

National Convention



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Special Edition 2024

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 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 who 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 has expertise in the subject. It is a great time to meet other delegates and members from all over the country who share 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 are several good hotels to select from for this convention. The APWU website has the information available under the section tab for

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AUXILIARY CONVENTION CALL

TO ALL LOCAL AND STATE AUXILIARIES AND MEMBERS-AT-LARGE

This is the official notice that the Auxiliary to the American Postal Workers Union National Convention will convene in Detroit, Michigan, July 15-18, 2024. It will continue in daily sessions until the business of the Convention is completed. Official convention headquarters for the Auxiliary will be the Huntington Place 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) Each member-at-large attending the convention shall have one (1) vote.
- (C) 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 Members at Large (MAL) credentials. Credentials are included in this mailing and are available online at 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 of the State or Local Auxiliary must sign all copies. Member at Large (MAL) credentials only need the member's signature. 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 June 15, 2024.

Credentials should be filled out as directed and signed by duly authorized officers. APWU credentials will not be accepted as Auxiliary delegate credentials. When credentials have not been issued, delegates must have a letter or fax for verification, showing they are authorized delegates. Personal verifications cannot be accepted. Remember, Auxiliary credentials can be requested from the National Secretary or found on the Auxiliary website.

Request and return all credentials:

**Karen Wolver, Secretary
4631 NE 29th Street
Des Moines, Iowa 50317**

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

Representation

Per capita tax representation is based on the per capita tax received twenty (20) days prior to the opening of the National Auxiliary Convention. 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 before the opening of the National Auxiliary Convention. Dues must be paid current through the first day of the month following the National Auxiliary Convention. The minimum age to be seated on the National Convention floor shall be twelve (12).

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 fraction thereof. Each member at large attending the convention shall have one (1) vote. State Auxiliaries are entitled to representation at the National Convention. Such delegates shall have a total of ten (10) votes. A state representative cannot act as a delegate for their respective local Auxiliary. Each National Officer shall be entitled to one (1) vote. Any Past National President of the Auxiliary to the American Postal Workers Union shall be seated on the National Auxiliary Convention floor with one (1) vote. One or more delegates may cast the total 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.

Location



The 2024 Auxiliary National Convention will be held at the Huntington Place Convention Center, Detroit Michigan. The dates are July 15-18. The APWU has negotiated special room rates at several hotels in the downtown Detroit area. The cutoff date for making reservations under the group's block is Wednesday, June 19, 2024 at 5:00 p.m. ET.

Reservations should be made directly with the hotel with rooms and rates based on availability. A credit card will be needed when booking online. You must mention that you are with the American Postal Worker's Union to get the negotiated rates.

Hotel Names and Addresses

Courtyard By Marriott	333 Jefferson Ave
Huntington Place	1 Washington Blvd.
Hotel Indigo	1020 Washington Blvd.

Hollywood Casino at Greektown	1211 Chrysler Dr.
Marriott	400 Renaissance Drive
MGM Grand	1777 3rd Ave.

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 the *News and Views* prior to the National Convention. All submissions to the *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. SEC. 4: Nomination for office: no candidate shall be allowed to run for more than one elected position.

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:

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Committee Choices

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 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.

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 describes 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 chairperson 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.

Resolutions must be received before 3:00 p.m. on Tuesday of the Convention week, unless otherwise ordered by a two-thirds (2/3) vote.

Please, remember to send in your *signed* credentials

Auxiliary Education



We have some great classes planned to appeal to new and not-so-new members. If this is your first time attending a convention, or you would like a refresher course, the Convention 101 class is for you. This class will cover Parliamentary skills and help you get used to speaking at the mic. Maybe you have just accepted a position to be an officer for your local or state auxiliary or are thinking about one in the future; if so, we will have a class on the President's and Secretary's duties and also a class on what is expected of the Treasurer. This year, we will also offer a class on recognizing and building on your strengths. 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 times and choices. All sessions are on Sunday, July 14, 2024, 10:00-4:00.

Appreciation

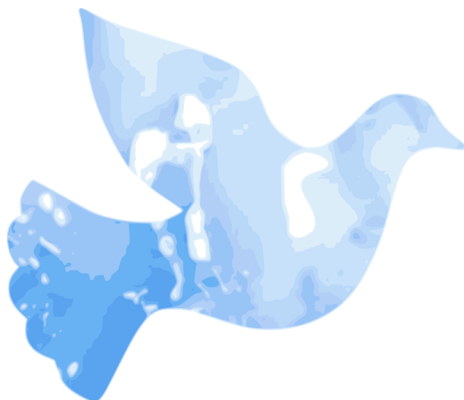
The National Board has voted in favor of a contest for volunteers who have contributed their time and energy to the Auxiliary. We want to recognize those members who have participated in human relations, COPA, political action, and public relations and attend meetings. Let us know the activities you have been involved in and the time spent collecting donations, attending meetings, writing letters, and making phone calls. Everything you do for the APWU, the Auxiliary, and your communities matters. Remember to include your contributions at your state conventions. We appreciate all the hard work members do and want to thank you.

An application is included in this mailing for members to complete. The time period for this contest is January 1, 2024, through June 15, 2024.

Winners, who are in attendance, will receive a complimentary ticket to the Auxiliary Luncheon held at the National Convention.

Complete instructions are on the back of the flyer.

Book of Memories



Don't forget to send in the names of loved ones that have passed since the last convention. Let us help you honor their memory during the Celebration of Life on Wednesday morning of the convention. This is a beautiful, heartfelt ceremony. A memorial certificate, a program with your loved ones' names, and a keepsake are given.

Please send forms and a \$10.00 donation to Bonnie Sevre. All proceeds go to the Nilan Scholarship. Forms can be found in the March-April issue of the *News and Views* or on the website apwuauxiliary.org.

Sleep in Heavenly Peace



Please continue to collect donations for Sleep in Heavenly Peace. We want all checks to be addressed to the Auxiliary to the APWU and sent to the National Treasurer, Bonnie Sevre, 2836 Highway 88, Minneapolis, MN 55418. Please specify that the money is for Sleep in Heavenly Peace and the local or state organization it is from. Donations should reach Bonnie by June 1, 2024, so proper recognition can be given.



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Events. Huntington Place is the name of the convention center . It is the same place that we have attended conventions in the past, with an updated name.

Volunteers are always welcome to help staff with various needs before and during the convention. We need a few good young people who would like to apply to become a page. Pages are the people who run errands, pass out materials, and in general are extra help when the officers and delegates are needed for other things. Don't hesitate to contact the National President for additional information.

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



Zipline Schedule 2024 Mark Your Calendar

April 2, 2024

August 6, 2024

June 4, 2024

October 1, 2024

December 3, 2024

8:00 pm ET

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

Meeting ID: 931 9966 6271

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