

CALIFORNIA STATE FEDERATION EXECUTIVE BOARD
POLICY NO. 7 (A)
CREDENTIALS COMMITTEE

- I** Article II, Section 3.a and Article VI, Section 6.b of the Federation By Laws provides authority for establishing this committee. Executive Board Guideline No. 16 "Policy for Convention Committees" and these **polices** provide more detail.
- II** Duties & Responsibilities: (Chair)
- A. Advise that all committee members meet on the morning of the day the convention convenes, unless specifically authorized by the CSFC President to arrive and meet a day or more earlier. Those so authorized must submit an Expense Voucher CSFC Form 15 through the Chair, with a receipt for reimbursement. The code for this expense is 506K under other accounts.
- B. Provide each member of the Committee with the latest revision of the Federation's Constitution and Bylaws. Ensure that each Committee member is thoroughly familiar with the applicable section of the Bylaws and the directives herein.
- C. Check with the Convention Committee Chair for a meeting room for 10:00 A.M. on the day the convention opens for organizational purposes so the committee will be prepared to function when registration begins.
- D. Request that the Federation Secretary supplies the following:
1. Registration Form CSFC 4 (Original Copy) from each Chapter (arrange in numerical order by District)
 2. Credentials Committee Report sign-in sheets (CSFC 10) and Credential Committee Recap sheet (CSFC 10a)
 3. Completed Voting Credentials for Chapter Voting Representative
 4. (CSFC 8-lt Blue), Delegate-at-Large (CSFC 9-Pink), and Proxies (CSFC 11-yellow).
 5. Blank Voting Credentials (CSFC 8, 9, 11)
 6. Blank Convention Registration Forms (CSFC Form #4) for late registrants.
 7. Credential Printout (Voting Delegate Form) by District and Chapter numerically will be placed on Credentials Table (3 copies labeled Day 1, Day 2, Day 3.) CSFC 10.
 8. Copy of latest Per Capita Dues Report [prepared by Federation Treasurer].
- E. Provide the following supplies: Stapler, rubber bands suitable boxes to hold voting credentials, pens, pencils, Scotch tape, Roster of Convention Delegates and a calculator.

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- F. Verify that the Convention Host Committee Chair has arranged for an eight (8) foot table to be placed adjacent to the Registration area so members of the committee may be available during Registration hours. Shifts should be assigned to provide coverage during Registration hours.

III Duties & Responsibilities: (Committee Members)

A. Knowledgeable of Procedures:

1. "Chapter Voting Representative", "Delegates-at-Large" (DAL), and Proxies will report to the Credentials Committee to receive their "Voting Credentials". NOTE: One (1) person only designated as "Voting Representative" from each Chapter or a Proxy for a Chapter is to receive a Voting Credential for a specified Chapter. Delegate-at-Large will receive one (1) Voting Credential. When Delegate-at-Large is a member of the Chapters delegation, he/she may be the Chapter Voting Representative. Federation Past Presidents are Delegates-at-Large and may carry a Proxy ONLY if they are a Chapter Delegate. Federation Executive Board Members are DAL's but may not carry a Proxy.
2. Federation Secretary will supply completed Voting Credentials for the Chapter Voting Representative, Delegates-at-Large, and Proxies. The person designated must sign forms. Misplaced or Lost Voting Credentials may be replaced by Credential Chair with proper identification.
3. Proxy holders must display their Voting Credentials to the Delegate Packet Committee to obtain a "Delegate Packet" for delivery to the chapter being represented. Proxy must sign for this packet.
4. A Delegate who leaves due to an emergency, and is the only Delegate for their chapter, may designate a Delegate from another chapter within their District to serve as Proxy. Credentials Chair must make new documents and change the Registration Form and Credential Listing (CSFC10) accordingly. Ballot and Teller Committee must be advised of this change. Federation officers may not serve as Proxy for a chapter.
5. Direct visitors and guests to Registration for completion of CSFC Form 4 and payment of Registration Fees if applicable and to acquire name badges {CSFC #9-1}. Guests who only attend meal functions, are not required to pay registration fees.

B. Counting Attendees:

1. The Chair of the Credentials Committee will collect daily tallies of registrants from Registration Chair 2 hours prior to Credential Reports. Registration is

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performed by District.

2. Credential Committee members will present credentials to delegates with identification that matches name and chapter on voting credential and Credential Printout (CSFC10). Voting credentials will be filed by District, and numerically by chapter – receiving delegate will sign Credentials Printout listings (CSFC10) held by Credential committee members.
3. The Proxy count will be taken from the “Proxy Voting Credential” because the Proxy does not go through Registration.
4. After Credential Chair (or designated member) tallies up the totals from Registration Chair and Credentials members – numbers are placed on Inside Cover of the Delegate Roster for AM reports given on convention floor by Credentials Chair.
5. Allow two hours prior to reporting times to count Voting Credentials.
6. Perform other duties as assigned.

IV Committee Introduction: Credentials Committee members are introduced at the final report and thanked by Credential Chair. Certificates may be offered at this time