



AIR FORCE ASSOCIATION

DELEGATE SELECTION CRITERIA AND GENERAL INSTRUCTIONS

AUTHORIZED DELEGATES

Chartered States (States having a chartered state organization)

Each chartered active state organization shall be entitled to one (1) delegate, one (1) additional delegate for each 500 of its Voting Members (members whose chapter affiliation is located with the state or, if unaffiliated, members whose official mailing addresses, as registered with National Headquarters, are located within the state's boundaries) or fraction greater than 50% thereof, and one (1) additional delegate for each chartered active local chapter located within its boundaries.

Unchartered States/Areas (States/Areas not having a chartered state organization)

States and territories not having a chartered active state organization shall be entitled to one (1) delegate for each chartered active local chapter located within their boundaries, and one (1) additional delegate for each 500 of its Voting Members (members whose chapter affiliation is located with the state or, if unaffiliated, members whose official mailing addresses, as registered with National Headquarters, are located within the state's boundaries) or fraction greater than 50% thereof. Areas in other countries shall be entitled to one (1) delegate for each active chartered Chapter located within their respective boundaries, and one (1) additional delegate for each five hundred (500) of its members, or fraction greater than 50% thereof.

SELECTION OF DELEGATES

Chartered States

Delegates representing chartered states shall be selected in the manner prescribed by their respective governing documents. The state president is responsible for the selection of the delegates (in conformance with the governing documents of the state) and for the submission of the Advance and Official Delegate Roster to the AFA National Credentials Committee.

APPOINTED DELEGATES

In the event any chartered or unchartered state shall be entitled to more delegates than it has duly selected delegates present at Convention, follow the procedures outlined in Article IX, Section 2, Paragraph C of AFA's National Constitution.



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STATE VOTING STRENGTH FORM

On the attached Voting Strength Form (Attachment 3), figures in the column headed "Voting Members" represent the total number of voting members within the State as of June 30, 2019.

The figures in the columns headed "State Vote" and "Chapter Votes" indicate active Chapter strength, based on chapters within the State that were active and had a total of at least twenty (20) or more voting members as of July 1, 2018.

BUSINESS SESSION SEATING

At the business session during the Convention, State Delegations will be seated by region and based upon delegate strength as shown on the Advance Delegate Roster form. Region seating will be rotated annually to ensure that every region will have its turn at preferred, down-front seating. Adequate seating allocation is dependent upon prompt receipt of the Advance Delegate Roster form.

CREDENTIALS CERTIFICATION

All State Delegations must be certified by the Credentials Committee to participate in the Convention Business Sessions. Certification is administered by the Credentials Committee at the Convention and is based upon presentation of the Official Delegate Roster to the committee by the Delegation Chairman (see Attachment 2).

DELEGATE ROSTERS

Delegate Rosters (see attachments 4 & 5) must provide the NAME and ADDRESS of ALL QUALIFIED (refer to criteria on page 1) delegates who have indicated to the respective state president that they will serve.

The Chairman of the delegation must be identified by an asterisk (*) by that individual's name on the roster. Delegate Roster forms are enclosed only for State Presidents and the presidents of chapters located in states not chartered by AFA. Send the Advance Roster to: AFA Credentials Committee, c/o Kris Phillips, 1501 Lee Highway, Arlington, Virginia 22209-1198, or email it to kphillips@afa.org before August 23, 2019. Bring the Official Roster to the Credentials Committee Meeting at the Convention. The Credentials Committee will meet from 1:00 pm. to 5:00 p.m. on Saturday, September 14, 2019 at the Gaylord National Resort.



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PROCEDURES AND SCHEDULE

PROCEDURE	RESPONSIBLE PARTY	SCHEDULE
Selection of Delegates	State President	NLT August 23
Submissions of Advance Delegate Roster	State President	NLT August 23
Credentials Certification	Credentials Committee	Saturday, September 14 – Gaylord National Resort
Official Delegate Rosters to Credentials Committee	Delegate Chairman (usually State President)	Saturday, September 14 – by 12:00pm