



California State Council

# POLICY AND PROCEDURE

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| <b>Title:</b> Chapter Representatives to the State Council | <b>Number:</b>                   |
| <b>Cross Reference:</b>                                    |                                  |
| <b>Approved by:</b> California ENA Board of Directors      | <b>Origination Date:</b> 08/2016 |
| <b>Review Date(s):</b>                                     | <b>Approval Date:</b> 01/12/2017 |
|  | <b>Revision Date:</b>            |

**I. POLICY PURPOSE:**

The purpose of this policy is to define the voting and reporting members of the California State Council and to identify the Chapter Representatives.

**II. POLICY BACKGROUND:**

California State Council Emergency Nurses Association (Cal ENA) Bylaws define the voting members of the State Council. It is vital that each of Cal ENA’s Chapter Representatives is identified each year. Occasionally, the Chapter Representative role has been filled by whichever Chapter member happened to attend the State Council meeting. This policy aims to clarify that process.

**III. PROTOCOL:**

1. The California State Council is composed of the Board of Directors plus one representative from each Chapter within the State.
2. Each Chapter has the responsibility to provide active participation at the state level.
3. The Chapter will develop a process to determine its State Council representative.
4. The Chapter representative will serve a term on one calendar year.
5. An alternate Chapter representative should be considered in the event the primary Chapter representative is unable to attend a State Council meeting.
  - a. Each Chapter will provide the names of the primary and alternate Chapter representative to the Board of Directors each year.
6. The respective Chapter should attempt to provide partial or full funding for the state council representative’s participation at the state council meetings.