

Credentials Committee Report (Template)

The Credentials Committee should have a complete list of state delegates, state alternates and delegates at large to the district convention organized according by county and alphabetically by last name. When delegates and alternates check in, they should show an ID and sign the register to the right of their typewritten names. Names without any accompanying signature are used to determine vacancies in state delegations so that alternates may be elevated to fill them.

Have 3 copies of the list of credentialed delegates: a master copy for the committee, a copy to attach to the committee's report given to the chair, and a copy for District Chairs and other Convention officers with the authority to elevate alternates.

Have a list of the registered public (guests) in attendance along with their county of residence.

The Credentials Committee should present each delegate, delegate at-large and guest with a color-coded badge upon registration.

When giving the Credentials Report, it is not necessary to read the names of the delegates except for a portion read on request for information. [RONR 59:23]

Attached is the list of the names of the #___ voting delegates of the district convention who have been registered up until ___:___a.m./p.m., _____ (date).

There are #___ state delegates registered at the district convention. There are #___ alternates registered at the district convention.

There are #___ delegates at-large registered at the district convention.

Mr./Madam Chairman, by direction of the Credentials Committee, I move that the roll of delegates here submitted be the official roll of the voting members of the convention.

_____, Chair