Riverside County Democratic Party

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POLICY and PROCEDURE:

Credentialing Procedure for Meetings Conducted on Zoom or Other Electronic Formats

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GENERAL INFORMATION

The credentialing procedure has been created to codify the rules that apply to taking attendance at monthly meetings. The RCDP bylaws require that members attend meetings and that attendance by members or their alternate, in their absence is correctly recorded whether those meetings are in person or by electronic means. Article II, Sec C.2.a: _A member who attends a meeting of the RCDP or has his/her alternate attend in his/her place shall be counted as present, not absent._

Please note: There are no excused absences for any reason.

_Ex_-officio members have no attendance requirements.

MEMBERS, ALTERNATES, GUESTS

1. Credentialling Time: Credentials will be open at 6:00 pm and close at 6:25 pm. The RCDP meetings start at 6:30 pm.
   a. At 6:25 pm any person in the waiting room will be admitted and credentialled.
   b. Credentialing closes at 6:25 pm. Any person arriving after 6:25 pm will be admitted as a guest ONLY.

2. Waiting Room Procedure: Upon arriving in the waiting room all persons will need to follow the instructions given as displayed.
   a. Credentialing will take place in the following manner:
      i. Assembly District Members will be instructed to check in via chat to the appropriate person handling their AD. This includes Members, Alternates, and Ex-Officio members in the AD.
      ii. Example: If the sign says: AD36: Chat to Mary Brown then type I am present Mary Brown if you are in AD36. If the sign says AD58 Chat to Bill Green, then type I am present to Bill Green if you are in AD58.
      iii. Members, please instruct your alternate before the meeting if they are to check in as the VOTING Member for the meeting. It is your responsibility to do this in advance of the meeting. All alternates will be credentialed as NON-VOTING MEMBERS unless they state in the chat they are the VOTING MEMBER for the meeting.
   b. Guests will be instructed what to do and they will be checked to make sure they are Democrats before permitted to stay.
   c. The Credentials Committee personnel are assigned to specific members and you will be communicating with them ONLY.
   d. Please read and ONLY communicate as directed.
   e. THERE WILL **NOT** BE A ROLL CALL DURING THE MEETING. The meeting will begin at 6:30 with business.

3. LATE ARRIVING MEMBER IF ALTERNATE HAS SIGNED IN AS VM: If a regular member's alternate has credentialed as a VOTING MEMBER and the member later arrives, the member may send a chat to the Credentials Chair and become the VM and the alternate will become the NVM for the remainder of the meeting.

CREDENTIALS COMMITTEE ACTIONS

1. Day of Meeting Committee Chair will assign duties:

   a.Assign AD's and Guest to team members. Try to keep the same assignment every month.

   b. Using the current month "RCDP ZOOM ROLL CALL XX-XX-202X" LOG, mark the roster for the VM column with a "1" and also for the NVM column with "1" if you have been assigned that category. Nothing is marked for guests.

   c. Highlight each person you have credentialled.

   d.This will assure that when the credentialing process is finished there will be an accurate count. The sheet will tally as each entry is made.

   e.Do NOT mark the sheet again if a person re-enters the zoom.