

**NAACP**

**DELEGATE  
HANDBOOK**

*I am NAACP*



## CONGRATULATIONS ELECTED DELEGATE!

You are a duly elected delegate if you were elected by your Branch, Youth Council, or College Chapter, at the regular monthly meeting prior to the National Convention. If you are representing a State/State-Area Conference, you should have been elected at the meeting of the Conference preceding the National Convention, or at a special meeting called in accordance with the by-laws of the State/State-Area Conference.

Youth delegates have equal voting status as Adult delegates. They should attend all youth sessions and participate in legislative plenary sessions at the Convention.

The NAACP Annual Convention is noted for its spirit, for its educational value, and, especially for the proper decorum of its delegates. To ensure the effectiveness and smooth operations of the 116th National Convention, every effort has been made by the Board Convention Planning Committee, Host Convention Committee, and staff to provide a successful and effective convening.

Adult and youth delegates and alternates are expected to use their influence to ensure this Convention is orderly, productive, and protected.

## MEMBER ETIQUETTE

Here are a few things to keep in mind:

- Avoid lingering in the hotel halls and lobbies.
- Refrain from loud conversation at night, moderate entertainment in the rooms, and respect the privacy of other hotel guests who are not our delegates.
- Since the NAACP may be held responsible for whatever happens to any delegate/alternate, we must insist that every effort be made to ensure that proper discipline and behavior are observed.
- Please keep in mind that damage to hotel property may be charged to the Association. In such cases, the Unit involved will be held financially accountable.



*Welcome!*



## CREDENTIALS

The National Constitution and By-Laws for Units require in Article IX, SECTIONS (a) and (b) that all delegates be credentialed. Only properly credentialed delegates are allowed to vote.

Please be advised that we will not switch credentials after **12:00 PM on Monday, July 14th**. If you need to make any changes, please ensure they are completed **before the deadline**.

## DELEGATES REGISTERING ON-SITE

Delegates registering onsite must show a government issued ID for identity verification. Registration will only be permitted if the president or secretary of the respective unit has completed the Elected Delegate Confirmation form, issued by the National Office.

## WHAT DELEGATES SHOULD KNOW

The NAACP National Convention is an exciting event. On-site registration and check-in will begin Friday, July 11, 2025, at 8 a.m. and will occur at the Charlotte Convention Center at 501 S College St, Charlotte, NC 28202. You should check in at registration immediately upon arrival at the Convention and wear your badge at all times.

The Convention is a legislative body that establishes policies and programs of action for the ensuing year. Actions of the Convention, in the form of resolutions, are generally binding by the National Board of Directors, Officers, Branches, and Youth groups throughout the year.

Recommendations for constitutional changes and major policy changes, in order to be voted upon at this Convention should be submitted to the National Office sixty (60) days before the Convention. This does not mean that suggestions or recommendations for changes in our internal operations or other major decisions cannot be made at this Convention.

There is a Resolutions Committee, which encompasses an Internal Affairs section that can consider matters and recommend actions to be taken by the National Board of Directors. This is done only if the Convention approves its report.

## WHAT HAPPENS TO RESOLUTIONS ADOPTED AT THIS CONVENTION

First, all resolutions and actions by the Convention are considered by the Board of Directors at its first regular meeting (October). Unless the Board expresses its disapproval of any resolution by a two-thirds vote, the Convention resolution stands. If the Board disapproves by a two-thirds vote, then the matter is submitted to the Branches, Youth Councils and College Chapters for final action. Each NAACP unit, according to the Constitution:

"Shall vote on said matter and notify the President/CEO of its action within thirty (30) days of receipt of the submission; and these referendum votes of Branches, Youth Councils and College Chapters shall be counted by the use of the scale of voting strength set out in Article IX, Section 3."



After the Convention, the Resolutions are printed and distributed to all NAACP units with suggestions for their implementation.

So, your work as a delegate is very important. You should attend all sessions and be on time.

## **WHAT ELSE HAPPENS AT THE CONVENTION?**

The Convention, in addition to being a Legislative Body, is also a Political Body. This convention will elect one member and nominate seven (7) regional members and seven (7) youth members to the National Board of Directors. It also elects four (4) members of the seven-person National Nominating Committee, which in October will nominate seven (7) members at-large to the Board of Directors.

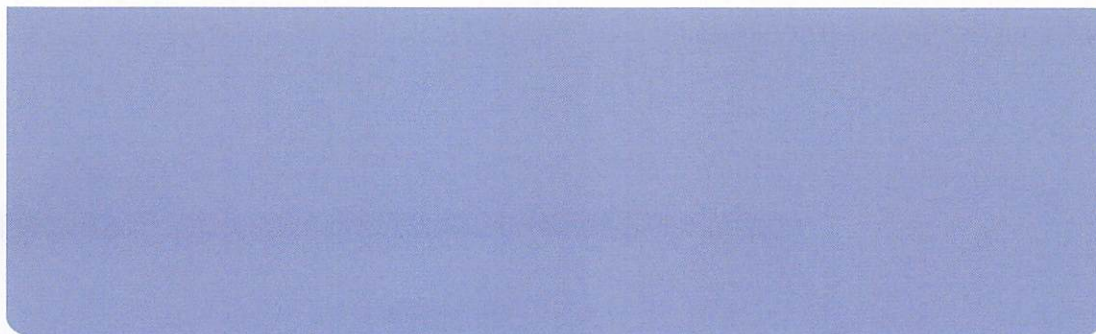
## **ELECTION OF NATIONAL BOARD MEMBER BY THE CONVENTION:**

The Constitution of the Association provides that each year the delegates at the Convention shall elect one (1) member to the National Board of Directors.

Article IX, Section 12a, (Election of Board of Directors Member by the Annual Convention) provides the following:

"A member in good standing may become a candidate for election to the Board of Directors by the Annual Convention provided said member is present at the Convention and presents to the Chairman of the Elections Committee a signed nomination form signifying his/her willingness to run and, if elected, to serve. The nomination form must be endorsed by at least seven (7) members in good standing of the Association."

- I. Consent forms are available from the Election Supervisory Committee – Sunday, July 13, 2025, 5:00 – 7:30 PM (Location: Charlotte Convention Center) and during each Regional Meeting, Monday, July 14, 2025.
- II. Deadline for Consent Forms - Consent Forms must be submitted no later than 10:00 am on Monday, July 14, 2025. Members of the Election Supervisory Committee will be at the podium in front of the Convention Hall until 10:00 AM, on Monday, July 14, 2025, to receive Consent Forms and Petitions.
- III. Elections - Delegates will cast ballots for candidates on Tuesday, July 15, 2025, from 2:00 PM to 6:00 PM (Location: Charlotte Convention Center).
- IV. Run-off Elections, if necessary, will take place on Wednesday, July 16, 2025, from 9:00 AM to 1:00 PM (Location: Charlotte Convention Center).
- V. Certification of Elections will be conducted by the Election Supervisory Committee.



## THE CONVENTION OPENS, WHAT NOW?

Convention can seem a bit confusing, except to the veteran Delegates. They know what goes on. It is up to you to ask questions, attend sessions, and read the reports and minutes.

The Convention shall include, but it is not limited to the following:

- I. Call to Order
- II. Invocation
- III. Memorial for NAACP Leaders Deceased since last Convention
- IV. Regional Meetings for Organization and for Election of:
  - A. Regional Chairperson, Vice Chairperson and Secretaries;
  - B. Regional Representatives on following committees:
    - 1. Resolutions
    - 2. Credentials
    - 3. Time and Place
    - 4. Rules
    - 5. National Youth Work
    - 6. National Nominating
  - C. Regional and Youth Nominees to the National Board of Directors
- V. Plenary Session for reports of regional selection of committee representatives
- VI. Workshops
- VII. Legislative Sessions

Each Delegate should have a copy of the Constitution & By-Laws. Please read it carefully as it contains the rules and regulations governing the conduct of the Convention, composition and organization of regions, registration, credentials and seating of delegates, nominations and elections, maintenance of order and conduct of business, selection of the chairman of the various sessions, and other vital information.

At the first Regional Meetings (see your Convention program), there will be the election of the Regional Chairperson, Secretaries and Regional Representatives on the following Committees: Resolutions (twenty-one (21) from the seven (7) regions); Rules (one (1) adult and one (1) youth from each region); Time and Place (one (1) adult from each region); Credentials (four (4) adults and two (2) youths from each region); and National Youth Work Committee (one (1) senior and one (1) youth from each region).

You may find that the veteran Delegates have already caucused and selected candidates for these positions. If you want to join a committee, get someone to nominate you at the First Regional meeting. If elected to a Committee of the Convention, check your program for the time and place of your committee meetings.



## SOME BACKGROUND INFORMATION ABOUT CONVENTIONS

In 1909, at the National Negro Conference Union, held at Cooper Union, New York City (Founding Convention) on May 31 and June 1, the speakers included:

William Hays Ward, Prof. Livingston Farrand, Prof. Burt G. Wilder, Prof. Edwin R.A. Seligman, Prof. John Dewery, Mrs. Celia Parker Wooley, Prof. W.E.B. DuBois, Dr. William Bulkley, William English Walling, Judge Wendell Phillips Stafford, John T. Milholland, Rev. Jenkins Lloyd Jones, Prof. Spencer Bassett, Rev. J. Milton Waldron, Bishop Alexander Walters, Mrs. Ida Wells-Barnett, Hon. Albert E. Pillsbury, Oswald Garrison Villard, Hon. Joseph C. Manning, Dr. William Sinclair, Rev. C.E. Stowe., Rev. E.W. Moore, Charles Edward Russell.

The delegates denounced "the ever-growing oppression of our 10,000,000 colored fellow citizens as the greatest menace that threatens the country ..." and voted:

"As first and immediate steps toward remedying these national wrongs, so full of peril for the white as well as the blacks of all sections, we demand of Congress and the Executives:

1. That the Constitution be strictly enforced, and the civil rights guaranteed under the Fourteenth Amendment be secured impartially to all.
2. That there be equal educational opportunities for all and in all the States, and that public school expenditure be the same for the Negro and white child.
3. That in accordance with the Fifteenth Amendment the right of the Negro to the ballot on the same terms as other citizens be recognized in every part of the country. "

'The Committee on permanent organization in its report proposed a resolution providing for the incorporation of a national committee to be known as a Committee for the Advancement of the Negro Race, to aid their progress and make their citizenship a reality, with all the rights and privileges pertaining thereto."

*Proceedings of the National Negro Conference 1909, Published by NAACP*

## WHAT ABOUT THE REGIONAL MEETING?

The early bird gets the worm. That's an old saying, but it's just as important today. The early Delegate, who attends regional meetings in the morning, will know what is going on and help make the Convention's major decisions. This is why it is beneficial to arrive at your Regional Meetings on time!

The Regional Meetings hear reports from the Convention Committees, decide the region's position on questions being considered in Convention Committees and the floor position on policy questions during Legislative Plenary Sessions. Please make sure you attend this meeting.

*The Early Bird  
Gets The Worm!*



# HEALTH AND SAFETY DURING CONVENTION

## Health Protocols

Your health and safety are a priority for us as we gather together. Therefore, for the safety of everyone in attendance, the following protocols have been implemented by NAACP.

Your health and safety remain our top priority while attending the NAACP Convention and all NAACP events. COVID-19 vaccinations and boosters are strongly recommended. The Association still follows exposure guidelines recommended by the Centers for Disease Control, linked [here](#).

If you become ill before attending the Convention, please stay home and contact your health-care provider for the safety and well-being of yourself and others. If you feel ill on-site, please self-isolate immediately and contact your healthcare provider. Should you need a medical professional, we will have EMTs on-site at the convention center who can attend to your medical needs.

## Active Shooter Protocols

With the highly publicized incidents of school, church, and public incidents, we as a body must make safety and crisis prevention a MUST!

An ACTIVE SHOOTER is an individual actively engaged in killing or attempting to kill people in a confined and populated area. In most cases, ACTIVE SHOOTERS use firearms and there is no pattern or method to their selection of victims. These situations are often unpredictable and evolve quickly. Because active shooter situations are often over in 10-15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation. If you hear shots or observe someone shooting or threatening to shoot, immediately choose the best way to protect your life and the lives of others.

## RUN. HIDE. FIGHT. ALARM. (WHEN POSSIBLE)

### **RUN: Evacuate, if possible.**

- If there is considerable distance between you and the gunfire/armed person, quickly move away from the gunfire/armed person. If the shooter is in the building, run out of the building, if possible.
- Find a secure place to hide.
- Leave belongings
- Keep hands visible to law enforcement
- Take others with you, but do not stay behind because they will not leave.
- Call 911 when safe to do so

### **HIDE: Hide silently in as safe a place as possible.**

- If the shooter is in close proximity and you cannot evacuate safely, hide in an area out of the gunman's view.

- Choose a hiding place with thick walls (if possible) and few windows.
- Lock doors and barricade with furniture, IF POSSIBLE.
- Turn off lights.
- Silence phones and turn off electronic devices.
- Close windows, shades, and blinds. Avoid being seen from outside the room
- If outdoors and cannot run safely, find a place to hide that will provide protection from gunfire i.e., Brick wall, large tree, buildings.
- Remain in place until you are contacted by Law Enforcement and receive an ALL-CLEAR SIGNAL.

### **FIGHT: Take action to disrupt or incapacitate the shooter.**

- As a last resort-FIGHT! If you cannot evacuate or hide safely and only if your life is in imminent danger, take action.
- Attempt to incapacitate (within your capabilities) or disrupt the actions of the shooter.
- Act with physical aggression toward the shooter.
- Use items in your area i.e., Fire extinguishers or chairs.
- Throw items at the shooter to assist in your escape if possible.
- Call 911 when it is safe to do so. Immediately after an incident:
  - WAIT FOR LAW ENFORCEMENT
  - DISPLAY EMPTY HANDS WITH OPEN PALMS
- If there are two or more people in a room spread out so as not to be an easy target.

Violent attacks can be any type of weapon, not just firearms e.g., knives, explosives, blunt objects, or physical force.

Try to visualize possible escape routes, including routes for staff, attendees, and persons with limited mobility.

### **ALARM: If possible, communicate the violent intruder's location and direction in real time.**

The purpose of ALARM is to continue to communicate information in as real time as possible, if it is safe to do so.

- Get the information out that a threat exists.
- Information should always be clear, direct, and in plain language.
  - Do not use codes.
- Video surveillance, 911 calls and PA announcements are just a few of the channels that may be used by employees, safety officers, and other personnel to inform others of the threat.

Armed intruder situations are unpredictable and evolve quickly, which means that ongoing, real-time information is key to making effective survival decisions.



## NAACP National Conventions by Year

1910 – New York, New York	1948 – Kansas City, Missouri	1988 – Washington, DC
1911 – Boston, Massachusetts	1949 – Los Angeles, California	1989 – Detroit, Michigan
1912 – Chicago, Illinois	1950 – Boston, Massachusetts	1990 – Los Angeles, California
1913 – Philadelphia, Pennsylvania	1951 – Atlanta, Georgia	1991 – Houston, Texas
1914 – Baltimore, Maryland	1952 – Oklahoma City, Oklahoma	1992 – Nashville, Tennessee
1915 – New York, New York	1953 – St. Louis, Missouri	1993 – Indianapolis, Indiana
1916 – Boston, Massachusetts	1954 – Dallas, Texas	1994 – Chicago, Illinois
1917 – Washington, DC	1955 – Atlantic City, New Jersey	1995 – Minneapolis, Minnesota
1918 – Providence, Rhode Island	1956 – San Francisco, California	1996 – Charlotte, North Carolina
1919 – Cleveland, Ohio	1957 – Detroit, Michigan	1997 – Pittsburgh, Pennsylvania
1920 – Atlanta, Georgia	1958 – Cleveland, Ohio	1998 – Atlanta, Georgia
1921 – Detroit, Michigan	1959 – New York, New York	1999 – New York, New York
1922 – Newark, New Jersey	1960 – St. Paul, Minnesota	2000 – Baltimore, Maryland
1923 – Kansas City, Missouri	1961 – Philadelphia, Pennsylvania	2001 – New Orleans, Louisiana
1924 – Philadelphia, Pennsylvania	1962 – Atlanta, Georgia	2002 – Houston, Texas
1925 – Denver, Colorado	1963 – Chicago, Illinois	2003 – Miami, Florida
1926 – Chicago, Illinois	1964 – Washington, DC	2004 – Philadelphia, Pennsylvania
1927 – Indianapolis, Indiana	1965 – Denver, Colorado	2005 – Milwaukee, Wisconsin
1928 – Los Angeles, California	1966 – Los Angeles, California	2006 – Washington, DC
1929 – Cleveland, Ohio	1967 – Boston, Massachusetts	2007 – Detroit, Michigan
1930 – Springfield, Massachusetts	1968 – Atlantic City, New Jersey	2008 – Cincinnati, Ohio
1931 – Pittsburgh, Pennsylvania	1969 – Jackson, Mississippi	2009 – New York, New York
1932 – Washington, DC	1970 – Cincinnati, Ohio	2010 – Kansas City, Missouri
1933 – Chicago, Illinois	1971 – Minneapolis, Minnesota	2011 – Los Angeles, California
1934 – Oklahoma City, Oklahoma	1972 – Detroit, Michigan	2012 – Houston, Texas
1935 – St. Louis, Missouri	1973 – Indianapolis, Indiana	2013 – Orlando, Florida
1936 – Baltimore, Maryland	1974 – New Orleans, Louisiana	2014 – Las Vegas, Nevada
1937 – Detroit, Michigan	1975 – Washington, DC	2015 – Philadelphia, Pennsylvania
1938 – Columbus, Ohio	1976 – Memphis, Tennessee	2016 – Cincinnati, Ohio
1939 – Richmond, Virginia	1977 – St. Louis, Missouri	2017 – Baltimore, Maryland
1940 – Philadelphia, Pennsylvania	1978 – Portland, Oregon	2018 – San Antonio, Texas
1941 – Houston, Texas	1979 – Louisville, Kentucky	2019 – Detroit, Michigan
1942 – Los Angeles, California	1980 – Miami, Florida	2020 – Virtual
1943 – Detroit, Michigan	1981 – Denver, Colorado	2021 – Virtual
1944 – Chicago, Illinois	1982 – Boston, Massachusetts	2022 – Atlantic City, New Jersey
(War Conference)	1983 – New Orleans, Louisiana	2023 – Boston, Massachusetts
1945 – Cincinnati, Ohio	1984 – Kansas City, Missouri	2024 – Las Vegas, Nevada
(Board Meeting)	1985 – Dallas, Texas	2025 – Charlotte, North Carolina
1946 – Cincinnati, Ohio	1986 – Baltimore, Maryland	
1947 – Washington, DC	1987 – New York, New York	
		<b>Future Date:</b>
		2026 – Chicago, Illinois
		2027 – Long Beach, California



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