

Every year, each chapter selects one student and one resident delegate to represent the interests of their chapter at the Resident/Student Congresses, cast the chapter's vote for national resident and student leaders and participate, with others, in writing, debating and voting on resolutions at National Conference.

What Are the Responsibilities of a Chapter Delegate?

- Promote National Conference attendance to other students and residents.
- Working with chapter staff, connect with other students and residents in their state to learn issues important to them.
- Attend all business sessions of the appropriate Congress (student or resident) at National Conference. (See schedule [online](#).)
- Hold a chapter caucus at National Conference
- Vote for national resident and student leaders during Saturday morning Congress session.

What Are the Benefits of Being a Chapter Delegate?

- Receive great hands-on leader training.
- Meet current and future AAFP leaders.
- Present issues important to your chapter to the AAFP.
- Learn about the AAFP and how it addresses issues important to residents and students.
- Learn how parliamentary procedure works.
- Engage in resolution writing.
- Serve on a reference committee (if interested).
- Find out about projects and programs of the AMA and other family medicine organizations of special interest to residents and students.
- Debate issues important to education and future practice.

What is the Time Commitment for a Chapter Delegate at National Conference?

- Attend all Congress business sessions (required)
 - Thursday, 10:30-11:45 a.m.
 - Friday, 1:00-2:00 p.m.
 - Saturday, 8:30 a.m.-12:00 p.m.
 - Since congresses will be in session all morning, a resident delegate will not be available to staff a residency program booth on Saturday.
- Vote for candidates in elections—only delegates are eligible to vote (required)
 - Saturday, 8:30 a.m.—Candidates' forum
 - Saturday, 8:30-12:00 p.m.—business session
- Hold a chapter caucus at National Conference (recommended)
 - Friday, 10:00-11:00 a.m.

- Saturday, 7:30-8:30 a.m.; 9:30-9:50 a.m.
- Participate in Resolution Writing (recommended)
 - Thursday, 12:30-2:30 p.m.
- Attend reference committee hearing (recommended)
 - Friday afternoon, staggered starts at 2:30 p.m., 3:00 p.m. and 3:30 p.m.

What are a Chapter Delegate's Responsibilities Before National Conference?

- Register for National Conference—do so by May 16 to save \$50 on your registration. Visit www.aafp.org/nc.
 - While chapters provide the AAFP with names of their delegates, delegates are responsible for registering for National Conference.
 - If you are a resident who will be registered by your residency program as an exhibitor, you do not need to register yourself for National Conference.
- Make travel and hotel arrangements to ensure you will be able to attend the first business session that starts at 10:30 a.m. on Thursday and the last business session that ends at approximately 12:00 p.m. on Saturday.
 - **July 1 is the deadline for reserving a hotel room in our hotel block at the conference rate.** For more information, visit www.aafp.org/nc.
 - **Please note, if you run for and are elected to a leadership position, a new leader orientation is scheduled for 1:00-3:00 p.m. on Saturday.**
- Contact your chapter staff and leaders to become more knowledgeable about the chapter's priorities, members' concerns and key activities, including advocacy efforts.
 - Consider polling residents and students in your chapter to identify issues important to your constituents that should be addressed by the resident or student congress.
- Promote National Conference! Encourage other residents and students to attend.
- Contact the chapter's alternate delegate(s).
 - Work out a schedule of assignments to ensure that all congress sessions and related activities are covered.
- Consider serving in a leadership role during the conference to help ensure the smooth operation of your congress.
 - Opportunities include: business assistant, parliamentarian, credentialing coordinator, election committee, reference committee.
- Become more familiar with elected and appointed AAFP leadership opportunities online at www.aafp.org/getinvolved.
- Read through the Governing Principles and Rules of Order for your congress prior to the first business session on Thursday at 10:30 a.m.
 - First item of business will be to adopt the Rules of Order.
 - This document outlines the role of your congress and the guidelines for conducting business.
 - Find [online](#) or in the Mobile App
- Become familiar with the current priorities, policies, positions and activities of the AAFP.
 - Find valuable information online
 - www.aafp.org and click on "About" on the menu across the top right to locate resource information.
 - www.aafp.org/nc/congresses for information about current and past resolutions.
 - www.aafp.org/congress for information about the AAFP Congress of Delegates.

What are a Chapter Delegate's Responsibilities During National Conference?

- Check in at the Credentialing Booth
 - When you arrive at the first congress session, check in at the Delegate Credentialing Booth to check in and receive your official delegate ribbon.
 - Delegate Credentialing Booth will be open in the resident and student congress lobby outside rooms 2103B and 2013C) on Thursday, 9:30 a.m.-12:30 p.m. and Friday, 12:00 pm.-2:30 p.m.
 - On Saturday, credentialing will be handled at a table in each congress room. Make sure you pick up your voter card for elections.
 - *Alternate Delegates: You do NOT need to check-in unless you will be replacing your chapter's official delegate.*
 - Delegate credentialing is separate from the National Conference check-in.
 - You will receive your conference badge at the attendee/exhibitor registration area (2500 lobby) upon arrival at National Conference.
 - You DO NOT need to check in at the Delegate Credentialing Booth to receive your official delegate ribbon until your arrival for the joint business session on Thursday.
 - *Alternate Delegates: You do NOT need to check in until the situation arises where you would be serving as your chapter's official delegate.*
- Attend Business Sessions
 - **Delegates should attend all Congress business sessions**
 - **Thursday, 10:30-11:45 a.m.**
 - **Friday, 1:00-2:00 p.m.**
 - **Saturday, 8:30 a.m.-12:00 p.m.**
 - **Attend the candidates' forum starts at 8:30 a.m. at the start of the final business session**
 - **Vote for candidates in elections held during the final business session.**
 - **Only delegates are eligible to vote in elections.**
 - **Since congresses will be in session all morning, a resident delegate will not be available to staff a residency program booth on Saturday.**
- Caucus
 - Organize chapter caucuses (small group discussions with attendees from your chapter).
- Work with Alternate Delegates
 - If your chapter appointed an alternate delegate(s)—one or more members may have been designated to serve in this capacity—touch base with them to work out a schedule of assignments to ensure that all congress sessions and related activities are covered if the delegate is unable to participate in all.
 - **If you are unable to attend a business session, especially Saturday's session, it is important that you turn in your voter card to staff in your congress room so they can give to alternate delegate. Without this card, your chapter will not be able to vote.**
- Participate in Resolution Writing
 - Learn more about resolution writing during the joint business session on Thursday at 10:30 a.m.
 - Encourage resolutions from your chapter delegation.
 - Take advantage of the Resolution Writing Assistance in Room 2105 where AAFP staff and leaders will be available to assist in drafting resolutions.
 - Make sure you and your chapter delegation attend the discussion groups at 11:45 a.m. on Thursday. These groups will generate many of the resolutions presented to the resident and student congresses.
 - Keep in mind that the resolution deadline is 2:30 p.m. on Thursday (or when the submission cap has been met, whichever comes first).
 - **Note: Authors of resolutions must be resident and student members of the AAFP.**
- Attend or Serve on a Reference Committee
 - Make sure that you and your chapter delegation attend reference committee hearings scheduled for Friday afternoon.
 - Resolutions will be debated, and testimony heard during these sessions.

- The reference committee will present recommendations to the congresses during the Saturday morning business session.
- Vote in Elections
 - Take notes during the candidates' forum from 8:30-9:30 a.m. on Saturday.
 - Candidates will give speeches and participate in a Q&A session.
 - Keep in mind that, while all AAFP resident and student members can vote on resolutions.
 - Only the official delegate votes in the elections—one vote per chapter
 - Take advantage of the time between the candidates' forum and the start of the final business session to caucus with your delegation about candidates and reference committee reports.
- Consider running for Leadership Positions
 - Consider running for an election position and encourage members of your chapter to do the same.
 - Information on both elected and appointed positions will be available in Room 2105 and online at www.aafp.org/getinvolved.

What are a Chapter Delegate's Responsibilities After National Conference?

- Report back to your chapter on the actions of your congress and other activities of interest.
- Volunteer to help orient next year's chapter delegates.

What if a Chapter Delegate Can't Attend National Conference and/or Serve After Being Selected?

- If a delegate becomes unable attend National Conference or serve as a delegate after being selected, they must contact their chapter staff as soon as possible.
- If a delegate attends National Conference but is unable to attend Saturday's Congress Business Session (and participate in elections), they must turn in their voter card to a staff member and contact their alternate delegate as soon as possible.
 - **It is important that you turn in your voter card to staff in your congress room so they can give to alternate delegate. Without this card, your chapter will not be able to vote.**

Additional Information

What are the Congresses?

- The official names are the National Congress of Family Medicine Residents (NCFMR) and the National Congress of Student Members (NCSM). These bodies were created more than 35 years ago as the official voices of residents and students in the AAFP.
- Each congress holds three sessions over three days.
- Through these forums, resident and student members elect their national officers and advocate for a wide variety of issues and causes. Many of the initiatives launched by residents and students are now AAFP policy. Many family medicine leaders got their start in the resident and student congresses.

Who Can Participate in the Congresses?

- Congress sessions are open to anyone registered for National Conference. To speak to and vote on recommendations before your congress, you must be a resident or student member of the AAFP. To vote in elections, you must be a chapter delegate.

- AAFP chapters send one student member and one resident member to serve as chapter delegates to the resident and student congresses. These delegates attend all congress sessions, poll their state delegations about issues before the congresses, and vote in the elections.

Who Can Vote?

- Only chapter delegates (or alternate delegates if delegate is unavailable) can vote in Saturday's elections for national resident and student leaders. ALL resident and student members of the AAFP are allowed to write, debate and vote on resolutions brought before their respective congresses.

What is an Alternate Delegate?

- One or more alternate delegates are identified by Chapters to serve in the event the Chapter Delegate is unable to attend National Conference and/or participate.
- Delegates should contact their state's alternate delegates to see how responsibilities can be shared (to work out a schedule of assignments to ensure that all congress sessions and related activities are covered if the delegate is unable to participate in all).
- It's important that each state is represented at each business session, whether by the delegate or the alternate delegate, making it easier to balance congress involvement with participation in NC programs and Expo Hall activities.

Resources

- Delegate Information
 - NC Mobile App (mid-July)
 - Additional information will be emailed to you after you have been selected as a delegate.
- Congress Information
 - www.aafp.org/nc/congresses
 - NC Mobile App (after mid-July)
- Candidate Information (for elections)
 - Onsite, via the NC Mobile App
 - Located in the Candidates' Forum section of the App on Saturday



Chapter Delegate Caucus Tips

National Conference of Family Medicine Residents and Medical Students – Kansas City, MO

Chapter delegates are encouraged to hold caucuses during the National Conference. To help you identify residents/students from your chapter, your congress room will be set with chapter signs. Attendees will be encouraged to sit with their delegations.

Chapter Caucus

It is a meeting of residents/students from your chapter to discuss important issues to be brought before the resident/student congress. Keep in mind that residents/students must be members of the Academy to vote on resolutions and only official chapter delegates vote in elections.

Objectives of Chapter Caucus

Chapter caucuses provide a forum for the free exchange of opinions and ideas. They are used to solicit the input of residents/students from your chapter regarding the resolutions, candidates running for office, and other issues of concern to be addressed during the final business session (Saturday morning) of your congress. It is important to emphasize that you want as much input as possible from your constituents, particularly those residents/students from your chapter who will not be present at the final business session. Your goal is to accurately represent their perspectives.

Chapter Caucus Times and Locations

- Friday morning at 10:00 a.m.: Congress rooms (resident—2103B and student—2103C) are available for caucusing
- Saturday morning, 7:30 – 8:30 a.m. and 9:30 – 9:50 a.m.: Time is set aside for caucusing in Congress rooms or at tables in the corridor outside the Congress rooms (time is based on progression of business sessions).

Delegates are not required to hold caucuses during these times and may plan alternate or additional caucuses as they deem necessary. It is recommended that delegates post information about other caucus times and locations on the bulletin board in the corridor outside each respective congress room.

Tips for Successful Chapter Caucuses

During the conference:

- Encourage the residents/students from your chapter to sit in the state's section during the congress business sessions.
- Consider posting the time and location of your caucuses on the resident/student message boards in the registration area.
- Resident congress delegates – visit the various exhibit hall booths from your state to solicit input from resident exhibitors. Be sure you have the resolutions available to which to refer and gather comments.
- Emphasize to your delegation the importance of attending the candidates' forum to provide you with their input.