

**EMERGENCY NURSES ASSOCIATION
CALIFORNIA STATE COUNCIL
STANDARD PROCEDURE: DELEGATE SELECTION**

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I. PURPOSE

To define the procedure for the most equitable method of selecting delegates to represent the California State Council at the National Emergency Nurses Association (ENA) General Assembly.

II. PROCEDURE

- A. A point system will be used to determine state delegate positions according to ARTICLE X of the *Bylaws* of the California State Council.
- B. Points are accumulated from 1 June through 31 May for attendance at all Chapter, State or National meetings.
- C. Points are accumulated from 1 January through 31 May for committee chairs and members, appointees and/or officers at the Chapter, State or National level. **NOTE:** You may NOT accumulate points as both the Chair and as a member of the same committee.
- D. Points are accumulated from 1 June through 31 May for special projects completed at the Chapter, State, or National level. **NOTE:** Points accumulated in this category must be activities other than usual responsibilities as an officer, Chair or committee member and must be verified by the Chapter President.
- E. All delegate applicants must be current national ENA members and hold current professional nursing licensure in the state of California. If selected as a delegate or alternate, these two requirements must be maintained until the General Assembly is over and all obligations as a delegate have been met.
- F. Points must be documented by the delegate applicant and verified by the Chapter President or designee.
 - 1. Each interested ENA member is responsible for initiating the application for the delegate selection process by completing a point tabulation form. See **Appendix A**.
 - 2. The point tabulation form must be verified and signed by the Chapter President or designee. **NOTE:** Incomplete applications may be returned to the applicant, or the applicant may be contacted. Without proper verification point value will not be given!

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G. Applications, including verified and signed point tabulation forms and all attachments, must be delivered to the Chair of the Recruitment & Retention (R&R) Committee on or before 5 June. **Mailed applications must be postmarked on or before 5 June. Applications not mailed and / or received by the deadline will be rejected, but placed at the end of the list, regardless of point value.**

H. Selection of delegates will be made by the R&R Committee of the California State Council. Those applicants with the highest number of verified points will be given the first opportunity to accept a delegate position. The total number of delegates selected will be based on a membership quota assessed by the National Association.

[NOTE: The State Council Board of Directors President is not required to complete a delegate application form and is automatically counted in the total number of delegates according to Article VII of the *Bylaws*.]

I. Selection of delegates will be announced at the next regularly scheduled State Council meeting. All delegates and alternate delegates must be registered with the National Office forty-five (45) days before the General Assembly by the State Council President and the Chair of the R&R Committee.

J. In the event that the R&R Committee receives applications in which there is a tie for the **last** available delegate position, a lottery will be held. Alternate delegates will be selected in order of highest points from applicants not initially chosen.

K. In the absence of the necessary number of applications, the R&R Committee will submit names of other interested ENA members for consideration to the State Council Board of Directors. The Board of Directors may then appoint delegates at their discretion.

Appendix A

California State Council

Delegate Application and Point Tabulation Form

Print clearly **and** complete all areas

Applicant's full name _____ Nickname _____

Address _____

City _____ Zip code _____

Phone (H) _____ (W) _____ Email address _____

ENA member # _____ Expiration date _____ **Must remain current through dates of National Assembly**

*****Attach copies of current California License and ENA membership cards to form*****

Chapter name _____ Chapter # _____ First time delegate? yes no

Applicant's Signature _____

Chapter President's signature _____

Grand total pts. _____

Meeting Attendance

A. ENA **Chapter** Meetings 5 pts. maximum per meeting/month
List dates attended from June 1st of last year through May 31st of the current year

_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
					pts. _____

B. ENA **State Council** Meetings 5 pts. maximum per meeting
List dates attended from June 1st of last year through May 31st of the current year

_____	_____	_____	_____	_____	_____
					pts. _____

Committee Participation

A. **Chairperson or Appointment** @ the local, state and/or national level 30 pts. each
Position held from January 1 through May 31st of the current year
Committee/Appointment _____ Level (L/S/N) _____

_____	_____	
_____	_____	
_____	_____	
		pts. _____

B. Committee(s) **Member** @ the local, state and/or national level 10 pts each
 Position held from January 1 through May 31st of the current year
 (Chairperson *may not* accumulate points as a member of their own committee)
 Committee/Appointment Level (L/S/N)

_____	_____
_____	_____
_____	_____
_____	_____

pts. _____

Elected Positions

Position(s) **elected to** from January 1 through May 31st of the current year

A. Chapter President Chapter _____ 50 pts.

B. Chapter Representative Chapter _____ 40 pts.

C. All other Elected positions held at the Local, State or National level

Position(s) elected to Level (L/S/N) 30 pts. each

_____	_____
_____	_____
_____	_____

pts. _____

Special Projects and Activities

Projects/activities must have been completed from June 1st of last year through May 31st of the current year.

10 pts. each item (no maximum)

A. Published in a nursing journal _____

B. Special ENA project(s) *not required* by ENA position held _____

C. Delegate/Alternate to National General Assembly Date _____

D. Attendance at National Scientific Assembly Date _____

E. Attendance at National Leadership Symposium Date _____

pts. _____

Certifications

Attach copies of all current certifications cards. *** **Credit will not be given without proof of current status** ***

(Choose *either* instructor or provider for each category)

CEN Certified (15 pts.)

ENPC Instructor

TNCC Instructor

CATN Instructor Injury Prevention Institute Instructor

NTHSA CPS Instructor

15 pts. each

ENPC Provider TNCC Provider

CATN Provider Injury Prevention Institute Provider

NTHSA CPS Provider

10 pts. each

pts. _____