BLACKS IN GOVERNMENT

NATIONAL DELEGATES ASSEMBLY TEAM
2019 NDA TRAINING
Delegates Assembly Forum

The National Delegates Assembly is one of the most critical forums of Blacks In Government. Local chapter delegates, who represent their respective chapter members, become the operating arm of this organization when in session.
National Delegates Assembly Team (NDAT)

The National Delegates Assembly Team (NDAT) is a very dynamic taskforce receiving its charge directly from the National Constitution of Blacks In Government, under the authority of the National President, and through the oversight of the National Executive Committee. The NDAT has members tasked by the Constitution and elected directly by the National Delegates Assembly. The NDAT consists of members from a cross-section of the BIG Organization (those that are appointed and or tasked by the National President, those selected by the Chair of the Assembly and approved by the National President, and those that are tasked by the Chair of the Board of Directors).
National Delegates
Assembly Team

- **Presiding Chair**: Appointed by National President (per Article VII, Section 2.B.(1))

- **Credentials**: Registers and certifies all delegates for the Assembly (per Article VII, Section 2.B (2)(a))

- **Nominating**: Prepares a slate of nominees for the appropriate offices to be filled (per Article VIII, Section 1, A) and assists in coordinating of elections.
National Delegates Assembly Team

- **Resolutions**: Screens and recommends action on all resolutions. (per Article VII, Section 2.B (2)(c))

- **Standing Rules**: Presents rules of conduct that govern the Assembly (per Article VII, 2B (2)(d))

- **Special Assistant**: Provides a wide-range of coordination and other support functions for the Assembly Chair.

- **Delegates Assembly Coordinator**: Provides logistical support, coordinates space and wide variety of other support activities.
National Delegates Assembly Team

- **Training Coordinator:** Coordinates all training required in support of the Assembly. Conducts Delegates Training as well as Committee Training.

- **Sergeant-At-Arms:** Assist in maintaining order during the Assembly. Speak for their respective regions during roll-call and on other occasions.

- **Parliamentarian:** Consults with the Chair during the Assembly on matters of conduct and decorum. Provides guidance from organizational documents and Robert’s Rules of Order.

- **Webmaster:** Manages the National Delegates Assembly webpage which is part of the BIG website. Manages the displays of information on the screen during the assembly.
Regional Council Representative

➢ Three per chapter regardless of the chapter total membership (number of members)

➢ All Chapters shall belong to a Region and make up the Regional Council

➢ All Region officers, elected or appointed (except Regional Directors), must be a Regional Council Representative. Note Regional Directors are non-voting members of the Regional Council.

➢ Each representative is entitled to one vote.
Chapter Delegate

➢ Represents chapter members during Delegates Assembly

➢ Make up the Delegate Assembly

➢ Representation based on chapter total membership (number of members).

➢ Do not have to be a delegate to be a candidate for national office, regional director, or nominating committee.

➢ Must be financial throughout the entire assembly.
Delegates’ Responsibility

➢ Shall elect National Officers, Regional Director, and Nominating Committee Members

➢ Shall participate in the Regional Caucus nomination process

➢ Shall consider for approval the Annual Audit and Treasurer’s Reports

➢ Shall consider for approval the Proposed Amendments to the National Constitution and proposed Resolutions

➢ Shall Ratify previous actions by the National Board of Directors (policies) and National Executive Committee, including suspension or revocation of chapter charters.
Delegates
Responsibilities Cont.

➢ All Delegates are elected by their chapters.
➢ Primary Delegates vote on all business issues including elections.
➢ Alternate Delegate serves in the absence of the primary. Can only replace the primary for the same chapter.
➢ Be certified and registered by the Credentials Committee
   ➢ Photo ID required
   ➢ Will receive information package
➢ Only Delegates wearing a Primary Delegates badge at the time of any office election may vote.
BLACKS IN GOVERNMENT

NATIONAL DELEGATES ASSEMBLY TEAM
CREDENTIALS OVERVIEW
2019
National Credentials Committee

Hon. Trek Powell, Chair
BJ Parker, Co-Chair
Pinkie Mason, Co-Chair
Vivian Buckner, Co-Chair
AGENDA

❖ Credentials Timeline
❖ Primary/Alternate Delegate Process
❖ Questions
Credentials Timeline

- Authorized Count of Delegates is determined (June 5)
- Membership Rosters provided to Chapter Presidents
- Request for Primary/Alternate Delegates
- Certification of Delegate
- On-Site Registration
Chapter Delegates Authorized

- Members have to be financial 60 days prior to Assembly (June 5)
- Delegate Strength is determined
- Membership Rosters are provided to Chapter Presidents

<table>
<thead>
<tr>
<th>Chapter Membership</th>
<th>Number of Delegates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-25</td>
<td>2</td>
</tr>
<tr>
<td>26-50</td>
<td>4</td>
</tr>
<tr>
<td>51-75</td>
<td>6</td>
</tr>
<tr>
<td>76-100</td>
<td>8</td>
</tr>
<tr>
<td>101-300</td>
<td>16</td>
</tr>
<tr>
<td>301-500</td>
<td>32</td>
</tr>
<tr>
<td>Over 500</td>
<td>40</td>
</tr>
</tbody>
</table>
Request for Primary/Alternate Delegates

- Accurate Completion of Delegate Forms
  - Primary/Alternate forms and Appointee Form
  - Accuracy of correct spelling of names
### PRIMARY DELEGATES FORM

Please complete all requested information. If not completed, you will be contacted for the required information. This form may be copied if additional names are submitted. Please return by FRIDAY, JULY 19, 2019. Submissions after this date must be brought onsite. Submit to Chair Hon. Trek Powell at trek.powell.govh@statefarm.com, with copies to: Pinkie L. Mason via e-mail at pinkie.mason@att.net

**REGION # VI**  
(Region and Chapter Name - Required Information)

**CHAPTER NAME**  
Austin Chapter

**PLEASE MAKE SURE THE SPELLING OF DELEGATES’ NAME MATCHES WITH THE NATIONAL OFFICE SPELLING. THIS WILL ENSURE PROPER CREDENTIALING OF YOUR DELEGATES.**

<table>
<thead>
<tr>
<th>Primary Delegate’s Name</th>
<th>Phone Number(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Brown</td>
<td>512-989-0909</td>
</tr>
<tr>
<td>Hon. Shelly Green</td>
<td>512-729-3654</td>
</tr>
<tr>
<td>Jacqueline Thomas</td>
<td>512-687-1524</td>
</tr>
<tr>
<td>Dr. Toni Carter</td>
<td>512-989-0319</td>
</tr>
</tbody>
</table>

---

**Chapter President**  
Shelly Green  
Signature  

**President’s E-Mail Address (es)**  
Shelly.brown@yahoo.com  

**Appointee**  
Jacqueline Thomas  
Signature  

**Appointee’s E-Mail Address (es)**  
JacqThomas@yahoo.com
## Alternate Delegate Form

**Please complete all requested information. If not completed, you will not be contacted for the required information. This form may be copied if additional names are submitted. Please return by FRIDAY, JULY 19, 2019. Submissions after this date must be brought onsite. Submit to Chair Hon. Trek Powell at trek.powell.govh@statefarm.com, with copies to: Pinkie L. Mason via e-mail at pinkie.mason@att.net**

### REGION # VI (Region and Chapter Name - Required Information)

**CHAPTER NAME: Austin Chapter**

*Please make sure the spelling of delegates’ name matches with the national office spelling. This will ensure proper credentialing of your delegates.*

<table>
<thead>
<tr>
<th>Alternate’s Name</th>
<th>Phone Number(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jody Miles</td>
<td>512-234-9187</td>
</tr>
<tr>
<td>Danielle Brown</td>
<td>512-469-2262</td>
</tr>
</tbody>
</table>

**Chapter President**

<table>
<thead>
<tr>
<th>Shelly Green</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
</tr>
<tr>
<td>President’s E-Mail Address(es)</td>
</tr>
</tbody>
</table>

**Appointee**

<table>
<thead>
<tr>
<th>Jacqueline Thomas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
</tr>
<tr>
<td>Appointee’s E-Mail Address(es)</td>
</tr>
</tbody>
</table>
**CHAPTER APPOINTEE FORM**

If the Chapter President is unable to attend the 2019 National Delegates Assembly, he/she must designate someone to be their appointee. This includes the Regional Council President. **NO EXCEPTIONS. In the absence of a president, no changes will be allowed if this form is not on file.**

Please complete the form below and return to the National Credentials Chair, Hon. Trek Powell at trek.powell.gowh@statefarm.com, no later than FRIDAY, JULY 19, 2019.

**Region #** | **Chapter Name**  
--- | ---  
VI | Austin Chapter

(Region and Chapter Name - Required Information)

| **Chapter President** | **Typed Name**  
--- | ---  
Shelly Brown |  

| **President’s Signature** | **Typed Name**  
--- | ---  
Shelly Brown |  

| **President’s e-mail address** |  
--- | ---  
Shelly.brown@yahoo.com |  

| **President’s Home Telephone Number** |  
--- | ---  
| 512-729-3654 |

| **Chapter Appointee** | **Typed Name**  
--- | ---  
Jacqueline Thomas |  

| **Appointee’s Signature** | **Typed Name**  
--- | ---  
Jacqueline Thomas |  

| **Appointee’s e-mail address** |  
--- | ---  
JacqThomas@yahoo.com |  

| **Appointee’s Home Telephone Number** |  
--- | ---  
|  

| **Appointee’s Office Telephone Number** |  
--- | ---  
|  

| **Appointee’s Other Telephone Number** |  
--- | ---  
| 512-687-1524 |
Certify/Problem Resolution

- Certification of Delegate names submitted
  - Verify financial 60 days prior to Assembly
  - Names Not on List
  - Expired Memberships

- Problem Resolution
  - Expired Memberships (National Rosters) – verify with National Assistant Treasurer
  - Send follow up to Chapter President
  - Members can pay prior to or on-site
CREDENTIALS ON-SITE

➢ Process on-site changes for primary/alternates delegates

➢ Open Credentials (Saturday: 9:00am – 7:00pm)

➢ Credentials Open Sunday 7:00 am until end of Assembly

➢ Temporarily close credentials process for roll call

➢ Close at the end of Assembly.
Delegates are greeted by Committee Members

Committee Members will ask for region, chapter name, your name and a picture ID to locate name in the registration log

Delegate will sign name exactly as presented on ID

Delegate will receive delegate a packet upon completion of registration
## Delegates/Alternates

### REGION VI

**TOTAL DELEGATES COUNT FOR REGION = 36**

**AUSTIN CHAPTER - 4 DELEGATES**

<table>
<thead>
<tr>
<th>Delegates</th>
<th>1st Run</th>
<th>2nd Run</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Brown</td>
<td>_______</td>
<td>_______</td>
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</tbody>
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</tr>
<tr>
<td>Danielle Brown</td>
<td>_______</td>
<td>_______</td>
</tr>
</tbody>
</table>

If delegate has an Asterisk by their name, notify Chair or Chair.
Important Reminders

► Photo ID Required
► Lost Badge or Material requests go before Assembly
► Roll Call halts registration of Delegates
► Changes made to Delegate/Alternate status
► All Delegates must meet eligibility requirements
► Verify Spelling of Delegate Names
The Credentials Committee is a vital link in the delegate assembly process. It is important for all members to adhere to the procedures and processes for certifying and registering delegates to protect the integrity and effectiveness of this process.
QUESTIONS!!!!!!
NATIONAL DELEGATES ASSEMBLY
NOMINATING/ELECTION PROCESS TRAINING
2019
Kathy Best, Chair
Michael McCrimmon, Co-Chair
AGENDA

- Nominating Committee Responsibilities
- NDARC Responsibilities
  - Regional Caucus Chairs
  - Nominating Committee Members
- Questions
The National Nominating Committee Chair or Co-Chair will:

- Present the slate of nominees
- Describe how nominations were received
- Indicate nominees have completed required certification form
Accepting nominations for national offices

Verifying eligibility of candidates

Assisting in National Delegates Assembly Regional Caucus (NDARC)

Presenting a slate of candidates to the Nominating Committee for:

- National Offices
- Regional Director
- Nominating Committee
Nominations for National Offices are accepted two ways:

1. Nominations may be submitted directly to the National Nominating Committee Chair (copy National Office).
2. Nominations may be made from the floor of the Delegates Assembly.
The election process shall include issuing electronic voting devices to credentialed delegates at a location predetermined by the National Delegates Assembly Chair. Delegates shall return the electronic voting devices immediately, at the end of National Delegates Assembly as instructed by the National Delegates Assembly Chair. Any lost electronic voting device will be immediately reported to the Nominating Committee Chair or Vice Chair.
2019 National Offices Open For Nomination

- Executive Vice President
- 2nd Vice President
- Corresponding Secretary
- Treasurer

2019 Regional Offices for Election

- Regional Director
- Regional Nominating Committee members (2)
The Chair of the National Delegates Assembly will open the floor for nominations for all National Offices.

- The nomination must be made by a registered delegate.
- Candidate is not required to be a delegate.
- The Chair declares that nominations for National Offices are closed.
Verify nominee’s financial standing
Verify nominee’s eligibility for office
All candidates are required to complete a certification form to complete nominating process
Nominees from the floor, financially verified with completed certifications, and those previously received will represent the final and official slate of candidates for the National Office
No write-in candidates are allowed
The names of all financially verified candidates (previously submitted and from the floor) shall be arranged in alphabetical order within each Office and announced to the Delegates Assembly before it recesses.

Each Candidate will verify the spelling of his/her name by initialing in the appropriate space.

The final report will be signed and given to the Chair/Co-Chair of the National Nominating Committee.
National Delegates Assembly
Regional Caucus
(NDARC)
NDARC - Each of the eleven (11) NDARC will provide a slate of nominees (multiples for each office) for the following Offices:

- 1-2 National Board of Director(s)
- National Nominating Committee Members

Will be elected during the voting on Sunday
The Regional Council President or Designee will preside over the NDARC.

NDARC participants are:

- Primary Delegates who are
  - Certified by the National Credentials Committee
  - Display an official delegates badge

Note: All members of BIG may attend their respective regional caucus. Delegates will be separated from alternates and non-delegates.
Process for the Regional Caucus Chair

Conduct the NDARC

- Open the meeting
- Nominations for Regional Director
  - First call for nominations
  - Second call for nominations
  - Third and final call for nominations
- Hearing none nominations are closed (no motion is required)
Process for the Regional Caucus Chair

Conduct the NDARC

- Nominations for the Nominating Committee minimum of two needed
  - First call for nominations
  - Second call for nominations
  - Third and final call for nominations
  - Hearing none nominations are closed (no motion is required)
Process for the Regional Caucus Chair

Conduct the NDARC

- Hold the NDARC in session
- Nominating Committee person will leave to confirm candidate eligibility
- Nominating Committee person will return after confirming candidate eligibility (Credentials) and forms (Nominating)
- Regional Caucus Chair will announce candidates and sign the document
- Continue to hold the NDARC in session
Process for the Nominating Committee

- Record candidate names for each office as names are given in nomination (ask for spelling)
- When all nominations are completed
  - Record names in alpha order by last name within each office
  - Ensure **exact correct** spelling of nominee names—insist candidate review very closely
  - Nominees must initial that spelling is correct
  - No changes after nominees initials
## NATIONAL NOMINATING COMMITTEE

**Blacks In Government (BIG)**

**National Delegates Assembly Regional Caucus (NDARC)**

### 2019 Nomination Result Form

<table>
<thead>
<tr>
<th>Region: __________</th>
<th>Date: ______________</th>
</tr>
</thead>
</table>

Please note: Each nominee must check the spelling of their printed name and initial in the appropriate space. Once initialed this is your approval of correct posting.

### Board Of Director:

<table>
<thead>
<tr>
<th>Printed Name</th>
<th>Initials</th>
<th>Chapter</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. __________________</td>
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<td>2. __________________</td>
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<tr>
<td>3. __________________</td>
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<td>4. __________________</td>
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</tr>
<tr>
<td>5. __________________</td>
<td>_______</td>
<td>_______</td>
</tr>
</tbody>
</table>

### Regional Nominating Committee:

<table>
<thead>
<tr>
<th>Printed Name</th>
<th>Initials</th>
<th>Chapter</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. __________________</td>
<td>_______</td>
<td>_______</td>
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<tr>
<td>2. __________________</td>
<td>_______</td>
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<td>3. __________________</td>
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<td>4. __________________</td>
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<td>_______</td>
</tr>
<tr>
<td>5. __________________</td>
<td>_______</td>
<td>_______</td>
</tr>
</tbody>
</table>

### Signatures:

1. National Delegates Assembly Regional Caucus Chair  ______________________________________________
2. Nominating Committee Member    _________________________________________
3. National Nominating Committee Chair/Co-Chair________________________________________
4. National Treasurer/Assistant Treasurer       __________________________________________
Process for the Nominating Committee

- When nominations are completed
  - Return all forms to Nominating Committee Chair or Co-Chair (caucus remains in session)
  - When all forms are complete with initials and all documents are accepted by Nominating Committee Chair, notify Regional Caucus Chair to close caucus.
- Committee caucus work is complete
QUESTIONS??
QUESTIONS??
Delegates Assembly Process

2019 Credentials will open at 7:00AM on Sunday, August 4, 2019 (will also be open on Saturday, August 3rd, from 9am to 7pm)

Assembly Process

- Roll Call (Credentials temporarily suspends operations)
- Agenda approval
- Discussion in accordance with agenda
Delegates Assembly Process

- Assembly breaks for Regional Caucus
- Assembly reconvenes at designated time
- Conduct National Elections
- Assembly continues until business is completed
- Assembly Adjourns
Using Your Keypad

To select ONE option, press the number that corresponds with your choice followed by the SEND key.

To select MULTIPLE options:

- Press the number that corresponds with your first choice
- Then press the SYM key
- Next, select your second choice
- Then press the SYM key
- Continue this process until the required number of selections have been made
- Finally, press the SEND key to lock in your vote.
General Vote
Office of First Vice President

1. John Bryant
2. Mary Kruze
3. Daniel Lay
4. Sharon Price
5. Jason Wallace
Office of First Vice President

4. Sharon Price 24.4% (61)
2. Mary Kruze 23.2% (58)
3. Daniel Lay 19.6% (49)
5. Jason Wallace 18.0% (45)
1. John Bryant 14.8% (37)

1st Round Total: 250
General Vote – Sample Run-off
Office of First Vice President

2. Mary Kruze
3. Daniel Lay
4. Sharon Price
5. Jason Wallace
Office of First Vice President

4. Sharon Price: 28.4% (71)
5. Jason Wallace: 24.8% (62)
2. Mary Kruze: 24.0% (60)
3. Daniel Lay: 22.8% (57)

2nd Round  Total: 250
Office of First Vice President

2. Mary Kruze: 50.8% (127)
4. Sharon Price: 49.2% (123)

4th Round  Total: 250
Regional Vote
Region 1 Director

1. Joy Brown
2. Mike Links
3. Jason Lane
4. Corey Smith
Region 1 Director

- **1st Round**
  - Joy Brown: 23.4% (15)
  - Mike Links: 25.0% (16)
  - Jason Lane: 29.7% (19)
  - Corey Smith: 21.9% (14)

**Total:** 64
Voting for 5 of 8
Bylaw Committee
(select 5)

1. John Adrian
2. John Bryant
3. Mary Kruze
4. Lisa Lang
5. Daniel Lay
6. Sharon Price
7. Doug Smith
8. Jason Wallace
HOW CAN YOU
ASSIST IN MAKING THE
2019 NDA
A GREAT SUCCESS?
National Delegates
Assembly Team

- COMPLETE all deadlines for NDA in timely manner

- REVIEW AND UNDERSTAND your Chapter Responsibilities.

- REVIEW AND UNDERSTAND your Region Responsibilities.

- REVIEW AND UNDERSTAND your Responsibilities as a NDA delegate.

- BE TIMELY at the start of NDA and return from breaks in a timely manner!