



Chapter Delegate Fact Sheet

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

<https://www.aafp.org/events/national-conference/congresses.html>

CHAPTER DELEGATE ROLE

- Traditionally 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.
- The 2021 virtual National Conference will include resolution writing and reference committees, Congress business sessions and elections of resident and student leaders.

CHAPTER DELEGATE RESPONSIBILITIES

- Promote National Conference attendance to other students and residents.
- Participate in online discussions about issues important to students and residents in their state.
- 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.html>.
- Participate in Regional Breakout rooms at National Conference to discuss candidates and other important issues to be brought before the Congress.
- Vote for national resident and student leaders via electronic ballot.

CHAPTER DELEGATE RESPONSIBILITIES BEFORE NATIONAL CONFERENCE

- Register for National Conference. Visit www.aafp.org/nc.
- 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.
- Become familiar with current priorities, policies, positions and activities of the AAFP (find more at <https://www.aafp.org/events/national-conference/congresses.html>).
- Read through the Governing Principles and Rules of Order for your congress which outlines the guidelines for conducting business (find more info at <https://www.aafp.org/events/national-conference/congresses.html>).
- Become familiar with current priorities, policies, positions and activities of the AAFP
- Promote National Conference! Encourage other residents and students to attend.

CHAPTER DELEGATE RESPONSIBILITIES DURING NATIONAL CONFERENCE

- Thursday, July 29
 - Participate in Resolution Writing Discussion Groups, if possible.
 - Submit online resolution, if desired.

Friday, July 30

- Attend Congress Business session which includes Candidates' Forum.
 - Recording of Forum will be available online after the live event
- Review Reference Committee Agendas (agendas will be posted online).
 - Participate in Regional Breakout (Caucus) room to talk about resolutions and solicit input about candidates to accurately represent your constituency.

Saturday, July 31

- Attend Reference Committee Hearings, if possible.
- Look for electronic ballot in your email. (must be submitted by Sunday morning)
- Review Reference Committee Reports (reports will be posted online).

Sunday, August 1

- Submit ballot by 9 AM Sunday.
- Attend Congress Business Session which includes Reference Committee Reports, voting on resolutions, and the announcement of election results.

CHAPTER DELEGATE RESPONSIBILITIES AFTER NATIONAL CONFERENCE

- Report back to your chapter on activities of interest.
- Volunteer to help orient next year's chapter delegates.

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.
- In 2021, each congress will hold two business sessions.
- 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.

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 Regional Breakout rooms/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 Breakout rooms are available for caucusing on Friday
 - Delegates are not required to hold caucuses during this time and may plan alternate or additional caucuses as they deem necessary.

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?

- Only chapter delegates (or alternate delegates if delegate is unavailable) can vote in 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 the Chapter Delegate is unable to attend the live Candidates' Forum or view the recorded event, they should notify their Alternate Delegate and AAFP staff immediately so voting information can be shared with the Alternate Delegate.

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 Friday's Candidate's Forum, they can still watch a recording and vote.

What are additional opportunities to get involved at National Conference?

Participate in Resolution Writing

- Learn more about resolution writing from the website or video that will be posted online.
- 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 12PM 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 6PM (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 Saturday morning
- Resolutions will be debated and testimony heard during these sessions.

- The reference committee will present recommendations to the congresses during the Sunday morning business session.
- More information will be posted in the RASL Online Community or by contacting Resident Chair Amanda Stisher at astisher@uab.edu or Student Chair AuBree LaForce at alaforce@neomed.edu.
- Consider becoming an elected and appointed AAFP leader. Find more information online at www.aafp.org/getinvolved.

Delegate Resources

- Delegate Information
 - <https://www.aafp.org/events/national-conference.html>
- Resident and Student Online Community
 - You will receive instructions after you have been selected as a delegate.
- Candidate Information (for elections)
 - Via <https://www.aafp.org/events/national-conference/congresses.html>

2021 Congress Activities (all times CDT)

Schedule

- July 2 Advanced NC registration deadline
- July 22 Applications for all Elected Resident & Student Leadership positions due
- July 28 Candidate Orientation, 7PM
(for individuals who have applied for elected positions by 7/22)
- July 29 Resolution Writing discussion groups, 12-2PM
Resolution submission deadline is 6PM
- July 30 Congress Business Session #1, including Candidates' Forums, 10AM-12PM
Reference Committee Agendas and Candidates Forum recording posted online
Regional Breakout (Caucus) rooms, 6-8PM
- July 31 Reference Committee Hearings, 10AM-12PM
Ballots emailed to delegates
Regional Breakout rooms, 6-8PM
Reference Committee Reports posted online
- August 1 Ballots due from delegates, 9AM
Congress Business Session #2, including reference committee reports and election
results, 10AM-12PM