

FEDERATION VOTING DELEGATES PROCEDURES

1. Within the next 60 days or so, your Board should select voting delegates and alternates. **The Jotform system will be used again this year to submit voting delegate information electronically.** You will be submitting the same information as in the past in a revised multi-step process.
2. Enclosed is a “Qualifications for Voting Delegate Status” form. Each voting delegate should read the qualifications, complete the information and sign. **The delegate’s signature attests to the fact that each delegate meets these eligibility requirements to serve as a voting delegate. IF the Parish President is a voting delegate, then his/her form MUST also be signed by the Parish Vice-President.** Signed forms should be returned to the parish office/secretary.
3. The Parish Secretary should then submit the parish voting delegates information using the JotForm system (link is posted on www.lfbfconvention.org/forms). **All information requested must be provided.** We must have accurate contact information for our data base in order to timely inform delegates of meeting information.
4. Alternate Voting Delegates must meet the same qualifications as a Voting Delegate. The information required for an “alternate” is identical except for the “alternate” designation.
5. Once the voting delegate information is submitted, the Parish Secretary will receive a confirmation email that will include a PDF attachment of the voting delegates submitted. The Parish President must sign where indicated on the first page to verify the voting delegates for that parish.
6. The signed list of voting delegates and the qualifications for voting delegate status forms signed by each delegate must be in the State Office no later than **May 1, 2024**. You may scan and email all signed documents to rebeccab@lfbf.org. If for any reason your forms are not received timely and are not available for the committee to review prior to convention, both you and your uncertified voting delegates must appear before the Credentials Committee at 12:30 p.m. on Friday at convention in order to be certified prior to being seated at the district caucuses which convene on Friday afternoon at 4:00 p.m. Please comply with the deadline to avoid that necessity. Compliance with the deadline date will avoid that necessity.
7. As in past years, mileage expense incurred by voting delegates to and from the convention will be reimbursed to the parish office after the convention is over and paid at the standard IRS rate. The amount reimbursed to the parish will be based on the number of your parish voting delegates or alternates present and seated at the **official parish roll call** held at the beginning of the voting delegates session on Sunday morning (up to the maximum number eligible for the parish). The number of miles allocated for payment will be based on **the round-trip mileage from each parish Farm Bureau office to New Orleans** which is predetermined by our accounting department.

Please begin your Voting Delegate process as soon as possible to assure that your delegates will be pre-certified before convention. Remember that the deadline for submitting signed voting delegate forms to the State Office is **May 1**, and that you should submit your forms initially online using the procedure outlined in detail above.