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| **Title:** Delegate Guidelines Policy | **Number:** N/A |
| **Cross Reference:** N/A |
| **Approved by:** NCENA Board of Directors | **Origination Date:** 2/2008 |
| **Revised by:** NCENA Board of Directors | **Approval Date:** 2/2008 |
| **Reviewed:** 1/2024 | **Revision Date:** 1/2018; 1/2020; 1/2021; 1/2024 |

1. **POLICY PURPOSE:**

The purpose of this policy is to determine the yearly selection of delegates to represent NCENA at the ENA General Assembly.

1. **POLICY BACKGROUND:**

This policy will help guide and determine the delegate selection process in a fair and consistent manner.

1. **PROTOCOL:**
2. The NCENA Board of Directors will automatically be selected as delegates for the ENA General Assembly.
3. A minimum of two positions will be held for first-time delegates.
4. The delegate application will be reviewed annually and approved by the NCENA Board of Directors (“Board”).
5. The number of delegates will be set forth by ENA. Delegates, other than the minimum of two spots reserved for first time delegates, will be selected on a points-based system.
6. All chosen delegates must adhere to the NCENA Travel Reimbursement Policy and may receive travel reimbursement, which will be set annually by the Board.
7. All delegates are required to attend the delegate meeting/training.
8. If a delegate is unable to attend the delegate meeting, a request for an exemption must be submitted to the NCENA Board of Directors at least 14 days prior or as soon as the conflict is identified.
9. If a delegate does not attend and is not excused from attending the delegate meeting/training, the delegate may be replaced at the discretion of the NCENA Board of Directors.
10. If the NCENA has a booth at the ENA annual conference, all delegates present for the annual conference are required to man the NCENA booth for a minimum of one slot.
11. The President-Elect will serve as the Delegate Captain annually.
12. Final delegate selection and notification is the responsibility of the Board. The President, or their designee, will submit the delegate roster annually to ENA prior to the deadline.