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Policy on Local PTA Credential Card Distribution

Policy Overview

As stipulated in Texas PTA bylaws, eligible attendees of the Annual Convention may serve as voting delegates. A valid credential card is required for an eligible attendee to receive a voting name badge. Texas PTA will distribute credential cards according to the policy below.

I. Determination of PTA Voting Eligibility

- a. After December 1 of each year, Texas PTA will publish a roster of all PTAs that have met the criteria for voting representation in the following Annual Convention, along with the maximum number of credential cards for each PTA. The roster of PTAs eligible for credential cards will be posted to the Texas PTA website.
- b. Texas PTA will publicize the posting of the roster of eligible PTAs and all credential card-related deadlines.
- c. PTAs have 30 days from the time of posting to contact Texas PTA with any concerns regarding their eligibility or maximum number of credential cards allotted.

II. Distribution of Credential Cards

- a. PTA Identification of Voting Delegates
 - i. PTAs that wish to identify selected Annual Convention attendees to receive credential cards must submit the Voting Delegate Roster no later than 30 days prior to the opening general session of the Annual Convention. The Voting Delegate Roster must be completed electronically as posted on the Texas PTA website. Identified delegates will receive their credential card upon attendee check-in.
 - ii. PTAs whose registered attendees exceed their maximum number of credential cards will be required to complete and submit the Voting Delegate Roster upon notification by Texas PTA.
 - iii. PTAs not submitting the Voting Delegate Roster by the published deadline will have their credential cards distributed to registered Annual Convention attendees who present a current membership card for the corresponding PTA. Credential cards will be distributed at attendee check-in until the maximum number of credential cards for each PTA has been reached.



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