



NATIONAL ASSOCIATION OF FRIENDSHIP CENTRES

39th ANNUAL GENERAL MEETING CREDENTIALS COMMITTEE

TERMS OF REFERENCE

The Credentials Committee is appointed by the Board of Directors prior to the opening of the Annual General Meeting (AGM). It must consist of at least three people, one of whom is the Secretary of the Board who acts as the Chair of the Committee. The Credentials Committee must be confirmed at the outset of the AGM by motion from the floor.

The Credentials Committee has the responsibility to:

- 1) Obtain and review the written credentials of delegates to the AGM;
- 2) Ensure that delegates presenting their credentials represent a Friendship Centre or Provincial/Territorial Association (PTA) in good standing with the NAFC;
- 3) Ensure that the annual membership fee is paid before a delegate can be registered or vote;
- 4) Decide on the acceptability of delegates in good faith;
- 5) Advise the registrar of delegates who cannot be registered because of the unacceptableness of their credentials;
- 6) Provide the Chair with the number and list of delegates as soon as possible following the closing of registration;
- 7) Accept written proxies and inform the AGM Chair of these proxies; and,
- 8) Note that proxy assignments specify when the proxy is to take effect and to whom the proxy vote is assigned.