

# National NOW Conference Credentialing Overview

Brought to you by the Membership Department at the National  
Action Center (NAC)

# Overview

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- ▶ Membership Information
- ▶ Delegate Process
- ▶ Mailings to Your Chapter



# Membership Status

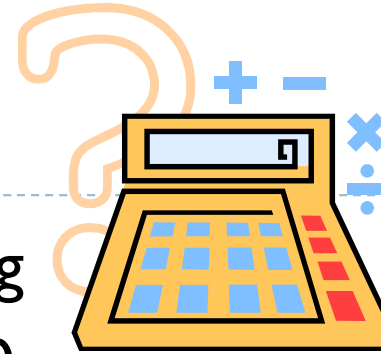
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- ▶ Every member has an expire date
- ▶ Membership officially ends *three months after* the expire date
  - ▶ Called the lapse date
- ▶ Until the lapse date passes, they are still considered active members
- ▶ Members whose lapse date have passed are called inactive members
- ▶ When an inactive member rejoins, it is called a reinstatement



# Delegate Calculation

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▶ Chapters are appointed delegate voting slots based on membership numbers 120 days prior to the conference:

▶ March 7, 2013

▶ Each chapter receives:

▶ One delegate for the first 10 members and

▶ One delegate for each additional thirty members or major fraction thereof

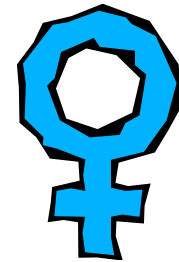
▶ In order for members to affect this count, their dues must be received at the National Action Center by March 7, 2013



# Delegate Eligibility

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- ▶ To be eligible to be a delegate, the person must be a NOW member in good standing during the 90 days prior to the Conference
  - ▶ Join by April 6, 2013
  - ▶ Expire date of April 2013 or later
  - ▶ No break in membership between April 6 and July 5
- ▶ To become a delegate the member must request and receive a delegate voting slot from a chapter
- ▶ Delegates can be pre-credentialed up to thirty days prior to the conference or on-site
- ▶ Members are eligible to be delegates for a chapter other than their own



# Credentialing Mailing


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- ▶ Your chapter will receive this mailing in late March
- ▶ In the Credentialing Mailing, you will find:
  - ▶ 1: Delegate Report Form
  - ▶ 2: On-site Credentials Form
  - ▶ 3: Letter from the Credentials Committee
  - ▶ 4: Credentials Fact Sheet



# 1: Delegate Report Form

- ▶ For pre-credentialing
- ▶ Indicates your delegate allocation
- ▶ To pre-credential delegates for your chapter, fill out delegates' information and have chapter president sign the form.



**National NOW Conference**

June 29 - July 1, 2012 • Hilton Baltimore BWI Airport • Baltimore, MD

**2012 Delegate Form**

According to National NOW's records, as of March 1, 2012 (120 days before the conference), your chapter has been allocated the following number of delegates and alternates to vote at the National Conference.

Chapter Name: Greater Birmingham NOW      Number of Delegates: 1  
 Chapter Code: AL0060      Number of Alternates: 1

To submit delegates for pre-credentialing, please use the chart below. Print the name and address of each delegate as it appears in their member record. If you need additional space, please use the back of the form or additional paper.

First Name	Last Name	Member #	First Name	Last Name	Member #
Address			Address		
City	State	Zip	City	State	Zip
Circle One	Delegate	Alternate	Circle One	Delegate	Alternate
First Name	Last Name	Member #	First Name	Last Name	Member #
Address			Address		
City	State	Zip	City	State	Zip
Circle One	Delegate	Alternate	Circle One	Delegate	Alternate
First Name	Last Name	Member #	First Name	Last Name	Member #
Address			Address		
City	State	Zip	City	State	Zip
Circle One	Delegate	Alternate	Circle One	Delegate	Alternate

**REQUIRED:** (Signature by Chapter President) \_\_\_\_\_  
 Date \_\_\_\_\_

This form will not be accepted without this signature.

Make a copy for your records and return this original form by May 30, 2012 (90 days prior to the conference). If proof of membership is available, please attach it to this form. And remember that all NOW members must bring membership verification to the conference.

Mail to: NOW Conference Manager, 1100 H Street NW, Suite 300, Washington, DC 20005 or Fax to: 202-785-8376.



# 1: Delegate Report Form



June 29 - July 1, 2012 • Hilton Baltimore BWI Airport • Baltimore, MD

## 2012 Delegate Form

According to National NOW's records, as of March 1, 2012 (120 days before the conference), your chapter has been allocated the following number of delegates and alternates to vote at the National Conference.

Chapter Name: Montgomery County NOW

Number of Delegates: 12

Chapter Code: MD0200

Number of Alternates: 3

To submit delegates for pre-credentialing, please use the chart below. Print the name and address of each delegate as it appears in their member record. If you need additional space, please use the back of the form or additional paper.

First Name	Last Name	Member #	First Name	Last Name	Member #
Address			Address		
City	State	Zip	City	State	Zip
<b>Circle One</b>	Delegate	Alternate	<b>Circle One</b>	Delegate	Alternate
First Name	Last Name	Member #	First Name	Last Name	Member #
Address			Address		
City	State	Zip	City	State	Zip





# 1: Delegate Report Form

Address			Address		
City	State	Zip	City	State	Zip
<b>Circle One</b>	Delegate	Alternate	<b>Circle One</b>	Delegate	Alternate
<b>First Name</b>	<b>Last Name</b>	<b>Member #</b>	<b>First Name</b>	<b>Last Name</b>	<b>Member #</b>
Address			Address		
City	State	Zip	City	State	Zip
<b>Circle One</b>	Delegate	Alternate	<b>Circle One</b>	Delegate	Alternate
<b>First Name</b>	<b>Last Name</b>	<b>Member #</b>	<b>First Name</b>	<b>Last Name</b>	<b>Member #</b>
Address			Address		
City	State	Zip	City	State	Zip
<b>Circle One</b>	Delegate	Alternate	<b>Circle One</b>	Delegate	Alternate

**REQUIRED:** (Signature by Chapter President) \_\_\_\_\_  
 Date \_\_\_\_\_

This form will not be accepted without this signature.

Make a copy for your records and return this original form by **May 30, 2012** (30 days prior to the conference). If proof of membership is available, please attach it to this form. And remember that all NOW members **must** bring membership verification to the conference.

Mail to: NOW Conference Manager, 1100 H Street NW, Suite 300, Washington, DC 20005 or Fax to: 202-785-8576.




# 1: Delegate Report Form

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- ▶ Return the completed original copy of the form no later than **30 days** prior to the conference
- ▶ The Credentials Committee will accept listings of delegates and alternates from a **chapter president only**
- ▶ To save time at the conference, we strongly encourage pre-credentialing
- ▶ Members listed on the Delegate Report Form are considered pre-credentialed and do not need to be listed on the On-Site Credentials Form



## 2: Onsite Credentials Form

 **On-site Credentials**  
National NOW Conference  
Baltimore, MD  
June 29 - July 1, 2012

Please use this form after May 30, 2012 (30 days prior to the conference) to Credential Chapter Delegates. Only copies of this form bearing the original signature of the Chapter President will be accepted by the credentials committee. Be prepared to present this form at the conference with a photo I.D. and proof of membership.


Name of Delegate \_\_\_\_\_

Credentialing Chapter \_\_\_\_\_ State \_\_\_\_\_

Chapter President (print) \_\_\_\_\_ Signature \_\_\_\_\_

Location and phone number of the Chapter President during the conference \_\_\_\_\_

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 **On-site Credentials**  
National NOW Conference  
Baltimore, MD  
June 29 - July 1, 2012

Please use this form after May 30, 2012 (30 days prior to the conference) to Credential Chapter Delegates. Only copies of this form bearing the original signature of the Chapter President will be accepted by the credentials committee. Be prepared to present this form at the conference with a photo I.D. and proof of membership.

Name of Delegate \_\_\_\_\_

Credentialing Chapter \_\_\_\_\_ State \_\_\_\_\_

Chapter President (print) \_\_\_\_\_ Signature \_\_\_\_\_

Location and phone number of the Chapter President during the conference \_\_\_\_\_

- ▶ This form is required for any on-site credentialing
- ▶ Please bring your chapter's on-site credentialing 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, even if the president is not in attendance at the conference



## 3 & 4: Credentials Letter and Fact Sheet

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- ▶ Includes all the information and instructions we have gone over today



## Remember Proof of Membership and I.D.!

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- ▶ Bring proof of membership to the conference and remind others to do the same
  - ▶ ALL delegates (pre-credentialed, credentialed on-site, members at-large, alternates, state presidents, national board members and national officers) as well as non-voting members will need to have proof of membership with them at the conference
- ▶ A photo I.D. (such as a driver's license) will be required for registration and credentialing and may be required when voting



## Valid Proofs of Membership for Delegates Include:

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- ▶ National NOW Times label showing an expiration date of **April 2013** or later
- ▶ NOW Membership Card showing an expiration date of **April 2013** or later
- ▶ **For new members only:** A copy (both sides) of a **canceled** check showing payment of NOW dues to NOW or to any subunit of NOW **by April 6, 2013**; or a credit card statement showing billing for NOW dues with a transaction date of **April 6, 2013 or earlier**



## Valid Proofs of Membership for Delegates Include:

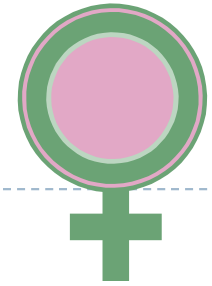
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- ▶ **For renewing members only:** A copy (both sides) of a canceled check showing payment of NOW dues to NOW or to any subunit of NOW which, when applied on the deposit date, would result in continuous membership and a new expiration date of **April 2013** or later; or a credit card statement showing billing for NOW dues which, if applied on the transaction date, would result in continuous membership and a new expiration date of **April 2013** or later
  - ▶ The committee will attempt to verify membership using its computer database, but it is still important to bring the above information for backup
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# Other Credentialing Reminders

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- ▶ Many chapters hold elections before the conference!
  - ▶ Please send all leadership changes to [chapters@now.org](mailto:chapters@now.org) before you submit your delegate report form
- ▶ State presidents and national board members themselves serve as delegates automatically
  - ▶ They do not need to be listed as delegates from a particular chapter
- ▶ Members-at-large receive delegate slots based on the following formula:
  - ▶ 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
  - ▶ Members-at-large vote on their delegates





## Credentialing Reminders (continued)

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- ▶ Be on the lookout for the credentialing mailing in late March!
- ▶ In advance of the mailing, make sure that we have the correct address for your chapter.
  - ▶ Send chapter information updates to [chapters@now.org](mailto:chapters@now.org) to ensure that we are sending information to the correct location.



We look forward to your chapter's participation in voting at the conference!

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