



California State Council

## Delegate Application and Point Tabulation Form Instructions

ENA General Assembly and Annual Meeting is scheduled for September 20 and September 21, 2023 in San Diego, California. The General Assembly meeting schedule is scheduled for all day Wednesday September 20 and half day Thursday September 21. Opportunities for California delegate status is open to all national ENA members that hold a current California professional nurse licensure (active or inactive) and wish to apply. Applications for California General Assembly delegates is open to all ENA members who hold a current California a valid professional licensure (active or inactive). The selection process is based upon an accumulative point system outlined in the CA ENA international General Assembly Coordinator and Delegate Selection policy and procedure <https://californiaena.org/wp-content/uploads/2022/06/Policy-Procedure-Manual-2022.pdf> (pages 78-82). The more active the member, the higher the grand total, the greater the chances of being selected to serve as a delegate to General Assembly.

Applications shall be submitted using this electronic form below which are time-stamped upon submission. Complete all portions of the application and ***include scanned copies of all required supporting documentation.*** The application is incomplete if all documentation is not submitted. **The deadline for electronic submission is no later than June 5.** Applications received after this deadline will be accepted and placed at the end of the list, regardless of the point value.

You must notify your Chapter President of your intent to apply who then may be asked to verify the accuracy of your meeting attendance. Complete all portions of the application and ***be sure to submit copies of all required supporting documentation*** to verify your claims of involvement. If documentation is not submitted you will not receive credit for these claims.

Applicants are sorted from the highest to the lowest grand total points. All applications received after this deadline will be accepted, but placed at the end of the list, regardless of its point value. Delegates for each state are assigned, by the portion of ENA membership, the State Council President, delegates and 1 alternate. Selection is based on total number of points and Delegate Application received date. Potential delegates and one alternate will be notified of their position and selection to serve. If the delegate is unable to serve for any reason, he/she must notify the Delegate Coordinator ***immediately.*** ***The deadline for notifying the Delegate Coordinator of "their inability to serve" must be adhered to.*** National sets a deadline of approximately 75 days prior to the start of General Assembly for each state to submit the list of their delegates and alternate information. ***It is strongly advised that those persons applying for delegate status should do so with the intent to serve if selected.***

Official Delegates and the one alternate will receive a ***Delegate Handbook to be sent electronically directly from ENA.*** Each recipient should review the material and be prepared to speak to the issues on the agenda and offer their full attention to the proceedings. Each selected delegate ***IS REQUIRED TO*** complete the on-line delegate orientation program, as outlined by ENA prior to their attendance at General Assembly. ***Attendance is required at each of the designated General Assembly meeting days.*** Delegates and alternate will be seated together on Assembly floor and must sign in on attendance roster each day. The State Council may provide financial assistance to those who serve according to the above guidelines. ***NOTE: The Cal ENA Board reserves the right to determine the amount and method of reimbursement according to the current financial status of the treasury. Delegates receiving financial reimbursement for expenses other than those provided by State Council must provide the appropriate receipts to their local chapter or employer. Delegates may not accept additional per diem reimbursement for expenses which are being provided for by either their local chapter and/or their employer. Accepting additional reimbursement for expenses which are covered by another entity constitutes "double dipping" and may subject the member to a tax audit or the payment of fines.***

Delegate applications will be provided to each Chapter Representative, available to attendees at State Council Meetings, or download from our website <http://www.californiaena.org>

1. Complete your Delegate Application/Point Tabulation form in its entirety. Then save it in a file in your computer, and email it as an attachment, to the 2023 Delegate Coordinator, Louise Hummel [delegates@californiaena.org](mailto:delegates@californiaena.org).
2. Scan and email as an attachment, copies of supporting documentation. ***NO*** cell phone photos. ***Credit will not be given without proof of current CA licensure, current ENA membership and ALL ENA related certification cards (CEN, CPEN, TNCC, ENPC etc.).***
3. Memberships that expire prior to the start of National General Assembly must be renewed, with proof of renewal sent to the Delegate Coordinator prior to the start of General Assembly.
4. ***NO POINT CREDIT WILL BE GIVEN FOR EVENTS THAT HAVE NOT YET TAKEN PLACE WHEN APPLICATION IS RECEIVED BY DELEGATE COORDINATOR.***
5. Completed forms with copies of all requested information are to be submitted electronically to [delegates@californiaena.org](mailto:delegates@californiaena.org) no later than June 5, 2023

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