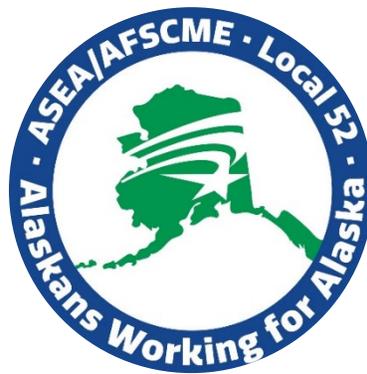


# STICKING TOGETHER



for Strong Public Services and a Strong Alaska!

## ASEA/AFSCME Local 52, AFL-CIO 19<sup>th</sup> Biennial Convention 2024



# CONVENTION DELEGATES GUIDE

**MARCH 12-13, 2024**

TRAINING | COMMITTEE MEETINGS | PLENARY  
VIRTUAL SESSIONS

**MARCH 15-17, 2024**

**SHERATON HOTEL | 401 E 6<sup>th</sup> AVENUE, ANCHORAGE, ALASKA**

# Convention Checklist

## Prior to Convention

- Pack your Tropical "Hawaiian" outfit for the Friday night reception!
- Review Hotel, Travel & Parking Information
- Study the Parliamentary Procedure section prior to Roberts Rules of Order training
- Review the Constitutional Amendments and Resolutions
- Register for the ASEA Biennial Convention virtual work and plenary sessions at by clicking or scanning the QR code:
- Submit your leave form to ASEA via email to [ASEAHQ@afscmelocal52.org](mailto:ASEAHQ@afscmelocal52.org)



## March 12-13, Tuesday/Wednesday

- Attend Convention Training
- Join the breakout room for your assigned committee
- Select a Workshop to attend after the lunch break
- Visit other committees as an observer/guest
- Pack your Delegate Guide

## March 14 - TRAVEL SAFE!

## March 15, Friday

- Check-in at the Ballroom to get your Delegate Bag and Badge
- Delegate & Alternate Registration – Yukon Room**  
**IMPORTANT!** Registration will be held from 5:00-7:00 pm, Friday for all Delegates, Alternates and Guests. Alternates can register up to 12 pm on Saturday.
- Visit the ASEA Booths and Silent Auction
- Get your ASEA Swag!
- Attend the Reception in your Hawaiian attire!

## March 16-17, Saturday & Sunday

- Convention Business Session

If you have any questions please contact ASEA Headquarters  
[ASEAHQ@afscmelocal52.org](mailto:ASEAHQ@afscmelocal52.org) | (907) 277-5200 | 800-478-2732



*From the Desk of ASEA President Dawn Bundick*

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*March 2024*

*Congratulations on being elected as a delegate to our 2024 Convention.*

*Welcome to what is going to be a FUN filled week! We will be coming together first via hybrid in committee meetings and then in person to focus on the future of our Union. I encourage you to network virtually and once we meet other Brothers/Sisters/Sibling delegates from around our great State. We will have in person and virtual workshops, committee meetings, written reports and additional events to keep you engaged.*

*Our job will be to make decisions that will empower our members to be the best we can be, make changes that will embody the spirit of our theme: “STICKING TOGETHER, for Strong Public Services and a Strong Alaska.”*

*In your delegate packet you will have information that will get you through the week and enable you to be engaged in your committees virtually and on our convention floor. You will be making decisions on behalf of our entire ASEA/AFSCME Local 52 membership and I implore you to broaden your thoughts and embrace what our collective work together will mean for our Union.*

*Onward and upward to what is ahead of us in this New Year 2024 and our future. Thank you for your dedicated participation, and as always, “Leading you with Style and Grace and an Honor to serve!” Happy Convention and be blessed.*

*In Friendship and Solidarity,  
Dawn F. Bundick, she/her/hers  
ASEA/AFSCME Local 52 State President*

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# ALASKA STATE EMPLOYEES ASSOCIATION

## American Federation of State, County & Municipal Employees Local 52

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Dear ASEA Delegates,

Congratulations on becoming a delegate to the 19th ASEA Biennial Convention. As a delegate, you and other elected delegates from ASEA Chapters across Alaska will assemble as ASEA's governing body to adopt resolutions and make financial decisions that will impact our union for the next two years and beyond. Ours is a democracy, and openness and transparency are critical to a successful convening.

Prior to this convention, members have spent time discussing issues that resulted in proposed Resolutions and Amendments to the Constitution. After careful review by the State Executive Board, copies of all proposed Resolutions and Amendments received by the Constitutional deadline of January 31, 2024, are included in this packet.

We are providing these documents to you prior to the Convention to help prepare your discussions and actions at the Convention. Digital copies are also available at the following link: <https://www.afscmelocal52.org/conv-2024>

As a delegate, you are the most important person at our Convention. We encourage active engagement in the workshops, committee meetings and reports, but it is what you do on the Floor of the Convention that will determine the future of ASEA/AFSCME Local 52. This guidebook will help you become acquainted with the logistics of the Convention.

Thank you for participating in this exercise of union democracy, on behalf of the 8,000 public employees we represent.

In solidarity,

Heidi Drygas  
Executive Director  
ASEA/AFSCME Local 52



# BUSINESS LEAVE

Business leave is provided to compensate for actual time missed from your normal work schedule and is not applicable for regular days off from work.

**SUBMIT YOUR SUPERVISOR SIGNED LEAVE FORM TO ASEA.**

## BUSINESS LEAVE PROCESS OF APPROVAL

- 1. Complete your leave request form.** Enter the dates/hours you will miss from your normal work hours in order to travel and participate in the Convention.
  - Employee ID number required for timely processing
  - Select "OTHER" and write "Business Leave"
  - Note "ASEA Convention and [your] Chapter" and sign and date.
- 2. Obtain your supervisor's signature for approval of your absence.** Present the Request for Absence memo and your leave request/report to your supervisor for leave approval.
  - Your supervisor signs as the Approving Officer.
  - Supervisor's signature is required before ASEA approves business leave usage.
- 3. Provide your leave request/report form to ASEA.** The Business leave bank approvals are processed through the ASEA Executive Director or designee.
  - Email your leave form to Cindy at [ASEAHQ@afscmelocal52.org](mailto:ASEAHQ@afscmelocal52.org) or bring it to the ASEA Convention office, located in the Sheraton Hotel, 2<sup>nd</sup> Floor Board room.
  - Leave forms cannot be pre-approved prior to the last date of business leave usage indicated on your leave form.
- 4. ASEA verifies attendance prior to approval.** ASEA Business Leave Authorization is determined by participation and review of all attendance records. Attendance is taken at each session, room, training and during the Convention business session, beginning each morning and after lunch.
  - Business leave may be denied if attendance is not documented.
  - Contact Cindy by email, in advance of the Convention, if you have a prescheduled activity during the hours on your leave form.
  - You must attend your assigned committee. If you are not assigned to a committee, please join a committee work session as a guest.
- 5. ASEA approves business leave on leave form and sends authorization for use to your employer.** Cindy will email a copy of your leave form and the ASEA business leave memo to you. Submit the documents with your time sheet. SOA Employees: Use CODE 187 - ASEA Business leave.

## CANCELLATIONS or WITHDRAWALS

You must submit a written statement (email) of withdrawal to [ASEAHQ@afscmelocal52.org](mailto:ASEAHQ@afscmelocal52.org). Non-refundable travel and hotel costs incurred because of travel changes or failure to show will be the responsibility of the delegate or delegate's Chapter, except in the case of a personal or family emergency.

# HOUSING & TRAVEL

ASEA will pay eligible expenses for delegates as specified in the ASEA/AFSCME Local 52 Policy 5.02.000. Eligible expenses include mileage, airfare, hotel, ground transportation and meal allowance for meals not provided by ASEA.

## Hotel Accommodation

ASEA Delegates will receive paid hotel accommodation at the Sheraton Hotel, located at 401 E 6th Avenue, Anchorage, AK 99501. No Shuttles are available.

- Hotel Check In: 4PM -- Hotel Check Out: 11AM
- Restaurants On Property:
  - o Coffee Bar: Open Everyday 6AM – 2PM
  - o JADE Restaurant: Open Everyday 6AM – 11AM
  - o Ptarmigan Lounge: Open Everyday 2PM – 11PM
- Fitness Center: Open 7 days a week, 24 hours a day on the 15th Floor

A valid credit card is required upon check-in for incidental expenses (i.e., movies, hotel pantry items, restaurant meals) and will be the responsibility of each guest at checkout.

## Parking at Sheraton Hotel

The reduced parking rate for convention participants is \$12/day.

1. Scan QR code. Also located in the parking garage or front desk.
2. Insert if you are an overnight guest or using daily parking.
3. Input name, number, email, license plates, etc.
4. Select departure time/date.
5. Input group’s parking code and press “Apply.” The Group Code will be available a week prior to hotel accommodation.
6. Press “Submit” or “Extend to hotel (for overnight guests)”



## Street Parking/Meters

**Monday-Friday:** Parking meters must be paid Monday-Friday 9 am - 6 pm.

Rates: 2-hour meter \$1.75 per hour; 10-hour meter \$1.25 per hour;

Handicap rates and receipts for street meters – visit <https://www.easyparkalaska.com/locations>

**Saturday & Sunday:** 2-hour maximum time limits are enforced on Saturday from 9 am - 6pm.

Street parking is free. Sunday street parking is free with no time limits.

## Expenses

To receive reimbursement for expenses, delegates must complete an Expense Report form. All receipts must be attached, including those expenses directly paid by ASEA (i.e. airline itinerary, hotel, ground transportation to and from airport, airport parking, etc.) Receipts for meal allowance do not require receipts.

## REGISTRATION

**March 15, 2024, from 5:00 p.m. – 7:00 p.m.**

***In-person Registration is required! IF YOU DO NOT REGISTER YOU CANNOT BE SEATED AS A DELEGATE AND CANNOT VOTE DURING THE CONVENTION BUSINESS SESSION.***

**REGISTRATION FOR CONVENTION DELEGATES, ALTERNATES AND INVITED GUESTS** will begin Friday, March 15, 2024, from 5:00 p.m. – 7:00 p.m. **No delegate shall be permitted to register after 7:00 p.m., Friday, March 15, 2024, without the approval of the Credentials Committee.**

Note: Registering for work sessions and workshops is not the same as delegate registration. Delegate registration takes place at the Sheraton – Yukon Room, where you will receive your delegate voting credentials to affix to your name badge.

**Alternates must register no later than 12 noon on Saturday, March 16th**

Registered alternate delegates cannot simply take the place of a registered delegate if they are declared absent. A registered delegate can only be replaced by a registered alternate if they permanently leave the Convention.

## THE ALTERNATE

For each delegate, the chapter is allowed one alternate.

### **What does ASEA provide to the Alternate?**

The Union will provide Business leave to the alternate. The alternate delegate must be participating or observing Convention sessions to be eligible for business leave. If you are not assigned to a committee, please join any committee breakout room during Convention work sessions.

# THE DELEGATE

Your involvement is crucial. Whether serving on a committee, participating in discussions on the Convention Floor or voting on Constitutional Amendments or Resolutions, you will decide the policies that will guide ASEA/AFSCME Local 52 for the next two years.

Because of your importance, we are providing this guide to help you understand your rights and responsibilities, duties and requirements, both before and during the Convention.

## Representation

You are here representing your Chapter; one of 21 Chapters of the largest Union in Alaska. Your Chapter members elected you. The AFSCME International and ASEA Constitutions set the formula in determining the number of delegates each Chapter may elect. Your Chapter may elect one alternate for each delegate. When a member has accepted election as a delegate, they have the obligation to attend the Convention. The delegate has the duty to be present at all scheduled events, assigned Committee meetings, floor sessions and to be prepared upon return to their community to present a report to his/her Chapter about Convention activities and outcomes.

## CREDENTIALS

A Convention *credential* – a label that reflects your status (delegate, alternate, guest, etc.).

Only delegates may be present on the Convention Floor. Observing members, registered guests, alternate delegates, and Union Staff, except those assigned responsibilities by the ASEA Executive Board which require presence on the Floor, must sit in a separate designated section.

### CONVENTION FLOOR:

- \* Designated area where only elected delegates are seated when the Convention is in session.
- \* Designated area from where delegates speak, make motions and vote.

When you are in line at the microphone (requesting to speak):

- You must have your credentials visible,
- Wait for the Chair/Presiding Officer to recognize you before you speak,
- State your Name and Chapter each time you speak,
- Speak for a motion, speak against a motion, Move to Amend, Call the Question, etc.

# THE CONVENTION

Monthly or quarterly meetings are the *life blood* of your Chapter; the Convention is the *heart* of the entire Union. All ASEA/AFSCME Local 52 Chapters and members depend on the Convention process to determine the framework, structure and direction of the organization. The Convention can modify the *ASEA Constitution*, the binding rules of the organization. ASEA holds a Convention once every two years (“in every even-numbered year”).

## RULES

There are rules for all aspects of the Convention. First, there is the AFSCME International Constitution, which sets basic rules for all of AFSCME, including ASEA/AFSCME Local 52. Next, there is the ASEA/AFSCME Local 52 Constitution. This sets rules for how often we have a Convention, when it is held, how many delegates there can be, what must happen during the Convention, how *Resolutions* and *Constitutional Amendments* are adopted, etc. These rules are binding.

**IN  
SESSION:**  
“Open for Business”  
and operating  
under the rules.

In a gathering of a large group of people, Rules of Order are necessary to make it possible for business to be conducted in an organized and democratic way. Becoming familiar with and following the Rules of the Convention will make your participation more effective.

ASEA/AFSCME Local 52 uses *Robert's Rules of Order, Newly Revised* as its guide for setting Convention rules. However, ASEA's Constitution takes precedence, and all rules must be consistent with the Constitutions of ASEA/AFSCME Local 52 and AFSCME International.

The Convention is either *in session* (that is, able to take care of business) or *in recess*. This will usually follow the agenda each delegate receives at the start of the Convention. The agenda can only be changed by a vote of the delegates present. You will be made aware of changes in the schedule—which is why it is very important that you be on the Floor while the Convention is in session.

The Convention is a mixture of speeches from Union officers and guests, reports from Committees and the making, debating, and voting on proposed Resolutions and Constitutional Amendments.

# COMMITTEES

Prior to the Business Session of the Convention, each delegate is appointed to a Committee by the ASEA President and approved by the ASEA Executive Board. The Committee Chair is also selected by the President and approved by the ASEA Executive Board.

The Committee Assignments list showing the committee(s) you are assigned to attend begins on page 13.

Everyone is welcome to observe during Committee meetings; however, only appointed delegates to the Committee may vote in Committee.

## Convention Committees:

1. The **Budget Committee** reviews the Fiscal Year 2025 Budget adopted by the ASEA Executive Board. The ASEA Executive Board Treasurer presents a report of the proposed budget to the Assembly for adoption.
2. The **Constitutional Amendments Committee** reviews all proposed Constitutional Amendments submitted from members, Chapters and Chapter certified delegates; considers recommendations of the ASEA Executive Board; and may amend or consolidate amendments with similarly proposed Constitutional Amendments that have been submitted. The Committee Chair, or designee, presents a report to the Assembly with a recommendation to adopt, adopt as amended, do not adopt, or no recommendation. The Constitutional Amendments Committee will be discussed in more detail later.
3. The **Resolutions Committee** receives all proposed Resolutions from chapters, elected delegates and Convention Committees. They comment, review the proposed Resolutions and consider recommendations of the ASEA Executive Board and may amend or consolidate Resolutions with similarly proposed Resolutions that have been submitted. The Committee Chair, or designee, presents a report to the Assembly with a recommendation to adopt, adopt as amended, do not adopt, do not report or no recommendation. The Resolutions Committee will be discussed in more detail later.
4. The **Credentials Committee** receives all Delegate/Alternate Credentials through Registration; reviews the credentials for validity; and rules on matters of regular/irregular credentials received within or outside the established timelines.

The Committee Chair, or designee, will present a report to the Assembly to seat the Regular Delegates. Immediately following the adoption of the Convention Rules, the Committee Chair, or designee, will present a report to the Assembly to seat the Irregular Delegates.

5. The **Tellers Committee**. As Tellers, the Committee will tally the vote count on all house votes (open session) and roll call votes (closed session), calculate the results and maintain a tally record on all motions.
6. The **Rules Committee** reviews and can amend the Rules of the Convention as adopted by the ASEA Executive Board. The Chair, or designee, of the Committee will present the proposed Convention Rules for adoption to the Assembly.
7. The **Sergeant-at-Arms Committee** enforces the Convention Rules and Order of Business and will serve as security for the Floor, assuring only credentialed delegates are on the Floor, order is maintained, and in closed session (a roll call vote) will secure the doors to the meeting room, barring admittance or the leaving of all person during that period of time.
8. The **Next Wave Committee** reviews, discusses and makes recommendations on submitted Convention Resolutions and generates and submits, through the Resolutions Committee to the Assembly, proposed Resolutions that address the unique issues of new employees and employees 40 years of age and under. The Committee Chair, or designee, presents a report to the Assembly.
9. The **Class I Committee** makes recommendations on submitted Convention Resolutions and generates and submits, through the Resolutions Committee to the Assembly, proposed resolutions addressing the unique issues of Class I GGU employees. The Committee Chair, or designee, presents a report to the Assembly.
10. The **Women’s Committee** identifies and discusses issues affecting women in the workforce and makes recommendations on submitted Convention Resolutions and generates and submits, through the Resolutions Committee to the Assembly, proposed resolutions that address womens’ issues. The Chair of the Committee, or designee, will present a report to the Assembly.
11. The **Legislative Committee** reviews, discusses and makes recommendations on submitted Convention Resolutions and generates and submits, through the

Resolutions Committee to the Assembly, proposed resolutions that form and address the ASEA legislative agenda and related political issues. The Chair of the Committee, or designee, will present a report to the Assembly.

12. The **Rural/Bush Committee** reviews, discusses and makes recommendations on submitted Convention Resolutions and generates and submits, through the Resolutions Committee to the Assembly, proposed Resolutions that address issues affecting both Rural and Bush Chapters. The Chair of the Committee, or designee, will present a report to the Assembly.
  
13. The **Convention Minutes Committee**— within 120 days of the close of the 18th Biennial Convention, the Secretary of ASEA/AFSCME Local 52 and one delegate from each of the five (5) regions named in ASEA Constitution Article 7 shall review and approve the Minutes of the Convention. The Chair shall appoint the Committee members, subject to the approval of the Assembly.

### **COMMITTEE DEADLINES**

Committees in **Green** must wrap-up and submit any proposed resolutions to the Resolutions Committee by **12:00 pm Wednesday, March 13.**

Committees in **Blue** must submit any documents that need to be printed for business session to ASEA Staff by **7:00 pm Wednesday, March 13.** Include documents that are required for convention minutes.

## **COMMITTEE ASSIGNMENTS**

If you are replacing a delegate, please attend the committee for the delegate you are replacing. If you do not see your name on a committee, you can attend any of the committee work sessions. Committee assignments are final.

### **BUDGET**

**Wednesday, March 13**

<b>CHAPTER</b>	<b>FIRST NAME</b>	<b>LAST NAME</b>	<b>DESIGNATION</b>
<b>Anchorage</b>	<b>Charles (Chuck)</b>	<b>Stewart</b>	<b>Chair</b>
Anchorage	Val	Kenny	
Midnight Sun	Amy	MacPherson	
Midnight Sun	Axl	LeVan	
Juneau	Dawn	Harris	
Mat-Su	Jana	Spendlove	
Cook Inlet	Kimberly	Earll	
Sitka	Katherine	Johnson	
Staff Liaison: Margaret Pohjola			

**BUSH/RURAL****Tues/Wed, March 12 & 13**

CHAPTER	FIRST NAME	LAST NAME	DESIGNATION
<b>Cook Inlet</b>	<b>Doug</b>	<b>Grzybowski</b>	<b>Co-Chair</b>
<b>Mat-Su</b>	<b>Jody</b>	<b>Morris</b>	<b>Co-Chair</b>
City of Sitka	George	Hardison	
Kachemak Bay	Shawnisty	Webber	
YK Delta	Jennifer	Supler	
Sitka	Ira	Snelling	
Ketchikan	Brian	Calvin	
Ketchikan	Jennifer	Cole	
Staff Liaison: William Walters			

**CLASS 1****Tues/Wed, March 12 & 13**

CHAPTER	FIRST NAME	LAST NAME	DESIGNATION
<b>Cook Inlet</b>	<b>Jodi</b>	<b>Stuart</b>	<b>Chair</b>
Anchorage	Dante	Graham	
Anchorage	Christel	Brito	
Ketchikan	Brian	Calvin	
Staff Liaison: Toya Winton			

**CONSTITUTIONAL AMENDMENTS COMMITTEE** **Tues/Wed, March 12 & 13**

CHAPTER	FIRST NAME	LAST NAME	DESIGNATION
<b>Mat-Su</b>	<b>Jody</b>	<b>Morris</b>	<b>Chair</b>
Anchorage	Jodi	Andres	
Juneau	Tanya	Howard	
Midnight Sun	Wesley	Buchanan	
Anchorage	Christel	Brito	
Midnight Sun	Robert	Kinnard	
Staff Liaisons: William Walters			

**CREDENTIALS COMMITTEE****Wednesday, March 13<sup>th</sup>, & Fri, March 15**

CHAPTER	FIRST NAME	LAST NAME	DESIGNATION
<b>Anchorage</b>	<b>Ed</b>	<b>Smyers</b>	<b>Chair</b>
FNSB	Robert	Willaims	
Juneau	Rych	Clime	
Mat-Su	Nina	Hauptman	
Ketchikan	Joey	Tillson	
Staff Liaison: Brian Brandon			

**LEGISLATIVE COMMITTEE****Tues/Wed, March 12 & 13**

CHAPTER	FIRST NAME	LAST NAME	DESIGNATION
<b>Juneau</b>	<b>Paul</b>	<b>Kelly</b>	<b>Chair</b>
Midnight Sun	Scott	Crass	
Ketchikan	Joey	Tilson	
Midnight Sun	Axl	LeVan	
Cook-Inlet	Kimberly	Earll	
Anchorage	Charles "Chuck"	Stewart	
Liaison: Samantha Harris			

**NEXT WAVE COMMITTEE****Tues/Wed, March 12 & 13**

CHAPTER	FIRST NAME	LAST NAME	DESIGNATION
<b>Anchorage</b>	<b>Braxton</b>	<b>Bundick</b>	<b>Chair</b>
Anchorage	Amber	Barney	
Anchorage	Crystal	Collett	
Anchorage	Airis	Messick	
Kodiak	Alyssa	Hopkins	
Kodiak	Erica	Aus	
Staff Liaisons: Ryan Kopiasz & Lizzie Solger			

**RESOLUTIONS COMMITTEE****Tues/Wed, March 12 & 13**

CHAPTER	FIRST NAME	LAST NAME	DESIGNATION
<b>Anchorage</b>	<b>Lawrence</b>	<b>Camp</b>	<b>Chair</b>
Anchorage	Ryan	Knight	Delegate
Anchorage	Amber	Barney	Delegate
Kodiak	Alyssa	Hopkins	Delegate
Midnight Sun	Felise	Childress	Delegate
Midnight Sun	John	Perreault	Delegate
Mat-Su	Cynthia	Hooten	Delegate
Anchorage	Val	Kenny	Delegate
Staff Liaisons: Doug Carson & Adrienne Helinski			



**RULES COMMITTEE****Wednesday, March 13**

<b>CHAPTER</b>	<b>FIRST NAME</b>	<b>LAST NAME</b>	<b>DESIGNATION</b>
<b>Midnight Sun</b>	<b>Robert</b>	<b>Kinnard</b>	<b>Chair</b>
Midnight Sun	Zuzanna	Bobinski	
Juneau	Tanya	Howard	
Anchorage	Meredith	Spears	
Anchorage	Deadre	Browne	
Staff Liaison: MaryAnn Ganacias & Suyene Dallman			

**SGT-at-ARMS COMMITTEE****Wednesday, March 13**

<b>CHAPTER</b>	<b>FIRST NAME</b>	<b>LAST NAME</b>	<b>DESIGNATION</b>
<b>Anchorage</b>	<b>Paul</b>	<b>Keller</b>	<b>Chair</b>
Midnight Sun	Zuzanna	Bobinski	
Anchorage	Billy	Stapleton	
Midnight Sun	John	Perrault	
Staff Liaisons: Bev Gagaring & MaryAnn Ganacias			

**TELLERS COMMITTEE****Wednesday, March 13**

<b>CHAPTER</b>	<b>FIRST NAME</b>	<b>LAST NAME</b>	<b>DESIGNATION</b>
<b>Mat-Su</b>	<b>Andrew</b>	<b>Snith</b>	<b>Chair</b>
Anchorage	Sam	Kito	
Juneau	Willaim	Bauer	
Anchorage	Faith	Kolean	
Anchorage	Julienne	Eberhardt	
Staff Liaison: Bev Gagaring & MaryAnn Ganacias			

**WOMEN'S COMMITTEE****Tues/Wed, March 12 & 13**

<b>CHAPTER</b>	<b>FIRST NAME</b>	<b>LAST NAME</b>	<b>DESIGNATION</b>
<b>Juneau</b>	<b>Supanika</b>	<b>Ordonez</b>	<b>Chair</b>
Midnight Sun	Felisa	Childress	
Midnight Sun	Zuzanna	Bobinski	
Anchorage	Ruddy	Taylor	
Anchorage	Ryan	Knight	
Anchorage	Michelle	Brooks	
Staff Liaisons: Sharon Dart			

# CALL TO ORDER

A typical Convention begins with a *Call to Order*. All delegates (the Assembly) are seated in the designated area (the Floor) of the Convention and other members, alternates and guests are seated in the gallery or designated area. While the Convention is in session, only those who have the right to voice and vote may be on the Floor. This ensures there is no question about who can and cannot vote – if you are on the Floor and have your *Credential*, you have the right to vote.

The Convention will then follow a schedule. Speeches, assigned training, Committee meetings and Floor sessions will happen at definitive times. Time is set aside for Committee reports and for delegates to raise new issues from the Floor.

The Convention will *adjourn* and come to an end when all Business has been conducted.

***“The 19<sup>th</sup>  
Biennial  
Convention is  
called to order”***



# RESOLUTIONS

Resolutions are directions for our Union to follow. Resolutions follow a basic format. Usually, each begins with one or more sentences that state “Whereas ....” and provides an explanation of why the Resolution should be adopted. These “Whereas’s” are then followed by one or more “Be it resolved, that ...”, also referred to as “Resolves”, stating what ASEA/AFSCME Local 52 should do.

WHEREAS: This section explains and justifies the resolution which can include the duty of the organization or the main reason in which the resolution has been brought forward; and,

WHEREAS: Each whereas provides data and information to educate the voters on the topic of the resolution;

THEREFORE BE IT RESOLVED: (This section is called the resolve or resolves) This is the section of the Resolution that defines what actions must take place if the resolution is adopted. The resolves are what the assembly will vote to adopt or not adopt.

THEREFORE BE IT FURTHER RESOLVED: Provides further direction.

## **Resolutions submitted timely**

Resolutions submitted no later than January 31, 2024, are automatically considered on the Floor of the Convention. This entitles a Resolution to be considered and to require only a majority vote from the Floor to pass.

## **Resolutions submitted to the Resolutions Committee**

A Resolution may also be submitted by a Committee through the Resolutions Committee to the Assembly. To pass, the Resolution requires a two-thirds vote. Resolutions from the Floor first require a two-thirds vote to be heard.

## Resolutions Committee

At the Convention, all Resolutions will be given to the Resolutions Committee for review. The Committee may debate, amend and then decide whether to recommend to the Assembly: ADOPT, ADOPT AS AMENDED, DO NOT ADOPT, DO NOT REPORT or NO RECOMMENDATION for each Resolution. Other individuals may observe the Committee meeting and at the Chair's discretion, may be allowed to speak; however, only Committee members can propose changes and vote.

The Resolutions Committee will present a report when the Convention is in session. They will read Resolutions one at a time and give their recommendation. The Chair will take discussion of the Resolves first. These may be taken together or divided so that each is taken individually. Each Resolution will then be discussed by the Assembly. The Assembly will also have the opportunity to change the wording of the Resolution.

The Resolutions Committee may place resolutions that are likely to have no or little opposition and are non-controversial in nature on a consent calendar where many resolutions may be adopted in a single vote. This is done to save time for debating other issues and to expedite business. A single delegate can have an item removed from the consent calendar and placed back in the regular order of business. Finally, the Assembly will vote **on the Resolution as published or as amended by the Assembly or Resolutions Committee.**

During the Resolutions committee presentation, the recommendations from the committee are announced. Whether or not the committee recommends to Adopt or Do Not Adopt, the motion that will be stated to the assembly is to adopt the resolution.

An "aye" (yes) vote  
adopts the resolution  
and a "nay" (no) vote  
defeats it.



# CONSTITUTIONAL AMENDMENTS

The process to adopt Amendments to the Constitution is similar to that for Resolutions; however, Constitutional Amendments, unlike Resolutions, cannot be initiated from the Floor nor through a Committee at the Convention. However, they may be amended, combined or split into separate parts.

All proposed Constitutional Amendments must have been submitted no later than January 31, 2024, to be considered at the Convention. Each Amendment was reviewed by the ASEA/AFSCME Local 52 Executive Board at its Constitutional meeting on February 7-8, 2024.

Constitutional Amendments are again reviewed by the Constitutional Amendments Committee prior to convening the Business session of the Convention. They are *brought to the Floor* (presented to the Assembly in a Committee report) just as Resolutions are, with recommendations from the Committee.

Finally, the Assembly will discuss and vote **on the Amendment as published or as amended by the Assembly.**

An "aye" (yes) vote adopts the Constitutional Amendment and a "nay" (no) vote defeats it.

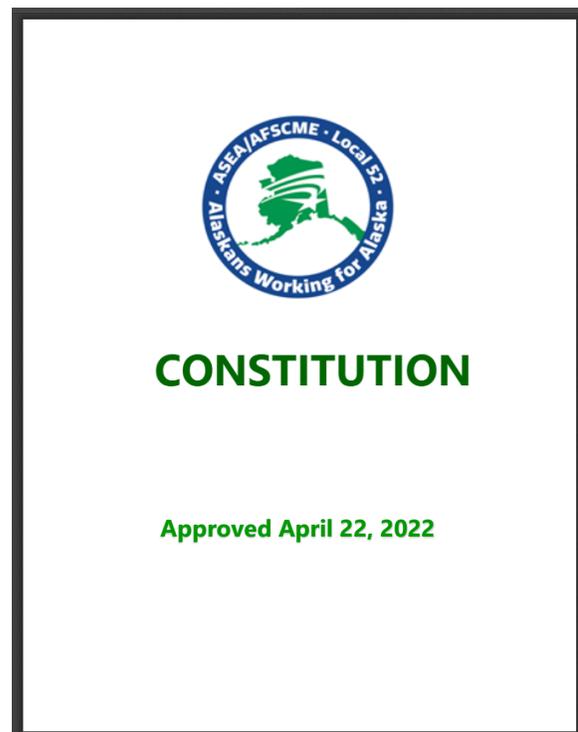
Constitutional Amendments require a two-thirds (2/3) vote of the Assembly to pass.

## **How to calculate a 2/3rds vote:**

A simple calculation is to double the number of negative votes cast; if the motion receives that number or a higher number, then it passes by the necessary 2/3s.

*Sample:* Yays: 65 Nays: 32

$32 \times 2 = 64 < 65$  Motion Passes



# PARLIAMENTARY PROCEDURE:

## THE MOTION AND THE VOTE

Unless a guest speaker is presenting from the “podium”, delegates may approach the microphone to have the opportunity to speak. Once you are at the microphone, you must wait for the Presiding Officer to *recognize* you; that is, tell you that it is okay to speak.

The first thing you must do is announce your *Credentials* and identify yourself by stating your Name and Chapter; and then you may speak. You may now make a *motion*, ask a clarifying question, or debate the issue.



No new subject can be discussed unless someone first makes a motion or the Presiding Officer introduces a motion as pending from, for example, the Resolutions Committee. Resolutions should be considered in the order provided by the Resolutions Committee.

A *motion* is a request that the Assembly will approve or disapprove some idea, support or oppose some issue, or take some action.

**ORIGINAL MAIN MOTIONS or RESOLUTIONS** – are motions whose introduction brings new business before the Assembly. Only one question can be considered at a time; once a motion is before the Assembly, it must be adopted or rejected by a vote, or the Assembly must take action disposing of the resolution in some other way, before any other resolutions can be considered.

## SECONDARY MOTIONS

**LISTING OF INDIVIDUAL SUBSIDIARY MOTIONS** – Subsidiary motions are used to modify or dispose of (favorably or unfavorably) a resolution. All require a second. They, along with the privileged motions have a rank or precedence, which means that only higher-ranking motions may be proposed while a lower ranking motion is pending.

These motions are listed from lowest ranking to highest ranking. Incidental motions have no rank but arise out of existing business and therefore take precedence over that pending business.

**Postpone Indefinitely**– A delegate proposes to dispose of or kill a question without bringing it to a direct vote for the remainder of the convention.

**Amend a Main Motion**– A delegate proposes to change a main motion’s wording. There are five basic methods of amending. 1) Strike-eliminate wording; 2) Insert-place words between other words; 3) Add-place words at the end of the resolution; 4) Strike and Insert-a combination of 1 and 2; and, 5) Substitute a paragraph-Replaces an entire portion of the resolution of a paragraph or more. An amendment must be germane which means it must be related to the business at hand in some way. A delegate cannot amend a resolution in two places at the same time. In order to accomplish this, they must strike the entire verbiage and insert an entire new phrase covering both of the locations. Amendments to other motions such as amendments assume the precedence of the motion to which they are applied. See improper amendments at the end.

**Refer or Commit to a Committee**– A delegate proposes to turn the motion or resolution over to a committee for study or redrafting before the Assembly considers it further.

**Postpone** (to a certain time) – A delegate proposes to consider a main motion later in the convention.

**Limit or Extend Debate**– A delegate proposes to modify the normal limits of debate on a pending motion. No member can debate more than twice on a resolution without extending the limits of debate. Limiting or extending debate requires a two-thirds vote.

**Previous Question**– A delegate proposes to close debate so that it will come to an immediate vote. This requires a two-thirds vote of the delegates voting.

The motion may be applied to “the immediate pending question” (i.e. amendment or other subsidiary motions) or to “all pending motions.”

**Lay on the Table**– A delegate proposes to lay aside the main motion when an important matter needs to interrupt the business of the Assembly; with the understanding that it can be taken up again when a majority of the Assembly so decides. This motion should **not** be used to dispose of a motion.

## LISTING OF INDIVIDUAL PRIVILEGED MOTIONS

The privileged motions are listed below in ascending order of rank. Each of the succeeding motions takes precedence over any or all of the main or subsidiary motions and motions listed before it.

**Call for the Orders of the Day**– A delegate requires the adopted agenda or order of business to be enforced and followed unless the Assembly decides by a two-thirds vote to deviate from the agenda.

**Raise a Question of Privilege**– A delegate interrupts pending business to state an urgent request (i.e., noise, inadequate ventilation, introduction of a confidential subject in the presence of guests, etc.). This is simply a request to address the Convention.

**Recess**– A delegate proposes a short intermission in a meeting, even while business is pending, for a specified length of time. A recess is generally used to obtain information, consult informally, or count ballots. A very brief pause by the chair asking the convention to “stand at ease” will be used for the chair to consult with the parliamentarian or gather information readily at hand.

**Adjourn**– A delegate proposes to close the meeting entirely. Since there is not a time set for the next meeting of this exact Convention of Delegates, this motion should not be used until the completion of business of the convention.

**Fix the Time to Which to Adjourn**– A delegate proposes to fix a date and hour, and sometimes the place, for another convention before the next regular convention. Since this convention will never be composed of the same exact members, this motion is not proper in most conventions.

## LISTING OF INDIVIDUAL INCIDENTAL MOTIONS

(The order in which the incidental motions are listed below, unlike the subsidiary and privileged motions presented above, has no relation to what other motions they take precedence over.) Incidental motions have no rank but arise out of existing business and therefore take precedence over that pending business.

**Point of Order** – Although the presiding officer has the responsibility of enforcing the rules, any delegate who believes they have noticed a case where the Chair is failing to do so can, at the time the breach occurs, require the Chair to make a ruling on the question involved. Points of order should **not** be called on minor infractions that do not affect the outcome of the deliberation. In an electronic convention, this is one of the two motions that raise hand can be used and will be addressed immediately.



**Appeal (Overturn the Decision of the Chair)**– Although the duty of ruling on all questions of parliamentary procedure affecting the Assembly's proceedings rests with the Chair, any delegate can with another delegate to second the appeal, require him/her to submit the matter to a vote of the Assembly. It must occur immediately after the Chair has made such a ruling. Limited debate on the appeal is permitted in some cases. In an electronic convention, this is one of the two motions that raise hand can be used and will be addressed immediately.



**Suspend the Rules**– A delegate proposes to take up a question or do something that would be in violation of a rule that applies, to permit accomplishment of the desired purpose. It should be noted that rules cannot be suspended for purposes outside the meeting or that protect individuals' rights, absentees rights, fundamental principles of parliamentary law, procedural law or the governing documents of the union such as the International Constitution or Local Constitution.

**Objection to the Consideration of the Question**– In our convention, this motion can only be applied to motions which are offered from the floor. Since resolutions from the floor require a two-thirds vote to be admitted, it is much easier to simply vote not to admit the resolution

**Division of the Question**– A delegate proposes the Assembly vote to treat each part accordingly in succession. The resolution or pending main motion (or an amendment to it) must contain two or more parts capable of standing as separate questions. If the parts are unrelated, a single member may demand they be considered separately without a vote.

**Division of the Assembly** – If a delegate doubts the accuracy of the Chair’s announcement of the result of a voice vote (or even a vote by show of hands) – or doubts that a representative number of persons voted – the delegate can demand a Division of the Assembly; a single delegate then has the power to require a standing vote, but not to order a count, which only the Chair or the Assembly can require. If a delegate wishes the vote to be counted, they must make a motion to that effect and it must pass by a majority vote.

**Requests and Inquiries** which a delegate can make in connection with business that someone desires to introduce, or which is pending or has just been pending:

1. *Parliamentary Inquiry*– A delegate requests the Chair’s opinion on a matter of parliamentary procedure as it relates to the business at hand – not involving a ruling.
2. *Request for Information*– A delegate inquires as to facts affecting the business at hand – directed to the Chair, or through the Chair, to another delegate, guest, or member.
3. *Request for Permission to Withdraw or Modify a Motion*– made by the maker of the motion to withdraw or alter their motion. If made before the Chair restates the resolution or motion, no permission is required. After it has been stated by the Chair it requires permission of the assembly.
4. *Request to Read Papers*
5. *Request for Any Other Privilege*

All other motions that normally would interrupt are placed in the chat and will receive priority recognition but may not interrupt.

## **Improper Main Motions**

1. No Resolution is in order that conflicts with the Corporate Charter, Constitution and Bylaws or procedural federal, state and local laws.
2. No Resolution is in order that presents substantially the same question as one that has been previously decided at the Convention.
3. No Resolution is in order that conflicts with a Resolution previously adopted and still in force unless accessed by Rescind or Amend Something Previously Adopted.
4. No Resolution is in order that is the same as one that is currently in control of the Assembly because it has been postponed, laid on the table or referred to a committee.
5. No Resolution is in order that proposes action outside the scope or direct control of the Assembly.
6. No resolution is in order that proposes action to be taken before the resolution is adopted.

In addition, Resolutions that the Assembly “not do something” are the same as doing nothing at all and wastes the time of the Assembly. It is preferable to draft main motions with a positive action rather than a negative action to avoid confusion. Rather than say the Assembly “not support Senate Bill 14, it is better to say that the Assembly “opposes” Senate Bill 14. The confusion occurs when a member is asked to vote “aye” (yes) if they are in favor of not supporting the bill.

## **Improper Amendments**

1. One that is not germane to the Resolution to be amended. If the motion is about supporting Senate Bill 14, you cannot amend by adding “and donate \$50 to YMCA.”
2. One that makes adoption of the Amendment the negation of the current main motion. A delegate cannot insert “not” before “support Senate Bill 14.”
3. One that would cause the motion to be out of order. This can be anything that adds a clause that conflicts with the Bylaws or one that leaves incoherent wording.

4. One that changes one form of Amendment to another. If you have an Amendment that proposes to strike and insert, a delegate cannot move to strike the part to be inserted.
5. One that changes one parliamentary form to another. If you have a motion to postpone a motion to a certain time, a delegate cannot strike the time and insert indefinitely. They have different ranks in precedence.
6. One that strikes enacting words such as "Resolved" or "Therefore".

## **Decorum or Rules during Debate**

According to Roberts Rules of Order Newly Revised, the following practices should be observed during debate.

1. Confine remarks to the merits of the pending question. This means when an Amendment is pending, you can only speak about the advisability of adopting or rejecting the pending Amendment, not the underlying motion.
2. Refrain from attacking members motives. This speaks for itself.
3. Address all remarks through the Chair. All debate and motions should be directed to the Chair, not fellow members of the assembly.
4. Avoid the use of member's names. Phrases such as "the previous speaker" or "the delegate from XYZ chapter" are acceptable.
5. Refrain from speaking adversely on a prior action not pending. A delegate should not use a decision made earlier in the Convention or at a prior Convention to urge support or defeat for the current resolution.
6. Refrain from speaking against one's own motion. If you are not sure you want to do something, don't propose it.
7. A delegate cannot read from reports, quotations, etc. without permission from the Assembly. This permission is usually obtained by unanimous consent.
8. Be seated during an interruption by the Chair. If a Point of Order is raised or any other interruption, the delegate should be seated. When the interruption is completed, the Chair will grant the floor back to the member that was interrupted.
9. REFRAIN FROM DISTURBING THE ASSEMBLY. You must be recognized to speak.

## VOTING

**MAJORITY VOTE**– Requires more than half of the votes cast by delegates of the Assembly present and legally entitled to vote on the particular resolution.

**TWO-THIRDS VOTE**– Requires expressed approval of at least two-thirds of the votes cast by delegates of the Assembly present and legally entitled to vote, excluding blanks or abstentions.

Motions (but not limited to) which require a Two-Thirds Vote:

- Amend or Rescind Constitution, Bylaws, or Rules of Order, previous notice also being required
- Amend or Rescind Something Previously Adopted (other than Constitution, Bylaws, or Rules of Order), if notice has not been given. It can also require a majority of the entire delegate body that is registered as an alternative. If notice has been given, it only requires a majority vote.
- Discharge an order of the day or a committee before it is pending
- Extend time for consideration of pending question, or time until scheduled adjournment or recess
- Limit or Extend Limits of Debate
- Previous Question
- Suspend the Rules (some may not be suspended)
- Take up a question out of its proper order, to take up an order of the day before the time for which it has been set

**VOTE OF UNANIMOUS CONSENT** – If the Chair senses that there is no or little opposition to a matter, the Chair may seek to obtain unanimous consent to a motion without the steps of stating the question and putting the motion to a formal vote, the Chair states, "If there is no objection . . . [or, "Without objection . . . "], " the action that the Chair mentions will be taken; or the delegate may ask, "Is there any objection to . . . ." The Chair then pauses and if no delegate calls out, "I object," the Chair announces that, "Since there is no objection . . . ," the action is decided upon. Despite the informality of this scenario, this is still an actual vote on the motion or request. Failing to object does not mean you are in favor of it, just that you concede that it is going to pass.

**ROLL CALL VOTE (Weighted Vote)**– When a Roll Call Vote is taken, the meeting room is “sealed” (seated delegates and non-delegates cannot leave or enter the meeting room during a Roll Call Vote and the doors are closed; all delegates present are asked to remain in their seats as the vote is taken.)

Value of the Weighted Vote: A Chapter’s total number of members (on which the allocation of delegates to the Convention was made) is divided equally among that Chapter’s delegates who are registered and certified by the Credentials Committee to be a voting delegate, with any remainder votes from such calculation being assigned to the Chair of that Chapter’s delegation.

*(i.e., 1021 total members in “X Chapter” divided by 11 delegates = 92.81 which is always rounded down to 92 votes to be carried by 10 of the delegates, with the remaining 9 vote to be assigned to the Chapter delegation Chair, who will carry a total of 101 votes.)*

**If a delegate is absent from the Roll Call Vote of the Assembly (i.e., out of the room), those 92 votes cannot be voted by proxy.**

**TIE VOTE**– On a tie vote, a motion requiring a majority vote for adoption is lost, since a tie is not a majority. If there is a tie without the Chair’s vote, the Presiding Officer can vote in the affirmative, thereby causing the motion to be adopted; or, if there is one more vote in the affirmative than in the negative without the Chair’s vote, the delegate can vote in the negative to create a tie, causing the motion to be rejected. These scenarios only applies if the chair is a delegate and has not already voted. Under no circumstances is the chair allowed to vote more than once.

Ref: *Robert’s Rules of Order, Newly Revised, 12<sup>th</sup> Edition*

## PARLIAMENTARY MOTIONS GUIDE

Based on Robert's Rules of Order Newly Revised (11th Edition)

The first 12 motions below are listed in order of precedence. Any motion can be introduced if it is higher on the chart than the pending motion.

PRIVILEGED MOTIONS						
PURPOSE	YOU SAY	CAN INTERRUPT	REQUIRES A SECOND	DEBATABLE	CAN BE AMENDED	VOTE REQUIRED
To end/close the meeting	<b>I move to adjourn</b>	NO	YES	NO	NO	MAJ
To provide a short break while business is pending	<b>I move to recess for (state duration)</b>	NO	YES	NO	YES	MAJ
To permit urgent requests related to the rights and privileges of the assembly or any of its members	<b>I rise to a question of privilege</b>	YES	NO	NO	NO	NONE
To demand the agenda (order of business) be followed	<b>I call for the order(s) of the day</b>	YES	NO	NO	NO	NONE

SUBSIDIARY MOTIONS						
To set a motion aside	<b>I move the motion be laid on the table</b>	NO	YES	NO	NO	MAJ
To close debate	<b>I move (or call for) the previous question</b>	NO	YES	NO	NO	2/3
To limit or extend debate	<b>I move that debate be limited to...</b>	NO	YES	NO	YES	2/3
To defer an action on a pending motion to a certain time	<b>I move to postpone the motion to...</b>	NO	YES	YES	YES	MAJ
To refer (place the business) in the hands of a committee	<b>I move to refer the motion to...</b>	NO	YES	YES	YES	MAJ
To amend the wording of a motion	<b>I move to amend the motion by...</b>	NO	YES	YES	YES	MAJ
To amend an amendment to the motion	<b>I move to amend the amendment by...</b>	NO	YES	YES	NO	MAJ
To drop (reject or kill) a motion	<b>I move that the motion be postponed indefinitely</b>	NO	YES	YES	NO	MAJ

MAIN MOTIONS						
To introduce new business	<b>I move that [or 'to']</b>	NO	YES	YES	YES	MAJ

Incidental motions have no precedence (rank). They are in order when the need arises and are decided immediately.

INCIDENTAL MOTIONS						
PURPOSE	YOU SAY	CAN INTERRUPT	REQUIRES A SECOND	DEBATABLE	CAN BE AMENDED	VOTE REQUIRED
To enforce the rules	<b>Point of order</b>	YES	NO	NO	NO	NONE
To obtain information about parliamentary law or rules	<b>I rise to a parliamentary inquiry</b>	YES (If urgent)	NO	NO	NO	NONE
To submit the matter to assembly and secure the ruling of the assembly, not the presiding officer	<b>I appeal from the decision of the chair</b>	YES	YES	VARIES	NO	MAJ
To suspend the rules	<b>I move to suspend the rules which...</b>	NO	YES	NO	NO	2/3
To avoid a main motion	<b>I object to the consideration of the question</b>	YES	NO	NO	NO	2/3
To consider separately a motion that has several distinct parts	<b>I move to divide the question so as to consider separately...</b>	NO	YES	NO	YES	MAJ
To demand a rising vote to verify the accuracy of a vote	<b>I call for a division</b>	YES	NO	NO	NO	NONE
To obtain information about the business at hand	<b>Request for information</b>	YES (If urgent)	NO	NO	NO	NONE

No order of precedence. Introduce only when nothing else pending.

MOTIONS THAT BRING A QUESTION AGAIN BEFORE THE ASSEMBLY						
To bring back a motion that has been laid on the table	<b>I move to take from the table the motion...</b>	NO	YES	NO	NO	MAJ
To cancel or change a previous action	<b>I move to rescind/amend something previously adopted</b>	NO	YES	YES	YES	2/3 or MAJ w/notice
To bring back a motion that has already been voted upon	<b>I move to reconsider the vote...*</b>	NO	YES	VARIES	NO	MAJ

\* Can be made only by someone who voted for the prevailing side

## LINKS to ASEA INFORMATION

Convention Documents/Forms:

<https://www.afscmelocal52.org/conv-2024>



**ASEA Governing Documents**

**ASEA Constitution and ASEA Policies & Procedures**

<https://www.afscmelocal52.org/union-leadership/governing-documents>

afscmelocal52.org > Union Leadership > Governing Documents

## March 12-13, 2024, Virtual Registration

Online Work Sessions, Training and Plenary Session

This is the main online registration link. Some work shops will require separate registration. Links will be available on Tuesday, March 12 during the 11:00 am work sessions.

**Don't Forget  
To Register**



## CONVENTION WORKSHOPS

Links to register will be provided during the 11:00 am work sessions on Tuesday, March 12.

### **Tuesday, March 12, 1:30 – 3:00 pm (3 Workshops)**

**Effective Communications – Tools & Tips**

**New Employee Outreach – Building a Strong Union**

**Leadership Development – Identifying and Recruiting Leaders**

## OPTIONAL ONLINE WORKSHOPS

### **Bloodborne Pathogen Awareness – Tuesday, March 12 at 4:30 pm (90 mins)**

This awareness class is designed for those who are at risk for on-the-job exposure to blood and other bodily fluids in the workplace. The course teaches how bloodborne pathogens are spread, how to avoid exposure and what to do if exposed to infectious material. This course will also detail employer requirements under the OSHA Bloodborne Pathogens Standard, such as the requirement to have a written bloodborne pathogen exposure plan, what that plan should entail, and how often your employer should be providing you site-specific training.

### **Workplace Bullying – Wednesday, March 13 at 1:00 pm (90 mins)**

An estimated 30% of workers have experienced bullying at work. The objective of this course is to identify and prevent workplace bullying. The course will provide an overview of workplace bullying, including impact of workplace bullying on individuals and organizations, which has physical, emotional, and financial consequences. Students will learn prevention strategies, such as developing a comprehensive workplace bullying prevention program and recognizing and responding to warning signs of potential bullying. This module will discuss how to effectively respond to a bullying incident in the workplace.



# ASEA/AFSCME Local 52 19<sup>th</sup> Biennial Convention 2024

March 12 & 13, 2024 - Online (Zoom)  
 March 15, 16 & 17, 2024 - Sheraton Hotel – Anchorage, Alaska  
**CONVENTION PROGRAM – TENTATIVE**

## TRAINING | WORK SESSIONS



### TUESDAY, MARCH 12, 2024 - VIRTUAL

TIME	ACTIVITY	LOCATION
8:30 a.m. – 10:30 a.m.	WELCOME Pre-Convention Orientation Roberts Rules of Order Training (In Brief)	Zoom Meeting Room
10:30 a.m. – 10:45 a.m.	Convention Committee Chair Training	Zoom Breakout Rooms
10:45 a.m. – 11:00 a.m.	BREAK	
11 a.m. – 12:30 p.m.	PRE-CONVENTION WORK SESSIONS Resolutions Committee Class I Committee Legislative Committee Next Wave Committee Rural/Bush Committee Women’s Committee	Zoom Breakout Rooms
12:30 p.m.	LUNCH BREAK	
1:30 p.m. – 3:00 p.m.	<b>WORKSHOPS (*Separate Registration Required)</b> Strong and Efficient Communications – Best Practices New Employee Outreach – Building a Strong Union* Leadership Development – Identifying and Recruiting Leaders*	
3:00 p.m. – 3:15 p.m.	BREAK	
3:15 p.m. – 4:30 p.m.	PRE-CONVENTION WORK SESSIONS Resolutions Committee Constitutional Amendments Committee Rural/Bush Committee Class I Committee Legislative Committee Women’s Committee Next Wave Committee	Zoom Breakout Rooms
3:15 p.m. – 4:30 p.m.	Rules Committee <i>Submit proposed Rules for Convention to ASEA Admin</i>	
4:30 p.m. – 6:00 p.m.	(OPTIONAL WORKSHOP) Bloodborne Pathogen Awareness <i>(Separate Registration Required)</i>	

# WORK SESSIONS | PLENARY SESSION

**WEDNESDAY, MARCH 13, 2024 - VIRTUAL**

TIME	ACTIVITY	LOCATION
8:30 a.m. - 12:00 noon	PRE-CONVENTION WORK SESSIONS Resolutions Committee Constitutional Amendments Committee* Rural/Bush Committee** Class I Committee** Legislative Committee** Women's Committee** Next Wave Committee** <i>*Submit Constitutional Amendments &amp; Order of Presentation to ASEA Admin.</i> <i>**Submit proposed resolutions to the Resolutions Committee by 12:00 noon.</i>	Zoom Breakout Rooms
10:30 a.m. - 12:30 p.m.	Budget Committee	
12 noon	LUNCH BREAK	
1:00 p.m. - 2:30 p.m.	Resolutions Committee Budget Committee Credentials Committee Tellers Committee Sergeant-At-Arms WORKSHOP: Workplace Bullying	Zoom Breakout Rooms       <i>(Separate Registration Required)</i>
2:30 p.m.	BREAK	
2:45 p.m.	<b>PLENARY SESSION</b>  WELCOME AND ANNOUNCEMENTS  SPEAKER: Elissa McBride, AFSCME Secretary-Treasurer  ASEA Political Action Committee Report Legislative Action Report - Darwin Peterson  ASEA SPONSORED TRUSTS - STATUS REPORTS ASEA/AFSCME Local 52 Health Benefits Trust - HT Chair ASEA Legal Services Trust Fund	Zoom Meeting Room
<b>WRITTEN REPORTS WILL BE PROVIDED TO DELEGATES FOR THE FOLLOWING:</b> ASEA STANDING COMMITTEES - STATUS REPORTS		
<ul style="list-style-type: none"> <li>• Bush Committee</li> <li>• Chief Stewards Committee</li> <li>• Class I Committee</li> <li>• Conservative Caucus Committee</li> <li>• DOT Committee</li> <li>• DPA Committee</li> <li>• Elections Committee</li> <li>• Grievance Review Committee</li> <li>• IT Committee</li> <li>• Judicial Panel</li> <li>• Women's Issues Committee</li> <li>• Next Wave Committee</li> <li>• Nurses Committee</li> <li>• Pride Committee</li> <li>• Presidents Committee</li> <li>• Probation/Parole Committee</li> <li>• Veterans Committee</li> </ul>		
4:30 p.m.	Resolutions Committee, if needed (Wrap-Up) Budget Committee, if needed <i>Submit Resolutions, Order of Presentation &amp; Budget upon completion to ASEA Admin.</i>	

## THURSDAY, MARCH 14, 2024

ASEA Convention Office is in the 2<sup>nd</sup> Floor Boardroom

3:30 p.m. - 5:00 p.m. CPR/1<sup>st</sup> Aid Assessments\* Kuskokwim Ballroom East  
Preregistration Required - Online portion must be completed

Breakout rooms available upon request - Kuskokwim Ballroom West or East: 25-30 seats each  
Susitna Room = Resolutions Committee | Yukon Room = Credentials Committee

## FRIDAY, MARCH 15, 2024 – SHERATON HOTEL

TIME	ACTIVITY	LOCATION
11:00 a.m. - 1:00 p.m.	Convention Check-In/Sign-In After 1:00 p.m., check in at the ASEA Convention Office located in the 2 <sup>nd</sup> floor Board Room	Ballroom Foyer (Howard Rock)
12:00 noon	Lunch President's Lunch Meeting	Howard Rock Ballroom A Kuskokwim Ballroom (West)
1:00 p.m. - 1:30 p.m.	<b>PLENARY SESSION</b> (Reconvenes) WELCOME (Dawn and Heidi)	Howard Rock Ballroom
1:30 p.m. - 1:45 p.m.	Joelle Hall, Alaska AFL-CIO President	
1:45 p.m. - 3:15 p.m.	Roberts Rules of Order Training	Howard Rock Ballroom
3:15 p.m. - 3:30 p.m.	BREAK	
3:30 p.m. - 5:00 p.m.	Workshop - 100% Union Strong - What does that mean?	
4:45 p.m.	Credentials Committee	Yukon Room
<b>5:00 p.m. - 7:00 p.m.</b>	<b>REGISTRATION</b> <b>MANDATORY: All Delegates must register before 7:00 p.m.</b> <i>Alternates must register no later than 12 noon on Saturday, March 16</i>  <b><u>UNREGISTERED DELEGATES WILL NOT BE ALLOWED TO ENTER THE CONVENTION FLOOR OR VOTE.</u></b> <b>THE REGISTERED ALTERNATE WILL TAKE THE DELEGATE'S PLACE.</b>	2 <sup>nd</sup> Floor Atrium/Yukon
	Women's Issues Committee Silent Auction ASEA Booths	2 <sup>nd</sup> Floor Atrium
6:00 p.m. - 8:30 p.m.	CONVENTION RECEPTION <i>Sponsored by ASEA Anchorage Chapter</i> <b>Hawaiian Theme - Aloha!</b>	The Summit - 16 <sup>th</sup> Floor

## CONVENTION BUSINESS SESSION – March 16 & 17, 2023

**ASEA DELEGATE NAME BADGE IS REQUIRED TO ENTER THE CONVENTION FLOOR**

Guests must obtain a badge at the ASEA Convention office prior to entering the ballroom.

Guests and non-delegate attendees may sit in the gallery behind the convention floor.

**SATURDAY, MARCH 16, 2024 – SHERATON HOTEL**

<b>TIME</b>	<b>ACTIVITY</b>	<b>LOCATION</b>
7:30 a.m.	BREAKFAST	Howard Rock Ballroom A
<b>8:30 a.m.</b>	<p><b>WELCOMING CEREMONIES</b>            ASEA PRESIDENT DAWN BUNDICK            Announcements            Presentation of Colors            Pledge of Allegiance and National Anthem            Invocation: TBD            Welcome Comments</p> <p><b>CALL TO ORDER</b></p> <p>CONVENTION COMMITTEE REPORTS            Credentials Committee: Seating of the Regular Delegates            Rules Committee: Adoption of the Rules            Credentials Committee: Seating of the Irregular Delegates</p> <p>ADOPT AGENDA            Appointment of Convention Minutes Committee</p> <p><b>KEYNOTE ADDRESS: President Lee Saunders, AFSCME</b></p> <p>STATE OF THE UNION            President’s Report            Secretary’s Report            Treasurer’s Report: Presentation/Approve Budget FY 2025            Executive Director’s Report</p>	Howard Rock Ballroom
11:00 a.m.	<p>CONVENTION COMMITTEE REPORTS            Legislative Committee            Rural/Bush Committee            Class I Committee            Women’s Committee            Next Wave Committee            Constitutional Amendments Committee            Resolutions Committee</p>	
12 noon	LUNCH - <i>Sponsored by ASEA Juneau Chapter</i> SPEAKER: TBD	Howard Rock Ballroom A
1:00 p.m. - 4:30 p.m.	CONVENTION COMMITTEE REPORTS (Continued)	
5:00 p.m. - 7:00 p.m.	ASEA Booths (TBD)	2 <sup>nd</sup> Floor Atrium
5:00 p.m. - 7:30 p.m.	Adult, Child & Infant First Aid/CPR/AED <small>Preregistration Required - Online portion must be completed</small>	Kuskokwim Ballroom East
7:00 p.m. - 10:00 p.m.	<b>SOLIDARITY SOCIAL - The Summit</b> <i>Hosted by ASEA Next Wave in partnership with AK AFL-CIO</i>	<b>Sheraton 16<sup>th</sup> Floor</b>

**SUNDAY, MARCH 17, 2024 – SHERATON HOTEL**

<b>TIME</b>	<b>ACTIVITY</b>	<b>LOCATION</b>
8:00 a.m.	BREAKFAST	Howard Rock Ballroom A
9:00 a.m.	GENERAL SESSION (Reconvenes) Announcements  Speaker: TBD	Howard Rock Ballroom
	CONVENTION COMMITTEE REPORTS (Continued) Oral Presentation and Floor Dialogue	
12:00 noon	LUNCH - Lunch Box	Howard Rock Ballroom A
1:00 p.m.	CONVENTION COMMITTEE REPORTS (continued) Oral Presentation and Floor Dialogue	
	GOOD AND WELFARE Member Comments	Howard Rock Ballroom
3:00 p.m. or earlier	ADJOURNMENT	
Additional workshop added: 3:00 p.m. – 5:30 p.m.	Adult, Child & Infant First Aid/CPR/AED <small>Preregistration Required - Online portion must be completed</small>	Kuskokwim Ballroom East

Updated: 2/29/2024





# ASEA/AFSCME Local 52 Staff

## Anchorage Headquarters

### **Executive Director**

Heidi Drygas

### **Assistant Executive Director**

MaryAnn Ganacias

### **Business Agents**

Doug Carson  
Suzan Hartlieb  
Ryan Kopiasz  
Toya Winton

### **Headquarters Support Staff**

Brian Brandon

### **Organizers**

Ryan Kopiasz  
Bev Gagaring

### **Accountant**

Margaret Pohjola

### **Accounting Tech**

Cindy Beans

### **Communications Coordinator**

Samantha Harris

### **PR/Communications Specialist**

Sharon Dart

## Fairbanks Field Office

### **Business Agent**

William Walters  
Adrienne Helinski

### **Administrative Assistant**

Suyene Dallman

## Juneau Field Office

### **Business Agent**

Lizzie Solger

### **Information Officer**

Reber Stein

## **Convention Questions:**

ASEA Headquarters [ASEAHQ@afscmelocal52.org](mailto:ASEAHQ@afscmelocal52.org)

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