

Manual of Instruction

Section Name: Chairs

Section Number: 2.07

Title: Credentials

Description: The Credentials Chair is responsible for verifying the eligibility of all attendees to vote at meetings.

Structure of Committee: The Credentials Chair, appointed by the president, and the data base manager.

Duties of the Credentials Chair:

- 1) Prior to the meeting, the chair should request from the registration chair a list of those registered for the meeting and, using the NYSW membership database, verify they are members in good standing
- 2) If possible, members not in good standing should be advised, prior to the meeting, that their dues must be paid if they wish to vote at the meeting
- 3) Return the list to the Registration chair of members in good standing and those not paid; the Registration chair will mark the name tags accordingly.
- 4) Advise the Registration chair and State Secretary of the number of attendees eligible to vote. Lapsed and non-members are not eligible to vote. At conference this information is also given to the Elections chair not less than two hours before the opening of the polls.

Financial Implications

If any expenses are incurred, a request for reimbursement should be made to the Treasurer.

Included in Toolkit

For more information go to: n/a

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* Underlined passages denotes wording from the NYS Women, Inc. Bylaws Article XI: Elections, Section 2 and 3