



DELEGATE & ALTERNATE REQUIREMENTS AST NATIONAL ANNUAL CONFERENCE

Submission Deadline: Within five (5) days of elections

DELEGATE REPRESENTATION REQUIREMENTS

For delegate representation at the AST Annual National Conference, the state assembly shall be in good standing as defined in the AST Policy Manual.

1006.00 Keeping a Good Standing with National

1006.01 A state assembly in good standing is defined as one that has:

1. A Board of Directors consisting of a minimum of four (4) Executive Officers; president, vice president, secretary, and treasurer and has submitted an updated Board of Directors Change Form to national each time elections and changes occur.
2. Has current State Assembly Agreement, State Assembly Acceptance Form, Articles of Incorporation, Tax Exempt status on file at National.
3. Submission of the comprehensive Annual Report, Annual Financial Report, Budget, Midyear Financial Report, and corresponding bank statements as defined in the State Assembly Bylaws.
4. Has met the minimum requirements for state assemblies as set forth in the AST Policy 1004 – State Assembly Bylaws.
5. Has not had any disciplinary action as defined in the AST Bylaws toward the state assembly within the last two calendar years.

State Assembly Bylaws

Article VII: Meetings

Section 4. Delegate Representation to the AST Annual National Conference

- A. The state assembly shall be entitled to six (6) delegates and **up to six (6)** alternates, provided the assembly is in good standing as defined in the *AST Policy Manual*.
- B. Delegates and alternates shall be active members **elected** by the state assembly **at the annual business meeting**.
- C. **The election of all six delegates and up to six alternates shall be by plurality vote.**
- D. The names shall be submitted to national headquarters at least sixty (60) days before the national conference. Any forms received after that deadline must be presented during designated hours at the national conference.

DELEGATE & ALTERNATE ELECTIONS

Both AST National and State Assembly Bylaws stipulate delegates be "*elected by the membership*."

- Delegates and alternates shall be active members.
- The month of April or May, no elections can be held.
- Sixty (60) days written notice must be given to the entire State Assembly membership of the time and place of delegate elections.
- A quorum must be met to conduct elections.
- Delegate elections *must be held at the annual business meeting* in a separate written ballot from the Board of Directors elections. Delegate elections cannot be held at a workshop only event.
- The candidate submits the Consent to Serve Form to the Credential Committee. (A CV is not required.)
- Eligibility is an active member of AST.
- Vote by ballot in person is valid. Other forms, such as the raising of hands, volunteers, by email or phone are void.
- The membership elects the alternates at the same time as the delegates.

- *Members of the Board cannot be delegates or alternates if not elected by the membership.*
- *The president or any other board member cannot appoint delegates or alternates.*
- Submit the Delegate Form to AST within five (5) days of elections.

ELIGIBILITY - ACTIVE MEMBER OF AST

- An individual must be current with certification through the National Board of Surgical Technology & Surgical Assisting (NBSTSA) as a Certified Surgical Technologist (CST). A CSFA only (and not a CST) and Pre77's without currency are not eligible to vote.
- The individual must be current in their AST membership and at the time of the conference. Keep in mind membership status can on occasion lapse between the time the person is designated as a delegate and the annual conference.
- All delegates must be a full registrant for the AST National Annual Conference.
- Cannot be the Chair if not a delegate.

AST ANNUAL NATIONAL CONFERENCE

During the national conference, the only time a President or Chair can move an alternate to a delegate:

- When a delegate does not attend the conference and the state has **previously** designated alternate and in conference attendance.
- When a State Assembly President or Chair finds a delegate is not following their state assembly policies.

EXPECTATIONS

- The primary responsibility of delegates is to attend the opening ceremony, First and Second Business Sessions of the House of Delegates, the Candidates Forum, and to participate in Voting for candidates for the national Board of Directors and Officers.
- Delegate ribbons must be worn during the conference. Alternate ribbons no longer needed.
- The Credentials Committee and the AST Board of Directors request that conference attendees dress appropriately for all functions of AST. Let us show ourselves, as well as others; that AST is indeed a professional association and that its members reflect that professionalism.

FUNDING

To encourage state assembly members to attend the conference and serve as a delegate or alternate, if feasible, offer to fund the state assembly member. Funding delegates and alternates can be arranged partially or wholly, determined by the state assembly, not by an individual Board member.

You may offer to pay for the entire conference, covering all expenses in connection with the event or fund the member partially by providing to pay for their registration fee, airfare or ground transportation, hotel or food. The amount of funding may vary from year to year depending on the state assembly's available resources. Exercise due diligence and fiduciary responsibility in the use of state assembly funds.

When funding delegates and alternates, use a checks and balances system. Help prevent the member from using state assembly funds for unauthorized expenses. Recommend having written agreement beforehand between the state assembly and delegate/alternate representatives (see Delegate Agreement Sample) and have them submit receipts of their expenditures to the State Assembly Treasurer for *reimbursement after the conference*. Another way is to give a set per Diem before the conference. However, still requiring proof of purchases and expenses.

AFTER CONFERENCE

Requiring your delegates and alternates to give a report to the state assembly after their return from conference also instills accountability in representing your state. Covering not only their personal experience but also what occurred in the House of Delegates should be shared with your state assembly members.

For questions, please contact us at stateassembly@ast.org, or 303.325.2516 or 303.325.2512.