

NACo Voting Credentials

State Association Portal SOP

May 2022



Voting Credentials Overview:

Each year counties, parishes and boroughs set NACo's national policy agenda, elect officers and conduct other association business at the annual business meeting during the Annual Conference. State Associations of Counties play a critical role in helping members submit their voting credentials and prepare for the annual business meeting.

Voting credentials verify a member county, parish, or borough's eligibility to vote and the number of votes they can cast at the Annual Business Meeting. To be eligible to vote, NACo members are required to:

- Register for the 2022 Annual Conference
- Pay 2022 NACo membership dues in full, and
- **Designate the voting delegate(s) for the county by 5 p.m. EDT on Monday, July 18.**

If a member county would like to proxy their vote(s), they may authorize another member county in the same state to cast proxy votes for the county or their state association president or president's designee.

Purpose:

NACo has developed an online portal to assist state associations in keeping members informed and prepared for the annual business meeting. The online portal outlines:

- which members are registered for the conference,
- their voting credentials status and
- allows state associations to appoint who will be casting any votes proxied to the state association and the state announcer during the business meeting.

Accessing the Portal:

State association staff can [use this link](#) to access the online voting credentials portal. All state association staff NACo has in our database will be able to login and access the state voting credentials portal. Once on the portal, enter your email and password for your My NACo account.

My NACo Portal

Thank you for your commitment to NACo. This is the gateway to manage your involvement with NACo. Logging in and setting your profile will allow you to join webinars, begin the presidential appointments process, join the TechXchange, modify your voting credentials page and more.

Get started by entering your email and password below. Login using your official organization email where you receive NACo correspondence or the email used to register for NACo webinars and events. If you do not know your password, click Forgot Password and enter your email.

Email

Password *

Remember me?

For assistance registering for meetings, contact naconetings@naco.org.
For assistance with county membership, contact membership@naco.org.
For assistance with committees, contact committee@naco.org.

If you've never logged into the portal before or don't know your password, click on the "Forgot your password" button to reset your password. You will receive an email with a link to reset your password.



Once logged into the portal, you'll see information about the credentials process and high-level information on the voting credentials landscape in your state.

Counties In My State

Below is a summary of voting credentials in your state. NACo member counties must assign their primary voter or proxy by Monday, July 18 at 5 p.m. EDT. Learn more about the credentials process at [NACo.org/VotingCredentials](https://nacoo.org/VotingCredentials).

For more information on the registration and credential status of each county, click on the county name. Email any questions to credentials@nacoo.org.

Designate Your State Association's Voting Delegate

Every state association **must** select their primary voting delegate and announcer for the annual business meeting by Monday, July 18 at 5 p.m. EDT. Click on the dark blue button below.

Number of Counties	Number of County Members	Number of Potential Votes	Number of Credentialed Votes
36	36	—	0
	Number of Registered Counties	Number of Registrants	
	7	9	

At the bottom of the page, you'll see a list of the counties, parishes or boroughs in your state, the status of their NACo membership, if they're registered for the conference, the number of their potential votes and the status of their primary/proxy delegate.

	DOWNLOAD TO EXCEL	SELECT STATE ASSOCIATION VOTING DELEGATE	VIEW CONFERENCE REGISTRATIONS
Organization Name ↑	NACo Member	Registered for Annual Conference	Number of Votes
Baker County	Yes		1
Benton County	Yes		2
Clackamas County	Yes	Yes	7
Clatsop County	Yes		1
Columbia County	Yes		1
Coos County	Yes	Yes	2
Crook County	Yes		1

To download the full list of counties, parishes or boroughs in your state and their credentials status, click on the "Download to Excel" button at the top of the table.



Appointing your state’s delegate and announcer:

Every state must appoint a primary voting delegate and an announcer for the business meeting. They can be the same individual if you choose.

- The state’s voting delegate will be responsible for casting the votes proxied to the state association. The voting delegate should plan on attending the annual conference and business meeting in person.
- The state’s announcer will be responsible for announcing how the state voted during the election of NACo’s second vice president.

To select your state’s delegate and announcer, click on the “Select State Association Voting Delegate” button.



After clicking on the link, you’ll be re-directed to another page to make your appointment. Click on the search boxes to select from a list of individuals from counties and state associations registered for the conference.

Primary Delegate Selection

PRIMARY VOTING DELEGATE: Select from the list below to identify who will cast the votes proxied to the state association.

ANNOUNCER: Select the designee from the list below who will report your state’s final vote totals during the election of NACo’s second vice president.

If the individual you are looking for is not on the list below, they may not be registered for the conference. Email any questions to credentials@naco.org.

Primary Voting Delegate

Click on the lookup button to make a selection >>>

Cell Phone Number Used to Vote On Site

Announcer

Click on the lookup button to make a selection >>>

Announcer Cell Phone

The search button will open a list of those registered for the conference. Click on the row of the individual you’d like to choose and click select.

Individual ↑	Organization	Interested in Being Voting Delegate?	Delegate Phone Number
✓ Sonya Fischer	Clackamas County	No	
Melissa Cribbins	Coos County	Yes	
Matt Scarfo	Union County	Yes	
Martha Schrader	Clackamas County	Yes	

< 1 2 >

Once you've selected a primary voting delegate and announcer, make sure to enter the cell phone number they will use onsite during the conference.

Cell Phone Number Used to Vote On Site

Announcer Cell Phone

After selecting the primary voting delegate, the announcer and entering their cell phones, hit submit at the bottom of the page to save your selections.

Primary Voting Delegate

 Click on the lookup button to make a selection >>> Q

Cell Phone Number Used to Vote On Site

Announcer

 Click on the lookup button to make a selection >>> Q

Announcer Cell Phone

SUBMIT

View State Conference Registrations:

On the main page of the voting credentials portal, click on the “View conference registrations” button.

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DOWNLOAD TO EXCEL
SELECT STATE ASSOCIATION VOTING DELEGATE
VIEW CONFERENCE REGISTRATIONS

You'll be directed to another page to review all county, parish or borough conference registrations in your state. To download the registration list, click on the "Download to excel" button.

Registrant List

The list below outlines county and state association registrations for the 2022 NACo Annual Conference. If you have any questions about registration, please email nacomeetings@naco.org.

To return to the voting credentials breakdown, click the back button below.

DOWNLOAD TO EXCEL
BACK

Organization	State/Province (Abbrev) (Organization)	First Name (Individual)	Last Name (Individual)	Job Title (Individual)	Email Address (Individual)	Registration Date	Registration Type (Individual)
Union County	OR	Matt	Scarfo	Commissioner	mscarfo@union-county.org	3/4/2022	
Clackamas County	OR	Sonya	Fischer	Commissioner	sonyafischer@clackamas.us	3/17/2022	In-Person
Clackamas County	OR	Martha	Schrader	Commissioner	mschrader@clackamas.us	3/17/2022	In-Person
Umatilla County	OR	John	Shafer	Commissioner	john.shafer@umatillacounty.gov	3/17/2022	
Jackson County	OR	Colleen	Roberts	Commissioner	robertcl@jacksoncounty.org	3/15/2022	

Voting Credentials FAQs:

What are voting credentials?

Voting credentials attest to a member's eligibility to vote. Credentials contain information on the number of votes a county is eligible to cast and the identity of the delegate(s) who are authorized to cast those votes.

On what issues or for which candidates do counties/parishes/boroughs vote?

NACo members vote on proposed amendments to association bylaws, NACo's policy agenda and elect NACo officers for the coming year. The second vice president is typically the only contested position.

What is a primary voting delegate?

A primary voting delegate is someone authorized by your county to cast the county's votes at the Annual Business Meeting.

Who may be a primary voting delegate?

Any elected or appointed official or staff member from your county/parish/borough may be a voting delegate. The voting delegate can be appointed by your Chief Elected Official (CEO), clerks to the county board or your county's registered conference attendee(s) [with this link](#) to the voting credentials portal.

How can a voting delegate become credentialed?

Individuals from NACo member counties can designate themselves as a voting delegate when registering online for the Annual Conference. Additionally, member county chief elected officials and clerks to the county board can appoint a voting delegate. Designate your county's primary voting delegate by [using this link](#) to the voting credentials portal. Paper voting credential forms will not be mailed to member counties but can be accessed electronically [with this link](#).

What is the deadline for appointing a primary voting delegate?

We highly recommend appointing your county's voting delegate prior to Monday, July 18 at 5 p.m EDT so your delegate can participate in training webinars and practice ballots prior to the Annual Business Meeting.

The final deadline for appointing a primary voting delegate is Saturday, July 23, 2022 at 5 P.M. MDT.

How does NACo determine the number of votes each county receives?

The number of votes is determined by the amount of dues a county pays. Dues are based on the population of the 2010 census. All counties are entitled to at least one vote. Members with more than \$1,199 in dues are entitled to one additional vote for each additional \$1,200 in dues or fraction thereof paid.

- Counties with dues of \$450 to \$1,199 receive one vote
- Counties with dues of \$1,200 to \$2,399 receive two votes, and so on
- The maximum number of votes a county can receive is 51

When does the voting take place?

This year's voting will take place on Sunday, July 24, 2022 at NACo's Annual Business Meeting. Visit [NACo.org/Annual](https://nacoo.org/Annual) to view the current schedule of events.

How does the voting occur?

Voting will take place using an electronic voting tool. Appointed primary voting delegates must provide their cell phone number to receive ballot(s) and in case NACo staff needs to contact delegates during the business meeting.

Will voting delegates receive training on using the electronic voting tool to cast their ballot(s)?

Yes, NACo will hold webinars and test ballots for registered delegates prior to the Annual Business Meeting. Real time support will be provided for voting delegates.

Can more than one voting delegate cast their county's vote at the NACo 2022 Annual Business Meeting?

Due to the use of electronic voting, we highly recommend appointing one primary voting delegate per county. That individual should be the one who:

1. Plans to participate in the Annual Business Meeting and
2. will cast the county's vote(s).

My county has 10 votes. Can we divide or share our votes?

The vote allocation is up to your county. NACo has no rule on how counties decide to allocate their votes and is not involved in the decision. Counties may split their votes amongst the second vice president candidates, but fractions of a whole vote are not permitted.

If my county registers for the Annual Conference and no one can attend, can we assign a proxy voter?

Yes, counties can proxy their votes to another member county in their state that is registered for the conference or to their state association. Voting delegates can assign a proxy voter using the online voting credentials portal [linked here](#).

Proxy voters or any changes to a county's appointed delegate must be completed by Saturday, July 23, 2022 at 5 P.M. MDT.

What happens if our county's voting delegate cannot attend the Annual Business Meeting? Do my county's votes automatically go to the state association?

No. If the assigned voting delegate does not attend the meeting and the county did not proxy those votes to the state association, those votes will NOT be cast by the state association on their behalf.

If the voting delegate cannot attend the Annual Business Meeting, the county must assign another delegate or proxy their votes by Saturday, July 23, 2022 at 5 P.M. MDT. If the county does not assign a proxy for votes and their primary voting delegate does not participate in the meeting, their votes will not be cast.

If my county will not participate in this year's Annual Conference, can we still vote?

Per NACo's bylaws, nonattending counties can cast votes if they:

1. Pay the conference registration fee within 72 hours of the start of the conference and
2. assign a proxy voter by Saturday, July 23, 2022 at 5 P.M. MDT.

What happens if there is a dispute over the voting process?

It is rare, but sometimes irregularities occur with how votes are cast or tallied or how the credentialing process is conducted. As a safeguard, elections of officers may be challenged during the NACo Annual Business Meeting. Challenges are allowed under two circumstances:

1. A voting delegate may challenge the vote for their state and only their state.
2. A candidate running to become a NACo officer may challenge the vote of any state.

At the beginning of the Annual Business Meeting, the Credentials Committee chair will report the total number of credentialed votes, including per state, and move to approve the certified report. This is the point during the business meeting that any state designee or credentialed member may raise any objection or question related to the credentials process and confirm or challenge the accuracy of the overall total, including state and county allocations, as certified by the Credentials Committee.

If a challenge is made, the NACo Credentials Committee will conduct an audit of the votes cast in the state of the challenge.

Questions and Assistance:

Contact NACo staff with any questions about the voting credentials process or assistance accessing the portal at credentials@naco.org.