

OPERATIONAL POLICY/ PROCEDURE

Title: Committee: Delegate Selection Committee	Number:
Approved by: Texas State Council Board of Directors	Origination Date: 4/4/2021
Revised by: Delegate Selection Committee and BOD	Approval Date: 12/2025
	Revision Date: 12/2025

I. **PURPOSE:**

To establish and define an equitable procedure for selecting Texas State delegates for the annual National ENA General Assembly meeting (GA).

II. **BACKGROUND/DEFINITIONS:**

The State Council delegate allocation is determined by National ENA based on membership. Each State Council is allocated a specific number of delegates and one alternate delegate to represent the State at ENA's annual General Assembly Meeting

1. **Membership:** Current Texas ENA member in good standing

2. **Qualifications of Chairperson/Vice-Chair:**

- Have attended at least (2) Texas State General Assembly meetings in the last 12 months.
- Has served as a delegate to the National General Assembly at least once in the past two years.
- Must be a current member of the committee.
- Appointed by the Texas State Council President and approved by the BOD.

Terms of office: 3 years

- Year 1: Vice Chair
- Year 2: Chair
- Year 3: Chair with Vice Chair to mentor

3. **Composition:** The Delegate Selection Committee shall consist of the following:

- Chair
- Vice Chair
- Committee members
- State Council Board of Directors (BOD) liaison

4. **Vacancies:**

- Chair- Filled by current Vice Chair or appointed by the President in the absence of a Vice Chair and approved by the BOD.
- Vice Chair - Appointed by the Texas State Council President and approved by the BOD.

III. **PROTOCOL/PROCEDURE:**

A. The Delegate Selection Committee will:

- Determine and set dates for application submission deadlines.

2. Determine, along with the Texas BOD, the process or electronic program used for the delegate applications.
3. Will post applications on the Texas ENA website (<https://txena.org>) no later than the second quarter Texas ENA State meeting.
4. Present a delegate, alternate-delegate list to the Texas BOD for approval, prior to the 3rd quarter meeting after having verified point accumulation scores.
5. Present a delegate, alternate-delegate list to the Texas State General Assembly at the 3rd quarter meeting after approval from the Texas ENA President.

IV. **Duties of the Chair**

1. Develop and distribute meeting agendas and reports of committee meetings.
2. Preside over, or delegate as appropriate, quarterly committee meetings (or more) as needed to complete the identified tasks and committee's charges.
3. Provide a quarterly written/oral report on behalf of the committee at State General Assembly meetings or as directed by the BOD.
4. Develop and submit a committee budget proposal prior to the 4th quarter meeting annually.
5. Will serve as Texas ENA State Captain for National ENA's General Assembly Meeting.
6. Serve as a mentor to the Vice-Chair
7. Oversee the Delegate Selection Process
8. Submit/register all Texas state Council delegates and the alternate delegate as directed by the National Association office and/or with a minimum of forty-five (45) days prior to the start of the General Assembly or designated registration
9. Schedule the Texas State Delegate meeting the day prior to GA with National Governance.

V. **Duties of the Vice Chair**

1. Assist the Chair as requested with the above duties
2. Promote the delegate application process and integrity of submissions
3. Oversee the mentorship program and assignments for delegation
 - a. New delegates will be introduced/assigned a mentor to assist with acclimation to the delegate process.
 - b. Returning delegates, if uncomfortable with the delegate process, can also be assigned a mentor at General Assembly.

VI. **Delegate Selection Process and Obligations**

1. Any current Texas ENA member may apply to be a delegate.
2. The current State President, as first delegate, does not need to apply.
3. Applicants must be current Texas ENA members in good standing through October 31 of the year of application to be considered.
4. Applications will be available on the Texas State website: <http://tx.org> on the date of opening and will close at a specified deadline. Applications with discrepancies can be reviewed by the Chair of the Committee and requested to be clarified or resubmitted.
5. Applications submitted after the deadline will not be accepted.
6. Delegates are selected by application using a point system and must also meet the criteria set by the National Bylaws to be considered.
 1. Points will be documented by the delegate applicant and verified by the Chapter President if seeking local participation points.
 2. Aggregated application points are verified by the Delegate Selection Committee or subcommittee.

3. Points are accumulated for ENA activities from June 1 to May 31 of the application year. Example: points for GA25 are activities from June 1, 2024, to May 31, 2025.
4. Points are awarded for Texas ENA and local chapter activities (i.e. elected office, attendance, committee membership, professional nursing certifications, speaking at nursing meetings, authoring published nursing articles and special activities).
7. Elected offices are awarded only for positions in the same year as the National General Assembly being applied for and are awarded for only elected positions held in the same year.
8. Only one elected position is awarded at each level (state and/or local).
 - a. Example: GA25: an applicant is president of a local chapter in 2024 and advances to immediate past president in 2025. Points are awarded only for 2025. Both positions are not allowed. This also applies to any Position-Elect advancing to that position in the year of National General Assembly.
 - b. Example: GA25: A secretary- elect in 2024 that advances to secretary in 2025 is awarded points for 2025 only.
9. Delegates are offered positions in point order greatest to least. In the case where applications received are equal points (a tie) for the last available position for delegate or alternate delegate, a lottery will be held by the Chair (and/or designees) to determine the order.
10. Delegates must accept the delegate obligations by notifying the Chair of the Delegate Selection Committee.
11. Delegates ***not*** being able to meet the obligations must notify the Chair of the Committee in a timely manner so other applicants can be offered the position.
12. Delegates must complete the Delegate General Assembly Orientation on-line module prior to GA.
13. The Texas State BOD may decide to accept additional state alternate delegates to allow for delegate resignations. Additional state delegates are determined by the same method as delegates (point order) progressing by the applications submitted. State alternate delegates are not registered by the National Association Office.
14. In the event the applications submitted are less than allotted by National ENA, the Committee may recommend qualified Texas ENA members to the Texas State BOD who may select those members as delegates or alternate delegates.
15. 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 BOD and may not be eligible for application as a state delegate to the General Assembly for one year and will not be eligible for reimbursement of funds.

VII. **Expenses and Reimbursement**

1. Delegates may receive reimbursement as determined by the Texas State Council for travel expenses to attend the National General Assembly.
 - a. A Texas ENA expense form, with copies of all receipts, must be submitted to the Texas Treasurer no later than 30 days after GA for that year.
2. To be eligible for reimbursement delegates must:
 - a. Attend the Texas State Delegation Meeting the day prior to General Assembly.
 - b. Be on time and attend the **entire** General Assembly meeting on both days.
 - c. Wear the appropriate attire as designated by the Committee Chair/Vice Chair.
 - d. Refrain from unprofessional conduct while representing the Texas State Council.

- e. Volunteer to assist with Texas ENA exhibitor booth while at EN(year). If you are not attending EN(year) there are preconference tasks you can volunteer for to complete this obligation.
- 3. For further information regarding expenses and eligible reimbursement, please refer to the [Travel Reimbursement Policy](#)