



CREDENTIALING PROCESS

Delegate Credentialing

- 1) Must be appointed as a delegate or alternate delegate on or before the posted deadline.
- 2) During the posted credentialing hours, delegates must present some form of identification and sign in.
- 3) Upon signing in the delegate will receive his or her credentials to include:
 - a. Voting card
 - b. All items up for a vote:
 - i. Candidate backgrounds
 - ii. Bylaw amendments
 - iii. Any other item identified by NAHU's bylaws
- 4) **To vote in the House of Delegates all credentialed delegates must present their signed HOD voting card.**

Alternate Delegate Credentialing

- 1) If the alternate delegate is replacing an already credentialed delegate,
 - a) The credentialed delegate's voting card must be in hand and turned in, returning the unavailable delegate's credentials.
 - b) The Regional Vice President must be present to sign off on the credentialing at the time the alternate delegate is being credentialed in order to certify the process.
 - c) It is the responsibility of the chapter to coordinate the receipt of the leaving delegate, the availability of the Regional Vice President and the credentialing hours.
- 2) For an alternate delegate to get credentialed instead of a no-show delegate;
 - a) The Regional Vice President must be present to sign off on the credentialing at the time the alternate delegate is being credentialed in order to certify the process.
 - b) It is the responsibility of the chapter to coordinate the receipt of the leaving delegate, the availability of the Regional Vice President and the credentialing hours.
- 3) **To vote in the House of Delegates all credentialed delegates must present their signed HOD voting card.**