**COLORADO STATE COUNCIL**

**GUIDELINES FOR**

**CREDENTIALS DESK AND VOTING AT CSC CONVENTION**

1. Validate each Chapter or Council is in good standing with Colorado State Council (CSC). The information is provided by the Treasurer. Record Delegate’s Chapter name, number, charter city and also their room number.

2. Before giving the official ballot to the Delegate, record in the upper left-hand corner the **NUMBER OF VOTES** to be cast by each Chapter/Council (CSC By-Laws, Article XII, Section 1).

3. Inform Delegates that this is the only ballot they will receive. It is their responsibility to keep the ballot secure.

4. Present Delegates with the voting procedure. They must have the ballot with them at voting time, following the First General Assembly of the CSC Convention; a duplicate will not be issued.

5. Verify the room number of each CSC Officer and Candidate.