and promote cities as centers of opportunity, leadership, and governance.

National League of Cities

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F-04

August 18, 2005

MEMORANDUM

TO: City Clerks of Direct Member Cites

FROM: Donald J. Borut, Executive Director

SUBJECT: Congress of Cities Voting and Alternate Voting Delegates

The National League of Cities' **Annual Business Meeting** will be held on Saturday, December 10, 2005, at the Congress of Cities in Charlotte, North Carolina. As a direct member city, your elected officials are entitled to vote at the Annual Business Meeting. Based on the population of the city, each member city casts between one to twenty votes. The number of votes each city is allowed can be found on the table on the reverse side of this memorandum.

To be eligible to cast a city's vote(s), each voting delegate and alternate must be officially designated by the city using the attached credentials form. This form will be forwarded to NLC's Credentials Committee. **NLC Bylaws expressly prohibit voting by proxy**. The voting delegate must pick up his/her voting credentials **BEFORE** the Annual Business Meeting and must be present at the Annual Business Meeting to cast the city's vote(s).

Your city elected officials should be made aware of this request so that decisions can be made on who will be the voting delegate and alternate at NLC's Annual Business Meeting. Before the Congress of Cities, please consult the NLC website at www.nlc.org for information summarizing the proposed *National Municipal Policy* amendments and resolutions that are to be voted on at the Annual Business Meeting. This information should be shared with your voting delegates.

We ask that you return the completed form to NLC on or before **Thursday, October 13, 2005**. Please follow the instructions on the card for filling out the form and make a copy for your own files. A pre-addressed envelope is attached for your convenience. If you have any questions or concerns, contact Katherine Bates at bates@nlc.org or (202) 626-3176.

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NATIONAL LEAGUE OF CITIES · CREDENTIALS FORM
2005 CONGRESS OF CITIES · CHARLOTTE, NORTH CAROLINA

Each direct member city of NLC is entitled to cast from one to 20 votes, based upon the city's population per the 2000 census, through its designated voting delegate at the Annual Business Meeting. Please indicate below your city and state, voting delegate and/or alternate(s), *and sign and date the credentials form.* Mail the form to NLC in the enclosed pre-addressed return envelope.

The official voting delegate and/or alternate(s) for the city/town of _____ **are:**
(please type or print the name of your city/town and state)

VOTING DELEGATE:

1. _____
NAME

_____
TITLE

FOR OFFICE USE ONLY
(DO NOT WRITE IN THIS SPACE)
Voting card issued to:

_____
(Signature)

1. _____ 2. _____ 3. _____

ALTERNATE VOTING DELEGATE(S):

2. _____ _____
NAME TITLE

3. _____ _____
NAME TITLE

Signature (city representative) _____

Title:_____ Date:_____

For Office Use Only *(Do Not Write in this Space)*

City Code: _____

Vote(s): _____

Return to: Chair, Credentials Committee
National League of Cities
1301 Pennsylvania Ave., N.W., Suite 550
Washington, D.C. 20004