

March 30, 2023

TO: Chapter Secretaries

Attached is the Roll Call Sheet for the Governing Board Meeting in Gillette, Wyoming on August 23, 2023. Please verify that the information is correct or make any changes on the sheet; sign; and return it in the enclosed postage-paid envelope by **Friday, June 30, 2023**. This does not mean they will be attending the Governing Board Meeting, only that we have the correct information. There is also a space to provide the name of your temporary delegate if you *need to elect* someone for this position.

If there is a change in your National Director or Alternate National Director, you must notify the national office by **August 2, 2023** (fax or email is acceptable). This is important to ensure that your chapter is represented at the Governing Board meeting.

If an event occurs after **August 2, 2023**, that prevents the National Director, Alternate National Director, or temporary delegate from attending the Governing Board meeting, the chapter president may appoint a member of the chapter as a temporary delegate. Notice of the chapter president's appointment of a temporary delegate must be in writing (fax or email acceptable) and must be received in the national office at least 7 working days prior to the Governing Board meeting, which would be **August 14, 2023**, to be valid.

*All meeting information will be sent to the national director, alternate national director (if registered for the convention) and temporary delegate (if applicable).* If the national director is unable to attend the meeting, the voting credentials (*which are distributed at the meeting*) will be given to the alternate national director or temporary delegate.

Thank you for your help in ensuring that your chapter is represented at the upcoming Governing Board meeting and thank you for volunteering as your chapter's secretary.

Sincerely,



Kathie Balogh  
FMCA National Secretary  
National Secretary

Enclosures: Temporary Delegate Information; Roll Call Sheet Information; Postage-Paid Envelope



## TEMPORARY DELEGATE INFORMATION

Fax – 800-543-4717

Email – [chapters@fmca.com](mailto:chapters@fmca.com)

In the event that neither the national director **nor** the alternate national director is able to attend the Governing Board meeting, a member of your chapter may be elected as a temporary delegate to represent the chapter.

1. A chapter voting member of the Governing Board is entitled to **represent only one chapter.**
2. The chapter secretary is asked to notify the National Secretary, in writing, in care of the National Office, of any election held that would result in a change. Changes to a chapter's voting delegate to a Governing Board meeting must be received in the National Office no later than **August 2, 2023** (fax or email is acceptable).
3. The temporary delegate must be elected (or appointed if a qualifying event occurs (**see number 5 below**)) and must be a member of your chapter.
4. If either the national director or alternate national director is attending the Governing Board meeting, your chapter will not be permitted to send a temporary delegate. You can elect a temporary delegate for your chapter, and in the event they are needed, we will already have his or her name on file. You would just have to notify us he or she will be your representative at the Governing Board meeting.
5. If an event occurs after **August 2, 2023**, has passed that prevents your representative from attending the Governing Board meeting, the chapter president may appoint a member of the chapter as a temporary delegate. Notice of this appointment must be in the National Office by **August 14, 2023**. Notice must be in writing (fax or email acceptable).