



BPW International

International Federation of Business and Professional Women

The XXX Virtual General Assembly, 21-30 March 2021

CREDENTIALS FOR THE VIRTUAL GENERAL ASSEMBLY

During BPW International's XXX Virtual General Assembly, BPW Affiliates world-wide can take part in the voting on policies, rules and regulations and other matters. This form allows the Presidents of BPW Affiliates to nominate "Delegates" and "Alternate Delegates".

- Delegates and Alternate Delegates can attend the virtual meetings and participate in the debates.
 - Delegates specified in the Credential form with voting rights will be authorized to vote online via secure web-based voting of Virtual General Assembly.
- 1 EACH FEDERATION **MUST COMPLETE ONE** CREDENTIAL FORM WITH THE DETAILS OF **ALL** THEIR DELEGATES AND ALTERNATES. ALSO, EACH COUNTRY WHICH HAS ASSOCIATED CLUBS MUST COMPLETE **ONE** CREDENTIAL FORM.
 - a. An alternate is eligible to take the place of a delegate for a complete session of the Virtual General Assembly.
 - b. Please type or write in block letters.
 - 2 Members of the Executive Board and Past International Presidents need **ONLY** to complete a Credential Form to specify the personal email of their choices to participate in the voting process, If such email is different from the one they use for voting online in the International Board.
 - 3 **In countries where there is more than one Affiliate Club, they must agree to be represented by 1 delegate**, with 1 alternate available for the General Assembly sessions if required.
 - 4 THE ORIGINAL FORM SHOULD BE COMPLETED, SIGNED AND RETURNED TO **BPW International President's Office** by **7 March 2021 by e-mail PDF version or the photograph of the form**.
 - 5 Both delegates and alternate delegates must register to attend the XXX Virtual General Assembly. The email used for their registration must be the same as the one specified in this credential form.
 - 6 Only the delegates' names on the Credentials forms which have been submitted to BPW International President's Office presidents.office@bpw-international.org will be accepted as delegates with associated voting rights.
 - 7 The delegates on this list must also register as delegates in the Virtual General Assembly in order to be approved. They receive a unique personalized link to access the Virtual General Assembly.
 - 8 Delegates must sign in 30 minutes prior to the start of each General Assembly Session.

Due to the world-wide Covid-19 pandemic and the postponement of the XXX General Assembly from August 2020 to March 2021, all paid affiliates who have paid their dues in full up to, and including the year 2020 as of 7 March 2021 are entitled to attend the XXX Virtual General Assembly and send their delegates and have voting rights.

Affiliate Name: _____

(Select one): National Federation Affiliate Club:

Country: _____

Total number of paid up members in 2020: _____

A. Delegates and Alternative Delegates for Virtual General Assembly, 21-30 March 2021

National Federations	500 or fewer	paid members: 3 delegates
	501 - 1000	paid members: 4 delegates
	1001 - 2000	paid members: 5 delegates
	2001 - 3000	paid members: 6 delegates
	Plus 1 additional delegate for every additional 3000 members (or fraction) up to a maximum of 15.	

Affiliate Clubs: Each **country** is entitled to 1 delegate.
Each of the above is entitled to an equal number of alternates.

	First name	Family name	Unique e-mail address
Delegates with voting right	1	_____	_____
	2	_____	_____
	3	_____	_____
	4	_____	_____
	5	_____	_____
	6	_____	_____
	7	_____	_____
	8	_____	_____
	9	_____	_____

If the delegate cannot attend the Virtual GA, one of the alternates can be appointed to attend in her place, providing that President's Office is informed in writing by 7 March 2021 via presidents.office@bpw-international.org

	First name	Family name	Unique e-mail address
Alternate Delegates	1	_____	_____
	2	_____	_____
	3	_____	_____
	4	_____	_____
	5	_____	_____
	6	_____	_____
	7	_____	_____
	8	_____	_____
	9	_____	_____

B. Voting delegates for the Pre- and Post-General Assembly International Board Meetings

For the pre-GA and the post-GA International Board voting in March 2021, the same voting delegates of the International Board from the year 2020 can vote and attend the Virtual International Board meetings. For attending the International Board meetings, if the voting delegates cannot attend, BPW affiliates can name the alternate to presidents.office@bpw-international.org.

I confirm that the above persons have been appointed to represent the Affiliate(s) named on this form for the XXX Virtual General Assembly.

President (name) _____ Sign _____
 Date _____ Affiliate _____

For Countries with more than 1 affiliate club, Presidents must agree and complete one form for 1 voting delegate and 1 alternate delegate per country.

**Please return the PDF file of this form no later than 7 March 2021 to:
 President's Office, e-mail address: presidents.office@bpw-international.org**