

## Delegate Responsibilities

The following outline provides information about all Delegate responsibilities and suggestions for meeting your responsibilities.

### Meeting Attendance Recommendations

Chapter Delegates are encouraged to attend all business meetings. Check AORN Surgical Conference & Expo publications to confirm times and room numbers. You are required to wear your official Expo name badge at all business meetings. Arrive 15 minutes early when attending all business sessions.

For Congress, there will be seating by state in the House of Delegates business meetings. It is the Delegate chair's responsibility to check that all Chapter Delegates are seated at the business meetings. A formal delegate roll call is performed at the First House of Delegates to determine if there is a quorum (ie, enough Delegates to do business). There will be a special section for non-Chapter Delegates to sit, as they cannot sit in the Chapter Delegates section.

Each member has the opportunity to listen and discuss issues informally at the Forum. Although decisions are not made during these session, the Forum often helps Delegates form opinions on topics requiring decisions at the House of Delegates.

Attendance at the House of Delegates sessions is required. Association leaders discuss business and Delegates make decisions and vote during these sessions. It is imperative that each Delegate be familiar with the issues being discussed. Before the AORN Global Surgical Conference & Expo, the AORN Congress Forum and House of Delegates agenda can be found in the AORN Journal and on the Delegate web page.

### On-Site Chapter Delegate Changes

All Chapter Delegate changes must be made in the Delegate Selection System or at the Delegate Counter in the registration area (if needed).

**Important:** If you are a Chapter Delegate, please check your badge when you receive it, either in the mail or at the AORN Global Surgical Conference & Expo. If it says "Chapter Delegate or Delegate Chair," you are registered as a Chapter Delegate. If it says "Delegate," and you are a Chapter Delegate, you and your Delegate Chair will need to come to the Delegate Counter to have it changed.

The Chapter's Delegate Chair is responsible for verifying the Chapter Delegate list. Again, state seating will be available on the business floor.

Any voting member who attend Annual Conference can serve as Delegates (see AORN Bylaws, Article VIII, Section 1, B, for the voting body details). If you are a voting member and will not be serving as a Chapter Delegate, you will automatically be designated as a Delegate and can attend and vote at any AORN Congress business meeting on behalf of yourself.

### Helpful Hints for Parliamentary Procedure

We encourage you to speak up. Don't let the parliamentary procedure, the microphone, or other people stop you from being heard. Your opinion is valuable in the decision-making process. Read the reports in your AORN Global Surgical Conference & Expo material and be familiar with issues. Talk to others, formalize your thoughts, and put them in writing. A parliamentarian will only be available immediately following each Forum and House of Delegates, to answer questions, help formalize ideas, or assist with the writing of motions. It would be best if all motions were submitted in writing to the AORN President 30 days before AORN Global Surgical Conference & Expo. Remember, sending such requests does not guarantee agenda time will be assigned, but it does ensure that the President will review the items.

If this is your first time to speak on the House of Delegates floor, you may feel nervous. Preparation is the key. Be informed about the issues and seek out leaders in the Association who are willing to help you prepare your thoughts. Your participation and involvement is vital to the future of AORN.

If you wish to speak, you must select the appropriate colored button on the microphone when requesting recognition from the chair. Green is used when you speak in favor of an issue. Red is used when you speak in opposition of an issue. Yellow is used for inquiry or point of order. When you are recognized by your microphone number, begin your remarks with, "President XXX, my name is...and I am speaking on behalf of (myself, Chapter X). I speak (in favor of, against, wish to ask a question, give input)...then give your reason. (Note: It will help if you have something written down to use as a guide.)

**All members have the right to speak - only Delegates may introduce motions and vote.** New business is introduced to the House of Delegates via a main motion. The main motion must be prepared in quadruplicate (4) so that the President (or presiding officer when applicable), Secretary, Executive Assistant, and author of the motion have a written copy. The copies for the President and Secretary must be handed to the President before the main motion is presented orally to the House. Another Delegate must second the main motion before the President states the motion and asks for discussion. Motion forms are available in the Parliamentarian Office at the convention center. Check AORN Global Surgical Conference & Expo publications for room location.