



# Chapter Delegate Caucus Tips

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

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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.

## **What is a 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.

## **What are the objectives of chapter caucuses?**

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.

## **How can you ensure successful chapter caucuses during the National Conference?**

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.

## **Are there dedicated times and locations to hold caucuses during the National Conference?**

The resident (2502) and student (2504) congress rooms will be available for caucusing on Friday morning at 10:00 a.m. In addition, time is set aside for caucusing on Saturday morning from 7:30 – 8:30 a.m. and 9:30 – 9:50 a.m. (Saturday: estimated time based on progression of business sessions). Delegations may meet in their respective congress rooms, or there will also be tables available in the corridor outside the congress rooms (2502 and 2504).

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.

## Quick Reminders:

Thank you for serving as a chapter delegate/alternate delegate for the National Congress of Family Medicine Residents (NCFMR) or National Congress of Student Members (NCSM).

- 1) As you enter your congress room for a business session, it is important you have your voter card scanned by the staff or volunteer at the door every time you enter or leave your congress room for a business session.

- This check-in process is important to record attendance and determine quorum.

After signing in, locate and sit near your chapter (state) sign in your congress room so members of your chapter can meet you.

- 2) Refer to the Congress schedule of events. It was created for the chapter delegates to highlight the congress events. It is crucial that the delegate or a designated alternate delegate is in attendance at:
  - all business sessions (Thursday 1:00 pm, Friday 1:00 pm, and Saturday 8:30 am),
  - reference committee hearings on Friday afternoon (2:30 pm, 3:00 pm, and 3:30 pm)
  - the candidates' forum on Saturday morning (8:30–9:30 am) which will take place at the start of the final business session.
- 3) Make plans to caucus with your constituency to work on resolutions, review reference committee reports, and discuss candidates (Friday 11 am-Noon; Saturday 7:30–8:30 am and 9:30–9:50 am). You may post caucus details on the Congress News bulletin board. Space will be available in both congress rooms (2502 and 2504).
- 4) Where to find:
  - Delegate Information
    - [www.aafp.org/nc/delegate](http://www.aafp.org/nc/delegate)
    - NC Mobile App (after June 15)
    - Online Community
      - You will receive instructions after you have been selected as a delegate.
  - Congress Information
    - [www.aafp.org/nc/congresses](http://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 [www.aafp.org/nc/resolutions](http://www.aafp.org/nc/resolutions)
  - Candidate Information (for elections)
    - Onsite, via the NC Mobile App
      - Located in the Candidates' Forum section of the App on Saturday
    - Onsite, via [www.aafp.org/nc/candidates](http://www.aafp.org/nc/candidates)
    - Onsite, on bulletin boards in 2500 Lobby

2/22/2018