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July 3, 2020

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To: Regional Council and Chapter Presidents

From: Honorable Dr. Doris P. Sartor, National President

Re: 2020 Virtual National Delegates Assembly - Request for Chapter Delegate Information

It has been a year of uncertainty with impacts from COVID-19 and it has limited our ability for a face-to-face business meeting. Therefore, the 2020 National Delegates Assembly (NDA) will be a one day meeting held on Sunday, August 23, 2020 via PSAV Chime Live Virtual platform.

This is the official request from the National Credentials Committee for chapters to submit elected **primary and alternate** delegate information. All delegates **must** meet specific virtual requirements to allow for a seamless experience for the delegates, provide a productive and professional virtual Delegates Assembly and ensure we maintain integrity of the process.

Chapter Presidents, review the below information and adhere to all action items and deadlines:

- 1.) **Delegate Strength** – Review your chapter’s delegate strength from the National Assistant Treasurer. Submit the number of **primary** delegates based on your chapter’s authorized count.
- 2.) **Financial Eligibility** – All delegates **must** meet financial eligibility requirements 60 days prior to the assembly. If not financial, they will not be credentialed until it has been resolved with the National Office. The National Assistant Treasurer and Membership Chair will be available to resolve membership concerns and are the **only persons authorized to collect membership dues.**
- 3.) **Primary and Alternate Delegate Forms** – Utilize this form to submit the names of your delegates. Name, membership number, email and phone number are required for every delegate. **Deadline to submit delegate forms is Friday, August 7, 2020.**
- 4.) **Appointee Form** - Submit the name of an Appointee who will have authority to make changes on your behalf.

Virtual Requirements

Below are the requirements for the 2020 Virtual National Delegates Assembly. When electing delegates please ensure they are able to adhere to the following requirements:

- **Valid Email Address** - A valid email is required for registration and participation in the meeting. Email is used to send delegate’s their unique log in credentials to the meeting as well as meeting documents.

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- **Internet Access** – All delegates will need access to the internet in order to connect to the PSAV Chime Live Virtual platform.
- **Audio** – Delegates will need to have audio available through computer speakers, microphone or telephone. It is important for delegates to have a comfort level with computer technology and virtual meeting environments.
- **Availability** - Delegates will need to be available for the entirety of the meeting. Ample breaks will be given.

Thank you in advance for your partnership and cooperation as we work towards a successful virtual 2020 National Delegates Assembly. Additional information will be forthcoming. If you have any questions regarding the submission of your delegates, please feel free to contact the National Credentials Committee Chair, Honorable Trek Powell.

Enclosure: **Attachment 1 (Primary Delegate Form)**
 Attachment 2 (Alternate Delegate Form)
 Attachment 3 (Appointee Form)

cc: Honorable David Groves, National Delegates Assembly Chair
 Honorable Mary K. Thomas, National Delegates Assembly Deputy Chair
 Deena Sheppard, National Board of Directors Liaison
 Faye B. Stewart, National Treasurer
 Rochelle Bryant, National Assistant Treasurer
 Johnny Barideaux, NDAT Web Administrator

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