



Chapter Delegate Orientation Packet

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

www.aafp.org/nc/delegate

Every year, each state chapter selects one student and one resident delegate to represent the interests of their state 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.

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1. CHAPTER DELEGATE RESPONSIBILITIES

- ☐ 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 at <https://www.aafp.org/events/national-conference/congresses/schedule.html>.
- ☐ Hold a chapter caucus at National Conference (see Tips online at www.aafp.org/nc/delegate) to work on resolutions, review reference committee reports and discuss candidates and other important issues to be brought before the Congress.
- ☐ Vote for national resident and student leaders during Saturday morning Congress session.

2. BENEFITS OF BEING A CHAPTER DELEGATE

- ☐ Receive great hands-on leaders training.
- ☐ Meet current and future AAFP leaders.
- ☐ Present issues important to your state to the AAFP.
- ☐ Learn about the AAFP and how it addresses issues important to residents and students.
- ☐ Learn how parliamentary procedure works.
- ☐ 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.

3. CHAPTER DELEGATE RESPONSIBILITIES BEFORE NATIONAL CONFERENCE

- ☐ Register for National Conference—do so by July 2 to save \$50 on registration. Visit www.aafp.org/nc.
- ☐ Make travel and hotel arrangements to ensure you will be able to attend the first business session that starts at 1:00 p.m. on Thursday and the last business session that ends at approximately 12:00 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.
- ☐ Participate in the AAFP Resident and Student Leader (RASL) Online Community to access resource and message board to assist with preparations for Congress.
- ☐ Contact the chapter's alternate delegate(s) to work out a schedule of assignments to ensure that all congress sessions are covered.
- ☐ Read through the Governing Principles and Rules of Order for your congress which outlines the guidelines for conducting business (find more info at www.aafp.org/nc/delegate).
- ☐ Become familiar with current priorities, policies, positions and activities of the AAFP (find more at <https://www.aafp.org/about/the-aafp/vision.html>).
- ☐ Promote National Conference! Encourage other residents and students to attend.

4. CHAPTER DELEGATE RESPONSIBILITIES DURING NATIONAL CONFERENCE

☐ Thursday

- Check in at the Credentialing Booth in the lobby outside congress rooms, 12:00-3:00 p.m., to receive official delegate ribbon and voter card.
- Attend Congress Business session, 1:00-2:15 p.m.
 - Check in with Delegate Check-In staff in appropriate congress room to record attendance and determine quorum.
 - Sit by your state sign in appropriate congress room so members of your chapter can meet you.
- Work with Alternate Delegates to work out a schedule of assignments to ensure that all congress sessions are covered (find more info on p. 4 of this document).

☐ Friday

- Check in at the Credentialing Booth in the lobby outside congress rooms, 12:00-3:00 p.m. (if you didn't already do on Thursday) to receive official delegate ribbon and voter card.
- Hold Chapter Caucus, 11:00 a.m.-12:00 p.m.
 - Talk about resolutions and solicit input about candidates to accurately represent your constituency (find more info on p. 5 of this document).
- Attend Congress Business session, 1:00-2:15 p.m.
 - Check in with Delegate Check-In staff in appropriate congress room to record attendance and determine quorum.
 - Sit by your state sign in appropriate congress room so members of your chapter can meet you.
- Work with Alternate Delegates to work out a schedule of assignments to ensure that all congress sessions are covered (find more info on p. 4 of this document).

☐ Saturday

- Check in with Delegate Check-In staff in appropriate congress room to get credentialed (if you didn't already do on Thursday or Friday) to receive official delegate ribbon and voter card.
- Hold Chapter Caucus in congress room, 7:30-8:30 a.m., 9:30-9:50 a.m.
 - Talk about resolutions and solicit input about candidates to accurately represent your constituency (find more info on p. 5 of this document).
- Attend Candidates' Forum in congress room, 8:30 a.m.
- Attend Congress Business session, 9:50 a.m.-12:00 p.m.
 - Check in with Delegate Check-In staff in appropriate congress room to record attendance and determine quorum.
 - Sit by your state sign in appropriate congress room so members of your chapter can meet you.
 - Vote for candidates in elections held during business session (only delegates may vote).
- Work with Alternate Delegates to work out a schedule of assignments to ensure that all congress sessions are covered (find more info on p. 4 of this document).

5. CHAPTER DELEGATE 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.
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6. CHAPTER DELEGATE FAQs

What is 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.

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 resolution recommendations before your congress, you must be a resident or student member of the AAFP but do not have to be a delegate.
- Only chapter delegates may vote for candidates.

Who Can Vote at National Congress?

- 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.

- 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 the Chapter Delegate is unable to attend a business session, especially Saturday's session, it is important that they turn in their voter card to staff in their congress room so they can give to alternate delegate. Without this card, your chapter will not be able to vote in elections for national resident and student leaders.
- Alternate Delegates DO NOT need to check in with Delegate Check-In staff unless the Chapter Delegate is unable to serve and has notified the Alternate and/or congress staff.

What is a Chapter Caucus?

A chapter caucus is a meeting of residents or students from your chapter to discuss important issues to be brought before the appropriate 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.

- Use caucus time to talk to other students and residents from your state about resolutions and to solicit input about candidates so you accurately represent your state.
 - Caucuses provide a forum for the free exchange of opinions and ideas and are used to solicit the input of residents and students from a chapter regarding the resolutions, candidates running for office and other issues of concern to be addressed during the final business session of congress.
- Dedicated time and space is available for caucusing on Friday morning at 10:00 a.m., Saturday morning, 7:30-8:30 a.m. and 9:30-9:50 a.m. in the congress rooms.
 - Delegates are not required to hold caucuses during these times and may plan alternate or additional caucuses as they deem necessary.
- 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.

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. **Without this card, your chapter will not be able to vote.**

What are additional opportunities to get involved at National Conference?

- ☐ Participate in Resolution Writing
 - Learn more about resolution writing during the joint business session on Thursday at 1:00 p.m.
 - Encourage resolutions from your chapter delegation.
 - Take advantage of the resolution writing assistance with AAFP staff and leaders who will be available to assist in drafting resolutions.
 - Make sure you and your chapter delegation attend the discussion groups at 2:15 p.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 5:00 p.m. (time is subject to change) 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 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.
- ☐ 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.
 - More information will be posted in the RASL Online Community or by contacting Resident Chair Lizzy McIntosh, MD, at mindaynim@gmail.com or Student Chair Julia Wang at juliadwa@usc.edu.
- ☐ Consider becoming an elected and appointed AAFP leader. Find more information online at www.aafp.org/getinvolved.

7. CHAPTER DELEGATE RESOURCES

- ☐ Delegate Information
 - www.aafp.org/nc/delegate
 - NC Mobile App (after June 15)
 - Resident and Student Online Community
 - You will receive instructions after you have been selected as a delegate.
- ☐ Congress Information
 - www.aafp.org/nc/congresses
 - NC Mobile App (after June 15)
 - Onsite Congress documents (resolution agendas and reference committee reports/consent agendas)
 - NC Mobile App
 - Website: www.aafp.org/nc/resolutions
- ☐ AAFP Congress of Delegates Information
 - www.aafp.org/congress

□ Candidate Information (for elections)

- Onsite, via NC Mobile App
 - Located in the Candidates' Forum section of the App on Saturday
- Onsite, via www.aafp.org/nc/candidates
- Onsite, on bulletin boards outside Congress rooms
- www.aafp.org/congress

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 state 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 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.