

Delegate Information ** Please Read Carefully ** Save for Future Reference

Delegate arrival: Delegate Credentialing closes promptly at 12:30 pm on Wednesday. Delegates arriving after Delegate Credentialing closes on Wednesday will not be seated with their delegation at the opening House of Delegates meeting. All delegates are urged to arrive in time to be credentialed and be seated in the House of Delegates which opens on Wednesday at 3:00 pm.

Delegate departure: Any time after close of the House of Delegates, scheduled for Saturday at 1:45 pm. Please note that in the past, House meetings have been extended so that the business of the association could be completed. The closing End Note Address begins at 4:30 pm.

Delegate Credentialing: Delegates must first register for convention before they can credential as a delegate. The Convention Schedule for Delegates lists the times for Delegate Credentialing. Please carefully read the official Delegate Notification and the Credential Form. In addition, please note the following:

School Delegates: The school delegate must bring the School Delegate Credential Form and completed constituency application to Delegate Credentialing. The form must be signed by the NSNA constituent school president. Delegates and alternates **MUST** show proof of NSNA membership and proof of enrollment in the constituent school of nursing (current student ID card). (*See NSNA Bylaws, Article VII, Section 3.*)

Bring the completed Delegate Credential Form with you to Delegate Credentialing. DO NOT mail the credential form to NSNA headquarters.

States Delegates: Each official state constituent is entitled to one voting delegate and alternate. The state delegate must bring the completed State Delegate Credential Form, completed constituency application, and a current copy of their state bylaws to Delegate Credentialing. The form must be signed by the state president. Refer to NSNA Bylaws, Article VII, Section 3b if the state president is unable to represent the state association. DO NOT mail the credential form to NSNA headquarters.

Alternates: Alternate delegates are entitled to sit in the House of Delegates only when the delegate is absent for the **entire** meeting.

Submission of State Bylaws: States are required to submit a current copy of their bylaws to NSNA annually. Any amended bylaws must be submitted to NSNA as amendments are made. States failing to meet this requirement may have their constituency status revoked in accordance with NSNA bylaws Article IV Section 1.e.

Submission of State Minutes: NSNA must have state approved and signed minutes for the entire previous calendar year by the first day of the NSNA Annual Convention.
[Click here for full policy.](#)

Honorary Membership Ballot: All delegates receive an Honorary Member ballot at delegate credentialing. The NSNA Board of Directors recommends an outstanding individual to receive Honorary Membership which is conferred by 2/3 vote of the House of Delegates. See NSNA Bylaws, Article IV, Section 3(2). **The name of the individual recommended must remain confidential until the official announcement is made at the Awards Ceremony on Thursday.**

Elections: Only delegates may vote for the Board of Directors and the Nominating and Elections Committee. Official delegates are issued a voting card during delegate credentialing. Voting cards are exchanged for a ballot at the time of voting. Safeguard voting cards carefully. In case of loss, voting cards are not replaced until all delegates have voted. **Bring voting card with you on Saturday and you will be issued a ballot.** *Please pay careful attention to all instructions provided so that your ballot is not invalidated due to incorrect procedure.* Voting takes place Saturday, beginning at 8:00 am and ending **promptly** at 9:30 am.

Delegates have an opportunity to hear candidates speak during the Candidates Forums and Presidential Debate and to personally meet candidates in Campaign Headquarters. Binders containing candidate's applications are available for viewing in Campaign Headquarters. Come prepared to ask candidates questions about nursing issues affecting nursing students and the profession.

Resolutions: Resolution Hearings take place on Thursday and Friday. During these hearings, resolutions are discussed in depth and changes recommended. Documentation associated with resolutions may be viewed by appointment in the resolutions office. Be sure to take the time to read the documentation if you have questions on specific topics.

House of Delegates: The House deliberates on Wednesday, Friday and Saturday on matters important to the NSNA. In order to conduct business, a quorum consisting of 51% of the total number of delegates credentialed at the annual meeting and which represent at least 2/3 of the states having delegates, and at least four members of the Board of Directors, including the president or the vice president must be present. (NSNA Bylaws, Article VII, Section 6.) Delegates or alternates have a responsibility to attend all House of Delegates meetings so that the business of the association can be transacted.

Please plan your travel schedule accordingly.

Bylaws Amendments: Bylaws amendments and amendments to NSNA policies will be discussed during the Bylaws Forum on Thursday, 1:45 – 2:15 pm. Delegates vote on Bylaws and policy amendments on Friday during the House of Delegates.

Parliamentary Procedure: Delegates receive a *Business Book* with Convention Rules and Procedures. Please review prior to the House of Delegates meeting. A working knowledge of parliamentary procedure helps the business meeting flow smoothly.

Motion Forms: Motion forms are available in the House of Delegates. Please print all motions clearly and include your name, school and city/state (if school delegate), and state and title if you are a state delegate. Keep the gold (last) copy for yourself and give the first 3 copies (white, yellow and pink) to a monitor. You will refer to the printed number on the motion form prior to stating your motion.