

National NOW Conference Credentialing Overview

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



Overview

- ▶ Membership Information
- ▶ Delegate Process
- ▶ Delegate & Credentialing Packets for Your Chapter
- ▶ New Online Delegate Form



Membership Status

- ▶ Every member has an expire date
- ▶ Membership officially ends *three months after* the expire date
 - ▶ Called the **lapse date**
- ▶ Members are still considered **active** until the **lapse date** passes
- ▶ Members whose lapse date has passed are **inactive**
- ▶ When an inactive member rejoins, it is called a **reinstatement**
- ▶ **Only active members, who have fulfilled the length of membership requirements, are eligible to be a delegate**



What is a Delegate?

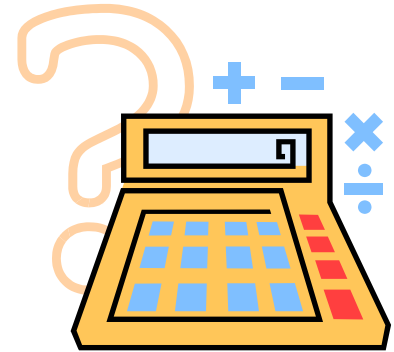
NOW has a delegated voting process, that is, you must receive a delegate slot in order to cast vote.

- ▶ Delegates can vote on:
 - ▶ Resolutions at a plenary session
 - ▶ Bylaws amendments at a plenary session
 - ▶ Election of National officers every four years
- ▶ Any NOW member can vote on:
 - ▶ Resolutions at issue hearings
- ▶ You must be credentialed to be a delegate – you can be credentialed in advance or on-site
 - ▶ Credentialing is the process by which the Credentials Committee confirms that you are an active member and have fulfilled the length of membership requirement and therefore eligible to be a delegate



Delegate Calculation

- ▶ Chapters are allocated delegate voting slots based on membership numbers 120 days prior to the conference:
 - ▶ February 19, 2015
- ▶ Each chapter receives:
 - ▶ One delegate for the first 10 members and
 - ▶ One delegate for each additional 30 members or major fraction thereof
 - ▶ Alternate slots are calculated on a ratio of 4:1
- ▶ In order for members to affect this count, their dues must have been received at the National Action Center by February 19, 2015



Delegate Calculation

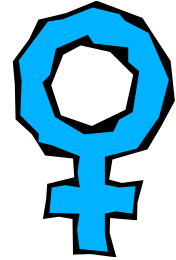
An Example:

- ▶ Pawnee NOW has 100 members, therefore they receive one delegate for their first ten members, and an additional three delegates for the remaining 90 members. Because they have four delegate slots, they receive one alternate slot.
- ▶ An alternate is someone who can serve as a delegate, should one of the other named delegates be unable to attend the conference
- ▶ State organizations receive their delegates a little differently, and that is addressed later in this packet.



Delegate Eligibility

- ▶ The person must be a NOW member in good standing during the entire 90 days prior to the Conference
 - ▶ Join by March 21, 2015
 - ▶ Expire date of March 2015 or later
 - ▶ No break in membership between March 21 and June 19
- ▶ To become a delegate, the member must request and receive a delegate or alternate voting slot from a chapter
- ▶ Delegates can be pre-credentialed no later than 30 days prior to the conference or they must be credentialed on-site
- ▶ Members are eligible to be delegates for a chapter other than their own



Delegate Eligibility

- ▶ How chapters assign delegate slots to their members is entirely up to each individual chapter. You should check with your chapter officers how your chapter assigns delegate slots.
- ▶ Some chapters vote on who can be delegates, for some chapters it's first come first serve and other chapters, the chapter president appoints delegates.
- ▶ At the conference, you can often speak to another chapter president to secure a delegate slot, or speak to the Credentialing Committee to see if they have any extra delegate slots
- ▶ Some chapters who share their delegate slots with members from different chapters may ask that you vote a certain way on a certain issue, for other chapters they don't require that – each chapter decides how it wants to handle its extra delegate slots (if they have any)



Credentialing Mailing


- ▶ Your chapter will receive this mailing soon; it will be sent via email and mail on March 24
 - ▶ Chapters will receive the credentialing mailing by email AND mail this year
- ▶ In the Credentialing Mailing, you will find:
 - ▶ 1: Delegate Report Form(s)
 - ▶ 2: On-site Credentials Form
 - ▶ 3: Letter from the Credentials Committee
 - ▶ 4: Credentials Fact Sheet
- ▶ We now offer chapters the opportunity to fill out the form **online**. Check your email or mail packet for the link to the online form.



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 of record sign the form
- ▶ Where possible, please provide proof of membership for your delegates

June 19 – 21, 2015 • Hyatt Regency New Orleans • New Orleans, LA



2015 Delegate Form

According to National NOW's records, as of February 19, 2015 (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: «CHAP_NAME» Number of Delegates: «DEL_COUNT»

Chapter Code: «CHAP_CODE» Number of Alternates: «ALT_DEL_COUNT»

CHAPTER PRESIDENT'S NAME: _____

EMAIL: _____

PHONE NUMBER: _____

Make a copy for your records and return this original form by **May 20, 2015** (30 days prior to the conference). **If proof of membership is available, please attach it to this form.** And remember that all NOW members are **strongly encouraged** to bring membership verification to the conference.

Circle One: Delegate Alternate Circle One: Delegate Alternate

First Name	Last Name	Member #	First Name	Last Name	Member #
Email			Email		
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 #
Email			Email		
Address			Address		
City	State	Zip	City	State	Zip

A SIGNATURE IS REQUIRED. FORMS SUBMITTED WITHOUT A SIGNATURE WILL NOT BE ACCEPTED.

PRESIDENT'S SIGNATURE: _____ DATE: _____

Mail to: Membership Associate, 1100 H Street NW, Suite 300, Washington, DC 20005.

1: Delegate Report Form (Paper)

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

A SIGNATURE IS REQUIRED. FORMS SUBMITTED WITHOUT A SIGNATURE WILL NOT BE ACCEPTED:

PRESIDENT SIGNATURE: _____ DATE: _____

Mail to: Membership Associate, 1100 H Street NW, Suite 300, Washington, DC 20005.

An original signature is required on the form – forms submitted without the signature will not be accepted.



1: Delegate Report Form (Online)

- ▶ Like last year, you will have the option of submitting your delegate and alternate selections online
- ▶ You will be required to fill out this first page of information; chapter presidents will receive the link to this form in their credentialing packets.
- ▶ Even if a form has been mailed to you, you can still use this form if you have a total of 10 delegates and alternates or fewer.
- ▶ If you have more than 10, please mail your delegate selection forms to us – unfortunately, we can't accept more than 10 names at this time via the online form.




1: Delegate Report Form (Online)

- ▶ There are three pages to the form – the first requires the chapter president’s information, the second and third pages have fields for ten delegates and alternate names and information. Please complete the form as fully as you can to speed up the credentialing process.
- ▶ You will have to check the box to confirm that you have all the information possible filled out. You will not be able to save this form as you go, so you must have all the information on hand before submitting it to the National Action Center. Once the form is submitted, you will receive a confirmation email with a copy of your delegate and alternate selections. Please email any proof of membership to the Membership Department, email: member@now.org – the confirmation email will also remind you to do this.



1: Delegate Report Form (Online)

**National Organization for Women**

2014 NOW Conference Delegate & Alternate Selection

Only chapter and state presidents or coordinators can submit this form on behalf of their chapter or state. The deadline to select delegates and alternates for the 2014 Conference is May 28, 2014.

Submitting this form constitutes official submission and there is no need to mail in your delegate and alternate selection. You will receive a copy of this completed form via email once you submit it.

If you have questions about conference delegates, contact the National Action Center at (202) 628-8669 x119.

0% Chapter / State President Information

PLEASE NOTE: You will not be able to save this form mid-completion. Therefore, make sure you have all the necessary information before you begin filling it out.

You will need your delegate(s) and alternate(s) full name, email address, member ID #, and mailing address.

Your Name *

First Last

Your Email *

Phone Number *

- -

####

Chapter Information

Chapter State *

Chapter Name & Chapter Code *

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1: Delegate Report Form (Online)

33% Delegate & Alternate Slots

Delegate Information

You may only fill out information for the number of delegates and alternates your chapter or state has been allocated. To find out the number of delegates and alternates allocated to your chapter or state, please refer to the delegate packet emailed and/or mailed to you or check the NOW Leaders section of the website for the complete chapter delegate list.

If you provide more delegate and alternate names than your chapter or state has been allocated, we consider only those up to your allocated number of delegates and alternate names.

For example, Pawnee NOW has been assigned four delegates and one alternate. Chapter President Leslie mistakenly submits six names. In this case, we take the first four names as delegates and the fifth name will be the chapter's alternate. The sixth name will be considered neither a delegate nor an alternate.

Delegates/ Alternates

Is this person a delegate or an alternate?

Delegate Alternate

Name

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First Last

Email

Member ID #

Street Address

City/State

Zip

Is this person a delegate or an alternate?

Delegate Alternate

Name



1: Delegate Report Form (Online)

Is this person a delegate or an alternate?
 Delegate Alternate

Name

First Last

Member ID

Email

Phone Number
 - -
####

Street Address

City/State

Zip

I understand: *
 By checking this box, I attest all the information I provided is accurate to the best of my knowledge.

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1: Delegate Report Form

- ▶ Send the completed original copy of the form or submit the online form no later than **30 days** prior to the conference
 - ▶ **May 20, 2015**
- ▶ The Credentials Committee will accept the Delegate Report Form from a **chapter president of record 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

- ▶ This form is required for any on-site credentialing of:
 - ▶ Chapter members
 - ▶ Other Chapters' members
 - ▶ At-large members
- ▶ Any such form must include the **original** signature of the chapter president of record, even if the president is not in attendance at the conference
- ▶ You must bring these forms with you to the conference, or you can also give any signed but blank on-site credentials forms to a chapter member who is attending the conference if you cannot attend

 **On-site Credentials**
National NOW Conference
New Orleans, LA
June 19 – 21, 2015


Please use this form **after** May 20, 2015 (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. You may make copies of this blank form as needed.

Name of Delegate _____

Delegate's Affiliated Chapter _____ State _____

Credentialing Chapter _____ State _____

Chapter President Name (print) _____ Signature _____

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Name of Delegate _____

Delegate's Affiliated Chapter _____ State _____


Credentialing Chapter _____ State _____

Chapter President Name (print) _____ Signature _____



2: Onsite Credentials Form

- ▶ **NOTE:** There is a change to the On-site Credentials Form this year! To assist with the credentialing process:
 - ▶ There is now a space for the delegate to identify which chapter is their affiliated chapter and which chapter has issued them a delegate slot

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Name of Delegate _____

Delegate's Affiliated Chapter _____ State _____

Credentialing Chapter _____ State _____

Chapter President Name (print) _____ Signature _____

 **On-site Credentials**
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Name of Delegate _____

Delegate's Affiliated Chapter _____ State _____

Credentialing Chapter _____ State _____

Chapter President Name (print) _____ Signature _____



3 & 4: Credentials Letter and Fact Sheet

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



Remember Proof of Membership and I.D.!

- ▶ 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:

- ▶ NOW Membership Card showing an expiration date of **March 2015** 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 March 21, 2015**
 - ▶ A credit card statement showing billing for NOW dues with a transaction date of **March 21, 2015 or earlier**



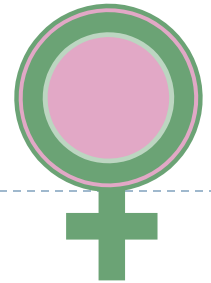
Valid Proofs of Membership for Delegates Include:

▶ **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 **March 2015** or later
- ▶ 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 **March 2015** 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



Other Credentialing Reminders



- ▶ Many chapters hold elections before the conference!
 - ▶ Please send all leadership changes to fieldorg@now.org before you submit your delegate report form
- ▶ State presidents and National Board members 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)

- ▶ If you have a state conference and have elected delegates, please contact the National Action Center as soon as possible to receive your delegate packet. You can email member@now.org with all the relevant information. We will confirm your state organization's eligibility to receive delegate slots and mail/ email the delegate packet to you. For questions about state organizations and delegate allocation, please refer to the National NOW Bylaws
- ▶ The credentialing mailing will be emailed and mailed via first class mail on March 24
 - ▶ Let us know within the week if you did not receive it!
- ▶ Make sure that we have the correct address for your chapter and the correct email address for your chapter president(s)
 - ▶ Send chapter information updates to fieldorg@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!

