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MEMORANDUM

TO: All Club Presidents and Secretaries
CC: Assistant Governors
Bruce Frassinelli, District Governor
Don Reese, District Governor-Elect
Andrea Ives, District Governor-Nominee
Paul Heins, District Conference Chairperson
FROM: Anita Brown, District Secretary
RE: District Conference Delegates and Alternates

This memo is to give you the information you will need to select your delegates and alternates for the upcoming District Conference in Saratoga next month. This information is also included in your APM (Administrative Procedures Manual).

1. Each club has the right to appoint one (1) Elector for every twenty-five (25) members or major fractions thereof, based on the total membership (excluding Honorary members) as reported in the club's attendance report for August 2001. That is:
 - Up to 37 members = 1 delegate
 - 38 – 62 = 2 delegates
 - 63 – 87 = 3 delegates
 - 88 – 112 = 4 delegates
 - 113 – 137 = 5 delegates
 - 138 – 162 = 6 delegates
2. Clubs have the right to appoint one (1) Alternate for each Elector.
3. All Electors and Alternates must be regular members of the club.
4. With the consent of the District Governor, clubs may appoint a Proxy for its absent Electors, and said Proxy may be a member of any club in the district.

The Credentials form is also included in this memo. Please complete the form as follows:

- A. The date at the top should be the date of your club's Board of Directors meeting in which the delegates were voted upon.
- B. Fill in your club name, # of delegates.
- C. List the names of your delegates.
- D. List the alternates to your delegates.
- E. Fill in the name of your Proxy and his/her club name. (This person must be registered for the Conference.)
- F. Please make sure the Club President and Secretary sign the form.

When completed, please hand-deliver the Credentials form to someone who plans to be at the conference business meeting at 3:30 p.m. on Friday, and instruct him/her to deliver it to me when he/she registers at the conference. We will have a special table set up for Credentials.

If you have any questions, please contact me.

Yours in Rotary Service,

Anita Brown
District Secretary
District 7150