

OPERATIONAL PROCEDURE



Title: General Assembly Delegate	Number: N/A
Cross Reference: Reimbursement Policy, Presidential Meetings OP	
Approved by: SD ENA Board of Directors	Origination Date: 2008
Revised by:	Approval Date:
	Revision Date: 2011, 2014, 2017

I. **PROCEDURE PURPOSE:**

Outline delegation, responsibilities, commitments, timeline, application, and reporting structure for delegates to national general assembly.

II. **DELEGATION:**

- **State Council President or Designee**
 - The State Council President may be a delegate to general assembly each year. If the President is unable to attend, the president-elect may be designated as a delegate. The State Council Board of Directors shall appoint a replacement from the membership if neither of these officers is able to attend.
- **Additional Delegates**
 - Annually, the President will make a call for delegate applications.
 - The SD ENA Board of Directors will establish the delegate selection application. The delegate application process includes the point system, personal narrative, essay questions, and will be blinded during the selection process.
 - Selection of delegates will be made at least 60 days prior to general assembly.
 - The State Council Board of Directors will determine delegate selection, based on recommendations from the President.
- **Reimbursement/Funding**
 - The exact amount to be paid per delegate will depend on the annual budget. The exact amount per delegate is subject to change by the SD ENA Board of Directors. Conference expenses for each appointed delegate are not to exceed \$1,500. Travel expenses include: airfare, taxi, daily conference registration, hotel, and federal daily per diem for food (excluding alcohol).
 - Funding for delegate participation will be part of the annual budget.
 - Receipts must be submitted to the treasurer no more than 30 days following the general assembly. Delegates must submit for reimbursement by using the SD ENA reimbursement form.
- **Expectations**
 - Delegates will attend all meetings and forums at the general assembly.

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- An informational forum will be held no less than 30 days prior to general assembly for delegates and members to discuss issues and resolutions for the purpose of representing SD membership views.
- A report to the membership will be expected at the next business meeting upon returning. This report should include resolution outcomes.

III. SELECTION TIMELINE

Process	<u>Timeline</u>	<u>Responsible Party</u>
1) National ENA Determines the number of delegates for each State Council	May	National ENA
2) By direction of SD ENA President, the SD ENA Secretary emails link to Operating Procedure and application to membership.	May	SD ENA Secretary
3) Application closes	June 10 th	N/A
3) After application closure, the SD ENA President makes formal recommendation to the SD ENA Board of Directors for delegate selection	June 20 th	SD ENA President
4) SD ENA Board of Directors determines final delegation	June 30 th	SD ENA Board of Directors
5) Announcement of Delegates	July 1 st	SD ENA Secretary

This tentative schedule is subject to change. SD ENA members will be made aware of any changes on a case-by-case basis.

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IV. SD ENA DELEGATE APPLICATION

When possible, the SD ENA Board of Directors will utilize an online application system. The below application is subject to change.

Name: _____

ENA Member Number: _____

Address: _____

Home Phone: _____

Cell Phone: _____

Years ENA Member: _____

Previous Delegate Year: _____

1) Educational Programs / Board Certifications (i.e. CEN, CPEN, SANE)

Current Board Certifications _____

ENPC Instructor _____

TNCC Instructor _____

2) SD ENA Board Member (current or past)

(President, President-elect, Secretary, Treasurer, Director at Large, Immediate Past President)

Specify: _____

3) Committee Chair Person (current or past 12 months)

National committee _____

State committee _____

4) Committee Member (current or past 12 months)

National committee _____

State committee _____

5) Meeting Attendance (since previous general assembly)

National meetings _____

State meetings _____

6) Why do you want to be a delegate?

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- 7) Discuss your involvement with other activities (examples include publishing an article on emergency nursing, nursing research, and/or injury prevention)**

- 8) Detail how you will disseminate leanings gained by attending general assembly to your peers.**

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V. SD ENA DELEGATE AGREEMENT TO GENERAL ASSEMBLY

South Dakota Delegate to the National ENA General Assembly Agreement

Dear _____ Date _____

You have been selected to represent the South Dakota ENA as a representative to the National ENA General Assembly. As a delegate, one represents his/her ENA constituents in South Dakota, a responsibility to be taken seriously.

The South Dakota ENA President and Board of Directors appoint delegates. Official notification to National ENA will occur following your formal acceptance. In order to be identified to National ENA as a South Dakota Delegate, you must acknowledge your responsibilities as listed below by signing this agreement.

Each delegate will:

1. Arrive prior to the beginning, be in attendance throughout and not leave General Assembly prior to adjournment.
2. Attend an informational forum held prior to general assembly for delegates and members to discuss issues and resolutions for the purpose of representing SD membership.
3. Attentively participate in aspects of the General Assembly, including any meetings or caucuses related to the Assembly.
4. Be wholly focused on the General Assembly and not read books, newspapers or unrelated materials, or do work during the General Assembly.
5. Maintain behavior appropriate to the representation of ENA
6. Attend the National ENA Board meeting (if one is held) the afternoon before the General Assembly when travel scheduling allows.
7. Be expected to provide an oral and written report back to the SD ENA membership following General Assembly, as outlined in the operational guidelines.

I, _____ acknowledge notification of my selection as a South Dakota delegate to the National General Assembly and will fulfill the duties, including but not limited to those above. I understand there will be no reimbursement until the General Assembly has been completed. All reimbursements must be accompanied by original receipts, which are due to the South Dakota ENA Treasurer no later than 30 days from the last day of conference.

Delegate signature

Date