

Appendix F: 2017 School Delegate Information

The following explains the NSNA Constituency Application process and the role of Delegates at the Annual Meeting.

All school and state associations may submit the Official Application for NSNA Constituency Status (see page 36) when they register for Delegate Credentialing for the Annual House of Delegates meeting. The Application must be submitted annually.

When Constituents are notified that they have the required number of members to achieve constituency status (cutoff date is February 8, 2017), they are also informed about the number of Delegates they can send to represent the school in the NSNA House of Delegates. See NSNA Bylaws, Article VII, Section 3a (1) on page 27. Article VII Section 3a (2) states that the school chapter delegate(s) and alternate(s) shall be members in good standing in the chapter and shall be selected and/or elected by members of the school chapter at a proper meeting. The Bylaws also explains the procedure for state board members to represent schools as alternate delegates.

The Delegate Notification is emailed to the entire membership in March with the Official Constituency Status Report. The Delegate Information is also posted on NSNA's website (click on *Meetings*). The webpage contains several items that must be read prior to the meeting. The School Delegate Form is included on the webpage. All Delegates must register for the convention and pay the appropriate convention registration fee.



Photo by Harry Butler, Nashville, TN

The Delegate information includes:

- Official Application for NSNA Constituency Status to be completed and brought to Delegate Credentialing;
- Convention brochure and delegate information;
- Convention registration, delegate credentialing hours, and schedule for Delegates;
- Rules for NSNA Business Meetings, Proposed Bylaw Amendments, and Convention Rules and Procedures;
- Slate of Candidates

Delegate arrival in Dallas, TX: By 9:00 am on Wednesday, April 5, 2017.

Delegate departure: any time after close of the House of Delegates, scheduled for Saturday, April 8, 2017. Please note that in the past, House meetings have been extended so that the business of the association could be completed.

Delegate Credentialing: The Schedule for Delegates will list the times for Delegate Credentialing. Please note that the school chapter president must sign the School Delegate Credential Form. The delegate and the alternate must also sign the form. Proof of school enrollment must be shown during delegate credentialing. Bring the completed Delegate Credential Form and Official Application for NSNA Constituency Status with you to delegate Credentialing. **If your school sends a delegate to convention, do not mail the Credential Form or the Constituency Application to NSNA headquarters.** However, if a school or state association that is eligible to have delegate representation in the House of Delegates is unable to send a delegate to convention, the school or state may submit the Official Application for NSNA Constituency Status to NSNA via completion of online form.

The Application must be completed online no later than 10 business days after the close of the House of Delegates meeting. The 2017 House of Delegates closes on April 8. The Application must be completed no later than April 21, 2017. In this way, those states or schools eligible for certificates and prizes may achieve constituency status even though they were not able to send delegates to convention.

Elections: Only Delegates can vote for NSNA candidates for Board of Directors and the Nominating and Elections Committee. Voting takes place on Saturday morning. Delegates will have an opportunity to hear candidates present during the Candidates Forums Parts I and II and to personally meet the candidates in Campaign Headquarters.

Resolutions: It is the responsibility of each delegate to attend the Resolutions Hearings which take place on Thursday and Friday. During these hearings, resolutions are discussed in depth and changes recommended.

House of Delegates:

The House is in session on Wednesday, Friday, and Saturday. 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.

Parliamentary Procedure: Parliamentary Procedure will be used to conduct the business during the House of Delegates meeting. A working knowledge of Parliamentary Procedure will help the business meeting flow smoothly.

Motion Forms: Motion forms are available in the House of Delegates.

Caucusing: Rooms are available for caucusing. Caucusing provides delegates an opportunity to discuss convention issues and candidates. Schedules will be posted online for states to reserve times for their caucus.

If you have questions about Official Constituency Status or Delegate representation, please call NSNA headquarters at (718) 210-0705. Delegates may be eligible to receive college credit for their participation in the House of Delegates. Visit www.bit.ly/leadershipu for more information.

Any school chapter requesting a state board of director as the alternate delegate must have written authorization with this request. The school chapter shall approve the appointment. Copies of the authorization must be brought to Delegate Credentialing with your Delegate Credential Form. The school chapter requesting the alternate must have a member present at convention to act as the main delegate.