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July 2, 2021

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TO: Regional Council and Chapter Presidents

FROM: Honorable Shirley A. Jones, Esquire 
National President

SUBJECT: 2021 Virtual National Delegates Assembly - Request for Chapter Delegates

The 2021 National Delegates Assembly will be held virtually on Sunday, August 22, 2021 via the ENCORE Virtual platform.

The National Credentials team acknowledges this memo as the official request for primary and alternate delegates. Chapter Presidents should submit elected primary and alternate delegate information by COB on Friday, August 6th. All delegates must meet specific requirements for a seamless virtual experience and to ensure integrity of the credentials process is maintained.

Delegate Information

1.) Financial Eligibility – All delegates must meet financial eligibility requirements 60 days prior to the assembly. National Membership rosters will be the source to verify eligibility. If there are any discrepancies, delegates cannot be credentialed until resolved with the National Office.

2.) Delegate Strength – Chapter Presidents should review delegate strength received from the National Office and submit the number of primary delegates based on the chapter's authorized count.

Important note: Prior to submitting delegate names, ensure all primary and alternate delegates are available to attend the virtual assembly. Due to the technical platform, there will be limitations to the number of changes allowed on the day of the assembly.

3.) Primary and Alternate Delegate Forms – These are the official forms attached in the memo to submit chapter primary and alternate delegates. Name, email address and phone number are **required** for every delegate to ensure a seamless certification process.

4.) Appointee Form – This form will allow Chapter Presidents to assign an appointee who will have authority to make changes on behalf of the President.

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5.) Training – Once the training dates are released, all delegates are highly encouraged to attend training to help ensure delegates have a great experience and are better prepared for day of the assembly. The training sessions will give you an overview of the credentials process, discuss roles and responsibilities of delegates, provide an overview of the virtual platform and give you an opportunity to ask questions.

Virtual Requirements

- Valid Email Address - A valid email is required for registration and participation in the meeting.
 - Each delegate will need their own email. Email cannot be shared between two people.
 - Delegates will receive unique log in credentials to access the meeting and voting.
 - Meeting documents will be sent to the email submitted.
- Valid Email Address - A valid email is required for registration and participation in the meeting.
- Internet Access – Delegates will need internet access to connect to the ENCORE Virtual platform.
- Audio – Delegates will need to have audio available through computer speakers, microphone or telephone.
- Availability - Delegates should be available for the entirety of the meeting. Ample breaks will be given.
- Virtual Meeting – comfort level with participating in a virtual meeting environment.

Thank you in advance for your partnership and cooperation as we work towards another successful virtual Delegates Assembly. If you have any questions, contact the National Credentials Chair, Honorable Trek Powell at NDATCredentialsChair@gmail.com or (512) 560-0391 and/or Co-Chair, Betty (BJ) Parker at Parkerbetty858@gmail.com or (910) 644-3837.

3 Enclosures:

1. Primary Delegate Form
2. Alternate Delegate Form
3. Appointee Form

cc:

Honorable David Groves, National Delegates Assembly Chair
Honorable Mary K. Thomas, National Delegates Assembly Deputy Chair
Director, Johnita Pitts, National Board of Directors Liaison
Honorable Faye B. Stewart, National Treasurer
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2021 National Credentials Team