

# *Golden West Region*



S O R O P T I M I S T<sup>®</sup>

Investing in Dreams

## **CREDENTIALS & ELECTIONS COORDINATOR GUIDE**

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# TECHNICAL COMMITTEES

## CREDENTIALS & ELECTIONS

*Refer to GWR Bylaws/Procedures*

The committee is made up of one member who serves as the coordinator. The coordinator may request that the hosting clubs provide members to assist her at the conference. This must be requested through the Governor and the Spring Conference Committee because the hosting clubs are given specific duties.

**The credentials & elections coordinator compiles and presents accurate reports to the conference body at spring conferences.** She assists the registration committee in verifying names of those pre-registered and making changes when needed.

Immediately after the CALL is distributed, clubs will send the club credentials forms to the coordinator. The coordinator must complete the individual cards for each voting member, region board members, DOÑAs, REGAL and club delegates.

During spring conference, the coordinator works closely with the spring conference registration chair. She will provide the necessary tables and chairs for the registration area, with an electrical outlet nearby, and notify the committee of your meeting prior to the opening of registration for necessary registration instructions.

Refer to registration procedures in the *Spring Conference Committee Manual*.

# Credentials & Elections Coordinator Duties and Suggestions

The Spring Conference Registration Chair will work closely with the Credentials & Elections Coordinator. The coordinator will make sure the Registration Chair and her registration committee are aware of the Credentials and Elections needs.

## Prior to Conference:

1. Read the section in the Spring Conference Manual regarding Credentials & Elections.
2. Provide the updated Credential Form for CALL to Conference.
3. Provide the updated Credentials Form for Conference Program.
4. Work with the Spring Conference Committee (Registration Chair or Facilities Chair) to have needed supplies such as voting boxes and pens.
5. Immediately after the CALL is distributed, clubs will send the club credentials forms to the coordinator for completion of individual credentials cards for each voting member.
6. The coordinator will come to you and you must complete the individual cards for each voting member, region board members, DOÑAs, REGAL and club delegates.
  - a. Post the information to the "Delegate Registration Check-In Sheets" and "Delegate Voting Check-In Sheets". Note that there are separate sheets for each District, Past Governors and for the Board. The Board members are **not** counted in their district, but they vote in their districts.
7. About 2-3 weeks before Spring Conference, contact the Spring Conference Registration Chair and verify the club delegates are properly registered and the same names as submitted. If there is a difference, the coordinator will need to contact the club president for clarification. This you will probably be doing up to a few days before conference time.
8. Check with Spring Conference Registration Chair to make sure a printer will be available at the venue. You will need to print out reports, ballots and possibly additional Voting Credential Cards. If one is not available, determine if pre-printing is feasible.
9. Contact region treasurer to see if any club is not in good standing (SIA and Region dues/fees must be paid). Contact club to advise them of their status. They cannot vote unless they are in good standing.
10. So that the Spring Conference Registration Chair is aware, and she can prepare her check-in system, let her know that you will need specific information for the Conference Credentials Report on each club and/or district that is currently registered, such as number of delegates, number of Soroptimists non-delegates, number of guests, etc. Make it clear how important it is to receive accurate counts in a timely manner for your reports to conference attendees.
11. About a week before Conference, complete the individual "Voting Credentials Cards" for each voting member, region board members, DOÑAs, REGAL and club delegates.
12. See attached list of "Stuff to take to Spring Conference".
13. The region governor will appoint a Teller from each district. The job of the Tellers is to assist with Delegate Registration, debate during conference, and with the election. See "Delegate Registration Duties" (post these at the table), "Teller Information for Debate" and "Teller Voting Duties".

14. Prepare Work Time Schedule for Tellers (or volunteers) to work Delegate Registration table.
15. Prepare Voting Boxes or Gift Bags for ballots. All templates for any labeling are included in section on Supplies.
16. Copy all C & E files to a flash drive so that you will have EVERYTHING at conference when you need it (especially ballots, reports, etc.)

### **During Conference**

1. Prior to the first registration period, arrange a meeting with the tellers and go over **ALL** their duties.
2. Prior to the first registration period at Spring Conference, ask the Spring Conference Registration Chair and her committee to meet with you. Discuss with the Registration Committee that after registering, the committee must send **ALL** delegates and **Past Governors** over to the Delegate Registration so they can register and receive their voting credential. **NO ONE CAN VOTE UNLESS THEY HAVE REGISTERED DIRECTLY WITH YOU - except the GWR Board.** The Board Secretary, or someone from the Spring Conference Committee, will probably be the one to pick-up the region board's Voting Credentials Cards.
3. When delegates/Past Governors register at the Delegates Registration table, check them off the "Delegate Registration Check-In Sheets" under their district and club. ***Do not give out a Voting Credential Card to anyone but the person who is entitled to receive it.*** There are several reasons for this:
  - a. if you show that someone is registered as a delegate and they aren't registered through Registration, your numbers will be off for the Credentials report, and
  - b. if a delegate change needs to be made and the Voting Credentials Card is given to a new delegate, and you haven't been made aware by the club president or authorized member of the club if president isn't there, then when they check-in to vote, they do not have a correct Voting Credential Card with their name on it, and they can't sign the "Delegate Voting Sign-In Sheet" and vote.
4. Delegates may only obtain their credentials during the registration times printed in the Spring Conference Program. The Governor will request updated Credentials Reports as needed to ensure that as many delegates as possible are authorized to vote by the members. The Credentials Report will be presented to the members for approval at the start of every session preceded by a registration period.
5. Only the delegates acknowledged on the approved Credentials Report will be allowed to vote during elections and business sessions. The coordinator will maintain a list of approved delegate names at all times.
6. Prior to each Credentials Report to be given to the members, meet with the Spring Conference registration Chair to make sure registration figures for delegates match, and to obtain figures for other categories such as guests, non-Soroptimists, etc.
7. At the indicated time, you will read the report to the conference body and then move to accept the report. See more details in "Credentials Reporting at Conference".
8. Make sure the Tellers are sitting up front during all business sessions to assist with delegate voting and debate. Make sure they have possession of the Debate Signs. See "Teller Information for Debate".

- a. Assign specific tables to each teller, so if a delegate Ballot vote is required, each teller only has a few tables to count. Each teller will only count valid ballot cards.
9. After the Nominating Committee has given their report, and the nominations are closed, **print the ballots** for each position that has more than one candidate (if only one person runs for a position, and no one runs from the floor, the governor will close nominations and declare the winner, so no vote is necessary for this position).
10. Make sure you have all your tellers and the voting room ready for the delegates to vote at the designated voting time. Voting delegates will enter the room and sign in with their district, vote, drop their ballots in their districts' box or bag, and then exit.
11. At the end of the voting period close the door. The C & E Chair and tellers will then count and record the number of votes each nominee has received and record the totals on the "Final Reporting of Votes Master" Template. Calculate majority. You will read this report at the Business Session. If a re-ballot is necessary, it will be held in the same manner (with updated ballot forms) and the results will be announced during the next Business Session.
12. All ballots are to be destroyed immediately after the conference.

### **After Conference**

1. Make sure all supplies are ready for the next year. If at the end of a biennium, return all supplies (District boxes, notebooks, etc.) to Spring Conference Registration Chair to be passed on to next C & E Chair.
2. After the conference, you will need to provide a written copy of the final credentials report and the voting results to the region Secretary to be included in the conference minutes.

### **At the End of the Biennium**

1. **Make suggested changes and send to GWR Board for approval.**
2. Make a copy of all templates and files and pass them to the region secretary/new C & E Coordinator. This will help to make sure the new coordinator is prepared for her new duty.

## **Items to Take to Spring Conference**

Flash Drive with C & E Files

Delegate Registration Work Time Schedule

District Voting Boxes (boxes or gift bags)

Calculator with batteries (not solar.... doesn't often work well in ballroom lighting)

Ream of White Paper for Ballots

Additional Card Stock (for printing of additional Voting Credentials Card)

Pens/ Pencils

Ruler

Highlighters

Binder with District and Club dividers

### **Printouts**

1. Voting Credential Cards (fill-out and set-up in a filing system for easy distributing)
2. Delegate Registration & Delegate Voting Check-in Sheets
3. Registration Recap Sheets for Registration – 1 for each of the 2 or 3 reporting periods needed =  $4 \text{ districts} \times 3 + \text{Board} \times 3 = 15 \text{ total}$
4. Credentials Reporting Sheets. Give clean final copy at end of last reporting to the GWR Secretary for filing. Attach another to your report for submitting at end of conference.

# Creating Voting Credential Cards

Each of the cards have been formatted so only the Club, Voting Member's name and District needs to be filled in (there are text boxes alongside each to click on). You can get 2 Voting Members on each page.

1. Fill in these cards about a week before Conference. Clubs will make changes, so wait to print these cards to prevent excessive printing.
2. After you have filled in both top and bottom of the template, print on blue cardstock, which I purchased last year, so there should be enough for this year. If not, you will need to purchase more cardstock. Do not use regular paper as it is too flimsy when held up. Make sure whatever color you choose, the printing can easily be read. Voucher the cost to the region under C & E committee.
3. Cut the cards to separate top from bottom.
4. File cards in appropriate District Box, under appropriate Club.
5. The cards will be handed out at Delegate Registration when delegates register. The must register for the conference FIRST, then at the delegates registration table.
6. ALL Voting Cards must be signed by delegates before leaving Table. Please see Delegate Registration Duties for more information.

## Available Templates:

### **1 Voting Credential Card Club President**

1. Fill in Club
2. Fill in District
3. Fill in Voting Member's name

### **2 Voting Credential Card Club Delegates**

1. Fill in Club
2. Fill in District
3. Fill in Voting Member's name

### **3 Voting Credential Card Club Past Governor**

1. Fill in Club
2. Fill in District
3. Fill in Voting Member's name

### **4 Voting Credential Card Club Region Officer** (Gov., Gov.-elect, Sec. Treasurer)

1. Fill in Club
2. Fill in District
3. Fill in Voting Member's name

### **5 Voting Credential Card Club District Directors**

1. Fill in Club
2. Fill in District
3. Fill in Voting Member's name



## **DELEGATES REGISTRATION DUTIES**

**(Post at Delegate Registration Table)**

All club delegates and Past Governors need to register to get their Delegate Voting Card!

**NO ONE CAN VOTE UNLESS THEY HAVE REGISTERED DIRECTLY AT THE DELEGATE REGISTRATION TABLE.**

**NO ONE CAN PICK UP ANOTHER PERSON'S CARD – THEY MUST REGISTER IN PERSON!**

1. Make sure they have Registered at Conference Registration
2. Ask delegates/Past Governors (DOÑAs) what District, what club
3. Check them off Master Check-in List and have them **sign** the list
4. Find their Delegate Voting Card (by District, by club) and have them **sign** the card

***Do not give out a Voting Credential Card to anyone but the person who is entitled to receive it.***

5. If a registered delegate must permanently leave the Conference for any reason, the credentials committee may certify the transfer of a registered alternate in the same club to the status of a registered delegate who shall serve in that capacity for the remainder of the Conference. At the time of transfer, the credentials committee shall substitute a delegate badge for the alternate's badge. Such certification will occur as needed except during voting.

Please see (C & E Coordinator) to make these changes.

# Credentials Reporting at Conference

## 1. Filling out the Credentials Report

Before filling out the report form, you must check your figures with the Conference Registration Chair to make sure you both have the same count of attendees and delegates.

The time at the top for each report is the time that you have finalized your count with the Registration Chair. Each time you are to give a report, you have to match number with the Registration Chair. Make sure you give yourself time as there may be a discrepancy in your numbers and hers.

## 2. How to Count Golden West Region Delegates who are also sitting Federation and International Officers

Golden West Region members attending conference as delegates (Past Governors or a club delegate) who are also sitting as Federation or International Officers at that time are only counted **ONCE** in the credentials report so an accurate voting strength is reported.

If the Soroptimist International President is a Golden West Region Past Governor, and she attends the conference, she is to be included in the Credentials Report as a Past Governor since she has a voting voice. She will also be listed as an International Officer, but NOT added into the final count, or it will not show a true Total Registration count.

If a Federation Board Member is a Golden West Region Past Governor and will be serving as the Official Visitor to conference, she is to be included in the Credentials Report as a Past Governor since she has a voting voice. She will also be listed as a Federation Officer, but NOT added into the final count, or it will not show a true Total Registration count.

Sample:

If Both SI President and SIA Board Member are past governors, they would be counted in this category:

Past Governors Registered	10	10
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SI President is an International Officer, so she would be listed in this category:

International Officers	1	1
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Federation Board Member would be listed in this category:

Federation Officers	1	1
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But, both are not added to the **Total Registration** or the count will be over by 2. Sample from last year's report:

<b>Total Registration</b>	<b>317</b>	<b>373</b>
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This needs to be explained to the assembly after EACH Credential Report is giving at conference because the numbers will not add up.

At the end of each report, the following is an explanation for each situation:

*You will note that the Total Registration does not add up correctly.*

*Soroptimist International President (Name), although an International Officer, is a Golden West Region Past Governor and therefore a delegate. She is only counted once as a Past Governor giving the voting strength the correct number.*

*Official Visitor (Name), although a Federation Board Member, is a Golden West Region Past Governor and therefore a delegate. She is only counted once as a Past Governor giving the voting strength the correct number.*

*Total Registration reflects the correct attendance accounting.*

### **3. How to Give the Credential Report at Conference**

The Governor will call up the Credentials and Elections Chair to read the report.

1. First Credentials Report for (give date and time)
2. Read entire report
3. Give explanation for difference in Total Registration Count (see above)
4. Move for adoption of the report:  
"Governor \_\_\_\_\_, on behalf of the Credential & Elections Committee, I move the adoption of the 1<sup>st</sup> (2<sup>nd</sup>, 3<sup>rd</sup>) Credentials Report."

# TELLER INFORMATION FOR DEBATE

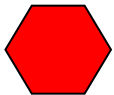
(Give copy to each teller)

As a conference teller, you will need to:

1. Attend all business sessions to help with the delegate voting. Please sit up front so that you will be easily available.
2. If the vote is close on an index you may need to help with a head count.
3. You will have to help at the microphone on the floor when a delegate or member wants to come forward and speak for or against an issue.
4. Ask the delegate or member what they wish to speak to. You will need to hold up one of the following signs to signal what the delegate or member wants to speak to:



- The round green sign will be raised if the speaker wishes to speak in favor of a motion.



- The red stop sign will be raised if you wish to oppose the motion.



- The triangular yellow sign is a warning sign that can be raised for a question or point of order.



- The blue square sign is for non-delegates who wish to speak.



- The white rectangle sign is for privileged motions; to amend, refer, limit debate, lay on the table, take from the table, postpone indefinitely, reconsider, or call the question.

## How to Use Voting Ballots

DO NOT print the ballots until all nominations are completed on Friday afternoon. That way candidates nominated from the floor can be added.

There are templates for GWR Board elections (even numbered years) and templates for Nominating Committee elections (odd numbered years).

1. Name of candidates and club must be filled in. Anyone nominated from the floor should be added.
2. 2 Ballots can be printed on 1 page, printed, then cut in half
3. Ballots for Region Officers (Gov-elect, Secretary, and Treasurer) are handed out at each District station. Ballots for District Director and Nominating Committee are handed out at their respective district station (see Teller Voting Duties).
4. After delegates have voted, they place their ballots in the designated box or bag.
5. Ballots are counted and results recorded on Voting Results Form.
6. New ballots will need to be printed if there is a run-off. Include only the names of those candidates in the run-off on the ballot.
7. All ballots are destroyed at close of conference.

## How to Use Voting Delegates Check-In Template

This template is different from the Delegate Registration Check-in. The region board and DOÑAs are reported on a single page.

1. Update information (conference year, etc.) in Header. Also update Teller's name and Club under Coordinator's name on left of Header. Do each District Sheet separately.
2. As you fill in the Delegate Registration Check-in, also fill in this template with the same information.
3. This check-in sheet is used during the voting period. Delegates must show their Voting Credentials card and sign the Voting Delegate Check-In Form before voting.
4. Do not use the total number at the bottom to calculate the majority number. Use only the number of ballots in the box to calculate majority.

## TELLER DUTIES FOR VOTING

(Give Copy to Each Teller)

Voting will take place in the (\_\_\_\_\_) room on Friday/Saturday afternoon/morning.

Please be there to help set up at (\_\_\_\_\_)

Voting begins at (\_\_\_\_\_) and goes to (\_\_\_\_\_)

At (\_\_\_\_\_) we will count the votes

1. You will be seated at your District Table
2. Check to make sure each delegate has their Voting Credentials Card
3. Check delegates off Master Delegate Voting Check-in Sheet and have them **sign** the list next to their name
4. Give each delegate their ballots (if applicable: one for District Director, one for Treasurer, one for Secretary and one for Governor-elect)
5. After voting, make sure the delegates deposit the ballots in their appropriate District ballot box (or bag)
6. At the end of the voting period, help count the ballots
7. Sign all election result reports

# Record Voting Results

There are templates for GWR Board elections (even numbered years) and templates for Nominating Committee elections (odd numbered years). Name of candidates, C & E Coordinator and District Tellers will need to be filled in each year.

## 1. Fill out Individual Voting Result Templates

Each District has a template. Fill in additional candidates after nominating committee has reported to see if there is anyone who wants to run from the floor. Fill in names of C & E Committee Coordinator and District Tellers at the bottom of each template.

After all tellers and coordinator have counted votes, fill in the results for each candidate.

C & E Coordinator and tellers sign sheets.

## 2. Fill out Final Reporting of Votes Master Template

Transfer voting results to this Master to be read at Conference.

To Calculate majority (all delegates can vote for Governor-elect, Secretary and Treasurer. Only delegates from the District can vote for their District Director or Nominating Committee):

For GWR Board (Governor-elect, Secretary and Treasurer)

$\frac{1}{2}$  of number of votes cast +1

- Example: 184 votes cast -  $\frac{1}{2}$  of 184 = 92 + 1 = 93 votes to win

For District Director and Nominating Committee Elections –  $\frac{1}{2}$  of number of votes cast + 1

- Example: 42 votes cast -  $\frac{1}{2}$  of 42 = 21 + 1 = 22 votes to win

C & E Coordinator and tellers sign sheets.