Delegate Information

Being selected to represent your Chapter as a Delegate is both an honor and a responsibility. The selection of Chapter Delegates is decided on by the Chapter board or nominating committee. As a Chapter Delegate, you have the privilege of representing your Chapter and voting on important AORN issues (eg, bylaw changes) during the House of Delegates at Congress.

Chapter Delegate Facts:
- The number of Chapter Delegates (or Chapter Delegate limit) for each Chapter is determined by a formula, which calculates Chapter size to overall AORN voting members as of June 30 each year.
- Each Chapter receives one guaranteed Chapter Delegate regardless of Chapter size.
- Each Chapter President receives a letter in July, via mail, stating their Chapter Delegate limit. This information also can be found online on the main Chapter web page (*http://www.aorn.org/Chapters/*).
- Chapters may choose Chapter Delegates from another Chapter to fill spots, as long as their bylaws allow this process.
- Chapter Delegate letters will be available in January, on the Delegate web page (http://www.aorn.org/congress/Delegates), explaining responsibilities at Congress for the Delegate Chair and Chapter Delegates.

Suggested Chapter Delegate Selection Process
Although Chapters must abide by National Bylaws for eligibility and the number of Chapter Delegates allotted to each Chapter, Chapter leaders can tailor the Chapter Delegate selection process to meet their needs and philosophies.

The Chapter Delegate selection process can be used as a means to motivate people to get involved. Keep in mind, however, that rewarding the same people year after year may discourage new people from getting involved. When the same people receive funds every year, new people may believe the "old guard" is going to go to Congress regardless of the contributions they may be tempted to offer.

Remember…AORN Congress itself serve as a motivator for people to get involved. When people attend Congress for the first time, they may come back and contribute more to the Chapter because they have a better picture of what the organization is really about. A high performance Chapter will be sure its Chapter Delegate selection policy covers both aspects - 1) reward and recognition of people for past contributions, and 2) build in incentive for new people to commit to future contributions.

The Chapter online Delegate Selection System will open around the same time as Congress registration, and will close at 5 PM the night before the Second House of Delegates.

Voting for Candidates
Officers, Board of Directors, and the Nominating and Leadership Development Committee will be elected by electronic ballot by all eligible voting members in good standing. The online electronic ballot will open 30 days before the day the final election results are announced.

Non-Chapter Delegates
In addition to Chapter Delegates, any voting members who attend Congress can serve as Non-Chapter Delegates. (See AORN Bylaws, Article VIII, Section 1, B, for the voting body details.) If a Chapter member is coming to Congress, but will not be serving as a Chapter Delegate, they can sign-up to serve as a Non-Chapter Delegate either on the Congress registration form or on-site in the Delegate Counter area at Congress.

Point System
If you decide to use a point system, a record keeper should be designated to record the points. If your Chapter prefers not to appoint a record keeper, each member can be responsible for recording his or her own points. *(A sample point system is included in this Guide.)*

An attendance roster for meetings (eg, business, committee, programs, fundraising) can be a means of keeping accurate accounts. The record keeper would be responsible for obtaining the rosters from the chair or designee and updating each member's record appropriately. At the end of the allotted time span for accrual, the nominating committee can total the points accrued by each member and make their selection. *NOTE: The records also can be used as a reference for the nominating committee in checking eligibility and Chapter activities of members who wish to become local officers, board members, or members of the nominating committee.*

The information provided in this section can be used to construct a customized point system for your Chapter. You can formulate your own description of activities and assign point values. *(See Delegate Selection Point System Sample.)*

Delegate Registration for Congress and Communication with Headquarters
A Chapter Delegate count letter is sent to the Chapter President in July to indicate the number of Chapter Delegates each Chapter is allotted according to the June 30 calculation. The President should present this information at a summer board meeting in July or August to assist in planning the fall events. Chapter leaders should encourage Chapter Delegates to register for Congress by the early registration deadline to save money on the registration fee.

As Congress approaches and the final list of Chapter Delegates is confirmed, the Delegate chair or designee should enter the Chapter Delegates into the AORN online Delegate Selection System. When this is done, an automatic email confirmation is sent to all Chapter Delegates and is copied to the Delegate chair. It is the responsibility of the Delegate chair to copy and distribute the Chapter Delegate Responsibilities to all Chapter Delegates. This information is available online. *(The Delegate Responsibilities are included in this Guide.)*

Over the years it has become evident that people cannot always predict who will actually be attending Congress, regardless of who has been chosen by the Chapter's Delegate selection process. Chapter Delegate confirmation lists will be available on-site at Congress. Delegate chairs can pick their lists up before the first business meeting to confirm Chapter Delegates that are present at Congress. Changes and additions can be made at the Delegate Counter near registration.

2014 Congress Delegate Activities

Official Delegates at AORN's annual Congress are encouraged to attend all business meetings of the Association. Please be sure to confirm times and room locations at Congress.

- Candidates Forum
- All Forums
- All House of Delegates

Eligible voting members can cast their vote for Candidates online at any time once the ballot has been opened. On-site voting will be available at Congress for all voting members in a dedicated voting area or room. To vote, simply login to the voting system by using your last name and AORN member ID. The voting system will verify that each member is eligible to vote, and that their membership is active by checking each member record in AORN's membership database.