

Delegate Notification

Important Delegate Information for School and State Constituents

Please read all information carefully and share with all delegates at your school.

Is your school eligible for NSNA Official 2009 Constituency Status and to send delegates to the 57th NSNA Annual Convention at the Gaylord Opryland Resort & Convention Center, Nashville, TN, April 15-19, 2009?

Find out by looking up your school on the Eligible Constituency 2009 Report (sorted alphabetically by state) on the [HOUSE OF DELEGATES INFORMATION](#) web page. State associations eligible for constituency status are also listed. To see how we determined how many members your school is entitled to, see the table on the [Constituency Status Application](#) or [NSNA Bylaws Article VII Section 3](#).

Delegate Credential Forms for school and state associations are posted on [HOUSE OF DELEGATES INFORMATION](#) web page. Print out the appropriate form (school or state) and **please bring the signed Delegate Credential Form with you to Convention. Do not mail it to the NSNA office.**

When you arrive at the Convention Center, pick up your convention badge at the NSNA Convention Registration desk and proceed to Delegate Credentialing. Each delegate must bring the following to **delegate credentialing**:

School Delegates

- [The School Delegate Credential Form](#) must be signed by the school president or school chapter officer and must include the president's or officer's NSNA membership information. **Important:** Both the school delegate and the alternate delegate must sign and complete the **same** form. The name, signature, and NSNA membership number of the alternate delegate must also appear on the Delegate Credential Form;
- The [2009 Official Application for Constituency Status](#) must be completed and signed;
- Current school identification card (proof of enrollment in the constituent school of nursing);
- Current NSNA membership card (proof of membership in NSNA).

Alternates Delegates

- Alternate Delegates must sign the School Delegate Credential Form, provide proof of NSNA membership, and show their student identification card for the constituent school.
- Alternate delegates are only entitled to sit in the House of Delegates when the delegate is absent for the entire meeting. Once the house is in session, the delegate is responsible for staying for the entire session.
- When replacing the delegate, the alternate must obtain the delegate ribbon from the delegate and be wearing the delegate ribbon to be seated in the House of Delegates.

State Delegates

- [The State Delegate Credential Form](#) must be signed by the state president and

must include the president's NSNA membership information. Important: Both the state association delegate and the alternate state delegate must sign and complete the same form. The name, signature and NSNA membership number of the alternate delegate must also appear on the State Delegate Credential Form.

- The [2009 Official Application for Constituency Status](#) must be completed and signed.
- Current school identification card (proof of enrollment in a school of nursing in the state you represent).
- Current NSNA membership card (proof of membership in NSNA).

Once credentialing is completed, delegates receive delegate materials and are entitled to be seated in the House of Delegates.

To help prepare you for your delegate responsibilities, the [HOUSE OF DELEGATES INFORMATION](#) web page contains:

- Delegate information including credentialing hours, and mandatory delegate activities;
- Business Meeting Agenda;
- Slate of Candidates;
- NSNA Bylaws;
- Proposed Bylaws Amendments;
- Proposed Resolutions abstracts.

It is mandatory that delegates or their alternates attend all of the House of Delegates meetings, the parliamentary procedure briefing, resolutions hearings, candidates' forums, and elections. Please refer to the [Convention Schedule for Delegates](#) and plan your travel accordingly.

If you have any questions, please contact Susan Wong (nsna@nsna.org).