

## Credentialing Committee Policies and Procedures

- A. Credentialing is tied to the attendance requirements as listed in the Bylaws.
  1. Currently the Bylaws state:
    - a. Any three consecutive missed Central Committee meetings without notification may remove the member from the Central Committee.
    - b. Any four missed Central Committee meetings in any given rolling calendar year may remove the member from the Central Committee.
- B. Reconciliation of the Membership roster.
  1. Removal by resignation
    - a. Remove from membership list, precinct list, State Central Committee, and communication management system in use
  2. Removal by absence
    - a. Before the Central Committee meeting vote, to be handled by the Credentialing Committee and Secretary:
      - i. Email and postal letters sent to members being removed 10 days before the Central Committee meeting which will be voting on their removal
      - ii. Highlighting of members slated for removal on meeting sign-in sheets
      - iii. Removal of their credential badge
    - b. After the Central Committee vote:
      - i. Remove ex-member from the membership list, precinct list, State Central Committee and communication management system in use; send the updated precinct list to the Secretary
- C. Vetting of Nominees and Electees
  1. Nominees submit applications online, which feeds into an @washoegop.org email address.
    - a. Retrieve online applications
    - b. Using this URL: <https://www.washoecounty.gov/voters/voter-registration/checkmyvoterregistration/voter-registration.php> , using the birthdate, check for:
      - i. Republican registration (required)
      - ii. address given must match voter registration
      - iii. if either of the above are problematic, an email is sent to the Nominee regarding the problem they must fix.
    - c. Send email to the nominee informing them they have qualified for nomination, and include notification of the next Central Committee meeting, which they must attend and add them to the Nominee list.
    - d. Credentialing Committee adds them to the Nominee list.
  2. Nominees
    - a. Must attend their Nomination meeting.
    - b. Once officially nominated, they will be sent an email confirming they have been accepted and include notification of the next Central Committee meeting, which they must attend.
    - c. Nominee to henceforth be referred to as an Electee and added to the Electee list.
  3. Electees
    - a. Must attend their Election meeting.
    - b. If officially elected, the Electee cannot vote for any officers until the following central committee meeting.
- D. Duties for the Central Committee Meetings:
  1. Generation of sign-in sheets for members, nominees, electees, guests.
  2. Credential badges for members, nominees, electees, guests.
  3. Create alphabetical signs for registration.
  4. Create signage for and facilitate "Introductions Sign in Sheet".
  5. Organizing volunteers to work at the registration tables.
  6. Calculate the quorum.
- E. Responsible for training all Registration Volunteers.

1. Ensure volunteers have NDA's on file regarding Central Committee Roster and all sensitive information

F. All attendance and credentialing issues not resolved at the meetings will be handled by the Secretary.