

# NACo 2012 Credentials (Voting) Form



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▶ Please complete and **RETURN FORM BY JUNE 22, 2012** to:

Credentials Committee / NACo / Attn: Ilene Manster / 25 Massachusetts Avenue, NW, Suite 500 / Washington, DC 20001

▶ You may also fax this form to: 202.393.2630 ... or have the voting delegate(s) carry it with him/her to the conference and present it at the Credentials Desk.

▶ If you do not plan on registering for the 2012 Annual Conference, **there is no need to fill out and return this form.** Your county/parish/borough **MUST** have at least one paid conference registration to be able to vote.

▶ If you are registering for credentials onsite, you **MUST** have authorization **IN WRITING** from your chief elected official that you are the county's designee.

Please type or print in block letters.

County / Parish / Borough

State

F O R T B E N D C O U N T Y

T X

## 1 • Name your county/parish/borough's delegate(s)

Please assign a delegate from your county/parish/borough then continue to section two.

**Designated County Delegate** First Name

Last Name

G R A D Y

P R E S T A G E

Job Title/Position

C O M M I S S I O N E R P C T 2

**County Alternate** First Name

Last Name

Job Title/Position

## 2 • Check the appropriate box(es) to indicate your county's preference if your ballot is not picked up (at least one box MUST be checked).

If my ballot is not picked up, I authorize the PRESIDENT OF MY STATE ASSOCIATION (OR HIS/HER DESIGNEE) to pick up and cast my county's votes.

If my ballot is not picked up, I authorize a REPRESENTATIVE FROM ANOTHER COUNTY in my state to pick up and cast my county's votes (proxy vote).

County / Parish / Borough allowed to cast my votes

First Name of Proxy County Delegate

Last Name

If my ballot is not picked up as designated above, NO PERSON is authorized to pick up my county's votes. I understand that my county's votes will NOT be cast if I select this option.

Please note: This form must be signed by the CHIEF ELECTED OFFICIAL from your county.

**Submissions without an appropriate signature will not be accepted.**

*Robert Hebert*

6-5-2012

Signature of Chief Elected Official (Board President/Chair/elected County Executive/Judge/Mayor)

Date

Robert E. Hebert

County Judge

Print Name

Title

6-7-12 copy received

## MEMORANDUM

### ELECTION OF SECOND VICE PRESIDENT

To: County Board Chairpersons, Parish Presidents, Borough Mayors,  
County Judges and Elected County Executives  
From: Lenny Eliason, NACo President  
Date: May 9, 2012  
Subject: Voting Credentials – 2012 Annual Conference

NACo is preparing for the 77th Annual Conference to be held July 13-17, 2012, in Allegheny County, PA. It is important that your county participates in the association's annual election of officers and policy adoption. **In order to participate, a county must have paid its membership dues and have one paid registrant for the conference, according to NACo bylaws.**

Please read the enclosed information carefully. Indicate on the credentials form the name of the county voting delegate and alternate authorized to pick up your county's voting materials. **You must also indicate your county's choice on the form in the event that your delegate does not pick up the county's ballot.** Your choices are:

- allow your state association president (or designee) to pick up your ballot
- allow another county within your state to pick up your ballot
- allow no person to pick up your county's ballot and therefore not have your vote cast

A checklist is enclosed to assist you in filling out the voting credentials form. Additionally, the chief elected official of your county must sign the form. A chief elected official may include the following:

- board chair/president
- mayor
- county judge
- Elected county executive.

*Please fill out this form in advance and mail OR fax ONLY the enclosed form by FRIDAY, JUNE 22.*

*If you are not planning to register for the conference, you do not have to turn in the credentials form.*

Ilene Manster - Fax (202) 393-2630

Credentials Committee  
Attn: Ilene Manster  
National Association of Counties  
25 Massachusetts Ave, NW, Suite 500  
Washington, DC 20001

Membership Coordinator, Ilene Manster, can be reached at 888.407.NACo (6226) x291, her direct line at 202.942.4291 or [imanster@naco.org](mailto:imanster@naco.org). We look forward to seeing you in Allegheny County!

## *Credentials Checklist*

Please use the following checklist before returning the credentials form.

**YES**     **NO**    Has my county/parish/borough paid its 2012 NACo dues?

*If no, please contact NACo's Membership department at 888.407.NACo (6226).  
2012 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 is registered for the conference, your county may not vote in the election. If your county does not plan on registering for the conference, you do not need to turn this credentials form back in to the NACo office.*

**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?

*Only ONE alternate may be designated per county. If more than one alternate is designated per form, only the first will be counted as the credentialed voting alternate.*

**YES**     **NO**    Has my county indicated who can pick up our ballot in the event that our delegate and alternate are unable to do so?

*One of the checkboxes under the second section of the credentials form MUST be checked for your ballot to be processed.*

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

*If you have answered yes to all questions, please either fax or mail only, the credentials form (you do not need to do both) by Friday, June 22, 2012 to:*

Ilene Manster  
Fax # (202) 393-2630

Or:

Credentials Committee  
Attn: Ilene Manster  
National Association of Counties  
25 Massachusetts Ave., NW, Suite 500  
Washington, DC 20001

If you have questions call or e-mail Ilene Manster at 888.407.NACo (6226) or her direct line: (202) 942-4291.  
e-mail: [imanster@naco.org](mailto:imanster@naco.org)

## 2012 General Voting Frequently Asked Questions

### **On what issues or for which candidates do counties/parishes/boroughs vote?**

Counties vote on resolutions that set NACo legislative and association policy for the coming year. Delegates also elect NACo officers for the coming year. The position of second vice president is usually the one position that is contested.

### **How can my county vote?**

A county must be a NACo member “in good standing” in order to vote. This means your county’s dues for 2012 must be paid before the voting occurs. **Also, the county must have at least one paid registration for the annual conference and have proper credentials.**

### **What are credentials?**

Credentials attest to a county’s eligibility to vote. Credentials contain information on the number of votes a county is eligible to cast, as well as the identity of the delegate that is authorized to cast the county’s vote.

### **How is the credentials form distributed?**

The form is mailed to the chief elected official of member counties so that the county can provide the name of the voting delegate to NACo. Only counties that have paid their 2012 NACo dues will receive a credentials form. This form is mailed in May. The deadline to return the form is Friday, June 22, 2012.

### **My county has misplaced the credentials form. What should I do?**

The credentials form will be available in the Elections and Voting Credentials section of the NACo website ([www.naco.org/credentials](http://www.naco.org/credentials)) shortly after it is mailed. A member login is required to download and print the form. Please call the membership department at 888.407.NACo (6226) After you download, print, and fill out the form correctly, you can return it to NACo.

### **If my county is not registering for the Annual Conference, does my county have to send in the credentials form?**

No. It is not necessary to return a filled out credentials form to the NACo office if your county does not plan to register for the Annual Conference.

### **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 elected or appointed county official may be a voting delegate. That decision is up to your county board.

### **What is an alternate?**

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

- The delegate OR alternate listed on the credentials form may pick up your county’s ballot.

### **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.

**Do I have to name a voting delegate from my county on my credentials form or can I just name the state association as a delegate to pick up my ballot?**

Yes. A delegate who works for the county MUST be named on your credentials form. According to NACo's bylaws, this person must be an elected or appointed county official or staff person.

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

According to NACo's bylaws, 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 and have marked it okay for the state association of counties to pick up their ballot. The pick-up for state associations is Monday afternoon during the conference. The state association may then cast those ballots in the election.

- You must indicate that your county will allow this by checking the box that says *"In the event that my county's ballot is not picked up, I authorize the president of my state association (or his/her designated delegate) to pick up and cast my county's votes."*

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

You must check the box that says *"In the event that my county's ballot is not picked up as designated above, NO PERSON is authorized to pick up my county's votes. I understand that my county's votes will NOT be cast with this option."*

- Remember that your county's votes will not be cast at all with this option if your delegate does not pick up the ballot.

**What does "vote by proxy" mean?**

A county may designate a conference attendee from another county or its 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. One 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 his/her behalf.

**How would my county vote by proxy?**

In order to vote by proxy:

- Your county must have paid its 2012 dues
- Your county must have at least one paid conference registration for the conference, even if no officials are attending
- If you delegate another county to vote for you, that county must also have paid 2012 dues and have at least one paid conference attendee
- You may designate your state association as your county's proxy by checking the "state association pick up" box at the bottom of the credentials form

Be sure to indicate your choice of proxy on the credentials form by filling out proxy section that reads *"In the event that my county's ballot is not picked up, I authorize a representative from another county in my state to pick up and cast my county's votes"*.

**If I do not get my credentials form into the NACo office by the deadline, may I become credentialed on site at the conference?**

Yes. You must either bring the original credentials form signed by your chief elected official with you or something in writing designating you as his/her designee to be able to vote in the election.

**How does NACo determine the number of votes each county receives?**

The number of votes is determined by the amount of dues a county pays. Dues are based on population. NACo's bylaws allot one vote per \$500 in dues.

- Counties with dues of \$400 to \$499 receive one vote.

- Counties with dues of \$500 to \$999 receive two votes.
- Counties with dues of \$1000 to \$1,499 receive three votes, and so on.
- The maximum number of votes a county can receive is 112.

**My county has 10 votes. How can our 25 commissioners divide or share the votes?**

That is up to your county. NACo has no rule as to how counties decide to allocate their votes. Counties may split their vote amongst the candidates running for second vice president if it is desired.

**I've heard the term "unit vote" used. What is that?**

Some states, by custom or policy, cast all of their votes as a block or "unit." State associations typically have a meeting before the election to determine how they will handle the voting process.

- Check with your state association regarding the time, date and location of this meeting.
- NACo bylaws permit each county to cast its vote as it chooses. Your county does not have to vote with your state association should you so choose.

**When does the voting take place?**

This year's election will be held on Tuesday, July 17, 2012 at 10 am at the NACo Annual Business Meeting.

**How does the voting occur?**

Votes are cast by state, not by state association. Counties from a state sit together as a delegation. The reading clerk will call out states at random. A state appointed representative will approach the microphone and call out that state's vote. This will continue until one of the candidates has a majority (fifty percent plus one – 50% + 1) of the total number of votes being cast. Voting may still continue after the fifty percent plus one mark has been reached.

**What is a roll call?**

Roll call is a way of voting for NACo resolutions to be passed. If a roll call is necessary, the names of the states will be read out in alphabetical order by the reading clerk. A state appointed representative will approach the microphone and call out that state's vote as "yes" or "no." A weighted vote will be used. This will continue until all votes have been cast.

**What is the NACo Credentials Committee?**

The Credentials Committee is a group of elected county officials, appointed by the current NACo president that ensures the credibility of the election and is charged with resolving disputes about election issues. A three-member committee is provided for in the NACo bylaws.

The 2012 Credentials Committee is:

- Hon. Helen Purcell, Recorder, Maricopa County, Arizona – Chair
- Hon. Cindy Bobbitt, Commissioner, Grant County, Oklahoma – Member
- Hon. Walter Tejada, Supervisor, Arlington County, Virginia – Member
- Hon. Arlanda Williams, Councilwoman, Terrebonne Parish and Consolidated Government, Louisiana – Member

- \*Hon. David Ferdinand, Commissioner/Chair, Canyon County, Idaho – Parliamentarian
- Hon. Lee May, Commissioner, DeKalb County, Georgia – Reading Clerk
- Ms. Patty O'Connor, Taxpayer Services Director, Blue Earth County, Minnesota – Tally Clerk

\*The NACo bylaws also provide for a Parliamentarian, Reading Clerk and Tally Clerk to aid in the election process.