

**MCRC Statutory Meeting  
Dream City Church (Cave Creek)  
January 14, 2023**

**CREDENTIALS (REGISTRATION) INSTRUCTIONS**

**Box Contents**            Sign-in sheets for the District  
                                  Credential Tags & Lanyards  
                                  Pens and Sharpies [PLEASE RETURN AT END]  
                                  Preliminary (**ORANGE**) and Final (**GREEN**) reporting forms  
                                  Envelopes for storing ballots

**CREDENTIALS OPENS AT 9:00 AM!!!**

**Your Credentials:** Your “Credentials” TAG shows your name, Precinct, and the legislative district from which you hail. It will be marked with the Number of Ballots you are entitled to cast for EACH round!

**Establish ID:** Anyone signing in must have a government issued Photo ID card that allows you to confirm his or her identity. (See instructions below for acceptance criteria for proxies.)

**Sign-in sheets:** Sign-in sheets for each LD are arranged in alphabetical order by precinct, with PCs listed alphabetically within each Precinct, by surname.  
A PC signs his signature in the SIGNATURE column (#4). If they are carrying a proxy, they should print their name in the NAME OF PROXY CARRIER column (#5) next to the name of the person whose proxy they are carrying AND sign their name in the PROXY SIGNATURE column (#6) on the same line.

**Proxies:**  
All proxies must be verified before they can be processed at the Credentials Table. (For each LD there will be a SEPARATE station for Proxy Verification.)

For each LD, a verified proxy is a proxy that has a **COLORED** (TBD) stamp on the proxy statement.

For each LD, if a proxy does NOT have the **COLORED** stamp, send the person back to the Proxy station to have their proxy verified. Otherwise, the person checking in may only obtain their OWN credentials, but they MAY NOT obtain the credentials for their proxy.

ALL persons carrying proxies MUST be a PC from the same LD and PRECINCT of the PC who has given them their proxy. For large LDs with a SEPARATE Proxy Verification Table, then if the proxy has the **COLORED** stamp, then both proxy and proxy carrier have been verified.

Once you have verified each proxy, the person you are credentialing may receive the PACKETS for each proxy they are carrying for the Statutory Meeting.

**COLLECT ALL** proxies submitted (*Approved or NOT!*). Do **NOT** let credentialed registrants keep **ANY** proxy forms!

**Final Note:** If a PC shows up with a proxy for another PC, where a PC has already submitted a valid proxy form, then notify the Credentials Chair. (Per Maricopa County Bylaws, the most RECENTLY dated proxy is the one to be awarded, which may require recalling the first Credential to be corrected. In the event that neither proxy can be determined to have been completed earlier than the other, then first come, first serve shall apply.)

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**Credential Tags:**

When a PC signs in, and you verify his/her eligibility, retrieve the Credential Tag with his/her name on it. (Do NOT retrieve the Name Tags of those whose Proxies they are carrying, ONLY THEIR name Tag!!!)  
NOTE: ONLY PCs may carry Proxies per NEW Bylaw Change passed last year!

**Write the number of BALLOTS that the PC should receive on the Credential Tag (Write the word for the number, not the number itself. Ex: FOUR as opposed to 4). INCLUDE THAT PERSON'S BALLOT PLUS ANY PROXY BALLOTS THEY ARE CARRYING.** The number on the Credential Tag is the exact number of votes that the credentialed person will be allowed to cast for each election.  
NOTE: Per Bylaw Change adopted last year, NO ONE may carry more than THREE (3) Proxies!!! Therefore, NO ONE should ever have a number GREATER than FOUR on their Credential Tag!!!

**Do NOT give the Credential Tag to the PC until AFTER they have received their packets and verified that Each Packet contains Ballots #1, #2, and #3!!!**

**Ballot Distribution:** Ballots are INSIDE the Packets!!! Please advise each PC to keep track of their Packets and Ballots. Do NOT discard or lose them. They will need them for THREE ROUNDS: 1) MCRC Officers, 2) Bylaws and Officer Runoff, 3) Resolutions.  
CHECK OFF the far-LEFT BOX on the Tag indicating that the PC received their Packets!!!  
Have the PC OPEN each Packet and verify that each packet has ALL THREE (3) Ballots, then have them INITIAL in the last column (#7) for themselves and for each person whose proxy they are carrying!!!  
NOTE: If any of the packets are missing any of the ballots for Round #1, #2, or #3 or there are duplicates, then notify Credential and Tally Committee Chair, Diane Ortiz-Parsons. She is the ONLY one with replacement ballots!

**Preliminary and Final Credentials report:**

At 9:45 AM, begin counting signatures for those present and those by proxy and the total of both combined. You should have those three numbers ready for Mary Fritsche. The ORANGE form is for the Preliminary Report. (Credentials will remain open during the preliminary count!) Txt a photo of the form to Mary Fritsche (480) 274-3631 to compile for the preliminary Count to confirm for the Chair that we have a Quorum

At 10:15 AM Credentials will close (those in line at the time may continue to be credentialed, but no new people can enter the line after 10:15 AM). C&T Ambassadors with RED Sashes will mark the last PC in line. The GREEN form is for the Final Report.

**After REGISTRATION is closed** and the Final Count submitted to the Credentials Committee chair, please place ALL materials in the box(es) provided.

The remaining Packets, Credential Sign-in sheets, and Proxies will be securely stored in boxes and sealed with Security Stickers and/or Zip Ties.

**NOTE:** Do NOT leave the materials unattended. Assist in transporting the materials to the stage for sealing in secure containers!

**Thank you for your time and co-operation. You are the people we are all depending on to make this meeting run smoothly and end on time. Thank you for arriving so early and committing to this important job.**

Credentials and Tally Committee Chair,  
Diane Ortiz-Parsons  
Cell: 480-236-2795