

Organizational Leadership (State Advisor Designated Event)

New for 2020-2021

Editorial changes have been made in the guidelines for clarity.

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 3rd Edition](#).

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

Number of Voting Delegate Selected for ILC

12. 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

13. All members who are selected by their Chartered Association to serve as Voting Delegates will follow the rules and items outlined in these guidelines.
14. Each chartered association will implement a process for notifying the Voting Delegates who have been selected for this important role.
15. **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 in these 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 the Executive Council Applicants' 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 5 of the guidelines, and upload to Tallo prior to June 10.

16. Voting Delegates will bring the Voting Delegate Packet with them to ILC.
17. 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 of the ILC)*
 - 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.
18. 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 as Voting Delegate Orientation (Wednesday) of the ILC. State Advisors will be required to notify HOSA Headquarters of any competitors registered for both events so that special arrangements can be made.
19. At the International Leadership Conference, Voting Delegates who represent their chartered association 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.
20. **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.

Required Digital Uploads

21. The completed Delegate Verification Form must be uploaded, pdf preferred, by selected delegate:
 - a. to Tallo for Secondary & Postsecondary/Collegiate divisions
 - b. Uploads for ILC will be open from April 20th – June 10th for selected delegates only.

Instructions for uploading materials to Tallo (Secondary/Postsecondary divisions only) can be found [HERE](#).



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