



State Chartered Association Event for Voting Delegates



New for 2023 - 2024

Editorial updates have been made.

Event Summary

The purpose of the event is two-fold: 1) To assist State/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 HOSA organization and Parliamentary Procedure to represent their State/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.
2. **Eligible Divisions:** Secondary and Postsecondary/Collegiate divisions are eligible to compete in this event.
3. Competitors must be familiar with and adhere to the [“General Rules and Regulations of the HOSA Competitive Events Program \(GRR\).”](#)
 - A. Per the [GRRs](#) and [Appendix H](#), HOSA members may request accommodation in any competitive event. To learn the definition of an accommodation, please read [Appendix H](#). To request accommodation for the International Leadership Conference, [submit the request form here](#) by May 15 at midnight EST.
 - B. To request accommodation for any regional/area or state level conferences, submit the request form [here](#) by your state published deadline. Accommodations must first be done at state in order to be considered for ILC.

Voting Delegate Selection Process

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

Optional HOSA Voting Delegate Test

5. If a selection process is not clearly outlined in the State/Chartered Association's Bylaws and/or Policies and Procedures, the State/Chartered association may use the HOSA Voting Delegate test as a selection method.

6. 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 tiebreaker is needed.
7. The official references for the selection of test questions for the HOSA Voting Delegate Test will be:
8. [HOSA Handbook](#), Sections A, B, and C
9. [HOSA Website](#)
10. [Robert's Rules of Order Newly Revised in Brief 3rd Edition](#).
11. The State/Chartered Association written test plan is as follows:
 - Voting Delegate Role and Responsibilities.....24%
 - Parliamentary Procedure24%
 - HOSA Inc.16%
 - Organizational Structure of HOSA12%
 - History of HOSA12%
 - Positions and Responsibilities of the Executive Council8%
 - Membership4%
12. [Test Instructions](#): At the state/association conference there will be a maximum of **30 minutes** to complete the test. There may 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 (not mechanical) with erasers.
13. In case of a tie on the test, the essay question will be graded and used to break the tie.
14. Dress Code for testing: Competitors must be in official HOSA uniform or in proper business attire for testing at the State/Chartered Association Level. Bonus points will be awarded for [proper dress](#).
15. 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

16. Each State/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 State/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

17. All members who are selected by their State/Chartered Association to serve as Voting Delegates will follow the rules and items outlined in these guidelines.
18. Each State/Chartered Association will implement a process for notifying the Voting Delegates who have been selected for this important role.
19. **Voting Delegate ILC Requirements:** Prior to the ILC, Voting Delegates **must** review the following Materials:
 - A. Voting Delegate Packet**
Requirement #1: All Voting Delegates attending the ILC will read the Voting Delegate Packet. Voting Delegates will receive the Voting Delegate Packet from their State Advisor. State Advisors receive the Voting Delegate Packet 60 days prior to the ILC from HOSA Headquarters. 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 YouTube videos on HOSA's website at www.hosa.org prior to coming to the HOSA ILC.
20. 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. State/Chartered Association Caucus – if desired
(Thursday of the ILC from 5:30 – 7:00 PM)
- 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.

- 21. Competitors can register for both Health Care Issues Exam (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.
- 22. At the International Leadership Conference, Voting Delegates who represent their State/Chartered Association will be recognized during the Recognition Session at the HOSA International Leadership Conference. Voting Delegates will receive a name badge ribbon, certificate, and a pin for their service at the International Leadership Conference
- 23. [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.