



**TO: SAM Delegate Assembly Members – “Delegates”**  
**FROM: Cal Ketchum, SAM President & Rick Duncan, DASC Chair**  
**RE: 2021 SAM Delegate Assembly • June 10-11, 2021**

The annual SAM Delegate Assembly will be held both in person at the Delta Hotel by Marriott Colonial in Helena and virtually via [Zoom](#) on Thursday, June 10, and Friday, June 11. All sessions will be offered Blended (both in person at the Delta and virtually via [Zoom](#)).

If you are new to the Delegate Assembly process, we request you attend the “Orientation” from 2:00 – 2:30pm on Thursday, June 10 at the Delta and/or via [Zoom](#). SAM Bylaws require all new delegates participate in the Orientation.

On Thursday, June 10<sup>th</sup> delegates should plan on meeting (Blended) from 2:30pm – 4:00pm 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 immediately following the Orientation; please plan to be at the Delta or connect at 2:15pm 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 Thursday, June 10<sup>th</sup>.**

Breakfast will be served on Friday, June 11<sup>th</sup> to all Delegates present at the Delta at 8:00am, and we will begin the Delegate Assembly promptly at 8:30am (Blended) 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 12:00pm.

**IT IS EXTREMELY IMPORTANT THAT EACH AFFILIATE BE REPRESENTED BY THEIR DESIGNATED DELEGATES! Please complete the [Delegate Assembly 2021 Attendance Check survey to confirm your mode of attending by June 2.](#)** If your plans change prior to the Delegate Assembly, and 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).

The SAM Week of Excellence is happening June 9-11 (see [Schedule](#)) with the Delegate Assembly 2021 being one of the events and the SAM Evening of Excellence, SAM Board of Directors Meeting and Da Rud Cup Golf Scramble filling out a great week for SAM. You are invited to attend the SAM Evening of Excellence by connecting virtually (connecting information below). Due to COVID and the health conditions for safely using the Delta Hotel facility, the Evening of Excellence will be attended in person only by the Award winners (all awardees from 2019-20 and 2020-21) and the SAM Board of Directors to present the awards. We hope you will join this outstanding event via [Zoom](#).

A room block at the Delta Hotel by Marriott Colonial (Address: 2301 Colonial Dr, Helena, MT 59601 Phone: (406) 443-2100) and the Fairfield Inn & Suites by Marriott Helena (Address: 2150 11th Ave, Helena,

MT 59601 Phone: (406) 449-9944 ) for June 9-11 for those attending events in person in Helena. Please book your reservation now as it is busy in Helena as things are beginning to open up.

We thank you in advance for attending and making the Delegate Assembly 2021 work using a blended format.

LINKS: [SAM Delegate Assembly 2021 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 if attending Virtually:**

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 if you plan to connect virtually:
  - 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. **Join Zoom Meeting:** <https://zoom.us/j/3923446729> will be posted on the [SAM Delegate Assembly](#) webpage. You will need to log in to your Zoom account using your Zoom login credentials – not your SAM profile credentials.

To attend the SAM Evening of Excellence Virtually: **Join Zoom Meeting:** <https://zoom.us/j/3923446729>