

**CANADIAN SOCIETY OF HOSPITAL  
PHARMACISTS**

**NEWFOUNDLAND AND LABRADOR BRANCH**

**BRANCH MANUAL**

**Revised: May 2004**

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## SECTION A

## ORGANIZATIONAL STRUCTURE

### 1. MEMBERSHIP

- 1.1 Membership, as defined in the Bylaws of CSHP (Article 3.1), consists of five (5) classes: Active, Honorary, Student, Supporting and Corporate members.
- 1.2 The membership year shall commence July 1, as described in the Bylaws (Article 4.1).
- 1.3 Membership fees are as set out by CSHP.
- 1.4 Branch fees will be levied and will be reviewed annually

### 2. BRANCH OFFICERS (EXECUTIVE COMMITTEE)

#### 2.1 Composition

- 2.1.1 The Executive Committee is composed of the following voting officers: President, President-elect, Secretary, Treasurer, Branch Delegate, Past-President and Student Representative.

#### 2.2 Terms of Reference

- 2.2.1 The Executive Committee shall, subject to the control of the Council of the Canadian Society of Hospital Pharmacists, manage, operate and govern the property and affairs of the Newfoundland and Labrador Branch of CSHP.
- 2.2.2 Executive Committee meetings shall be as described under item 3.5 **Executive Committee Meetings**.
- 2.2.3 The Executive shall establish the goals, objectives and overall aims of the Branch for the year at the first Executive Committee meeting and the Strategic Planning Session.

#### 2.3 Nomination and Election

- 2.3.1 There shall be a Nominating Committee composed of one or more members. The Chairperson of which shall be the immediate Past-President of the Branch. In the absence of a Past-President, another member of the executive (excluding the President) may serve as Chairperson. The Chairperson may request another non-executive member to assist in the nomination process.

2.2.2 The Nominating Committee shall, without restricting the right of members to make other nominations, recommend and submit nominations of candidates for election to the offices of President-elect, Secretary, Treasurer, and Branch Delegate in the following manner:

- Mail a Notice of Elections, Nomination of Officers Form (Exhibit 1) and a Statement of Consent to Serve Form (Exhibit 2) to all active members of the Branch at least one month prior to the date set for the election of officers.
- Select suitable candidates and obtain consent of each to allow his/her name to stand for office(s) by way of the Nomination of Officers Form
- Conduct the election of officers by mail out ballot
- In the event of a tie for any office, the Chairperson of the Nominating Committee shall have the deciding vote.

2.3.3 Members so selected to office shall hold the office for a term commencing with the Annual meeting and ending at the Annual meeting two years later (with the exception of the Branch Delegate, whose term of office is not less than three years, and the President with a term of 2 years, 4 years total as presidential officer). This may be reviewed at the discretion of the executive.

2.3.4 The President-elect shall automatically become President at the end of the term of office. If for any reason the President-elect is unable to assume the office of President, an election for President must be held. The current President shall remain in office until the election has been held.

2.3.5 If for any reason the President is unable to assume the office of Past-President, the most recent available Past-President may assume the position.

2.3.6 Any vacancy in the Executive Committee, by whatever reason, may be filled by the Executive Committee at any meeting thereof, and such member shall hold office until an election is held and the vacancy is filled. This person shall then hold office for the unexpired term of the member he/she has replaced.

## 2.4 **Position Descriptions**

### 2.4.1 **President**

The duties and responsibilities of the President include, but are not restricted to:

- The President is the chief elected officer of the Branch
- The President should be familiar with the bylaws, with parliamentary procedure and with Branch policies and procedures.
- The President shall enforce all bylaws and regulations relating to the administration of the Newfoundland and Labrador Branch and shall perform such other duties as usually pertain to the office. The President shall administer the operation of the Branch, assign responsibilities and co-ordinate activities.
- The President shall preside at all General, Annual and Executive Meetings of the Newfoundland and Labrador Branch.
- The President shall call all required Executive meetings and as many more as the interests of the Branch may require. The President shall ensure that goals, objectives and overall aims of the Branch are established annually.
- The President shall serve notices of all meetings of the Branch or Executive Committee.
- The President shall prepare a President's Report for the General Meetings.
- The President shall appoint the Chairpersons of all standing committees of the Branch and ensure their terms of reference are updated annually.
- The President shall appoint the Chairperson of all special committees of the Branch that are deemed necessary.
- The President shall be ex-officio member of all committees of the Branch.
- The President shall sign written agreements, contracts and other documents on behalf of the Branch.
- It shall be the duty of the President to represent the Newfoundland and Labrador Branch by virtue of his/her office, on all occasions when asked to do so. The President shall act as spokesperson for the Branch to the press, the public, provincial legislative bodies and related organizations.

#### 2.4.2 **President-elect**

- The President-elect shall assist the President in the performing of his/her duties and shall act as the chief elected officer of the Branch in the absence of

the President.

- The President-elect shall prepare for presidency for the following term and shall become familiar with past activities, accomplishments and policies of the Branch.
- The President-elect shall liaise with Committee Chairpersons as appointed by the President.
- The President-elect shall be familiar with parliamentary procedure.
- The President-elect shall perform other duties as may be assigned by the President or Executive Committee.

### 2.4.3 Secretary

- The Branch Secretary shall serve as custodian of all official documents of the Branch, including Branch correspondence.
- The Secretary may assist the President in the preparation of agendas of meetings.
- The Secretary shall record full and accurate minutes of all meetings of the Branch.
- The Secretary shall distribute copies of the minutes of General meetings to Branch members no later than 1 month following the meeting.
- The Secretary shall forward a copy of all General and Executive Committee meeting minutes to the attention of the Executive Director at the national office.
- The Secretary shall see that attendance is recorded at all meetings of the Branch.
- The Secretary shall maintain an accurate list of names, addresses and telephone numbers of Branch officers and committee chairpersons, and shall distribute this list to the Executive and the committee chairpersons.
- The Secretary shall liaise with Committee Chairpersons as appointed by the President.
- The Secretary shall be familiar with parliamentary procedure.

- The Secretary shall perform other duties as may be assigned by the President or Executive Committee.

#### **2.4.4 Treasurer**

- The Treasurer shall act as custodian of Branch funds and shall maintain full and accurate records of the Branch income and expenditure.
- The Treasurer shall deposit funds in the name and to the credit of the Branch, in banks designated by the Executive committee.
- The Treasurer shall deposit funds in the name of the Branch under the direction and with the approval of the Executive committee.
- The Treasurer shall prepare an account of the financial position of the Branch at each General meeting and whenever required by the Executive committee.
- The Treasurer shall reimburse Branch officers and authorised members for travel and other expenses incurred while conducting Branch business (See Business Expense Form – Exhibit 3 and Travel Expense Claim Form - Exhibit 4).
- The Treasurer shall prepare an annual budget for submission to the Branch Executive on request.
- The Treasurer shall ensure that the books are audited by a certified accountant once yearly or upon the change of office of Treasurer.
- All cheques for withdrawal shall be signed by two of the following: President, Treasurer, or other Presidential officer (President-elect or Past-President).
- The Treasurer shall liaise with Committee Chairpersons as appointed by the President.
- The Treasurer shall perform other duties as may be assigned by the President or Executive Committee.

#### **2.4.5 Past-president**

- The Past-president shall, in the absence of the President and President-elect,

act as the chief officer of the Branch and perform the duties of the President.

- The Past-president shall be Chairperson of the Nominating committee (unless the individual is running for election to another position).
- The Past-president shall review on an annual basis, and when necessary revise the Branch manual.
- The Past-president is responsible for the distribution of the Branch manuals to the appropriate officers.
- The Past-president shall liaise with Committee Chairpersons as appointed by the President.
- The Past-president shall perform other duties as may be assigned by the President or Executive Committee.

#### **2.4.6 Branch Delegate**

- The Branch Delegate shall be elected by the voting membership of the Branch, and the term of office shall be for not less than three years.
- The Branch Delegate shall act as the Newfoundland and Labrador Branch representative to CSHP Council.
- The Branch Delegate shall be present at all Council meetings held during the CSHP Annual General Meeting and at all other special sessions of Council.
- The Branch Delegate should be prepared to carry out all duties and responsibilities on Council that may be assigned.
- The Branch Delegate must submit complete and detailed reports for Council or Executive committee meetings.
- The Branch Delegate should be fully informed about all issues under discussion by Council.
- The Branch Delegate should act in the best interest of constituents and the Society, utilizing all information available.
- The Branch Delegate shall carry out any other assignments that may, from time to time, be required. The Delegate shall represent the Society at various meetings and functions as may be requested by the President.

- The Branch Delegate should be familiar with the CSHP bylaws as well as the Society's goals and objectives of which the Delegate should keep the Branch informed.
- The Branch Delegate shall report to the CSHP Council any recommendations of the Branch.
- The Branch Delegate shall report accurately and fully to the Branch, business transacted by Council as well as policies and discussions which have been established. This reporting must be done fairly, without bias or prejudice.
- The Branch Delegate shall keep the Branch fully informed of all Society programs, projects, activities and endeavours. The Branch Delegate should also encourage understanding as well as support for CSHP programs and projects.
- The Branch Delegate shall prepare a report at each General Meeting and whenever required by the Executive committee.
- The Branch Delegate shall liase with Committee Chairpersons as appointed by the President.
- The Branch Delegate, while presenting Branch issues and views, is expected to make decisions which are in the best interest of the national organization.
- The Branch Delegate shall carry out any other tasks or assignments as directed and required by the Branch Executive.

#### **2.4.7 Student Representative**

- The Student Representative shall be a member of CSHP
- The Student Representative shall be elected by the student body in the March student elections.
- The Student Representative shall coordinate the election of the following years' Student Representative.
- The Student Representative shall attend meetings of the CSHP provincial Branch as a voting member.
- The Student Representative shall act as a liaison between the student body

and CSHP.

- The Student Representative shall sit on the Membership Committee.
- The Student Representative shall help organize a hospital residency information session for the students
- The Student Representative shall aid in the direction of the job shadowing program for the students.
- The Student Representative shall disseminate information relevant to CSHP (eg. upcoming conferences, residency sites and application deadlines, etc)
- The Student Representative shall perform other duties as may be assigned by the President or Executive Committee.

### **3. BRANCH MEETINGS**

3.1 All Branch meetings shall follow parliamentary procedure (Robert's Rules of Order).

3.2 The Secretary shall record full and accurate minutes of all meetings. The minutes of General meetings shall be distributed to the members no later than 1 month following the meeting.

3.3 The President shall not vote at any meeting of the Branch unless in the event of a tie vote, at which time he/she shall cast the deciding vote.

#### **3.4 General Meetings**

3.4.1 There shall be at least two General meetings of the Newfoundland and Labrador Branch. One of these will be the Annual General Meeting.

3.4.2. The President, with the assistance from the Secretary, shall, at least one month prior to a General meeting, prepare an agenda and notice of meeting, indicating the time and place of the meeting. This shall be distributed to the Branch members at least one month prior to the meeting.

3.4.3 General meetings shall include reports from the Treasurer, President and Branch Delegate, as well as from Committee Chairpersons, as required.

3.4.4 The annual meeting shall include annual reports from the President, Treasurer and Branch Delegate as well as from committee chairpersons. These reports shall be circulated at least one month prior to the meeting.

4.4.5 Eight (8) active members shall constitute a quorum for General meetings. The President shall ensure that a quorum will be met prior to the scheduled meeting.

3.4.6 The President, if required, shall call special meetings of the Branch.

#### **3.5 Executive Committee Meetings**

3.5.1 The Executive Committee shall hold meetings at any time, as called by the President. At least four (4) executive committee meetings must be held annually.

3.5.2 Three (3) of the members of the Executive Committee shall constitute a quorum at any meeting thereof.

## **4. COMMITTEES**

### **4.1 Branch Committees**

- 4.1.1 The President at the first meeting following the Annual meeting shall appoint the Chairpersons of the standing committees of the Branch.
- 4.1.2 Other committees may be appointed from the time to time in the same manner as the standing committees and shall be defined as ad hoc committees.
- 4.1.3 All standing committee chairpersons shall obtain the name of the national chairperson of their respective committees from the Branch Delegate and correspond with the former to obtain the terms of reference of their committee.
- 4.1.4 When applicable, all standing committee chairpersons shall act as corresponding members for their respective national committees.
- 4.1.5 In addition to national business, the committee chairpersons will carry out the Branch activities assigned to their committees as outlined in the terms of reference.

### **4.2 Standing Committees**

There shall be the following standing committees of the Newfoundland and Labrador Branch CSHP:

- Education
- Membership
- Newsletter
- Nominating
- Website
- Awards

#### **4.3.1 Education Committee**

Composition:

The Joint Committee on Continuing Education shall be a committee composed of representatives from the Newfoundland and Labrador Branch of the CSHP and the Pharmacists Association of Newfoundland and Labrador (PANL).

The committee shall be composed of eight members with equal representation from both organizations. PANL and the NL Branch of CSHP shall each appoint members to the committee as per each organization's process for selection.

Members will be appointed for two year terms which may be renewed once. When the Committee is first established half the members shall be appointed for one year and half shall be appointed for two years (with equality between organizations).

The Chair shall be appointed by the NL Branch of CSHP from the CSHP representative members of the committee.

#### Terms of Reference:

To establish regional committees/linkages which will provide input on regional issues and assist the main committee in delivering continuing education (CE) programs.

To determine the CE needs of the pharmacists of NL.

To identify and obtain funding to support CE programs.

To plan, develop and offer programs congruent with the identified needs.

To investigate alternative methods of CE program delivery other than in-person presentations (e.g. web-based, telemedicine, etc.)

To evaluate the CE programs offered.

To report the activities of the Committee to the Branch at least once a year at the Annual General Meeting.

To liaise with an executive member on an ongoing basis to ensure the executive are made aware of the activities of the committee.

To attend at least one meeting of the executive upon request.

#### 4.3.2 Membership Committee

### Composition:

The committee consists of a chairperson and a Student Representative. One or more additional members may participate as committee members.

### Terms of Reference:

To promote CSHP and to recruit prospective members.

To report the activities of the Committee to the Branch at least once a year at the Annual General Meeting.

To liaise with an executive member on an ongoing basis to ensure the executive are made aware of the activities of the committee.

To attend at least one meeting of the executive upon request.

To retain a copy of the current membership list.

To update the membership list at least each July and January.

To liaise with the Newsletter and Website Committees to share information and activities with members.

To liaise with National office of CSHP regarding membership issues.

To guide and support the Student Representative.

To coordinate the annual book drive including:

- To arrange for the donation
- To compile book choices for pharmacists and students.
- To distribute and collect book choices for pharmacists.
- To coordinate ordering, receipt and distribution of books
- To ensure donor is recognized on each book distributed
- To send a thank-you letter to the donor

The Student Representative responsibilities are:

- To liaise with Membership Committee chairperson on an ongoing basis to ensure chairperson is aware of student events.
- To promote membership amongst the student community.
- To organize the Student Recruitment session in September.
- To distribute membership forms to students.
- To collect membership forms and money from students and submit to Membership Committee Chairperson.
- To distribute book choices to students for the Annual Book Drive in September.
- To collect book choices from students and submit to Membership Committee Chairperson.
- To ensure donor is recognized on each book and distribute books to the students.
- To organize and coordinate the Residency Information session with Membership Committee Chairperson.

#### 4.3.3 **Newsletter Committee**

##### Composition:

The committee consists of a chairperson. One or more additional members may participate as committee members.

##### Terms of Reference:

To communicate Branch information to the members in Newfoundland and Labrador and to facilitate communication between Branch members.

To identify appropriate content and direction for the newsletter to maximize communication with Branch Members.

To publish a minimum of 2 newsletters annually.

To report the activities of the Committee to the Branch at least once a year at the Annual General Meeting.

To liaise with an executive member on an ongoing basis to ensure the executive are made aware of the activities of the committee.

To attend at least one meeting of the executive upon request.

#### **4.3.4 Nominating Committee**

##### **Composition:**

The committee consists of a chairperson. The Chairperson of which shall be the immediate Past-President of the Branch. In the absence of a Past-President, another member of the executive (excluding the President) may serve as Chairperson. The Chairperson may request another non-executive member to assist in the nomination process.

##### **Terms of Reference:**

To recommend and submit nominations of candidates for election to the offices of President-elect, Delegate, Secretary and Treasurer.

To provide all active members with the Notice of Election and a Nomination of Officers Form (Exhibit 1) at least one month prior to the date set for the election.

To conduct the election of officer(s) by mail-out ballot.

To report the activities of the Committee to the Branch at least once a year at the Annual General Meeting.

To liaise with an executive member on an ongoing basis to ensure the executive are made aware of the activities of the committee.

To attend at least one meeting of the executive upon request.

#### **4.3.5 Website Committee**

##### **Composition:**

The committee consists of a chairperson. One or more additional members may participate as committee members.

Terms of Reference:

To identify information that should be included on the Website to maximize communication with Branch Members.

To update the Website on an ongoing basis about activities within the Branch.

To communicate Branch information to the members in Newfoundland and Labrador and to facilitate communication between Branch members.

To report the activities of the Committee to the Branch at least once a year at the Annual General Meeting.

To liaise with an executive member on an ongoing basis to ensure the executive are made aware of the activities of the committee.

To attend at least one meeting of the executive upon request.

#### 4.3.6 Awards Committee

Composition:

The committee consists of a chairperson. One or more additional members may participate as committee members.

Terms of Reference:

To distribute application forms to all members three to four weeks prior to application deadlines

To select award recipients based on outlined criteria.

To recommend to the Executive Committee the names of those they believe should be the recipients of a particular award

To notify all awards applicants regarding granting or denial of application.

To identify and recommend the names of Branch members eligible for provincial and/or national CSHP awards.

To encourage practitioners to apply for awards and participate in the awards adjudication process.

To review the criteria for all wards on a continual basis so as to reflect changes in practice of pharmacy. Any change in the criteria must be approved by members of the Executive Committee.

To correspond with sponsors of awards, if required

To organize the purchasing of an award if required.

To organize the presentation of an award.

To report the activities of the Committee to the Branch at least once a year at the Annual General Meeting.

To liase with an executive member on an ongoing basis to ensure the executive are made aware of the activities of the committee.

To attend at least one meeting of the executive upon request.

## **SECTION B**

## **FINANCIAL POLICIES**

### **1. GENERAL**

Policies and procedures regarding financial matters may be found in other sections of this manual. This section is not intended to duplicate or replace such material, rather to highlight significant policy statements of the Canadian Society of Hospital Pharmacists in general and of the Newfoundland and Labrador Branch of CSHP in particular.

### **2. FINANCIAL AUDIT**

- 2.1 The official books shall be audited at least once yearly in preparation for the Annual General Meeting or upon the change of the office of the Treasurer.
- 2.2 A certified accountant shall audit the books.

### **3. EXECUTIVE OFFICERS**

#### **3.1 Executive Officers**

The Newfoundland and Labrador Branch of CSHP is responsible for expenses of Executive Officers incurred as part of their duties of office. This includes expenses for the President and Delegate at the National Annual General Meeting (AGM), the Delegate at the National Mid-Term Council Meeting, the executive at the Branch AGM (with 2 of 3 President positions, with preference given to President and President-elect), and the Branch Semi-Annual Meeting (if out of town travel required).

All expenses, with receipts, are submitted to the Treasurer of the Branch on the CSHP Travel Expense Claim Form (Exhibit 3). Travel expenses are to be approved by a minimum of two executive members before reimbursement. All costs should be minimized where possible. The executive shall be reimbursed for travel (most economical means), hotel accommodations (room sharing where possible) and meals (maximum amounts according to the most recent NL government guidelines, with receipts required). All receipts will be made available to Branch members on their request.

Telephone expenses incurred on behalf of CSHP are also reimbursed.

Executive Officers can attend all Branch educational events at no cost.

### **4. COMMITTEE EXPENSES**

#### **4.1 Committee Expenses**

In addition to the information provided in specific committee policies and procedures, the Newfoundland and Labrador Branch refers to the general Guidelines for Committee Expenses set by the National Office.

Guidelines for Committee Expenses:

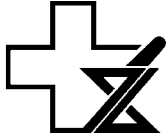
- 4.1.1 The Newfoundland and Labrador Branch of CSHP will reimburse committee operating expenses incurred in the following categories:
  - Long distances telephone calls
  - Mailings (including photocopying and postage)
  - Parking
  - Other expenses as deemed appropriate by the executive
- 4.1.2 Committee expenses are to be submitted to the Treasurer of the Branch on the CSHP Business Expense Form (Exhibit 4).
- 4.1.3 Funding for special programs, events, travel or promotional material must receive prior approval from the Executive Committee.

## **5. SPEAKERS**

Financial arrangements are established with each speaker in correspondence with a member of the Education Committee. The key points regarding speaker expense include:

- 5.1 The Newfoundland and Labrador Branch pays an honorarium to each speaker it sponsors.
- 5.2 Speakers are reimbursed for travel, meals (maximum amounts according to the most recent NL government guidelines), hotel accommodations and complimentary registration for the day of the presentation.
- 5.3 Receipts are required and are to be submitted along with a completed Travel Expense Claim Form (Exhibit 3).
- 5.4 The travel itinerary should be discussed with the Education Committee prior to the educational event.
- 5.5 The Chairperson and one other member of the Education Committee must approve all expenses.

**Exhibit 1**



NEWFOUNDLAND AND LABRADOR BRANCH

CANADIAN SOCIETY OF HOSPITAL PHARMACISTS

**REQUEST FOR NOMINATION FOR ELECTION**

I wish to nominate \_\_\_\_\_ for election to the  
(Name of Nominee)

Executive Office of \_\_\_\_\_  
(Name of position)

Accompanying this nomination is the **STATEMENT OF CONSENT** signed by the person nominated

Date: \_\_\_\_\_

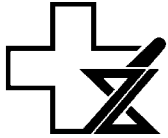
**Nominated by :** \_\_\_\_\_  
Signature of Active Member

**Nominated by :** \_\_\_\_\_  
Signature of Active Member

Return the two forms to the Chairperson of the Nominations Committee no later than \_\_\_\_\_ to:

Chairperson, Nominating Committee  
Newfoundland and Labrador Branch - CSHP  
c/o PANL, 702 Water Street  
St. John's, NL  
A1E 1C1

**Exhibit 2**



NEWFOUNDLAND AND LABRADOR BRANCH

**CANADIAN SOCIETY OF HOSPITAL PHARMACISTS**

**STATEMENT OF CONSENT TO SERVE**

This is to certify that I, \_\_\_\_\_, an active member of the Newfoundland and Labrador Branch of CSHP, hereby consent to allow my name to stand in nomination for election to the Executive Office of:

\_\_\_\_\_  
Name of Position

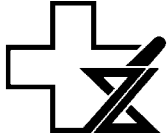
Signature: \_\_\_\_\_  
(Nominee)

Date: \_\_\_\_\_

This consent form must accompany the nomination form when it is submitted to the Chairperson of the Nominating Committee.



**Exhibit 4**



NEWFOUNDLAND AND LABRADOR BRANCH

CANADIAN SOCIETY OF HOSPITAL PHARMACISTS

**BUSINESS EXPENSE FORM**

Name:

---

---

Address:

---

Purpose:

---

---

---

Date Submitted: \_\_\_\_\_

Date Paid:

---

**EXPENSES**

DESCRIPTION	QUANTITY	PRICE	TAX	TOTAL
Photocopying				
<b>Telephone</b>				
Postage				
			<b>AMOUNT DUE</b>	

**Signature:**

---

Authorized By:

---

**ORIGINAL receipts required.  
Submit your claim within 15 days of purchase.**