I have compiled the following instructions to assist you with

your preparations for the Annual Conference. This is a good time to start to figure out what

Assignments are going to be made and who you are going to make delegates.

Next month NGAUS is going to ask you to go in and make assignments for your Delegates and Committees. What are Delegates? What are the committees? What are the caucuses?

1st - Delegate Strength - What is a Delegate? A delegate is person selected to represent a group of people In some political assembly. That delegate representation will = a Vote

To be considered in your delegate strength, it is the number of members you have. Memberships must be loaded into AMS no later than June 30. This is where your membership comes into play and why it’s so important.

The appointment or election of delegates is the function of each state, and usually is the responsibility of the Executive Director.

The delegate strength for each state is based on the following formula:

 One delegate being the Adjutant General or his designated representative

 One delegate who is a Retired-Life member

 Two Company Grade Officers, one Army and one Air

 One Warrant Officer

Each State is guaranteed these 5 Delegates or Votes: (note: representatives need to be in attendance)

 Each member of the NGAUS Board of Directors, with the exception of the Adjutant General

 One delegate for every 50 members of the paid Active-Annual or Life,

Retired-Separated-Annual, and Retired-Life members

Example: A state with 438 total Active and 420 Retired would be entitled to 22 authorized delegates

(The 5 Guaranteed and the 17 from you membership) 438 +420=858 divide by 50=17

Committees

Committee members must be chosen from among the states accredited delegates. A delegate may

Serve on multiple committees. Each state is allotted the following slots on committees which meet

During the General Conference:

 Committee on Nominations = One member, either Army or Air

 Usually my President

 Committee on Resolutions = One member Army, one member Air, one Joint, a third member may be appointed for joint (Our Board Resolutions Reps.)

Caucus’s assignments

Caucus members must also be selected from among the states accredited delegates. Delegates may represent their states at multiple caucuses (I like to make several assignments, give them a purpose in attending) providing they meet eligibility requirements.

Each state is allotted the following slots for Caucus purposes:

 Area Caucus: One member Army, one member Air (Make sure you know what Area you are in)

 (List which areas are holding elections at the upcoming conference)

  Company Grade Caucus = One member Army, one member Air

 Retired Life Caucus = One member Army, one member Air

 Warrant Officer = One for each state/territory

Instructions:

-Sometime in July NGAUS will send you information letting you know how many delegate assignments you will have.

-You will need to make your delegate and committee designations by 15 August.

- You will be making these selections from within the member’s conference registration; in the delegate module by selecting “yes.” Once you have made the delegate designation a menu of committees and caucuses that the individual is eligible for will come up, if you want them in a committee you check the box from here.

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This is very important that you make these assignments, if the assignment changes you will need to let NGAUS know. You can’t just tell someone to go that meeting. If the person attending that meeting isn’t the person assigned, you will lose that vote.

You will also be able to give your delegate list a final confirmation at the Conference Registration

booth prior to picking up your credentials at the General Conference.

Additional information can be found within the NGAUS bylaws.

Questions:

What if you can have 20 Delegates, and you only have 15 Active members in attendance? Do I lose that vote? Yes

Review of future assignments:

1. Submit all resolution by June 30

2. Load all membership by June 30

3. Watch for you delegation Assignments in July, then you will go into your registration and make the above assignments. Complete those by announced.

4. Make Sure your committee members know there assignments.

5. Follow the NGAUS schedule carefully: Make sure those with assignments are at the correct meeting.