

**CALIFORNIA STATE HORSEMEN'S ASSOCIATION, INC.  
CREDENTIALS MANUAL**

The purpose of this manual is to provide guidelines for the State Credentials Committee and the Region Nominating Chair. Nothing in this manual is intended to supersede any published CSHA by-law or rule.

**STATE LEVEL**

The Credentials Committee is a sub-committee of the Administrative Practices Committee and is tasked with:

1. Validation of the credentials of each person or entity claiming the right to vote in the general meeting at the annual convention, including in the election of officers.
2. Certification that a quorum is registered to vote at said general meeting.

The Administrative Practices Chair should appoint the Credentials Chair no later than June. The Credentials Chair will select the other members of the Committee...minimum total 3 including Chair.

The Credentials Chair will work through the Administrative Practices Chair in order to initiate needed changes to credential related letters or forms and to provide direction to the State Office staff with regard to these letters.

Timelines are based on an annual meeting held in November.

**In July**

1. Review the existing notification letters and credential forms for needed changes.
2. Ensure that the State Office is on track to mail letters/credential forms in a timely fashion based on current parameters.
3. Work with Convention Committee to ensure registration form is adequate for use that year.
4. Ensure that Convention Committee has made arrangements for a Credentials Room.
  - a. Room is to be lockable with Credentials Chair retaining the key during the Convention
  - b. Room should be of a suitable size for a meeting of up to 10 people with table and chairs
  - c. Room should be suitable for ballot counting by the Election Committee.

**October**

1. Confirm that a computer with suitable programming will be available for the exclusive use of the Credentials Committee for the duration of the Convention.
2. Ensure that the State Office is aware what documents are required by Credentials for Convention and who will pick up/deliver them (and when) to the Convention site.
  - a. Thumb drive containing all current membership records including club rosters
  - b. Board of Directors Roll Call Sheets designed to allow for at least 3 roll calls
  - c. Ensure a staff member will be available at the State Office to very questions against the current year hard copy membership records, if needed.
3. Prepare quorum certification sheets (see attached copy).

**Week of Convention**

1. Hold first Credentials meeting to validate pre-registrations and take steps to resolve any issues with members as soon as possible.

2. Establish a routine with the Registration Desk to provide the Committee with new registrations every few hours and validate new registrations as received.
3. Prior to the start of the Council of Members, determine whether or not a quorum is available based on registrations and complete the quorum certification form.
4. Prior to roll call at the Council of Members, the Credentials Chair will report to the Council.
  - a. Explain to the Council how a quorum is determined for this meeting quoting the by-laws
  - b. Advise whether or not a sufficient number of registrations have been approved to reach a quorum.

Recommendation

- a. Read out the approved registrations only (point of information only/no the roll)
  - b. Announce any that are in question and not yet resolved inviting them to immediately meet with Credentials.
  - c. Invite anyone who was not called but feels they should have been to immediately meet with the Credentials Committee following the roll call.
5. Conduct roll call for the Council of Members
    - a. Ensure that only those members of the Board of Directors and Council of Members who have registered for the Convention are called during the roll as it is “those registered at the Convention” who make up the base from which to establish a quorum.
    - b. Assign two members of the Credentials Committee to tally votes as the roll is called. Station them in opposite ends of the room. If both members don’t agree on the count, roll must be called again.
    - c. Update quorum certificate throughout the day. The final version is to be certified by all members of the Credentials Committee and placed with the election results for return to the State Office.

NOTE: Same procedure is used for the House of Delegates.

**MISCELLANEOUS**

1. All work by the Credentials Committee is to be kept confidential by members.
2. Ensure that all members of the Credentials Committee are familiar with the CSHA by-laws and rules pertaining to Credentials, quorum establishment and general procedures pertaining to the task of the Committee.
3. All meetings with members regarding their eligibility to vote are to be held in private.
4. A club representative must be named on the club’s roster as of September 1 of that year in order to represent the club.
5. Club credential forms may only be signed by the club president or secretary of record.
6. Documents needed to validate eligibility questions may be delivered to the Credentials Committee by hand, U.S. Mail, fax or as an email attachment but must be signed by the club president or secretary of record.
  - a) With the advent of the use of computerized records by the Credentials Committee, it has become acceptable for the Credentials Committee to operate out of a sleeping room assigned to one of the members and to maintain the laptop at a table in a secluded portion of the Council of Members room during the meeting in order to facilitate validation of late registrations.
  - b) If a sleeping room is used, the occupants must agree that no members other than the Credentials Committee will be permitted in the room and approval of the Administrative Practices Chair is required.
  - c) Security of the laptop and the records contained therein must be of primary concern.
  - d) Two members of the Committee, minimum one, are to witness the clearing of all CSHA membership roster records from the laptop used at the close of the Council of Members. The

thumb drive is to be placed with the sealed election and quorum results and returned to the State Office.

### **REGION LEVEL**

At the Region level it is common for the Nominating Chair to serve as “credentials and election” committee. If available, other people can serve in these capacities as well.

1. Work with the Region President and Secretary to ensure that the Region membership is sent notice of the election meeting and the names of the various candidates. This can be via the Region newsletter, a special mailing or even email.
  - a) Good rule of thumb is a 30 day notice of the meeting is needed.
2. Work with the Region Vice President to have the most current membership roster available in order to confirm membership.
3. Arrange to have someone “register” members for the election on arrival and validate their eligibility to vote prior to the start of the meeting.
  - a) Certify to the Region Council whether or not a quorum is present.
  - b) This can be done on the “registration sheet” used for check in. Whatever form is used, it should be attached to the minutes of the meeting and/or sealed with the ballots, if any.
  - c) If there is no quorum, an election cannot be held until one is established later during the meeting or during a later meeting that is called for the purpose of an election.

See Election Manual with regard to the procedures for conducting the actual election.