERNATIONAL PHARMACEUTICAL FEDERATION (FIP)



STATUTES

Name, Purpose, and Languages

1. The organization shall be called the "Pharmaceutical Forum of the Americas," here in after referred to as "the Forum."
2. The objectives of the Forum shall be to encourage and support a dialogue and cooperation among all national and regional pharmaceutical associations in the Region of the Americas, in cooperation with the Pan American Health Organization (PAHO)/Regional Office of World Health Organization (WHO) and the International Pharmaceutical Federation (FIP) a non governmental organization recognized by the World Health Organization, by:
 - a. improving health in the Americas by the development and enhancement of pharmacy practice;
 - b. encouraging the implementation of pharmacy practice projects by all national and regional pharmaceutical associations;
 - c. integrating appropriate PAHO/WHO policies into undergraduate, postgraduate, and continuing education programs;
 - d. formulating policy statements on health issues as identified at meetings of the Forum.
3. The Forum shall seek to strengthen all aspects of improving health and the quality of life of the citizens of the member countries in the Region of the Americas through conferences, symposia, training programs, and by the implementation and management of appropriate projects relating to:
 - a. dissemination of drug information to health professionals, patients, and the general public;
 - b. participation in health promotion and health education programs, including the prevention of disease and disability;
 - c. implementation of pharmaceutical care projects;
 - d. promotion of all scientific aspects of pharmacy into the curricula of all schools of pharmacy in the Americas.
4. The official languages of the Forum shall be Spanish and English.

Membership

5. Subject to provision of paragraph #6, any national pharmaceutical association in the Region of the Americas shall be eligible to apply for membership in the Forum and participate in its programs and activities.

6. A national pharmaceutical association eligible to apply for membership in the Forum shall be defined as an independent, non governmental association that represents pharmacists in that country, and whose activities area refereed to aspects of educational, professional practices, and scientific interests of the pharmaceutical profession. A "non governmental association" is defined as an organization that elects its own officers, hires its own staff, and determines its own statutes except for such legal requirements as may be required by the laws of the country where it exists.
7. In addition to national pharmaceutical associations as defined above, the following regional pharmaceutical associations shall be eligible for membership in the Forum: Central American & Caribbean Pharmaceutical Federation (FFCC); Pan American Federation of Pharmacy (FEPAFAR); South American Federation of Pharmacy (FEFAS); and the Caribbean Association of Pharmacists (sub-division of the Commonwealth Pharmaceutical Association).
8. National and regional pharmaceutical associations that meet the criteria in paragraphs #6 and #7, and are represented at the organizational meeting which approves these Statutes, shall be considered to be Founding Members. Thereafter, the Executive Committee of the Forum is responsible for approving membership applications.
9. Observer status shall be granted to the International Pharmaceutical Federation (FIP) and representatives from the Pan American Health Organization/WHO, the World Health organization headquarters, and other regional offices. The Executive Committee shall be responsible for approving applications for observer status from other organizations.
10. National and regional pharmaceutical associations outside of the Region of the Americas, and other bodies whose activities support the aims of the Forum, may attend a meeting of the Forum as an observer at the invitation of the Executive Committee.

Annual Plenary Session

11. The Forum shall hold an annual plenary session at a date and place as determined by the Executive Committee. For the purpose of conducting business, the quorum for the Forum annual plenary session shall be at least 50 percent of the member organizations plus one. Each member association shall be responsible for all travel expenses of their representative(s) at the Forum annual plenary session.
12. Each member association of the Forum may be represented by two individuals, but with a single vote. If more than one national association from a one country of the Region of the Americas has been elected a member of the Forum, organizations from the same country must form a single delegation at the annual plenary session with a single vote. No individual may represent, or cast a vote on behalf of, both a national pharmaceutical association and a regional pharmaceutical association at the same annual plenary session.

13. At each annual plenary session, the Forum shall receive reports from the Secretariat, the Treasurer, and the Executive Committee; determine the membership fees; and conduct other business in accordance with the aims of the Forum.
14. Every two years, the annual plenary session shall elect an Executive Committee for a two-year term. Voting shall normally be conducted by show of hands, but the election of the Executive Committee shall be by secret ballot and voting shall be for each office. A simple majority of those present and voting at a plenary session shall be required.

Executive Committee

15. The Executive Committee shall consist of seven members: a President, three Vice Presidents, a Treasurer, and two Directors. The Executive Committee shall be elected in a manner that shall ensure that the Committee is geographically representative of the whole Region of the Americas.
16. Members of the Executive Committee shall be elected for a term of two years, and may be elected for an additional term of two years. Only the Treasurer may be elected for three two year terms (a maximum total of six years).
17. A representative of the Pan American Health Organization shall attend all meetings of the Executive Committee as an observer with the right to contribute to the discussion but not to vote.
18. The responsibilities of the Executive Committee shall include the implementation of decisions of the Forum between annual plenary sessions; arrange for plenary sessions of the Forum and established working groups as appropriate; prepare draft policy statements for consideration at a plenary session of the Forum; and act upon applications for member or observer status in the Forum. The Executive Committee, together with the PAHO/WHO representative, shall approve all reports prepared by the Secretariat.
19. Should any vacancy occur during a term of office, the Executive Committee may elect a replacement to serve until the next meeting of the Forum. In the event of a vacancy in the office of President, the replacement must be one of the three Vice Presidents.

Secretariat

20. The Secretariat and office of the Forum will be provided by the Pan American Health Organization/WHO in Washington, D.C. After consultation with the Executive Committee, PAHO/WHO shall appoint a Professional Secretary to head the Secretariat, whose salary shall be paid by the Forum.
21. The Secretariat shall provide administrative support for the Executive Committee; take all necessary action deriving from decisions taken by the Forum; act as a clearing house of

information; follow-up to the working groups established by the Forum; provide administrative support for collaborative programs; arrange for expert advice and consultant reports to assist national pharmaceutical associations in developing their own programs; and provide liaison, when appropriate, with similar programs organized jointly by WHO and national or regional pharmaceutical associations in other WHO regions.

Financial Support

22. Members of the Forum shall pay an annual membership fee, the amount of which is to be determined by the Forum at an annual plenary session.
23. Financing and support for the annual meeting and for such activities and projects of the Forum may be sought from external sources other than the annual membership of its Members.
24. Any proposed modification of these Statutes must be sent to the Secretariat nine months before, and reported to the membership six months before, the meeting of the Forum at which it will be considered. A two-thirds majority of the delegates present and voting at the meeting shall be required to effect any revision