

Chapter Leadership

(Arizona HOSA Recognition Event Based on Organizational Leadership)

New for 2021-2022

This is a new Recognition event designed to help chapters designate voting delegates for the Business Session at the State Leadership Conference. The event is also designed to help prepare Voting Delegates for their important role at SLC. **Voting Delegates may compete in Competitive Events as well as Chapter Leadership. Voting Delegates CANNOT be State Officer Candidates.**

Purpose The purpose of the event is two-fold: 1) To assist chapters 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 State 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. For the State Leadership Conference, the selection of Voting Delegates is at the discretion of the Chapter Advisors. The processes may be outlined in the chapter's Bylaws and/or Policies and Procedures.
4. Students interested in serving as a Voting Delegate should check with their Local Advisor to determine the process used by their chapter.
 - a. Ideas for methods to determine voting delegates can include a chapter designed test, interviews of potential delegates, or designation by the Chapter Advisor.
 - b. Recommended references for the selection of test questions *should the chapter choose to use a test include:*
 - i. [HOSA Handbook](#), Sections A, B, and C
 - ii. [HOSA Website](#)
 - iii. [Robert's Rules of Order Newly Revised in Brief](#).

Number of Voting Delegate Selected for SLC

5. Each chapter in attendance at the State Leadership Conference shall be allowed to select qualified HOSA members to serve as Voting Delegates based on the division membership formula from [Article VIII Section 2 of the Arizona HOSA Bylaws](#) as included here:
 - a. Article VIII Annual Business Meetings; Section 2. Each active AzHOSA Chapter shall be entitled to two (2) voting delegates to represent their chapter at the AzHOSA State Conference Annual Meeting.

Voting Delegate Responsibilities

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

- a. **Voting Delegate Packet**

Requirement #1: All Voting Delegates will read the Voting Delegate Packet sent out by the State Advisor. This will include information on each Candidate as well as information on any Bylaws Amendments or votes that will occur during the Business Session at the State Leadership Conference.

Requirement #2: Sign the Voting Delegate Verification Form found on page 4 of the guidelines and upload to Wufoo. Voting Delegates will receive the Delegate Packet from their Chapter Advisor by March 25, 2022. If the Chapter Advisor has not received the packet, they should contact the Arizona HOSA State Office.

- b. **State Officer Applicant Resumes and You Tube Videos**

Requirement #2: All voting delegates attending the ILC must read each State Officer applicant's resumes Executive Council Applicant's resumes and watch the YouTube videos on the Arizona HOSA website prior to coming to SLC, sign the Voting Delegate Verification Form found on page 4 of the guidelines, and upload to Wufoo prior to March 25, 2022.

9. Competitors can be registered for both the Chapter Leadership Recognition Event and Competitive Events. Competitors are responsible for meeting their duties as a Voting Delegate and competing.
10. At the Awards Session, Voting Delegates who represent their chapters will be recognized on screen. Voting Delegates will also receive a name ribbon and certificate of appreciation.
11. Dress Code at SLC: Competitors must be in official HOSA uniform or in proper business attire for the Voting Delegate events.

Uploading to Wufoo

Wufoo is a free survey and forms service that allows you to upload forms and other information that will be important for this competitive event. You will need to know the following information:

1. Your Advisor's name
2. Your chapter number
 - a. You can contact your advisor for help with this

Each competitor will submit their completed forms to this form:
<https://azhosa.wufoo.com/forms/chapter-leadership-form-upload/> by 11:59 PM March 25, 2022. Steps to complete the upload are as follows:

- a. Print and sign or electronically sign the Voting Delegate Verification Form found at the end of this packet

- a. If you printed and signed the verification form, you can use an app like Genius Scan in order to take a scan of it to create a .pdf for upload to Wufoo.
- b. The size limit for this Wufoo form is 25 MB. If your file is larger than that, you will need to save your .pdf as a compressed or reduced size file. For instructions, please visit: <http://www.hosa.org/filesize>.
- c. ***All Voting Delegate Verification Forms need to be in a .pdf format.***

Arizona HOSA Voting Delegate Verification Form

Chapter and Chapter Number: _____

Advisor's Name: _____

Voting Delegate's Name: _____
(Please print)

This form **must** be completed and uploaded to Wufoo by each chapter's voting delegates no later than March 25, 2022 for validation as a voting delegate at the 2022 State 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 State Executive Council Applicant resumes and watched all the YouTube videos on Arizona HOSA's website at azhosa.org.

Voting Delegate Signature

Date