

Organizational Leadership (State Advisor Designated Event)

New for 2019-2020

This is a new Leadership event designed to help Chartered Associations select quality candidates for the positions of Voting Delegate at the ILC. The event is also designed to help prepare Voting Delegates for their important role at ILC. **Information has been added regarding participation in HCIE and Organizational Leadership.**

Purpose The purpose of the event is two-fold: 1) To assist chartered associations with selecting their Voting Delegates, if a method does not already exist and 2) To encourage HOSA members to develop and apply their knowledge of the organization and Parliamentary Procedure to represent their chartered associations at the International Leadership Conference as an official Voting Delegate.

General Rules

1. Competitors in this event must be active members of HOSA-Future Health Professionals, in good standing in the division in which they are registered to compete (Secondary or Postsecondary/Collegiate).
2. Competitors must be familiar with and adhere to the [“General Rules and Regulations of the HOSA Competitive Events Program \(GRR\).”](#)

Voting Delegate Selection Process

3. At the state level, the selection of Voting Delegates is at the discretion of the State Advisor or as outlined by the Chartered Association’s Bylaws and/or Policies and Procedures. HOSA members interested in serving as a Voting Delegate for their Chartered Association should check with their State Advisor to determine the process used in their state.

Optional HOSA Voting Delegate Test

4. If a selection process is not clearly outlined in the Chartered Association’s Bylaws and/or Policies and Procedures, the state may use the HOSA Voting Delegate test as a selection method.
5. If used, the HOSA Voting Delegate test shall be in the form of a 25-item multiple choice test and one essay question. The written test will measure knowledge and understanding of the information required to be a voting delegate. Competitors will have 30 minutes to complete the test. The essay will only be used if a tie-breaker is needed.
6. The official references for the selection of test questions for the HOSA Voting Delegate Test will be:
 - a. [HOSA Handbook](#), Sections A, B, and C
 - b. [HOSA Website](#)
 - c. [Robert's Rules of Order Newly Revised in Brief](#).

7. The chartered association written test plan is as follows:
 - Voting Delegate Role and Responsibilities = 24%
 - Parliamentary Procedure = 24%
 - HOSA Inc. = 16%
 - Organizational Structure of HOSA = 12%
 - History of HOSA = 12%
 - Positions and Responsibilities of the Executive Council = 8%
 - Membership = 4%
8. [Test Instructions](#): There will be a maximum of **30 minutes** to complete the test. There will be a verbal announcement when there are 15 minutes, 5 minutes, and 1 minute remaining for the test period. Competitors are required to bring two #2 lead pencils with erasers.
9. In case of a tie on the test, the essay question will be graded and used to break the tie.
10. Dress Code for testing: Competitors must be in official HOSA uniform or in proper business attire for testing at the State Level. Bonus points will be awarded for [proper dress](#).
11. Sample HOSA Voting Delegate Test Questions:
 - HOSA has how many regions?
 - A. Two
 - B. Three
 - C. Four
 - D. Five

 - A member who is *not* in favor of a motion votes by saying:
 - A. nay.
 - B. no.
 - C. negative.
 - D. nothing.

 - Who votes for the office of President-Elect?
 - A. Alumni
 - B. Secondary and Postsecondary/Collegiate Voting Delegates
 - C. Executive Council
 - D. Secondary Voting Delegates
12. Helpful Personnel for Test Management:
 - a. Proctors for Testing – Approximately one proctor per 20 competitors
 - b. Event assistants as needed
13. Helpful Facilities, Equipment, and Materials for Test Management:
 - a. One room to accommodate the total number of competitors
 - b. Tables/chairs, tablet armchairs, or schoolroom desks/chairs for the total number of competitors
 - c. Table/chairs for event personnel to provide for registration and materials distribution
 - d. Pre-numbered test packets with Scantron / answer forms
 - e. Evaluation Forms
 - f. Clock or timer

Number of Voting Delegate Selected for ILC

14. Each chartered association shall be allowed to select qualified HOSA members to serve as Voting Delegates at the ILC based on the division membership formula from [Article V Section 2 of the HOSA Bylaws](#) (below):

Membership	Voting Delegates
0-25	0
25-100	1
101-1,000	2
1,001-3,000	3
3,001-5,000	4
5,001-7,000	5
7,001-9,000	6
9,001-11,000	7
11,001-13,000	8
13,001-15,000	9
15,001-17,000	10
17,001 – 19,000	11
19,001 – 21,000	12
21,001 – 23,000	13
23,001 – 25,000	14
25,001 – 27,000	15
27,001 – 29,000	16
29,001 – 31,000	17
31,001 – 33,000	18
33,001 – 35,000	19
35,001 – 37,000	20
37,001 – 39,000	21
39,001 – 41,000	22
41,001 – 43,000	23
43,001 – 45,000	24

Example: A chartered association with a total membership of 8,000 members (7,500 Secondary members and 500 Postsecondary/Collegiate members) is allotted 6 Secondary and 2 Postsecondary/Collegiate Voting Delegates

Voting Delegate Responsibilities

15. All members who are selected by their Chartered Association to serve as Voting Delegates will follow the rules and items outlined in these guidelines.
16. Each chartered association will implement a process for notifying the Voting Delegates who have been selected for this important role.
17. **Voting Delegate ILC Requirements:** Prior to the ILC, Voting Delegates **must** review the following materials and submit the Voting Delegate Verification Form:

a. Voting Delegate Packet

Requirement #1: All Voting Delegates attending the ILC will read the Voting Delegate Packet, sign the Voting Delegate Verification Form found on page 6 of the guidelines and upload to Tallo prior to June 10. (Voting Delegates attending the ILC will receive the Voting Delegate Packet from their State Advisor. State Advisors receive the Voting Delegate Packet by April 20. If a Voting Delegate needs a copy of the Voting Delegate Packet and the State Advisor does not have, contact hosa@hosa.org.)

b. Executive Council Applicant Resumes and You Tube Videos

Requirement #2: All voting delegates attending the ILC must read Executive Council Applicant's resumes and watch the You Tube videos on HOSA's website at www.hosa.org prior to coming to the HOSA ILC, sign the Voting Delegate Verification Form found on page 6 of the guidelines, and upload to Tallo prior to June 10.

18. Voting Delegates will bring the Voting Delegate Packet with them to ILC.
19. At the International Leadership Conference, Voting Delegates **must** attend and participate in the following events in order to fulfill their duties as a Voting Delegate:
 - a. Voting Delegate Orientation
(Wednesday of the ILC from 1:00 – 4:00 PM)*
 - b. Meet the Candidates Breakfast
(Thursday of the ILC from 9:00 AM – 12:00 PM)*
 - c. Chartered Association Caucus – if desired
(Thursday afternoon)*
 - d. Business Session
(Friday of ILC from 8:30 – 11:30 AM)*
 - e. Recognition Session
(Friday of ILC at 7:30 PM)*
- Times may be subject to change – check the ILC schedule for exact times.
20. Competitors can register for both HCIE and Organizational Leadership, but special testing arrangements for HCIE must be made for ILC as these events take place at the same time (Wednesday) of ILC week. State Advisors will be required to notify HOSA Headquarters of any competitors registered for both events so that special arrangements can be made.
21. At the International Leadership Conference, Voting Delegates who represent their chartered associations will be recognized at the Friday night Recognition Session at the HOSA International Leadership Conference. Voting Delegates will receive a name badge ribbon, certificate and a pin, and walk across the stage at the Recognition Session.
22. Dress Code at ILC: Competitors must be in official HOSA uniform or in proper business attire for the Voting Delegate events at the International Leadership Conference.

Uploading to Tallo

Each competitor must create a profile on Tallo, an online platform that showcases talent and skills and brings students, colleges, companies, and possibilities together. Competitors will create their online profile by visiting – <https://hello.tallo.com/hosa>.

- a) The main purpose for the partnership with Tallo is two-fold: (1) to provide the HOSA member with a permanent, professional online portfolio to share with universities and future employers and (2) to obtain valuable analytical membership data for HOSA, including demographic, academic, and career interest information. Entities, outside of Tallo, CANNOT access this information without explicit member permission.
- b) The competitor must create a profile and upload a .pdf of the Voting Delegate Verification Form to the **Organizational Leadership** competitive event

opportunity on Tallo. **Detailed instructions** for doing this are in “step e” below and also available at <http://www.hosa.org/tallo> as both a .pdf [handout and web tutorial video](#).

- c) The size limit for any files uploaded to Tallo is 2.5 MB. To avoid an upload error, please be sure to save your .pdf as a compressed file or reduce the size of your embedded images. For instructions on how to do this, please visit: <http://www.hosa.org/filesize>.
- d) ILC Process:
 - 1. The .pdf of the Voting Delegate Verification Form must be uploaded to Tallo by midnight PST June 10, 2020.
 - 2. HOSA-Future Health Professionals will verify the material has been uploaded prior to the International Leadership Conference.
- e) Tallo Instructions
 - 1. Join Tallo-
 - a. Go to <http://www.hosa.org/tallo>.
 - b. Click the “Create Your Profile” button and create your account.
 - c. Add HOSA to your profile-
 - i. Click the blue “Profile” tab at the top left of the screen.
 - ii. Click the blue “Edit Profile” button at the top right of the screen (underneath the account dropdown menu).
 - iii. Select “Associations” from the bar on the left side of the screen.
 - iv. Type in “HOSA-Future Health Professionals” and select from the dropdown menu.
 - 2. Search for HOSA Competitive Event-
 - a. Select “Opportunities” at the top of your screen when logged in.
 - b. In the “Organization Name” search box type in “HOSA”; wait for the list of pre-populated organizations to appear, and then select your state association from the drop-down box (Example: HOSA-Future Health Professionals | California). Click the blue “Search” box.
 - c. Select your competitive event from the list that appears to the right (Make sure that you have selected the proper state!).
 - 3. Submit Materials and Apply for Competitive Event-
 - a. Follow the steps and provide required information for your event.
 - b. Click “Apply Now” when ready to submit.
 - c. You have until the ILC deadline (June 10, 2020) to change any content and re-upload your submissions. The material in Tallo as of June 10, 2020 is considered final for ILC.
 - d. To edit your submission-
 - i. Click the dropdown menu on the top right of your screen in Tallo.
 - ii. Click “My Opportunities” and select your event.
 - iii. Follow the instructions for editing your submission.



HOSA Voting Delegate Verification Form

Chartered Association: _____

Voting Delegate's Name: _____
(Please print)

This form **must** be completed and uploaded to Tallo by EACH chartered association voting delegate no later than June 10th for validation as a voting delegate to the International Leadership Conference.

Voting Delegate Packet

By signing here, I verify that I have received a copy of the Voting Delegate Packet from my State Advisor and have read its contents.

Voting Delegate Signature

Date

Executive Council Applicant Resumes and You Tube Videos

By signing here, I verify that I have read all Executive Council Applicant resumes and watched all the You Tube videos on HOSA's website at www.hosa.org.

Voting Delegate Signature

Date