

April 12, 2024

TO: Chapter Secretaries

Attached is the Roll Call Sheet for the Governing Board Meeting in Redmond, Oregon, on August 14, 2024. Please verify that the information is correct or make any changes on the sheet; sign; and return it in the enclosed postage-paid envelope by **Wednesday, June 26, 2024**. This does not mean they will be attending the Governing Board Meeting, only that we have the correct information. There is also a space to provide the name of your temporary delegate if you *need to elect* someone for this position.

If there is a change in your National Director or Alternate National Director, you must notify the national office by **July 24, 2024** (fax or email is acceptable). This is important to ensure that your chapter is represented at the Governing Board meeting.

If an event occurs after **July 24, 2024**, that prevents the National Director, Alternate National Director, or temporary delegate from attending the Governing Board meeting, the chapter president may appoint a member of the chapter as a temporary delegate. Notice of the chapter president's appointment of a temporary delegate must be in writing (fax or email acceptable) and must be received in the national office at least 7 working days prior to the Governing Board meeting, which would be **August 5, 2024**, to be valid.

All meeting information will be sent to the national director, alternate national director (if registered for the convention) and temporary delegate (if applicable). If the National Director is unable to attend the meeting, the voting credentials (**which are distributed at the meeting**) will be given to the Alternate National Director or temporary delegate.

Thank you for your help in ensuring that your chapter is represented at the upcoming Governing Board meeting and thank you for volunteering as your chapter's secretary.

Sincerely,



Pamela Richard
FMCA National Secretary

Enclosures: Temporary Delegate Information; Roll Call Sheet Information; Postage-Paid Envelope

