



National Extension Association of Family and Consumer Sciences
Washington Affiliate

**Washington Extension Association of Family & Consumer Sciences
Voting Delegates to the NEAFCS Annual Meeting**

Background Information

The number of voting delegates to the NEAFCS Annual Meeting is determined by NEAFCS according to the number of paid WEAFCs members. All states are allowed a minimum of 2 voting delegates. The third is added after 62 members.

According to the WEAFCs Bylaws – Article X

- In the odd years the President shall represent WEAFCs at NEAFCS Annual Meeting. In case the President cannot attend, the Executive Committee shall appoint an alternate delegate.
- In the even years the President-Elect shall represent WEAFCs at NEAFCS Annual Meeting. In case the President-Elect cannot attend, the Executive Committee shall appoint an alternate delegate.
- The second voting delegate shall be the Distinguished Service Award winner.
- Financial assistance from WEAFCs will be provided to the official delegates.
- When it is necessary for the Executive Committee to appoint an alternate delegate, interested members must submit in writing to the Executive Board their interest in representing the Association at NEAFCS.

Voting Delegate Responsibilities

It is the responsibility of each voting delegate to be informed of the organizational issues and to be prepared to represent WEAFCs at the annual session.

- Voting delegates will attend the Western Region business meeting, budget meetings and other forums that relate to the business of the organization.
- Voting delegates will attend the NEAFCS business meeting and participate in the discussions and voting process.

- Voting delegates will prepare a joint report for the WEAFCFS membership. This will include information from the business meetings attended, major topics discussed, voting results and how the Washington delegates voted. Upcoming dates for regional and national meetings, emerging issues facing the organization, potential impact on the state organization and other pertinent information will also be included. This report from the voting delegates can be e-mailed to the membership.
- Following the meeting and report, voting delegates should submit their receipts to the WEAFCFS treasurer for reimbursement. The treasurer will provide the appropriate voucher and directions to each voting delegate.

Criteria for Selecting Voting Delegates When an Alternate Delegate is Needed

- Interested members must submit their interest in representing WEAFCFS as a voting delegate to NEAFCS in writing, to the President, on behalf of the Executive Board. Letters of intent must be received by the president July 1 of the current year.
- The letter needs to contain the following information:
 - Description of current active involvement in the WEAFCFS.
 - Commitment to attend and participate in all of the required NEAFCS association business meetings, including, but not limited to the Western Region business meeting, budget meetings and other forums that relate to the business of the organization.
 - Commitment to send a report to the WEAFCFS membership.
 - An understanding that the voting delegate stipend will not be issued until the report has been sent and an expense voucher has been submitted.

Note: This fact sheet will be sent to each voting delegate by the WEAFCFS President and the WEAFCFS treasurer will send the expense voucher.

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