



Association of periOperative Registered Nurses
2170 South Parker Road, Suite 400 • Denver, CO 80231-5711 • (800) 755-2676 or (303) 755-6300 x 222 • Fax: (303) 750-3212 • dwarren@aorn.org

Delegate Chair Confirmation Letter

January 2010

Dear Delegate Chair:

This letter provides information to prepare you for your role as Chair of your chapter's delegation. In addition, please review the duties described in the **Delegate letter** because they apply to you.

Delegate Orientation and Distribution of Confirmations

1. Please take time to meet with your chapter's delegation for an overview of the Delegate and Alternate roles and responsibilities.
2. **You should distribute copies of the Delegate and Alternate Responsibilities and the Delegate and Alternate Confirmation Letter to each Delegate and Alternate in your chapter.**

Roll Call

At the beginning of the first House of Delegates on Tuesday, March 16, from 3:30-5 pm, a roll call will be taken to establish a quorum for the business proceedings. To accomplish this efficiently, a state reporter is selected from each state. Each state reporter will be instructed to sit at the state sign designating the block of seats to be used by Delegates from your state. The designated "state reporter" is seated closest to the state sign. Each state reporter will count the number of Delegates for their state and report that number when called upon by the AORN Secretary. As a reminder, the purpose of Roll Call at the First House is to confirm that a quorum is present — meaning that 20% of the Delegates are seated in order to allow the House to conduct business. The rules for Roll Call are;

- No passes will be allowed.
- Delegates should be seated promptly at the start of the House.
- State reporters should state the number of Delegates seated in 2-3 sentences.

Changing Alternates to Delegates

A confirmation list of Delegates and Alternates who have registered for each chapter will be available for Delegate Chairs at the Delegate Counter in the registration area at 10 am, Monday, March 15.

To replace a Delegate at Congress

1. **The Delegate Chair must report to the Delegate Counter with both the Alternate and the Delegate.**
2. Headquarters staff will enter the changes into the computer, print new name badges, and recode the scan cards of both people involved in the change. Refer to the January Pre-Congress *Journal* and Congress publications received at registration for the hours of the Delegate Counter.

If necessary, changes can be made at the Credentials Table located at the front of the First House of Delegates **15 minutes before the start of the meeting**. All House meetings will start on time. **No changes can be made after the meeting starts**. Temporary Delegate stickers will allow voting at the First House of Delegates session, but scan cards must be recorded at the Delegate Counter and new name badges printed to attain access to the voting area on Thursday.



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Business Meetings

As an official Delegate Chair to AORN's 57th annual Congress, you are expected to attend the following business activities. Please be sure to confirm times and room locations in Congress publications. Please be on time or early to all sessions.

Date	Activity	Time	Location
Sunday, March 14	Candidates Forum	10 am-12:30 pm	Hall C
Tuesday, March 16	First House of Delegates	3:30-5 pm	Hall C
Wednesday, March 17	Forum	8-9:30 am	Hall C
Thursday, March 18	Voting	7-10 am	Room 109
Thursday, March 18	Second House of Delegates	12:30-2:30 pm	Hall C

New for 2010, there will only be one Forum. In an effort to allow more time for Delegates to obtain contact hours, the First Forum has been eliminated.

Voting for National Officers

Delegates can cast their ballots on Thursday, March 18 from 7-10 am. All Delegate changes must be completed by 5 pm, Wednesday, March 17, to be eligible for Thursday's voting procedures. Delegates must bring their Delegate badge and scan card to be eligible to cast a ballot. **NO Delegate ticket is required to vote.**

Change in Chair Status

If you are unable to attend Congress or cannot act as Chair of your delegation, you or your chapter president must inform the Delegate Registrar in writing or via e-mail.

Please let me know if you have questions regarding this change. Thank you for serving as your chapter's Delegate Chair. Take good care and I'll see you in Denver!

Deb Warren
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