

RESPONSIBILITIES OF THE CREDENTIALS COMMITTEE

Bylaws: ARTICLE X, Section 5

Chair – Appointed by the President

The Committee consists of a chair and two members appointed by the President.

The Committee is primarily an instrument of the Annual Meeting. Committee members are seated at registration to assist in the distribution of delegates folders and to oversee the proper procedure takes place if alternate delegates are chosen by a Zone President to take place of absent delegates from their Zone.

The day before the first business meeting of the Annual Meeting, the Committee arranges the meeting room.

1. The chairs are set up in three sections with nine chairs in each row. The Zones delegates are assigned to each section in accordance with a ten-year rotation plan. The plan insures that no Zone will sit in the same area in two consecutive years. (Provided the meeting room can be so arranged)
2. A speaker's table with at least five chairs and a portable microphone is placed on a platform at the front of the room.
3. A microphone on a speaker's stand adjoins the head table to the left.
4. A small table with three chairs to accommodate the Committee members is to the left of the speaker's stand.
5. Another small table is placed to the right of the speaker's table for the person who acts as the official timer and recorder.
6. Two stand-up microphones are provided for each aisle located at the third points of the aisle. Microphones are numbered front and back for the Chair's convenience in identifying the speaker.

At the beginning of each morning session of the Annual Meeting, the Committee must report the number of accredited delegates present and the total attendance including non-delegates and guests. The Committee must insure that only accredited delegates are seated in their assigned sections.

The Committee Chair shall furnish reports as requested by the President. The Committee will perform such other duties as the President may direct.

Reviewed March 2009