

CREDENTIALS

1. The Credentials Chairman will need a committee of members to assist with on-site verification of the elected delegates and to handle any changes from delegate to alternate during the conference itself.
2. A credentials form must be prepared and submitted for the Pacific Wave Editor Call-To-Conference issue (April). Council in alphabetical order will tabulate the forms as they are received, and kept on file. The list of delegates must be verified in the following manner:
 - a. Compare the list of clubs in good standing with the Regional Treasurer 2 month prior to conference to determine those clubs who have paid regional dues. Notify club president of discrepancies.
 - b. Compare the list with the Council Treasurers to determine those clubs who have paid council dues. Notify club president of discrepancies.
 - c. Prepare a final list of delegates and alternates registered from the clubs who have sent in credentials forms. Leave room for the clubs who have not sent in credential forms, in case of on-site registration.
 - d. Allow space for the signatures of the delegates as they check in and receive their credentials material.
 - e. Staff a credentials table near the registration table to accommodate the delegates as they arrive.
 - i. Request table and chair needs to Properties Chairman/Coordinator.
 - f. A red ribbon or other means of identification will be attached to each name badge as the delegate is confirmed.
 - g. Submit a list of delegates registered to Elections Chairman.
 - h. The Credentials Chairman will also present a report to the Assembly at the start, and the end, of the assembly.
3. All disputes at the time of registration will be turned over to the Regional Parliamentarian for settlement. No delegate will be allowed to neither vote nor take part in the business meeting until confirmed by the credentials committee and given the credentials materials.
4. If a club is unable to be represented at the Annual Conference by one of its own members, the club may authorize any active member from another club in good standing to act as its accredited delegate. If at all possible, the Credentials form should be filled out and mailed to the Credentials committee prior to the Annual Conference.

AT CONFERENCE

1. Have committee members scheduled to man the Credentials desk during prescribed open hours.
2. Delegates will check in with you or a member of your committee.
3. Have the delegates sign the bottom of the delegates Form that was sent to you.

4. Ask them for their name badge and attach the delegate I.D. on the name badge. May use a red ribbon.

At Delegates Briefing

1. You will sit at the head table with the Elections chairman and the Parliamentarian.
2. Announce your hours and inform the delegates that they need to be registered prior to the Business meeting, which follows the opening ceremonies.
3. They need to wear their I.D. at all times during the business sessions.
4. If they need to leave the conference, they need to transfer their badge to their alternate delegate and have the alternative check in at the Credentials desk.

At Conference Business Session

1. Be prepared to give the credentials report as listed in the conference program.
2. After Credentials closes prior to the Opening session, tally up your totals.
3. At recess after the opening ceremonies, you will be seated at the head table for the business portion where you will read the credential report.

“Delegates turn to page _____” and then read slowly, Council #___# of clubs ___# of clubs in good standing ___# of delegates present at the 1st report.

Clubs at Large

Name	Club in good standing	delegate present
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Total # of delegates at first count and final count. _____

Total necessary for quorum _____(this figure remains the same for the final report)

Final Business Session (Sunday)

At Sunday Business meeting you repeat the report figures and read the new figures for the final report.

2007 SIERRA PACIFIC REGION ANNUAL CONFERENCE

CREDENTIALS FORM

The members of _____ Club, Council _____, Sierra Pacific Region, have elected _____ as delegate and _____ as alternate delegate to the Sierra Pacific Region Annual Conference, June 1-3, 2007, in Sacramento, California. This Credentials Form verifies that the club is in GOOD STANDING and is eligible to vote. All dues, fees, and assessments have been paid at all levels for 2006-2007 as prescribed by the ITC Bylaws.

Signature of Club President

ELECTED DELEGATE

ALTERNATE DELEGATE

Name

Name

Club

Club

Signature of Club Delegate

Signature of Alternate Delegate

Signature of Delegate at Conference

Signature of Alternate Delegate at Conference