



National Congress of Family Medicine Residents (NCFMR) National Congress of Student Members (NCSM)

2016 Delegate Responsibilities

www.aafp.org/nc/delegate

Delegate check-in is separate from the National Conference check-in. You will receive your conference badge at the attendee/exhibitor registration area (2300 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 case where you would be serving in the as your chapter's official delegate.

During the National Conference:

- If you have not done so, become familiar with your **congress operation**. Review the **delegate orientation information** at www.aafp.org/nc/delegate. It is recommended that you download the resource documents, as only a limited number of hard copies will be available on site.
- Consider **polling** residents and students from your chapter attending National Conference to identify issues important to your constituents that should be addressed by NCFMR (resident congress) and/or NCSM (student congress). Consider drafting one or more resolutions that address these concerns.
- If your chapter appointed alternate delegates - 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 in the event that the delegate is unable to participate in all.
- Read through the **Governing Principles and Rules of Order** for your congress prior to the first business session on Thursday at 1:00 p.m. The first item of business will be the adoption of the Rules of Order. This document outlines the role of your congress and the guidelines for conducting business, and can be found on the delegate orientation page.
- When you arrive at the first congress session, check in at the **Delegate Credentialing Booth** to receive your official delegate ribbon and an orientation packet. Delegate check-in will be open in the resident and student congress lobby (outside of rooms 2103A & 2102) at the following times: Thursday: Noon – 1:00 p.m., 2:15 – 2:45 p.m. and Friday: Noon – 1:00 p.m., 2:00 – 2:30 p.m. On Saturday, check-in will be handled at a table in each congress room. **Alternate Delegates:** You do NOT need to check in until the case where you would be serving in the as your chapter's official delegate.
- Once you have visited the Delegate Credentialing Booth, proceed to the congress room and check in at the staff table in the back of the room prior to each business session. There will be a **sign-in sheet** used for the purposes of recording attendance and determining quorum. Attendance records may be shared with the chapter executives after the conference.
- Locate the sign designating your chapter in the seating area, and sit in that row. Make sure that you and members of your chapter delegation **attend all three business sessions**. Note: Any additional attendees from your chapter should be encouraged to sit with their delegation.
- Consider running for an **elected position** and encourage members of your chapter to do the same. Information on both elected and appointed positions will be available in room 2103B-West and online at www.aafp.org/getinvolved.

Delegate Responsibilities, cont'd

- Organize **chapter caucuses** (small group discussions with attendees from your chapter). Use these times to talk about resolutions and to solicit input about candidates. Your goal is to accurately represent your constituency. You are encouraged to post the time and location of your caucuses on the resident/student message boards in the registration area. Refer to the **Tips for Chapter Caucuses** for more information.
- Become familiar with the **current priorities, policies, positions and activities of the AAFP**. Visit www.aafp.org and click "About" on the menu across the top right of the page to locate this resource information. You will also find valuable information online at www.aafp.org/nc/resolutions, on the resource table outside your congress room and in the Resolution Writing Center (2100 Lobby). Pay particular attention to the resolutions adopted by last year's resident and student congresses and the AAFP Congress of Delegates (www.aafp.org/congress). This knowledge will help you and your delegation make an informed decision about resolutions.
- 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 Center (2100 Lobby) where AAFP staff and leaders will be available to assist in drafting resolutions. **NOTE:** Resolution authors are encouraged to bring a laptop and flash drive. Printers will be available to print your resolutions to submit with the resolution form.
- Make sure that 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 6:00 p.m. on Thursday and that all resolutions must be submitted by the authors to AAFP staff in the Congress Business Office (2103B-East). **NOTE:** Authors of resolutions must be resident or student members of the AAFP.
- 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 committees will present recommendations to the congresses during the Saturday morning business session.
- Make arrangements to be available for the entire **final business session** on Saturday from 8:30 a.m. to 12:00 p.m. This is when the candidates speak, voting on resolutions takes place, and election of leaders occurs.
- 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.

Following the 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.