

PENDING APPROVAL

MEMORANDUM

ELECTION OF SECOND VICE PRESIDENT

To: County Board Chairpersons, Parish Presidents, Borough Mayors,
County Judges and Elected County Executives
From: Valerie Brown, NACo President
Date: May 17, 2010
Subject: Voting Credentials – 2010 Annual Conference

NACo is preparing for the 75th Annual Conference to be held July 16-20, 2010, in Washoe County, NV. It is important that your county participates in the association's annual election of officers and policy adoption for this year's Restore the Partnership platform. **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 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 one 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, JULY 2.***

If you are not planning to attend 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 (202) 942-4291 or imanster@naco.org. We look forward to seeing you in Washoe County!

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2010 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 2010 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 2010 NACo dues will receive a credentials form. This form is mailed in May. The deadline to return the form is Friday, July 2, 2010.

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

The credentials form will be available in the members only section of the NACo web site shortly after it is mailed. You can download and print it out and then return it to NACo.

If my county is not attending the 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 attend 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 county official may be a voting delegate. That decision is up to your county board.

What is an alternate?

An alternate is another person 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.

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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. 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, NO ONE 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 2010 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 2010 dues and have at least one paid conference attendee
- You may designate your state association as your county's proxy

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"*.

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.

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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 20, 2010 at 10 am.

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 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 2010 Credentials Committee is:

Hon. John Koster, Councilmember, Snohomish County, Washington – Chair

Hon. Helen Purcell, Recorder, Maricopa County, Arizona – Member

Hon. Mary Accor, Commissioner, Cleveland County, North Carolina – Member

*Hon. Marc Hamlin, District Clerk, Brazos County, Texas – Parliamentarian

Hon. Olen Jackson, Commissioner, Morrow County, Ohio – Reading Clerk

Hon. Rodney Long, Commissioner, Alachua County, Florida – Tally Clerk

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

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Credentials Checklist

Please use the following checklist before returning the credentials form.

YES **NO** Has my county/parish/borough paid its 2010 NACo dues?

If no, please contact NACo's Membership department. 2010 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 will be attending the conference, your county may not vote in the election. If your county does not plan on attending 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?

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, July 2, 2010 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