

## **Current info on credentialing**

LPPA Bylaws REV 3/2020

### **IX. Section 3 – Credentialing Committee**

It shall be the responsibility of the party membership committee to credential all pre-registered convention attendees prior to the day of the convention. On the day of the convention, it shall be the responsibility of the membership committee and party treasurer to credential all convention attendees. An accurate count of attendees shall be recorded, as well as an accurate count of all those meeting the 180-day requirement (as aforementioned in Section 2) and those not meeting said requirement. An accurate count of all voting delegates shall then be maintained by this committee throughout the convention until the close of business. In the absence of a functioning membership committee, it shall be the responsibility of the party chair to appoint a person or persons with access to the party database to act in this capacity.

Policy Manual

Adopted March 20, 2021

VII. 3.a. 3. Members of this Committee shall inform the credentialing committee for annual Libertarian Party of Pennsylvania Conventions in conjunction with the Treasurer.

F. 3. Credentialing shall be handled by the Membership Committee and informed by the Treasurer.

### **Proposed Policy Manual Changes:**

#### **Motion 1:**

The Membership Committee, shall assign members to the Credentialing Committee (herein referred to as Committee) based on the following:

1. Willingness to volunteer, if not already a member of the Membership Committee
2. Experience with the credentialing process.
3. Willingness to sign a conflict-of-interest policy agreement.

The Executive Director and Treasurer shall assist with the credentialing process and be members of the committee.

The Committee will select a committee chair and committee secretary.

#### **Motion 2:**

All members of the Credentialing Committee will sign a Non-Disclosure Agreement (NDA) prior to gaining access to the LPPA's CiviCRM (CRM) system. The NDA will specifically identify all credentialing processes will be the subject

to the NDA, including any means of identifying convention attendees according to their credential/delegate/membership status. The Committee chair and secretary will provide the credentialing report.

**Motion 3:**

The Committee will utilize the data provided by the Pennsylvania Department of State's Bureau of Election Security and Technology's Statewide Uniform Registry of Elector (SURE) system via the LPPA's Voter Information Data Access System (VIDAS) to verify LPPA convention delegates are "registered Libertarian in Pennsylvania unless prohibited by law."

Based on the seasoning requirements within the LPPA's Bylaws and the availability of electronic records in SURE or VIDAS, no other written, printed, emailed, electronic, or photographic documentation of voter registration status or changes will be accepted.

**Motion 4:**

Each year, the Committee will establish means of identifying convention registrants based on their status. Such as: fully credentialed delegate, less than 180 days delegate, student member, lifetime member, speaker, guest, media. Example: name badges with applicable ribbons and/or printed status identifiers.

The Committee will verify membership utilizing the following process:

**CREDENTIALING PRIOR TO CONVENTION**

- Prior to the convention, the Information Services (IS) Committee will update the CRM and/or VIDAS with the data obtained from SURE. Updates will be provided based on the ability of the IS Committee and timing of the convention (such as in the case of a primary)
  - The Committee will begin to examine all individuals currently registered for the convention.
  - The Committee will establish the following for each registrant:
    - \* LPPA membership status (active, expired, life, etc.)
    - \* 180-day seasoning status
    - \* Voter registration status and party affiliation
    - \* Out of state residency
    - \* Registrants who do not meet the 180-day seasoning requirement will be set aside for the delegate body to determine eligibility to vote.
      - Registrants who are not currently registered as a libertarian per SURE or VIDAS, whichever is more current, will not be eligible to vote, per the LPPA Bylaws. Out-of-state members are exempt from this verification process.

## CREDENTIALING DURING THE CONVENTION

- The Committee will check-in delegate for the convention, based on the schedule posted in the convention packet.
  - A minimum of one (1) Committee member will check in each registrant approaching the credentialing table.
    - \* Each registrant will be verified by presenting a driver's license, military ID, passport or other acceptable photo identification approved by the Committee.
    - \* Each registrant with a student membership will be verified by presenting an unexpired student ID for the educational institution they are enrolled in, in addition to the identification required above.
    - \* Should there be any registrants with questionable credentialing, they will be referred to a separate committee member(s) to address the circumstances.
    - \* If the registrant needs to verify their current party registration in SURE (which may have been updated since the latest data update in CRUM and/or VIDAS), the Committee will have a computer with internet access, to enable registrant look-up party registration status in the Department of State's Find Voter Registration Status on the Department's website.
    - \* The LPPA Treasurer shall be present at the credentialing table to collect dues from lapsed members for renewal.
  - A minimum of one (1) Committee member will address credentialing issues, such as registrants unable to be credentialed due to voter registration or membership.
    - \* Based on the number of registrants, it is recommended that there be dedicated Committee members handling each specific credentialing issue, such as: voter registration status, membership status, age, etc.
  - A minimum of one (1) Committee member must be at each entrance to the business meeting to check-in and check-out delegates to keep an up-to-date count of the voting delegates in the business meeting at all times.
- Prior to each business meeting session, all delegates must be checked in to ensure a proper credentialing report for each session.
- At the start of business each session, the Committee chair will provide an oral report to the convention body. The Committee secretary will provide a written copy of the report with the number of individuals in attendance,

by category, will be provided to the LPPA secretary (within thirty (30) days of the adjournment of the business meeting of LPPA members).

