

Credentials / Proxy Form Information

International Education Forum and Annual Meeting (EFAM)



Unit Name defined: name of organization being represented (division, chapter or affiliate organization) of the International Association of Administrative Professionals (IAAP)

Unit Number defined: six digit number of organization (division, chapter or affiliate organization) as assigned by IAAP

Delegate defined: The delegate is fully authorized to cast votes on behalf of the unit on all matters at IAAP's annual meeting. A delegate must be a member of the unit they represent and in good financial standing with IAAP. It is recommended that delegates be current officers or immediate past officers.

Alternate defined: If a delegate is unable to attend or remain at the annual meeting, the properly accredited alternate may be upgraded to delegate status. An alternate must be a member of the unit they represent and in good financial standing with IAAP. It is recommended that alternates be current officers or immediate past officers.

Proxy defined: If a unit does not have an accredited delegate, voting power may be exercised *by proxy* at the annual meeting. A proxy holder must already be an accredited delegate of a different unit or an international officer (per IAAP Bylaws Article XIII, Section 3). Proxy voting is limited to the election of international officers and trustees.

The voting membership of the IAAP at the Annual Meeting includes:

- A. International Officers
- B. Divisions – one delegate and one alternate, or a proxy holder, per division
- C. Chapters – one delegate and one alternate, or a proxy holder, per chapter
- D. Chapters-at-large – one delegate and one alternate, or a proxy holder, per chapter-at-large
- E. Association members-at-large – one delegate and one alternate elected onsite at EFAM
- F. Affiliate associations – one delegate and one alternate, or a proxy holder, per affiliate association

Changes to appointed delegate, alternate, or proxy holder

- Should changes be required to original credential assignments, contact IAAP Headquarters for a "Credentials Change Form" and submit to IAAP by July 4, 2011.
- If after July 4th a credentialed delegate learns he/she is unable to attend the annual meeting the alternate, if already properly credentialed, may assume the role of delegate. Complete the "Credentials Change Form" and submit at the Onsite Registration Desk at the Educational Forum and Annual Meeting (EFAM).

Credential Qualification Notes

- Candidates for international office may serve as credentialed attendees.
- Due to a possible conflict of interest, no attendee with all or part of their registration fee waived by IAAP may serve with credentials EXCEPT members of the IAAP International Board of Directors and EFAM volunteers officially selected by the host committee.
- Authorized delegates and alternates may not serve as an EFAM volunteer in the following areas: Credentials Committee, Elections Committee, Tellers Committee, Pages.

Timeline

- All credentials will be acknowledged by IAAP Headquarters within two weeks of being received.
 - Proxy carriers will receive a Proxy Receipt from IAAP Headquarters that must be printed and presented at the Credentials Desk onsite at EFAM to receive voting tickets.
 - Presidents of unit authorizing proxy will be notified via email of proxy authorization within two weeks of being received by IAAP Headquarters.
- July 4, 2011 – Registration for credentialed members and credentials forms must be received at IAAP Headquarters no later than, July 4, 2011, 11:59 pm Central Time. No exceptions per IAAP Bylaws Article XIII, Section 1.

Questions regarding credentials:

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