



2020 NAHU House of Delegates Credentialing Process

This year's House of Delegates will be held on the GoToWebinars platform. The appointment process will stay the same but the credentialing process will change. Please read the following information to understand the process and what is needed to ensure successful participation. Appointed delegates is not the same thing as a credentialed delegate. To participate in the House of Delegates a delegate must be credentialed.

DELEGATE-APPOINTMENT TIMELINE

April 24 – Chapter delegate numbers announced. Forms posted on nahu.org and information distributed to the chapters.

May 29 – Deadline for appointment information.

Mid-June – Delegates will receive an email with instructions for getting credentialed. The email will include all information needed to process their credentialing.

Once a delegate is credentialed, he or she will receive a confirmation email from GoToWebinars with a unique link to the House of Delegates. This link is essential for access to the House of Delegates. **DO NOT LOSE THIS LINK.**

APPOINTED DELEGATE CREDENTIALING PROCESS

To get credentialed, appointed delegates will have to complete a registration that will require the following information: name, chapter being represented and membership number. All of this information will be in the email confirming the appointed delegate's eligibility for credentialing along with the credentialing registration link.

Once the credentialing registration is complete, it will be submitted for approval. Once approved, the credentialed delegate will receive a unique access link to the House of Delegates. **KEEP THIS LINK SOMEWHERE SAFE -- THIS IS YOUR UNIQUE LINK TO THE HOUSE OF DELEGATES.**

SYSTEM REQUIREMENTS FOR ATTENDING THE HOUSE OF DELEGATES

Voting will occur during the House of Delegates. To ensure you have full access to all capabilities, you will need to determine what platform you will be using to access the House of Delegates and you will need to ensure your system meets the requirements to be compatible. It is highly recommended that this is done prior to the



House of Delegates to ensure you are able to access and fully participate. NAHU does not have the capabilities to assist you with this process.

OPERATING SYSTEM & MOBILE DEVICE	<ul style="list-style-type: none"> ➤ Windows 7 - Windows 10 ➤ Mac OS X 10.9 (Mavericks) - macOS Catalina (10.15) ➤ Linux ➤ Google Chrome OS ➤ Android OS 5 (Lollipop) - Android 9 (Pie) ➤ iOS 10 - iOS 12 ➤ Windows Phone 8+, Windows 8RT+ ➤ iPhone 4S or later ➤ iPad 2 or later
WEB BROWSER	<ul style="list-style-type: none"> ➤ Google Chrome (most recent 2 versions) ➤ Mozilla Firefox (most recent 2 versions)
INTERNET CONNECTION	<ul style="list-style-type: none"> ➤ <u>Computer</u>: 1 Mbps or better (broadband recommended) ➤ <u>Mobile device</u>: 3G or better (WiFi recommended for VoIP audio)
SOFTWARE	<ul style="list-style-type: none"> ➤ GoToWebinar desktop app ➤ GoToWebinar mobile app ➤ JavaScript-enabled
HARDWARE	<ul style="list-style-type: none"> ➤ 2GB of RAM (minimum); 4GB or more of RAM (recommended) ➤ Microphone and speakers (USB headset recommended)

The House of Delegates will be recorded and will be available to the membership.

CREDENTIALLED DELEGATES RESPONSIBILITIES

Credentialed delegates will be provide with a unique access link to the House of Delegates, NAHU does not have a record of these links and is not able to resend or reproduce the link. **DO NOT LOSE THE ACCESS LINK.** Along with the link, credentialed delegates will receive a guidebook that will need to be read in advance of the HOD including the Standing Rule of Order, any propped bylaws amendments and contested candidate information.



Credentialed delegates will receive information from the Secretary candidates and there will also be a special lobby during the Annual Convention where delegates can seek out more information about the candidates. The candidates will be making speeches during the House of Delegates prior to the voting process.

A Town Hall session will be held during the Annual Convention as directly by our bylaws. This session is a good opportunity for questions about NAHU or any items up for a vote during the House of Delegates.

There will be many opportunities during the Annual Convention to ask questions, learn about the candidates for Secretary and NAHU. It is the delegate's responsibility to take advantage of all the opportunities to become fully informed.

QUESTIONS?

Contact Brooke Willson, vp of Leadership Services, bwillson@nahu.org, 202-595-0734