



MEMORANDUM

ELECTION OF SECOND VICE PRESIDENT

To: County Executives, Parish Presidents, Borough Mayors and
County Board Chairpersons
From: Angelo Kyle, NACo President
Date: May 11, 2005
Subject: Voting Credentials - 2005 Annual Conference

We are preparing for NACo's 70th Annual Conference to be held July 15-19, 2005 in the City and County of Honolulu, Hawai'i. We need your help to ensure that your county can participate in the association's annual election of officers and policy adoption for this year's American County Platform.

In order to vote, a county must have paid its membership dues, and have one paid registrant for the conference, according to NACo bylaws. Please indicate on the enclosed form the name of the voting delegate and alternate(s) authorized to pick up your county's voting materials. Additionally, **the chief elected official of your county must sign the form.** Please use the enclosed checklist before returning the form.

In addition, state association executive directors or presidents are entitled to pick up unclaimed credentials on Monday, July 18. If you do not want the state association to receive your voting materials, please check the box on the enclosed form. Please review the enclosed "Credentials F.A.Q." before returning the form.

*Please mail or fax ONLY the enclosed form by **FRIDAY, JUNE 24.***

Or: Emily Landsman
Fax (202) 393-2630
Credentials Committee
c/o Emily Landsman
National Association of Counties
440 First Street, N.W.
Washington, DC 20001

Membership Coordinator Emily Landsman can be reached at (202) 942-4242 or elandsman@naco.org should you have questions regarding voting procedures. We look forward to seeing you in the City and County of Honolulu.

Credentials Checklist

Please use the following checklist before returning the attached form.

Please **do not** return the checklist with the credentials form.

YES NO Has my county/parish/borough paid its 2005 NACo dues?

If no, please contact NACo's Membership department. 2005 dues must be paid before votes may be cast.

YES NO Does my county/parish/borough have at least one person who has paid the registration fee to attend the conference?

If no, STOP. The county must have at least one paid conference attendee to cast a ballot, according to NACo's bylaws. If no one from your county will be attending the conference, your county may not vote in the election.

If you have answered "YES" to both of the above questions, please continue.

YES NO Has my county designated a voting delegate and alternate, if applicable?

YES NO Has the chief elected official of my county/parish/borough (board chair, mayor parish president, county executive, etc.) signed the credentials form?

*If you have answered YES to all questions, please return **only** the attached form by Friday, June 24, 2005 to:*

Emily Landsman
Fax # (202) 393-2630

Or:

Credentials Committee
c/o Emily Landsman
National Association of Counties
440 First Street, N.W.
Washington, DC 20001

Credentials F.A.Q.

(Frequently Asked Questions)

What is a voting delegate?

A voting delegate is someone authorized by your county/parish/borough board to pick up a ballot and cast your county's votes at the annual conference. The delegate must have a paid registration to the conference.

Who may be a voting delegate?

Any county official may be a voting delegate. That decision is up to the discretion of your county board.

What is an alternate?

An alternate is another person delegated by the county to pick up and cast its ballot. The alternate must have a paid registration to the conference.

My county has only one person attending the conference. Does my county have to designate an alternate?

No. It is not necessary to list an alternate if a delegate is named.

Whose ballots may the state associations of counties/parishes/boroughs receive?

Your state association of counties/parishes/boroughs is allowed to pick up any unclaimed ballots from counties/parishes/boroughs that have registered delegates at the conference on the Monday afternoon during the conference, according to NACo's bylaws. The state association may then cast those ballots in the election.

My county does not want our state association to pick up our votes. How does my county go about indicating this decision?

Simply check the "No state association pick up" box on the credentials form before returning it to NACo.

- *If the box is not checked and your county/parish/borough's ballot has not been picked up by the deadline, the state association WILL be allowed to pick up your ballot and vote your votes.*

What does "vote by proxy" mean?

A county may designate a conference attendee from another county or their state association to cast its ballot as long as both are registered conference attendees.

Why would a county vote by proxy?

Counties may vote by proxy for a number of reasons. For example, sometimes counties are unable to attend the conference but still want to vote in the election. The county still must have a paid registration for the conference. Another example would be a county official who needs to leave the conference before the vote is taken and would want another county to vote on their behalf.

How would my county vote by proxy?

1. Your county must have paid its 2005 dues.
2. Your county must have at least one paid conference registration for the conference, even if no officials are attending.
3. If you delegate another county to vote for you, that county must also have paid 2005 dues and have at least one paid conference attendee.
4. You may designate your state association as your county's proxy.



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NACo 2005 Credentials (Voting) Identification Form

Please complete and return or fax this form by **June 24, 2005** to:
NACo • Attn: Emily Landsman • 440 First St. NW • Washington, DC 20001
or Fax: (202) 393-2630
or have the voting delgate(s) carry it with them to the conference and present it at the Credentials Desk.

Please type or print in block letters.

County / Parish / Borough

State

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Designated Delegate

First Name

Last Name

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Job Title / Position

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First Alternate

First Name

Last Name

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Job Title / Position

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Second Alternate

First Name

Last Name

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Job Title / Position

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This form must be signed by the Chief Elected Official from your county. Submissions without an appropriate signature will not be accepted.

Signature: _____

Board President / Chair / County Executive / Judge / Mayor signature required Date

Print name and title

- No state association pick-up. Please read the state association pick-up section in "Credentials FAQ."
- Check here if you wish to vote by proxy. If checked, list the county / parish / borough to cast your votes below. Your county and your proxy must have at least one paid registration for NACo's Annual Conference.

County / Parish / Borough allowed to cast my votes *

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First Name of proxy county delegate

Last Name

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* Please read the proxy section in "Credentials FAQ" before filling out this section.