

CANP House of Delegates Frequently Asked Questions

1. What is the House of Delegates?

The CANP House of Delegates is comprised of delegates and alternate delegates who are elected or appointed by and represent CANP chapters. The House of Delegates is the supreme authoritative policymaking body of the Association with respect to Association health, practice, professional and external matters and, in principle, is the voice of the active members. The House and its members are responsible to guide and direct the policy and activities of the Association in the best interest of the nurse practitioner profession and the public it serves. The House has the authority to elect the officers; to make and adopt resolutions; and to amend the Bylaws of the Association.

2. What are the criteria for being a delegate?

The delegate or alternate delegate must be a current, active, state member of CANP. The delegate and alternate must have Full membership status at the state level. Only Full members have exclusive voting privileges. Each delegate and alternate delegate must be credentialed and submit the Delegate or Alternate Delegate form. This form must include the signature of the certifying officer (usually the chapter president).

3. Why do delegates have to be credentialed?

A credentialed delegate signifies the individual is a state CANP member and has been appointed/selected to represent his/her chapter at the House of Delegates.

4. How many delegates can each chapter send to the House of Delegates?

Each chapter is entitled to send the number of delegates determined by CANP to be proportionate to the number of active members (state members) in CANP as of September 1 of each year, using a formula of least proportionate error.

5. What is the time commitment involved for the delegates?

The delegates are required to attend only one meeting each year - the House of Delegates. The delegates are also required to prepare for that meeting by reading the House of Delegates Manual, the State Bylaws, and the delegate packet the state mails thirty (30) days prior to the meeting.

6. Do the delegates have to attend both days of the House of Delegates meeting?

The delegates and alternates must attend both days of the House of Delegates meeting. On the first day, the delegates attend the reference committee hearings, where the resolutions are discussed. Action (vote) on the resolutions takes place on the second day.

7. What are the responsibilities of a delegate?

It is very important for CANP members who serve in the House of Delegates to have a thorough understanding of their responsibility for reviewing and overseeing the professional policies of CANP. Responsibilities of state delegates include (1) developing an understanding of the issues on the House of Delegates agenda, (2) learning the perspectives of CANP members in their chapter, (3) participating in both days of the House of Delegates session, and (5) reporting back to CANP members in the state on the outcome of the House session.

8. Does CANP, at the State level, provide monetary support for the delegate expenses?

In the past, CANP and the region would split the cost for the state representative to attend the board meetings. This has changed. The new governance structure - House of Delegates - increases grass-roots involvement in policymaking. This comes from the members and the chapters through the delegates. It was recommended by the previous Board of Directors for the State to discontinue financial support of delegates to the House of Delegates meeting due to increased chapter allocations (dues restructuring) as well as a concept of shared responsibility to the task of the delegate.

9. What is a resolution?

A resolution can be defined as a declaration submitted to create a new policy, change an existing policy, delete an old policy, change the Bylaws, or direct the Board to take certain actions. A resolution has two parts. The *Motion* is an introduction that explains why the change should be made or why the actions need to be taken. The *Resolved* section includes the *Background* and the *Outcome*. The Background is a statement in support of the issue under consideration. The Outcome specifies what you want CANP to do, and may include the new policy statement. The financial implications of the change must also be documented.

10. Who can write a resolution?

Resolutions may be proposed by the Board of Directors, by any chapter, by any committee, or by written petition of at least ten delegates.

11. Will the delegates be able to review the resolutions before the meeting?

Yes, the delegates will be mailed a packet one month prior to the House of Delegates meeting. It's very important that chapters meet and discuss resolutions prior to the meeting. Chapters should arrive at a consensus on each resolution and identify any changes they would like to see.

12. What are Reference Committees?

Each reference committee is composed of a chairperson and three additional members. There will be three committees, each of which focuses on a topic such as health policy, education, or the internal structure and function of CANP. This year, the three reference committees are Policy & Practice, Educational Affairs, and Administrative & Finance. On the first day of the House of Delegates, each reference committee will hold an open session to hear the testimony of CANP's membership, through the delegates, alternates, and others, on several resolutions. The reference committees will move to a closed session to assemble all of the testimony and to make a formal report and recommendation on each resolution. The report and recommendation will be presented on the second day of the House of Delegates to be discussed and debated by all delegates. Action (vote) will be taken to approve, disapprove, or modify the resolution.

13. What is the Committee on Credentials?

The Committee on Credentials maintains the official roll of CANP members entitled to vote in the business sessions of the HOD. They are responsible of making sure each delegate is credentialed and a state member. They are also responsible for supervising the casting of ballots.

14. What is a caucus?

A caucus represents a member(s) or chapter(s) interests, needs, or issues.

15. What is “New Business”?

New Business items may be proposed by delegates and require a second before consideration by the House. New Business must be submitted in writing by 3:00 p.m. the day before the second meeting of the House, and must include appropriate background. The House has only two options, (1) refer the New Business item to the Board for review, or (2) reject the item. The Board reports all action taken on New Business at the next session of the House.