



Illinois State Council

BOARD/GOVERNANCE POLICY

Title: Delegate Selection Process Policy	Number: (insert policy #- optional)
Cross Reference: (include other policies that may relate)	
Approved by: Illinois State Council Board of Directors	Origination Date: 1/2007
Revised by: Illinois State Council Board of Directors	Review and Approval Date: 5/4/2019
	Revision Date: 2/2012, 1/2013, 11/19/2016;

POLICY:

- 1.1 To outline Illinois ENA's delegate selection process.

POLICY BACKGROUND:

- 2.1 Delegates from each state convene annually at the annual ENA General Assembly to assist in framing the future of ENA.

OPERATIONAL PROCEDURE:

- 3.1 Delegate Qualifications:
 - 3.1.1 Current Illinois ENA membership
 - 3.1.2 Current registered nurse licensure
 - 3.1.3 A point system developed by the board of directors determines the candidate selection process.
 - 3.1.4 To encourage active involvement of new members in both ENA and Illinois ENA, the president has the authority to include up to three first time delegates who fall below the cutoff point.
- 3.2 Delegate Responsibilities:
 - 3.2.1 The expectations and responsibilities of a delegate include but are not limited to:
 - 3.2.2 Attendance/teleconference participation at the state council meeting scheduled immediately prior to General Assembly to discuss and review proposed bylaw amendments, resolutions, and clinical practice issues as expected.
 - 3.2.3 Attends and completes the General Assembly orientation education by specified deadline.
 - 3.2.4 Attends all General Assembly proceedings. Delegates must not have competing responsibilities, such conference faculty or planning committee membership that conflicts with General Assembly proceedings.
 - 3.2.5 Assures an alternate delegate is available to assume voting if delegate should need to leave the assembly hall during the session.



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- 3.2.6 Displays an ongoing commitment to Illinois ENA by participating in Illinois ENA activities.
- 3.3 Delegate Selection:
 - 3.3.1 The number of Illinois delegates to the General Assembly is determined by the Bylaws and Procedures of ENA, based upon the current membership within the state.
 - 3.3.2 A “call for delegates” announcement is published via the website and email blast to the membership
 - 3.3.3 Interested Illinois ENA members are to complete and submit the delegate application by the specified deadline.
 - 3.3.4 Delegate application undergoes a review by the president and state delegate captain to determine the applicant status.
- 3.4 Prior to the annual meeting of the General Assembly, the president and/or state delegate captain notifies all delegate applicants as to their status and confirms availability to attend the General Assembly.
- 3.5 The president and/or state delegate captain register each delegate and alternate delegate with ENA.
- 3.6 Reimbursement to offset travel expenses incurred by delegates and alternate delegates is determined via the budget process. Potential delegates are informed of the reimbursement amount prior to completing the delegate application.