

AORN Fort Worth

Standing Rules

INCLEMENT WEATHER:

In the event of inclement weather (snow, ice, tornado, etc), the president or their designee has the authority to cancel the meeting. They shall notify all hospitals as soon as the decision is made.

- A. The President may confer with the Board as needed.
- B. If the meeting is cancelled, all members will receive credit as if they had attended both the business and education meeting.
- C. The President or their designee shall notify hospitals between 1 pm and 2 pm, if possible.
- D. The President shall keep a list of all hospitals to notify in case of inclement weather.

MEETING SITES:

The next year's meeting site will be presented at the April meeting with a vote occurring at the May Meeting. Notification of the proposed meeting site will be published in the newsletter prior to the vote.

October 2000

Process for Removing Elected Officials:

- A. The Board will notify AORN members holding an office in local Chapter #4406, in writing, after missing two (2) meetings. One meeting consists of both the business and education portion.
- B. At this time, the officer will have the opportunity to address the Board concerning their absences. The Board will review the absences and, by a majority vote, can have the absences excused or not.
- C. Once the officer has two (2) unexcused absences, the Board can vote to have the officer removed from office.

January 2002

Reviewed September 2004

AORN Fort Worth

Policy

DELEGATE AND ALTERNATE DELEGATE SELECTION & POINT SYSTEM

1. Eligibility for Delegates and Alternate delegates to the annual AORN Congress
 - a. Is currently working in an intraoperative setting and has done so for the past two years.
 - b. Must have active membership within an AORN chapter for two (2) years prior to selection.
 - c. Must meet the established point criteria:
 - i. Attendance: minimum of 6 points. Attendance at both the monthly business meeting and monthly educational offering = 1 point for each meeting.
 - ii. Active chapter involvement - minimum of two (2) points. Must have a minimum of two (2) points from the following two (2) options:
 - Member of the Board of Directors. Must have attended 70% of the Board Meetings = 1 point
 - Active member of a committee. Must have attended 70% of the committee's meetings = 1 point per committee
 - Active involvement with the chapter fundraiser. Must participate either with the planning or work the event. Attendance at the event is not required.
 - d. Eligibility of Chapter Members who work 3-11.
 - i. Verification of working 3-11 on AORN business meeting night and chapter involvement will be given consideration by the Nominating Committee and the Board of Directors.
 - ii. Must meet the established point criteria for 3-11 shift chapter members
 - Attendance of at least 1 business meeting/educational offering = 1 point
 - Active Chapter involvement = 2 points
2. Responsibilities of Delegates and Alternate Delegates:
 - a. Delegates and Alternate Delegates will submit a brief report of one educational session attended that will be published in the chapter newsletter. This report is to be submitted to the Newsletter committee Chairman by the next monthly business meeting.
 - b. In the pre-congress delegation meeting, each individual will designate the educational seminar to avoid duplication of reports.

- c. Delegates and Alternate Delegates will check in at a predetermined location prior to all House of Delegates Business Meetings and Forums of the House of Delegates. All these meetings are required.
 - d. Alternate Delegates will be readily available at all times during the meetings in the event they are needed to fill a vacancy. Once they are elevated to Delegate, the Alternate Delegate serves as a Delegate for the remainder of the Congress, including voting.
3. Expenses
- A portion of the designated money approved by the Board of Directors will be given to each Delegate and Alternate Delegate prior to departure. The second portion will be given at the completion of the individual's responsibilities. Any expenses incurred over and above the amount given by the chapter will be the responsibility of that Delegate and Alternate Delegate. Additional funds could be approved by the Board of Directors after review of Delegate and Alternate Delegate financial receipts
4. Penalty
- a. Failure to comply with the above responsibilities will cause forfeiture of one's eligibility for the Delegate and/or Alternate Delegate for the next 2 years.
 - b. Failure to comply with the above responsibilities will cause forfeiture of the second portion of the designated money.
 - c. There will be no exception to this rule for missing delegate duties.

October 28, 1999

Reviewed: September 2004

Revised: April 2007 ; January 2010