



Delegate Procedure Process

1. Purpose

To define the procedure for the most equitable method of selecting delegates to represent MENA at the annual Emergency Nurses Association (ENA) General Assembly House of Delegates.

2. Procedure

A. Delegate Application

1. Any member of the organization, in good standing, may apply to represent the MENA State Council at the ENA Annual General assembly.
2. Members must have attended at least fifty (50%) MENA State Council meetings and/or chapter meetings from July 1 of the preceding year through June 30th of the current year.
3. Applications will be available at least 60 days prior to the application deadline
4. Term of delegate responsibilities shall commence upon acceptance of delegate position and cease when General Assembly is concluded and all obligations as a delegate have been met.

B. Delegate Selection

1. Delegates are selected from applications that meet all stated criteria
2. All delegate applicants must be current MENA members and hold current unrestricted nursing licensure in the state of Michigan. If selected as a delegate or alternate, these requirements must be maintained until the General Assembly is concluded and all obligations as a delegate have been met.

3. If there are fewer delegate applications than allotted slots, the remaining slots will be filled at the discretion of the board of directors.
4. Each MENA member is responsible for initiating and completing the application for delegate selection process.
5. Applications must be submitted to the designated general assembly chair on or before April 15th. Mailed applications must be postmarked on or before April 15th. Applications not postmarked by the deadline will only be considered in the event there is not enough accepting delegates.
6. Selection of the delegates will be made based on the point system scoring tool. The total number of delegates selected will be based on a membership quota assessed by the National office.
7. Applicants will be emailed or telephoned to accept the delegacy position a week or 10days after April 15th. In the event that the applicant will not be available it will be the applicant's responsibility to contact the President of MENA.
8. In the event that the applicant is unable to attend it will be the applicant's responsibility to notify the President of MENA as soon as possible, so another delegate can be asked to attend (In the event of a short notice, the position may not be filled and this will be a case by case situation that will be decided upon at the Boards discretion)
9. Attendance at the MENA State Council meeting immediately before General Assembly is highly recommended for all selected delegates and alternates.

C. Delegate Support

1. Delegates receive support for their active participation at General Assembly. This amount is based on the financial health of the organization.
2. The total stipend amount budgeted for delegate support is approved at the MENA State Council meeting each calendar/fiscal year.
3. The total amount is equally divided among all delegates selected.
4. Funds are disbursed to each delegate who attend both days at the State MENA meeting, just before General Assembly.

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