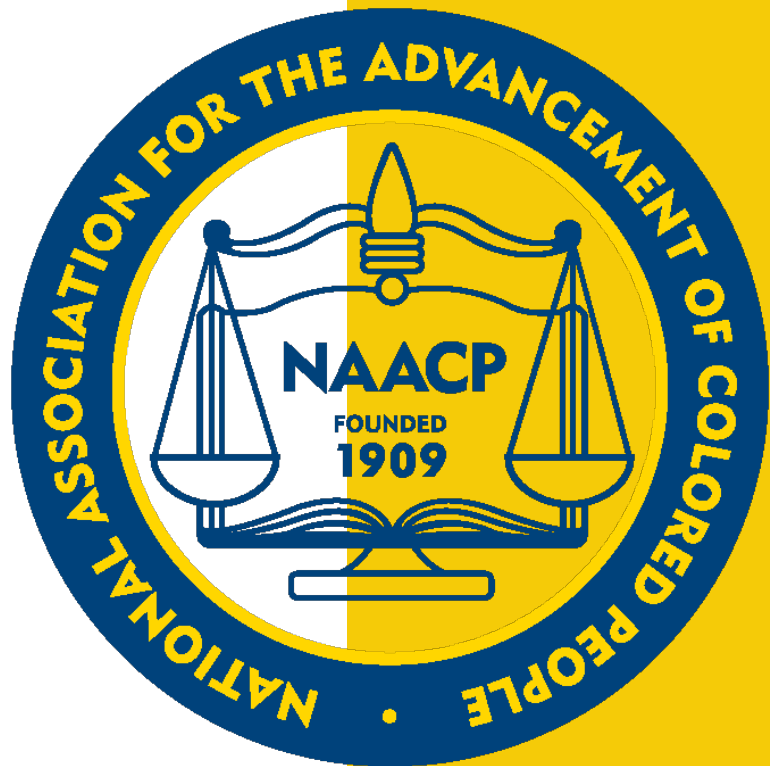


# Virginia State Conference

**Virtual 85<sup>th</sup> Annual State Convention**  
**NAACP: “Let Justice Roll Down Like A River”**

**November 13 - 15, 2020**



**Registration Packet**



## Virginia State Conference

85<sup>th</sup> Annual State Convention

NAACP: "Let Justice Roll Down Like A River"

### Registration Instructions

The Virginia State Conference 85<sup>th</sup> Annual Convention will be held virtually November 13 - 15, 2020. This year, we are offering delegate registration in three ways: 1. Submitting via email; 2. Submitting online; and 3. Submitting by mail. Deadline for registration is **Friday, November 6, 2020 by 8 pm**. Below are instructions.

#### Submitting via Email

The Secretary should complete the Delegate Registration Form and email to [convention@vscnaacp.org](mailto:convention@vscnaacp.org). The registration form must be signed by the President and Secretary. Signature may be digitally, by hand or using a different font style. Your signature is confirmation that 1. delegates have been elected by the Unit General Membership; 2. delegates and alternates are in good standing; 3. the President has approved. If prior to the convention it is determined that the delegate(s) or alternate(s) is not in good standing or was not elected by general membership, then the Unit may forfeit its delegate(s). Once complete, form should be emailed as an attachment to [convention@vscnaacp.org](mailto:convention@vscnaacp.org)

#### Submitting Online

The Secretary should complete the online registration by visiting [www.vscnaacp.org](http://www.vscnaacp.org). Online registration will be available beginning Monday, October 5<sup>th</sup>. Registrations will be confirmed by the Secretary by accepting a statement that confirms that 1. delegates have been elected by the Unit General Membership; 2. delegates and alternates are in good standing; 3. the President has approved. If prior to the convention it is determined that the delegate(s) or alternate(s) is not in good standing or was not elected by general membership, then the Unit may forfeit its delegate(s).

#### Submitting via Mail

The Secretary should complete the Delegate Registration Form and mail to the VSC NAACP PO Box 27212 Richmond, Virginia 23261. Your registration **must be postmarked November 6, 2020**. The registration form must be signed by the President and Secretary. Your signature is confirmation that 1. delegates have been elected by the Unit General Membership; 2. delegates and alternates are in good standing; 3. the President has approved. If prior to the convention it is determined that the delegate(s) or alternate(s) is not in good standing or was not elected by general membership, then the Unit may forfeit its delegate(s).

Registration forms received after the deadline **will not** be accepted. If a delegate needs to be replaced by an alternate, an email must be sent to [convention@vscnaacp.org](mailto:convention@vscnaacp.org) no later than Thursday, November 12, 2020 at Noon.

### Registration Fee and Payment

The registration fee for Adult Delegates will be \$20 and Youth and College Delegates will be underwritten. Payment may be made by check, money order or online. Checks and money orders should be mailed to the VSC NAACP, PO Box 27212 Richmond, Virginia 23261 and **postmarked** Friday, November 6, 2020. Online payments will be accepted, and the link will be Monday, October 5<sup>th</sup>. Please note, online payments will incur an additional convenience fee. Registration forms may be submitted by email or online by visiting [www.vscnaacp.org](http://www.vscnaacp.org) with payment sent via mail.

### Delegate Confirmation

The Unit Secretary will receive an email confirmation that registration forms have been received within 24 hours of receipt. Payment confirmation will be sent via email within 24 hours of receipt.

### Refund Policy

There will be no refunds approved **after** Monday, November 9, 2020. All approved refunds will be processed and returned 4 - 6 weeks following the convention. Approved refunds that were submitted online will be minus the convenience fee.

## Cancellation Policy

Written cancellation requests in advanced of the convention must be received via email no later than Monday, November 9, 2020 at 8 pm or postmarked Monday, November 9, 2020.

## Contact Information

For questions regarding the 85<sup>th</sup> Annual Convention, please email [convention@vsnaacp.org](mailto:convention@vsnaacp.org) or you may call

Cynthia Downs-Taylor, Convention Planning Chair, (757) 237-7033 or Karen E. Jones, Assistant Secretary, (540) 449-4742. For Youth and College, Monique Randolph (804) 647-6972



**Virginia State Conference**  
 85<sup>th</sup> Annual State Convention  
 NAACP: "Let Justice Roll Down Like A River"

**Adult Delegate Registration**

The Unit Secretary should complete the Delegate Registration Form or submit online. The Secretary should confirm that each delegate is a member in good standing. If prior to the convention it is determined that the delegate(s) or alternate(s) is not in good standing or was not elected by general membership, then the Unit may forfeit its delegate(s). Complete all information. The Delegate Registration Form should be signed by the President and Secretary. Delegate Registration Form is due no later than **Monday, November 6, 2020** by 8 pm via email to [convention@vscnaacp.org](mailto:convention@vscnaacp.org) or mailed to the VSC NAACP, PO Box 27212, Richmond, VA 23261

To submit registration online, visit [www.vscnaacp.org](http://www.vscnaacp.org)

**Unit Information**

<b>Unit Number</b>	_____	<b>Unit Name</b>	_____
Mailing Address	_____		_____
Phone Number	_____	Email	_____
<b>President</b>	_____	<b>Secretary</b>	_____
Email	_____	Email	_____
Best Contact Number	_____	Best Contact Number	_____
Signature	_____	Signature	_____

**Delegate Information**

<b>Delegate Name</b>	_____	<b>Delegate Name</b>	_____
Mailing Address	_____	Mailing Address	_____
Email	_____	Email	_____
Best Contact Number	_____	Best Contact Number	_____
Unit Position (if applicable)	_____	Unit Position (if applicable)	_____

**Delegate Name** \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Email \_\_\_\_\_  
Best Contact Number \_\_\_\_\_  
Unit Position (if applicable) \_\_\_\_\_

**Delegate Name** \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Email \_\_\_\_\_  
Best Contact Number \_\_\_\_\_  
Unit Position (if applicable) \_\_\_\_\_

**Delegate Name** \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Email \_\_\_\_\_  
Best Contact Number \_\_\_\_\_  
Unit Position (if applicable) \_\_\_\_\_

**Delegate Name** \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Email \_\_\_\_\_  
Best Contact Number \_\_\_\_\_  
Unit Position (if applicable) \_\_\_\_\_

### Alternate Information

**Alternate Name** \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Email \_\_\_\_\_  
Best Contact Number \_\_\_\_\_  
Unit Position (if applicable) \_\_\_\_\_

**Alternate Name** \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Email \_\_\_\_\_  
Best Contact Number \_\_\_\_\_  
Unit Position (if applicable) \_\_\_\_\_

**Alternate Name** \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Email \_\_\_\_\_  
Best Contact Number \_\_\_\_\_  
Unit Position (if applicable) \_\_\_\_\_

**Alternate Name** \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Email \_\_\_\_\_  
Best Contact Number \_\_\_\_\_  
Unit Position (if applicable) \_\_\_\_\_

Our Unit will submit payment

Online

By Mail



**Virginia State Conference**  
 85<sup>th</sup> Annual State Convention  
 NAACP: "Let Justice Roll Down Like A River"

**Youth and College Delegate Registration**

The Unit Secretary should complete the Delegate Registration Form or submit online. The Secretary should confirm that each delegate is a member in good standing. If prior to the convention it is determined that the delegate(s) or alternate(s) is not in good standing or was not elected by general membership, then the Unit may forfeit its delegate(s). Complete all information. The Delegate Registration Form should be signed by the President and Secretary. Delegate Registration Form is due no later than **Monday, November 6, 2020** by 8 pm via email to [convention@vscnaacp.org](mailto:convention@vscnaacp.org) or mailed to the VSC NAACP, PO Box 27212, Richmond, VA 23261

To submit registration online, visit [www.vscnaacp.org](http://www.vscnaacp.org)

**Unit Information**

<b>Unit Number</b>	_____	<b>Unit Name</b>	_____
Mailing Address	_____		_____
Phone Number	_____	Email	_____
<b>President</b>	_____	<b>Secretary</b>	_____
Email	_____	Email	_____
Best Contact Number	_____	Best Contact Number	_____
Signature	_____	Signature	_____

**Delegate Information**

<b>Delegate Name</b>	_____	<b>Delegate Name</b>	_____
Mailing Address	_____	Mailing Address	_____
Email	_____	Email	_____
Best Contact Number	_____	Best Contact Number	_____
Unit Position (if applicable)	_____	Unit Position (if applicable)	_____

**Delegate Name** \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Email \_\_\_\_\_  
Best Contact Number \_\_\_\_\_  
Unit Position (if applicable) \_\_\_\_\_

**Delegate Name** \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Email \_\_\_\_\_  
Best Contact Number \_\_\_\_\_  
Unit Position (if applicable) \_\_\_\_\_

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Best Contact Number \_\_\_\_\_  
Unit Position (if applicable) \_\_\_\_\_

**Delegate Name** \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Email \_\_\_\_\_  
Best Contact Number \_\_\_\_\_  
Unit Position (if applicable) \_\_\_\_\_

### Alternate Information

**Alternate Name** \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Email \_\_\_\_\_  
Best Contact Number \_\_\_\_\_  
Unit Position (if applicable) \_\_\_\_\_

**Alternate Name** \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Email \_\_\_\_\_  
Best Contact Number \_\_\_\_\_  
Unit Position (if applicable) \_\_\_\_\_

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Email \_\_\_\_\_  
Best Contact Number \_\_\_\_\_  
Unit Position (if applicable) \_\_\_\_\_

**Alternate Name** \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Email \_\_\_\_\_  
Best Contact Number \_\_\_\_\_  
Unit Position (if applicable) \_\_\_\_\_

Our Unit will submit payment

Online

By Mail



# Virginia State Conference

85<sup>th</sup> Annual State Convention

NAACP: "Let Justice Roll Down Like A River"

## Digital Ad Book Submission

The 85<sup>th</sup> Annual Convention will publish a digital ad book that will be available for download. Please complete the information below. Form and ad must be received no later than **Monday, November 9, 2020 at 8 pm**. Forms and ads may only be submitted via email [convention@vscnaacp.org](mailto:convention@vscnaacp.org) Ads may be submitted as a pdf, jpg or png only. Payment may be made by check, money order or online. Checks and money orders should be mailed to the VSC NAACP, PO Box 27212 Richmond, Virginia 23261 and **postmarked** Monday, November 9, 2020. To pay online, visit [www.vscnaacp.org](http://www.vscnaacp.org). Please note, online payments will incur an additional convenience fee.

## Unit Information

<b>Unit Number</b>	_____	<b>Unit Name</b>	_____
Phone Number	_____	Email	_____
<b>President</b>	_____	<b>Secretary</b>	_____
Email	_____	Email	_____
Contact Number	_____	Contact Number	_____

### Ad Information #1

Place an x by the size and color

- |                          |                                    |       |       |
|--------------------------|------------------------------------|-------|-------|
| <input type="checkbox"/> | Full Page Dimensions: 8.25 x 10.75 | Color | \$200 |
| <input type="checkbox"/> | Full Page Dimensions: 8.25 x 10.75 | BW    | \$200 |
| <input type="checkbox"/> | ½ Page Dimensions: 7 x 4.5         | Color | \$100 |
| <input type="checkbox"/> | ½ Page Dimensions: 7 x 4.5         | BW    | \$100 |

### Ad Information #2

Place an x by the size and color

- |                          |                                    |       |       |
|--------------------------|------------------------------------|-------|-------|
| <input type="checkbox"/> | Full Page Dimensions: 8.25 x 10.75 | Color | \$200 |
| <input type="checkbox"/> | Full Page Dimensions: 8.25 x 10.75 | BW    | \$200 |
| <input type="checkbox"/> | ½ Page Dimensions: 7 x 4.5         | Color | \$100 |
| <input type="checkbox"/> | ½ Page Dimensions: 7 x 4.5         | BW    | \$100 |

### Ad Information #3

Place an x by the size and color

- |                          |                                    |       |       |
|--------------------------|------------------------------------|-------|-------|
| <input type="checkbox"/> | Full Page Dimensions: 8.25 x 10.75 | Color | \$200 |
| <input type="checkbox"/> | Full Page Dimensions: 8.25 x 10.75 | BW    | \$200 |
| <input type="checkbox"/> | ½ Page Dimensions: 7 x 4.5         | Color | \$100 |
| <input type="checkbox"/> | ½ Page Dimensions: 7 x 4.5         | BW    | \$100 |

<b>Total Ads Submitted</b>	_____
<b>Total Cost</b>	_____





# INSTRUCTIONS TO UNITS FOR SUBMITTING RESOLUTIONS

*Updated September 30, 2020*

## THE RESOLUTIONS PROCESS

A submission to the Virginia State Conference NAACP Resolutions Committee is a formal request to the delegates of the Virginia State Conference Annual Convention to change or amend the programs or policies of the NAACP or to establish new policies. The resolution should be clear, concise, and specific. The substance should be well researched and must have been approved by a majority vote of the sponsoring Unit.

During these recent challenging times and with the uncertainty of the United States Postal Services (USPS) delivery times, **ALL** resolutions must be received by the VSC NAACP office **via email** ([Vaughanstatenaacp@aol.com](mailto:Vaughanstatenaacp@aol.com). ) **or fax (1-804-321-5687)** no later than **Nov. 1, 2020**. Resolutions will not be accepted after the Nov. 1 deadline.

Resolutions must be signed by the unit President and the unit Secretary and received by the President and/or Executive Director of the NAACP at the State office, normally by close of business, 5:30 p.m. eastern time, on Nov. 1, 2020 in order to be considered by the Resolutions Committee. Resolutions must still be approved of by the majority of voting members of a unit, during the course of an official meeting with minutes, notes, etc.

**The only resolution to be considered after the established deadline is an EMERGENCY RESOLUTION.** An emergency resolution is one where something occurred after the submission deadline but needs to be addressed. These resolutions are approved and submitted only by the President.

Only resolutions which are recommended for concurrence by the Resolutions Committee will be put to discussion and a vote during the Legislative Session of the Virginia State Conference Annual Convention. The Committee will review and may alter any resolution received in this process, in order to ensure that it comports with the Constitution and Bylaws and that the substance is new.

Resolutions adopted by the delegates at the Virginia State Conference Annual Convention must be submitted to the Virginia State Conference Executive Committee for ratification at the January executive meeting. Resolutions submitted for consideration by the Resolutions Committee become the province of the committee and are subject to recommendations or referral as the Committee deems necessary. Resolutions which are approved by the delegates during the Legislative Session of the Virginia State Conference Annual Convention and are then ratified by the Executive Committee during it's January meeting become official NAACP policies or programs.

**PLEASE SEE TIPS FOR DRAFTING A RESOLUTION  
AND A SAMPLE RESOLUTION ON PP. 2 6**

## SUBMITTING A RESOLUTION

- **Submission deadline:**
- Nov.1, 2020
- **E-mailing resolutions:** Units are **requested** to e-mail a copy of their resolution to the State office at [Vaughanstatenaacp@aol.com](mailto:Vaughanstatenaacp@aol.com) at the Richmond, Virginia headquarters with the original signatures of the Unit President and Secretary in order to be considered by the Resolutions Committee no later than Nov.1, 2020.
- **Organizational priorities:** Units submitting resolutions are encouraged to carefully review the NAACP website for information on existing policy and current organizational priorities.
- **Newness:** Pursuant to Article IX, Section 9(b)(1)(A)(iv), on page 22, of the NAACP Constitution, "The Resolutions Committee shall be responsible for determining, for each proposed resolution, whether it meets the criteria of newness or material modification of existing resolutions." Resolutions must have State significance to be considered by the Resolutions Committee and the Virginia State Convention.
- **Required Signatures:** Attached letters or cover letters are not accepted as substitutes for signed resolutions. The resolution itself must be signed. **The president and secretary's signature must appear on the resolution.** No other signatures are accepted (i.e. 1<sup>st</sup> vice president, assistant secretary, etc.).
- **Adopted date:** Please include on the resolution the date it was adopted by the Unit. A resolution can only be submitted after a favorable vote at a regular legislative meeting of a Branch, Youth Council, Junior Youth Council, College or High School Chapter, Prison Branch or State Conference.
- **Resolutions regarding the Constitution:** Issues pertaining to the **Constitution of the NAACP** cannot properly come before the Resolutions Committee. Those issues must go before the National Board of Directors.
- **Resolutions regarding Bylaws:** Changes to the **State/State Area Conference Y&C Division Guidelines** cannot properly come before the Resolutions Committee. Those issues must go before the National Board of Directors.
- **Support/Evidence:** When drafting resolutions, prior resolutions and statistical evidence supporting the Unit's position can be researched and attached. This supporting documentation does not have to be a part of the actual resolution. It can be included in your submission packet to bolster the case for adoption of the resolution. Such information will be considered by the Resolutions Committee; however, it will not be submitted to the Convention.

- **Reaffirming prior resolutions:** If a prior resolution exists, specifically state that you are seeking reaffirmation of existing policy and why or articulate any new issues. Please identify the previous resolution by title and date of adoption.
- **Good standing:** Only Resolutions submitted by Units in good standing will be considered by the Committee. A Unit in good standing, pursuant to Article III, Section 3 et.al., of the Bylaws for Units, must have the required minimum membership. Branches must have a minimum of fifty (50) members, prison branches twenty-five (25) members, youth Units twenty-five (25) members, and State Conferences must have a minimum of six (6) adult and six (6) youth Units above these minimum membership requirements to be considered in good standing. Units must have filed their 2019 Year End Financial Report.

## **DRAFTING RESOLUTIONS**

Resolutions should be clear, concise, and specific. The substance should be well-researched and reflect the majority view and interests of the sponsoring Unit. Units submitting resolutions are encouraged to carefully review the NAACP website for information on existing policy and organizational priorities. While it is important for the Association to offer opinions on a wide range of issues, resolutions submitted for consideration during this process should call for a specific NAACP action.

All resolutions must have a common format. Each resolution has three parts: the [heading](#), the perambulatory (“whereas”) clauses and the operative (“resolved”) clauses. The resolution is one long sentence with commas and semi-colons throughout the resolution, and a period only at the very end (please see the sample resolution on page 5 of this document.)

Attached to these instructions is a sample resolution for NAACP Units to use as a guide when drafting resolutions. The sample is a resolution presented in 2000 by the Boston Branch. Please note that it includes places for proper signatures and the date the Unit adopted the resolution. It is important to include a contact telephone number.

## Headings

The heading for all resolutions should read as follows:

**Subject:** The Topic of the Resolution  
**Sponsored by:** [XYZ Unit, State Conference]

### Preambulatory (“Whereas”) Clauses

The purposes of the preamble are to outline the history of the problem, to show that the topic is a proper one for the National Convention to address, and to show the need for a solution. Preambulatory clauses can and should cite precedents as well as previous resolutions. The preamble should also specifically refer to factual situations or incidents.

The preamble may also include appeals to the common sense or humanitarian instincts of convention delegates with references to basic NAACP principles. The importance of the preamble depends on the question under consideration. In some cases, the preamble is merely a formality. However, the preamble is still critical, because it provides the frame through which the problem is viewed. This having been said, the preamble or “whereas” clauses should be limited to the extent necessary to point out the importance of the subject of the resolution. More than one page of preamble is generally considered overkill, particularly when the resolve clause is limited to one or two sentences.

### Operative (“Therefore be it Resolved”) Clauses

The solution in a resolution is presented in operative or “resolved” clauses. These clauses must recommend, urge, condemn, or request certain actions, or propose a favorable or unfavorable position regarding an existing situation. Each operative clause calls for a specific action. The action may be as general as the Association’s denouncement of a certain person or event or the Association’s call for legislative action; or as specific as support for a particular federal bill.

Operative clauses are the heart of the resolution - they recommend the actions the delegates to a convention want the Association to take. They are fully debatable and amendable, and will sometimes go through a series of revisions before reaching final form. Operative clauses incite an action, condemn, recommend a shift in policy, et cetera.

**Appendix: Sample Verbs to use in Operative Clauses**

Accepts	Emphasizes	Reaffirms
Affirms	Encourages	Recommends
Approves	Endorses	Reminds
Authorizes	Expresses its appreciation	Regrets
Calls	Expresses its hope	Requests
Calls upon	Further invites	Resolves
Condemns	Further proclaims	Solemnly affirms
Congratulates	Further recommends	Strongly condemns
Confirms	Further reminds	Supports
Considers	Further requests	Trusts
Declares accordingly	Further resolves	Takes note of
Deplores	Have resolved	Urges
Draws attention	Notes	Proclaims
Designates		

**SAMPLE RESOLUTION**

**Discriminatory Sub-prime and Predatory Lending Practices**

**Sponsored By : Boston, MA Branch**

**Date Adopted: April 5, 2000**

**WHEREAS**, sub-prime lending, where loans are extended to people with impaired credit, is a growing segment of the mortgage market; and

**WHEREAS**, sub-prime loans serve a function; the objective of the financial institutions should be to help applicants rehabilitate their credit, not to expand the sub-prime market; and

**WHEREAS**, such loans are increasingly targeted to African Americans, elderly and female heads of households; and

**WHEREAS**, such loans are characterized by high interest rates, excessive and unnecessary fees and costs, balloon payments, pre-payment penalties, unnecessary costs for credit life, accident or health insurance, and repeated re-financing or “flipping” of the loan; and

**WHEREAS**, discriminatory and predatory lending practices are widespread throughout neighborhoods of color and serve to deny people of color access to mainstream credit; and

**WHEREAS**, credit discrimination and predatory lending practices destroy the financial well being of its victims, as well as the financial well being of the entire community.

**THEREFORE, BE IT RESOLVED** that the National Association for the Advancement of Colored People stands opposed to the discriminatory practices associated with sub-prime and predatory lending in the United States of America and will work through the local, state and federal legislative process to make sure that such practices will be prohibited; and

**THEREFORE, BE IT FINALLY RESOLVED** that the NAACP will urge all of its Units to work to identify and assist victims of predatory lending practices, following NAACP procedures, and take action necessary to expose and halt those who engage in discriminatory and unfair lending and credit practices in our communities.

Unit President’s name (typed or printed): \_\_\_\_\_

Unit President’s signature: \_\_\_\_\_

Unit Secretary’s name (typed or printed): \_\_\_\_\_

Unit Secretary’s signature: \_\_\_\_\_

Contact phone number: \_\_\_\_\_ Contact e-mail address: \_\_\_\_\_