

National Convention



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Special Edition 2022

National Convention - A Time to Participate

By: Trisa Mannion-President



The Biennial National Convention is the opportunity for the officers and members of this organization to speak up and set the organization's direction for the next two years. Officers are elected, training is conducted, resolutions are debated, and everybody works to better the organization.

State and local Auxiliaries are urged to send the full quota of allowed delegates. Delegates and Alternate Delegates should be elected early to enable them to make plans and find the best fares. Members at Large and Locals Without Leaders are also encouraged to attend, so your voice is heard. Visitors are welcome to attend, but we encourage them to become delegates unless the local or state already has the full complement of delegates allowed. Visitors can participate in all activities except elections, speaking on issues, or voting on matters before the body.

Send your credentials to the national secretary when the delegates are elected. Elect a few alternate delegates that can replace a delegate that cannot fulfill the commitment to attend the convention. Alternate Delegates can attend all functions but are seated in the guest section during business unless they replace a missing delegate. We encourage delegates to select a committee they would like to learn more about or gain expertise in the subject. It is a great time to meet other delegates and members from all over the country that shares common goals and interests.

The classes on Sunday are open to all members, and we encourage you to attend and learn more about the Auxiliary and best practices. We have a full week planned for all delegates, so come prepared to have fun and share information.

Make your hotel reservations early. There is only one convention hotel this year.

Volunteers are always welcome to help staff with various

needs before and during the convention. Don't hesitate to contact the national president for additional information.

The National Organizing Committee announced plans for the states and locals to share Brag Books filled with pictures, videos, or other creative forms of bragging with the delegation. Watch future issues of News & Views for details.

In closing, elect delegates and alternate delegates early. Choose a committee. Send the credentials in as soon as they are elected. Then, prepare to have a great time while working to better the lives of postal workers and families.



Inside this issue:

Auxiliary Convention Call	2
Delegate Instructions Representation	3
Elections A Class for Everyone	4
Convention Committees	5
Writing Resolutions	6
Brag Book	7
Book of Memories Covid Update Zipline Schedule	8

AUXILIARY CONVENTION CALL

TO ALL LOCAL, STATE AUXILIARIES, MEMBERS-AT-LARGE, LOCALS WITHOUT LEADERS

This is the official notice that the Auxiliary to the American Postal Workers Union National Convention will convene in National Harbor, Maryland, August 15-18, 2022. It will continue in daily sessions until the business of the Convention is completed. Official convention headquarters for the Auxiliary will be at the National Harbor Convention Center.

ARTICLE V – REPRESENTATION (from the Constitution and By-Laws)

SEC. 1:

- (A) Per capita tax representation shall be based on the amount of per capita tax received twenty (20) days prior to the opening of the National Auxiliary Convention.
- (B) In order to be seated as a delegate and able to vote on any issue during the National Convention, the per capita tax must be received by the National Treasurer at least twenty (20) days prior to the opening of the National Auxiliary Convention. Dues must be paid current through the first day of the month following the National Auxiliary Convention.
- (C) The minimum age to be seated as a delegate on the National Convention floor shall be twelve (12).

SEC. 2:

- (A) Every Area Local and Local Auxiliary shall be entitled to a minimum of five (5) votes plus one (1) additional vote for each ten (10) members or the major fraction thereof.
- (B) (B) LWOL chapters shall be entitled to no more than four (4) votes per Local-one (1) vote for each accredited delegate in attendance. National Convention credentials for LWOL delegates must be verified by the Credentials Committee and signed by the Credentials Chairperson, and/or the National Auxiliary President and National Auxiliary Secretary
- (C) Each member-at-large attending the convention shall have one (1) vote.
- (D) State Auxiliaries are entitled to representation at National Convention. Such delegates shall have a total of ten (10) votes. A state representative cannot act as a delegate for his or her respective local auxiliary.
- (E) Each national officer shall be entitled to one (1) vote.
- (F) Any Past National President of the Auxiliary to the American Postal Workers Union shall be seated as a delegate on the National Convention floor with one (1) vote.

SEC. 3:

One or more delegates may cast the full number of votes to which their delegation is entitled provided no vote is divided smaller than one (1) vote per delegate. No proxy vote shall be allowed.

SEC. 4:

- (A) Credentials of delegates shall be sent so as to reach the National Secretary not later than thirty (30) days before the convening of the National Convention. These credentials shall be tabulated by states in alphabetical order and shall be furnished to the National President not later than fifteen (15) days preceding the National Convention. State delegate credentials shall be accepted later, in the event state conventions are held less than thirty (30) days prior to the National Convention. The credentials chairperson at the National Convention shall not accept any credentials which have not been properly authorized by the officers of their respective Auxiliaries.
- (B) Alternate delegates may be seated in the permanent absence of regular delegates upon presentation of proper credentials.

ARTICLE XI - AMENDMENTS (from the Constitution and By-Laws)

SEC. 2:

Resolutions for proposed changes to any provision of the National Constitution, By-Laws, or Standing Rules for State, and Local affiliates of the Auxiliary affecting elections must be submitted no later than the close of business on Monday of the National Convention. In the event that any such resolution has not been submitted in enough time to be included in the Convention Consolidated Report, the bringer of such resolution shall provide enough copies to be disseminated to the entire body of delegates.

Delegate Instructions

Delegate and Alternate Delegate Credentials

Please remember that to be seated at the National Convention delegates must bring a completed credential, signed by the President and Secretary of the Auxiliary they are elected to represent and present it at the Auxiliary registration desk at the Convention Center. The National President and Secretary sign credentials for Members at Large (MAL) and Locals Without Leaders (LWOL).

Credentials shall be automatically issued to the Local Auxiliaries in good standing as of January 1, 2022, provided they participated in the 2018 National Convention. Credentials are mailed to the State or Local Auxiliary President. All other credentials are available online at www.apwuauxiliary.org. Request credentials from the National Secretary via a letter or email.



Complete all credentials in triplicate. Retain one copy for the organization that elected the delegate, present one copy at the time of registration at the National Convention, and a copy is sent to the National Secretary as soon as completed. The President and Secretary or the State or Local Auxiliary must sign all copies. Member at Large (MAL) and Local Without Leaders (LWOL) credentials only need the signature of the member. Follow the instructions on the credential.

Only the President of an organized Auxiliary should request credentials, for someone other than themselves, to eliminate confusion and duplication of requests.

Return all credentials with the original signatures to the National Secretary no later than July 15, 2022

Credentials should be filled out as directed and signed by duly authorized officers. APWU credentials will not be accepted as Auxiliary delegate credentials. If delegates are selected too late to request credentials, the delegate must bring to the convention a letter, signed by the President or Secretary, certifying that they are representing their Auxiliary. Present this letter at the Auxiliary Headquarters Office at the convention, and credentials will be issued. When credentials have not been issued, delegates will be required to have a letter or fax for verification, showing they are authorized delegates. Personal verifications cannot be accepted.

Request and return all credentials to:

Karen Wolver, Secretary
4631 NE 29th Street
Des Moines, Iowa 50317
Request via fax (970) 424-5856

Retain a copy of the credential and present it at registration to be seated as a delegate.

Send a copy to National Secretary
Karen Wolver

Representation



Representation is based on the amount of per capita tax paid on the average local Auxiliary membership from July 1 of the preceding convention year to June 30th of the current convention year. Per capita tax must be paid for the current year to the first day of the month following convention for the Auxiliary or member-at-large to be in good standing and for the delegate to be seated. The minimum age to be seated as a delegate on the National Convention floor is 12.

Every Area Local and Local Auxiliary is entitled to a minimum of 5 votes plus 1 additional vote for each 10 members or the major fraction thereof. State Auxiliaries are entitled to 10 votes. National Officers and Past National Presidents are entitled to one vote. Members-at-large are entitled to one vote. For further information regarding representation, see Article V of the National Auxiliary Constitution. The National Treasurer can answer all questions regarding per capita tax paid over the period affecting representation.

Location

The 2022 Auxiliary National Convention will be held at the Gaylord National Resort & Convention Center located at 201 Waterfront Street, National Harbor, Maryland, 20745. The dates are August 15-18. Room reservations are now open and must be made by July, 11, 2022. Rooms and rates will be based on availability. You must use a credit card when booking online. You will receive a confirmation of your reservation via e-mail. Questions regarding hotel reservations should be directed to the hotel. Additional information may be found at apwu.org/convention.



Elections

Declaration of Candidacy



Any member who meets the eligibility requirements may declare candidacy for any office before noon on Tuesday at the National Convention. If desired, candidates may have their names, local and office sought published in *News and Views* prior to the National Convention. All submissions to *News and Views* must be received no later than forty-five (45) days prior to the publication date. Contact the National Auxiliary Editor for information regarding publication dates.

Excerpt from the National Constitution:

ARTICLE VII - ELECTION OF OFFICERS SEC. 1: All candidates prior to being nominated, must be a member in good standing of the Auxiliary for no less than one (1) year. SEC. 2: Nominations will take place as the last order of business on Tuesday afternoon. SEC. 3: Candidate(s) for nomination must be present at the time of being nominated for the elective position and/or a letter must be received by the election committee prior to the nominations at the convention stating they would accept the nomination for the position they are being nominated for.



A Class for Everyone

We have some great classes planned to appeal to new and not-so-new members. If this is your first or second time attending a convention, and you would like a refresher course, the First Timer's class is for you. Maybe you would like to learn or freshen up your parliamentary skills, or you've just become a local or state officer, or are thinking about a position in the future, we have a class for you. We encourage all Auxiliary members to join in the fun and attend the courses of their choice. These classes offer an inviting learning environment and are a great way to get to know other members. Watch your *News and Views* for class choices. All sessions are Sunday, August 14, 2022.



Please, remember to send in your *signed* credentials

National Convention Committees

Committee meetings are the best place to meet Auxiliary members from other states and learn first hand the business of the Auxiliary. The committees will be officially appointed on the first day of the convention and will have a National Officer serving as an advisor. Committees are appointed by the National Auxiliary President, but delegates may indicate a committee preference on their credential forms. Names and definitions of the committees are as follows:



Credentials Committee

This committee assures that only accredited delegates are seated on the convention floor, and the voting strength of these delegates is based on the constitutional provision of Article V of the National Auxiliary Constitution. It is necessary for this committee to meet often, and the committee reports frequently to the convention delegates. The chairperson will be called upon daily, and before the elections are held to report on the number of accredited delegates and the number of votes these delegates are casting.

Election Committee

The election committee oversees the election of officers. It is the duty of the election committee to ensure a smooth, secret, impartial, and fair election process. Elections take place on Wednesday of the National Convention and the committee meets frequently during the week.

Resolutions Committees

Because of the number of resolutions that are submitted to the National Convention and the time and committee work required to process these resolutions, at least two committees are normally appointed to handle resolutions. The two are **Constitution and By-Laws**, which handles all resolutions pertaining to the National Constitution and By-Laws, and **Miscellaneous Resolutions**, which handles all other resolutions. These committees meet often to consider proposed changes and sometimes feature spirited debate. For further information about resolutions, see the resolutions section of this chapter of the handbook.

Consolidated Report

This committee reviews the report of the National Auxiliary

and its officers. The committee makes any necessary corrections and makes recommendations to the body for future reports.

Rules Committee

The Rules Committee is responsible for drafting the rules which govern deliberations of the convention. It is necessary to establish rules of procedure and protocol, such as the times of convening and recessing, seating of delegates and visitors, and basic floor rules to guide the delegates during the transaction of business.

Finance Committees

This committee inspects the financial records of our National Auxiliary and reports to the convention. It does not have to audit the books or determine financial standing; auditing is done by a certified bookkeeper. The committee does study receipts and disbursements, as well as financial statements, to determine if the funds are being wisely spent and in the best interest of the membership.

Political Action Committee

This committee may make recommendations for political action to the delegates and normally has a fundraising drive during the National Convention to raise money for APWU COPA, the PAC fund of the union. The committee is advised by the National Legislative Aide-Editor.

Planning and Ideas Committee

To meet the changing times, we must constantly look for new ideas and activities that strengthen and expand our Auxiliary membership. As a member of this committee, it will be your responsibility to review, consider, and report ideas and recommendations for the future that will broaden and refine the interests of our National Auxiliary members.

cont. on page 6

Courtesy and Greetings Committee

This committee extends courtesies to special speakers and guests. The committee checks the convention agenda and schedule to ensure proper timing of these speakers. The committee sends letters of thanks to convention center personnel, the APWU, and anyone else the committee deems deserving of special recognition. The committee may send greeting cards to former Auxiliary officers not in attendance or members who can't attend due to illness or death of a loved one.

Human Relations Committee

This committee acts as a standing committee and may start work prior to the convention. The Human Relations Committee reviews human relations projects that the Auxiliary is involved in and makes recommendations to the convention. The Committee may conduct human relations projects during the convention.



Writing Resolutions

A resolution is a formal proposal put before an assembly for action. At an Auxiliary convention, resolutions are used to make changes to constitutions and to establish a policy or procedure. A resolution lays out the reasons for a proposal and formally states the proposal as a **MAIN MOTION**. Resolutions may be submitted by individuals, by officers, by committees or by local or state Auxiliaries.

Action is not taken on some resolutions at conventions because they are improperly written or really don't say what the maker of the resolution intended to say. It isn't difficult to write a resolution once you understand the format. There are four parts to a resolution: the title, the preamble, the resolved and the authorized signatures. The resolution should be written in this format:

TITLE

WHEREAS: (state reason) , and

WHEREAS: (state additional reason) , and

WHEREAS: (state additional reason) , therefore be it

RESOLVED: (state action to be taken) , and be it further

RESOLVED: (state further action to be taken) .

SIGNED _____

(name typed below line)

SIGNED _____

(name typed below line)

The title indicates the subject of discussion. The preamble is the section that states the reasons for the proposal, it is the whereas section. More than one reason may be stated, there is no limit. The resolved is the section that prescribes the action to be taken as a result of the stated reasons. More than one action may be required, so there may be more than one resolved. All resolutions must be signed by the maker (s) of the motion. If an Auxiliary is submitting the resolution, it should be signed by that Auxiliary's president and secretary. If a committee is submitting the resolution it should be signed by the chairman and members of the committee.

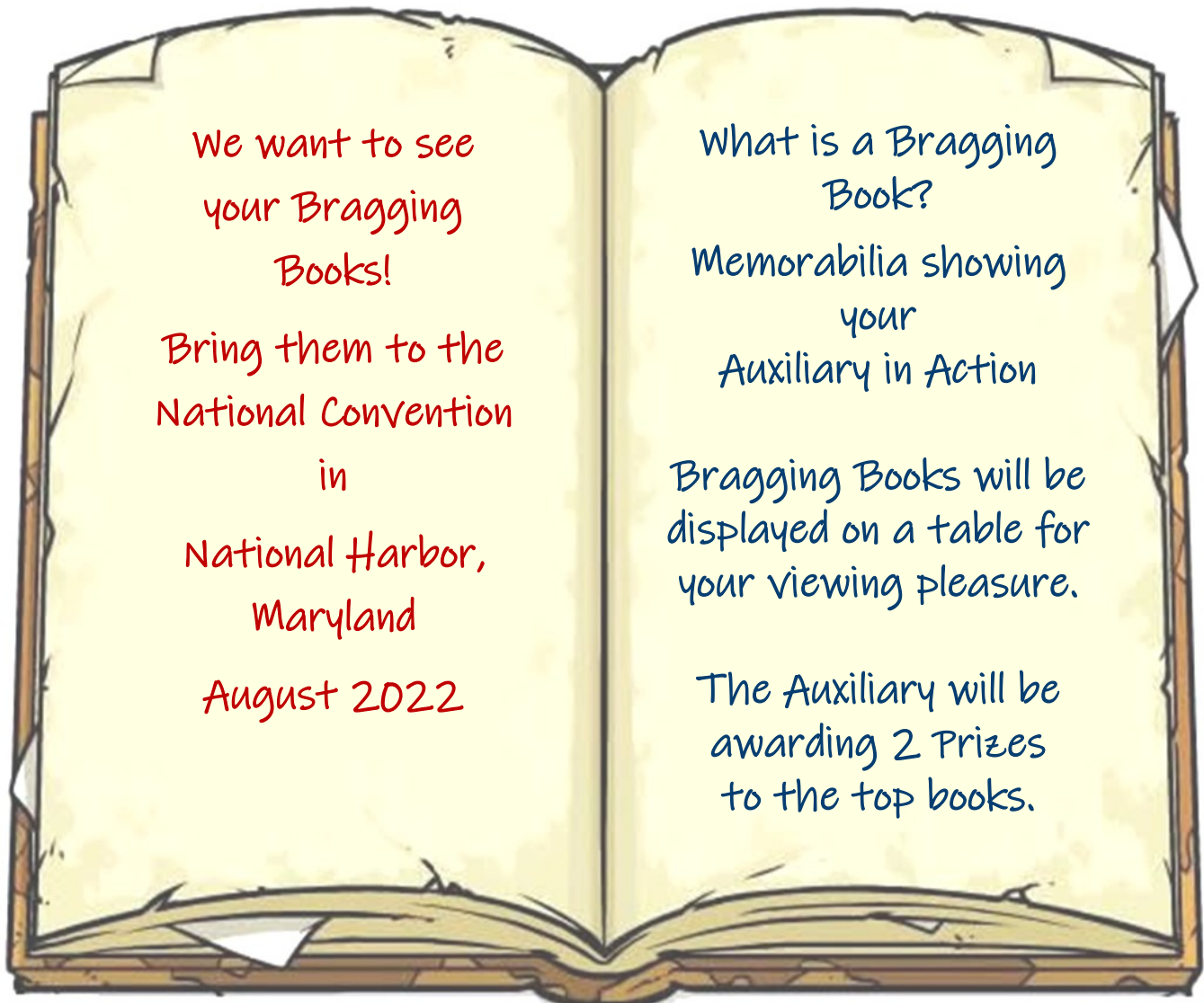
A resolution pertaining to the constitution should state the article and section of the constitution under consideration. It must clearly state where the change is to be made, citing the article, section and subsection (if any).

Copies of all resolutions should be distributed to all of the delegates at the convention. Some conventions require that resolutions be submitted in advance of the convention so they may be printed into convention booklets or copied for distribution.

Anyone wishing to submit a resolution to a convention should consult the convention call, the formal announcement of the convention, for instructions.

HAS YOUR AUXILIARY BEEN ACTIVE IN ANY OF THE FOLLOWING?

- Human Relations**
- Political Action/Legislative**
- Organizing**
- Assisting the APWU**
- Other**



Not Able to Attend?
Submit your Book via Mail by July 15th, 2022
Send to Trisa Mannion
3038 Cloverdale Court
Grand Junction, Colorado 81506-1960



Book of Memories



Please remember to send in the name of loved ones that have passed since the last convention. Let us help you honor their memory. Please send forms and a \$10.00 donation to Bonnie Sevre. Forms can be found in the March-April issue of the News and Views or on the website: apwuauxiliary.org.

Covid Update

The National Auxiliary is looking to the CDC and the APWU for guidance concerning Covid guidelines and is proceeding with arrangements for a National Convention in August. We are fully aware that things may change, and are already thinking about contingency plans. Our member's safety is our top priority. Fortunately, we already have Zipline meetings set up and we encourage everyone to sign on for the latest information, see below. Our webpage is another good resource for updates at www.apwuauxiliary.org and also our Facebook page.

Zipline Schedule 2022

Mark Your Calendar

April 5, 2022

October 4, 2022

June 7, 2022

December 6, 2022

August 2, 2022

8:00 pm ET

<https://zoom.us/j/93199666271>

Meeting ID: 931 9966 6271

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