

To: President  
From: The Arc of the United States  
Re: The Arc's Annual Business Meeting  
CC: Executive Director

The Arc's 2019 Annual Business Meeting is scheduled to take place in conjunction with this year's National Convention in Washington, DC October 12-14, 2019. The meeting will be at the Grand Hyatt on Sunday, October 13<sup>th</sup> from 1:15 pm to 2:45 pm. The Notice of Meeting was published and distributed to chapters in *Fusion* last month, as well as posted to the National Convention website. This memo serves as an additional notice of the meeting, as well as your chapter's notice of allotted votes.

Information and documents related to this meeting are posted on The Arc's Official Convention website under SCHEDULE and BUSINESS MEETING (<https://convention.thearc.org/business-meeting-2/>)

Your chapter's login information for the online credentialing portal as well as a breakdown of allotted votes is listed below. A copy of this memo was also sent to the Chapter Executive (if applicable).

Thank you for your cooperation in this important matter. We look forward to seeing you in October.

If you have any questions or need assistance, please contact us via email at [Credential@TheArc.org](mailto:Credential@TheArc.org).

### **2019 Online Credentialing Instructions & Login Information**

STATE: State  
CHAPTER: Chapter Name  
CHAPTER #: #

Based on the information we have on file, your chapter will receive # vote(s).\*

#### Your chapter has three options:

- 1) CREDENTIAL REPRESENTATIVE: Appoint the individual that will **attend** the Annual Meeting on behalf of your chapter and cast your vote(s).
- 2) DIRECTED PROXY: Direct how you would like to have your vote(s) cast at the Annual Meeting.
- 3) GENERAL PROXY: Designate another individual to cast your vote(s), without specific written instructions for how the vote(s) shall be cast.

#### **LOGIN INFORMATION**

CHAPTER USERNAME:XXX  
\*PASSWORD: XXX

[LINK TO CREDENTIALING WEBSITE \(http://bit.ly/Portal\\_Credentialing\)](http://bit.ly/Portal_Credentialing)

\*Per the Bylaws, a Chapter of The Arc shall have a minimum of one (1) and a maximum of twenty-three (23) votes. Based on this formula, your chapter was eligible to receive:

Chapter Vote:	#
Affiliation Fee Vote(s):	#
Membership Votes:	#

For additional information on how The Arc calculates votes, please refer to The Arc's Bylaws.

**Who should complete the online credentialing / proxy form?**

The chapter's board president or vice president is authorized to complete the online form.

**If our chapter does not complete the online form, will the votes automatically be given to the state chapter?**

No. State chapters cannot automatically appropriate the votes of local chapters in their state. If you missed the deadline to credential, the President of your chapter will be able to act as a representative. If the President is not able to attend, they may send their designee with a written proxy.

**When is the deadline for completing the online form?**

We ask that all chapters complete their online credentialing form on or before **Monday, September 30<sup>th</sup>** at 5:00 pm ET.

**What if I complete the form and then need to make a change?**

Simply use your assigned user name and the password you created to login to your chapter specific form. Make sure to save any changes that you make. A new confirmation e-mail will be sent when you click submit.

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