



REGION DELEGATE VERIFICATION PROCEDURE

AP #2002

I. Delegate Verification Process

- A. The proposed delegate seeking verification must fill out the Delegate Verification Form.
- B. **If** appointed, the alternate delegate **must** also fill out the delegate verification form.
- C. Proper documentation is required as a part of the form to complete the verification process:
 1. The proposed delegate, Official or Alternate, must provide valid contact information of themselves as well as an advisor of their student body association or the equivalent authorized college official.
 2. Proper documentation indicating the proposed delegate, Official or Alternate, was appointed/elected or designated in whatever manner must be attached to the form.
 3. Proper documentation includes but is not limited to:
 - a) Student Body Association Constitution and Bylaws
 - b) Student Body Association Policy
 - c) Official letter from Student Body Association President with meeting minutes at which the proposed delegate was appointed, or elected in whatever manner determined by the Student Body Association.
- D. If the proposed delegate, Official or Alternate, has not completed the Delegate Verification Form, the advisor may fill out the Delegate Verification Form on behalf of the proposed Delegate.
- E. If an Alternate Delegate is approved by their college SBAs to transition to become the Official Delegate, they will have to resubmit the Delegate Verification Form, now as the Official Delegate.

Board Policy: BP #2002

Approved by the Board of Directors July 18, 2020

Approved by the Board of Directors November 14, 2020