



Membership Assembly Participation - Frequently Asked Questions

EXPENSES

1. What expenses is ANA covering for the 2019 Membership Assembly meeting?

- **Membership Assembly Voting Representatives:** ANA will cover transportation and hotel accommodations for the nights of Thursday, June 20 and Friday, June 21 for *no more than* two (2) representatives for each Constituent or State Nurses Association (C/SNA) and the Individual Member Division (IMD) and *no more than* one (1) representative for each Organizational Affiliate (OA). (See page 4 for travel/hotel information and in the attached Expense Policy (Appendix 1) for funding and travel policy details.)
- **Membership Assembly Alternate Representatives:** Alternate Representatives are responsible for all expenses associated with their attendance at the ANA Membership Assembly meeting and are required to pay a registration fee of \$400 to cover the costs of printed materials and food/beverages.
- **Chief Staff Officer of a C/SNA or an OA:** The C/SNA or OA is responsible for all expenses associated with their chief staff officer's attendance at the ANA Membership Assembly meeting. Chief staff officers of a C/SNA or an OA are not required to pay a registration fee.
- **Leadership Council Executive Committee Chair:** ANA will cover all reasonable expenses related to travel to and participation in the ANA Membership Assembly meeting in accordance with ANA's Travel Policy.
- **Committee Member:** ANA will cover all reasonable expenses related to the following committee members' required attendance at the ANA Membership Assembly meeting in accordance with ANA's Travel Policy:
 - Committee on Bylaws (*in-odd numbered years or as needed*)
 - Committee on Honorary Awards (*in even-numbered years*)

- Nominations and Elections Committee
- Professional Policy Committee
- ***C/SNA or OA Presidents, who are not serving as Membership Assembly Representatives:*** C/SNA and OA presidents, not serving as Membership Assembly Representatives, are treated as observers for the purpose of registration. C/SNA and OA presidents are responsible for all expenses associated with their attendance at the ANA Membership Assembly meeting and are required to pay a registration fee of \$400 to cover the costs of printed materials and food/beverages.
- ***ANA Member and Non-Member Observers:*** ANA member and non-member observers are responsible for all expenses associated with their attendance at the ANA Membership Assembly meeting and are required to pay a registration fee of \$400 to cover the costs of printed materials and food/beverages.
- ***An Alternate Representative Who Assumes the Role of Representative:*** Per the Board of Directors Policy, *Expense Policy for ANA Membership Assembly Meetings* (Appendix 1), **if the ANA Board of Directors has determined that it will pay some or all of Representatives' expenses**, the maximum number of Representatives ANA will fund is two (2) for each C/SNA and one (1) for each OA.

If an Alternate Representative assumes the role of Representative *after* ANA has incurred expenses for the maximum number of Representatives, only the \$400 registration fee paid by the Alternate Representative will be refunded; no additional funding will be provided by ANA.

2. *I serve more than one role at the ANA Membership Assembly meeting, how do I determine the expenses covered by ANA?*

ANA will cover expenses for the role that provides more funding.

For example,

- If you serve as a member of the Nominations and Elections Committee AND as a C/SNA president, ANA will cover all reasonable expenses related to your required attendance at the ANA Membership Assembly meeting as a

member of the Nominations and Elections Committee in accordance with ANA's Travel Policy.

- If you serve as a Membership Assembly Representative AND as the chief staff officer of a C/SNA, ANA will pay the expenses the ANA Board of Directors has determined will be funded by ANA for Membership Assembly Representatives.

Refer to Appendix 1, ANA Board of Directors Policy: *Expense Policy for ANA Membership Assembly Meetings*, for additional information.

REGISTRATION

1. ***When will the online registration site for the ANA Membership Assembly meeting open?***

The online registration site for the ANA Membership Assembly meeting as well as the related meetings and events will open on **Thursday, March 28**. Once the registration site closes on **Monday, May 27**, individuals will need to register onsite.

2. ***How do I register for the ANA Membership Assembly meeting if I'm not a Representative?***

- ***Alternate Membership Assembly Representatives:*** A link to the online registration site will be sent to the email address provided on the Representative and Alternate Representative Submission Form.
- ***C/SNA or OA Presidents, who are not serving as Membership Assembly Representatives:*** C/SNA or OA Presidents not serving as Membership Assembly Representatives are treated as **observers** for the purposes of registration and must request to observe. Refer to Appendix 2, Membership Assembly Policy: *ANA Member Requests to Attend the ANA Membership Assembly*, for additional information.
- ***Observers:*** Upon confirmation from ANA that your request to observe has been received, a link to the online registration site will be sent to the e-mail address provided with the request.

TRAVEL AND HOTEL

1. How do I secure travel arrangements and hotel accommodations?

Specific instructions on securing travel arrangements and making hotel accommodations will be provided on the online registration site when it opens on **Thursday, March 28**.

2. May I secure travel arrangements on my own?

If ANA is paying for any portion of your travel (See Q1 under Expenses) **you must use ANA's travel provider, Direct Travel Management, to secure your travel arrangements. ANA will not** reimburse expenses for travel booked through any other service. (Expense Policy Appendix B – Travel Policy). All travel (air and train) must be booked **30 days prior to the Membership Assembly. Instructions will be provided on the registration site.**

If ANA is not paying your travel or hotel expenses, you may secure travel arrangements and hotel accommodations through the vendor of your choice.

3. Will I be reimbursed if I drive?

If you travel by automobile to the ANA Membership Assembly, you will be reimbursed at the current federal government rate for mileage *up* to the cost of the lowest round trip airfare available. There is no reimbursement for rental cars. If flying or taking a train, mileage will be paid to and from your home and the airport or other mass transit point of departure.

4. Will my parking be reimbursed?

ANA will reimburse parking expenses for up to three days for the ANA Membership Assembly.

5. May I secure hotel accommodations on my own?

To secure ANA's room rate, use the hotel link provided on the registration site to book your room. A credit card is needed as a guarantee for arrival and for incidental expenses. If a reservation is not guaranteed, the hotel is under no obligation to hold the reservation. Please have your credit card information as well as your arrival and departure dates available prior to logging onto the registration site.

6. Do I need a credit card to make my hotel reservation if ANA is paying for all or some of my hotel stay?

Yes, a credit card is needed as a guarantee for arrival and for incidental expenses. If a reservation is not guaranteed, the hotel is under no obligation to hold the reservation. **If ANA is paying all or a portion of your hotel stay, the room rate and tax for those nights will be billed directly to ANA not to your credit card. The room reservation must be in your name.**

OBSERVING THE ANA MEMBERSHIP ASSEMBLY MEETING

1. *What is the process for requesting to observe the ANA Membership Assembly meeting?*

Per the ANA Bylaws (Article III, Section 3.d.4) C/SNA and IMD members may attend the meetings of the ANA Membership Assembly as determined by policy.

For planning purposes (e.g., space, meals, meeting materials), requests to observe the ANA Membership Assembly meeting will be considered on a first-come-first-served basis. Requests from ANA members will be given preference over requests from non-members. The [process](#) for requesting to observe will open on **Monday, February 25** and close on **Friday, May 17**.

Refer to Appendix 2, *Membership Assembly Policy: ANA Member Requests to Attend the ANA Membership Assembly* and Appendix 3, *Membership Assembly Policy: Non-Member Requests to Observe the ANA Membership Assembly* for additional information.

QUESTIONS

For questions about the Membership Assembly:

- **Expenses and Observing:** leader@ana.org
- **Registration and Travel:** meetings@ana.org

Appendices:

Appendix 1: ANA Board of Directors Policy, *Expense Policy for ANA Membership Assembly Meetings*

Appendix 2: ANA Membership Assembly Policy, *ANA Member Requests to Attend the ANA Membership Assembly*

Appendix 3: ANA Membership Assembly Policy, *Non-Member Requests to Observe the ANA Membership Assembly*

(Above policies and additional information can be found be on the [Membership Assembly website.](#))

Appendix 1

AMERICAN NURSES ASSOCIATION

Board of Directors

Policy/Position

Title:	Expense Policy for ANA Membership Assembly Meetings
Source:	ANA Board of Directors
Date:	September 14, 2018 (Policy) November 30, 2018 (Appendix A)
Replaces:	January 24, 2018
Policy/Position:	

In accordance with the ANA Bylaws (Article III, Section 8.a), *the ANA Membership Assembly shall hold one meeting per year for which ANA shall pay expenses consistent with ANA's expense policy.* The annual meeting of the ANA Membership Assembly may be face-to-face or virtual.

This expense policy will ensure that a) adequate cost controls are in place, b) travel and other expenditures are reasonable and necessary, and c) there is a uniform and consistent approach for timely reimbursement of authorized expenses.

This policy identifies criteria for ANA's payment of expenses related to participation in ANA's Membership Assembly meeting by Constituent and State Nurses Association (C/SNA), Individual Member Division (IMD), and Organizational Affiliate (OA) Representatives, and ANA's Board of Directors (Referred to as "Representatives"); past ANA presidents; chief staff officers of the C/SNAs and OAs; and Guests.

This policy also clarifies ANA's responsibility for payment of expenses related to individuals elected or appointed as Alternate Representatives and ANA-Member and Non-Member Observers' attendance at the ANA Membership Assembly meeting.

ANA assumes no obligation to reimburse for expenses that are not in compliance with this Expense Policy.

Funding

ANA Membership Assembly Representatives

During the annual budget process, the ANA Board of Directors will determine the level of financial support ANA will provide for Representatives' expenses (i.e., travel, hotel, and meals) and may, in accordance with this expense policy, require C/SNAs, the IMD, and OAs to pay a portion of the expenses for their respective Representatives.

In doing so, the ANA Board of Directors will weigh the following factors:

1. Business to be completed by the ANA Membership Assembly.
2. ANA's overall budget and the availability of funds to pay for Representatives' expenses.
3. The impact on Representatives' ability to attend the ANA Membership Assembly meeting.
4. The impact on C/SNAs, the IMD, OAs, and the meeting outcomes.
5. The impact of holding the meeting virtually.
6. The impact of holding the meeting in a location other than the Washington, D.C. metropolitan area.

See Appendix A for the funding that ANA will provide to Representatives for the 2019 ANA Membership Assembly meeting and Appendix B for ANA's Travel Policy.

ANA Membership Assembly Alternate Representatives

Alternate Representatives are responsible for all expenses associated with their travel to and attendance at the annual ANA Membership Assembly meeting and are required to pay a registration fee which covers the cost of printed materials and food and beverages throughout the Membership Assembly business meeting. See Appendix A for the 2019 Membership Assembly registration fee.

Past ANA Presidents

The Association will reimburse Past ANA Presidents for all expenses related to their travel to and participation in the annual ANA Membership Assembly meeting in accordance with ANA's Travel Policy (See Appendix B).

ANA Board of Directors Liaisons

The Association will reimburse ANA Board of Directors Liaisons for all expenses related to their travel to and participation in the ANA Membership Assembly meeting in accordance with ANA's Travel Policy (See Appendix B). Board Liaisons are as follows:

1. American Nurses Credentialing Center (ANCC) President
2. American Nurses Foundation (Foundation) Chair
3. American Academy of Nursing (AAN) President
4. American Nurses Association-Political Action Committee (ANA-PAC) Chair
5. OA Liaison

Leadership Council Executive Committee Chair

The Association will reimburse the Chair of the Leadership Council Executive Committee for all expenses related to their travel to and participation in the ANA Membership Assembly meeting in accordance with ANA's Travel Policy (See Appendix B).

ANA Committee Volunteers

The Association will reimburse individuals serving on the following ANA committees for all expenses related to their required travel to and participation in the ANA

Membership Assembly meeting in accordance with ANA's Travel Policy (See Appendix B):

1. Committee on Bylaws (in odd-numbered years when amendments to ANA's bylaws are considered)
2. Committee on Honorary Awards (in even-numbered years when awards are bestowed)
3. Nominations and Elections Committee
4. Professional Policy Committee

Individuals serving on other ANA committees, boards, and councils who wish to attend the ANA Membership Assembly meeting are responsible for all expenses related to their travel to and attendance at the annual ANA Membership Assembly meeting and are required to pay a registration fee, which covers the cost of printed materials and food and beverages throughout the Membership Assembly business meeting. See Appendix A for the 2019 Membership Assembly registration fee.

Chief Staff Officers

Chief staff officers of a C/SNA or an OA are responsible for all expenses associated with their travel to and participation in the annual ANA Membership Assembly meeting. Chief Staff Officers are not required to pay a registration fee.

Guests

Guests are responsible for all expenses associated with their travel to and attendance at the annual ANA Membership Assembly meeting. Guest are not required to pay a registration fee. Guests are as follows:

1. Executive Director *or designee* of the Academy;
2. Representative of the Federal Nursing Services Council;
3. President or designee and Executive Director of the National Student Nurses Association;
4. Past executive directors of ANA; and
5. Credentialed press.

ANA-Member and Non-Member Observers

All observers, both ANA-members and non-members, are responsible for all expenses associated with their travel to and attendance at the annual ANA Membership Assembly meeting and are required to pay a registration fee, which covers the cost of printed materials and food and beverages throughout the Membership Assembly business meeting. See Appendix A for the 2019 Membership Assembly registration fee.

Appendix A: Funding Provided by ANA for the 2019 Membership Assembly

Appendix B: ANA Travel Policy

Appendix A: Funding Provided by ANA for the 2019 Membership Assembly

Funding Provided to ANA Membership Assembly Representatives

For the 2019 Membership Assembly meeting, ANA will fund travel (air, ground, or train) and hotel accommodations at the Grand Hyatt Washington Hotel in Washington, DC for the nights of Thursday June 20 and Friday June 21 for:

- Two Representatives from each constituent or state nurses association (C/SNA);
- Two Representatives from the Individual Member Division (IMD); and
- One Representative from each Organizational Affiliate.

EXCEPTION: For the two Representatives from Guam and the two Representatives from the Virgin Islands, ANA will fund two additional nights' hotel accommodations, for a total of four nights at the Grand Hyatt Washington Hotel (Wednesday June 19, 2019 through Saturday June 22, 2019).

These expenses will be paid consistent with ANA's Travel Policy. (See Appendix B).

All other Membership Assembly Representatives are responsible for all travel and hotel expenses associated their participation in the 2019 ANA Membership Assembly meeting.

ANA will also provide breakfast and lunch to all Membership Assembly Representatives on Friday June 21 and Saturday June 22. **Expenses incurred for all other meals will be at the Representative's expense.**

All Other Membership Assembly Participants

For the 2018 Membership Assembly meeting, ANA will provide breakfast and lunch on Friday June 21 and Saturday June 22 to the following Membership Assembly participants, including but not limited to:

- Alternate Membership Assembly Representatives
- Past ANA Presidents
- ANA Board of Directors Liaisons
- Leadership Council Executive Committee Chair
- ANA Committee Volunteers
- C/SNA and OA Chief Staff Officers
- Guests
- ANA-Member and Non-Member Observers

Registration Fee

The registration fee for the 2019 Membership Assembly is \$400. Refer to the *Expense Policy for ANA Membership Assembly Meetings*, Funding Section for additional information.

Appendix B: Relevant Excerpts from ANA's Travel Policy

By adhering to ANA's Travel Policy, ANA can provide travelers with immediate assistance, locate travelers during an emergency, reduce the risk and liability to the organization, maximize the ability to negotiate discounted rates, and monitor and contain costs.

ANA Approved Travel Provider

ANA's travel vendor can provide full-service travel support for business travelers via their online platform and the online platform has been configured to assist the Traveler with making reservations in alignment with the Policy. This online platform saves ANA money in ticketing and service fees and gives the Traveler flexibility in making their reservations.

Utilize the vendor's online platform to make airline, train, rental car and lodging reservations when traveling on ANA-related business. ANA will not reimburse for airline or train expenses booked outside of the vendor's online platform, unless the travel falls under the following qualifying circumstances outlined in this Policy.

Travelers are permitted to call ANA's travel vendor directly (at higher fees to ANA) rather than use the online platform under the following qualifying circumstances:

- Flight cancelation or flight delays that cause the Traveler to miss a connecting flight;
- Airline strike;
- Changes in travel required for business reasons;
- Complicated itineraries that include multiple airlines, multiple international cities, or more than three domestic cities

Flight Reservations

The Traveler will be given available travel options, ordered by lowest price and around the preferred times of travel. Consistent with the objectives of the trip, Travelers are expected to select the most economical airfare available.

Book in Advance: It is expected that tickets will be booked as far in advance as possible and changes should be avoided. ANA's vendor will offer flights leaving up to two hours before and after the requested departure times. Travelers are expected to take the less expensive flight if savings represent \$100 or more.

Non-stops vs. single stop: If available at cost savings of \$100 or more, the ANA vendor will suggest flights including a scheduled layover not exceeding two hours. If the extra time in transit does not interrupt scheduled meetings for the day, the Traveler is to accept such minor delays in exchange for the lower airfare. While flights with more than one stop may be offered, it is not required to accept a flight with more than one stop.

Class of Service: All travel should be at the lowest class available. This usually means non-refundable tickets. ANA will not pay for first class travel. For flights longer than six hours, one upgrade in class of service will be reimbursed.

Travelers will not travel on ANA-related business as the pilot or passenger in a private aircraft.

Tickets over \$650: Tickets over \$650 require approval and will be automatically flagged and routed for approval by the ANA vendor. Travelers should not request approvals directly with the vendor. At its discretion, ANA may require Travelers to utilize canceled tickets, credits, and corporate travel rewards for tickets over \$650, and for any other ANA business-related expense.

Alternative Airports: The least expensive airport within a 60-mile radius should be used when the overall savings, including the difference in airfare, local travel, and parking is greater than \$200.

Rebooking Fees: Rebooking, penalties or change fees incurred by Travelers for personal reasons are the expense of the individual Traveler. The Traveler is responsible for reimbursing ANA unless:

- The fees and costs are the result of ANA-related business or circumstances beyond the Traveler's control, including weather delays; or
- The change in travel will result in overall savings to ANA; or
- An emergency arises, and ANA waives reimbursement.

Baggage Charges: When the airline imposes a baggage fee for checked luggage, ANA will reimburse for up to two bags.

Lost Luggage: Lost luggage is the responsibility of the airline and procedures for filing claims should be followed. ANA is not responsible for loss or damage to personal items.

Frequent Flyer Programs: Travelers may not select travel contrary to ANA's Travel Policies and Procedures for obtaining or maximizing personal travel loyalty rewards or for other personal reasons.

Personal frequent flyer mileage or similar rewards can be used by the Traveler to upgrade transportation and lodging, provided there is no additional cost to ANA. Personal frequent flyer miles and other personal rewards earned while traveling on ANA business are the property of the Traveler. ANA does not pay for airline club memberships.

Refunds/Unused Tickets: Unused, non-refundable tickets are credited to the Traveler's personal frequent flyer account at the airline. Unused tickets paid for by ANA are not to be used for personal travel unless the Traveler reimburses ANA. The Traveler must use them as quickly as possible so that they do not expire prior to use.

Personal Travel: Travelers who wish to extend their stay beyond the time required for ANA-related business or to add personal travel onto their business ticket must book the business and personal travel at the same time through the ANA vendor so the cost of the business portion of the trip can be accurately determined. Travelers will be responsible for any additional costs associated with personal legs of a trip.

Travel Companions: Travel for spouse or other significant others is not the responsibility of ANA. This includes all transportation and lodging. Companion travel expenses will not be reimbursed.

Alternatives to Flying: Traveling by plane is usually the most convenient and cost-effective manner. If a Traveler elects to drive instead of fly, he/she will be reimbursed for the lesser of the travel based on the IRS mileage rate, or the flight.

Parking / Shuttle Transportation: When traveling to and from airports or meeting venues, Travelers should choose the best balance between cost and personal convenience. Depending upon the length of trip, it may make more sense to take a shuttle or cab to the destination to avoid parking costs for the duration of the trip.

Travel and Accident Insurance

ANA's insurance policies cover Travelers while traveling on ANA-related business, except when traveling in an aircraft operated, owned or leased by the Traveler or in other noncommercial aircraft. Personal excursions (frolics and detours) during, immediately before, and immediately after business trips, are not covered by ANA's insurance policies. Insurance purchased by the Traveler for personal legs related to a business trip will not be reimbursed.

Hotel Reservations

Lodging: Lodging needed during ANA-related business travel must be booked through the ANA vendor **(if any part of your lodging is being covered by ANA)**.

Other Travel Related Items

ANA requires that expense reports be submitted in a timely manner, preferably within two weeks of travel. Expenses that are not submitted for reimbursement within 60 days of the travel end date will not be reimbursed.

Appendix 2

AMERICAN NURSES ASSOCIATION

Membership Assembly

Policy/Position

Title:	ANA Member Requests to Attend the ANA Membership Assembly
Source:	ANA Membership Assembly
Date:	September 14, 2016
Replaces:	November 11, 2015
Policy/Position:	

1. Pursuant to the ANA Bylaws (Article III, Section 3.d.4) members of the Constituent and State Nurses Associations (C/SNAs) and the Individual Member Division (IMD) may attend the ANA Membership Assembly meeting as determined by policy.
2. ANA members wishing to attend the ANA Membership Assembly meeting must submit a request using the online [Membership Assembly Observer Request Form](#), which will include the following information:
 - Full name
 - ANA membership number
 - C/SNA or IMD affiliation
 - Mailing address
 - Phone number
 - E-mail address
3. All requests must be submitted to ANA four (4) weeks prior to the ANA Membership Assembly meeting.
4. Requests that are submitted less than four (4) weeks prior to the ANA Membership Assembly meeting and onsite requests may not be considered.
5. Due to space constraints, requests to attend will be considered on a first-come-first-served basis. ANA member observers shall be seated in the gallery in an area reserved for observers or, at the discretion of the chair, on the floor with their elected representative(s).
6. ANA members may proceed with plans to attend upon receipt of a link to the registration site.

7. ANA members are required to pay a registration fee, which covers the cost of printed materials and/or food and beverages throughout the Membership Assembly business meeting. In addition, ANA members are responsible for all expenses associated with their travel to and attendance at the ANA Membership Assembly meeting (e.g., travel and hotel).
8. ANA members may be granted permission to speak at the ANA Membership Assembly meeting at the discretion of the Chair, but shall speak only once to a question and only after all Representatives wishing to speak had the opportunity to do so. When giving name and state, ANA members shall indicate that they are not ANA Membership Assembly Representatives.

Appendix 3

AMERICAN NURSES ASSOCIATION

Membership Assembly

Policy/Position

Title:	Non-Member Requests to Observe the ANA Membership Assembly
Source:	ANA Membership Assembly
Date:	September 14, 2016
Replaces:	November 11, 2015
Policy/Position:	

1. Requests from non-ANA members wishing to observe the ANA Membership Assembly meeting may be considered at the discretion of the ANA President as chair of the ANA Membership Assembly.
2. In his/her decision making process, the ANA President will consider how the individual's role as an observer is related to the business of the ANA Membership Assembly.
3. Requests to observe the ANA Membership Assembly meeting must be submitted to [Membership Assembly Observer Request Form](#) and will include:
 - Full name
 - Affiliation
 - Mailing address
 - Phone number
 - E-mail address
4. All requests must be submitted to ANA four (4) weeks prior to the ANA Membership Assembly meeting.
5. Requests that are submitted less than four (4) weeks prior to the ANA Membership Assembly meeting and onsite requests may not be considered.
6. Due to space constraints, requests to observe will be considered on a first-come-first-served basis, and non-member observers shall be seated in a separate area in the gallery.
7. Individuals may proceed with plans to observe upon receipt of a link to the registration site from ANA.
8. Non-member observers are required to pay a registration fee, which covers the cost of printed materials and /or food and beverages throughout the Membership Assembly business meeting. In addition, non-member observers are responsible for all expenses associated with their travel to and attendance at the ANA Membership Assembly meeting (e.g., travel and hotel).
9. Non-member observers may be granted permission to speak at the ANA Membership Assembly meeting at the discretion of the Chair, but shall speak only once to a question, and only after all Representatives and ANA members, who

have been granted permission to speak, have had the opportunity to do so. When giving name and state, non-member observers shall indicate that they are not ANA Membership Assembly Representatives.