



National Federation of Federal Employees

Affiliated with the International Association of Machinists and Aerospace Workers

Forest Service Council

We work for America every day



James "Chris" Berry, President

Melissa Baumann, Secretary-Treasurer
June 27, 2016

Recording Secretary
NFFE Local xxxx
Street
City, State Zip

Dear Recording Secretary

DELEGATE CREDENTIALS NOTICE

As you were notified in March, the NFFE-Forest Service Council Convention will be held at the Buena Vista Hotel and Resort, Orlando, Florida on September 24-25, 2016, and if need be will be continued on September 29, 2016. This Convention is being held in conjunction with the NFFE National Convention held September 26-29, 2016. *The process described in this letter pertains to Delegates and Credentials for the NFFE-FSC Convention. Your Local will receive separate instructions and credentials for the NFFE National Convention.*

Please refer to the March Convention Call for general instructions and timelines regarding Convention. This notice includes the following:

- Delegate Votes as of Pay Period 10 (page 2)
- Local Delegate or Alternate Details Table for NFFE Convention (page 3)
- Delegate Credentials (attached)

The number of delegate votes each Local may carry depends upon local members. Enclosed are credentials according to the membership count as of Pay Period 10.

1. At your Local's July membership meeting you should elect delegates and alternates according to the NFFE Forest Service Council Bylaws.
2. Once the delegates and alternates are finalized, the recording secretary and president will sign each credential certifying the member is in good standing. If you have no recording secretary, the secretary-treasurer should sign the credentials instead.
3. If officers are in different locations, you may scan and transfer the credentials electronically for the second signature. You may also use an Adobe certified signature to sign the credentials.
4. Please provide a copy of the signed delegate form to your delegate and each alternate, and retain a copy of the forms in your Local's records. It is vital that delegates and alternates safeguard credentials to bring to the convention.
5. Mail a copy to the Forest Service Council Convention Credentials Committee **by U.S. Postal Service to the following address before September 1, 2016**

Forest Service Council Convention Credentials Committee

Attention: Dante Whittaker Sr.

PO BOX 1021

Talladega, AL 35161

Contact me if you have questions not covered in the instructions or this notice.

/s/ Cindy White
CINDY WHITE
NFFE Forest Service Council
Credentials Chairperson

Delegate Credential Form for NFFE Local _____

Delegate Name: _____

Delegate is a member of Local: _____

Alternate 1 Delegate Name: _____

Alternate 1 Delegate is a member of Local: _____

Alternate 2 Delegate Name: _____

Alternate 2 Delegate is a member of Local: _____

Alternate 3 Delegate Name: _____

Alternate 3 Delegate is a member of Local: _____

We, the duly elected and undersigned officers of NFFE Local _____ certify that the above delegate(s) to the NFFE-Forest Service Council Convention were elected in a fair and democratic manner consistent with requirements and procedures described in the Council and Local bylaws. Additionally, we certify that this election was conducted in conformance with all applicable Department of Labor regulations and that our Local is in good standing with both NFFE National and the Forest Service Council.

(Local President Signature)

If you do not have Sec-Treas, just note that the position is vacant.

(Secretary-Treasurer Signature)

Copies: (1) NFFE (1) NFFE-FSC (1) Delegate/Alternate(s)

All delegates and alternates listed above should be given a copy.

You do not have to send a copy of this NFFE FSC Credential to NFFE. However, your Local should keep a copy for your records!

Forest Service Council Convention
Credentials Committee
Attention: Dante Whittaker Sr.
PO BOX 1021
Talladega, AL 35161

PLEASE COMPLETE THE FOLLOWING INFORMATION AND RETURN WITH YOUR CREDENTIALS

The following information is requested simply to assist us in coordinating attendance at the NFFE National Convention. Your Local should have the same number of delegate votes for the NFFE National Convention as you do for the NFFE Forest Service Council Convention.

Your Local #	Name of Delegate to the NFFE-NATIONAL CONVENTION . <i>Please list each person who is carrying any votes for your Local separately.</i>	What Local is your delegate a member of?	How many votes are they carrying for your Local?	Name of Alternate	What Local is the Alternate a member of?	Comments

SAMPLE