



## NATIONAL WILDLIFE FEDERATION®

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# 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:** Kent Salazar, Chair, NWF Board of Directors  
**Date:** February 11, 2022  
**Re:** 2022 NWF Annual Meeting Primer

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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 2022 Annual Meeting, which will be held as a virtual meeting over the dates of June 7-11, 2022. 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](mailto:unuss@nwf.org).

## NWF ANNUAL MEETING INFORMATION & MATERIALS

All 2022 NWF Annual Meeting information, materials and forms described below are available for you to download or print at [wildlifeunite.nwf.org](http://wildlifeunite.nwf.org). No printed packets of meeting materials will be mailed except upon request.

## CALL FOR CREDENTIALS

***Each affiliate is required to complete, sign and return a Credentials form to NWF. Details explaining the credentialing process are provided below. Please note that for the 2022 Annual Meeting, the financial aid memorandum of understanding (MOU) has been removed from the Credentials form. Due to the continuing covid-19 pandemic, the 2022 Annual Meeting will be a virtual event and all participation is online.***

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 the meeting is held in person.

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 2022 Annual Meeting, that date is **February 11, 2022**.

How can I request another copy of this form?

Additional copies of this form are available upon request by emailing [affiliatepartnerships@nwf.org](mailto: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 11, 2022**.

***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**

**Due to the continuing covid-19 pandemic and health concerns for all attendees, NWF's 2022 Annual Meeting will be held virtually. All registrants will participate electronically. No affiliate financial assistance will be offered for the 2022 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 13, 2022**) prior to the NWF Annual Meeting. To give affiliates ample time to prepare resolutions, however, the Call for Resolutions for the 2022 Annual Meeting is being distributed electronically on **February 11, 2022** together with this primer and the other documents for the 2022 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 11, 2022**, with a final deadline of **April 12, 2022**. They should be submitted to NWF Secretary, Benjamin Kota, via [resolutions@nwf.org](mailto: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 [wildlifeunite.nwf.org](http://wildlifeunite.nwf.org). Past resolutions can be viewed through a searchable database at [affiliates.nwf.org/policy-resolutions/](http://affiliates.nwf.org/policy-resolutions/).

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 [holmbergj@nwf.org](mailto:holmbergj@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 Resolutions Book sent to affiliates?

The book is sent electronically to affiliates 30 days prior to the NWF Annual Meeting. For 2022 the book will be distributed by **May 12, 2022** and available at [wildlifeunite.nwf.org](http://wildlifeunite.nwf.org).

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 virtual Pre-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 Pre-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 online form is sent with the Proposed Resolutions Book, which will be distributed electronically on **May 12, 2022**. The Conflict Disclosure Form is due **June 4, 2022**.

## AMENDMENTS TO THE NWF BYLAWS

Proposed bylaws amendments are due to NWF Secretary, Benjamin Kota, no later than 60 days (**April 12, 2022**) prior to the 2022 NWF Annual Meeting; preferably on or before **March 11, 2022**. Proposed bylaws amendments must be distributed 30 days (**May 12, 2022**) 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 13, 2022**) prior to the Annual Meeting. However, in order to give affiliates ample time to prepare nominations, the 2022 Call for Nominations is being distributed electronically with this primer and the Call for Credentials on **February 11, 2022**.

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 12, 2022**. 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 11, 2022**, however, the final deadline is **May 12, 2022**. 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 final posting ahead of the Annual Meeting. Nominations may also be made from the floor.

When are nominations posted?

Nominations will be posted at [wildlifeunite.nwf.org](http://wildlifeunite.nwf.org) 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

On March 14, 2022, NWF Affiliate Representatives, Alternate Representatives, Presidents/Chairs and Executive Directors will receive an email from [affiliatepartnerships@nwf.org](mailto:affiliatepartnerships@nwf.org) with detailed registration information. Take advantage of reduced fees during Early Bird registration, March 14 – April 20, 2022. Registration will close on May 24, 2022. ***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 [wildlifeunite.nwf.org](http://wildlifeunite.nwf.org). Delegates are expected to attend all business sessions of the meeting.

The **New Annual Meeting Attendee Welcome Session** will be held virtually on Wednesday, June 1, 2022 from 4:00 p.m. to 5:00 p.m. ET. 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 Zoom. The Committee Chairs and Vice Chairs will be notified of the meeting date by early May.

The **Resolutions Committees** will meet prior to the Annual Meeting via Zoom for discussion purposes only. Committees will be notified in May of the pre-meeting dates. The Resolutions Committees will meet virtually during the Annual Meeting on Tuesday and Wednesday, **June 7 and June 8, 2022**, to debate, amend, vote and submit their resolutions to the NWF Secretary.

The **Resolutions General Session** will be held virtually on Saturday, **June 11, 2022**, where each of the Resolutions Committee Chairs will report on action taken concerning the resolutions assigned to his or her committee. The voting delegate should be present for the general sessions.

**DEADLINES SCHEDULE**

<b>Form</b>	<b>Early Deadline</b>	<b>Final Deadline</b>	<b>Completed</b>
<a href="#">Credentials Form/Financial Aid MOU Due</a>	N/A	March 11, 2022	
<a href="#">Conservation Policy Resolutions Due</a>	March 11, 2022	April 12, 2022	
<a href="#">Proposed Bylaws and Amendments Due</a>	March 11, 2022	April 12, 2022	
<a href="#">Notice of Nominations Due</a>	March 11, 2022	May 12, 2022	
<a href="#">Conflict of Interest Form Due</a>	N/A	June 4, 2022	

**IMPORTANT REMINDER: FAILURE TO SUBMIT A 2022 APPLICATION FOR AFFILIATION BEFORE THE START OF THE 2022 ANNUAL MEETING MAY AFFECT AFFILIATE SEATING AND VOTING ELIGIBILITY AT THE ANNUAL MEETING .** 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.