



2010 Congress Delegate/Alternate Responsibilities

Being selected to represent your Chapter as a Delegate or Alternate is both an honor and a responsibility. The following outline provides information about your responsibilities and suggestions for meeting your responsibilities.

Meeting Attendance Requirements

Your confirmation letter lists the business meetings you are required to attend. Check Congress publications to confirm times and room numbers. You are required to wear your official Congress name badge at all business meetings and when voting for national officers. Please **arrive 15 minutes early** when attending all business sessions and special Delegate activities during Congress week.

Delegates are seated by state in the “Delegate Section” at all business meetings of the Association. The Delegate Chair checks that all Delegates are seated at the business meetings and reports the total Delegates seated to the State Reporter for roll call of the state. **Roll call is performed during the First, and possibly Second, House of Delegates to determine if there is a quorum (ie, enough Delegates to do business).** There will be a special section for Alternates to sit, as they cannot sit in the Delegates section.

Attendance at both 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. Before Congress, the House agenda can be found in the January Pre-Congress *Journal*. Delegate information is found in the January *Journal*, *Congress Resources*, *Congress News*, and on the AORN website.

New for 2010 Congress, there will only be one Forum. In an effort to provide Delegates with more contact hours, the First Forum has been eliminated. During the Forum, each member has the opportunity to listen and discuss issues informally. Although decisions are not made during this session, the Forum often helps Delegates form opinions on topics requiring decisions at the House of Delegates.

As a Delegate, you have the privilege of voting for the new leadership of your Association. You must vote in person during the designated times. Be sure to bring your Delegate name badge and scan card to gain access to the polling area. Campaigning for candidates is confined to oral discussion only.

Delegate/Alternate Changes

Delegate/Alternate changes may be made at the Delegate Counter in the registration area Saturday through Wednesday of Congress week. The specific hours are listed in the January Pre-Congress *Journal*, *Congress News*, and Congress publications received at registration.

Important: If you are a Delegate, please check your badge when you receive it, either in the mail or at Congress. If it says “Delegate,” you are registered as a Delegate. If it says “Member,” you and your Delegate Chair will need to come to the Delegate Counter at Congress to have it changed.

The Chapter’s Delegate Chair is responsible for verifying the Delegate list before the first business session convenes. The Delegate Chair (or Chapter president if applicable) must report to the Delegate Counter with both the Alternate and the Delegate to make any changes.

Last minute changes from Alternate to Delegate can occur during the 15 minutes immediately before the start of the First House of Delegates at the Credentials Table located near the stage platform. The meeting will start on time; after it starts, **no changes can be made.**

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 Congress material and be familiar with issues. Talk to others, formalize your thoughts, and put them in writing.

A parliamentarian will be available **only** immediately following each 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 Congress (ie, by Feb 12, 2010). 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 floor of the House, 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 to speak. **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, "Mister President (or President Voight), 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, but only Delegates may introduce motions and vote. New business is introduced to the 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 Congress publications for room location.