

Title: Committee: Delegate Selection	Number:
Cross Reference: Ad hoc Committee	
Approved by: Texas State Council Board of Directors	Origination Date: April 4, 2021
Revised by: Delegate Selection Committee	Approval Date: 10/09/2021
	Revision Date:

I. PURPOSE:

To define a procedure that represents the most equitable method of selecting State delegates to the National General Assembly

II. BACKGROUND/DEFINITIONS:

The State Council is allotted Delegates, based on membership, to represent the State at ENA’s annual General Assembly.

1. Membership: Current ENA member

2. Qualifications of Chairperson/Vice-Chair:

- a. Have attended at least two (2) Texas State Council General Assembly meetings in the previous twelve months.
- b. Has been a delegate to the ENA General Assembly at least once in the previous three years prior to current calendar year’s General Assembly.
- c. Current member of the Texas ENA Delegate Selection Committee

Terms of Office: 3 years

- a. Year 1 – Vice-Chair
- b. Year 2 – Chair
- c. Year 3 – Chair with Vice-Chair mentoring

3. Composition: The Delegate Selection Committee shall consist of the following who shall be appointed by the Texas State Council President and approved by the Texas State Council Board of Directors (BOD).

- a. Chair
- b. Vice Chair
- c. Committee members
- d. State Council BOD Liaison

4. Vacancies

- a. Chair – Filled by the current Vice-Chair
- b. Vice-Chair – Appointed by the Texas State Council President and approved by the Texas State Council BOD.

III. PROTOCOL/PROCEDURE:

The Delegate Selection Committee will:

1. Determine and set date for submission deadlines.
2. Compile delegate selection packets and distribute electronically to chapter presidents no later than the second quarter Texas ENA state meeting. Post delegate application on TxENA website and promote on appropriate social media platforms such as facebook etc.
3. Receive completed delegate selection packets from chapter presidents and review according to the guidelines established in this procedure.
4. Present a list of National Assembly delegates to the Delegate Selection Committee at the third quarter meeting.
5. Procedures specific to committee
 - a. Texas ENA State Delegates are selected using a point system. Delegates must also meet criteria set by the National Bylaws
 - b. Points are accumulated as follows:
 - i. Points for Texas ENA and Chapter meeting attendance are accumulated from June 1 through May 31.
 - ii. Each interested Texas ENA member is responsible for initiating the application for the delegate selection process, by completing a point tabulation form. 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.
 - iii. In order to accumulate points for Texas ENA meetings attended; the member must stay for the vast majority of the state council meeting.
 - iv. Points for offices held and committee membership are accumulated in the calendar year the application is completed. NOTE: You may NOT accumulate points as both the Chair and as a member of the same committee.
 - c. Points will be documented by the delegate applicant and verified by the chapter president or designee, if seeking local participation points.
 - i. The point tabulation form must be verified and signed by the chapter president or designee. Applications without this signature will not be considered, if seeking local chapter participation points. If one is not seeking local chapter activity points the application may be sent directly to the delegate selection committee chair.
 - ii. Applications including verified point tabulation forms and supporting documentation must be postmarked or emailed to the Delegate Selection chairperson of the Texas ENA by the established deadline. Applications postmarked or emailed after the deadline will not be considered.

- iii. The point tabulation form will be verified by the State Council Delegate Selection Chair or State Council President's appointed designee. NOTE: Incomplete applications may be returned to the applicant, or the applicant will be contacted with a request for additional information or documentation. Without proper verification, point value will not be given to the applicant.
- iv. The Delegate Selection Committee and/or chair will make selection of delegates. Those applicants with the highest number of verified points will be given the first opportunity to accept a delegate position. The number of delegates selected will be based on a membership quota assessed by the national office.
- v. Selection of delegates will be announced at the Texas ENA meeting prior to the National General Assembly or as determined by the committee with approval of the Texas ENA President.
- vi. In the event that the Texas ENA receives applications (point tabulation forms) 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.
- vii. In the absence of the necessary number of applications the delegate selection committee chair will submit names of other members for consideration to the board of directors. The board or committee chair may then appoint delegates at their discretion.
- viii. Members selected as delegates to the General Assembly shall attend all required meetings and attend both days of the General Assembly. Any member who does not fulfill these requirements outlined in the delegate acceptance letter will be reviewed by the Texas ENA Board and may not be eligible for application as a state delegate to the General Assembly for one year and may be required to refund the delegate funding.
- d. All delegate applicants must maintain current national ENA membership through the date of the General Assembly.
- e. The State Council Delegate Selection Committee Chair/State Captain must register all State Council delegates and the alternate delegate(s) with the National Association Office a minimum of forty-five (45) days prior to the start of the General Assembly or designated registration deadline date.

The Delegate Selection **Chair** has the following responsibilities:

1. Develop and distribute meeting agendas and reports of committee meetings

2. Preside over, or delegate as appropriate, meetings quarterly and as needed to complete identified tasks.
3. Provide a quarterly written/oral report on behalf of the committee at State General Assembly meetings. Written reports must be entered into Google Drive or other state specified repository.
4. Develop and submit for approval an annual committee budget.
5. Will serve as Texas ENA State Captain for ENA General Assembly
6. Serve as mentor to Vice-Chair
7. Oversee the Delegate Selection Process
8. Register the national delegates with ENA by the requested due date

The **Vice Chair** has the following responsibilities:

1. Assist the Chair as requested with the above duties.
2. Be willing to seek appointment as Chair the following year at the discretion of the Texas State Council BOD.

The Committee **Members** has the following responsibility:

1. Assist the chairperson in meeting the committee's purpose and charges.
2. Promote delegate application submissions

References:

Texas Emergency Nurses Association. (2017), Texas ENA Standard Operating Procedures Draft.