

Illinois State Council Delegate Selection Process Policy

Delegates from each state convene annually at the Annual ENA Meeting to assist in framing the future of National ENA. This policy outlines the delegate selection process for Illinois State Council.

DELEGATE QUALIFICATIONS

- Current ENA membership
- Current registered nurse licensure
- Submission of delegate application form by assigned deadline
- A point system developed by the State Council will determine candidate selection

DELEGATE RESPONSIBILITIES

The expectations and responsibilities of a delegate include but are not limited to:

- Mandatory attendance/teleconference participation at the summer Illinois ENA Council meeting that is scheduled prior to the General Assembly to discuss/review proposed bylaw amendments
- Attends the General Assembly orientation session (if a new delegate)
- Attends all the General Assembly proceedings
- Assures that an alternate delegate is available to assume voting if delegate should need to leave the Assembly Hall during the session
- Displays an ongoing commitment to Illinois ENA activities by participating in Illinois ENA activities, such as attending Illinois State Council meetings, participating on a committee, writing a newsletter article, advocating for emergency nursing issues, etc.

DELEGATE SELECTION

- The number of Illinois delegates to the National ENA Annual Meeting is determined by the Bylaws and Procedures of the National Association, and is typically based upon the current membership within our state. The National ENA State Council and Chapter Operating Procedures indicates "Each state shall be entitled to one (1) voting delegate that shall be the State Council President or designee. In addition, there shall be one (1) delegate for each fifty active ENA members or fraction thereof within each state."
- The method of delegate selection is by the "point method" as provided by the Bylaws and Procedures of the National Association and approved by the Illinois State Council.
- The Illinois State Council Board of Directors is responsible for implementing the "point method".
- A "Call for Delegates" announcement shall be published in the Spring edition of the Illinois ENA CounterShock newsletter. In addition, delegates shall be solicited at the Annual Illinois ENA Spring Symposium, Illinois State Council meetings and other ENA forums as appropriate.
- ENA members interested in being a delegate need to complete and submit an Illinois State Council Delegate Application form (see attached) by the submission deadline.

- Each Delegate Application form shall undergo review by the Delegate SIG to determine whether the applicant meets the point system requirements.
- Forty-five (45) days prior to the annual meeting of the General Assembly, the Delegate SIG will notify all delegate applicants as to their status and will confirm their availability to attend the General Assembly.
- The Delegate SIG and State Council President will register each delegate and alternate delegate by completing and submitting the National ENA General Assembly Delegate form. This form will contain the name of each delegate and alternate delegate, and their applicable contact information.
- Reimbursement to offset travel expenses incurred by delegates is available and is outlined in the Per Diem policy.

DELEGATE APPLICATION FORM

- The Delegate Application Form must be completed and submitted by all delegate applicants.
- The checklist on the Delegate Application form indicates “within 12 months” for several items. This timeframe represents the twelve month period prior to the Date of Submission as noted on the application form.
- The delegate candidate can assign applicable points for attending State Council meetings over the previous 12 month period. They can assign **ONLY ONE** of the following points based on the number of meetings attended: 1 point, 5 points, 10 points or 15 points.
- An “Instructor for ENA educational activities” refers to an ENA member who holds current instructor status for ENPC, TNCC or CATN courses, or who assists as an instructor at any other ENA educational programs such as the CEN Review course.
- A “Coordinator for ENA educational activities” refers to an ENA member who coordinates ENPC, TNCC or CATN courses, or who coordinates any other ENA educational programs, such as the CEN Review course.

**ILLINOIS STATE COUNCIL
EMERGENCY NURSES ASSOCIATION
DELEGATE APPLICATION**

Please complete this form ONLY if you are available to attend the General Assembly.

Name	
ENA Member #	
Street Address	
City/State/Zip	
Home Phone #	
Work Phone #	
Fax #	
Email Address	

Have you been a delegate in the past? YES _____ NO _____

Please check all the items below which are applicable and then total your points at the bottom.

Check if applicable	Item/Assigned Point	Assigned Point	Enter assigned point if checked
	Current ENPC certification	(1 point)	
	Current TNCC certification	(1 point)	
	Attended Spring Symposium within the past 12 months	(1 point)	
*	ENA Member for <1year - 5 years	(1 point)	
*	Attended 1 ENA State Council meeting within the past 12 months	(1 point)	
	Previous delegate	(5 points)	
	Instructor for ENA educational activities, ie ENPC, TNCC, CATN, CEN Review course, other ENA programs (NOTE: 5 points can only be applied once, even if you are an instructor for multiple courses)	(5 points)	
	Illinois ENA CounterShock or Nat'l Connection newsletter contributor	(5 points)	
	Attended Annual ENA Meeting within the past 12 months	(5 points)	
	National ENA Committee or SIG Member	(5 points)	
*	ENA Member for 6 - 10 years	(5 points)	
*	Attended 2 ENA State Council meetings within the past 12 months	(5 points)	
	Illinois ENA Committee or SIG Member	(10 points)	
	National ENA Board member	(10 points)	
	National ENA Committee or SIG Chairperson	(10 points)	
	Any Certification recognized by BCEN, ie CEN, CFRN, CTRN	(10 points)	
	Coordinator for ENA educational activities, ie ENPC, TNCC, CATN, CEN Review course, other ENA programs (NOTE: 10 points can only be applied once, even if you are a coordinator for multiple courses)	(10 points)	
	Inter-organization interaction (INA, SNAPI, NEMSCA, etc)	(10 points)	
	Lobby Day participant or other legislative involvement	(10 points)	
*	ENA Member for 11 - 15 years	(10 points)	
*	Attended 3 ENA State Council meeting within the past 12 months	(10 points)	
	Illinois ENA Board member	(15 points)	
	Illinois ENA Committee or SIG Chairperson	(15 points)	
	Published article related to emergency nursing within past 24 months	(15 points)	
	Newsletter editorial activities	(15 points)	
	Conducted research related to emergency nursing	(15 points)	
*	ENA Member for 16 or more years	(15 points)	
*	Attended 4 ENA State Council meetings within the past 12 months	(15 points)	
Check only one * item	TOTAL POINTS		

I verify that all of the above information is accurate.

Signature

Date

**PLEASE FORWARD THIS COMPLETED FORM BY _____ TO:
Julie D'Agostino, 1540 N. Hickory, Arlington Heights, IL 60004
For any questions, contact Julie at jdagostino@ameritech.net**