Delegate Assembly Orientation

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Orientation Overview

• NCSBN Mission, Vision & Structure
• The Role of NCSBN, Membership, Board of Directors, Delegate Assembly
• 2016 Delegate Assembly Recommendations
• Purpose of Forums
• Role of Participants
• Getting Information
• Delegate Assembly Sessions
• Parliamentary Procedure
• Resolutions
• Rights of Delegates
• Debate
• Voting
• What happens after the Delegate Assembly?
NCSBN Mission Statement

• The National Council of State Boards of Nursing (NCSBN) provides education, service, and research through collaborative leadership to promote evidence-based regulatory excellence for patient safety and public protection.
NCSBN Vision Statement

Advance regulatory excellence worldwide.
NCSBN Membership

• 59 Member Boards (Areas 1 – 4)
  • All 50 States
  • District of Columbia
  • Territories: Virgin Islands, Guam, American Samoa, Northern Mariana Islands
  • 3 States have both RN & PN/VN Boards
    1. WV
    2. CA
    3. LA
  • Nebraska has an APRN Board
24 Associate Members

1. Association of Registered Nurses of Newfoundland and Labrador
2. Association of Registered Nurses of Prince Edward Island
3. Bermuda Nursing Council
4. College and Association of Registered Nurses of Alberta
5. College of Licensed Practical Nurses of Alberta
6. College of Licensed Practical Nurses of British Columbia
7. College of Licensed Practical Nurses of Manitoba
8. College of Licensed Practical Nurses of Newfoundland and Labrador
9. College of Licensed Practical Nurses of Nova Scotia
10. College of Nurses of Ontario
11. College of Registered Nurses of British Columbia
12. College of Registered Nurses of Manitoba
24 Associate Members

13. College of Registered Nurses of Nova Scotia
14. Nurses Association of New Brunswick
15. Nursing and Midwifery Board of Australia
16. Nursing and Midwifery Board of Ireland
17. Nursing and Midwifery Council of New South Wales
18. Nursing Council of New Zealand
19. Ordre des infirmières et infirmiers du Québec
20. Registered Nurses Association of the Northwest Territories and Nunavut
21. Saskatchewan Association of Licensed Practical Nurses
22. Saskatchewan Registered Nurses’ Association
23. Singapore Nursing Board
24. Yukon Registered Nurses Association
What is the Delegate Assembly?

• Membership body of NCSBN

• Composed of 2 voting delegates from 59 boards of nursing
Role of the Delegate Assembly

Adopts or Approves:

- Bylaws
- Mission Statement
- Strategic Initiatives
- NCLEX Test Plans & Test Fee
- Provide direction through resolutions
- Approves new memberships
- Elects the Board of Directors and Leadership Succession Committee
- Substance of Contracts between NCSBN & Member Boards
2016 Delegate Assembly Recommendations

• Adopt the 2016 Slate of Candidates.
• Approve the proposed Strategic Initiatives for the years 2017-2019.
• Approve proposed amendments to the NCSBN Bylaws
• Adopt the proposed 2017 NCLEX-PN® Test Plan.
2016 Delegate Assembly Recommendations (continued)

• Approve Associate Members of NCSBN:
  – Association of New Brunswick Licensed Practical Nurses
  – Licensed Practical Nurses Registration Board of Prince Edward Island
  – College of Registered Psychiatric Nurses of British Columbia
NCSBN’s Role

• To serve as a consultant, liaison, advocate and researcher to member boards; and as an education and information resource to the public and policy makers.
Role of NCSBN Board of Directors

• Acts on behalf of NSCBN and transacts NCSBN business and affairs
• None of the Board’s actions can conflict with direction of the Delegate Assembly
• Reports annually to the Delegate Assembly
Purpose of Forums

- What determines a Forum?
- Provide overview of an issue
- Update participants on current trends/issues
- Provide opportunity for open discussion
- Allow for changes to be made prior to the voting session
Role of Participants

• Review Information in Business Book
• Ask Questions
• Bring up any Concerns
• Participate!
  – When at the microphone, please introduce yourself (name and state)
Getting Information

• Business Book
• Bylaws
• Committee Chairs
• NCSBN Board Members
• Member Boards
Delegate Assembly Sessions

- Purpose
- Open vs. Closed Sessions
- Role of Delegates
- Role of Alternate Delegates
- Role of Non Delegates
- Who can speak?
- Review Standing Rules
- Resolutions
Parliamentary Procedure - Common Motions

- Main Motion/Resolution
- Amend
- Refer
- Point of Order
- Parliamentary Inquiry
- Request for information
- Close Debate/Move the Previous Question
Steps in Handling a Motion

1. A member makes the motion.

2. Another member seconds the motion.

3. The chairperson states the question.
Steps in Handling a Motion

4. The members debate the motion.

5. The chairperson puts the question (takes the vote).

6. The chairperson announces the results of the vote.
Debate

• One at a time
• All remarks directed to the chairperson
• Members do not speak directly to each other
Debate

- A member does not call another member’s name
- 4 minutes maximum per speech
- The chairperson does not speak in debate, but may give information
Amendments

• Amendments, like main motions, require a second, are amendable, are debatable, and require a majority vote.

• An amendment should be stated so that it indicates **exactly** what is being done to the main motion.
Main Motion

“That we buy 20 desks and chairs for the club house.”
Amendments

• An amendment must always be handled before voting on the motion to which it was applied.
Amendment by Striking Out

“I move to amend by striking out the words ‘and chairs’.”
Amendment by Adding (or inserting)

“I move to add the words, ‘not to exceed $500.00’.”
Amendment by Striking out and Inserting

“I move to amend by striking out the word ‘chairs’ and inserting the word ‘stools’.”
Primary Amendment

“I move to add the words, ‘not to exceed $500.00’.”
Secondary Amendment

“I move to amend the amendment by striking out ‘$500’ and inserting ‘$1,000’.”
Substitute Motion

“I move that we amend the motion by substituting the words that we encourage all members to bring their own chairs to club meetings.”
Commit / Refer

• To send a pending motion to a committee so it can be carefully considered and/or put into better condition for the members to consider.

• FORM: “I move to refer the motion to the Finance Committee.”
Point of Order

• If a member feels that the rules of the assembly are not being observed, the member may "Raise a Point of Order." This requires the chair to make a ruling as to whether the point is "well taken" or "not well taken."
Parliamentary Inquiry

• If a member needs help with parliamentary procedure, the member raises a point of parliamentary inquiry. The chair attempts to assist the member to do what he/she wishes to do.
Request for Information

• If a member wants to get information (to ask a question), the member rises to request information. The chair then directs the appropriate person to answer the question.
Previous Question

• To immediately close debate and take a vote.

• Form: “I move the previous question (on all pending questions).”
Amending Bylaws

• Bylaws are the fundamental governing document of your association.

• They are a contract between the members.
Amending Bylaws

• Amendments to bylaws require:
  – previous notice and
  – a 2/3rds vote for adoption.
• Any amendments from the floor to proposed bylaws amendment must be between what exists now and what is proposed in the amendment for which notice was given.
Example:

Current bylaws: dues of $50

Proposed Amendment: strike $50 and insert $100

From the Floor: Any number between $50 and $100
Resolutions

• What is a Resolution?
• When is a Resolution Required?
• Process of Creating a Resolution
• Resolutions Committee Role
• Presenting a Resolution
What is a Resolution?

• A more formal main motion

• Includes rationale (Preamble paragraphs)

• Special formatting required
When is a Resolution Required?

• A resolution is a main motion

• It is required to introduce any item of new business for the consideration of the assembly
Process of Creating a Resolution

• Begin with what you want to accomplish
• Develop sound rationale – not too much!
• Format the resolution according to proper form
Resolutions Committee’s Role

• Rule 4b: “. . . All resolutions and non-procedural main motions must also be submitted to the Chair of the Resolutions Committee before being presented to the Delegate Assembly.”
Resolutions Committee’s Role

- Rule 4d: The Resolutions Committee shall review motions and resolutions submitted before Thursday, Aug. 18, 2016, at 3:30 pm. Resolution or motion-makers are encouraged to submit motions and resolutions to the Resolutions Committee for review before this deadline.
Resolutions Committee’s Role

• Meeting: Thursday, Aug. 18, 2016, at 3:30 pm
• Assist in the preparation of resolutions with the maker
• Evaluate the resolution or motion in accordance with the established review criteria (see standing rules)
• Notify the Delegate Assembly of the committee’s review, analysis and evaluation of each resolution and motion referred to the committee
Presenting a Resolution

- After the recommendations from the Resolutions Committee
- Rise and go to a microphone
- When recognized, give your name and jurisdiction
- Read your resolution and move its adoption by saying, “I move the approval of this resolution.”
- After a second, you will get to speak first about your resolution.
Time Frame

• All Motion/Resolution Forms are due to the Parliamentarian by Thursday, August 18, 2016 at 3:30 pm
### MOTIONS/RESOLUTIONS SUBMISSION FORM

**Please Print Clearly**

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I. Describe the relationship of the motion/resolution to the NCSBN's:

a) Bylaws, mission, strategic initiatives and outcomes (see NCSBN Web site and/or current Delegate Assembly business book)

b) Ongoing programs and policies

II. Identify potential legal implications:

III. Attach a completed Fiscal Impact Statement
Rights of Delegates

- Make Motions
- Debate
- Vote
Debate - Limits

- No delegate may speak in debate more than twice on the same question on the same day, or longer than four minutes per speech, without permission of the Delegate Assembly, granted by a majority vote without debate.
Debate - Limits

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Debate - Limits

- No delegate can speak a second time to a question if any member who has not spoken to the question desires to speak.
Ways to Limit/Close Debate

• To Limit Debate for the remainder of the consideration of a motion or for the remainder of the Delegate Assembly session:
  – Make a motion to limit debate
  – Requires a Second
  – Is not debatable
  – Requires a 2/3rds vote
Voting

• Options besides yes or no
  – Amend
  – Abstain – not to vote
• Use of Electronic Voting Devices
Two voting devices will be at each jurisdiction’s delegate seating area.

If you are the lone delegate for your jurisdiction, you may enter votes on each of the two voting devices at your seating area.

Please note that if you are casting two votes for your jurisdiction, you must enter one vote on each voting device as each voting device represents a single vote.
Electronic Voting System

Single selection votes: motions and single-seat elections

• When prompted, press the number on the keypad that corresponds with your choice presented on screen.

• The number will appear in the LCD display, press SEND to submit.

• “Received” will appear in the display as confirmation.
Electronic Voting System
Changing your selection

- Once you press **SEND** your vote will be submitted and cannot be changed!
- Changes to votes can only be made **BEFORE** pressing **SEND**. Use the DEL key to backspace/delete.
- Re-enter your selection; the number will appear in the LCD display, press **SEND** to submit.
- “Received” will appear in the display as confirmation.
- Review your selection carefully before pressing **SEND**!
Electronic Voting System
Multi-seat Election

- When prompted, press the number on the keypad that corresponds with your first choice, press **SEND**
- Wait to see the “Received” confirmation
- Enter number of second selection, press **SEND**. Wait for “Received” confirmation
- Continue in this manner until all selections have been made
Once you press **SEND** your vote will be submitted and cannot be changed!

Changes to votes can only be made **BEFORE** pressing **SEND**. Use the **DEL** key to backspace/delete.

Re-enter your selection; the number will appear in the LCD display, press **SEND** to submit.

“Received” will appear in the display as confirmation.

Review your selection carefully before pressing **SEND**!
Delegates will participate in ‘mock voting’ prior to voting on motions / elections.

Having trouble? Raise your hand and staff will assist you.
Questions?

Now is the time to ask...