



September 13, 2011

31 Woodgreen Place

Madison, MS 39110

Dear MASN Member,

State convention is October 20-21, 2011, and will be here before we know it! If you are planning to be a delegate from your school, you need to keep in mind several important items.

1. Delegate credentialing will take place on October 19-21, 2011. A complete schedule of Delegate credentialing can be found in the Delegate Condensed Schedule in this packet. Only school chapter president or designee will be able to credential delegates during this time by providing a numbered list of all school members, which must be signed by the school chapter president and chapter advisor and the individual Delegate Credentialing Forms. Each school is entitled to one delegate for every ten members (or major fraction thereof). At this time, delegate ribbons will be given to the chapter president or designee. ***Delegates will not be seated without these ribbons.***
2. In order to be credentialed, each delegate must present a statement of good standing from the Dean/Director of the nursing program, the local chapter faculty advisor, and the local chapter president (located on the Delegate Credentialing Form.) The individual Delegate Credentialing Form may be collected by each chapter president to be presented at Delegate Credentialing with the numbered list of Delegates signed by chapter advisor and chapter president.
3. All delegates must attend House of Delegate sessions, including the House of Delegates Parliamentary Procedures Session. Each Delegate will be responsible for carrying a form of identification with them at all times during the convention. If the Delegate is unable to attend a House of Delegates meeting, an alternate that is established

at credentialing may take his or her place. However, the alternate Delegate must continue in the place of the original Delegate for the remainder of the annual meeting.

4. Each school chapter president must sign and see that each delegate has a voting form for voting. No extra forms will be available at the convention. ***Delegates may not vote without this form.*** Delegates must have a form of identification and proof of enrollment in a MASN constituency school (school ID), official convention nametag with delegate ribbon, and voting card present in order to vote.

All of this information has been sent to your chapter president. Please see your chapter president or advisor for more details or contact me, Jessie Strength, at [masnsecretarytreasurer@gmail.com](mailto:masnsecretarytreasurer@gmail.com).

Sincerely,

Jessie Strength

Secretary/Treasurer

Mississippi Association of Student Nurses

# Mississippi Association of Student Nurses

## Delegate Responsibilities at the Annual Convention

1. To participate effectively in the proceedings of the House of Delegates, each voting delegate and alternate need to be familiar with the fundamental rules of parliamentary procedure according to *Robert's Rules of Order Newly Revised*.
2. Voting delegates shall keep a form of identification available and Delegate badges in evidence throughout business sessions.
3. All voting delegates are required to attend all House of Delegates meetings. All voting delegates shall sit in the space designated for their respective constituents. A seating chart will be given to each Delegate upon credentialing. Delegates may not leave or be seated while a vote is in progress. If a Delegate is unable to attend a meeting, an alternate established at credentialing may take his or her place. However, the alternate Delegate must continue in the place of the original Delegate for the remainder of the annual meeting.
4. Only duly accredited delegates may propose or vote on motions.
5. A delegate may, during the discussion and when recognized by the chair, introduce a subsidiary, incidental, privileged, or certain other motions.
6. During business meetings, the MASN recording Secretary/Treasurer must be informed, in writing, when an alternate has replaced the delegate.
7. The delegates shall submit their resolutions, from their school association, and present them before the House of Delegates.

8. The delegates shall be asked to vote on resolutions, proposals, amendments, motions, etc., on matters affecting student nurses, nursing, and the health needs of the public.
  
9. Only official delegates may make a motion or vote.
  
10. Each Delegate will be held responsible for being familiar with the MASN Bylaws, Policies and Procedures Manual, and parliamentary procedure.

## **CONGRATULATIONS AND WELCOME!**

You may be wondering about your responsibilities and what to expect as a MASN Delegate. MASN wants to help make your experience as a delegate pleasant and productive. You have an important job ahead of you. The decisions made by the House of Delegates shape the future of nursing, nursing education, and the MASN.

You'll have to balance your time between forums, meeting and voting for candidates, House of Delegates sessions, school caucuses, and hopefully, a little fun with your colleagues. This information will introduce you to your duties and responsibilities as a delegate. For returning delegates, it will serve as a reminder.

## **FREQUENTLY ASKED QUESTIONS**

### **WHAT SHOULD I WEAR**

Professional and business casual attire, comfortable shoes and a sweater or light jacket are recommended. The hall where the House of Delegates is held is climate controlled. You will move between meetings, special events, and the House of Delegates. You need to be physically and mentally alert and look your professional best.

## **WHAT IS AN ALTERNATE DELEGATE**

Each school constituent is entitled to one alternate delegate for each delegate that they are entitled to. The role of the alternate is to replace the delegate at sessions of the House of Delegates or other events, when the delegate is not able to attend. An alternate may only substitute for a delegate when the delegate is absent for an entire meeting, and after the alternate delegate has replaced the original delegate, he or she must remain a delegate for the remainder of the convention. The alternate's name and signature must appear on the Delegate Credential Form, and the alternate must wear the original delegate's ribbon at the time of the substitution.

## **WHAT IS DELEGATE CREDENTIALING**

When you arrive at the MASN Convention, register and pick up your badge and *Program Booklet*. If you did not pre-register, you can register on site. Then proceed to the Delegate Credentialing booth located in the registration area. Here, you will have to submit the delegate credentialing form and show proof of enrollment in your school. At that time you are asked to sign in and you will receive your *Business Book*, voting card, delegate ribbon, confidential honorary member ballot and other materials. In case you do not credential in time for the Opening of the House of Delegates, you can be seated in the non-delegate gallery and observe the meeting. You can then credential at the next available delegate credentialing time (see schedule).

## **HOW ARE DELEGATES IDENTIFIED**

All delegates are issued a delegate ribbon when they are credentialed. You must wear your delegate ribbon in order to vote in elections for entry to the House of Delegates. This ribbon must remain in your possession at all times or until an official alternate delegate is credentialed.

## **WHERE DO I SIT**

School delegates are seated in the House of Delegates. When you are credentialed, you receive a seating chart that indicates where your delegation is seated. A name card for each school will also be placed at appropriate tables.

## **WHAT IS MY ROLE AS A DELEGATE**

Be prepared. Carefully read the proposed bylaws amendments and attend hearings. Delegates are charged with taking action that benefits MASN and all nursing students. You need to make informed decisions. Focus your attention on dealing with the big picture and policy issues that shape the future of MASN and the profession.

## **WHAT DO MONITORS DO**

Monitors are stationed throughout the House of Delegates to assist you with the microphones, and to direct you to the appropriate microphones.

## **HOW ARE MOTIONS MADE**

Each motion presented to the House must be written on a motion form. The forms are circulated by the monitors. After reading the motion, you must give the motion to a monitor to be given to the secretary.

## **WHICH MICROPHONE DO I USE**

Instructions on the different microphones are included in the *Business Book*. There are several microphones on the floor of the House. One is on the platform for the Board of Directors.

Please be prepared with your remarks when you come to the microphone. This keeps the business of the House moving. Some delegates use written notes. *Always* introduce yourself *before* you speak by giving your name and school. For example: “Madame Chair, Mary Smith, delegate from Mississippi School of Nursing.”

## **HOW DO I VOTE**

The chair of the House will usually ask you to signify your vote by saying “aye” or “nay.” The chair may also call for a showing of hands or a standing count.

## **WHAT IS THE ROLE OF THE HOUSE, THE BOARD, AND NEC**

The House of Delegates sets the policies that direct the association. The Board of Directors carries out these policies through the Board's committees. The Board is also the policy-making body of the association between the meetings of the House and has fiduciary responsibility for MASN.

The MASN Board of Directors and the Nomination and Elections committee (NEC) are delegates and have the right to vote on all matters coming before the House. The Board and NEC may present motions, provide information, and serve as resources for delegates. The NEC does not vote for candidates.

Changes to the MASN Bylaws take effect upon the close of the House of Delegates.

## **WHAT ARE SCHOOL CAUCUSES**

School caucuses are informal meetings for delegates from a particular school to discuss the issues. The chapter president is generally responsible for chairing a school caucus. Notices of school caucuses may be posted on the message board located at the registration area. Rooms are available on a first come first serve basis for caucusing.

## **WHAT IS A PARLIAMENTARIAN**

The parliamentarian is knowledgeable about *Robert's Rules of Order* and ensures that House proceedings are handled according to the standing *Rules of the House of Delegates* and the *Bylaws* of MASN.

At each session of the House, the parliamentarian is seated next to the chairperson and provides guidance and advice upon request. The parliamentarian is also available to delegates by appointment. The parliamentarian works with you and your delegation on matters of parliamentary procedure.

# DELEGATE CONDENSED SCHEDULE

## Wednesday, October 19, 2011

7:00pm-9:00pm Check-in/Delegate Credentialing

## Thursday, October 20, 2011

7:00am-8:15am Check-in/Delegate Credentialing

7:30am-8:15am COSP Breakfast

8:30am-10:15am Opening Ceremony and Awards Presentation

10:30am-11:45am Nursing Panel Breakout Session

11:45am-12:30pm \*\*House of Delegates Opening Session (Parliamentary Procedure)<sup>1</sup>

12:30pm-2:00pm Lunch/MASN Marketplace

2:00pm-5:00pm \*\*House of Delegates Session II

5:45pm-6:15pm Meet the Candidates

6:00pm **CREDENTIALING DEADLINE**

## Friday, October 21, 2011

8:00am-9:00am MNA/MASN Joint Session

10:15am-12:15pm \*\*House of Delegates Session III

12:00pm-3:00pm Expo

12:15pm-12:30pm House of Delegates Voting

1:30pm-3:30pm \*\*House of Delegates Closing Session

3:30pm-4:30pm New/Old Board Meeting (or immediately following closing session)

6:30pm-UNTIL Centennial Gala Reception and Dinner/Program  
(*registration required*)

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<sup>1</sup> \*\*MANDATORY FOR DELEGATES

# MASN State Convention

## Delegates Form

School: \_\_\_\_\_

I verify that these are the delegates for the MASN State Convention and are in good standing in the enrolled school of nursing.

Signature of Chapter President: \_\_\_\_\_

Name (Please Print): \_\_\_\_\_ Date: \_\_\_\_\_

List of delegates:

1.
2.
3.
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20.

# MASN State Convention

## Voting Form

This form must be completed entirely and presented at voting.

***\*\*No delegate may vote without this completed form.***

Name: \_\_\_\_\_

School of Nursing: \_\_\_\_\_

NSNA # \_\_\_\_\_

I verify that the above named student is an official delegate to the MASN State Convention and is in good standing in his or her enrolled school of nursing.

Signature of Chapter President: \_\_\_\_\_

Name (Please Print): \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Chapter Advisor: \_\_\_\_\_

Name (Please Print): \_\_\_\_\_ Date: \_\_\_\_\_

# DELEGATE CREDENTIAL FORM

As a Mississippi Association of Student Nurses Delegate, I understand that I am held responsible for being familiar with the MASN Bylaws, Policies and Procedures Manual, and parliamentary procedure.

## Delegate Information:

Name \_\_\_\_\_ School \_\_\_\_\_

Graduation Month \_\_\_\_\_ Year \_\_\_\_\_ NSNA # \_\_\_\_\_

Advisor \_\_\_\_\_

Dean \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Signature of Delegate \_\_\_\_\_ Date \_\_\_\_\_

Statement of Good Standing from Dean/Director of School of Nursing:

Signature of Dean \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Statement of Good Standing from Chapter Advisor:

Signature of Chapter Advisor \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Statement of Good Standing from Chapter President:

Signature of Chapter President \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

**Alternate Information:**

Name \_\_\_\_\_ NSNA # \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Signature of Alternate \_\_\_\_\_ Date \_\_\_\_\_

Signature of Dean \_\_\_\_\_ Date \_\_\_\_\_