

Delegate Responsibilities

The following outline provides information and suggestions on how to meet your Delegate responsibilities.

Meeting Attendance Recommendations

Below are the 2015 AORN Congress Business Meetings you are encouraged to attend. Check the AORN Surgical Conference & Expo publications to confirm times and room numbers.

- Saturday, March 7 – 1-3:30 PM - AORN Congress Candidates' Forum
- Saturday, March 7 – 4-5 PM - AORN Congress First Forum
- Monday, March 9 - 8-9 AM - AORN Congress First House of Delegates
- Tuesday, March 10 - 2:15-3:15 PM - AORN Congress Second Forum
- Wednesday March 11 - 12:30-2 PM - AORN Congress Second House of Delegates

You are required to wear your official AORN Surgical Conference & Expo name badge at all business meetings. **Arrive 15 minutes early** when attending all business sessions and special Delegate activities during Conference week.

For 2015 AORN Congress, there will be seating by state for Chapters in the House of Delegates business meetings of the Association. It is the Delegate Chair's responsibility to check that all Chapter Delegates are seated at the business meetings. **A formal Delegate roll call is performed at the AORN Congress First House of Delegates to determine if there is a quorum (ie, enough Delegates to do business).** There will be a special section for Non-Chapter Delegates to sit, as they cannot sit in the Chapter Delegates section.

Attendance at the AORN Congress House of Delegates sessions is required. Association leaders discuss business and Delegates make decisions and vote during these sessions. It is imperative that each Delegate be familiar with the issues being discussed. The AORN Congress Forums and House of Delegates agenda can be found in the *AORN Journal* and on the Delegate web pages, prior to the AORN Surgical Conference & Expo.

Each member has the opportunity to listen and discuss issues informally at the AORN Congress Forums. Although decisions are not made during this session, the Forums often help Delegates form opinions on topics requiring decisions at the AORN Congress House of Delegates.

In 2015, all voting members (AORN Bylaws, Article VIII, B) will have the privilege to vote for the new Candidates of the Association. Ballots will be cast online during specified dates and times. Campaigning for candidates is confined to oral discussion only.

On-Site Chapter Delegate Changes

All Chapter Delegate changes must be made at the Delegate Counter in the registration area. The Chapter's Delegate Chair is responsible for verifying the Chapter Delegate list.

Important: If you are a Chapter Delegate, please check your badge when you receive it, either in the mail or at AORN Surgical Conference & Expo. If it says "Chapter Delegate," you are registered as a Chapter Delegate. If it says "Delegate," and you are a Chapter Delegate, you and your Delegate Chair will need to come to the Delegate Counter to have it changed.

If you are a voting member and would like to vote on the issues at the AORN Surgical Conference & Expo and are NOT a Chapter Delegate, you will automatically be registered as a Delegate.

Helpful Hints for Parliamentary Procedure

We encourage you to speak up. Don't let the parliamentary procedure, the microphone, or other people stop you from being heard. Your opinion is valuable in the decision-making process. Read the reports in your AORN Surgical Conference & Expo material and be familiar with the issues. Talk to others, formalize your thoughts, and put them in writing.

A parliamentarian will **only** be available immediately following each AORN Congress Forum and House of Delegates, to answer questions, help formalize ideas, or assist with the writing of motions. It would be best if all motions were submitted in writing to the AORN President 30 days before the AORN Surgical Conference & Expo. Remember, sending such requests does not guarantee agenda time will be assigned, but it does ensure that the President will review the items.

If this is your first time to speak on the AORN Congress floor, you may feel nervous. Preparation is the key. Be informed about the issues and seek out leaders in the Association who are willing to help you prepare your thoughts. Your participation and involvement is **vital** to the future of AORN.

If you wish to speak, you must select the appropriate colored button on the microphone when requesting recognition from the chair. **Green** is used when you speak in favor of an issue. **Red** is used when you speak in opposition of an issue. **Yellow** is used for inquiry or point of order. When you are recognized by your microphone number, begin your remarks with, "President XXX, my name is...and I am speaking on behalf of (myself, Chapter X). I speak (in favor of, against, wish to ask a question, give input)...then give your reason. (**Note:** It will help if you have something written down to use as a guide.)

All members have the right to speak - only Delegates may introduce motions and vote. New business is introduced to the AORN Congress House of Delegates via a main motion. The main motion must be prepared in quadruplicate (4) so that the President (or presiding officer when applicable), Secretary, Executive Assistant, and author of the motion have a written copy. The copies for the President and Secretary must be handed to the President before the main motion is presented orally to the House. Another Delegate must second the main motion before the President states the motion and asks for discussion. Motion forms are available in the Parliamentarian Office at the convention center. Check AORN Surgical Conference & Expo publications for room locations.