

OVERVIEW OF THE CREDENTIALS COMMITTEE PROCESSES

Credentials Committee:

- A. The Credentials Committee is a standing committee of the FDA House of Delegates
- B. It is composed of six members with representation from each component along with the Speaker of the House who serves as a consultant to this committee.
- C. The duties of the credentials committee are as follows:
 - 1. Serves throughout each session of the House of Delegates.
 - 2. Oversees the credentialing of all FDA delegates and alternate delegates.
 - 3. Ensures that only properly credentialed delegates or their alternates are seated on the floor of the House.
 - 4. Makes recommendations on the eligibility of persons to serve as delegates and alternate delegates when a seat is contested.
 - 5. Determines the presence of a quorum (69 voting delegates are needed for a quorum).
 - 6. Supervises voting and election procedures including distributing and collecting ballots and if used, electronic voting mechanisms, to delegates as instructed by the Speaker of the House.
 - 7. Members of the Credentials Committee serve as tellers from their respective components who are responsible for counting all votes, except for votes electronically tabulated, under the supervision of the Speaker.
- D. Voting methods at the House of Delegates
 - 1. Typical voting methods utilized are the voice vote, card vote, and written ballots. The voting method will be stated by the Speaker of the House prior to the vote.

**for a full list of voting methods, please see the HOD Manual, the methods listed here are what is typically used to dispose of motions before the HOD and when voting for elected positions.*

- a. Voice vote – used for non-controversial issues
 - b. Card vote – typically used to move motions after debate is heard or to approve of amendments to motions before continued debate. If the results of the card vote are uncertain, a count will be made by the Credentials Committee and reported to the Speaker.
 - c. Written ballots – typically used when the House is voting on elected positions, such as FDA officers, at-large trustees and 17th Delegation members, they may also be used for other House business. A written ballot may be requested on an item either by the chair of a component delegation or by 5 members of the House. When written ballots are used the Credentials Committee will distribute the ballots for their respective delegation and will be responsible for tallying all votes and presenting the Speaker with the results. FDA staff will be responsible for supplying the ballots to be used and will provide the committee with a private area onsite for tallying votes.
- E. Seating for Credentials Committee members at the House of Delegates are on the aisles and will be designated in each delegation section with a place card.
- F. The Credentials Committee is responsible for identifying and discarding any invalid ballots.
- G. The chair of the Credentials Committee will be selected by the FDA President and will be responsible for managing the tally sheet when the committee is counting votes and giving this information to the Speaker of the House. The chair is also responsible for altering the Speaker and the House if/when a quorum is met during each session of the House of Delegates.
- H. The number of votes cast for candidates is kept confidential even after the winners are announced.