

## 2020-2021 DEPARTMENT Delegates and Alternates Instructions

- **Review Bylaws Sec 304**

*Delegates and Alternates to the Department Meetings and Convention shall be elected at a regular meeting of the Auxiliary held not less than thirty (30) calendar days prior to the Department Convention.*

Auxiliaries should elect their Delegates and Alternates at their April or May meeting.

- **Number of Delegates and Alternates**

National Bylaws state that the number of Delegates and Alternates may be set forth differently in the Department Bylaws. Department of Arizona Bylaws call for one (1) Delegate and one (1) Alternate for every ten (10) members or fraction thereof in good standing in the Auxiliary at the time of the election.

**EXAMPLE:**

On the night Delegates and Alternates are to be elected, MALTA shows the Auxiliary has 102 members in good standing.

102 divided by 10 = 10.2 (.2 is fraction thereof and so you round up to 11)

Therefore the Auxiliary would elect 11 Delegates and 11 Alternates

- **Election**

Delegates and Alternates are elected by the members – they are NOT appointed. Most Auxiliaries have more Delegates/Alternates than attend Auxiliary meetings. Note that members do not have to be present to be elected as a Delegate or Alternate. The membership should consider those members who may not be able to attend Auxiliary meetings but do attend the Department Convention. All Delegates and Alternates must be members in good standing of that Auxiliary (life members or current annual members).

- **District Composition Members**

The Auxiliary President has his/her own vote at the Department Convention and should be listed at the bottom of the form AND as an Alternate in the right column.

The National District Council Member, any Department Officer and Past Department Presidents, that are members of your Auxiliary have their own vote at Department Convention. They should be listed at the bottom of the form and should be considered for election as an Alternate.

*If the Auxiliary President is the only Delegate or Alternate at the Department Convention, he/she may choose to vote as a Delegate rather than as Auxiliary President. In the example above, the Auxiliary is entitled to 11 votes (each Delegate has one vote) plus the President's vote. But if the President chooses to vote as a Delegate (which he/she may do if all of the Delegates are not present) he/she would cast 11 votes instead of just the President's vote.*

- **PRINT OR TYPE ALL INFORMATION**

- **Submit to the Department Secretary and the Department Credentials Chairman.**

The Auxiliary Secretary is responsible for sending the names of the Delegates and Alternates to the Department Secretary and the Department Credentials Chairman. This list should be sent immediately after election.

Department Secretary Kim Sloan                      326 E. Burrows St.   Tucson, AZ 85704

Department Credentials Chairman Dallas Emery   2813 Palo Verde Blvd N, Lake Havasu City 86404

- **Fees**

Delegate Fees are \$4.00 based on number of Delegate the Auxiliary is entitled to, plus \$4 for Department composition members.

Example: The Auxiliary is entitled to and elects 35 Delegates (\$140), plus the Auxiliary President (\$4.00), plus the District President is a member of that Auxiliary (\$4.00) plus there is one Department Officer (\$4.00) and one Past Department President(\$4.00) that are members of that Auxiliary.

The Auxiliary Secretary would give a copy of the Delegate List to the Treasurer and request a check for \$156).

- **Arrearages / Audits**

Any Auxiliary in arrears for District Dues or which has failed to submit quarterly audits shall be deprived representation at the Department Convention.

- **Term**

Delegates/Alternates serve for one (1) full year from the date of election to the next election.

- **Absence**

If the Auxiliary President is absent or not in the room, the Auxiliary Sr. Vice President or in their absence, the Auxiliary Jr. Vice President may function as the Department Composition member.