



**TO: SAM Delegate Assembly Members – “Delegates”**  
**FROM: Dale Olinger, SAM President & Rick Duncan, DA Chair**  
**RE: 2020 SAM Delegate Assembly • July 29-30, 2020**

The annual SAM Delegate Assembly will be held virtually with virtual delivery from the SAM Office (900 N. Montana Ave., Suite A-4, Helena) on Wednesday, July 29 and Thursday, July 30 using Zoom and the SAM website.

If you are new to the Delegate Assembly process, we request you attend the virtual “orientation” from 12:00 – 12:30pm on Wednesday, July 29<sup>th</sup> via Zoom. SAM Bylaws require all new delegates participate in the Orientation.

On Wednesday, July 29<sup>th</sup> delegates should plan on meeting virtually from 1:00pm – 3:00pm to Caucus with their affiliate members to discuss the current resolutions and to review proposed additional positions/resolutions. This time has proven to be very beneficial in the past. The Caucus meetings are scheduled to take place using Zoom for virtual delivery; please connect at 1:00pm for instructions. We encourage you to use this time to prepare your affiliate resolutions. SAM Bylaws require all delegates to participate in the Caucus.

**Delegates** have been selected by affiliate presidents to represent each affiliate at the Delegate Assembly. **The first name under the affiliate (Steering Committee Member of the Affiliate) will be the person in charge of facilitating the Caucus meeting on Wednesday, July 29<sup>th</sup>.**

On Thursday, July 30<sup>th</sup> we will begin the Virtual Delegate Assembly promptly at 8:00am using virtual delivery (Zoom) and continue until all positions and resolutions have been considered. SAM Delegate Assembly Steering Committee Chair – Rick Duncan, will review the Rules and Procedures, commence the Assembly, and preside over the Assembly meeting. The Assembly will conclude when *all* Positions and Resolutions have been considered (**Agenda**). We anticipate finishing by 11:00am.

**IT IS EXTREMELY IMPORTANT THAT EACH AFFILIATE BE REPRESENTED BY THEIR DESIGNATED DELEGATES!** If you know you will be unable to attend, please notify the SAM office so that an alternate may be advised. SAM Bylaws state ... “an alternate may assume that voting position, in order to maintain the SAM affiliate’s total number of allotted votes, provided the alternate has participated in the Delegate Assembly Caucus and New Delegate Orientation (if applicable)”

If you have any questions concerning the annual SAM Delegate Assembly, please call the SAM office at 442-2510 or email Kirk Miller at [samkm@sammt.org](mailto:samkm@sammt.org).

We thank you in advance for attending and making the Delegate Assembly 2020 work using a virtual format.

LINKS: **[SAM Delegate Assembly 2020 Delegate Packet](#)** which includes **[Delegate List](#)**, **[Agenda](#)**, **[Order of Business & Rules](#)**, plus SAM Position and Resolution Recommendations.

All materials are linked on the SAM website ([www.sammt.org](http://www.sammt.org)): **[SAM Delegate Assembly](#)**.

### **What you need to do to get ready for Delegate Assembly:**

1. Be sure you can log in to the **[SAM Delegate Assembly](#)** webpage on the SAM website:
  - a. Log in to **[SAM Delegate Assembly](#)** using your SAM profile credentials. Call (406-442-2510) or email Kim ([samks@sammt.org](mailto:samks@sammt.org)) or Gary ([samgw@sammt.org](mailto:samgw@sammt.org)) if you need assistance.
  - b. Please test your log in over the next few days so we have time to assist you if necessary.

2. Be sure you have a Zoom account:
  - a. You will be required to connect to Delegate Assembly using your own Zoom account, anonymous participants will not be admitted.
  - b. Please be sure you have the latest version of Zoom downloaded to your computer. <https://support.zoom.us/hc/en-us/articles/201362233-Where-Do-I-Download-The-Latest-Version>
  - c. The link to the Zoom connection will be posted on the [SAM Delegate Assembly](#) webpage before July 29th. You will need to log in to your Zoom account using your Zoom login credentials – not your SAM profile credentials.
3. Watch for SAM Delegate Assembly protocols and voting guidelines next week.