

## CREDENTIALS CHAIRMAN

*Revised – July 2012*

1. *At the beginning of your year set up a file to be arranged by topic/subject. Refer to FILES in the GENERAL POLICIES and PROCEDURES section*
2. *At board meetings, discuss only those topics that need clarification prior to the afternoon meeting. When giving a report at a State Council Meeting, it should be prepared in advance. Make two copies of the report; one to put in your file, the other to give to the Recording Secretary after you give your report*
3. *Write short articles for the December/January and April/May issues of the Petticoat Journal. Refer to ARTICLES FOR PETTICOAT JOURNAL in the GENERAL POLICIES and PROCEDURESS section. Explain Credentials Desk procedures.*
4. *Responsibilities:*
  - a. *As soon as possible after January 1, obtain from State Treasurer a list of chapters with state dues paid by January 1. Also included will be the number of individuals per chapter paying individual dues. (See Oklahoma State Council Bylaws Standing Rules for individual dues rate.)*
  - b. *Obtain from State President the April 1 statistical report from ESA Headquarters. A chapter will be entitled to one vote for each 10 members or part thereof. In this calculation, the number of members counted will be the lesser of:*
    - (1) *The number of timely paid state individual member dues as of April 1<sup>st</sup>*  
*or*
    - (2) *the number of official chapter members per ESA Headquarters members statistical report as of April 1<sup>st</sup>.*
  - c. *Have the State Treasurer send you an updated list as of April 1 of members paying individual dues. This accounts for new chapters and new members after January 1.*
  - d. *These lists need to be available at Credentials Desk at Convention for reference if any questions arise.*
  - e. *Two weeks before convention give a preliminary number of eligible votes to the Chairman of the Nominating Committee. It is to be used for preparing number of ballots.*
5. *Using the above information, prepare credentials forms prior to Convention. Prepare a "CONTROL LIST." Example:*

	(1) Chapter	Chapter	State	No. Of	Eligible	Ballots	Signature
b. City	Name	Number	Dues	Members	Votes	Received	Of Voting

- c. *(Before Convention, post all information, EXCEPT "Ballots Received")*

## **CREDENTIALS CHAIRMAN** *(Continued)*

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6. *The Credentials Desk procedure at State Convention is:*
  - a) *Obtain official ballots from Chairman of the Nominating Committee. Never leave these ballots unattended.*
  - b) *With your committee, keep the Credentials Desk open the same hours the registration desk is open and at least one hour prior to the First General Assembly.*
  - c) *Give voting delegates proper number of ballots. Ask each voting delegate to sign a master list (name, chapter and room number) verifying she has received the correct number of ballots. Instruct delegates to not lose or mutilate their ballots.*
  - d) *Place a sticker on badge to indicate voting delegate.*
  
7. *At convention, during First General Assembly, ask if all delegates have received their ballots. After it is ascertained that all delegates have received their ballots, give credentials report stating:*
  - a. *Number of chapters in attendance.*
  - b. *Number of chapters eligible to vote.*
  - c. *Total number of eligible votes.*
  
8. *Prepare Proxy forms for voting at International Convention and secure signatures of chapter presidents at State Convention.*
  
9. *Keep a written record of work pertaining to your office or committee and deliver to your successor at the close of the annual convention.*
  
10. *Bring this Policy and Procedure Manual to the Board Food Function at Convention.*
  
11. *You are expected to attend the Incoming/Outgoing Board meeting on Sunday morning. Refer to the INCOMING/OUTGOING BOARD MEETING in the STATE*
  - a. *CONVENTION POLICIES and PROCEDURES section.*