ASEA/AFSCME LOCAL 52
18TH BIENNIAL
CONVENTION 2020
DELEGATES GUIDE

March 18-22, 2020
Hotel Captain Cook 939 W 5th Avenue,
Anchorage AK 99501
Table of Contents

INTRODUCTION ..................................................................................................................3
CONVENTION CHECKLIST ...............................................................................................4
BUSINESS LEAVE .............................................................................................................5
BUSINESS LEAVE PROCESS OF APPROVAL .................................................................5
REQUEST FOR ABSENCE .................................................................................................6
CANCELLATIONS OR WITHDRAWALS ..............................................................................6
HOUSING & TRAVEL ..........................................................................................................7
HOTEL ACCOMMODATIONS/TRAVEL ..............................................................................7
TRANSPORTATION TO/FROM AIRPORT & HOTEL ........................................................10
PARKING ............................................................................................................................10
THE DELEGATE ..................................................................................................................10
REGISTRATION ..................................................................................................................13
YOUR NAME BADGE = CREDENTIAL ............................................................................13
THE ALTERNATE ................................................................................................................13
THE CONVENTION ............................................................................................................15
RULES ..................................................................................................................................15
COMMITTEES .....................................................................................................................16
CALL TO ORDER ................................................................................................................19
RESOLUTIONS ....................................................................................................................20
CONSTITUTIONAL AMENDMENTS .................................................................................22
PARLIAMENTARY PROCEDURE: ................................................................................23
THE MOTION AND THE VOTE ..........................................................................................23
SECONDARY MOTIONS ......................................................................................................24
LISTING OF INDIVIDUAL PRIVILEGED MOTIONS .........................................................25
LISTING OF INDIVIDUAL INCIDENTAL MOTIONS ..........................................................26
IMPROPER MAIN MOTIONS ............................................................................................27
IMPROPER AMENDMENTS ..............................................................................................28
DECORUM OR RULES DURING DEBATE ......................................................................29
VOTING ...............................................................................................................................29
USEFUL LINKS ....................................................................................................................34
CONVENTION PROGRAM/AGENDA ..............................................................................35
MEETING ROOMS – HOTEL MAP - ................................................................................39

Draft Delegates Guide 2.4.2020
Do not print. A hard copy will be mailed to delegates.
Guide Information and tentative agenda may be updated prior to mailing on March 6th.
INTRODUCTION

Congratulations on becoming a delegate to the 18th ASEA Biennial Convention 2020. As a voting delegate you are the governing body of ASEA while in session and your role will be to represent your chapter at convention.

Your Union has been preparing for the 18th Biennial Convention of ASEA/AFSCME Local 52 since adjournment of our Convention in March 2018. Throughout the State of Alaska, members have been getting ready to participate and represent their Chapters.

Chapters across the state have held elections to choose delegates to represent them at the Convention. Delegate credential papers have been certified by their Chapter officers and forwarded to ASEA/AFSCME Local 52 Headquarters.

Locally Sponsored Resolutions and Amendments - Deadline
Chapters have spent time discussing issues that the delegates representing them will decide at the Convention. Some of their discussions and decisions have resulted in proposed Resolutions and Amendments to the Constitution, signed by the Chapter President and Secretary (or by one or more certified delegates) and submitted to ASEA/AFSCME Local 52 Headquarters. After review by the State Executive Board, copies of all proposed Resolutions and Amendments received by the Constitutional deadline of February 5, 2020, will be distributed to delegates in the Delegate Convention Packet.

These documents are sent prior to the Convention to help you prepare to discuss and take action on them at the Convention. Booklets (8-1/2” x 5-1/2”) will be enclosed in your Delegate Packet mailing; a full-size 8-1/2” x 11” copy of the Resolutions and Constitutional Amendments will be in the Delegate Convention binder provided at the Convention.

You, the delegate, are the most important person at the Convention. There will be 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 for years to come. This guide book will help you become acquainted with the logistics of the Convention.
Convention Checklist
In preparation for Convention, please be sure to check off all of the items listed below:

Prior to Convention
☐ Request absence from work [Leave slip] See page 5-6. Questions? Call Norma Jones
☐ Submit your Chapter Delegate Housing/Travel Form by February 10th to Sharon Dart
☐ Read through this Guide in its entirety
☐ Study the Parliamentary Procedure section

Delegates Packet will arrive in the mail – mailing date is March 6th
☐ Review the Constitutional Amendments and State Exec Board recommendations
☐ Review the Resolutions and State Exec Board recommendations
☐ Look over ASEA Governing Documents on ASEA website
☐ If traveling, look for your Flight/Hotel information from ASEA
☐ Pack your Delegates Guide and Leave slip

On your way to Convention
☐ If driving into Anchorage, record your starting mileage __________________
☐ If traveling, save your travel docs, taxi receipts to airport/hotel
☐ If you’re staying at the Cook, you will need a credit card for incidentals

Upon arrival at Convention
☐ Day 1 (Wednesday) Check-in (Sign-in) begins at 8:00 am – Mid Deck
☐ Get your Convention Bag/Binder and Name Badge at Sign-in
☐ Submit your leave slip to ASEA Staff (Norma or Sharon) prior to March 21st
☐ Attend workshops and Convention training
☐ Be sure you sign in again after you return from lunch each day

Work Sessions (Thursday/Friday)
☐ Sign in to your assigned committee when sessions begin and again after lunch (If you are not assigned to committee, sign in as a guest in the work session of your choice)

Registration
☐ IMPORTANT! Registration will be held from 4:30-8:00 pm, Friday evening for all Delegates, Alternates and Guests. Alternates can register up to 12 noon on Saturday.
BUSINESS LEAVE

Business leave is provided to compensate for actual time missed from your normal work schedule, however it is not used for regular days off or time off.

BRING YOUR SUPERVISOR SIGNED LEAVE SLIP WITH YOU.

BUSINESS LEAVE PROCESS OF APPROVAL

1. Complete your leave request.
   Complete a leave request/report form for the dates and times that you will miss from your normal work hours in order to travel and attend the Convention.
   - All information on the top section of the form must be completed. You must use your Employee ID number for timely processing (DO NOT use your social security number).
   - Mark “OTHER” and write “Business Leave” in the line below.
   - In the explanation section write the following: “ASEA Convention and [your] Chapter”
   - Sign and Date on the employee signature line.

2. Obtain Supervisor approval for your absence. Present your completed leave request/report to your supervisor for approval of absence from the worksite along with the Request for Absence memorandum (see next page).
   - Your supervisor must sign as the Approving Officer.
   - This signature is required prior to approval of business leave usage from the Union.

3. The Business leave bank belongs to ASEA and any usage must be processed through ASEA with approval by the Executive Director or designee.
   - Sign in and provide your leave request/report to Norma Jones or Sharon Dart in the Convention office (Whitby Room, Lower Lobby) no later than 1:00 p.m. on March 21st.
   - Leave slips will not be approved prior to the last date of usage.

4. ASEA Business Leave Authorization is determined by participation and review of all sign-in sheets. Each event/session will have a sign-in sheet. You must sign in with a Committee or at the ASEA Convention office each morning and again after lunch or when attending a Convention session.
   - Sign-in sheets will be used for verification of attendance for the approval of business leave usage. Attendance will be taken twice daily to properly document business leave usage. If you are not properly documented to be present for those times indicated on your leave slip, business leave may be denied.
   - In order to qualify for business leave, each delegate must attend all assigned trainings, Committee meetings and all Floor sessions. If you are not assigned to a Committee on Thursday and/or Friday, please sign-in at a Committee work session as a guest or sign-in at the ASEA Convention Office (Whitby Room).
5. ASEA will complete the Business Leave section of the leave form after determining participation. You will be notified when to pick up your leave report/request on the last day of Convention or it will be emailed to you.

Prior to the end of the pay period and no later than March 31st, you will receive an email of your business leave documentation. Include the documents with your time sheet and use CODE 187 as the ASEA Business leave code.

If you have not already done so, please complete a leave slip and obtain your supervisor’s signature prior to the Convention. **Bring your leave slip to the Convention.** Submit your leave slip(s) to the designated ASEA Administrative staff person in the Whitby Room (Lower Lobby) in the Hotel Captain Cook.

**REQUEST FOR ABSENCE**

To assist you in obtaining the leave of absence for you to attend convention, a request for absence memo has been attached to Delegate Information email. The memo informs your supervisor that you are scheduled to participate in Convention and that you are requesting leave in order to participate. It further states that ASEA will approve Business Leave coverage to assure your attendance at Convention.

The memo is generic listing the dates of convention with language to include your dates of travel to attend the Convention.

If you have to take leave Tuesday to fly into Anchorage, your leave should include the dates you travel to Convention and your return travel.

If your supervisor requests a more specific memo, noting your name on the request for absence, please contact Norma Jones at normaj@afscmelocal52.org.

**CANCELLATIONS or WITHDRAWALS**

If you are unable to secure leave to attend the convention or if your plans have changed and you are unable to attend convention, please contact your Chapter President and Secretary as soon as possible so they can contact the next available alternate.

You must submit a written statement (email) to your Chapter President and/or Secretary be officially withdrawn. If you already have travel/hotel arrangements with ASEA, contact Norma (email above) as soon as possible.
The Union will pay eligible expenses for all delegates in accordance with ASEA/AFSCME Local 52 Policy 5.02.000 (next page). In order to qualify for benefits, each delegate must attend all assigned trainings, Committee meetings and Floor sessions. Eligible expenses include mileage, airfare, hotel and meal allowance for meals that are not provided by the Union.

Hotel Accommodations/Travel

The Convention and all Committee meetings will be held at the Hotel Captain Cook – 939 W 5th Avenue, Anchorage, AK 99501.

Please note the following:

Incidentals

• A credit card must be presented during check-in for certain hotel services (incidentals). Payment of incidental expenses (i.e., movies, telephone calls, food not provided by the Union) will be the responsibility of each individual at checkout (12:00 noon).

• Hotel reservations are guaranteed by ASEA/AFSCME Local 52. Costs incurred because of failure to show for a guaranteed room will be the responsibility of the delegate or delegate’s Chapter.

• Hotels reserve the right to establish their own personal check cashing privileges. Checks issued by your Chapter, used for rooms and/or food and beverage charges, should be made payable to the Hotel Captain Cook. (No third-party checks will be accepted).

Travel

Except in the case of a personal or family emergency, any airline charges resulting from requested changes by delegates with existing reservations will NOT be paid by ASEA/AFSCME Local 52.
Expenses

To receive reimbursement for expenses, delegates must complete an Expense Report form (available at Convention). All receipts must be attached, including those expenses paid directly by the Union, i.e., airline itinerary and boarding passes, hotel, taxi to and from the airport, airport parking, etc. Daily meal allowance does not require receipts.

5.02.000 EXPENDITURES FOR UNION BUSINESS

5.02.010 Expense Report Form

To seek reimbursement of personal expenses for union business, a member should complete a Union Statement of Expenses, attach receipts, and submit it to Union Headquarters for review and approval of the Executive Director.

5.02.020 Reimbursement of Expense

A. All expense reimbursement requests must be accompanied by receipts for the expenditure. If reimbursement is asked for without a receipt, a written explanation should be provided. If the request is for reimbursement of a meal, the expense form should contain the names of the individuals present, the purpose and the date.

B. Each individual must submit to the Executive Director requests for reimbursement within sixty (60) days of completion of the authorized union activity. Any expense not approved by the Executive Director may be appealed to the Board. Any expense report that exceeds $500.00 (five hundred and no/100 dollars) and is over sixty (60) days past the date of completion of the authorized union activity must be approved by the Executive Board.

5.02.021 Hotel Upgrades

A. When an individual is staying in a hotel, the Union will reimburse the cost of the room plus tax only.

B. A member of the Union may not ask for an upgrade of any type while on Union business, unless the member pays for it. However, reasonable accommodation for physical or medical disabilities will be provided by the Union.

5.02.022 Alcoholic Beverages or Marijuana

No charges for alcoholic beverages or marijuana shall be reimbursed.

5.02.023 Transportation/Mileage

A. Automobile rentals, while traveling on Union business shall only be reimbursed if pre-approved by the Executive Director. In making that determination, items to be considered shall be the expense for such a rental, the expense for alternate means of transportation and the most efficient utilization of the individual’s time. If the individual will spend a great deal of their time waiting for alternate means of transportation, an automobile rental may be pre-approved, even though the cost of that rental might exceed the cost of alternate means of transportation.

B. The least expensive mode of ground transportation should be utilized. If airport parking is to be reimbursed, the actual charges for the expected period to be absent should not exceed the cost of cab fare.

C. Actual transportation costs will be reimbursed with the exception of the use of
personal conveyances, which will be reimbursed at the current rate allowable under the IRS Code. The total expense is not to exceed the cost of coach airfare between an individual’s home and place of meeting.

D. All mileage reimbursement requests must be accompanied with an actual beginning and ending odometer reading.

E. If the Board meeting/Union activity is held within the geographic area where a member lives, that member will not be reimbursed for mileage.

F. When an ASEA/AFSCME Local 52 member is not at their regularly assigned work location (duty station) and they must travel, ASEA/AFSCME Local 52 will only pay the portion equivalent to the cost of the normal travel from and to their duty station.

5.02.024 Airfare
Any individual who is traveling on the business of the Union, and who, then, continues to a different location for personal reasons, shall only be reimbursed by the Union for the normal cost of the airfare and expenses to and from the destination for which the business was conducted.

5.02.025 Reservation Changes
If changes to travel and/or hotel reservations paid by Union funds are made after purchase, the individual traveling will be responsible for any additional charge if that change results in additional fees or increased airfare.
If a change results in any monetary credit or refund, those funds are to be credited back to the Union. Under no circumstance should any monetary credit or refund on any expenses paid by Union funds be refunded to the person traveling or used for personal use.

5.02.026 Meal Allowance
A. When the Union provides lodging for a member traveling in or out of state on Union business and when a member is on travel status for at least three (3) hours, the member is entitled to a meal allowance, as follows: midnight – 10:00 a.m., breakfast $12.00; 10:00 a.m. – 3:00 p.m., lunch $16.00; 3:00 p.m. – midnight, dinner $32.00.

B. At the discretion of the Executive Director, and in compliance with the IRS code, an in-town taxable allowance of up to sixteen dollars ($16.00) may be paid to any member on Union business for a minimum of four (4) hours within the geographic area where the member lives. If the four (4) hours of Union business extends beyond 6:30 p.m., the member may receive an additional meal allowance up to the limits listed in Section 5.02.026A.

C. Upon request by the member, a one-time advance of up to one hundred fifty dollars ($150.00) shall be made available to all members serving in statewide elected positions, for attendance at approved training seminars, meetings, conferences, and conventions, and such advance must be returned at the end of their service. Meal allowance checks will be sent out after events, upon receipt of the voucher indicating attendance.

D. Except in cases where the member has special dietary needs, the Union will not pay a meal allowance to a member in instances where meals are provided by the union or the hotel. To qualify for an exception under this section, the member must attempt to pre-arrange a substitute meal by contacting the Executive Director or his assistant at least 10 days prior to the event at which the meal will be provided. If an appropriate substitute meal cannot be arranged or is not provided, the member may make a reimbursement claim for that meal. This exception must be noted on the expense report.
Transportation to/from Airport & Hotel

Members arriving by air will be reimbursed for cab fare to the hotel. There is no hotel shuttle service available. Be sure to ask for and keep your receipt for your expense report. Rental vehicle expenses will not be reimbursed.

Parking

Parking is reimbursable with a receipt. For long term parking, you can use the garage at 4th & B which charges $1.25/hour.

Hotel Guests Parking – Garage (2) Diamond Parking

The parking garage adjacent to the Hotel is no longer part of the Captain Cook. If you utilize the garage, bring your parking ticket to Sharon in the morning which will be used to acquire a pre-paid single exit parking ticket in the afternoon. Without the pre-paid ticket, the costs will be as noted below.

The parking garage adjacent to the Hotel Captain Cook charges $20.00 for a 24-hour period (single exit). 0-2 hours is $6.00, each add’l hour is $3.00.

You may also pay for the parking and keep your receipt for reimbursement in your expense report.

Parking Lot (4) Diamond Parking

The parking lot located on the corner of 5th and K, is $15 for a 24-hour period. 0-2 hours $10.00.

Street Parking - EasyPark

There is no cost to park on the street after 6pm on weekdays, and on Saturday and Sunday, however, Saturday, the 2-hour limit is enforced until 6 pm., but still free. (Street Parking: 2-hour parking limit weekdays and Saturday until 6 pm)
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 have devoted this chapter to helping 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, he/she has 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.

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.
Credentials

A Convention credential – a color coded label that reflects your status (delegate, alternate, guest, etc.) will be distributed at Registration. You must keep your credentialed name badge with you **AT ALL TIMES** when the Convention is *in session* and each time you speak on the Floor.

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

When you are at the microphone:

- 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
REGISTRATION
March 20, 2020, from 4:30 p.m. – 8:00 p.m.

Registration is VERY Important! A MUST!

IF YOU DO NOT REGISTER YOU CANNOT BE SEATED AS A DELEGATE & WILL NOT BE ABLE TO VOTE IN CONVENTION.

REGISTRATION FOR CONVENTION DELEGATES, ALTERNATES AND INVITED GUESTS will begin Friday evening, March 20, 2020, from 4:30 p.m. – 8:00 p.m. in the Voyager Room (Lobby Level) of the Hotel Captain Cook. No delegate shall be permitted to register after 8:00 p.m., Friday, March 20, 2020, without the approval of the Credentials Committee.

Alternate delegates must be registered no later than noon, Saturday, March 21, 2020.

YOUR NAME BADGE = CREDENTIAL

Your name badge will become your credential once you register at the convention. Upon registration, you will receive a ribbon to affix to your name badge. The ribbon will designate you as a Delegates, Irregular Delegate, Alternate or Irregular Alternate.

You must wear your name badge/credential to participate in convention. Your badge is also your ticket for the meals provided. A unique barcode will be affixed to the back of your badge for scanned entry/sign-in to meals.
THE ALTERNATE

For each delegate, the chapter is allowed one alternate. If the alternate plans on attending the convention, it is up to the chapter to approve the expenses of the alternate. The President of the Chapter must notify ASEA if you plan on sending an alternate so that ASEA can determine the count for materials, food and convention logistics.

Alternates that attend convention must register no later than noon on Saturday, March 21, 2020.

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 an alternate if they permanently leave the Convention.

What is expensed to the chapter for the alternate?
The alternate’s travel, hotel and provided meals are expensed to the chapter. Additionally, the chapter will be responsible for any valid expenses reported on the alternates expense report (reference policies on pages 8-9).

At the conclusion of the convention, after expenses have been submitted by the alternates, ASEA will either send an invoice to the chapter or deduct from future sharing, whichever the Chapter Executive President decides.

What does the Union provide to the Alternate?
The Union will provide Business leave to the alternate. The alternate must sign-in twice each day to be eligible for business leave. If you are not assigned to a committee, please sign in in any of the convention work sessions in the morning & afternoon and/or in the ASEA Convention office located in the Whitby room. See map on page 39.
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 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 and debating of *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 State Executive Board. The Committee Chair is also selected by the President and approved by the State Executive Board.

Your Delegate Convention Packet includes a Committee list showing your Committee assignment.

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 2021 Budget adopted by the State Executive Board. The State 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 State 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 members, Chapters, ASEA Committees and Convention Committees. They
comment, review the proposed Resolutions and consider recommendations of the State 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 State 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 persons 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 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 women’s 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.
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 (your badge), 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.
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.

Resolutions submitted timely
Resolutions submitted no later than February 5, 2020, 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 (2/3<sup>rd</sup>) vote. Resolutions from the Floor first require a two-thirds (2/3<sup>rd</sup>) 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 (*See Section VI*).

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.

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;

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 adoption. The resolves are what the assembly will vote to adopt or not adopt.

THEREFORE BE IT FURTHER RESOLVED: Provides further direction.
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 February 5, 2020, to be considered at the Convention. Each Amendment was reviewed by the ASEA/AFSCME Local 52 Executive Board at its Constitutional meeting in Juneau on February 10-11, 2020.

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.
PARLIAMENTARY PROCEDURE:
THE MOTION AND THE VOTE

Unless a guest speaker is presenting from the podium, delegates may approach a microphone to have the opportunity to speak. Once you are at a 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 display your Credentials (badge) 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.

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. 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 he/she has 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.

**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.

**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, procedure 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 2/3rd 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.

**Consideration by Paragraph or Seriatim**– A delegate proposes that the main motion, in the form of a resolution or document containing several paragraphs or sections which (although not separate questions), could be most efficiently handled by opening each paragraph or section to amendment one at a time (before the whole is finally voted on).

**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 – he/she 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**

**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.

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. Whispering is just that, whispering. Leaving or walking around may be considered “disturbing” the Assembly.

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.
- 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 he/she 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.

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

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, he/she can vote in the negative to create a tie, causing the motion to be rejected.

Robert’s Rules of Order
Chart of Motions & Procedures

These motions are listed in order of precedence. A motion can be introduced if it is higher on the chart than the pending motion.

<table>
<thead>
<tr>
<th>Purpose</th>
<th>You Say</th>
<th>Can Interrupt</th>
<th>Requires a Second</th>
<th>Debatable</th>
<th>Can be Amended</th>
<th>Vote Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Close the meeting</td>
<td>I move to adjourn</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Register a complaint</td>
<td>I rise to a question of privilege</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>Lay the motion aside temporarily</td>
<td>I move to table the motion</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>End debate</td>
<td>I call the question; OR I move to end debate</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
</tr>
<tr>
<td>Limit or extend debate</td>
<td>I move that debate be limited to...</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>2/3</td>
</tr>
<tr>
<td>Postpone to a certain time</td>
<td>I move to postpone the motion to...</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Refer to a committee</td>
<td>I move to refer the motion to...</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Modify the wording of the motion</td>
<td>I move to amend the motion by...</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Postpone the decision indefinitely</td>
<td>I move that the motion be postponed indefinitely</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
</tr>
</tbody>
</table>
No order of precedence. These motions arise incidentally and are decided immediately.

<table>
<thead>
<tr>
<th>Purpose</th>
<th>You Say</th>
<th>Can Interrupt</th>
<th>Requires a Second</th>
<th>Debatable</th>
<th>Can be Amended</th>
<th>Vote Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enforce the rules</td>
<td>Point of order</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>Submit the matter to the group</td>
<td>I appeal the decision of the Chair</td>
<td>Yes</td>
<td>Yes</td>
<td>Varies</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Suspend the rules</td>
<td>I move to suspend the rules</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
</tr>
<tr>
<td>Divide the motion</td>
<td>I move to divide the question</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Demand rising vote</td>
<td>I call for a division</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>Ask a question about parliamentary procedure</td>
<td>Parliamentary inquiry</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>Request for information</td>
<td>Point of information</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
</tbody>
</table>

No order of precedence. Introduce only when nothing else is pending before the group.

<table>
<thead>
<tr>
<th>Purpose</th>
<th>You Say</th>
<th>Can Interrupt</th>
<th>Requires a Second</th>
<th>Debatable</th>
<th>Can be Amended</th>
<th>Vote Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Take the matter from the table</td>
<td>I move to take from the table</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Cancel a previous action</td>
<td>I move to rescind</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>2/3; or Majority with notice</td>
</tr>
<tr>
<td>Reconsider a motion*</td>
<td>I move to reconsider the vote</td>
<td>No</td>
<td>Yes</td>
<td>Yes, if motion it applies to is debatable</td>
<td>No</td>
<td>Majority</td>
</tr>
</tbody>
</table>

* can be made only by someone who voted for the prevailing side in the previous vote on the motion
You will receive an updated printed Delegate’s Guide in your delegate’s packet.
Watch for your packet at your home mailing address.
Mailing date: March 6, 2020

Please bring the Delegate’s Guide that you receive in the mail with you to Convention.
(The Delegate’s Guide may be updated until the date of mailing. If you choose to print the online/electronic guide, please be aware there may be updates made to this guide)

USEFUL LINKS

Convention Documents/Forms:
https://www.afscmelocal52.org/benefits-services/all-forms-documents/2020-biennial-convention
afscmelocal52.org > Quick link: All Forms & Docs > 2020 Biennial Convention

ASEA Governing Documents
ASEA Constitution and ASEA Policies & Procedures
https://www.afscmelocal52.org/union-leadership/governing-documents
afscmelocal52.org > Union Leadership > Governing Documents

Best of wishes for a successful Convention! The Executive Director and Staff of ASEA/AFSCME Local 52 look forward to meeting you and working with you at our 18th Biennial Convention of ASEA/AFSCME Local 52.
## Convention Program/Agenda

### PRE-CONVENTION TRAININGS AND COMMITTEE MEETINGS

#### WEDNESDAY, March 18, 2020

**NOTE:** ASEA Administrative Office — Whitby Room in the Lower Lobby

<table>
<thead>
<tr>
<th>TIME</th>
<th>ACTIVITY</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30 a.m. – 10:30 a.m.</td>
<td>BREAKFAST ON YOUR OWN</td>
<td>Mid Deck (L)</td>
</tr>
<tr>
<td>10:45 a.m. – 12:15 p.m.</td>
<td>Roberts Rules of Order – Parliamentary Procedures</td>
<td>Adventure/Mid Deck/Endeavor</td>
</tr>
<tr>
<td>12:15 p.m. – 1:15 p.m.</td>
<td>TRAINING/WORKSHOP</td>
<td>Aft Deck (L)</td>
</tr>
<tr>
<td>1:15 p.m. – 3:15 p.m.</td>
<td>TRAINING/WORKSHOP</td>
<td>Adventure/Mid Deck/Endeavor</td>
</tr>
<tr>
<td>3:30 p.m. – 4:30 p.m.</td>
<td>Convention Training</td>
<td>Mid Deck (L)</td>
</tr>
<tr>
<td>5:00 p.m.</td>
<td>DINNER ON YOUR OWN</td>
<td></td>
</tr>
</tbody>
</table>

#### THURSDAY, March 19, 2020

**NOTE:** ASEA’s Administrative Office — Whitby Room in the Lower Lobby

<table>
<thead>
<tr>
<th>TIME</th>
<th>ACTIVITY</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30 a.m. – 12 noon</td>
<td>BREAKFAST ON YOUR OWN</td>
<td>Mid Deck (L)</td>
</tr>
<tr>
<td>PRE-CONVENTION WORK SESSIONS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:30 a.m. – 12 noon</td>
<td>Resolutions Committee</td>
<td>Endeavor Room (L)</td>
</tr>
<tr>
<td></td>
<td>Rules Committee</td>
<td>Adventure Room (L)</td>
</tr>
<tr>
<td></td>
<td>Rural/Bush Committee</td>
<td>Quadrant Room (L)</td>
</tr>
<tr>
<td></td>
<td>Class I Committee</td>
<td>Resolution Room (L)</td>
</tr>
<tr>
<td></td>
<td>Legislative Committee</td>
<td>Voyager Room (L)</td>
</tr>
<tr>
<td></td>
<td>Women’s Committee</td>
<td>Club Room 2 (10th Floor)</td>
</tr>
<tr>
<td></td>
<td>Next Wave Committee</td>
<td>Club Room 1 (10th Floor)</td>
</tr>
<tr>
<td>12 noon</td>
<td>LUNCH ON YOUR OWN</td>
<td></td>
</tr>
<tr>
<td>1:00 p.m. – 5:00 p.m.</td>
<td>PRE-CONVENTION WORK SESSIONS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Resolutions Committee</td>
<td>Endeavor Room (L)</td>
</tr>
<tr>
<td></td>
<td>Constitutional Amendments Committee</td>
<td>Adventure Room (L)</td>
</tr>
<tr>
<td></td>
<td>*Rural/Bush Committee</td>
<td>Quadrant Room (L)</td>
</tr>
<tr>
<td></td>
<td>*Class I Committee</td>
<td>Resolution Room (L)</td>
</tr>
<tr>
<td></td>
<td>*Legislative Committee</td>
<td>Voyager Room (L)</td>
</tr>
<tr>
<td></td>
<td>*Women’s Committee</td>
<td>Club Room 2 (10th Floor)</td>
</tr>
<tr>
<td></td>
<td>*Next Wave Committee</td>
<td>Club Room 1 (10th Floor)</td>
</tr>
</tbody>
</table>

*Wrap-up and submit any proposed resolutions to the Resolutions Committee by 5:00 p.m.*

<table>
<thead>
<tr>
<th>TIME</th>
<th>ACTIVITY</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>5:00 p.m.</td>
<td>DINNER ON YOUR OWN</td>
<td></td>
</tr>
<tr>
<td>6:00 p.m.</td>
<td>PRE-CONVENTION WORK SESSIONS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Resolutions Committee</td>
<td>Endeavor Room (L)</td>
</tr>
<tr>
<td></td>
<td>Constitutional Amendments Committee</td>
<td>Adventure Room (L)</td>
</tr>
</tbody>
</table>
**FRIDAY, March 20, 2020**

*NOTE: ASEA’s Administrative Office — Whitby Room, Lower Lobby*

<table>
<thead>
<tr>
<th>TIME</th>
<th>ACTIVITY</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00 a.m.</td>
<td>BREAKFAST</td>
<td>Aft Deck (L)</td>
</tr>
<tr>
<td>8:00 a.m. - 10:00 a.m.</td>
<td>PRE-CONVENTION COMMITTEE WORK SESSIONS</td>
<td>Club Room 1 (10th Floor)</td>
</tr>
<tr>
<td>8:00 a.m. - 12 noon</td>
<td>Budget Committee</td>
<td>Endeavor Room (L)</td>
</tr>
<tr>
<td></td>
<td>Resolutions Committee (Wrap-up)</td>
<td>Voyager Room (L)</td>
</tr>
<tr>
<td>8:00 a.m. - 9:45 a.m.</td>
<td>Credentials Committee</td>
<td>Fore Deck (L)</td>
</tr>
<tr>
<td>10:00 a.m. - 12 noon</td>
<td>Sergeant-At-Arms Committee</td>
<td>Fore Deck (L)</td>
</tr>
<tr>
<td>12 noon - 1:00 p.m.</td>
<td>LUNCH BUFFET</td>
<td>Aft Deck (L)</td>
</tr>
<tr>
<td>12:30 p.m. - 1:00 p.m.</td>
<td>SPEAKER: TBD</td>
<td>Fore Deck (L)</td>
</tr>
</tbody>
</table>

**PLENARY SESSION**

| 1:00 p.m. - 2:00 p.m. | POLITICAL ACTION                                  | Fore Deck (L)          |
| 1:00 p.m. - 2:00 p.m. | ASEA Lobbyist Report                              | Fore Deck (L)          |
| 1:00 p.m. - 2:00 p.m. | ASEA Political Action Committee Report            | Fore Deck (L)          |
| 2:00 p.m. - 2:15 p.m. | BREAK                                               | Fore Deck (L)          |
| 2:15 p.m. - 2:40 p.m. | GUEST SPEAKER: TBD                                 | Fore Deck (L)          |
| 2:40 p.m. - 5:00 p.m. | ASEA STANDING COMMITTEES - STATUS REPORTS         | Fore Deck (L)          |
| 2:40 p.m. - 5:00 p.m. | Rural/Bush Community Committee                    | Fore Deck (L)          |
| 2:40 p.m. - 5:00 p.m. | Chief Stewards Committee                          | Fore Deck (L)          |
| 2:40 p.m. - 5:00 p.m. | Class I Committee                                 | Fore Deck (L)          |
| 2:40 p.m. - 5:00 p.m. | DOT Committee                                      | Fore Deck (L)          |
| 2:40 p.m. - 5:00 p.m. | DPA Committee                                      | Fore Deck (L)          |
| 2:40 p.m. - 5:00 p.m. | Elections Committee                               | Fore Deck (L)          |
| 2:40 p.m. - 5:00 p.m. | Judicial Panel Committee                          | Fore Deck (L)          |
| 2:40 p.m. - 5:00 p.m. | Nurses Committee                                   | Fore Deck (L)          |
| 2:40 p.m. - 5:00 p.m. | Pride Committee                                    | Fore Deck (L)          |
| 2:40 p.m. - 5:00 p.m. | Grievance Review Committee                        | Fore Deck (L)          |
| 2:40 p.m. - 5:00 p.m. | IT Committee                                       | Fore Deck (L)          |
| 2:40 p.m. - 5:00 p.m. | Women’s Committee                                 | Fore Deck (L)          |
| 2:40 p.m. - 5:00 p.m. | Next Wave Committee                               | Fore Deck (L)          |
| 2:40 p.m. - 5:00 p.m. | Probation/Parole Committee                         | Fore Deck (L)          |
| 2:40 p.m. - 5:00 p.m. | Veterans Committee                                | Fore Deck (L)          |

**ASEA SPONSORED TRUSTS - STATUS REPORTS**

<p>| 4:30 p.m. - 8:00 p.m. | REGISTRATION (Credentials Committee)              | Alcove (L)             |
| 5:30 p.m. - 7:30 p.m. | RECEPTION and No-Host Bar                          | Mid/Aft Deck (L)       |</p>
<table>
<thead>
<tr>
<th>TIME</th>
<th>ACTIVITY</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00 a.m.</td>
<td>BREAKFAST</td>
<td>Fore Deck (L)</td>
</tr>
<tr>
<td>8:00 a.m.</td>
<td>WELCOMING CEREMONIES</td>
<td>Fore Deck (L)</td>
</tr>
<tr>
<td></td>
<td>ASEA President Dawn Bundick</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Announcements</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Call for the Assembly to Rise for the Presentation of Colors</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Presentation of Colors: TBD</td>
<td></td>
</tr>
<tr>
<td></td>
<td>National Anthem: TBD</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Invocation: Moment of Silence</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Welcome Comments: ASEA President Dawn Bundick</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Introduction of (TBD)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>WELCOME: Mayor of Anchorage (TBD)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CALL TO ORDER</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ASEA President Dawn Bundick</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CONVENTION COMMITTEE REPORTS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Credentials Committee: Seating of the Regular Delegates</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Rules Committee: Adoption of the Rules</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Credentials Committee: Seating of the Irregular Delegates</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ADOPT AGENDA</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Appointment of Convention Minutes Committee</td>
<td></td>
</tr>
<tr>
<td></td>
<td>KEYNOTE ADDRESS: (TBD)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>STATE OF THE UNION</td>
<td></td>
</tr>
<tr>
<td></td>
<td>President’s Report</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Secretary’s Report</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Treasurer’s Report: Presentation/Approve Budget FY 2019</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Executive Director’s Report</td>
<td></td>
</tr>
<tr>
<td>12 noon</td>
<td>LUNCH BUFFET</td>
<td></td>
</tr>
<tr>
<td>1:00 p.m.</td>
<td>SPEAKER: (TBD)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CONVENTION COMMITTEE REPORTS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Legislative Committee</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Rural/Bush Committee</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Class I Committee</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Women’s Committee</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Next Wave Committee</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Constitutional Amendments Committee</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Resolutions Committee</td>
<td></td>
</tr>
<tr>
<td>5:00 p.m.</td>
<td>EVENING RECESS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>DINNER ON YOUR OWN</td>
<td></td>
</tr>
<tr>
<td>TIME</td>
<td>ACTIVITY</td>
<td>LOCATION</td>
</tr>
<tr>
<td>--------------</td>
<td>--------------------------------------------------------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>8:00 a.m.</td>
<td>BREAKFAST</td>
<td>Fore Deck (L)</td>
</tr>
<tr>
<td>9:00 a.m.</td>
<td>GENERAL SESSION (Reconvenes)</td>
<td>Fore Deck (L)</td>
</tr>
<tr>
<td></td>
<td>Announcements</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CONVENTION COMMITTEE REPORTS (Continued)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Oral Presentation and Floor Dialogue</td>
<td></td>
</tr>
<tr>
<td>12:00 noon</td>
<td>LUNCH (Box)</td>
<td>Fore Deck (L)</td>
</tr>
<tr>
<td></td>
<td>CONVENTION COMMITTEE REPORTS (continued)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Oral Presentation and Floor Dialogue</td>
<td></td>
</tr>
<tr>
<td></td>
<td>GOOD AND WELFARE</td>
<td></td>
</tr>
<tr>
<td>5:00 p.m. or earlier</td>
<td>ADJOURNMENT</td>
<td></td>
</tr>
</tbody>
</table>
ASEA/AFSCME Local 52

**Anchorage Headquarters**

**Executive Director**
Jake Metcalfe

**Business Agents**
Doug Carson
Suzan Hartlieb
Ryan Kopiasz
Sam Rhodes
Toya Winton

**Headquarters Support Staff**
Brian Brandon
Bev Gagaring
Norma Jones

**External Organizer**
Sam Rhodes

**Accountant**
Margaret Pohjola

**Internal Organizer**
MaryAnn Ganacias
Ryan Kopiasz

**Fairbanks Field Office**

**Business Agent**
William Walters
Adrianne Helinski

**Communications Coordinator**
Samantha Harris

**PR/Communications Specialist**
Sharon Dart

**Juneau Field Office**

**Business Agents**
Dick Isett

**Secretary**
Lizzie Solger

**Information Officer**
Reber Stein

**Lobbyist**
John Harris