

**EMERGENCY NURSES ASSOCIATION  
CALIFORNIA STATE COUNCIL  
STANDARD PROCEDURE: CHAPTER ACTIVITY REPORT**

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**I. PURPOSE**

To identify the responsibility of each Chapter as it pertains to the California State Council meetings. This applies directly to the Chapter Representative and the reporting of chapter activity.

**II. PROCEDURE**

- A. All Chapters will be assigned a liaison from the State Council Board of Directors upon activation and annually thereafter.
- B. All Chapters will have an elected Chapter Representative to the State Council according to ARTICLE VI of the State Council *Bylaws*. The Representative or alternate shall fulfill all applicable responsibilities and obligations. In addition, the Chapter Representative or alternate will have an opportunity to give an oral presentation of the chapter activity at each State Council meeting. A written copy of the report will be submitted to the Secretary of the State Council at the meeting.
- C. If a Chapter is unable to send representation to a State Council meeting, a written report of chapter activity may be submitted to the Board liaison prior to the meeting.
- D. Chapters failing to provide representation to at least one meeting annually may face deactivation proceedings.

**ORIGINAL APPROVED BY STATE COUNCIL: January 1994  
REVIEW DATE: August 05  
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