MEMORANDUM

To: National Wildlife Federation Affiliate Presidents/Chairs, Executive Directors, Representatives and Alternate Representatives
Cc: NWF Board of Directors and NWF Directors of Conservation Partnerships
From: Bill Houston, Chair, NWF Board of Directors
Date: February 14, 2020
Re: 2020 NWF Annual Meeting Primer

The National Wildlife Federation (NWF) begins preparations for our Annual Meeting months in advance. This document outlines some of the steps leading up to the 2020 Annual Meeting, which will be held at the Asilomar Conference Grounds and State Park in Pacific Grove, California, June 10-13, 2020. We hope this helps you understand what happens, when it happens, and what is expected of affiliate leaders. Questions? Please feel free to contact Sanaa Unus, Senior Manager, Legal Operations, at 703-438-6543 or unuss@nwf.org.

NWF ANNUAL MEETING INFORMATION & MATERIALS

All 2020 NWF Annual Meeting information, materials and forms described below are available for you to download or print on the Affiliate Partnership Center website at affiliates.nwf.org/annual-meeting/. No printed packets of meeting materials will be mailed except upon request.

CALL FOR CREDENTIALS

Beginning in 2010, the Call for Credentials was combined with the NWF Annual Meeting financial aid memorandum of understanding (MOU) for each affiliate to complete, sign and return to NWF. Details explaining the credentialing and financial assistance process are provided below.

What is the Call for Credentials?

The Credentials form is the official affiliate confirmation of the identity of the Affiliate Representative and Alternate Representative for purposes of establishing the affiliate’s voting and representational privileges at the NWF Annual Meeting. This form requires Affiliate Representative and Alternate Representative name, mailing address, phone number, and email address of these delegates. It also asks for their profession, place of employment and primary conservation interests.

Credentialed delegates are individuals who:
- are listed as their state’s official representatives at the NWF Annual Meeting.
- receive official information about the NWF Annual Meeting.
- are assigned to a Resolutions Committee as a voting member of that particular committee.
- are eligible for financial assistance toward the cost of participating in NWF’s Annual Meeting.
When is the Call for Credentials sent to affiliates?
The call is sent electronically at least 120 days prior to the NWF Annual Meeting. For the 2020 Annual Meeting, that date is **February 14, 2020**.

How can I request another copy of this form?
Additional copies of this form are available upon request by emailing affiliatepartnerships@nwf.org.

Who should get this notice?
The credentials form is sent electronically to the volunteer Affiliate President/Chair, as this person is the primary responsible party for the organization. Electronic copies are also distributed to current Representatives and Alternate Representatives as well as the Affiliate Executive Director so they are aware it has been disseminated and can encourage its prompt completion and return.

Who may sign the form?
Because this is the official registry of affiliate voting delegates and alternates, the form must be signed by an affiliate officer or staff member *other than the delegates representing the affiliate* at the NWF Annual Meeting.

When is it due back to NWF?
The form is due back to NWF’s Secretary, Benjamin Kota (contact information is on the form), by **March 15, 2020**.

**Important:** All affiliates are required to submit a completed and signed Credentials form signed by someone other than the credentialed delegates. Failure to complete and return this form will hamper timely flow of information to the proper parties in that particular affiliate as well as prevent their seating and voting eligibility at the Annual Meeting.

**AFFILIATE FINANCIAL ASSISTANCE**

As in past years, NWF has limited funds available to help offset the cost of participation-related expenses, such as lodging and travel, for credentialed delegates (Representatives and Alternate Representatives) to attend NWF’s Annual Meeting. NWF will again disburse funds via financial aid grants to affiliates who credential delegates to attend the NWF Annual Meeting. Affiliate organizations will then use their judgment to determine specifically what delegate expenses will be covered as well as how and when delegates will be reimbursed.

Grant amounts have been determined based on the following factors: current 21-day advance roundtrip coach airfare estimates and the cost for shared lodging at the Asilomar Conference Grounds for 3 nights. Grant amounts are disclosed on the combined Credentials Form & Financial Aid Memorandum of Understanding (MOU) which you received via email on February 14, 2020. **This amount is intended to help offset costs for 2 delegates and is not guaranteed to cover all expenses. Please note that grant amounts will automatically be deducted by 50% if only one delegate attends and no funds shall be disbursed if no delegate attends.** All financial assistance checks will be made payable to the affiliate organization and mailed to the organization’s office address following the annual meeting.

**CALL FOR RESOLUTIONS**

What is the Call for Resolutions?
This is the official call for proposed conservation policy resolutions for consideration at the NWF Annual Meeting. Specific guidelines accompany the Call for Resolutions.
When is the Call for Resolutions sent to affiliates?
According to NWF bylaws, the Call for Resolutions must be sent to affiliates at least 90 days (March 15, 2020) prior to the NWF Annual Meeting. To give affiliates ample time to prepare resolutions, however, the Call for Resolutions for the 2020 Annual Meeting is being distributed electronically on February 14, 2020 together with this primer and the other documents for the 2020 Annual Meeting.

Who gets this notice?
The Call for Resolutions is sent to the affiliate’s volunteer President/Chair, Affiliate Representative, Alternate Representative, and the Executive Director.

Who can propose conservation policy resolutions?
Conservation policy resolutions may be proposed by any state affiliate, any member of the NWF Board, or the NWF President.

When are proposed conservation policy resolutions due back to NWF?
We request that proposed conservation policy resolutions be submitted by the early deadline of March 15, 2020, with a final deadline of April 14, 2020. They should be submitted to NWF Secretary, Benjamin Kota, via resolutions@nwf.org.

Guidance for Proposed Conservation Policy Resolutions
Proposed conservation policy resolutions should be concise and must be submitted in final fully edited form. An explanation of no more than 250 words should accompany the resolution to say why it is needed.

NWF and its affiliates use resolutions to pursue common conservation goals. Conservation policy resolutions adopted at the NWF Annual Meeting inform other institutions, the press, and the public of NWF’s position on various issues. As declaration of policy, resolutions should not direct specific action by NWF or allocate NWF resources. Affiliates may prepare conservation policy resolutions at any time of year for submission before the deadline. Affiliates are encouraged to plan for NWF’s resolution process and to allow adequate time for developing proposed resolutions within their yearly meeting schedules. Proposed resolutions will also be posted online at www.nwf.org/affiliates, where past resolutions can also be viewed through a searchable database.

Is there help available to affiliates in drafting resolutions?
NWF staff is a ready resource to assist affiliates in drafting of conservation policy resolutions. If the affiliate desires, staff can provide information about prior resolutions and can provide guidance on the format and the topic itself. NWF Staff Advisors and Conservation Programs staff are available to answer questions affiliates have concerning the content or form of a proposed resolution. Contact Jessica Holmberg at 703-438-6326 or holmbergi@nwf.org for assistance with resolutions.

PROPOSED RESOLUTIONS BOOK

What is the proposed resolutions book?
After proposed resolutions are received, a Proposed Resolutions Book is then prepared by NWF staff. This book is a critical resource for those involved in the resolutions process at the NWF Annual Meeting. It contains:
- Proposed resolutions, proposer’s rationale, NWF staff commentary
- Names, addresses and biographical information for Affiliate Representatives and Alternate Representatives
- Resolutions Committee assignments for Affiliate Representatives and Alternate Representatives
- Resolutions Committee procedures
- Parliamentary procedures for committee deliberations

When is the Proposed Resolution Book sent to affiliates?
The book is sent electronically to affiliates 30 days prior to the NWF Annual Meeting. For 2020 the book will be distributed by May 14, 2020 and available on the affiliate website.

Who gets a copy of the Proposed Resolution Book?
The Proposed Resolution Book is sent electronically to the Affiliate President/Chair, Affiliate Representative, Alternate Representative, and the Executive Director.

What is the responsibility of the Affiliate Representative and Alternate and the affiliate itself at this point?
The Proposed Resolutions Book provides affiliates the opportunity to review and consider all of the proposed resolutions before their Affiliate Representatives and Alternates participate in the Resolutions Committees Teleconference Meetings that will be scheduled prior to the NWF Annual Meeting. Affiliate Representatives and Alternates must be prepared to represent the views of the affiliate when voting on these proposals in the General Session and to discuss specifically those resolutions assigned to the Resolutions Committee on which they serve. If there are significant questions about any resolution or technical amendments which a representative wishes to propose, delegates are requested to contact the particular Resolutions Committee Chair or NWF Staff Advisor before the Resolutions Committees Teleconference Meetings are held prior to the Annual Meeting. If amendments are to be offered, preparation of specific language and line references are helpful. Representatives and Alternates will also be added to an electronic listserv designed to provide a discussion forum for each committee to discuss resolutions assigned to it before the Annual Meeting.

CONFLICT DISCLOSURE FORMS

Each Affiliate Representative and Alternate must complete an online Conflict Disclosure Form prior to the beginning of the Opening Session of the NWF Annual Meeting. Please note that this is not an indication of agreement or disagreement with any particular resolution. The purpose of this disclosure is to give the Affiliate Representative and Alternate the ability to declare any potential conflicts of interest in considering NWF conservation policy resolutions and to inform fellow resolution committee members that the representative may have a competing interest. Such disclosure does not prohibit the Representative or Alternate from discussing or voting on the issue. This form is sent with the Proposed Resolutions Book, which will be distributed electronically on May 14, 2020. The Conflict Disclosure Form is due June 6, 2020.

AMENDMENTS TO THE NWF BYLAWS

Proposed bylaws amendments are due to NWF Secretary, Benjamin Kota, no later than 60 days (April 14, 2020) prior to the 2020 NWF Annual Meeting; preferably on or before March 15, 2020. Proposed bylaws amendments must be distributed 30 days (May 14, 2020) in advance of the NWF Annual Meeting to credentialed affiliate delegates as well as Affiliate Presidents/Chairs and Executive Directors. Only Affiliate Representatives and NWF Board members may submit proposed Bylaws amendments.

CALL FOR NOMINATIONS

What is the Call for Nominations?
This notice identifies the NWF Board seats to be filled by vote of the credentialed Affiliate Representatives at the NWF Annual Meeting. A nomination form is included for convenience of submitting candidates’ names.

Only credentialed Affiliate Representatives or Affiliate Board Members may nominate candidates. Candidates must agree to be nominated.

When is the Call for Nominations sent to affiliates?
According to NWF Bylaws, this notice must be sent 90 days (March 15, 2020) prior to the Annual Meeting. However, in order to give affiliates ample time to prepare nominations, the 2020 Call for Nominations is being distributed electronically with this primer and the Call for Credentials on February 14, 2020.

Who should get this notice?
The notice is sent to the Affiliate Representative, Alternate Representative, President/Chair and Executive Director.

When are nominations due back to NWF?
NWF Bylaws require the Secretary to send a notice of all nominations received to each Affiliate Representative 30 days before the Annual Meeting. The Notice of Nominations Received will be distributed electronically this year on May 14, 2020. In order to streamline the process for affiliates by having one target due date and to be included in the Notice of Nominations Received mailing, we request nominations to be received by March 15, 2020 however, the final deadline is May 14, 2020. Affiliate Representatives who intend to nominate anyone for office after that time, should, if possible, advise NWF Secretary, Benjamin Kota, of the name of the nominee at least 48 hours prior to the time set for election to ensure that the information is included in the onsite posting at the Annual Meeting. Nominations may also be made from the floor.

When are nominations posted?
Nominations will be posted on or near the door of the Annual Meeting General Session room 24 hours before the Election Session.

What constituencies do NWF Board Members represent?
NWF Board Members represent all NWF constituencies on a national level. Candidates should be nominated and elected with that important aspect in mind.

ANNUAL MEETING REGISTRATION
Detailed registration, lodging and travel information for the 2020 NWF Annual Meeting will be included with the February 14, 2020 electronic mailing from affiliatepartnerships@nwf.org to NWF Affiliate Representatives, Alternate Representatives, Presidents/Chairs and Executive Directors. Take advantage of reduced fees during Early Bird registration, February 14-April 13. Registration will close on May 8. Please use the preliminary agenda to plan ahead and begin thinking about travel arrangements. Please note that registration for the Annual Meeting is a separate process from the affiliate delegate credentialing process discussed above.

ANNUAL MEETING SCHEDULE
Please find the detailed meeting schedule online at affiliates.nwf.org/annual-meeting/. Delegates are expected to attend all business sessions of the meeting.
The **New Attendees Welcome Orientation** will be held on Wednesday, June 10 from 4:15 p.m. to 5:30 p.m. New delegates should plan to participate. Anyone interested in learning about the Annual Meeting is welcome to join.

The **Resolutions Committee Chairs and Vice Chairs** will hold an orientation meeting prior to the Annual Meeting via conference call. The Committee Chairs and Vice Chairs will be notified of the teleconference meeting date by early May. The Committee Chairs and Vice Chairs will meet in person at the Annual Meeting on Thursday, **June 11 from 5:15 p.m. to 6:00 p.m.**

The **Resolutions Committees** will meet prior to the Annual Meeting via conference call for discussion purposes only. Committees will be notified in May of the conference call meeting dates. The Resolutions Committees will meet concurrently at the Annual Meeting on Friday, **June 12 from 10:00 a.m. to 11:30 a.m.** to debate, amend, vote and submit their resolutions to the NWF Secretary.

The voting delegate should be seated at the delegates table for the general sessions. The **Resolutions General Session** will be held on Saturday afternoon, **June 13,** where each of the Resolutions Committee Chairs will report on action taken concerning the resolutions assigned to his or her committee.

**DEADLINES SCHEDULE**

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<th>Final Deadline</th>
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<td>March 15, 2020</td>
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<td>Conservation Policy Resolutions Due</td>
<td>March 15, 2020</td>
<td>April 14, 2020</td>
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<td>Proposed Bylaws and Amendments Due</td>
<td>March 15, 2020</td>
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<td>Notice of Nominations Due</td>
<td>March 15, 2020</td>
<td>May 14, 2020</td>
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<td>Conflict of Interest Form Due</td>
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**IMPORTANT REMINDER:** FAILURE TO SUBMIT A 2020 APPLICATION FOR AFFILIATION BEFORE THE START OF THE 2020 ANNUAL MEETING MAY AFFECT AFFILIATE FINANCIAL ASSISTANCE. If you have not yet submitted an Annual Application for Affiliation, please do so as soon as possible. Contact your NWF Director of Conservation Partnerships with questions.