

Credentialing Fact Sheet

We know that the credentialing process for NOW conferences can be a bit complicated so we've provided this fact sheet to explain the different criteria for delegate credentialing. If you just need the basics, here's what you need to know:

1. Every delegate must be a NOW member for **at least 90 days** prior to the Conference.
2. All delegates and alternates must bring proof of membership with them to the conference.
3. Individuals are responsible for registering for the conference and bringing proof of membership with them. Chapter presidents are responsible for providing delegate lists on the approved forms.

If you're aching for more details, read the following sections:

- Criteria for Delegate Allocation (explains calculation of chapter delegates)
- Criteria for Delegates & Proof of Membership (for voting purposes only)
- Criteria for Delegate Substitution
- Criteria for On-site Credentialing
- Criteria for At-Large Delegates from States

Criteria for Delegate Allocation

Explains calculation of chapter delegates

- Each chapter is allowed one delegate for the first 10 members and one delegate for each additional 30 members or major fraction thereof (see NOW bylaws).
- Any member who meets the membership requirements and is selected may serve as a delegate or alternate regardless of whether they are at-large members or chapter members.

If you have questions about how your delegate count was calculated, contact the membership department at the national office. If you believe there is a discrepancy which would result in a change in your delegate allocation, you must present a written challenge to the co-chair of the credentials committee before the conference. All challenges must be received by June 6, 2013 to allow

for resolution before the conference. Be certain that the challenge is clear, specific and includes copies of supporting documentation.

Criteria for Delegates & Proof of Membership

For voting purposes only

- Every delegate must be a NOW member for at least 90 days prior to the Conference.
- Remember -- all delegates and alternates must bring proof of membership with them to the conference.

NOTE: The committee will attempt to verify membership using its computer database, but it is still important to bring the above information for backup. Chapter presidents and state presidents/coordinators should make note of these membership requirements and work with the membership to ensure that members meet the requirements. ***We cannot register and credential members unless membership is established.***

The credentials committee will accept listings of delegates and alternates only from a chapter president, acting as spokesperson for the chapter. No other officer may serve in that capacity. State officers have no authority to designate delegates, although state presidents and national board members themselves serve as delegates automatically. They do not need to be listed as delegates from a particular chapter. The listings **must** be on the approved forms.

Criteria for Delegate Substitution

A delegate may release credentials to an alternate at the conference only through the co-chairs of the credentials committee. Once released, credentials may not be resumed. Alternates will be credentialed in the order that alternates area listed on the chapter alternate list.

Delegates who cannot attend the conference must send a signed statement to the co-chairs of the credentials committee in advance or have a signed statement presented to the co-chairs on site in order for credentials to be released to an alternate. *Please note: A statement from a chapter officer that a certain delegate will not be attending will **not** be sufficient to allow credentialing of an alternate.*

Criteria for On-site Credentialing

For on-site credentialing, use of a standard form is required. Please bring your chapter's on-site forms to the conference so that you may use them there if needed for additional delegates. Any such form must include the original signature of the chapter president in order to be valid, even if the president is not in attendance at the conference.

Remember - individuals are responsible for registering for the conference and having proof of membership with them. Chapter Presidents are responsible for providing delegate lists on the approved forms.

Criteria for At-Large Delegates from States

Members-at-large may elect one delegate for the first ten at-large members present at their state conference and one delegate for each additional thirty members or major fraction thereof present and eligible to vote at a state conference.