

TO: Secondary and Postsecondary/Collegiate HOSA Voting Delegates

FROM: Vivian Do, President
Jason Huff, Chair, HOSA, Inc. Board of Directors
Jim Koeninger, Ph.D., Executive Director

SUBJ: UPDATED INFORMATION
Regarding Business Session Agenda and Conference Rules

Enclosed is the information Voting Delegates will need for the virtual Business Session held during the *Virtual* International Leadership Conference (VILC) online. Voting Delegates play a vital role in the governance of the organization, so please review the enclosures carefully.

As a Voting Delegate, you have assumed a Bylaws responsibility for your chartered association. That means you are the voice for your chartered association; therefore, you should take your responsibility very seriously and understand the business before the Delegate Assembly, review the Voting Delegate Orientation information, attend all online meetings including the Voting Delegate Orientation, B.Y.O.B. (Bring Your Own Breakfast/Brunch) Meet the Candidates and the Business Session, and be an active participant.

Voting Delegate Dress Code. For HOSA's 2020 Virtual ILC, the official HOSA dress code has been suspended for Voting Delegates due to the COVID-19 extenuating circumstances as they attend all sessions. State HOSA polos and khaki pants/slacks are preferred but jeans are acceptable as are other casual wear. It is recommended that all dress be appropriate. Professional behavior is expected of all Voting Delegates—vulgar or inappropriate language, political preference, and offensive logos are not allowed.

Executive Council Candidate Dress Code. **Executive Council Candidates** must wear official HOSA uniform, black or navy-blue suit, or professional attire to the following sessions:

- Meet the Candidates Session
- Nominating Committee Interview
- Business Session

If the Candidate is unable to meet the dress code due to COVID-19 extenuating circumstances, it is the Candidate's responsibility to inform the Nominating Committee Chair of the reason why and adjustments will be made to the rating sheet.

Enclosed are the following:

1. Schedule and Tentative Agenda for Meet the Candidates and Business Session
2. Voting Delegate Apportionment
3. "Request for Agenda Time" Form
4. Conference Rules
5. Credentials Committee Information
6. 2019 Business Session Minutes from the ILC

To place items on the Business Session agenda, a "Request for Agenda Time" MUST be submitted prior to the Virtual ILC by emailing to hosa@hosa.org or submitting completed forms to the Credentials Committee. A copy of the HOSA Bylaws and the Policy and Procedure Manual can be found on HOSA's website at <http://www.hosa.org/publications>.

We look forward to seeing you online and working with you to ensure a strong and healthy future for HOSA-Future Health Professionals.

VDJHJK/l/s
cc: State Advisors
Enclosures

HOSA Virtual International Leadership Conference Schedule and Preliminary Agenda for Voting Delegates

For the **2020 Virtual International Leadership Conference**, all Voting Delegates **must** have access to a computer, laptop, tablet, or cellphone with internet service to review information online prior to the “Virtual ILC” and the following times during the conference:

- Thursday, June 25 10:00 AM Voting Delegate Orientation
- Thursday, June 25 11:30 AM Bring Your Own Breakfast/Brunch – Meet the Candidates Meeting
- Friday, June 26 1:00 PM Business Session*

*Voting will be conducted online during the Business Session. Instructions will be emailed prior to the Business Session.

Thursday, June 25, 10:00 – 11:00 AM (CDT) **Voting Delegate Orientation**

- Voting Delegate Roll Call
- Review the *Roles and Responsibilities of a Voting Delegate*
- Review Voting Delegate Process
(Voting Delegate verification they have reviewed the following)
 - *Virtually Meet Applicants for the 2020-2021 Executive Council and Review Their Resumes*
(Link activated on May 25)
 - *HOSA Service Project Candidates*
Be The Match
CATCH My Breath
National Pediatric Cancer Foundation

Thursday, June 25, 11:30 AM – 1:30 PM (CDT)

B.Y.O.B. (Bring Your Own Breakfast / Brunch – whichever is appropriate in your time zone) Meet the Candidates

Conducted by Executive Council

Closed Session with Voting Delegates

- Opportunity to “Meet the Candidates”
- HOSA Service Project Candidates will be introduced
 - **Be The Match**
Benita Davis, Community Engagement Representative
 - **CATCH My Breath**
Duncan Van Dusen, MPH, Founder & CEO
 - **National Pediatric Cancer Foundation**
David Frazer, Chief Executive Officer

Friday, June 26, 1:00– 4:00 PM

Virtual HOSA Business Meeting

Additional Voting Delegate information can be accessed at ilc.hosa.org/VotingDelegates.

Virtual Business Session

Agenda – Revised June 12, 2020

Friday, June 26, 2020

1:00 - 4:00 PM

- I. Call to Order Vivian Do, President
- II. Roll Call of Officers Dev Patel, Secretary
- III. Informal Meeting Orientation Vivian Do
- IV. Committee Report
 - A. Credentials
 - B. Rules and Arbitration
 - 1. Adoption of Conference Rules
 - 2. Adoption of Special Rules for Electronic Meetings
- V. Adoption of the Agenda
- VI. Committee Reports
 - A. Bylaws
 - B. Nominating Jake Kelley
President-Elect
- VII. New Business Vivian Do
 - A. Candidate Speeches
 - 1. President-Elect
 - 2. Secondary Division
 - a) Western Region Vice President
 - b) Central Region Vice President
 - c) Eastern Region Vice President
 - d) Secondary Board Representative
 - 3. Postsecondary/Collegiate Division
 - a) Postsecondary/Collegiate Vice President
 - b) Postsecondary/Collegiate Board Representative
- VIII. Election Process
- IX. Executive Council Report Vivian Do
- X. State of the Association Jason Huff, Chairman
HOSA, Inc. Board of Directors
- XI. Adjournment

Voting Delegates Apportionment

(In agreement with the HOSA Bylaws, only student members are included
in the numbers below to determine voting delegate apportionment)

Membership as of April 2020

STATE	SECONDARY MEMBERS	NUMBER OF DELEGATES	POSTSECONDARY/ COLLEGIATE MEMBERS	NUMBER OF DELEGATES
AL	9,351	7	64	1
AK	484	2	0	0
AM	331	2	30	1
AZ	8,938	6	346	2
AR	1,934	3	1	0
CA	9,630	7	125	2
CD	5,514	5	414	2
CH	256	2	0	0
CO	2,051	3	92	1
CT	653	2	28	1
DC	101	2	0	0
DE	1,083	3	1	0
FL	14,237	9	418	2
GA	12,880	8	40	1
HI	1,416	3	196	2
IA	328	2	15	0
ID	1,205	3	52	1
IL	2,317	3	56	1
IN	3,001	4	69	1
KS	872	2	0	0
KY	5,158	5	43	1
LA	970	2	2	0
MA	256	2	0	0
MD	576	2	0	0
ME	13	0	0	0
MI	7,134	6	28	1
MN	906	2	20	0

Voting Delegates Apportionment

(Continued)

STATE	SECONDARY MEMBERS	NUMBER OF DELEGATES	POSTSECONDARY/ COLLEGIATE MEMBERS	NUMBER OF DELEGATES
MO	3,410	4	42	1
MS	3,660	4	261	2
MT	508	2	0	0
NC	8,431	6	148	2
ND	550	2	0	0
NE	1,289	3	1	0
NH	693	2	0	0
NJ	4,286	4	157	2
NM	538	2	37	1
NV	2,576	3	57	1
NY	503	2	0	0
OH	7,116	6	94	2
OK	4,687	4	1,614	3
OR	795	2	0	0
PA	3,274	4	145	2
PR	1,565	3	45	1
RI	111	2	10	0
SC	4,232	4	119	2
SD	990	2	0	0
TN	10,684	7	9	0
TX	34,278	19	461	2
UT	3,374	4	75	1
VA	3,653	4	181	2
WA	2,773	3	13	0
WI	2,509	3	14	0
WV	711	2	140	2
TOTAL	198,791	200	5,663	46

*As stated in the HOSA Bylaws, Chapters-at-Large do not have voting delegates.

2020 HOSA Business Session Conference Rules

1. The President shall appoint, with the approval of the Board of Directors, a Parliamentarian to serve as consultant to the Business Session (as stated in the Bylaws).
2. Directly following the call to order of the conference, the Credentials Committee shall report on: the number of delegates and alternates registered as present with the proper credentials; the total number of persons registered for the conference; and, shall make a supplementary report after the opening exercises at the beginning of each day that business continues.
3. Directly following the Credentials Committee report, the Chairman of the Rules and Arbitration Committee or the designee, shall present the report to the conference delegates by reading the proposed rules in their entirety, regardless of any previous distribution.
4. Representative delegates from a majority of the chartered associations shall constitute a quorum.
5. The voting delegates shall be members selected by HOSA chartered associations.
6. If an alternate is to replace a registered delegate, the Credentials committee must approve proper evidence of that delegate's withdrawal from such status. The alternate is registered as a voting delegate and issued a delegate badge before that person can sit or vote as a member of the Delegate Assembly. No alternate or other person can substitute for a delegate who remains registered.
7. Only registered voting delegates shall be entitled to make motions, debate and vote.
8. All HOSA registered conference attendees may observe proceedings, without vote.
9. Any person who is a guest or observer at the Business Session has no voting privilege. The Chair has the power to request these persons to leave the meeting or to order their removal at any time during the meeting. A non-delegate has no right to appeal such an order from the Chair.
10. All original main motions and amendments must be submitted on a Request for Agenda Time form, by email, to the Credentials Committee by 8:30 PM the evening prior to the Business Session in which the delegate would like the motion considered. Only approved Request for Agenda Time forms may be presented by the Credentials Committee to the voting delegates for their consideration and action. The reason for initiating this process is to enable the voting delegates to effectively use the limited time available to conduct the necessary business-at-hand and to avoid the possibility of spending time on subjects that are of interest to only one state association.

11. Voting delegates shall speak in debate no more than twice to a question without the consent of the Delegate Assembly.
12. Voting delegates shall speak in debate the second time to a question only when all other delegates who wish to speak have spoken once to the same question.
13. Debate shall be limited to two (2) minutes per person. Extension of time may be granted by a two-thirds vote of the Delegate assembly present and voting.
14. Each voting delegate joining the meeting will be expected to respect fellow delegates while they are in debate over a question or while they have the floor.
15. Notices for announcement(s) to the meeting shall be in writing, signed by the person (or proper representative of the person) under whose authority the announcement is issued and shall be presented to the President.
16. Any person who attends the meeting shall conduct himself/herself in such a manner as to be a credit to the HOSA organization. Any person not displaying exemplary behavior shall be subject to removal by order of the presiding officer.
17. The Rules of Order for this Annual HOSA Conference shall be those as stated in the adopted conference rules. The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern this conference in all cases to which they are applicable and in which they are not inconsistent with these conference rules.
18. If it is necessary to take a vote to amend or rescind an individual conference rule after its adoption, the vote for its adoption will require a two-thirds vote by the Delegate Assembly present and voting.

Special Rules for Electronic Meetings

HOSA Business Meeting

1. Voting Delegates must remain signed-in to the virtual meeting using their full name, division, and abbreviated state for recognition and inclusion in the minutes. Voting Delegates must also participate for the duration of the meeting.
2. Voting Delegates are responsible for their connection to the Internet and teleconference; no action will be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented their participation in the business session provided that at least a quorum of members was connected and the appropriate voting threshold was achieved.
3. Voting Delegates must have a charged cell phone or tablet to use to vote. Voting will be done by Simply Voting (as demonstrated during orientation).
4. Voting Delegates should mute their microphone when not speaking to avoid interference and unintended background noise. Everyone else should remain muted unless called upon by the Chair.
5. The chair may cause or direct the temporary disconnection or muting of a person's connection if it is causing undue interference with the electronic meeting. The chair's decision to do so will be announced during the meeting and recorded in the minutes.
6. To seek recognition by the Chair, a Voting Delegate will use his or her "raise hand" icon. Upon recognition of a member, the Chair will lower all "raise hand" icons.
7. If a Voting Delegate would like to claim preference in recognition, the Delegate may unmute their microphone and raise a point of order.
8. A Voting Delegate intending to make a main motion, offer an amendment, propose instructions to a committee, or make a motion that under the rules may interrupt a speaker will, before or after being recognized, post the motion in writing to the chat window designated for everyone.
9. The chat window is restricted to the following purposes: a) to provide a link to a document that cannot be displayed on the screen; b) for voting information; c) any nominations from the floor; d) any purpose stated in Special Rule 8.

Major Responsibilities of the Credentials Committee

1. Registered voting delegates.
2. Review completed Request for Agenda Time forms. These forms must have appropriate signatures to assure that at least two state associations support the motion. After careful review and consideration, the Committee will decide whether the motion should be presented to the voting delegates at the Business Session.
3. Make ready any motion or change in the agenda in a final format so it can be presented at the appropriate Business Session.
4. Ascertain that any prepared motion for action at the conference is not in conflict with the Bylaws.

Credentials Committee Schedule of Meetings

Wednesday, June 24, 2020

11:00 PM – 12:00 AM

Rules and Arbitration Committee

Credentials and Tellers Committee

How to Submit a Request for Agenda Time

A completed **Request for Agenda Time** form may be presented to the Credentials Committee or emailed to HOSA at hosa@hosa.org by 8:30 PM the evening before the Business Session in which the motion should be considered.

Request for Agenda Time Business Session

Requesting Time During Business Session: Friday, June 26, 2020

Division: _____ Secondary _____ Postsecondary/Collegiate

State Requesting Time: _____

Name and State of Second: _____

[Note: Second must be made by a delegate from a state different than the maker of the motion.]

STATE THE MOTION: (Use other side if more space is needed.)

Signature of Motion Maker

Signature of State Advisor of
Motion Maker

Signature of Seconder of Motion

Signature of State Advisor of
Seconder of Motion

REQUESTS FOR AGENDA TIME must be left in the Conference Headquarters by 8:30 p.m. the EVENING PRIOR to the Business Session. If the Credentials Committee approves the request, time will be allotted during the appropriate Business Session.