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Delegate
Orientation
#36

Martha L. Orr, MN, RN
Executive Director



Constituent of The American
Nurses Association

NEW YORK STATE NURSES ASSOCIATION

2113 Western Avenue, Guilderland, N.Y. 12084, (518) 456-5371

May 2, 1989

TO: Presidents and Executive Directors, Constituent
District Nurses Associations

NYSNA Delegates to the 1989 ANA House of Delegates

FROM: Juanita K. Hunter, President

By now you should have received the April edition of The American Nurse which contains the revised Executive Summary of the COAR report. (Delegates should also have received the final version of the COAR report in its entirety.)

The NYSNA Board of Directors reviewed the revised Executive Summary at its March meeting and concluded that although the report is generally acceptable, there are several areas of concern for NYSNA about the COAR recommendations:

1. The compromise language proposed to address the membership issue provides for individual registered nurse membership and for organizational membership or affiliation at the SNA level. In general, the Board is supportive of this recommendation, although there is concern about the future implications of organizational membership/affiliation at the SNA level.
2. The proposed substructure of the congress on nursing economics and the institute of SNA collective bargaining programs is particularly problematic. Functions of the Congress on Nursing Economics and the Commission on Economic and Professional Security are not clearly defined and appear to be overlapping and possibly duplicative.

Of primary concern, however, is the proposed structure and functions of the Institute of SNA Collective Bargaining Programs. The separation of a structure dealing solely with collective bargaining programs may promote separation of collective bargaining and divisiveness within the multipurpose professional association. The Board is also concerned that this separation may promote debate about the allocation of the organization's financial and other resources among its programs and organizational units.



THE NEW YORK STATE NURSES ASSOCIATION

**ORIENTATION FOR NYSNA DELEGATES TO
1989 ANA HOUSE OF DELEGATES**

Bellevue Hospital
New York City

June 17, 1989

AGENDA

PRESIDING: Juanita K. Hunter, President

- I. Introductions
- II. Announcements
- III. Schedule of delegate commitments
- IV. Review of COAR report
- V. Review of proposed bylaw revision
- VI. Review of other issues coming before the House
- VII. Review of information about candidates
[time certain: after lunch]
- VIII. Delegation procedures
 - A. Orientation to procedures for all delegates
 - B. Assignments (reference hearings, etc.)
 - C. Orientation to procedures for new delegates

WMB
5/15/89

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1989 ANA DELEGATES ATTENDING

6/17/89 ORIENTATION

Barbara A. Backer	Susan J. Fraley	Beverly B. Martin
Karen A. Ballard	Joyce L. Freyer	Diana J. Mason
Patricia Bishop Barry	Louise P. Gallagher	Molly McGee Randisi
Sarah Beaton	Consejo R. Gibson	Judy Meyer
Alice Hall Beck	Sister Theresa M. Graf	Cecilia Mulvey
Mary J. Bell-Downes	Irmatrude Grant	Madeline A. Naegle
Nettie Birnbach	William F. Greiner	Daphne Nelson
Josephine Bolus	Margaret M. Hardie	Irene S. Page
Leslie A. Brower	Shirley A. Hayes	Jean D. Plante
Verlia M. Brown	Jean B. Heady	Elizabeth Plummer
Ellen M. Burns	Georgia Hebert	Peter J. Preziosi
Virginia B. Byers	Carol B. Henretta	Sr. Anne Reekie
Janet A. Cadogan	Juanita K. Hunter	Joanne Rooney
Dorothy Carey	Beverly R. Ianuzi	Nancy L. Sweeney
Elizabeth Carter	Ronald G. Inskip	Charlotte Torres
Jerold S. Cohen	Maggie Jacobs	Greta Trotman-Jones
Jessie Colin	Martha Kemsley	Janice Volland
Phyllis B. Collins	Margaret A. Knight	Dorothy M. Williams
Carol A. Countryman	Ruth Korn	M. Elaine Wittmann
Grace Daly	Eura Lennon	Marianne Woodard
William R. Donovan	Barbara J. Malon	Barbara Zittel

Guests - Anne Quashen
Sadie Smalls

Staff: Martha L. Orr
Wendy Burbank
M. Eugene Bierbaum

Total = 63

MLO/ker
6/5/89

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JKH

1989 ANA DELEGATES NOT ABLE TO ATTEND

6/17/89 ORIENTATION

- Geraldine Allerman
- Erika Baker
- Louise Bedford
- Mary X. Britten
- Mary Eileen Callan
- Judith Anne Evers
- Christina Gerardi
- Miriam Gonzalez
- Ann M. Gothier
- Paul Hageman
- Patricia Z. Lund
- Elissa McDonald
- Veronica O'Day
- Bonnie Perratto
- Irene L. Sell

SUMMARY

Delegates Attending Orientation	63
Delegates Unable to Attend	15
Guests Attending Orientation	2
Staff Attending Orientation	3

6/5/89
ker

DELEGATE ORIENTATION SCRIPT

JUNE 17, 1989

JKH

INTRODUCTIONS

MANY OF YOU KNOW EACH OTHER AFTER SERVING TOGETHER LAST YEAR. HOWEVER, NOT ALL OF YOU SERVED LAST YEAR, AND IT IS VERY HELPFUL TO YOUR WORK AS DELEGATES FOR YOU TO KNOW EACH OTHER. PLEASE BRIEFLY INTRODUCE YOURSELVES.

I WOULD LIKE TO INTRODUCE THE ASSOCIATION'S PARLIAMENTARIAN DR. EUGENE BIERBAUM. DR. BIERBAUM WILL ACCOMPANY OUR DELEGATION TO KANSAS CITY IN ORDER TO PROVIDE ON-SITE ASSISTANCE TO THE DELEGATES. NYSNA LEGAL COUNSEL RICHARD SILBER WILL ALSO ACCOMPANY THE DELEGATION THIS YEAR.

ANNOUNCEMENTS

LUNCH IS SCHEDULED FOR 12:00 NOON HERE IN THIS ROOM.

THERE IS AN SHEET BEING CIRCULATED WHICH CALLS FOR YOU TO INDICATE WHICH HOTEL YOU ARE USING IN KANSAS CITY. IT IS HELPFUL FOR US TO KNOW HOW TO REACH YOU ON-SITE. PLEASE HELP US TO MAKE SURE THAT WENDY BURBANK GETS THAT SHEET.

WE ALSO ASK THAT YOU SELECT YOUR SEAT ASSIGNMENT FOR THE HOUSE OF DELEGATES SESSIONS DURING A BREAK OR AT LUNCH. WENDY HAS A SEATING CHART ON WHICH WE ASK THAT YOU PRINT YOUR NAME IN YOUR PREFERRED PLACE. THERE ARE SPECIFIC PLACES ASSIGNED TO ROW MONITORS, DELEGATE CAPTAINS, THE EXECUTIVE DIRECTOR AND THE PRESIDENT. I'LL ASK FOR VOLUNTEERS TO SERVE AS ROW MONITORS A

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LITTLE LATER. THOSE OF YOU WHO ARE INTERESTED IN PERFORMING THIS SERVICE FOR THE DELEGATION WILL HAVE RESERVED SEATS IN PAIRS ON EACH AISLE.

*Hotel Accommodations - Confirmation Not Sent
Give 800 number*

ORIENTATION MATERIALS AND AGENDA

EACH OF YOU HAS BEEN GIVEN A PACKET OF MATERIALS FOR USE TODAY. I'LL ASK MARTHA ORR TO REVIEW THE ITEMS WITH YOU.

MLO

YOU SHOULD HAVE THE FOLLOWING MATERIALS IN YOUR PACKET.

AGENDA FOR THIS ORIENTATION

LIST OF DELEGATES - ON YOUR LIST OF DELEGATES, PLEASE MAKE THE FOLLOWING CHANGE: SUBSTITUTE THE NAME OF KATHLEEN HOOVER FOR MARY BRITTEN.

TENTATIVE SCHEDULE OF DELEGATE COMMITMENTS

CAUCUS SCHEDULE

BOARD OF DIRECTORS' RECOMMENDATIONS AND ANALYSIS OF HOUSE OF DELEGATES REPORTS/PROPOSALS/PROPOSED BYLAW AMENDMENTS

HOUSE OF DELEGATES PROCEDURES - ATTACHED TO THE PROCEDURES ARE THE RESPONSIBILITIES OF DELEGATE CAPTAINS AND ROW MONITORS

ASSIGNMENT SHEET - WE WILL BE FILLING THAT IN TOGETHER LATER

SUBSIDY AND ATTENDANCE REPORTS FOR YOU TO COMPLETE AND SEND TO US AFTER THE HOUSE OF DELEGATES IS OVER

AN APPOINTMENTS CALENDAR FOR EACH DAY THAT YOU'LL BE IN KANSAS CITY, DIVIDED INTO HALF-HOUR SEGMENTS - YOU MAY YOU FIND THIS HELPFUL

PARLIAMENTARY GUIDE TO MEETINGS

JKH

IT MAY BE HELPFUL NOW TO BRIEFLY REVIEW THE AGENDA FOR TODAY'S ORIENTATION.

WE WILL FIRST REVIEW THE BASIC SCHEDULE OF COMMITMENTS FOR THE DELEGATION. FOR THIS WE WILL USE THE SCHEDULE OF DELEGATE COMMITMENTS WHICH IS IN YOUR PACKET.

THEN WE WILL DISCUSS THE COAR REPORT, THE PROPOSED BYLAW REVISION AND OTHER MATTERS EXPECTED TO COME BEFORE THE HOUSE. FOR THIS AGENDA ITEM WE WILL USE THE HANDOUT CONTAINING THE RECOMMENDATIONS OF THE NYSNA BOARD.

THE SECTION OF THE ORIENTATION ON PROCEDURES HAS BEEN PLACED LAST ON THE AGENDA. FOLLOWING A GENERAL ORIENTATION ON SOME OF

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OUR PROCEDURES FOR THE ENTIRE DELEGATION, WE WILL MAKE ASSIGNMENTS OF DELEGATES TO ATTEND AND REPORT ON HEARINGS AND FORUMS. THEN, LAST OF ALL, THERE WILL BE A BRIEF ORIENTATION FOR FIRST-TIME DELEGATES.

ARE THERE ANY QUESTIONS ABOUT THE AGENDA OR THE PLAN FOR TODAY?

SCHEDULE OF DELEGATE COMMITMENTS AND ASSIGNMENTS

I'D LIKE TO PROCEED FIRST WITH A BRIEF REVIEW OF THE SCHEDULE OF EVENTS FOR OUR DELEGATION. PLEASE REFER TO YOUR HANDOUT.

HEARINGS AND FORUMS WILL BE HELD ON SATURDAY, THE 24TH, WITH THE EXCEPTION OF ONE HEARING WHICH IS SCHEDULED FOR SUNDAY. LATER WE WILL ASSIGN SPECIFIC DELEGATES TO BE RESPONSIBLE FOR ATTENDING THE HEARINGS AND FORUMS AND REPORTING TO OUR DELEGATION DURING CAUCUSES. HOWEVER, YOU ALL ARE ENCOURAGED TO ATTEND AS MANY HEARINGS AND FORUMS AS POSSIBLE.

PLEASE MAKE A SPECIAL NOTE OF ALL SCHEDULED NYSNA CAUCUSES. IT IS EXPECTED THAT ALL DELEGATES WILL ATTEND ALL CAUCUSES SINCE THESE MEETINGS ARE ESSENTIAL TO EFFECTIVE COMMUNICATION TO THE ENTIRE DELEGATION OF IMPORTANT ISSUES AND FOR DEVELOPMENT OF CONSENSUS.

ARE THERE ANY QUESTIONS?

BEFORE PROCEEDING TO THE REVIEW OF REPORTS AND PROPOSALS, I'D LIKE TO REMIND YOU THAT WE WILL ASK FOR VOLUNTEERS TO ATTEND HEARINGS AND FORUMS AND COORDINATE REPORTS OF THOSE HEARINGS AND FORUMS WITH THE DELEGATE CAPTAINS. PLEASE THINK ABOUT YOUR PARTICULAR INTERESTS AND PREFERENCES.

ALSO, SINCE YOUR SELECTION OF SEAT ASSIGNMENTS WILL OCCUR DURING THE BREAKS AND AT LUNCH, WE NEED TO TAKE A MOMENT TO ASK FOR VOLUNTEERS TO SERVE AS ROW MONITORS. I'LL ASK MARTHA TO REVIEW THIS ASPECT OF THE PROCEDURES.

MLO

FOR THE PAST FEW YEARS WE'VE ASKED DELEGATES TO ASSIST IN MANAGING SOME OF THE "HOUSEKEEPING" DETAILS FOR THE DELEGATION. THIS SYSTEM HAS WORKED VERY WELL. IN YOUR PACKET YOU WILL FIND (ON TWO SHEETS) THE RESPONSIBILITIES OF THE DELEGATE CAPTAINS AND THE ROW MONITORS. PLEASE REFER TO THESE.

DELEGATE CAPTAINS ... (SEE HANDOUT)

TOW MONITORS ... (SEE HANDOUT)

JKH

MAY I ASK NOW FOR NINE (9) VOLUNTEERS TO SERVE AS ROW MONITORS? YOU WILL BE SEATED IN PAIRS AT THE END OF EACH ROW, SO YOU MAY WISH TO TEAM UP WITH A COLLEAGUE. ONE ROW MONITOR WILL BE MANAGING A VERY SHORT ROW. A DELEGATE CAPTAIN WILL BE SEATED NEXT TO THAT MONITOR AS A BACK-UP.

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REVIEW OF HOUSE OF DELEGATES MATTERS

WE WILL NOW REVIEW THE COAR REPORT, PROPOSED BYLAW AMENDMENTS AND OTHER MATTERS TO BE BROUGHT BEFORE THE HOUSE. PLEASE REFER TO THE HANDOUT CONTAINING THE BOARD OF DIRECTORS' COMMENTS AND RECOMMENDATIONS. [NOTE TO JKH: PROCEED IN THIS ORDER: REFERENCE A., REFERENCE B, DUES INCREASE, REFERENCE C (RELOCATION, INFORMATIONAL).]

MLO

REVIEW OF DELEGATION PROCEDURES

PLEASE REFER TO THE HANDOUT ENTITLED "HOUSE OF DELEGATES PROCEDURES." WE WILL ALSO REFER TO THE PINK ANA PAPER ENTITLED "1989 DELEGATE INFORMATION" WHICH WAS SENT TO YOU IN THE FIRST DELEGATE PACKET.

DELEGATE CREDENTIALS

PLEASE REMEMBER THAT YOU MUST HAVE YOUR NYSNA MEMBERSHIP CARD WITH YOU IN ORDER TO RECEIVE YOUR DELEGATE BADGE. IF YOU HAVE MISPLACED IT, PLEASE TELL WENDY TODAY. WE WILL HAVE NEW CARDS

ISSUED AND WILL BRING THEM WITH US TO KANSAS CITY. YOU CAN ARRANGE WITH WENDY TO MEET HER AT THE ALLIS PLAZA TO PICK UP YOUR CARD.

IF FOR ANY REASON YOU HAVE TO LEAVE THE DELEGATION BEFORE THE HOUSE HAS COMPLETED ITS BUSINESS, PLEASE REMEMBER TO LEAVE YOUR DELEGATE CREDENTIAL CARD WITH ME SO THAT WE CAN SEAT AN ALTERNATE IN YOUR PLACE TO KEEP A FULL DELEGATION IN ATTENDANCE. IF YOU KNOW TODAY THAT YOU WILL HAVE TO LEAVE KANSAS CITY BEFORE NOON ON MONDAY PLEASE TELL WENDY OR ME.

ATTENDANCE

AS YOU KNOW, WE HAVE A VERY LARGE DELEGATION. OUR PROCEDURE FOR TAKING ATTENDANCE AT THE SESSIONS OF THE HOUSE IS TO USE ROW MONITORS AND AN ASSIGNED SEATING CHART. THE ROW MONITORS CAN DETERMINE FROM VACANT SEATS WHO IS MISSING. THERE ARE TWO REASONS TO RECORD ATTENDANCE: TO ASSURE THAT AT ALL TIMES WE HAVE A FULL DELEGATION FOR THE BUSINESS OF THE HOUSE; AND TO DETERMINE WHETHER ALL DELEGATES FULFILL THEIR OBLIGATIONS AND ARE ELIGIBLE TO RECEIVE THE FULL DELEGATE SUBSIDY.

WE WILL ASK AGAIN THAT YOU SIGN OUT WITH THE ROW MONITOR WHENEVER YOU LEAVE THE HOUSE DURING A SESSION. THIS PERMITS US TO ATTEMPT TO LOCATE ABSENT DELEGATES IF THEY ARE NEEDED.

VOTING

ANA PLANS TO UTILIZE ELECTRONIC VOTING AGAIN THIS YEAR. IN THE EVENT THAT A "DIVISION OF THE HOUSE" OR ROLL CALL VOTE IS REQUIRED WE WILL AGAIN UTILIZE A BALLOT FOR EACH ROW, ACCORDING

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TO THE SEATING CHART. THE ROW MONITORS WILL COLLECT THE BALLOT FOR EACH ROW, TOTAL IT, AND FORWARD THE TOTAL TO ELIZABETH CARTER WHO WILL TALLY THE ENTIRE DELEGATION FOR THE PRESIDENT'S RESPONSE TO THE ROLL CALL.

VOTING INDICATORS

ALTHOUGH YOU HAVE PRINTED RECOMMENDATIONS FOR THE PROPOSALS AS WE NOW KNOW THEM, SOME WILL UNDOUBTEDLY BE CHANGED DURING THE FLOOR DEBATE. AGAIN, WE WILL ASK DELEGATE CAPTAINS TO HOLD UP COLOR CODED PAPERS FOR EACH VOTE WHEN THE RECOMMENDATION MAY BE OTHER THAN LISTED: GREEN FOR YES, PINK FOR NO, YELLOW FOR "VOTE YOUR CONSCIENCE." THIS MAKES IT POSSIBLE FOR OUR DELEGATION TO VOTE AS A POWERFUL BLOCK MUCH MORE OFTEN.

HANDOUTS/REFERENCE COMMITTEE REPORTS

WENDY BURBANK WILL PICK UP THE ENTIRE DELEGATION'S COPIES OF THESE DOCUMENTS AND WILL PLACE THEM AT YOUR SEATS, OR AT THE END OF YOUR ROW, OR WILL DISTRIBUTE THEM AT CAUCUS. PLEASE DON'T PICK UP THE DELEGATION'S REPORTS UNLESS YOU AND WENDY HAVE MADE SPECIFIC ARRANGEMENTS.

CAUCUSES

WE ASK ESPECIALLY THAT YOU BE ON TIME - OR EVEN EARLY IF POSSIBLE - FOR ALL CAUCUSES. AS MOST OF YOU KNOW, WE USUALLY HAVE A VERY FULL AGENDA AND VERY LITTLE TIME TO GET THROUGH ESSENTIAL REPORTS OF REFERENCE HEARINGS AT THE CAUCUSES.

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Martha L. Orr, MN, RN
Executive Director



Constituent of The American
Nurses Association

NEW YORK STATE NURSES ASSOCIATION
2113 Western Avenue, Guilderland, N.Y. 12084, (518) 456-5371

June 1, 1989

TO: NYSNA Delegates to the 1989 ANA House of Delegates

FROM: Wendy M. Burbank, Associate to the Executive Director

Attached for your use after the ANA House of Delegates meeting are:

- 1) 1989 ANA Delegates Subsidy Report;
- 2) Report of Attendance at Important Delegate Activities.

Please note these reports must be submitted by July 14, 1989, in compliance with the NYSNA Policy and Procedure re NYSNA Subsidy of Delegates to the American Nurses' Association (mailed to you on February 21, 1989).

If you have any questions, do not hesitate to contact me.

WMB/ker
Encs.



PLEASE SUBMIT BY JULY 14, 1989

THE NEW YORK STATE NURSES ASSOCIATION
2113 Western Avenue
Guilderland, New York 12084

1989 ANA DELEGATE SUBSIDY REPORT

Please check the appropriate box:

I received \$300.00 of the 1989 ANA Delegate subsidy in advance of the ANA Convention and herewith submit the attached report of my attendance at important delegate activities. Please release the \$50.00 balance of my subsidy.

I did not receive any part of the subsidy. I request release of the entire 1989 ANA Delegate subsidy and herewith submit the attached report of my attendance at important delegate activities.

Signature _____

Date _____

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6/1/89

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THE NEW YORK STATE NURSES ASSOCIATION

IMPORTANT DELEGATE ACTIVITIES
1989 ANA HOUSE OF DELEGATES

ATTENDED
Yes No

Saturday, June 17, 1989

Orientation (New York City)

Friday, June 23, 1989

6:00 - 7:00 PM House of Delegates

7:30 - 10:00 PM Candidate Forum

Saturday, June 24, 1989

8:00 - 10:00 AM COAR Forum

10:00 - 11:00 AM Bylaws Forum

1:00 - 2:00 PM Finance Forum

2:00 - 4:00 PM Hearing A (COAR/Bylaws)

4:00 - 6:00 PM Hearing B (Proposed increase in dues conversion factor/relocation)

8:00 - 10:30 PM Caucus

Note: It is understood that all delegates cannot attend all hearings/forums.

ATTENDED
Yes No

Sunday, June 25, 1989

7:00 - 8:30 AM Voting

8:30 AM - 12:30 PM House of Delegates

12:30 - 2:00 PM Caucus

2:00 - 3:00 PM Hearing C

3:00 - 6:00 PM House of Delegates

Monday, June 26, 1989

7:30 - 9:45 AM Caucus

10:00 AM - 1:00 PM House of Delegates

Date

Delegate's Signature

Note: It is understood that all delegates cannot attend all hearings/forums.

WMB/ker
6/1/89