

Delegates Assembly

(Responsibility of Vice President)

1. Membership Count

- a. Contact the KSRA President for an updated address listing of the Board of Directors (elected officers of the KSRA, treasurer, membership director, bylaws chairperson, and state IRA coordinator), the chairs of the standing and ad hoc committees, and presidents of local or special interest councils or their duly-appointed representatives.
- b. Contact the Executive Secretary for a list of the number of members, as of July 1, for each council.
- c. Contact the IRA Coordinator for an updated contact information (president information) at June Board meeting.
- d. Calculate the number of delegates as follows:
 - 10-25 members = one vote
 - each 25 additional members = one vote
 - NOTE: Some council presidents, KSRA officers, etc. may also hold another KSRA position. It may be necessary to write a note to these individuals explaining how the number of delegates was calculated when letters are sent in the first mailing.

2. First Mailing – Form 1A, 1B, and 1C

- a. Send letters to the Board of Directors (elected officers of the KSRA, treasurer, membership director, bylaws chairperson, and state IRA coordinator), the chairs of the standing and ad hoc committees, and presidents of local or special interest councils or their duly-appointed representatives. Letters should be sent by August 1. It is suggested that a self-addressed stamped envelope is included to ensure that the Delegate Form 1B is returned.
- b. Request response of councils by due date set by conference chair, generally by the September KSRA Board Meeting (around September 15).
- c. Contact the KSRA President to obtain KSRA envelopes and letterhead for mailing the letters. Letterhead is used to create the original copy of the letter, and regular paper is used for the copies.
- d. Contact those councils, committee chairs, and executive board officers from whom you did not hear by the deadline. Sometimes, for whatever reason, they may not have received the invitation (perhaps it was lost in the mail, etc.). This is especially important for councils to be eligible for the KSRA Council Awards (see KSRA Reference Manual, Section 7, Exemplary Council Award Criterion #3).

3. Second Mailing – Forms 2A, 2B, and 2C

- a. Write the name of each delegate on the delegate card.
Contact the KSRA Secretary to obtain the minutes from the past year's Delegates Assembly. Enclose a copy of minutes from previous Delegates Assembly, one per delegate. Make extra copies for the Delegates

- Assembly minutes for those who may not bring theirs to the meeting.
- b. Contact the bylaws chair for a copy of the proposed bylaws changes, if applicable. Enclose a copy of the proposed changes in the bylaws, one per delegate. Make extra copies for the Delegates Assembly, if the bylaws chair has not done so.
 - c. Send card(s) and minutes (and bylaws change[s], if applicable) to the Board of Directors (elected officers of the KSRA, treasurer, membership director, bylaws chairperson, and state IRA coordinator), the chairs of the standing and ad hoc committees, and presidents of local or special interest councils or their duly-appointed representatives.

4. Eligible Delegates List

- a. Prepare a final list of all eligible delegates.
- b. Send the final list to the conference chair and the registration chair no later than one week prior to the conference. Notify both of them of any last minute changes. This is important since the conference chair needs to order the meals and the registration chair needs to place a Delegates ribbon into each delegate's registration envelope.

5. Pre Delegates Assembly Activities

- a. Arrange for sign-in tables at the entrance to the Delegates Assembly meeting room by contacting the conference chair.
- b. Prepare a sign-in sheet listing all the delegates organized according to the regions, the executive committee, and the committee chairs.
- c. Post signs at the sign-in tables to designate the regions, the executive committee, and the committee chairs.
- d. Arrange for Regional Directors to collect each delegate's card and oversee the sign-in process.
- e. Serve as the official in charge to address problems and/or questions.

6. Post Delegates Assembly Activities - Form 3A

- a. Collect attendance lists and delegate cards from Regional Directors.
- b. Send the attendance list to the KSRA secretary.
- c. Contact the Conference Chair to find out the cost of the Delegates Assembly meal so that this information is included in the letter which is sent to those (council presidents/committee chairpersons) who registered but did not attend the Delegates Assembly (see Form 3A).
- d. Send a list of the councils that responded to the invitation/sent delegates to the KSRA Council Awards Chairperson by November 30.