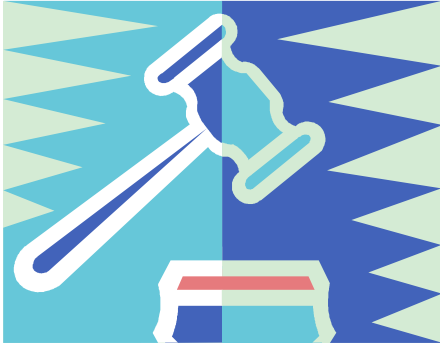


National Student Nurses' Association, Inc.



NSNA Delegates

Congratulations and Welcome!

You may be wondering about your responsibilities and what to expect as an NSNA Delegate. NSNA wants to help make your experience as a delegate pleasant and productive. You have an important job ahead of you. The decisions made by the House of Delegates shape the future of nursing, nursing education and the NSNA.

You'll have to balance your time between: resolutions hearings, forums, meeting and voting for candidates, House of Delegates sessions, state caucuses, and, hopefully, a little fun with your colleagues. This brochure will introduce you to your duties and responsibilities as a delegate. For seasoned delegates, it will serve as a reminder.

- **WHAT SHOULD I WEAR?**

Professional and business casual attire, comfortable shoes and a sweater or light jacket are recommended. The hall where the House of Delegates is held is climate controlled. You will move between meetings, special events, and the House of Delegates. You need to be physically and mentally alert and look your professional best. Refer to *Code of Conduct for NSNA Meetings and Guidelines for Professional Attire* for specific guidelines.

- **WHAT IS DELEGATE NOTIFICATION?**

A delegate notification broadcast email is sent to all NSNA members, informing them that the NSNA Official Constituent Eligibility Report is posted on the House of Delegate Information web page. School leaders would be able to look-up their school to see if they are eligible for constituency status and if so, how many delegates and alternates they are entitled to seat in the House of Delegates. On-site you will receive a *Business Book* and *Program Book* which contain delegate information and schedules. The credentialing forms are available on-site at the delegate credentialing booth. Read these materials carefully. They will prepare you for activities during the House of Delegates meeting. Pay special attention to the questions for candidates that are in the *Business Book*. These questions are helpful when you visit the candidates in Campaign Headquarters and for the Candidate Forum on Friday.

- **WHAT IS A STATE DELEGATE?**

Each state that has at least two schools that qualify for constituency status is entitled to a state delegate and alternate. The state delegate is the state president or designee from the state board.

- **WHAT IS AN ALTERNATE DELEGATE?**

Each school and state constituent is entitled to one alternate delegate for each delegate that they are entitled to. The role of the alternate is to replace the delegate at sessions of the House of Delegates, Resolutions Hearings, or other events, when the delegate is not able to attend. An alternate may only substitute for a delegate when the delegate is absent for the entire meeting. The alternate's name and signature must appear on the Delegate Credential Form, and the alternate must wear the delegate's ribbon at the time of the substitution. Schools may designate an alternate delegate by one of the two mechanisms listed in the NSNA Bylaws Article VII Section 3a.

- **WHAT IS DELEGATE CREDENTIALING?**

When you arrive at the NSNA Convention, register and pick up your badge and *Program Book*. If you did not pre-register, you can register on site. Then proceed to the Delegate Credentialing booth located in the registration area. Here, you will have to submit the delegate credentialing form and

show proof of enrollment in your school if you are a school delegate. At that time you are asked to sign in and you will receive your *Business Book*, voting card, delegate ribbon, confidential honorary member ballot and other materials. Delegate credentialing closes two hours prior to the Opening House of Delegates meeting to allow time to prepare delegate seating and the roll call. In case you do not credential in time for the Opening House of Delegates, you can be seated in the non-delegate gallery and observe the meeting. You can then credential at the next available delegate credentialing time (see schedule).

- **HOW ARE DELEGATES IDENTIFIED?**

All delegates are issued a delegate ribbon when they are credentialed. You must wear your delegate ribbon in order to vote in elections and for entry to the House of Delegates. This ribbon must remain in your possession at all times or until an official alternate delegate is credentialed.

- **WHERE DO I SIT?**

School and state delegates are seated together in the House of Delegates. When you credential, you receive a seating chart that indicates where your delegation is seated. A seating chart is posted in the House.

- **WHAT IS MY ROLE AS A DELEGATE?**

Be prepared. Carefully read the proposed bylaws amendment(s) and attend resolution hearings. Delegates are charged with taking action that benefits NSNA and all nursing students. You need to make informed decisions. Focus your attention on dealing with the big picture and policy issues that shape the future of NSNA and the profession.

- **WHAT DO MONITORS DO?**

Monitors are stationed throughout the House of Delegates to assist you with the microphones, and to direct you to the appropriate microphones.

- **HOW ARE MOTIONS MADE?**

Each motion presented to the House must be written on a motion form. The forms are circulated by the monitors and are also available at the monitor's table beside each microphone.

Keep one copy of your motion and give the remaining copies to a monitor.

The Chair of the House must have a copy of your motion before you read it. You will need to state the printed number on the motion form before you make your motion.

- **WHICH MICROPHONE DO I USE?**

Instructions on the different microphones are included in the *Business Book*. There are several microphones on the floor of the House. One is on the platform for the Board of Directors. An NSNA volunteer monitor is available at each microphone to answer questions.

Please be prepared with your remarks when you come to the microphone. This keeps the business of the House moving. Some delegates use written notes. *Always* introduce yourself *before* you speak by giving your name, your school and state. For example: "Madam Chair, Mary Smith, delegate from Orange School of Nursing in California."

- **HOW DO I VOTE?**

The chair of the House will usually ask you to signify your vote by saying "aye" or "nay." The chair may also call for a showing of hands or a standing count.

- **WHAT IS THE ROLE OF THE HOUSE, THE BOARD, AND NEC?**

The House of Delegates sets the policies that direct the association. The Board of Directors carries out these policies through the Board's committees. The Board is also the policy-making body of the association between the meetings of the House and has fiduciary responsibility for NSNA.

The NSNA Board of Directors and Nominating and Elections Committee (NEC) are delegates and have the right to vote on all matters coming before the House. The Board, (except for the ex-officio member) and NEC, may present motions, provide information, and serve as resources for delegates. The NEC does not vote for candidates.

Changes to the NSNA Bylaws take effect upon the close of the House of Delegates. Resolutions that the House adopts become policy of NSNA and appear in future issues of *Getting the Pieces to Fit*.

- **WHAT DOES THE RESOLUTIONS COMMITTEE DO?**

The Resolutions Committee receives, reviews, and reports on resolutions submitted by constituents for consideration by the House of Delegates.

- **WHAT HAPPENS AT THE RESOLUTIONS HEARINGS?**

Delegates are required to attend Resolutions Hearings. The hearings provide time for discussion of the issues and proposed actions. Delegates collaborate in a forum not bound by strict parliamentary procedure. Read the resolutions and rules for Resolutions Hearings prior to attending hearings.

Issues that may not surface on the floor of the House are frequently discussed in hearings. The hearings are an opportunity to caucus with other state delegations, to help clarify difficult issues, and to resolve differences. Delegates receive additional information from the resolution sponsors and may provide information as well.

Your participation helps the Resolutions Committee formulate recommendations to be forwarded to the House and prepares you to make informed decisions when you vote. Remember, House debate is confined to the “Resolve” section of the resolution only – not the whereas statements.

- **WHAT ARE STATE CAUCUSES?**

State caucuses are informal meetings for delegates from a particular state or election area to discuss the issues. The state president is generally responsible for chairing a state caucus. Notices of state caucuses may be posted on the message board located at the registration area. Rooms are available on a first come first served basis for caucusing.

- **WHAT’S A PARLIAMENTARIAN?**

The parliamentarian is knowledgeable about *Robert’s Rules of Order* and ensures that House proceedings are handled according to the standing *Rules of the House of Delegates* and the *Bylaws* of NSNA.

At each session of the House the parliamentarian is seated next to the chairperson and provides

guidance and advice upon request. The parliamentarian is also available to delegates by appointment. Times and location of the parliamentarian’s office hours are listed in the *Program Book*. The appointment schedule is in the Convention Office. The parliamentarian works with you and your delegation on matters of parliamentary procedure.

- **WHAT WILL MY SCHEDULE BE?**

Delegates are urged to become familiar with the schedule that is included in the delegates’ packet and the *Program Book*. The following schedule lists all events delegates are to attend. Mandatory attendance is marked with an asterisk (*).

Tuesday

4:00 pm-7:00 pm

Delegate Credentialing

Wednesday

7:30 am-12:30 pm

Delegate Credentialing

1:00 pm-2:00 pm

Meet the Candidates

3:00 pm-3:30 pm

Parliamentary Briefing *

3:30 pm-5:00 pm

Opening House of Delegates Meeting*

Thursday

10:00 am-6:00 pm

Delegate Credentialing

1:15 pm-1:45 pm

Finance Forum*

1:45 pm-2:15 pm

Bylaws Forum* (tentative)

2:00 pm-3:30 pm

Meet the Candidates

3:45 pm-6:30pm

Resolutions Hearing*

Friday

8:00 am-9:00 am

Delegate Credentialing

10:45 am-1:45 pm

House of Delegates Meeting*

2:30 pm-4:30 pm

Candidates Presentation Part I*

4:30 pm-5:30 pm

Delegate Credentialing

5:00 pm-7:00 pm

Candidates Presentation Part II*

7:30 pm-10:00 pm

Resolutions Hearing*

10:00 pm-midnight

Meet the Candidates

Saturday

8:00 am-9:30 am

Voting for national officers*

9:00 am-9:30 am

Delegate Credentialing

9:45 am -1:45 pm

House of Delegates Meeting*

• HOW WILL I VOTE FOR NATIONAL OFFICERS?

The House of Delegates elects the next NSNA Board of Directors and Nominating and Elections Committee. The chair of the Council of State Presidents' is elected by the state presidents to serve as an Ex-Officio (non-voting) member of the Board of Directors. Voting for national officers takes place on Saturday morning. The *Program Book* indicates the exact time and location. You will exchange the voting card that you receive when you credential for a ballot. You will vote by indicating your choices and casting your ballot. Voting is an individual right. No one can tell you how you must vote.

• HOW DO I MEET THE CANDIDATES?

Candidates and their campaign managers are available in "Campaign Headquarters." Refer to your convention schedule for times to meet the candidates. On Friday there is a two part Candidates Forum and Presidential Discussion where you'll hear presentations by the candidates as well as ask questions.

• WHAT IS THE NEC?

The Nominating and Elections Committee (NEC) is composed of four individuals representing the four election areas. They are elected annually by the House of Delegates. The NEC is charged with identifying and assisting qualified applicants to run for national offices on the Board of Directors and the Nominating and Elections Committee.

• HOW DO I PLAN MY SCHEDULE?

Agreeing to serve as a delegate is an important decision. It involves a commitment of time and preparation. Carefully review the schedule of events for delegates and the convention program schedule so that you are aware of your responsibilities as a delegate while enjoying as much of the convention program as possible.

• THANK YOU

NSNA hopes that you have a great experience as a delegate. Ask questions and learn as much as possible as you make significant decisions. Decisions made by the House of Delegates impact other students, the profession of nursing, and the people we serve.

Earn academic credit for your service as a delegate: visit the leadership library at www.nsnaleadershipu.org for details.