

THE FOLLOWING ACTIONS SHOULD Occur at the Branch Level:

1. Notify the entire membership of the date of the regular meeting at which your delegates will be elected to represent the unit/branch at the state convention.
2. At the meeting, elect your full quota of **VOTING DELEGATES first. If your group is entitled to four (4) Voting Delegates, elect four (4). DO NOT ELECT THREE (3) VOTING DELEGATES AND ONE ALTERNATE** because the Alternate will NOT be permitted to vote in the Convention unless one of the Voting Delegates is absent.

VOTING DELEGATES are considered the spokespersons for the group and are the only persons to express the will of the Unit when the time comes to vote. In the absence of a Voting Delegate, the ALTERNATE shall have this privilege.

Most of the confusion concerning accredited delegates arises from the fact that an Alternate comes to the Convention and insists upon being permitted to vote. Alternates participate in all phases of the Convention except **VOTING**.

3. ALL DELEGATE FORMS ARE TO BE PROPERLY COMPLETED **REGISTRATION IS ELECTRONIC AND ONCE IT IS SUBMITTED, IT WILL BE DEEMED OFFICIAL. IT IS REQUESTED THAT EACH BRANCH RETAIN A COPY ON FILE FOR THEIR RECORDS. **PLEASE ALSO EMAIL A COPY OF YOUR REGISTRATION SIGNED BY THE PRESIDENT AND THE SECRETARY TO ncnaacpregister@gmail.com**.
4. Please make sure that the Secretary of your Unit completes the registration forms, secures the signature of the President, signs the registration form, and retain a copy as directed. The Unit Secretary is responsible for electronically completing the registration forms and submitting them to the NC NAACP.

5. Please contact the State Office immediately for any further information you may need.

REPRESENTATION OF UNITS AT THE ANNUAL CONVENTION

Representation of units at the Annual Convention shall be on the following basis:

	MEMBERS	VOTING DELEGATES
Youth Councils, College and High Schools Chapters	25 to 49	2
Adult Units,	50 to 100	4
	101 to 500	6
	501 to 1,000	8
	1,001 to 2,500	10
	2,501 to 5,000	12
	5,001 to 10,000	14
	10,001 to 20,000	16
	20,001 to 25,000	18
	OVER 25,000	1 additional vote for every 2,500 members

- ❖ **Each branch Secretary and President should know if their branch is compliant with both State and National. Letters have been sent to each branch. If your branch did not receive the letter, or have questions, please reach out to the State Conference Secretary Sylvia E. Barnes. If you are not compliant with both State and National you can only register as an Observer. If your branch is attempting to become compliant so that you can be Delegates or have a question about your status, please make sure copies of processed checks and other documentation is submitted as soon as possible so our records can be updated or send us an email. State assessments can be paid at the State Convention. National assessments cannot be paid at the North Carolina State Conference. If you have a question in reference as to how to register, please send an email to ncaacpregister@gmail.com and you will receive a swift response. In your email please include your name, contact number, branch name, branch number and your question.**