



California State Council

POLICY AND PROCEDURE

Title: Delegate Selection	Number:
Cross Reference:	
Approved by: California ENA Board of Directors	Origination Date: 09/1991
Reviewed: 07/1997, 05/2003, 08/2005, 02/2007, 08/2009	Approval Date: 01/12/2017
08/2014, 01/2015	Revision Date: 08/01/2016

I. POLICY PURPOSE:

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

II. POLICY BACKGROUND:

The State Council is allotted a certain number of Delegates, based on membership, to represent the State at ENA’s annual General Assembly. The recommended method to select Delegates is a points-based system. This process was developed many years ago and has served Cal ENA well.

III. PROTOCOL:

1. A point system will be used to determine state delegate positions according to ARTICLE X of the Bylaws of the California State Council.
2. Points are accumulated from 1 June of the previous year through 31 May of the current year for attendance at all Chapter, State or National meetings.
3. Points are accumulated from 1 January through 31 May of the current year for committee chairs and members, appointees and/or elected 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.
4. Points are accumulated from 1 June of the previous year through 31 May of the current year for special projects completed at the Chapter, State, or National level.
5. All delegate applicants must possess both current national ENA membership and professional nursing licensure in the state of California. If selected to serve as a delegate or alternate delegate, these two requirements must be maintained until the General Assembly is completed and all obligations to serve as a delegate or alternate delegate have been fulfilled.
6. Points must be documented by the delegate applicant. Each interested ENA member is responsible for initiating the application or the delegate selection process by completing the point tabulation form. See Appendix A. Delegate Application.



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7. The point tabulation form will be verified by the State Council Delegate Coordinator or State Council President appointed designee. NOTE: Incomplete applications may be returned to the applicant, or the applicant will be contacted. Without proper verification point value will not be given to the applicant.
8. Completed Delegate Applications, and all supporting documentation (ENA membership card, RN license and proof of ENA sponsored certification. Verification must be received by the State Council Delegate Coordinator on or before the June 5 deadline. Mailed applications must be postmarked on or before 5 June to be accepted. Applications which do not possess the June 5 postmark or are not received electronically prior to the above stated deadline will be placed at the end of the point list, regardless of the number of points accrued by the delegate applicant. Mailed applications must be postmarked on or before 5 June to be accepted. Applications which do not possess the June 5 postmark or are not received electronically prior to the above stated deadline will be placed at the end of the point list, regardless of the number of points accrued by the delegate applicant.
9. Selection of delegates will be made by the State Council Delegate Coordinator 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 the state council 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.
10. Delegates selected to serve will be notified via the most appropriate means by the State Council Delegate Coordinator and will also will be announced at the next regularly scheduled State Council meeting. All State Council delegates and the alternate delegate must be registered with the National Association Office a minimum of forty-five (45) days prior to the start of the General Assembly either by the State Council President and/or State Council Delegate Coordinator.
11. In the event that the State Council Delegate Coordinator receives applications in which there exists a tie for the last available delegate position, a lottery will be held to select the delegate. The Alternate delegate will be selected in order of highest points from applicants not initially selected to serve as a delegate.
12. In the absence of the necessary number of applications to fill the allotment of delegates, State Council Delegate Coordinator will solicit additional applications from the membership. Additionally names of other interested Cal ENA members will be submitted to the Cal ENA Board of Directors for consideration The Board of Directors may appoint delegates at their discretion in consultation with the Delegate Coordinator.
13. See ATTACHMENT for an example of the California State Council Delegate Application and Point Tabulation Form.



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California State Council Delegate Application and Point Tabulation Form

PRINT CLEARLY and COMPLETE all areas Submission deadline is June 5, 2019

Applicant's full name _____

Address _____

City _____ Zip code _____ - _____

Phone (H) _____ (W) _____ (Cell) _____

Email Address (Home) _____ (Work) _____

ENA member # _____ Expiration date _____ Must maintain current membership status through dates of General Assembly (renewal and proof of renewal is the responsibility of the applicant)

*** Submit copies of your current California RN License and ENA membership cards with form***

Chapter name _____ Chapter # _____ First time delegate? (15 pts) [] Yes [] No

Are you willing to mentor a first-time delegate? (15 pts) [] Yes [] No

Emergency Nurse 5 years or less (15 points) [] Yes [] No

Grand Total Points (from all eligible categories) _____

Meeting Attendance & Committee Participation

A. ENA Chapter Meetings (INCLUDES conference calls verified in meeting minutes) 10 pts. per meeting/month List dates attended from June 1st of last year through May 31st of the current year

Total Section points _____

B. ENA State Council Meetings (INCLUDES conference calls verified in meeting minutes) 20 points per meeting List dates attended from June 1st of last year through May 31st of the current year (includes conference calls)

Total Section points _____

A. Chairperson or Appointed Leader at the local, state and/or national level 50 points. each Position held from January 1 through May 31st of the current year Committee/Appointment Level (L/S/N)

Total Section points _____

B. Committee(s) Member @ the local, state and/or national level 20 points 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)

Total Section points _____



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ENA Elected Positions & Special Projects or Activities

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

A. Chapter President Chapter _____ **50 points**

B. Chapter Representative Chapter _____ **40 points**

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

Position(s) elected to Level (L/S/N) **50 points each**

Total Section points _____

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 _____
(Additional information may be attached to this application)

B. ENA Awards or volunteer work on behalf of ENA _____

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

D. Attended **any chapter or state ENA sponsored educational events** for CEU's. (Chapter and state meetings that provided educational presentations may be claimed here)

E. Delegate or Alternate to National General Assembly / Pittsburgh September 2018

F. Attendance at National Emergency Nursing 2018 / Pittsburgh September 2018

Total Section points _____

Certifications

Submit copies of all current certificates or cards. * Credit will not be given without proof of current status *****

CEN CFRN CPEN CFRN CTRN TCRN FAEN **20 pts. each**

(Choose **EITHER** instructor **OR** provider for each category)

ENPC Instructor TNCC Instructor ENCARE Instructor
 Injury Prevention Institute Instructor NHTSA CPS Instructor **20 pts. each**

ENPC Provider TNCC Provider GENE ENCARE Provider
 CATN Injury Prevention Institute Provider NHTSA CPS Provider **10 pts. each**

Total Section points _____

MAIL to: Louise Hummel MSN RN CNS CEN TCRN FAEN
1659 Orchard Wood Road
Encinitas, CA 92024

EMAIL emergencyrnlouise@gmail.com

PLEASE NOTE: The sender is responsible to follow up with me to verify that their application has been received. NO fax access

Final delegate selection will occur in mid-summer of 2019, by personal emailed letter, in time for trip planning. If chosen, plan to arrive at the meeting destination no later than ONE DAY prior to the start date of General Assembly. All official delegates and alternates are requested to attend a brief orientation meeting and required to attend ALL SCHEDULED MEETING DAYS of the General Assembly in order to participate and receive financial assistance from Cal ENA. **REVISED 1/2019**