MEMORANDUM

To: NSH Board of Directors, Committee Chairpersons, Appointees, and Constituent Society Presidents
From: Joanna Barton, Speaker of the House of Delegates
         Jerry Santiago, Secretary of the House of Delegates

Date: June 12, 2020

RE: Virtual House of Delegates Update

Due to the transition of NSH’s 2020 Annual Symposium/Convention from a face-to-face to a virtual meeting, it has become necessary to hold this year’s House of Delegates Meeting virtually. We will follow the same schedule that was outlined previously in the House of Delegates Agenda Items Memo distributed in NSH In Action on June 1, 2020. Dates and times listed in the memo are also outlined again further down in this memo. Please note that all times are listed in Pacific Daylight Time. Refer to the House of Delegates Agenda Item Memo for more detailed information regarding submission of proposed bylaws amendments, proposed agenda items, and Speaker Candidate information forms.

HOD PRACTICE SESSION
In addition to the dates already set and to help ensure that the virtual HOD meeting runs smoothly, we have added a practice session scheduled for Tuesday, October 6, 2020 at 4:30PM PDT. This practice session will allow everyone to log in, and we will review the meeting procedures in this virtual environment. All delegates and alternates should attend this session, in case an alternate will need to be seated instead of the delegate. If for some reason you cannot attend the practice session prior to the meeting, then you will be required to view a recorded webinar outlining meeting procedures. We will also distribute written instructions in advance of the HOD meeting. More information about the practice session will be included in the HOD Agenda Packet.

ADDITIONAL DELEGATE SUBMISSION INFORMATION
For those of you who are responsible for submitting delegate and alternate names, please make sure to include the phone number and email address that would be used to sign in to the virtual HOD meeting on the delegate submission form for each delegate and alternate. It is important that the phone number and email submitted are ones that will be used for the virtual meeting. There will also be reminders to include this information in future delegate submission communications.

SCHEDULE

- Proposed Bylaws Amendments due – July 20, 2020
- Proposed Agenda Items, Speaker Candidate Forms, and Delegate Submission Forms due – August 20, 2020
- Agenda Packets Distributed to delegates via The Block by – September 20, 2020
- House of Delegates Meeting Practice Session - Tuesday, October 6, 2020 at 4:30PM PDT
- House of Delegates Meeting – Tuesday, October 20, 2020 at 4:30PM PDT
We thank you for your flexibility and understanding. If you have any questions regarding the virtual HOD meeting you can contact the HOD Secretary, the Executive Director, Sharon Kneebone (sharon@nsh.org) or myself. If you have specific credentialing questions you can contact the Credentials Chair, Jennifer Harvey (jrosethorn@gmail.com).

Below you will find our contact information:

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